



Infor System21 Production Definition Management

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Production Definition Management Module.

Intended audience

The guide is intended for any users of the MD Production Definition Management business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" section.

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Production within the System

The System21 Production system covers the complete spectrum of enterprise management and comprises four key business functions:

- Finance
- Logistics
- Production
- Customer Service

These functions are incorporated within a business cycle of activities illustrated in Figure 1.

The array of associated functional applications may be used to support management of activities across the generic [supply](#) chain as shown in Figure 2.

Integration of data enabling the generation of a comprehensive range of printed business reports taking differing perspectives of the enterprise is fundamental to [supply](#) chain management, and this is effectively achieved within the system.

A simplified view of the organisation and inter-relationships of a fully integrated Production-driven business system which makes management data [available](#) is shown in Figure 3.

Figure 1 - Activity Cycle

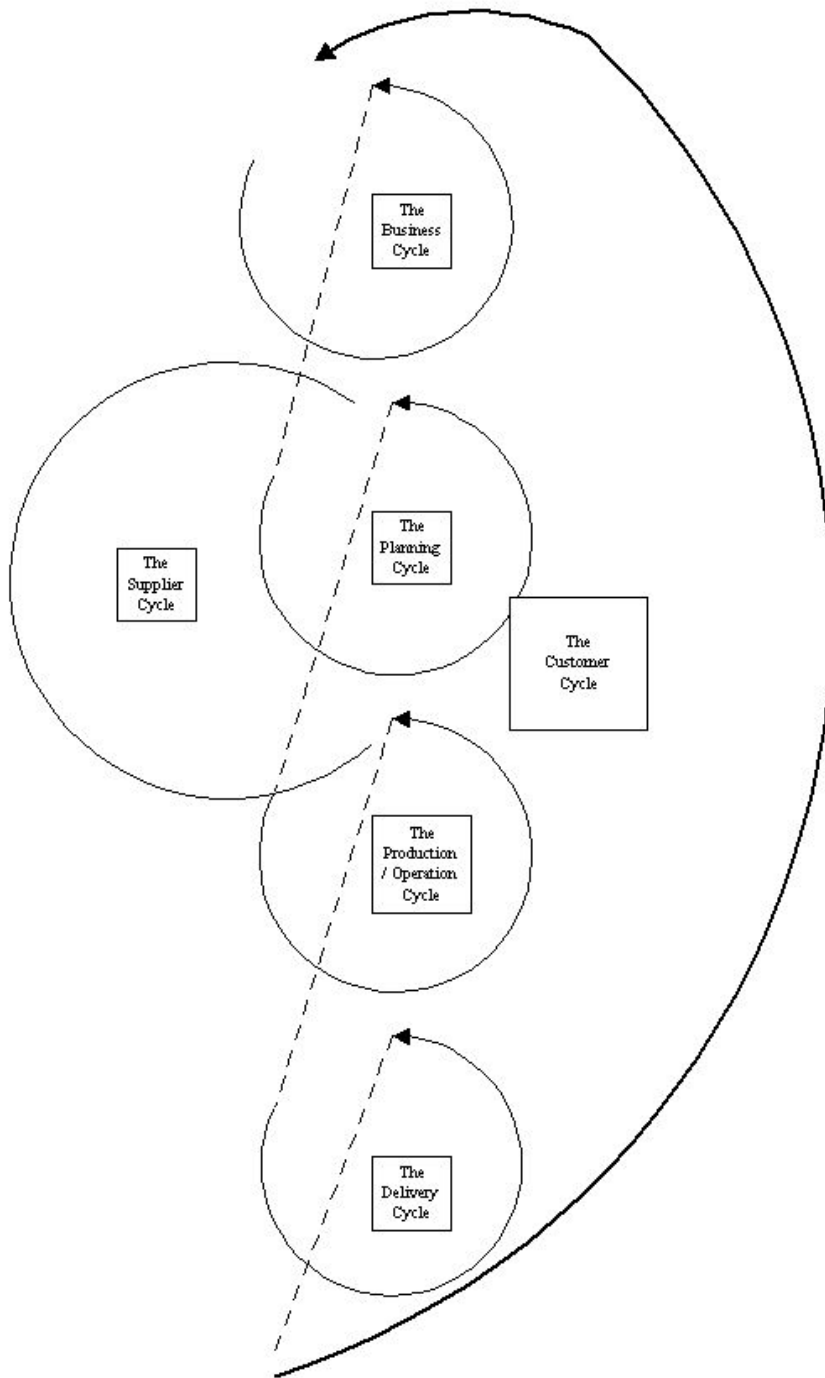
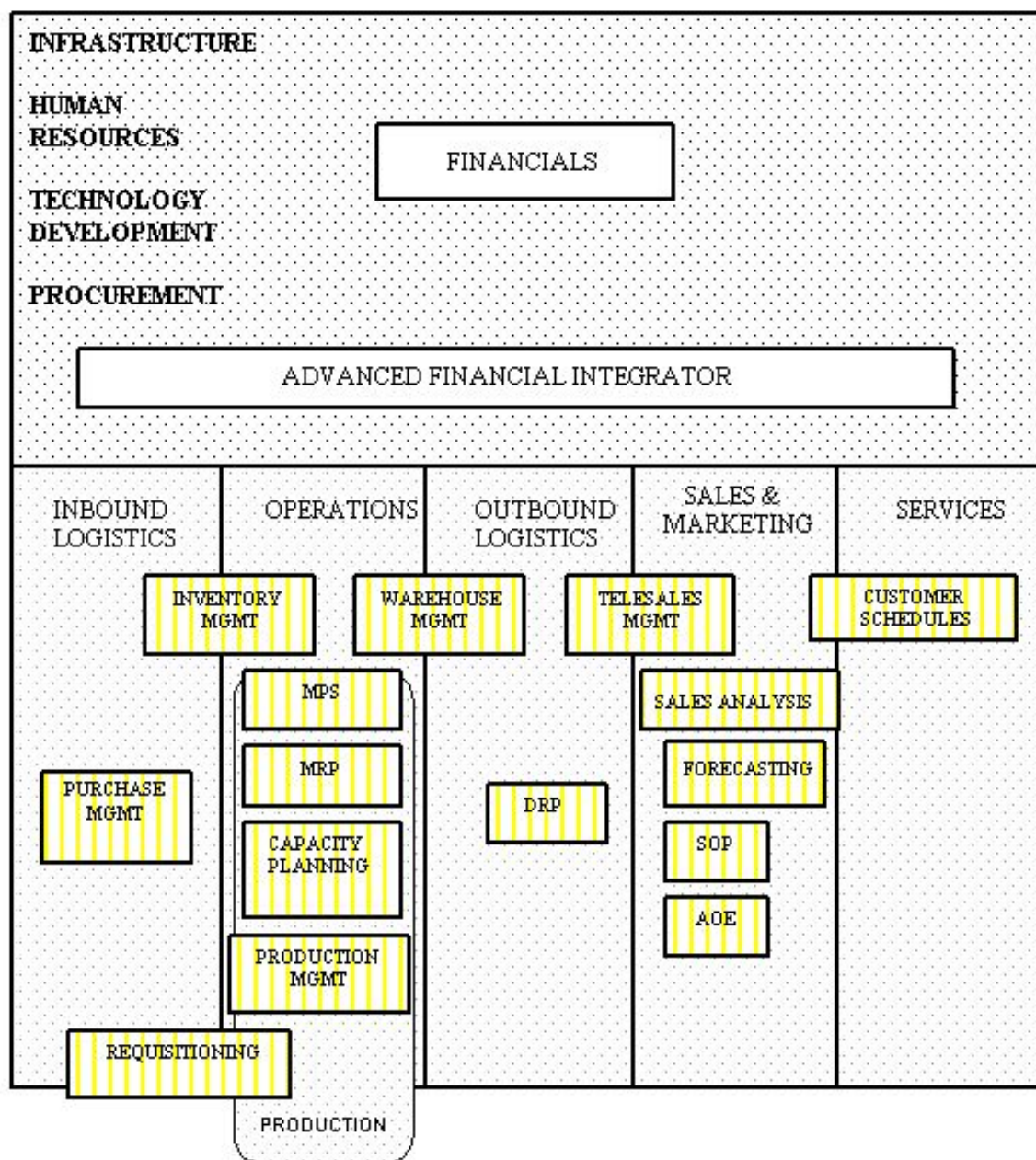


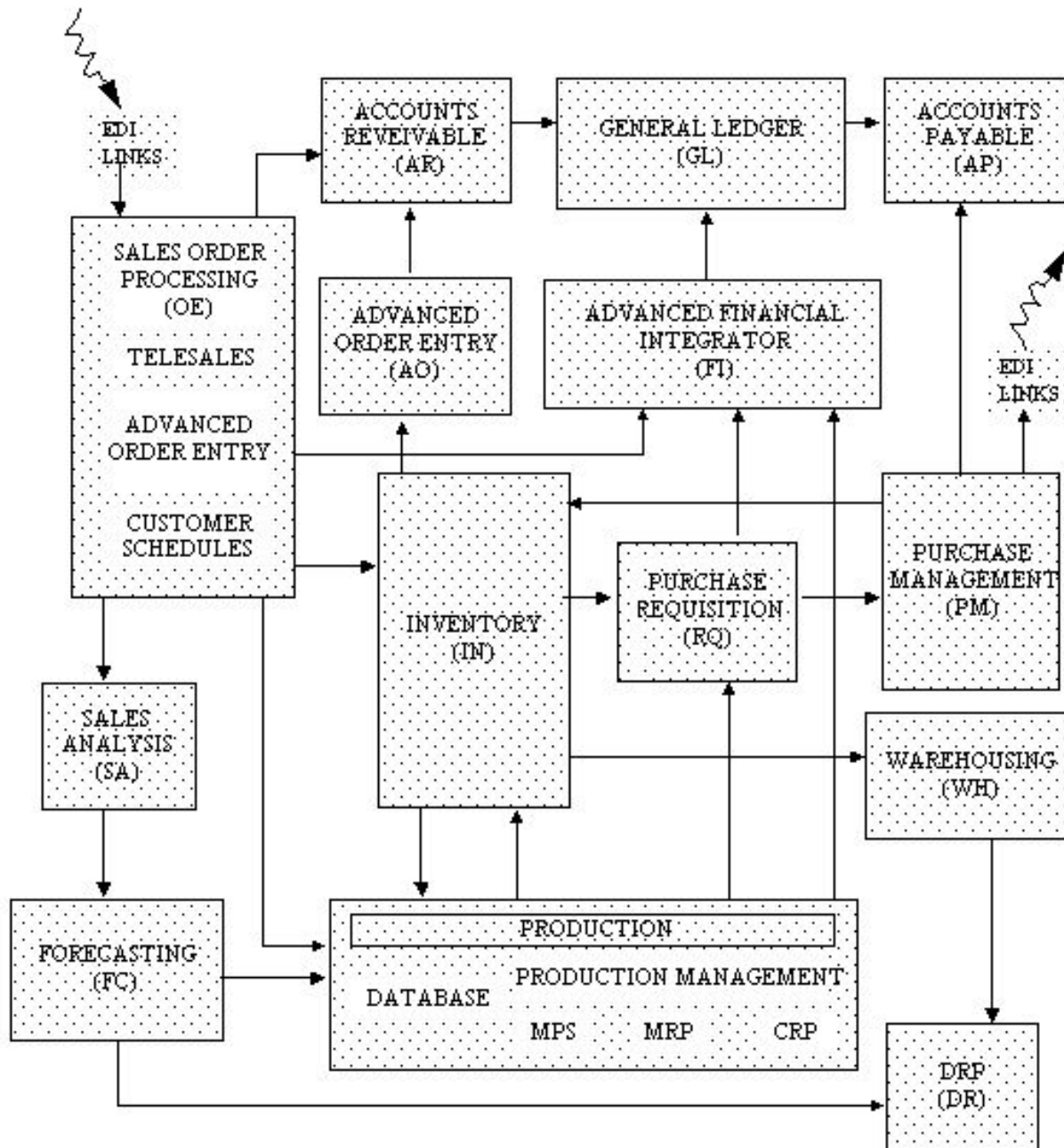
Figure 2 - System21 Applications and the Generic Supply Chain



Key:

- [MPS](#) - Master Production [Scheduling](#)
- [MRP](#) - [Material Requirements Planning](#)
- SOP - Sales Order Processing
- AOE - Advanced Order Entry
- [DRP](#) - [Distribution Requirements Planning](#)

Figure 3 - A Fully Integrated Production System



Production System Applications

The Production system, Figure 4, comprises six core applications, governed by a [company profile](#). The link between Production applications and Inventory applications is mandatory, whilst the others shown are optional, but functionally desirable, for the effective integration of management information.

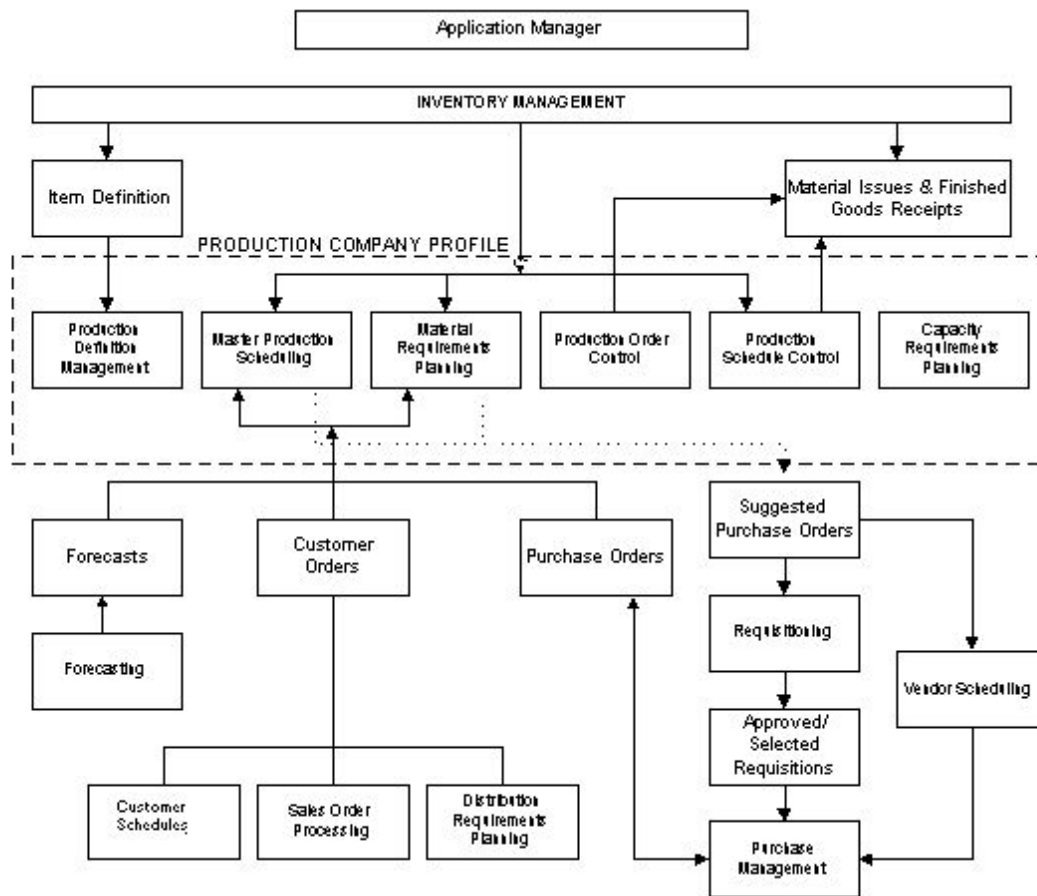
Company Profile

The Production system, in common with all System21 applications, operates within a multi-company environment.

A [company profile](#) sets the basic system defaults and [operation](#) policies relevant to each Production company; defines the [costing](#) elements, and defines base calculation parameters which are used by all Production functions.

Access to the [company profile](#) is usually restricted to system managers and implementation project managers who require a comprehensive understanding of the implications of each of its parameter settings. However, awareness of the [company profile's](#) purpose and features is relevant to all users.

Figure 4 - The Production System



Operation Management Cycle

The [Operations](#) Management cycle addressed by the Production system is summarised in Figure 5. The diagram identifies the two methods of production control [available](#): [Production Order Control](#) and [Production Schedule Control](#). In general, the former is more appropriate to flexible, low to medium volume product structures, and the latter to repetitive, medium to high volume product structures; both of which may be found in a single organisation and both of which may be catered for, running concurrently within the Production system.

Production Order Control

Sales orders/[customer schedules](#) and forecasts are combined to create a [demand input](#) to the Master Production [Scheduling \(MPS\)](#) application. A high-level plan is created which suggests production and purchase order quantities and dates. This plan normally consists of only customer deliverable or saleable items.

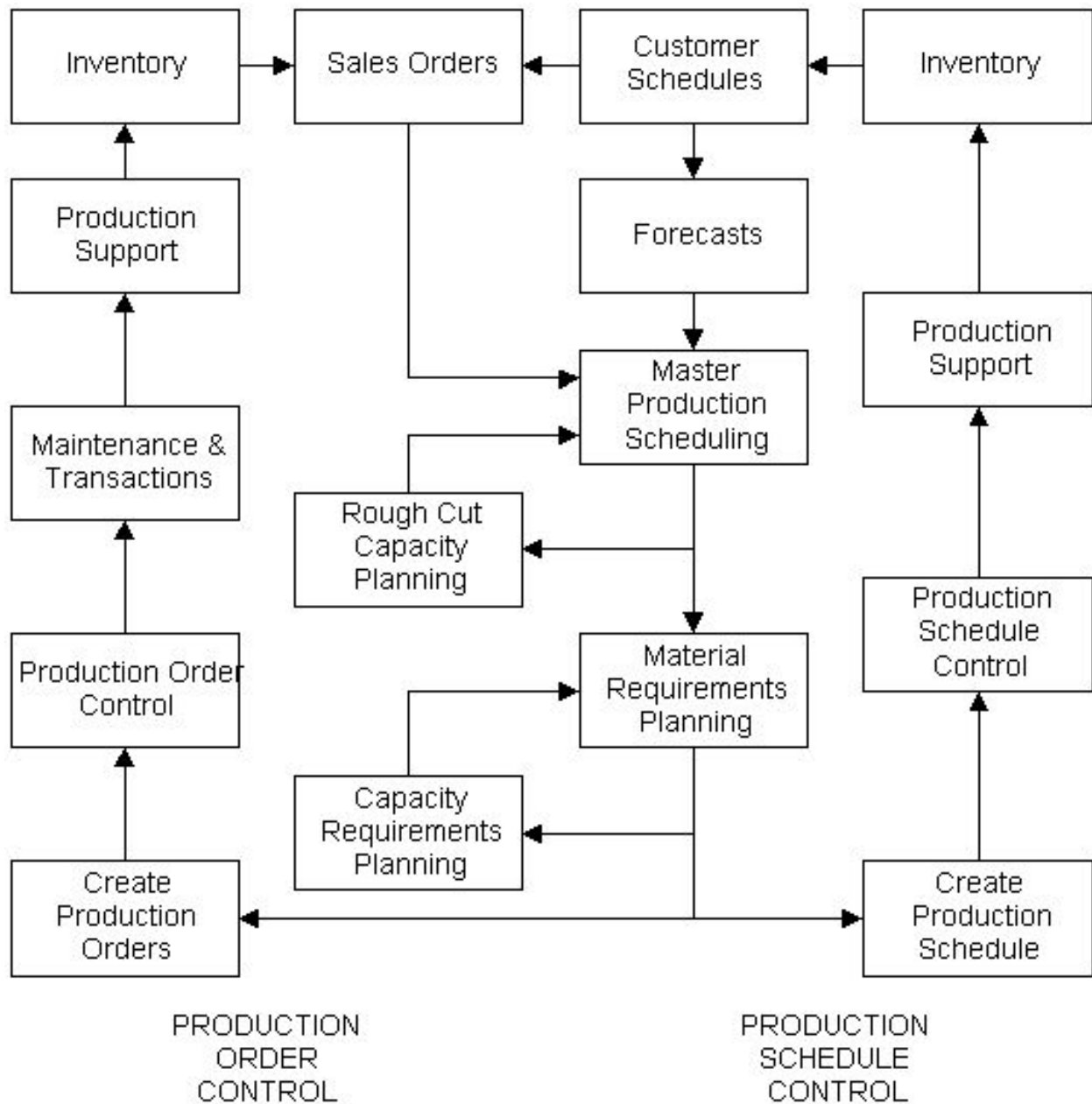
The [capacity](#) of the facility to implement the high-level plan may then be checked using the [Rough Cut Capacity Planning](#) facility and if necessary the [MPS](#) planning cycle re-run.

Once a plan is agreed, the suggested orders [output](#) from the [MPS](#) cycle are then combined with associated [component](#) items and raw materials to create a [demand input](#) to the [Material Requirements Planning \(MRP\)](#) application. [MRP](#) reconciles existing production commitments with the revised [MPS demand](#) to create a more detailed production and purchase order plan. This plan suggests all purchase and production orders relevant to a user-defined [planning horizon](#).

Again, before confirming any aspect of the new plan, the [capacity](#) of the Production facility may be checked using the full [Capacity Requirements Planning \(CRP\)](#) application to ensure that, with realistic [loading](#) of the facility, it is possible to achieve the plan. This may require a number of iterations of the [MRP](#) planning cycle. Rough cut is not used at this point, as it is assumed all planning details have been finalised.

When the production plan is finally approved, production and purchase orders are created and the planning cycle passes to the Production cycle.

Figure 5 - The Operation Management Cycle



The Production cycle enables orders of varying status to be released to production. Once released, orders may be tracked by notifying the system of [operations](#) and transactions completed through the Maintenance and Transactions functions. Production Support enables the entry of transactions and interrogation of the system through enquiry windows. Production reports may also be created. Completed items pass into Inventory to complete the Operations cycle.

Production Schedule Control

[Production schedules](#) are created by the Production Planning applications for specially designated [schedule-controlled items](#). These plan the availability of [operations](#) necessary to achieve a pre-determined volume of [output](#), for a particular item using the [available](#) production facility.

The basic process is the same as for production orders. [Customer schedules](#) may be used to provide forecasts which drive the [MPS](#) and [MRP](#) applications as described for Production Order Control. The plans generated are suggested [schedules](#) and [suggested purchase](#) orders.

The [output](#) is a [work station Production schedule](#). The Production cycle with respect to [scheduling](#) is slightly less complex, as it considers only the end item or product, not the individual production orders, as does Production Order Control.

Production Definition Management

Inventory is the source of the primary item database within the overall system environment for both purchased and production items. Every item to be referenced within Production must first be defined to Inventory.

Production Definition Management (PDM), Figure 6, manages the Production database which contains extended, Production-specific details of all items used by the Production applications and definitions of the [resources](#) used to combine raw material into finished products and provides facilities to [cost](#) products.

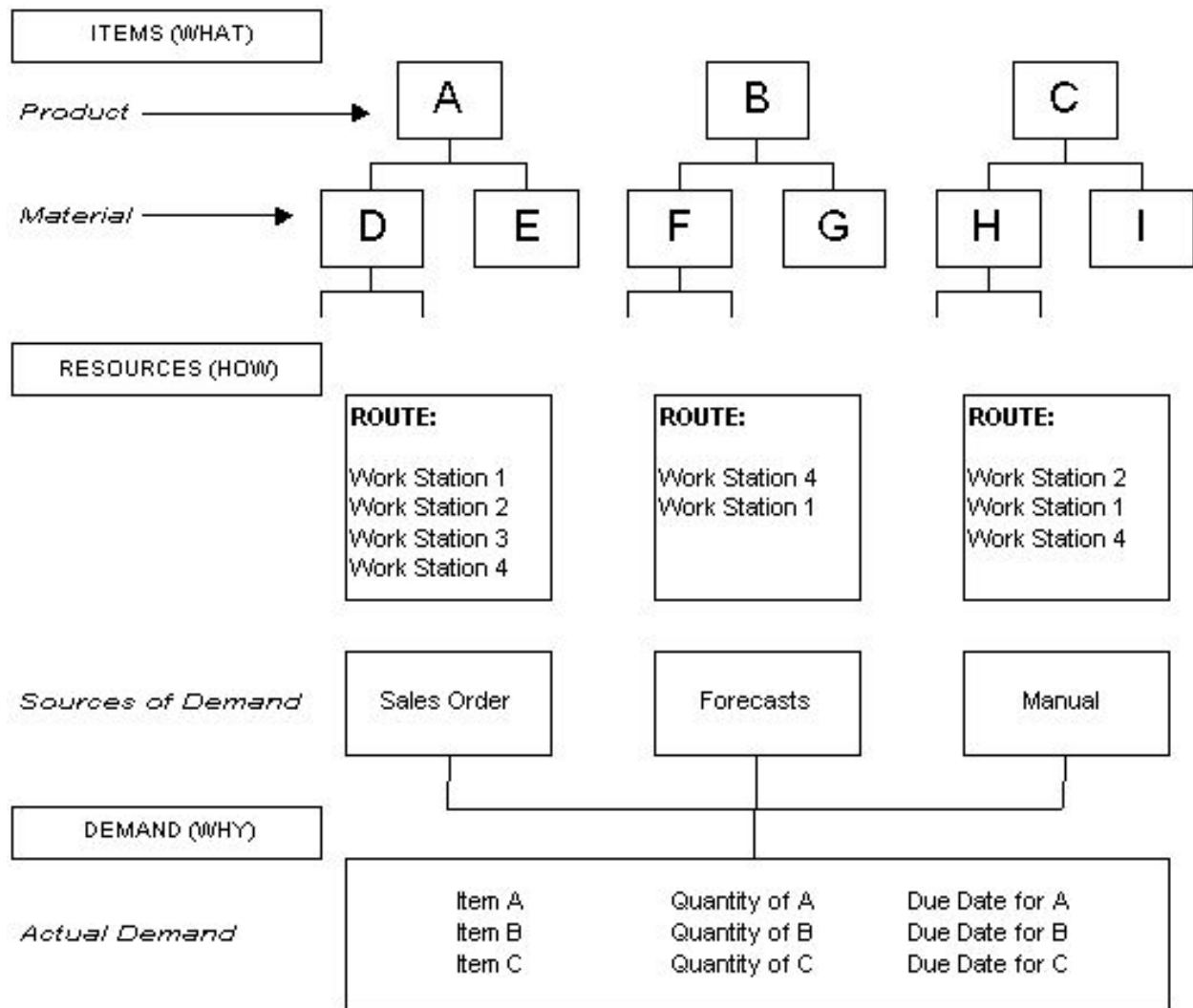
[Resources](#) are classified as [work stations](#) (which may be grouped to form [work centres](#)), the [cost](#) basis of each [work station](#) being defined by an assigned [cost centre](#).

Single-level production [routes](#), which are entered within the database, define the [operations](#) required to make an item, the [work stations](#) at which the work is carried out and the materials necessary to complete the operation. The end result, or [output](#), of a production [route](#) may be a single item such as a car, [component](#) or machine tool, or multiple outputs such as conserves and jams. Both single and multiple outputs may also produce waste and/or [by-products](#). The single-level production routes are automatically extended into full multi-level structures by the system.

Database configuration, in conjunction with the default settings in the [company profile](#), is fundamental to an effective business management system. A clear understanding of the database and its links to Inventory and the company profile is prerequisite to determining the system to be implemented.

PDM is [available](#) in two forms, which are known as Base and Extended. The Base form supports all functionality available in previous releases of the software. The Extended form supports additional functionality, specifically [schedule](#)-driven repetitive production; process production with multi-product [outputs](#) and batch [potency](#) facilities. The Extended form also allows for Multi-plant structures where planning and production control may be carried out across differing plants or sites. Critical resourcing is also available to determine where an item will be manufactured, based on the availability of defined critical [resources](#).

Figure 6 - Production Definition Management



Master Production Scheduling

The Master Production [Scheduling \(MPS\)](#) application, Figure 7, produces a high-level production plan of the critical and sales items. The system then matches the projected [demand](#) for designated products to the ability to [supply](#) based on user-defined [planning models](#) and [planning horizons](#).

[Demand](#) is a function of sales orders, forecast, and/or manual entries or a user-defined combination. The ability to [supply](#) is a function of the availability of associated items and [resources](#) held in the Production database. The resulting plan may be based on production orders, [production schedules](#) or a mixture of both. The calculation process for the respective plan generations is simply:

[Demand](#) - Availability = Requirement

A [demand](#) forecast may be determined in a number of ways:

- Using a simple annual forecast defined within [MPS](#)
- Using the [output](#) from the Forecasting application, which takes account of historical sales analysis
- Using the [Customer Schedules](#) application

This [demand](#) is raised remotely by customers at their facility and communicated across EDI links as part of an integrated [supply](#) chain.

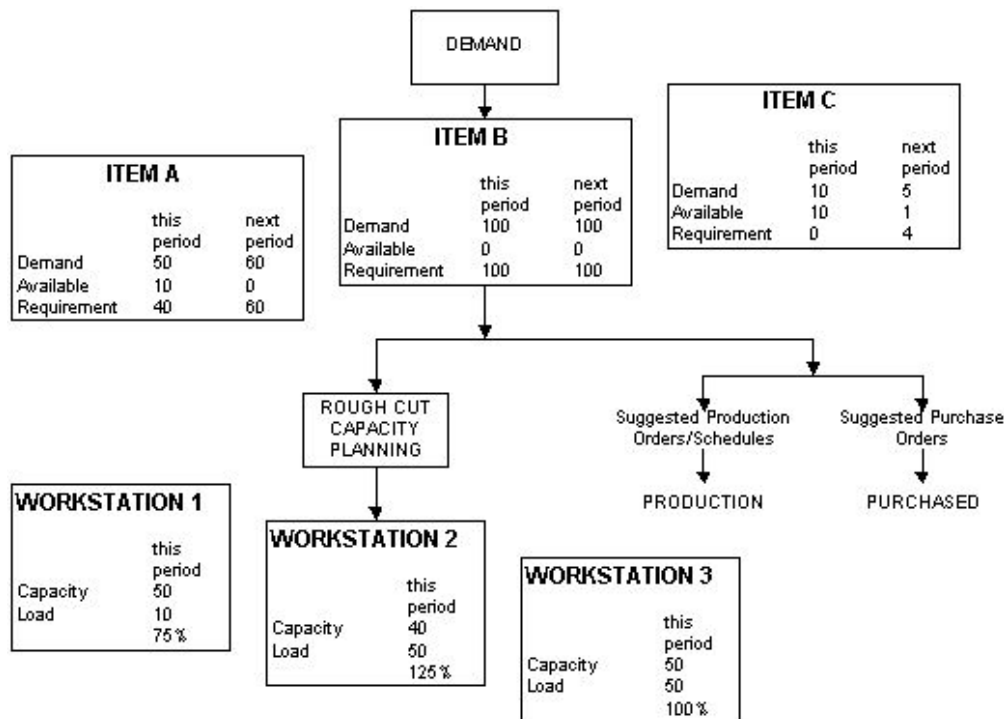
[MPS](#) is a time-based plan of suggestions to meet customer due dates. The system works backwards from the customer due date specified, taking account of product [lead times](#) held within the Production database, to suggest a latest [start date](#) that achieves completion by the due date.

In each case, a plan is derived that also lists [suggested purchase](#) orders and Production resource requirements across the chosen time horizon. These may be individually confirmed and purchase orders automatically passed through to the Purchase Management application in advance of further [MRP](#) planning, if required.

Tactical line [loading](#) allows the re-[scheduling](#) of special [flow routes](#) for [schedule-controlled items](#), ensuring that all [operations](#) in an [item schedule](#) are re-planned together regardless of the operation selected.

[MPS](#) also incorporates [rough cut capacity planning](#). This may use summary routings to determine the [loading](#) in hours on the Production facility [resources](#) relative to their [capacity](#) in hours as defined in the Production database.

Figure 7 - Master Production Scheduling



Material Requirements Planning

[Material Requirements Planning \(MRP\)](#), Figure 8, produces a more detailed plan than [MPS](#), but is essentially completing the same function more comprehensively. [MRP](#) takes account of all the lower-level items, sub-parents and raw materials. Planning is again based upon user-defined models.

[MRP](#) differs from [MPS](#) in two key respects. Firstly, it includes all items in a structure. Secondly, there is a choice of three modes of processing:

- [Regenerative](#): Plan for all items across all structures
- [Selective](#): Plan only selected items and hence selected structures
- [Net Change](#): Plan only items that have created a [net change 'trigger'](#) as a result of selected transactions or database changes

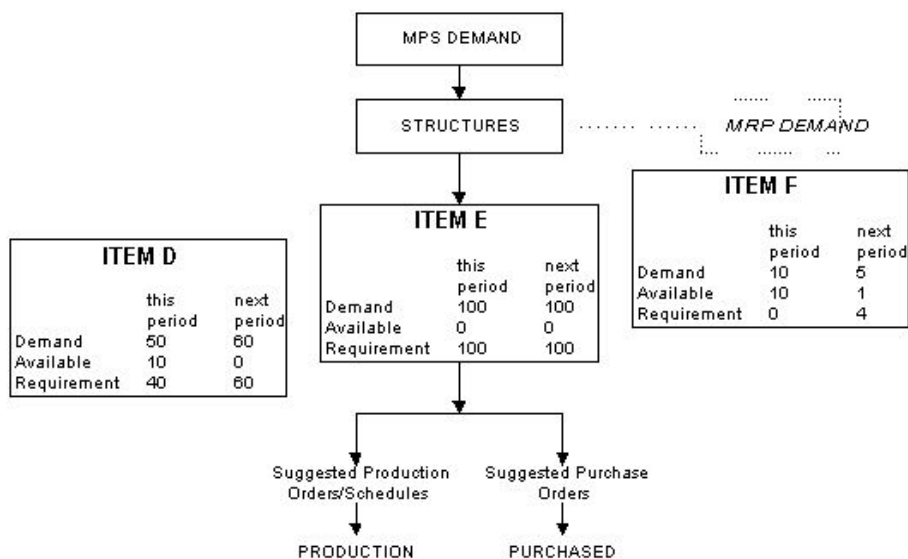
A [cell](#)-based view of the above is also possible. A [cell](#)-based [MRP](#) run determines [supply](#) and [demand](#) details for [cells](#) (departments or sub-divisions of a Company/[Organisational Model](#)).

[MRP](#) and [MPS](#) are autonomous modules. Either may be used stand-alone. However, [MRP](#) is normally driven by [MPS demand](#) as shown in Figure 8. A separate [MRP demand](#) may be used to enhance the requirements for dependent [MRP](#) items.

[MRP](#) and [MPS](#) plans are based upon independent user-defined models and [reporting profiles](#). The reporting profiles may be based on a non-linear time horizon; for example, a three-month plan might be structured as follows:

- Next Week Daily detail
- Week 2-4 Weekly detail
- Week 5-8 Fortnightly detail
- Week 8-12 Monthly detail

Figure 8 - Material Requirements Planning



Capacity Requirements Planning

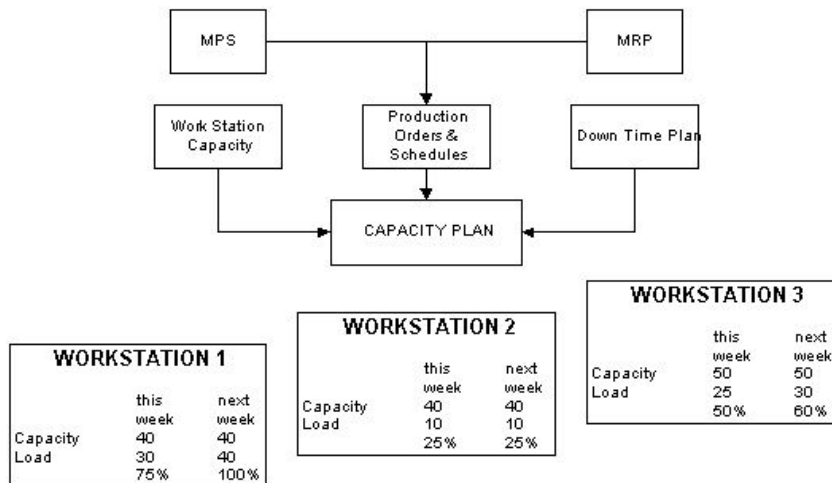
[Capacity Requirements Planning](#), Figure 9, takes account of [work station](#) capacities, and [planned down times](#) defined across the whole Production application. It uses this information to assess the [demand](#) proposed by [MPS](#) or [MRP](#) plans and determines a [loading](#) factor for each [work station](#).

Database item/[route](#) information is accessed to convert [MPS/MRP supply](#) requirements (in quantities) into the number of hours required (the [load](#)) at each [work station](#). [MPS/MRP planned supply](#) dates are used to [schedule](#) these required hours into appropriate weekly production time slots at each [work station](#), with reference to [work station](#) standard capacities and with due regard to [planned down times](#) and non-working days affecting the planning [run timescales](#).

Reports and enquiries are [available](#) which compare the weekly [work station](#)/centre hours required and available within the planning [run timescales](#), so that it is possible to determine whether over/underload [capacity](#) situations occur and thus to decide on action(s) required.

The application enables finite [capacity planning](#) by individual order and [schedule](#), but assumes infinite [capacity](#) of the facility. It is therefore the responsibility of the [planner](#) to complete any fine-tuning of the work [load](#) to optimise the [loading](#) factor and hence [utilisation](#) of production capacity.

Figure 9 - Capacity Requirements Planning



Production Control

Production Control, Figure 10, is the combined functionality of the Production Order Control and [Production Schedule](#) Control and Production Support applications. These provide the means to record the 'real world' implementation of the production plan. Production Order Control and Production Schedule Control permit [operational](#) transactions to be made against the plan.

Production Order Control

Production Order Control enables the Production system to monitor the progress of orders through the Production facility by logging the status of each order within a [work station](#). The [order status](#) may be:

- Suggested
- Planned
- Confirmed
- Released
- Completed
- Cancelled

In addition, Production Order Control facilitates the recording of [operational](#) transactions; the issue of materials, the [backflushing](#) of bulk issues, scrap, re-work and placing unused items back in stock.

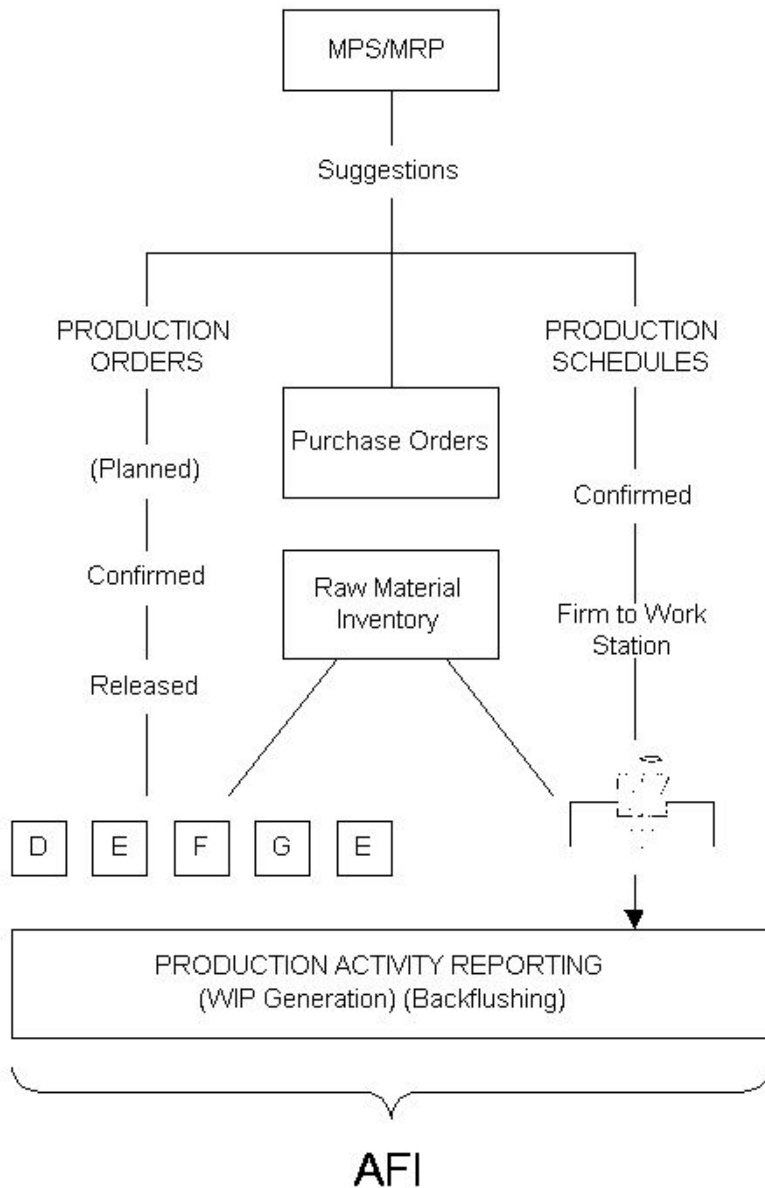
Production Schedule Control

[Production Schedule](#) Control provides similar facilities to Production Order Control, but for items subject to [schedule control](#).

Production Support

Production Support facilities assist in the management of [work stations](#), [work-in-progress \(WIP\)](#) and Inventory stocks. Production-related reports may be generated which show [costing](#) and [efficiency](#) information. The accuracy of these reports is dependent on maintaining good discipline in [booking operations](#). The riour of such discipline has to be [balanced](#) with the [demands](#) of the Production environment.

Figure 10 - Production Control



Advanced Financial Integrator (AFI)

A link is provided to the General Ledger through the [AFI](#) application. AFI makes use of the transactions booked to the Production application enabling the calculation of financial information.

Introduction

System21 encompasses four main business areas:

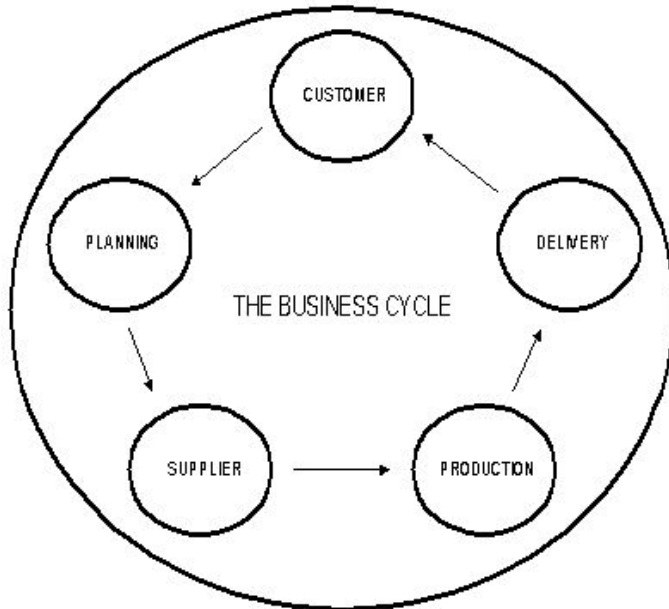
- Finance
- Logistics
- Production
- Customer Services

These functions are illustrated in the cycle of tasks shown in the Business Cycle diagram. The relationship between Production and the other System21 modules is shown in the System21 Applications and the Generic [Supply](#) Chain diagram.

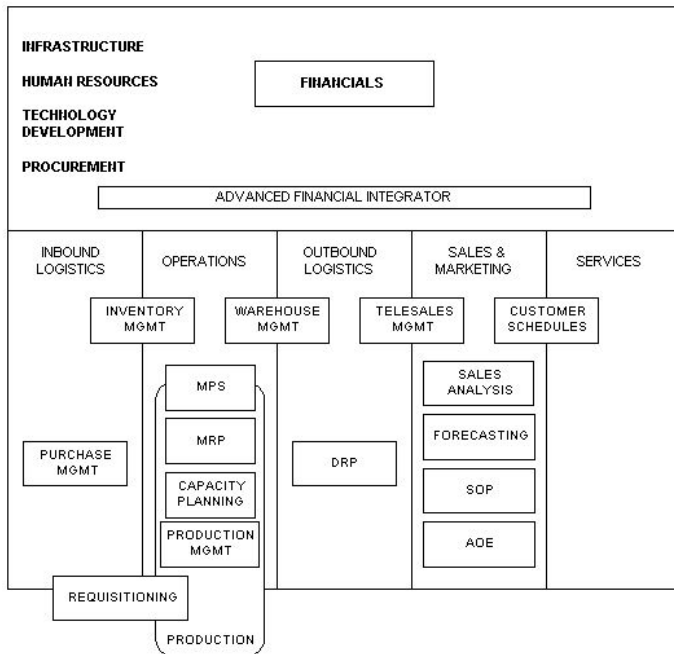
Full data integration throughout the system lets you generate a comprehensive range of business reports and enquiries. The flow of information to and from Production is represented in the Integrated Production System diagram.

Caution: Production must be linked to Inventory. The link between Production and the other applications is optional, but advisable for the effective integration of management information.

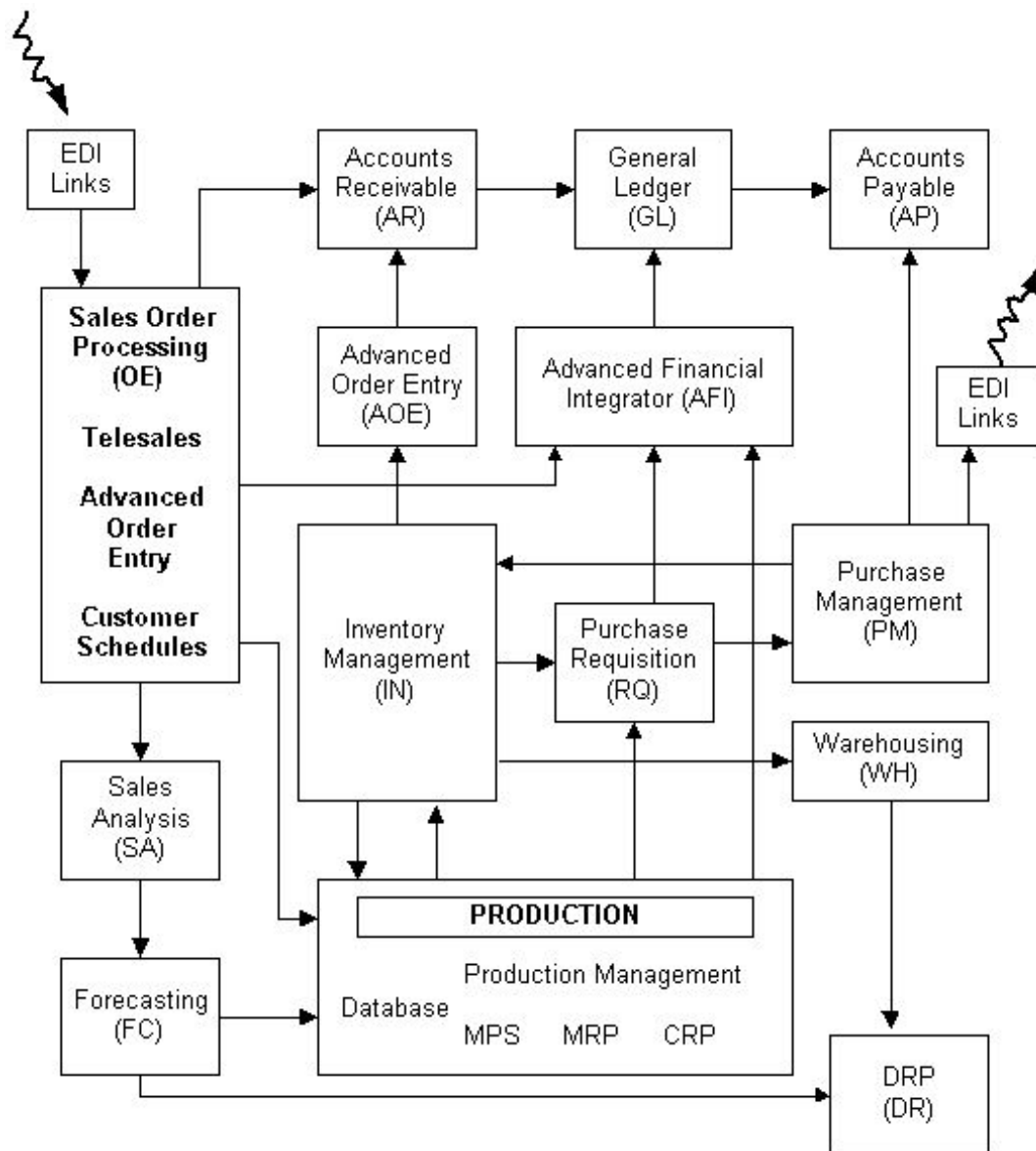
The Business Cycle



System21 Applications and the Generic Supply Chain



A Fully integrated Production System



Key:

[MPS](#) - Master Production [Scheduling](#)

[MRP](#) - [Material Requirements Planning](#)

SOP - Sales Order Processing

AOE - Advanced Order Entry

[DRP](#) - [Distribution Requirements Planning](#)

Production Definition Maintenance

Production Definition Maintenance is the production module used to build and maintain production data.

This section looks at the definition of items and [resources](#), establishing process layouts, and building item [costs](#).

The database holds the basic information that is needed by the whole of the Production system. The data are of two types:

- Items, also known as parts or products, that can be bought or made

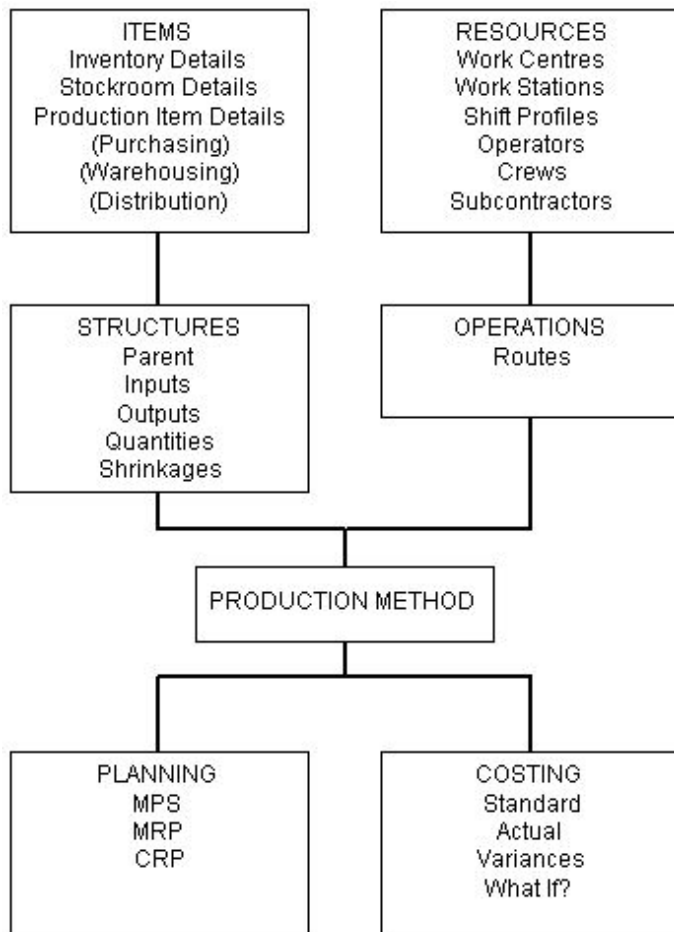
They can be parent/finished or [component/ingredient](#) parts.

- [Resources](#), which are those facilities that are used to manufacture and process the items

These are linked together to provide the Production system.

Caution: It is vital that this information is as accurate as possible because all the other Production facilities take their basic information from the database.

Types of Data



Base and Extended

The Production software is [available](#) in two modes, known as Base and Extended. The Base mode supports functionality equivalent to that which was available in version 2.0 of the Production software. The Extended mode supports additional functionality, especially order-less (or [schedule-controlled](#)) production and process features such as [co-products](#), [potency](#) and extended [lot control](#). In addition, it provides for multi-plant functionality whereby individual plants/sites can be identified within one company.

The mode of your software is determined by your contract.

Note: *You can still use the Base system, even if your contract is for the Extended version. There is a setting on the [company profile](#) that determines whether you use the Extended or Base application. For more information on the differences between Base and Extended functionality, refer to the Database Options Window section in the Maintain Company Profile section of the Production System Utilities chapter of this product guide.*

Inventory Details [1/MDM, 2/INM]

Any item that you can refer to in a stock movement, sales order, purchase order or production order, must be defined in the Inventory Item Master file. Items can be raw materials, finished goods, [ingredients](#), consumables or non-stocked [phantom items](#).

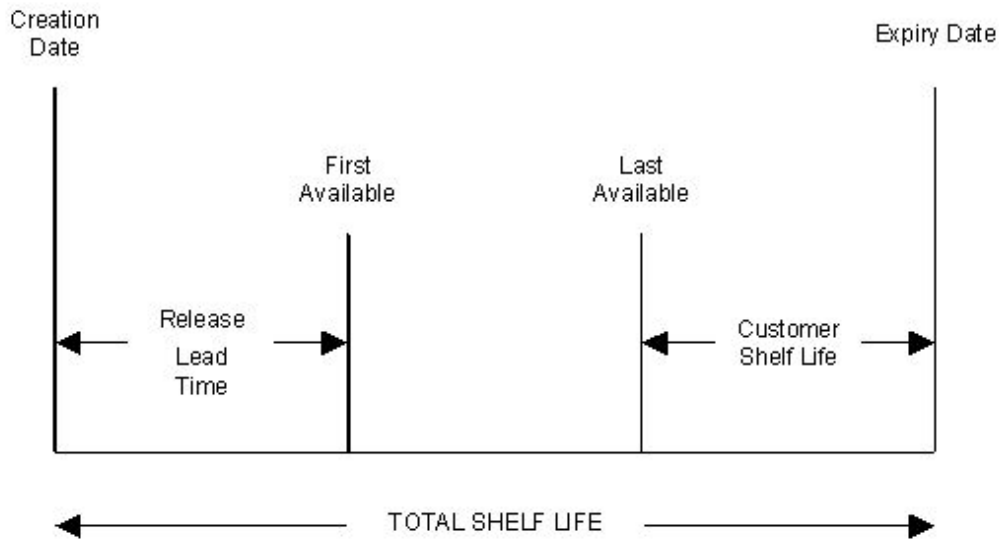
For more details about this task, refer to the Items section in the Maintenance chapter of the Inventory Management product guide.

Lot Availability

When you [set up](#) Inventory items, you can specify if lot, batch or serial control is required. Each of these can have lot headers activated independently. If this option is selected, you are required to enter a [shelf life](#) and a [customer shelf life](#) (the period during which the item is [available](#) after it has been delivered to the customer).

In the Lot Header Parameters pop-up you are also able to specify a [release lead time](#). This is the period after arrival when the items are not [available](#) for use because they have to be inspected, or for some other reason.

The following diagram illustrates how the total [lead time](#) can be divided, and indicates the availability which is between the first and [last available dates](#).



[First Available Date \(FAD\)](#) = [Creation Date](#) + [Release Lead Time](#)

[Last Available Date \(LAD\)](#) = [Expiry Date](#) - [Customer Shelf Life](#)

[Expiry Date](#) = [Creation Date](#) + [Total Shelf Life](#)

Stockroom Details [2/MDM, 5/INM]

Stockrooms are defined in each Inventory Management [company profile](#). You use the Inventory items file to define each item bought, made or sold by the company. The next stage is to associate each item with one or more of the stockrooms.

For more details about this task, refer to the Stockroom Details Maintenance section in the Maintenance chapter of the Inventory Management product guide.

Production Details [3/MDM]

Use this task to add, amend or delete production details for an item.

When production details are deleted, all [costing](#) data is deleted also.

Here, you define the parameters that will control items in your production environment. You also specify how you want to source, [schedule](#), forecast, and [cost](#) the items.

Caution: The items must already be defined in Inventory Management.

Production Data Item Master Maintenance Selection Window

To display this window, select the Item Production Details task.

Use this window to select an item for which you want to enter production details.

Fields

Item

Enter the code of the item you want to add or edit. This can be up to 15 characters long.

Alternatively, use the prompt facility to select from the Select Inventory Item pop-up. This only displays items which are already defined to Inventory.

If you are adding an item using the Base on Item field, if the new item does not already exist in Inventory, it is defined to Inventory at the same time as it is defined in Production.

If you are creating details for an existing item, the item must be defined in Inventory Management before it can be defined in Production.

An [item stockroom](#) definition must also exist for the stockroom to be defined as the [primary stockroom](#).

If you enter an item that is currently subject to a change order line, submitted by a [change management](#) request, details for that line will appear in a pop-up. Select **More Detail (F16)** to see the change request and its present status. If the change line has been authorised, you can confirm and continue processing; otherwise, you will not be allowed to continue. If no authorised change request exists for a new item, the item is considered not to be under change control. In that case, you will proceed to the next stage of Item Master Maintenance.

Note: *If you press Enter after entering an unrecorded item, an error message is displayed.*

Base On Item

To add an item that has the same Inventory and Production details as an existing item, enter the code of the new item in the Item field. Then enter the code of the existing item to be copied in this field.

Alternatively, use the prompt facility to select from the Select Item pop-up. This only displays items which are already defined to Production.

This facility can be used to add items or to copy Production details for items that can be at the following levels of definition:

- The new item is a valid Inventory item, but no Production details have been entered. This system copies the Production details, including the item and stockroom relationship if this has not been defined.
- The new item is not a valid Inventory item. The system displays a Create Inventory Item pop-up and prompts for an item description. Once this has been entered and following acceptance of search keys, the system copies Inventory and Production details, including the item/stockroom relationship.

Note: *You can use this copy facility even if the new item has not been [set up](#) in Inventory or Stockroom files. It adds new records copied from the original, but you can change the description.*

Functions

Item Search (F16)

Use this to search the database for an item. For more information, see the Item Master Scan Pop-up section in the Inventory Management product guide.

Press Enter to validate the data you have entered and display the Production Data Item Master Details window.

Production Data Item Master Details Window

To display this window, press Enter on the Production Data Item Master Maintenance Selection window.

Use this window to enter production details for the selected item, including the [item type](#), the primary Inventory stockroom where the item is stored, and the [costing](#) and [planning routes](#) in which the item will be included.

Fields

Item

The code and text description of the selected item are displayed for information only and cannot be amended.

Revision Level

This is a system-maintained field, and displays the [revision level](#) of this item on the current [planning route](#). It is updated within the [Routes/Structures](#) task when the [route](#) header's Revision Level field is amended. If the designated planning route for the item is changed, the revision level of the item on the updated planning route is displayed.

Item Type

The value in this field provides a general classification of item use throughout the system.

You must enter one of the following [item types](#):

- System-defined Item Types

B - Bought Out

For purchase items ([components](#), for example, bulbs or fuses, or packaging material such as cartons, tins or boxes, or a utility such as gas, electricity, heating or lighting)

G - Gauge

M - Made

For manufactured finished items, intermediate or sub-assembly with [inputs](#) and a production plan

P - Purchased

For raw materials or [ingredients](#)

R - Re-usable Tool

T - Tool (Consumable)

X - Phantom

- User-defined [Item Types](#)

These are used to describe user-defined production related items that are not usually stocked, but form an important part of the production definition. Examples are: non-stock items, circuit diagrams, engineering drawings, test software and assembly instructions. You [set up](#) user-defined [item types](#) in the Maintain Parameters task under parameter type PITP. Any code can be added, and is designated by setting the Usr field to 1. The system-defined item types above cannot be set as user-defined. To complete the example, the following user-defined item types can be used:

N - Non-stock item

C - Circuit diagram

E - Engineering drawing

1 - Test software

2 - Assembly instruction

You can use the prompt facility to select from the PITP [Item Type](#) pop-up.

[Item types](#) must already have been [set up](#) under parameter type PITP. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Note: There is no functional difference between [item types](#) P (Purchased) and B (Bought Out). The Indented Item [Cost](#) Simulation task lets you to see the effect on a cost explosion of increasing or decreasing purchased and bought item costs, with independent percentages applied to each type.

Note: [Item types](#) R, T and G are regarded by [MPS](#) and [MRP](#) as purchased items.

Note: If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Item Type](#) field on the Maintain Item Overrides Planning window.

Note: User-defined [item types](#) are created automatically as utility items ([material type](#) 2). This ensures that no stock [balances](#) are updated when the items are used and suggested supplies are not created in [MPS](#) and [MRP](#), although any [demand](#) for them is calculated and shown.

Control Policy

This field is used to indicate the control status of the Production Item Master file. The [available](#) options are as follows:

0 - No control required

1 - Audit control

2 - Change control

3 - Revision control

If, after you have entered a new item number, an authorised change request is found to exist, the control policy is automatically set and displayed as 2 (Change Control). From this point, an authorised change request will be required to maintain the Production Item Master file. Otherwise, any item is considered not to be under change control and can be added normally. In this case, change control policy 2 is unavailable.

You can use the prompt facility to select from the AUDT Audit Type pop-up.

Specification Ref

Enter your own, customer, supplier or engineering or [specification reference](#) in alphanumeric format.

GT Family

This is the Group Technology Family.

This is validated against codes [set up](#) in the [Parameter file](#) under GTFM if the parameter is switched on. In this case, you can use the prompt facility on this field to select from the GTFM [GT Family](#) pop-up.

Otherwise, any value can be entered here.

Enter a code that is used by [MRP](#) (Selective) to group together items with similar production characteristics either in the way they are made or in the material used.

The individual yields of different [output](#) items from different processes at a [work station](#) may be required to be grouped together as a single output for yield analysis purposes. If so, you must assign the same [GT family](#) code to each output item in the group, to generate composite yield values automatically in the Material Yield report.

This code can be used as a selection parameter on a selective [MRP](#) run.

It can also be used as a selection parameter in the [Demand/Supply Variance](#) enquiry/report.

Primary Stockroom

Multiple stockrooms can be defined for an item. The [primary stockroom](#) is used as the default in all issuing and receipt tasks for this item. The default can be overridden during transaction processing and [route](#) definition, if necessary.

Enter the stockroom to be used as the planned receiving stockroom for supplies of this item. The specified stockroom is also used as the default issue stockroom when the item is used as a [component](#). When a code is entered, a text description of it is displayed under the code.

You can use the prompt facility to select from the Select Stockroom pop-up.

Planner

Enter a [planner](#) code. This code is a means of organising items into categories for management and planning. It can be used to designate the Production planner or buyer responsible for controlling the item. It is used to sort Production [Scheduling](#) and Material Planning reports, and as a selection parameter on planning enquiries, so that planners have fast access to [schedules](#) for items under their control.

This [planner](#) code must already have been [set up](#) in parameter type PLAN. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the PLAN [Planner](#) Code pop-up.

Costing Route

Enter the [route](#) used to roll up [standard costs](#) for the item when held in the [primary stockroom](#).

During [route](#) maintenance, you can specify a different [route](#) for [costing](#) the item when receiving into non-[primary stockrooms](#); that is, each [item stockroom](#) can have its own standard costing route.

This [route](#) is used by the Item Master File Re-[Cost](#) and Single Item Re-Cost tasks to calculate standard and current [unit costs](#). Make sure that this route is fully defined in [Route/Structure](#) Maintenance.

If you are using Extended functionality, and this item is a member of a process group, the standard [cost](#) sets are calculated using the [costing routes](#) of the groups to which the item belongs. The code entered here is used only for the item's [standard costs](#) when it is produced independently of a process group.

Purchased items, when requested, retain any [route code](#) entered here; that is, leave blank by default, or enter the code of a route to be associated with the item. Any purchase re-[cost](#) retains the item route code relationship.

Cost Route Designate

The [cost](#) updates for a range of items can be carried out for a designated [cost route](#). At a new [costing](#) period, these costs can replace the previous [standard costs](#) for the range of items. Enter a designated [cost route code](#) in this field.

Note: *If Configurator is used and the item is a process group, the software prevents the [Cost Route](#) Designate from being the Configurator route. This is because Configurator does not support multiple [output routes](#).*

Planning Type

Use this to indicate whether the item should be planned as a [Master Production Schedule \(MPS\)](#) or a [Material Requirements Planning \(MRP\)](#) item.

Select one of the following:

[MRP](#) (0) - If this is an [MRP](#) item

Examples include [inputs](#), [ingredients](#) and [components](#).

[MPS](#) (1) - If this is an [MPS](#) item

Examples include saleable items, critical [inputs](#), sub-assemblies, or spares for which the company needs to develop a production plan. The designation of an item as [MPS](#)-controlled is dictated to some extent by its structure and ease of sourcing.

Planning Route

Enter the [route](#) to be used as the primary [planning route](#). [MPS](#) and [MRP](#) use the designated [route](#) to develop material requirements and order [schedules](#).

The [route](#) must be defined in the [Routes/Structures](#) task.

If you are using Extended functionality, and this item is a member of a process group, the group's [planning route](#) is used when this item is planned as part of the group. The [route](#) entered here is only used when this item is planned independently of a group.

The setting of this [route](#) is critical for discrete [route](#), [schedule control](#) items, because planning functions only use this [route](#), and this [route](#) is used in [bookings](#) when recording work in progress.

This is the default [route](#) used for [MRP](#) and standard [MPS](#) runs. This [route](#) is also used by the Cumulative and [Production Lead Time](#) fields when [lead times](#) are to be calculated by the system (select **Calc [Production Lead Time](#) (F19)**, or **Calc [Cumulative Lead Time](#) (F20)**) rather than entered manually. You must make sure that this [route](#) is defined via the [Routes/Structures](#) task.

If the item is produced in more than one location (multi-plant), a [planning route](#) is required for each relevant plant.

Production Lead Time

Enter the production or [this level lead time](#) for the item, which represents the time, in days, required to produce the item from its [inputs](#) of raw material and/or intermediates.

The [lead time](#) can be entered directly or calculated by the software from the [planning route](#) and [standard lot size](#).

Select **Calc [Production Lead Time](#) (F19)** to calculate this figure from the [planning route](#).

If the Item [Time Fence](#) task is used in [MPS](#) or [MRP](#), this [production lead time](#) is applied to establish the frozen [schedule time fence](#) for the item.

For lot-controlled items, any [release lead time](#) defined in Inventory Management is added to the [production lead time](#) total. If the [lead time](#) is held in any units other than days, the units are converted before totaling.

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Production Lead Time](#) description in the [Maintain Item Overrides \[Lead Times\]\(#\) Window](#) section.*

Cumulative Lead Time

Enter the cumulative or end-to-end [lead time](#) for the item, representing the total time required in days to produce an item based on a full explosion of the structures of material of the item and its sub-assemblies. It includes the purchasing [lead time](#) of low-level [inputs](#) and raw materials. The time is calculated from the longest leg or critical path of the production and procurement process.

The [lead time](#) can be entered directly or calculated by the software from the [planning route](#) and [standard lot size](#).

If the Item End Date task is used in [MPS](#) or [MRP](#), the [cumulative lead time](#) is applied to establish the [planning horizon](#) for the item.

For non-production items, the calculation returns the purchase [lead time](#) from Inventory Management or Purchase Order Management.

Select **Calc Cumulative Lead Time (F20)** to calculate the figure from the [Planning Route](#).

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Cumulative Lead Time](#) field description in the Maintain Item Overrides [Lead Times](#) Window section.*

Forecast Netting Basis

Use this field to specify whether this item is forecast at central (corporate) level or plant level.

Enter one of the following:

Blank - To use the run model setting

Forecasts for this item will be netted using the forecast netting basis specified on the [MPS](#) run.

0 - Central Netting

Forecasts for this item will be netted against the existing [supply](#) in all plant models attached to the central model for which you perform an [MPS](#) run.

1 - Plant Netting

Forecasts for this item will be netted against independent and [dependent demand](#) at planning unit level, subject to the item's [demand policy](#).

The forecast netting basis is specified on the [parameter file](#) in system parameter NETB.

Note: *This field is only displayed if you are using multi-plant.*

Demand Policy

You can compare forecasts with actual sales orders and use the resulting [demand](#) to control the [MPS](#) or [MRP](#) processing. The decision on which policy is set should be made once it has been established whether the item is [MPS](#)-controlled or [MRP](#)-controlled.

The method used to calculate forecast [demand](#) is controlled by the Consume Forecast flag on the [company profile](#), and affects those policies that utilise internal or external forecasts.

Note: *Any [MPS](#)/[MRP](#) recognised [demand](#) which is excluded from the [MRP](#)/[MPS](#) plan because it fails to satisfy the requirements of the [demand policy](#) as set here, is identified on the [MRP](#) and [MPS](#) review enquiries by the addition of X to the associated [supply](#) status code. For example, status XS reflects an excluded suggested [schedule](#).*

Enter one of the following:

0 - If the module prevents forecasts being entered and the [demand](#) is the sum of sales orders and [dependent demand](#)

1 - If [demand](#) is the greater of [sales forecast](#) or [independent demand](#)

2 - If [demand](#) is the greater of [sales forecast](#) or total actual [demand](#) (independent and dependent)

3 - If [demand](#) is the greater of sales or [dependent demand](#) (forecasts may not be entered)

4 - If forecasts for the item are exploded to [inputs](#) using the relationships defined on the [planning route](#), the resulting [demand](#) for the [inputs](#) depends on the [demand policy](#) of the [component](#); no [demand](#) would result for the parent itself.

5 - If [demand](#) is always the forecast entered

6 - If [demand](#) is the total of forecast, sales and [independent demand](#)

This [demand policy](#) must already have been [set up](#) in parameter type MPFF. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the MPFF Demand Policy pop-up.

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Demand Policy](#) field description in the Maintain Item Overrides [Lead Times](#) Window section.*

Independent Demand

This field works in conjunction with the [demand policy](#) setting. You can decide how [independent demand](#) is constructed.

Enter one of the following:

0 or Blank - If [independent demand](#) consists of sales orders, [customer schedules](#), distribution orders and transfer orders

1 - Sales Orders

2 - Customer Schedules

3 - Distribution Orders

4 - Transfer Orders

5 - Sales Orders + Customer Schedules

6 - Sales Orders + Distribution Orders

7 - Sales Orders + Transfer Orders

8 - Customer Schedules + Distribution Orders

9 - Customer Schedules + Transfer Orders

A - Distribution Orders + Transfer Orders

B - Sales Orders + Distribution Orders + Transfer Orders

C - Sales Orders + Customer Schedules + Transfer Orders

D - Sales Orders + Customer Schedules + Distribution Orders

E - Customer Schedules + Distribution Orders + Transfer Orders

This [independent demand](#) policy must already have been [set up](#) in parameter type INDP. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the INDP [Independent Demand](#) Policy pop-up.

Note: If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Independent Demand](#) field description in the Maintain Item Overrides Planning Window section.

Forecast Comparison

Note: This field can only be used if the [Demand Policy](#) field is set to 1 (F/C Vs. [Independent Demand](#)) or 2 (F/C Vs. Total Demand).

You can decide which [independent demand](#) is compared with forecast [demand](#).

Enter one of the following:

0 or blank - If forecast [demand](#) is compared with sales orders, [customer schedules](#), distribution orders and transfer orders

1 - Sales Orders

2 - Customer Schedules

3 - Distribution Orders

4 - Transfer Orders

5 - Sales Orders + Customer Schedules

6 - Sales Orders + Distribution Orders

7 - Sales Orders + Transfer Orders

8 - Customer Schedules + Distribution Orders

9 - Customer Schedules + Transfer Orders

A - Distribution Orders + Transfer Orders

B - Sales Orders + Distribution Orders + Transfer Orders

C - Sales Orders + Customer Schedules + Transfer Orders

D - Sales Orders + Customer Schedules + Distribution Orders

E - Customer Schedules + Distribution Orders + Transfer Orders

This forecast comparison policy must already have been [set up](#) in parameter type FCOM. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Note: If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the Forecast Comparison field description in the Maintain Item Overrides Planning Window section.

Smoothing Policy

When weekly forecast figures are used in a forecast, [MPS/MRP](#) assumes the [demand](#) is to be generated on the Monday of that week. For any item, you can set the [Smoothing Policy](#) field so that [MPS/MRP](#) spreads any weekly forecast figures evenly over the working days in that week.

In general, this option and the ability to generate daily forecasts should only be used for short-term forecasts, that is, two to three months.

Caution: If the smoothing is taken over long periods, considerable amounts of data have to be stored. In this case, this task carries a substantial machine overhead in terms of disk space requirements and should only be used following careful review of its impact on system resources.

Enter one of the following:

0 or blank - No levelling

This assumes the [demand](#) is on the Monday of that week.

1 - Forecast levelling

Forecasts are spread evenly over the working days in the week for which they are entered.

This [smoothing policy](#) must already have been [set up](#) in parameter type FPOL. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Alternatively, use the prompt facility to select from the FPOL [Smoothing Policy](#) pop-up.

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Smoothing Policy](#) field description in the Maintain Item Overrides Planning Window section.*

Forecast Time Fence

Enter the amount of time, in days, when only the actual [demand](#) is considered. During this time, [MPS](#) and [MRP](#) ignore forecasts in this period.

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the Forecast [Time Fence](#) field description in the Maintain Item Overrides Planning Window section.*

Seasonal Profile

You can use a [seasonal profile](#) to spread an [MPS](#) or [MRP](#) forecast over a period automatically. You can enter a default [seasonal profile](#). This must already have been [set up](#) using the Maintain Seasonal Indices task in either [MPS](#) Forecasting Maintenance or [MRP](#) Forecasting Maintenance.

You can use the prompt facility to select from the Select Seasonal Index pop-up.

Functions

Additional Parameters (F18)

Use this to enter additional production details.

Calc. Production Lead Time (F19)

Use this to re-calculate the [production lead time](#) from the [planning route](#).

Calc. Cumulative Lead Time (F20)

Use this to re-calculate the [cumulative lead time](#) from the [planning routes](#) required for the end-to-end production of the item from raw materials.

Text (F21)

Use this to enter or edit additional text for the item.

Press Enter to display the Production Data Item Master Order Policy window.

Note: If Multi-plant [MPS/MRP](#), [Cellular MRP](#) or Multi-sourcing [MPS/MRP](#) is being used, the software checks to see if an Item Override record exists for this item. A warning message is displayed if a record exists.

Additional Parameters Pop-up

To display this pop-up, select Additional Parameters (F18) on either the Production Data Item Master Details window or the Production Data Item Master Enquiry Details window.

Use this window to enter additional details of the production item, including the type of process group, if applicable, and an indicator to determine whether the production of the item is controlled by [schedules](#) or by work orders.

Note: When this pop-up is displayed from the Production Data Item Master Enquiry Details window, the fields are for your information only and cannot be amended.

Fields**Schedule Controlled**

Use this to specify whether this item is usually produced under the control of production orders or [schedules](#). The Production Control Method flag in the [company profile](#) determines the use of production orders, [schedules](#), or both.

Enter one of the following:

0 or blank - For production orders

Such items cannot be made to appear on [MRP](#) suggested [schedules](#)

1 - If production orders can be created for [schedule-controlled items](#), assuming Production Order Control is enabled

This will default to the Production [company profile](#) setting.

Only production items (items with an [item type](#) of M (Manufactured)) can be defined as [schedule-controlled items](#). The exception to this is [phantom items](#).

This production control method must already have been [set up](#) in parameter type SCHC. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the SCHC Production Control Method pop-up.

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Schedule Controlled](#) field description in the Maintain Item Overrides Details Window section.*

Primary Process Group

Note: *This field is only used for process groups.*

Production items can be produced or defined together as members of a process group, where the definition of the group is used to represent all the items at once.

If an item belongs to more than one process group, the [primary process group](#) is used to determine which group to use during standard procedures where a group is not specifically mentioned.

Enter the name of a process group in this field.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

If the item is a co-product process group itself, the only value you can enter is the item's own item code. This is assumed if the field is left blank.

Process Group Type

Note: This field is only used for process groups.

A process group is an item code used to define a production process that results in multiple [outputs](#) rather than a single [output](#). [Outputs](#) of a process group can be [co-products](#), [by-products](#) or waste, which are treated as functionally identical in production terms, but as different for [costing](#).

Co-product items can be on more than one [route](#). In this case, they can be defined as [co-products](#) on individual [routes](#). In addition, an item can be defined as a co-product on one [route](#) but a [by-product](#) on another.

All items that are members of a process group are produced when the group is produced. The number of each item can vary. In addition, the [demand](#) for each item can vary at different times during the production process. You use this field to select which co-product item is the primary, and when.

Enter one of the following options:

0 or blank - Not a process group item

1 - [Co-products](#) with Primary

In this case, one of the co-product items is defined as the primary, and the production of the process group is always based on the [demand](#) for this co-product item.

Note: A Process Group item cannot be either lot-controlled or serial-controlled.

2 - Concurrent [Co-products](#)

For concurrent co-product items, the primary item changes on a day-to-day basis to the most [demanded](#) co-product. This means that the production of the process group is always based on the [demand](#) for the current [primary co-product](#) item.

Note: All [co-products](#) in a concurrent process group must be defined as concurrent [co-products](#).

This [process group type](#) must already have been [set up](#) in parameter type GRPT. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the GRPT [Process Group Type](#) pop-up.

Major Sequence

This code determines the sequence in which items are planned via [MPS](#) and [MRP](#). The major sequence is considered by the system after the level (that is, low-level code) and the phase. The major sequence code groups items together under a common heading. Items with the same major sequence are planned and [scheduled](#) together, in the order determined by the minor sequence on the Production Data Item Master Details window.

You can use this field to determine the order in which co-product groups are planned. This is useful where multiple production methods produce the same products in varying proportions.

Later groups are only used to plan for quantities unsatisfied by planning earlier groups.

Note: If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the Major Sequence field description in the Maintain Item Overrides Planning Window section.

Material Type

You can select the type of material used by the item as an [input](#) to a process.

Enter one of the following:

0 - Material

This item is an intermediate, sub-assembly, raw material or [ingredient](#) when defined as an [input](#) on a [process route](#). Any [costs](#) associated with this item are assigned to the Direct Material [cost](#) element.

1 - Packaging

The material requirement is specifically for packaging, rather than being an [ingredient](#) of a product. Any [costs](#) associated with this item are assigned to the Packaging [cost](#) element. This definition can be used by the Country Item Packaging Details task in the Inventory Management application.

2 - Utility

These are [inputs](#) to processes that do not become part of the product, but are required to perform a process. Utilities can represent, for example, floor space, energy, water, labour and so on. They can also be known as [resources](#). Any [costs](#) associated with these items are assigned to the Utility [cost](#) element. Inventory movements are not generated for these items. [Usage](#) only is tracked.

For more information about the [cost elements](#), see the [Cost](#) Element Management Window section in the Production System Utilities chapter of this product guide.

This [material type](#) must already have been [set up](#) in parameter type MATP. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the MATP [Material Type](#) pop-up.

Item O/H Cost Centre

If the item is the parent of a [route](#), overheads can be absorbed by [outputs](#) from processes, using the rates specified for the [cost centre](#).

Enter a [cost centre](#) in this field.

Alternatively, use the prompt facility to select from the Select [Cost Centre](#) pop-up.

The [cost centre](#) should have at least one of its overhead methods defined as type M ([Cost](#) Rate per [Output](#) Unit). Recovery is only successful if the item is made; if it is scrapped, no recovery is [available](#). Overheads are calculated following the final [operation](#), not by [operation](#).

If the parent of the [route](#) is a process group, the total of [output](#) units for the [output](#) of overhead absorption is calculated by totalling the [output](#) quantities of all [co-products](#).

Note: The [cost centre](#) must be defined for the process group and not the individual [co-products](#).

For more information, see the [Cost Centres](#) section in the Production Definition [Resources](#) chapter of this product guide.

Yield Item

Use this to indicate whether or not the item is to be considered for yield calculations.

Standard yield is calculated by comparing the total quantity of all [outputs](#) defined as [yield items](#), with the total quantity of yield [inputs](#) as defined on the standard [planning route](#). Actual yield compares total reported quantity of yield [outputs](#) with total reported quantity of yield [inputs](#).

Use this checkbox as follows:

Unchecked - Not to include this item in the yield calculations

Checked - To include this item in yield calculations

Trigger Tolerance

[Trigger tolerance](#) is a percentage of [safety stock](#), which, if exceeded by planning, causes a [Net Change trigger](#) to be written for the item. It establishes upper and lower Inventory limits relative to [safety stock](#) by entering tolerance percentages, and is used by the [Available](#) to Ship report. If the stock [balance](#) is outside the upper or lower limits, a [Net Change trigger](#) record is created and the item is re-planned during the next [Regenerative](#) or [Net Change MRP](#) run. The field has no effect on [MPS items](#).

This item [trigger tolerance](#) must already have been [set up](#) in parameter type DFPL. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the DFPL Item [Trigger Tolerance](#) pop-up.

Stock Run Out Policy

Use this to indicate whether Production Order and [Schedule Control](#) and Planning ([MPS](#) and [MRP](#)) should stop using an item when it reaches the end of its effective date or any existing stock runs out.

Enter one of the following:

0 or blank (default) - To plan using standard [Material Requirements Planning](#) techniques

Suggest orders or [schedules](#) to re-stock the item as defined by the re-order policies.

1 - To use the existing stock of the item until its stock is zero, and then not replenish to satisfy [demand](#)

2 - To use the existing stock of the item until it runs out

After this, the item is treated as a phantom and [MPS](#) suggests phantom supplies for future requirements. [Phantom items](#) have X in the [Item Type](#) field. The [route](#) used is defined in the Stock Run Out [Route](#) field, and is not necessarily the [planning route](#).

Stock Run Out Route

This field is only used when you enter **2** in the Stock Run Out Policy field. It is used in conjunction with the date in the Stock Run Out Date field.

Enter a [route code](#) or leave this field blank, which can also be a valid [route](#).

When an item reaches the stock run out date, the system looks at the stock run out [route](#). The run out item [route](#) should be [set up](#) with a single [operation](#) and the [Input](#) field used to designate the replacement item. In effect, the system treats the run out [route](#) as if it were a phantom. Multiple replacement items can be defined by naming multiple [inputs](#); and an [input](#) can itself be a made item, with its own structure and production reporting.

Stock Run Out Date

This field is only used when you enter **2** in the Stock Run Out Policy field. It is used in conjunction with the [route](#) in the Stock Run Out [Route](#) field. It displays the date calculated by [MPS](#) and [MRP](#) when stock of this item is destined to run out and the stock run out [route](#) becomes effective.

This field displays 0/00/00 when **0** or **1** is entered in the Stock Run Out Policy field.

Lot Balancing Policy

Note: This field is only displayed if the item is batch-controlled, lot-controlled or serial-controlled (when B, L or S is entered in the [Lot Control](#) field on the Item Maintenance [Costing Details](#) window). This field is only valid for production order items. [Schedule-controlled items](#) cannot be lot [balanced](#).

Items on a [route](#) can be [balanced](#) so that the final [output](#) contains the correct number of potent units in a given weight or volume.

Use this checkbox as follows:

Unchecked - If lot balancing is not used

Checked - If lot balancing is used

When you are creating an [input](#) on a [route](#) for a lot-[balanced](#) item, an additional [Filler Item](#) field is displayed in the [Input](#) Item Maintenance pop-up. You can only enter one effective [filler item](#) per [route](#).

Actual balancing of lots to achieve the required [potency](#) for a production order is actioned during [order release](#), and can be maintained via the Production [Batch Balancing](#) task within Production Order Control. A [route](#) can also be flagged to validate that its definition is [balanced](#), by setting the [Route](#) Validation flag on the header appropriately.

Time Fence Policy

You can indicate whether shortages occurring within the [time fence](#) are to be ignored or [scheduled](#) for later [supply](#). [Supply](#) is targeted for the first working date following the [time fence](#) period.

Use this checkbox as follows:

Unchecked - To satisfy shortages occurring before [time fence](#)

Checked - To ignore shortages occurring before [time fence](#)

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Time Fence Policy](#) field description in the Maintain Item Overrides [Lead Times](#) Window section.*

Item Time Fence Calendar

This field allows you to use a specific calendar when calculating item-specific [time fences](#) in [MPS](#) and [MRP](#). This allows the working day/non-working day profile which pertains to the [resources](#) used for the production of this item to be respected when calculating an appropriate [time fence](#) for the item.

You can use the prompt facility to select from the Select Calendar pop-up.

Delivery Days Basis

This field is displayed for items that are not lot-controlled, batch-controlled or serial-controlled, or are lot-controlled, batch-controlled or serial-controlled where extended lot details are not present in Inventory.

If the item is lot-controlled, batch-controlled or serial-controlled with extended lot details being present in Inventory, only the [Release Lead Time](#) Policy is displayed. This only applies if the [Release Lead Time unit](#) is defined as days in the Inventory Item Lot Header Parameters Maintenance pop-up.

You can decide whether to use a safety [lead time](#). If you do use the safety [lead time](#), you can decide whether they are calendar or working days.

This field is used when calculating the due date of a purchase order, and to offset production task to allow for a safety [lead time](#) so that items are made earlier than they are required.

Enter one of the following:

0 or blank - Calendar Days

Note: *If the item is lot-controlled, batch-controlled or serial-controlled with extended lot details, the [Release Lead Time unit](#) and duration are defined on the Inventory Item Lot Header*

Parameters Maintenance pop-up. You only have the choice of calendar or working days in Production if that [Release Lead Time unit](#) is days.

1 - Working Days

Note: This is not allowed if the item is lot-controlled, batch-controlled or serial-controlled with extended lot details and the [Release Lead Time unit](#) is not defined as days.

This [lead time](#) policy must already have been [set up](#) in parameter type LDTP. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Note: If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Delivery Days Basis](#) field description in the Maintain Item Overrides [Lead Times](#) Window section.

Delivery Lead Time

This field is only displayed for items that are not lot- controlled, batch- controlled or serial-controlled. It is only used if either **0** or **1** is entered in the [Delivery Days Basis](#) field.

Enter the number of days required between the day the item is produced and the day it is delivered to the customer **or becomes available as a supply in Planning**.

Note: If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Delivery Lead Time](#) field description in the Maintain Item Overrides [Lead Times](#) window section.

[Release Lead Time](#) Policy

Note: This field is only displayed if the item is lot- controlled, batch- controlled or serial-controlled: when B, L or S is entered in the [Lot Control](#) field on the Item Maintenance [Costing Details](#) window. This field is only valid for production order items. [Schedule-controlled items](#) cannot be lot [balanced](#).

This field is used in the same way as the [Delivery Days Basis](#) code but for items which are lot-controlled, batch- controlled or serial-controlled.

Enter one of the following:

Blank - For no safety [lead time](#) calculation

0 - To calculate using calendar days

1 - To calculate using working days

In this case, you must enter 1 (Days) in the [Release Lead Time Units](#) field on the Lot Header Parameters Maintenance pop-up.

This [lead time](#) policy must already have been [set up](#) in parameter type LDTP. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the LDTP [Delivery Days Basis](#) pop-up.

Functions

Substitutes (F15)

Use this to create, maintain or delete [substitute](#) items assigned to this main item.

Select **Substitutes (F15)** to display the [Substitute](#) Items pop-up.

Substitute Items Pop-up

To display this pop-up, select **Substitutes (F15)** on the Additional Parameters pop-up.

Use this window to define a [substitute](#) item that can be used to replace an existing item in a [route](#).

Fields

Sequence (Seq)

This field is used to determine the order of the [substitute](#) items. 001 is the first preferred [substitute](#) and 999 is the last preferred [substitute](#). The sequence number is automatically displayed in this field. It is for your information only and cannot be amended.

Item

The [substitute](#) item is automatically displayed in this field.

Enter Sequence to Maintain

If you are adding a new [substitute](#) item, enter a unique sequence number. Alternatively, you can enter the sequence number for the [substitute](#) item you want to edit and then press Enter. The [Substitute](#) Details pop-up is displayed.

Options

Select

Use this to edit previously entered [substitute](#) items.

Delete

Use this to delete the selected [substitute](#) item.

Enter a sequence number in the Enter Sequence to Maintain field and then press Enter to display the [Substitute](#) Details pop-up.

Substitute Details Pop-up

To display this pop-up, enter a sequence number in the Enter Sequence to Maintain field and then press Enter on the [Substitute](#) Items pop-up.

Use this window to enter details of a new or existing [substitute](#) item, including the period of [effectivity](#) and the [primary stockroom](#) where the [substitute](#) item is stored.

The [substitution policy](#) can be set during the maintenance of [inputs](#) on production [routes](#). The use of sequence numbers allows several [substitutes](#) to be entered if required. The lower sequence numbers are used before the higher sequence numbers.

Fields

Item

Enter an item code in this field. This is the [substitute](#) item.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Sequence No

The sequence number is automatically displayed in this field and cannot be amended.

Qty Per

Use this field to decide if the substitution is on a one to one basis or if a different quantity is required. The [substitution policy](#) can be set during the maintenance of [inputs](#) on production [routes](#).

For example, you can enter the following options:

- 1 - For a direct substitution
- 2 - To double the quantity required (of the [substitute](#) item), and so on

Effective From

Enter or select the date from which the [substitute](#) item is effective.

Effective To

Enter or select the date to which the [substitute](#) item is effective.

Primary Stockroom

Enter the [primary stockroom](#) for this item. This stockroom must already have been [set up](#) in Stockroom Details.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Press Enter and then select **Previous (F12)** to return to the [Substitute](#) Items pop-up.

Production Data Item Master Order Policy Window

To display this window, press Enter on the Production Data Item Master Details window.

Use this window to describe the [order policy](#) to be used for a production item. The [order policy](#) is used by [MPS](#) and [MRP](#) in the planning routines when calculating [net demand](#).

Note: The Number of Days' [Supply](#), Minimum [Order Policy](#), Maximum [Order Policy](#), Multiple [Order Policy](#) and Fixed [Order Policy](#) fields are used by [MPS](#) and [MRP](#) to modify [net demand](#) by means of various [order policy](#) codes.

Fields

Safety Stock

You can enter a quantity in this field if you need to retain a **fixed** safety or buffer stock. This figure will be the target inventory level continuously maintained by [MPS](#) and [MRP](#), after planning to satisfy [demand](#).

In multi-plant planning, the [safety stock](#) figures for stockrooms that are not in the same plant as the [primary stockroom](#) on the Item Master file are maintained in the item/stockroom Production Overrides task. This allows a separate [safety stock](#) to be maintained for each plant.

When running [MRP](#) in [cell](#)-based mode, instead of a single [safety stock](#) figure, individual [re-order points](#) defined for each [item stockroom](#) relationship via the Stockroom Details maintenance task are used. However, values in the Minimum, Maximum, Multiple and [Fixed Order Quantity](#) fields are still respected.

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Safety Stock](#) field description in the [Maintain Item Overrides Planning Window](#) section.*

Safety Cover Period

This is expressed in days and determines the time period over which [demand](#) is aggregated for the purposes of calculating safety cover quantities. For example, a setting of 7 will cover seven days' worth of [demand](#), including the day on which the safety cover [supply](#) is generated. If this field is left blank, the Single Level [Lead Time](#) will be used as the default value for the Item. The number of days is always calendar days. Non-working days are therefore included in the safety cover period.

Safety Cover Factor

This is expressed as a percentage, and determines the level of cover that the safety cover figure will provide for the time period that it covers, as specified by the Safety Cover Period field. For example, for a setting of 10%, with the Safety Cover Period field set to seven days, at any given point, the safety cover level will be 10% of the next seven days' [demand](#) (including the day for which it is calculated). A value of zero in this field signifies that safety cover calculations will not take place.

Safety Cover Time Fence

This is expressed in days and specifies a length of time before which safety cover calculations will not take effect. Although the required safety cover quantities are calculated according to the previous two parameters, no [supply](#) is generated in response to these figures, and they will appear as excluded [demands](#). Similarly to the Safety Cover Period, if this field is not specifically defined, the system will use the Single Level [Lead Time](#) as the default value for the item. Again, the number of days is always calendar days.

Note: *The overall effect of using the Safety Cover fields is to cause the planning tasks to maintain a stock level which is a function of the [demand](#) quantity over a specified time period ahead. The stock level to protect increases or decreases in response to changes in the [demand](#) over the forward period. The Safety Cover [Time Fence](#) allows a length of time to pass before the safety cover protection is instigated, which can cover a period where changes in planned production are difficult to make.*

The use of these fields does not provide a method for calculating statistically-based [safety stock](#) levels. Traditionally, these are calculated through an analysis of previous forecast error, and a defined target customer service level. Normally, this gives a single [safety stock](#) figure for a product. These options operate over future defined [demand](#), whether this is actual customer [demand](#) or forecast [demand](#). You must use your own methods to determine the time period for safety cover and the proportion of the [demand](#) in the period that will be covered.

Safety cover is not necessarily an alternative to a single [safety stock](#). If desired, both can be used. The requirements of both will be added together to give a fixed element and a variable element.

Order Policy

[Order policy](#) codes are used by [MPS](#) and [MRP](#) when building a planning [schedule](#) to modify the [net demand](#) according to the requirements of the user with regard to minimum, maximum and multiple order quantities. The [order policy](#) codes define how the suggested replenishment quantities are calculated.

Enter one of the following:

A - Discrete (lot for lot)

This policy produces a suggested [supply](#) quantity equal to the [demand](#) quantity.

B - Discrete above Minimum

This policy requires a quantity in the [Minimum Order Quantity](#) field. It generates a suggested [supply](#) quantity to meet the requirement that is at least as large as the stipulated minimum quantity. If the requirement is less than the minimum, the suggested [supply](#) will be equal to the minimum quantity.

D - Fixed Quantity

This policy requires a quantity in the [Fixed Order Quantity](#) field. It creates one or more supplies of the fixed quantity, with the same due date, until the requirement is met or exceeded.

G - Number of Days' [Supply](#) (Period Cover)

This policy requires a quantity in the Number of Days' [Supply](#) field. It accumulates forward requirements over the specified number of days starting on the first day a requirement is encountered, and generates a single [supply](#) to satisfy the total [demand](#).

H - Multiples above Minimum

This policy requires quantities in the [Minimum Order Quantity](#) and [Multiple Order Quantity](#) fields. It considers two parameters. A minimum quantity will be generated and any unsatisfied requirement above the minimum will be met by increments of the defined [multiple order quantity](#).

Z - Number of Days with Multiples above Minimum (Combined policies G and H)

This policy requires a number of days' [supply](#), and quantities in the [Minimum Order Quantity](#) and [Multiple Order Quantity](#) fields. It combines policy codes G and H. It calculates the quantity required for the number of days and then applies the minimum and multiple quantities to arrive at the final quantity for the [supply](#).

When you use [order policy](#) code Z, the [supply](#) quantity modifiers are applied to every planned replenishment for the item. This can result in planned replenishments that exceed the total of [net requirements](#) for the item. This will be evident at the end of the [planning horizon](#) and when item [demands](#) are low. In the case of low or infrequent and irregular item [demands](#), the use of the [supply](#) quantity modifiers with [order policy](#) code Z should be carefully considered.

You must already have [set up](#) these [MPS](#) order policies in Parameter Maintenance under parameter type POPC. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the POPC [MPS Order Policy](#) pop-up.

Note: *If this item exists in other production locations, you can [set up](#) different definitions for them using the override facility. For more information, see the [Order Policy](#) field description in the Maintain Item Overrides Details Window section.*

Number of Days' Supply

This field is used with [order policy](#) codes **G** (Number of Days' [Supply](#)) and **Z** (Number of Days' [Supply](#) with Multiples above Minimum.).

Enter the number of days for which [supply](#) should be suggested. The system can look forward a number of days to determine the requirements to be covered by a suggested [supply](#), starting from the first day on which a requirement is encountered.

Note: *If this item exists in other production locations, you can [set up](#) different definitions for them using the override facility. For more information, see the No of Days' [Supply](#) field description in the Maintain Item Overrides Details Window section.*

Minimum Order Quantity

You use this field with ordering policies **B** (Discrete above Minimum), **H** (Multiples above Minimum), and **Z** (Number of Days' [Supply](#) with Multiples above Minimum). [MPS](#) and [MRP](#) use the value you enter here to set the minimum quantity for suggested supplies.

Note: *If the item exists in other production locations, you can [set up](#) different definitions for them using the override facility. For more information, see the [Minimum Order Quantity](#) field description in the Maintain Item Overrides Details Window section.*

Maximum Order Quantity

This value indicates a maximum desired [supply](#) quantity. It is used by [MPS](#) and [MRP](#) as an advisory field.

If a suggested [supply](#) exceeds this value, it is flagged for the [planner's](#) attention by printing Above Max on the [MPS](#) and [MRP Planner](#) Action reports. In addition an asterisk (*) is printed against the [supply](#) on the [MPS](#) and [MRP](#) reports, and the [supply](#) is highlighted on the [MPS](#) and [MRP](#) Review enquiries.

Note: *If this item exists in other production locations, you can [set up](#) different definitions for them using the override facility. For more information, see the [Maximum Order Quantity](#) field description in the Maintain Item Overrides Details Window section.*

Multiple Order Quantity

This is required with [order policy](#) codes **H** (Multiples above Minimum) and **Z** (Number of Days' [Supply](#) with Multiples above Minimum).

The effect is to increase the suggested [supply](#) quantity in increments of the multiple above the [minimum order quantity](#), to meet the [demand](#).

Note: *If this item exists in another production location, you can [set up](#) different definitions for it using the override facility. For more information, see the [Multiple Order Quantity](#) field description in the Maintain Item Overrides Details Window section.*

Fixed Order Quantity

This is required with [order policy](#) code **D** (Fixed Quantity).

This quantity is used by [MPS](#) and [MRP](#) to generate suggested supplies. If the requirement is greater than the fixed quantity, additional supplies of the fixed quantity are generated until the requirement is met or exceeded.

Note: *If this item exists in other production locations, you can [set up](#) different definitions for them using the override facility. For more information, see the [Fixed Order Quantity](#) field description in the Maintain Item Overrides Details Window section.*

Minor Sequence

This field can be used to define the sequence in which items are processed at a machine. This is useful if, for example, you have a mixing process where products range in colour from light to dark. It can be used so that light-coloured items are sequenced ahead of dark, or to sequence

Note: *If this item exists in other production locations, you can [set up](#) different definitions for them using the override facility. For more information, see the [Minor Sequence](#) field description in the Maintain Item Overrides Details window.*

items with a long set-up time ahead of or following those with short set-up times, or sequence high quality [output](#) ahead of low.

This field can also be used in conjunction with the Major Sequence field, which is used to group similar items so that they can be planned and [scheduled](#) together, with the processing of items within the group sequenced by the code entered here. For more information, see the Major Sequence field description in the Additional Parameters Pop-up section.

You can leave this field blank to indicate that no special sequencing is required.

Alternatively, enter up to six characters to define the sequence number for this item.

MPS/MRP Filter

When entered, this is validated against company-specific filters if the Parameter Type is defined as Company-dependent on the [Parameter file](#). Otherwise, it checks for non-company-specific filters.

Note: *The filters are [set up](#) on the Manufacturing [Parameter file](#) under type WTYP.*

This entry specifies the default re-[scheduling](#) policy to be used for production orders for this item. An entry varies the re-[scheduling](#) sensitivity policies used in the [MPS](#) and [MRP](#) processing.

These sensitivity policies determine whether or not production orders at a particular status can be re-[scheduled](#), or if the order quantity can be increased or decreased. They also let you exclude recommendations for insignificant or unworkable changes to the quantity or due date of the [supply](#) (order/[schedule](#)).

You can leave this field blank, which means that no special conditions apply.

Alternatively, enter the characters to be used as a suffix to the [supply](#) status when looking for rescheduling rules during the [MPS](#) or [MRP](#) process. A parameter code is generated by using the filter character as a suffix to the [supply](#) status. The status and filter combination refers to a particular set of processing rules that must be obeyed in preference to the default rules by [MPS](#) and [MRP](#) processing. Each filter character must be specifically defined against each [supply](#) status.

The first two characters of the three-character Reschedule Policy code denote the source of [supply](#). They are [set up](#) in the PSSC major type within the Maintain Parameters task. The third character is either blank, which is the system default, or is the filter character mentioned above, and is appended to the [supply](#) status.

This topic is covered in more detail in the Production Planning and Production Utilities sections.

You can use the prompt facility to select from the WTYP Reschedule Policy pop-up.

Note: *If this item exists in other production locations, you can [set up](#) different definitions for them using the override facility. For more information, see the [MPS/MRP Filter field description](#) in the [Maintain Item Overrides Details Window](#) section.*

Material Policy

This parameter defines the control method used for issuing this item to production.

If the item is being issued to a [schedule](#)-controlled parent, there is no distinction between method 0 and method 1. They are both treated as non-shop floor. Schedule Parent Input Items with a value here of **0**, **1** or **2**, are all treated in the same way as far as the issuing function goes - as non-shop floor. For [inputs](#) to [schedule](#)-controlled parents, the issuing of any materials other than shop floor is handled at the time of [booking](#) production.

If the [Backflush](#) Production Receipts task is used, all [inputs](#) to a [route](#) can be treated as [backflushed](#). An option within that task allows [inputs](#) which are not normally [backflushed](#) to be issued by the [backflushing](#) process.

Enter one of the following:

0 - Formal Issue

The item is manually issued against the production order.

1 - [Backflush](#) issue but at single level

The item is a bulk issue item. The standard quantity of the item is automatically issued from Inventory when an order quantity is booked as complete into a stockroom. A [backflush item](#) cannot be lot-controlled or warehouse-controlled.

2 - [Backflush](#) issue at multiple levels

3 - Shop [Floor Stock](#) issues

This causes any item issued with this code to be removed from its raw material stockroom and transferred to the designated shop [floor stockroom](#). Each [work station](#) is assigned a shop [floor stockroom](#) as part of Database Utilities Maintenance. Items defined as [key ingredients](#) within a [route](#) must have this material policy code.

Note: For [schedule-controlled items](#) only, policies 1 ([Backflush](#)) and 3 (Shop [Floor Stock](#)) are valid; all other settings are ignored during [schedule](#) processing, and bulk issue assumed.

This [material control policy](#) must already have been [set up](#) in parameter type BLKI. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the BLKI [Material Control Policy](#) pop-up.

Select **Update (F8)** to validate the data you have entered.

Reschedule Policy Pop-up (MPS/MRP Filter)

To display this window, use the prompt facility against the [MPS/MRP](#) Filter field on the Production Data Item Master [Order Policy](#) window.

Use this pop-up to select the [MPS/MRP](#) Filter Code to be used for production item supplies.

Options

Select

Use this to select the re-[schedule](#) policy to be used for the item. Note that only the third character is transferred to the [MPS/MRP](#) filter code. This code is then used as the default filter character for all [supply](#) types for this item.

Select a re-[schedule](#) policy to return to the Production Data Item Master [Order Policy](#) window.

Production Overrides [4/MDM]

Use this task to define an item differently according to its location. Planning parameters can be defined for an item in relationship to either a stockroom or [route](#), and linked to an effective date range.

This task is useful because you can maintain different definitions for items if they are made or sourced in different places. For example, each location can have different batch rules because of the production processes used.

Production overrides are particularly useful in a multi-plant environment. Production details and planning requirements set for the production of a specific item in one plant can be different for production of the same item in another plant.

Maintain Item Overrides Select Item Window

To display this window, select the Item Production Overrides task.

Use this window to select the item for which you want to maintain overrides and to indicate whether the item override is to be applied to an item/stockroom or an item/[route](#) combination.

Fields

Item

You must enter either the name of a new item or an existing one. If you enter an existing item, it must already have been [set up](#) in Inventory Details.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Stockroom

You can enter the stockroom where the item in the Item field is held. In this case, this stockroom must already have been [set up](#) in Stockroom Details.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

If you leave this field blank, you must enter details in the [Route](#) and Process Group fields. The [route](#) and process group are used to find the stockroom for the override record. The item entered must be the [primary co-product](#) on the [route](#) if a process group is entered.

Based on Item

If the new item is based on an existing one, enter the code of the existing item here. The existing item details are copied to the new code and can be edited. This item must already have been [set up](#) in Inventory Details.

If the new item is not based on an existing one, or you are editing an existing item, leave this field blank.

You can use the prompt facility to select from the Select Item pop-up.

Stockroom

You can enter the stockroom where the item in the Based On Item field is held. In this case, this stockroom must already have been [set up](#) in Stockroom Details.

You can use the prompt facility to select from the Select Stockroom pop-up.

Route

You can enter the [route](#) used by the item in the Item field. In this case, this [route](#) must already have been [set up](#) in [Routes/Structures](#).

If this field is left blank, you must enter a stockroom in the Stockroom field associated with the Item field.

You can use the prompt facility to select from the Select [Route](#) pop-up.

Process Group

You can enter the process group used by the item in the Item field. In this case, this process group must already have been [set up](#) in the Additional Parameters pop-up, selected from the Production Data Item Master Details window.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

Functions

Review Overrides (F16)

Use this to view and select from previously entered production overrides on the Review Overrides window.

Press Enter to display the Maintain Item Overrides Select Date window.

Maintain Item Overrides Select Date Window

To display this window, press Enter on the Maintain Item Overrides Select Item window.

Use this window to specify the range of dates during which item overrides are effective.

Note: *The software displays a blank window if you have not previously defined any overrides. Select **Add (F10)** to enter new overrides.*

Fields

Effective From Date

This field displays the start of the effective date range and cannot be amended.

To Date

This field displays the end of the effective date range and cannot be amended.

Source Type

This field displays the source of the item and cannot be amended.

Description

This field displays the description of the effective date range and cannot be amended.

Options

Select

Use this to select the override you want to maintain. Alternatively, select **Add (F10)** to insert a new one.

Functions

Add (F10)

Use this to display the Add Override pop-up.

Select an override to display the Maintain Item Overrides Details window.

Maintain Item Overrides Details Window

To display this window, either select an override on the Maintain Item Overrides Select Date window or press Enter on the Add Override pop-up.

Use this window to edit an existing item override or to enter the details of a new item override.

Note: *The fields displayed on this window are different depending upon whether a default override or [supply](#) override is selected when the override is added. For more information, see the Add Override pop-up.*

Fields

Source Type

This field is only displayed for [supply](#) overrides. It cannot be amended.

One of the following will be displayed:

01 - Purchase

02 - Manufacture

03 - Transfer

Order Policy

[Order policy](#) codes are used by [MPS](#) and [MRP](#) when building a planning [schedule](#) to modify the [net demand](#) according to the requirements of the user with regard to minimum, maximum and multiple [supply](#) quantities. The [order policy](#) codes define how the suggested [supply](#) replenishment quantities are calculated.

Enter one of the following:

A - Discrete (lot for lot)

This policy produces a suggested [supply](#) quantity equal to the [demand](#) quantity.

B - Discrete above Minimum

This policy requires a quantity in the [Minimum Order Quantity](#) field. It generates a suggested [supply](#) quantity to meet the requirement that is at least as large as the stipulated [minimum order quantity](#). If the requirement is less than the minimum, the suggested [supply](#) will be equal to the minimum quantity.

D - Fixed Quantity

This policy requires a quantity in the [Fixed Order Quantity](#) field. It creates one or more supplies of the fixed quantity, same due date, until the requirement is met or exceeded.

G - Number of Days' [Supply](#) (Period Cover)

This policy requires a quantity in the Number of Days' [Supply](#) field. It accumulates forward requirements over the specified number of days starting from the first day a requirement is encountered, and generates a single [supply](#) to satisfy the total [demand](#).

H - Multiples above Minimum

This policy requires a Number of Days' [Supply](#) and quantities in the [Minimum Order Quantity](#) and [Multiple Order Quantity](#) fields. It considers two parameters. A minimum quantity will be generated and any unsatisfied requirement above the minimum will be met by increments of the defined [multiple order quantity](#).

Z - Number of Days' [Supply](#) with Multiples above Minimum (G and H combined)

This policy combines policy codes G and H. It calculates the quantity required for the number of days and then applies the minimum and multiple quantities to arrive at the final quantity for the [supply](#). When you enter this option, the quantities in the Number of Days' [Supply](#), [Minimum Order Quantity](#), and [Multiple Order Quantity](#) fields are all required.

When you use [order policy](#) code Z, order quantity modifiers are applied to every planned replenishment for the item. This can result in planned replenishments that exceed the total of [net requirements](#) for the item. This will be evident at the end of the [planning horizon](#) and when item [demands](#) are low. In the case of low item or infrequent and irregular [demands](#), the use of order quantity modifiers in conjunction with [order policy](#) code Z should be carefully considered.

These order policies must already have been [set up](#) in parameter type POPC. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Material Policy

The Material Control Policy may be maintained on the Production Item Overrides function. This allows override at Item/Stockroom level. This does not have to be defined, but if it is, it overrides any value defined at the Production Item level.

The values and validation are the same as for the Material Policy for the Production Item Master Maintenance.

A blank value is valid, and this indicates that there is no override for the Stockroom.

Number of Days' Supply

This field is used with [order policy](#) codes G (Number of Days' [Supply](#)) and Z (Number of Days' [Supply](#) with Multiples above Minimum).

Enter the number of days for which [supply](#) should be suggested. The system can look forward a number of days to determine the requirements to be covered by a suggested [supply](#).

Minimum Order Quantity

You use this field with order policies B (Discrete above Minimum), H (Multiples above Minimum), and Z (Number of Days' [Supply](#) with Multiples above Minimum). Enter the values [MPS](#) and [MRP](#) will use when setting the minimum quantity for a suggested [supply](#).

Maximum Order Quantity

Enter the maximum desired [supply](#) quantity that will not cause [MPS](#) and [MRP](#) to set warning flags and highlight the transaction on reports and window enquiries.

If a suggested [supply](#) quantity exceeds this value, the [supply](#) is flagged for the [planner's](#) attention by printing Above Max on the [MPS](#) and [MRP Planner](#) Action report. In addition, an asterisk (*) is printed against the [supply](#) on the [MPS](#) and [MRP](#) reports, and the [supply](#) is highlighted on the [MPS](#) and [MRP](#) Review enquiries.

Multiple Order Quantity

You use this field with order policies H (Multiples above Minimum) and Z (Number of Days' [Supply](#) with Multiples above Minimum).

Enter a value for [MPS](#) and [MRP](#) to use as an increment to raise the minimum [supply](#) quantity until it reaches a suggested value that is sufficient to meet or exceed the [demand](#).

Fixed Order Quantity

This field is used with [order policy](#) code D (Fixed Quantity).

Enter a [fixed order quantity](#) which [MPS](#) and [MRP](#) will use to generate suggested supplies. If the requirement is greater than the fixed quantity, additional supplies of the fixed quantity will be generated until the requirement is met.

MPS/MRP Filter

If entered, this is validated against company-specific filters if the [Planning Filter](#) Code Parameter Type is defined as Company-dependent on the [Parameter file](#). Otherwise, it checks for non-company-specific filters.

This entry specifies the default re-[scheduling](#) policy to be used for production supplies for this item. An entry varies the re-[scheduling](#) sensitivity policies used in the [MPS](#) and [MRP](#) processing.

These sensitivity policies determine whether or not production supplies at a particular status can be re-[scheduled](#), or if the [supply](#) quantity can be increased or decreased. They also let you exclude recommendations for insignificant or unworkable changes to the quantity or due date of the [supply](#).

You can leave the field blank, which means that no special conditions apply.

Alternatively, enter the characters to be used as a suffix to the [supply](#) status when looking for re-[scheduling](#) rules during the [MPS](#) or [MRP](#) process. A parameter code is generated by using the filter character as a suffix to the [supply](#) status. The status and filter combination refers to a particular set of processing rules that must be obeyed in preference to the default rules by [MPS](#) and [MRP](#) processing. Each filter character must be specifically defined against each [supply](#) status.

You can use the prompt facility to select from the WTYP Re-[schedule](#) Policy pop-up.

The first two characters of the three-character re-[schedule](#) policy code denote the source of [supply](#). They are [set up](#) under the PSSC parameter type via the Maintain Parameters task. The third character is either blank, which is the system default, or is the filter character mentioned above, and is appended to the [supply](#) status.

This topic is covered in more detail in the Production Planning and Production Utilities sections.

Schedule-controlled

This field is displayed for default overrides and for [supply](#) overrides with a Source Type of 02 (Manufacture).

Use this field to specify whether this item is usually produced under the control of production orders or [schedules](#). Permitted use of production orders or [schedules](#) or both is determined by the setting of the Production Control Method flag in the [company profile](#). This setting can enable

orders only, [schedules](#) only, or a mixture of both, since you can raise production orders against a [route](#) for a [schedule](#)-controlled parent item.

Enter one of the following:

0 or blank - Orders

This is for production orders. Such items cannot be made to appear on [MPS](#) or [MRP](#) suggested [schedules](#).

1 - [Schedules](#)

Both [schedules](#) and production orders can be created for [schedule-controlled items](#), assuming Production Order Control is enabled. Only production items, that is, items with an [Item Type](#) of M (Manufactured) can be defined as [schedule-controlled items](#). The exception to this is [phantom items \(Item Type X\)](#).

This production control method must already have been [set up](#) in parameter type SCHC. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the SCHC Production Control Method pop-up.

Minor Sequence

This field is displayed for default overrides and [supply](#) overrides with a Source Type of 02 (Manufacture).

This field is used to determine the sequence in which items are processed at a [work station](#). This is useful if, for example, you have a mixing process where products range in colour from light to dark. It can be used so that light-coloured items are sequenced ahead of dark, or to sequence items with a long set-up time ahead of or following those with short set-up times, or to sequence high quality [output](#) ahead of low.

You can also use this field in conjunction with the Major Sequence field, which is used to group similar items so that they can be planned and [scheduled](#) together, with the processing of items within the group sequenced by the code entered here.

Leave this field blank if no special sequencing is required.

Alternatively, enter up to six characters to define the minor sequence number for this item.

Effective From

This field is only displayed for [supply](#) overrides. Enter or select the date from which this override is considered effective. The default is 00/00/00, which assumes that the override is valid from the current date.

To

This field is only displayed for [supply](#) overrides. Enter or select the date to which this override is considered effective. The default is 99/99/99, which means that the override is always valid.

Description

This field is only displayed for [supply](#) overrides. You can enter a text description of the override in this field.

For a default override, press Enter to display the Maintain Item Overrides Planning window.

For a [supply](#) override, the Maintain Item Overrides Planning window and Maintain Item Overrides [Lead Times](#) windows are not used. Select Update (F8) to validate and update the data you have entered and re-display the Maintain Item Overrides Select Date window.

Maintain Item Overrides Planning Window

To display this window for a default override, press Enter on the Maintain Item Overrides Details window.

Use this window to enter planning information for the default override item,

Fields

Item Type

Enter the default [item type](#) for this item in this stockroom.

Alternatively, use the prompt facility to select from the PITP [Item Type](#) pop-up.

For more information on [item types](#), refer to the Production Data Item Master Details Window section.

Note: All [item types](#) other than M and X are treated as purchased items and require material [costs](#) to be established. Such items are not exploded in material planning routines to determine [component](#) requirements.

Planner

You can use this field as a means of organising items into categories for management and planning. You can also use it to designate the Production [planner](#) or buyer responsible for controlling the item. The software uses it to sort Production [Scheduling](#) and Material Planning reports and as a selection parameter on planning enquiries.

This [planner](#) code must already have been [set up](#) in parameter type PLAN. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the PLAN [Planner](#) Code pop-up.

Major Sequence

This code determines the sequence in which items are planned within [MPS](#) and [MRP](#). The major sequence is considered by the system after the level (low-level code) and the phase. The code enables items to be grouped together under a common heading. Items with the same major sequence are planned and [scheduled](#) together, in the order determined by the minor sequence on the previous window. You can use this field to determine the order in which co-product groups are planned. This is useful where multiple production methods produce the same products in different proportions.

GT Family

This is the Group Technology Family.

This is validated against codes [set up](#) in the [Parameter file](#) under GTFM if the parameter is switched on. In this case, you can use the prompt facility on this field to select from the GTFM [GT Family](#) pop-up.

Otherwise, any value can be entered here.

Enter a code that is used by selective [MRP](#) to group together items with similar production characteristics, either in the way they are made or in the material used.

If the following two conditions are met:

- The individual yields of different [output](#) items from different processes at a [work station](#) are grouped together
- You are treating this grouping as a single [output](#) for yield analysis purposes the same [GT family](#) code must be assigned to each [output](#) item in the group. This is so that the Material Yield report can create composite yield values for them.

This code can be used as a selection parameter on a selective [MRP](#) run.

Safety Stock

You should enter a quantity if you want to retain a safety, or buffer stock. [MPS](#) and [MRP](#) treat this figure as the target inventory level that should be maintained.

When you are running [MRP](#) in [cell](#)-based mode, the individual [re-order points](#) defined for each [item stockroom](#) relationship via Stockroom Details Maintenance are used instead of a single [safety stock](#) figure. However, values entered in the Minimum, Maximum, Multiple and [Fixed Order Quantity](#) fields are still respected.

Safety Cover Period

This is expressed in days and determines the time period over which [demand](#) is aggregated for the purposes of calculating safety cover quantities. For example, a setting of 7 will cover seven days' worth of [demand](#), including the day on which the safety cover [supply](#) is generated. If this field is left blank, the Single Level [Lead Time](#) will be used as the default value for the Item. The number of days is always calendar days. Non-working days are therefore included in the safety cover period.

Safety Cover Factor

This is expressed as a percentage, and determines the level of cover that the safety cover figure will provide for the time period that it covers, as specified by the safety cover period. For example, with a setting of 10%, when the safety cover period is seven days, at any given point, the safety cover level will be 10% of the next seven days' [demand](#) (including the day for which it is calculated). A value of zero in this field signifies that safety cover calculations will not take place.

Safety Cover Time Fence

This is expressed in days and specifies a length of time before which safety cover calculations will not take effect. Although the required safety cover quantities are calculated according to the previous two parameters, no [supply](#) is generated in response to these figures, and they will appear as excluded [demands](#). Similarly to the Safety Cover Period field, if this field is not specifically defined, the system will use the Single Level [Lead Time](#) as the default value for the Item. Again, the number of days is always calendar days.

Note: The overall effect of using the Safety Cover fields is to cause the planning functions to maintain a stock level which is a function of the [demand](#) quantity over a specified time period ahead. The stock level to protect increases or decreases in response to changes in the [demand](#) over the forward period. The Safety Cover [Time Fence](#) allows a length of time to pass before the safety cover protection is instigated, which can cover a period where changes in planned production are difficult to make.

The use of these fields does not provide a method for calculating statistically-based [safety stock](#) levels. Traditionally, these are calculated through an analysis of previous forecast error, and a defined target customer service level. Normally, this gives a single [safety stock](#) figure for a product. These options operate over future defined [demand](#), whether this is actual customer [demand](#) or forecast [demand](#). Users must use their own methods to determine the time period for safety cover and the proportion of the [demand](#) in the period that will be covered.

If [Safety Stock](#) and Safety Cover are both used, the overall affect is additive.

Order Policy

[Order policy](#) codes are used by [MPS](#) and [MRP](#) when building a planning [schedule](#) to modify the [net demand](#) according to the requirements of the user with regard to minimum, maximum and multiple order quantities. The [order policy](#) codes define how the suggested [supply](#) replenishment quantities are calculated.

Demand Policy

You can compare forecasts with actual sales orders and use the resulting [demand](#) to control the [MPS](#) or [MRP](#) processing. You choose which policy to set when you decide whether the item is [MPS](#)-controlled or [MRP](#)-controlled.

The Consume Forecast flag in the [company profile](#) controls the method used to calculate forecast [demand](#). It affects those policies that utilise internal or external forecasts.

Note: Any [MPS](#) or [MRP](#) recognised [demand](#) which is excluded from the [MRP](#) or [MPS](#) plan because it offends a [demand policy](#) as set here, is identified on the [MRP](#) and [MPS](#) review enquiries by the addition of X to the associated [supply](#) status code. For example, status XS reflects an excluded suggested [schedule](#).

Enter one of the following:

0 - If the software prevents you from entering forecasts and the [demand](#) is the sum of sales orders and [dependent demand](#)

1 - If [demand](#) is the greater of forecast or sales

2 - If [demand](#) is the greater of forecast or sales plus [dependent demand](#)

3 - If [demand](#) is the greater of sales or [dependent demand](#) (forecasts may not be entered)

4 - If forecasts are exploded to the [input](#) items using the relationships defined on the [planning route](#), the resulting [demand](#) for the [inputs](#) depends on the [demand policy](#) of the [input](#), not [demand](#) results for the parent itself

5 - If [demand](#) is always the forecast entered

6 - If [demand](#) is the total of forecast, sales and [independent demand](#)

The selected [demand policy](#) must already have been [set up](#) in parameter type MPFF. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the MPFF [Demand Policy](#) pop-up.

Independent Demand

You can decide how [independent demand](#) is constructed by entering one of the following options:

0 or blank - If [independent demand](#) consists of sales orders, [customer schedules](#), distribution orders and transfer orders

1 - Sales Orders

2 - [Customer Schedules](#)

3 - Distribution Orders

4 - Transfer Orders

5 - Sales Orders + [Customer Schedules](#)

6 - Sales Orders + Distribution Orders

7 - Sales Orders + Transfer Orders

8 - [Customer Schedules](#) + Distribution Orders

9 - [Customer Schedules](#) + Transfer Orders

A - Distribution Orders + Transfer Orders

B - Sales Orders + Distribution Orders + Transfer Orders

C - Sales Orders + [Customer Schedules](#) + Transfer Orders

D - Sales Orders + [Customer Schedules](#) + Distribution Orders

E - [Customer Schedules](#) + Distribution Orders + Transfer Orders

The selected [independent demand](#) policy must already have been [set up](#) in parameter type INDP. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the INDP [Independent Demand](#) Policy pop-up.

Forecast Comparison

Note: This field can only be used if the [Demand Policy](#) field is 1 (F/C Vs. [Independent Demand](#)) or 2 (F/C Vs. Total [Demand](#)).

You use the Forecast Comparison field to decide how to compare [independent demand](#) with forecast [demand](#). You can enter the same options as described for the [Independent Demand](#) field.

The selected forecast comparison policy must already have been [set up](#) in parameter type FCOM. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the FCOM Forecast Comparison Policy pop-up.

Smoothing Policy

When weekly forecast figures are used in a forecast, [MPS](#) and [MRP](#) assume that [demand](#) is generated on the first or the last day of each week. You can set the [Smoothing Policy](#) field of any item so that [MPS](#) and [MRP](#) spread the weekly forecast figures evenly over the working days in any week.

Generally, you should only use this option for short-term forecasts lasting two to three months.

Note: Be careful when you use this option. If you choose a long period for your [smoothing policy](#), the software has to store a considerable amount of data. This carries a substantial machine overhead in terms of disk space requirement. You should select the [smoothing policy](#) following careful review of its likely impact on system [resources](#).

Enter one of the following:

0 or blank - No levelling

This assumes the [demand](#) is on the first or the last day of each week depending on whether Daily or Period forecasts are selected for the [MPS/MRP](#) runs.

1 - Forecast levelling

Use this to spread the forecasts evenly over the working day element of the week.

The selected [smoothing policy](#) must already have been [set up](#) in parameter type FPOL. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the FPOL [Smoothing Policy](#) pop-up.

Forecast Time Fence

You can enter the amount of time, in days, when [MPS](#) and [MRP](#) only consider the actual [demand](#). Forecasts are ignored until the Forecast [Time Fence](#) date is reached.

Press Enter to display the Maintain Item Overrides [Lead Times](#) window.

Alternatively, select **Update (F8)** to validate the data you have entered and re-display Maintain Item Overrides Select Date window.

Maintain Item Overrides Lead Times Window

To display this window for a default override, press Enter on the Maintain Item Overrides Planning window.

Use this window to enter details of [lead times](#) for production and delivery, and the policies for [time fences](#) and stock run out.

Fields

Costing Route

This field displays the [route](#) used to roll up stockroom/item [standard costs](#). This is the [route](#) defined as the [cost route](#) for this stockroom on the [route](#) header.

During [route](#) maintenance, you can specify a different [route](#) for [costing](#) the item when receiving into non-[primary stockrooms](#). This means that each item and stockroom may have its own standard [costing route](#).

The Single Item Re-[cost](#) task can use this [route](#) to calculate standard and current [unit costs](#). You should make sure that you fully define this [route](#) in the [Route Structure Maintenance](#) task. The [costs](#) of this [route](#) will be the ones that are passed to Inventory for the item in this stockroom when transferring [standard costs](#) (provided [primary stockroom costs](#) only is not specified on the transfer of [standard costs](#) option).

Planning Route

This is the [route](#) used as the [planning route](#) for the item/stockroom. It is the [route](#) defined as the [planning route](#) for the stockroom on the [route](#) header for the item/[route](#). [MPS](#) and [MRP](#) use this [route](#) to develop material requirements and order [schedules](#) for the plant to which this stockroom belongs.

If you produce the item in more than one location (multi-plant), a [planning route](#) is required for each relevant plant. You can define additional [planning routes](#) at item/stockroom level, where the receiving stockroom identifies the planning unit (for example, a plant).

Production Lead Time

This is the production or this-level [lead time](#) for the item and represents the time in days required to produce the item from its raw material [inputs](#).

You can enter the [lead time](#) directly or have it calculated by the software from the [planning route](#) and [standard lot size](#).

If the Item [Time Fence](#) task is used in [MPS](#) or [MRP](#), this [production lead time](#) is applied to find the frozen [schedule time fence](#) for the item.

For lot-controlled items, the software adds any [release lead time](#) defined in Inventory Management to the [production lead time](#) total. If you do not hold the [lead time](#) in days, the software converts the units before totalling.

Cumulative Lead Time

This is the cumulative, or end-to-end, [lead time](#) for the item. It represents the total time required in days to produce an item based on a full explosion of the item structure and its sub-assemblies. It includes the purchasing [lead time](#) of low-level [inputs](#) and raw materials. The software calculates the time from the longest leg, or critical path, of the production and procurement process.

The [lead time](#) can be entered directly or calculated from the [planning route](#) and [standard lot size](#).

If you select the Item End Date option in [MPS](#) or [MRP](#), the [cumulative lead time](#) is used to derive the [planning horizon](#) for the item.

For non-production items, the calculation returns the purchase [lead time](#) from Inventory Management or Purchase Order Management.

Time Fence Policy

You can specify whether to ignore or [schedule](#) shortages occurring within the [time fence](#) for later [supply](#). The software targets [supply](#) for the first working date following the [time fence](#) period.

Enter one of the following:

0 - To satisfy shortages occurring before [time fence](#)

1 - To ignore shortages occurring before [time fence](#)

Alternatively, use the prompt facility to select from the SHTF [Time Fence](#) Shortages Policy pop-up.

Time Fence Calendar

This field allows you to use a specific calendar when calculating item-specific [time fences](#) in [MPS](#) and [MRP](#). This allows the working day/non-working day profile which pertains to the [resources](#) used for the production of this item to be respected when calculating an appropriate [time fence](#) for the item.

You can use the prompt facility to select from the Select Calendar pop-up.

Delivery Days Basis

You can choose to use either calendar days or working days when determining the [delivery lead time](#). Enter **0** for calendar days or **1** for working days.

Alternatively, use the prompt facility to select from the LDTP [Delivery Days Basis](#) pop-up.

Delivery Lead Time

For manufactured items enter the number of days required between the day you produce the item and the day you can deliver it to the customer.

For Purchase Items enter the number of days your supplier typically requires to deliver.

Purchasing Officer

This allows the Item's Purchasing Officer to be defined at Stockroom level.

A value entered here overrides the Inventory Item Master setting.

The Inventory Item Master setting is used for the Item's Production Item Master Primary Stockroom.

Production Planning within MPS and MRP use the Purchasing Officer associated with the Supply Stockroom for new Purchase Supply suggestions.

The Purchasing Officer used by MPS and MRP is passed to the Requisitioning process, so that it may be applied to the Purchase Order supply that is generated that way.

The Purchasing Officer can be defined and maintained for all Item Types.

Stock Run Out Policy

Use this field to indicate whether Production Order, [Schedule Control](#) and Planning ([MPS](#) and [MRP](#)) should stop using an item immediately it reaches the end of its effective date, or if they should use up any remaining stock.

Enter one of the following:

0 or blank (default) - To plan using standard [Material Requirements Planning](#) techniques

Suggest orders or [schedules](#) to re-stock the item as per the defined reorder policies.

1 - To use the existing stock of the item until its stock is zero, and then not replenish to satisfy [demand](#)

2 - Use the existing stock of the item until it runs out

After this, planning treats the item as a phantom and [MPS](#) and [MRP](#) suggest phantom supplies for future requirements using the [route](#) defined in the Stock Run Out [Route](#) field.

You can use the prompt facility to select from the SROP Stock Run Out Policy pop-up.

Route

The Stock Run Out [Route](#) field is used in conjunction with the date in the Stock Run Out Date field when you enter **2** in the Stock Run Out Policy field.

Enter a [route code](#) or leave this blank, which can also be a [route](#). You [set up](#) this [route](#) with a single [operation](#) and use the [input](#) field to designate the replacement item or items.

When an item runs out, planning treats the run out [route](#) as if it were a phantom. You can define multiple replacement items by naming multiple [inputs](#); and an [input](#) can itself be a made item, with its own structure and production reporting.

Date

Planning updates the Stock Run Out Date if the Stock Run Out Policy is **1** or **2**. [MPS](#) and [MRP](#) calculate the date when stock of this item is destined to run out.

Functions

Calc. Production Lead Time (F19)

Use this to calculate this figure from the [planning route](#).

Calc. Cumulative Lead Time (F20)

Use this to calculate the figure from the [planning routes](#) involved in the end-to-end production of this item from raw materials to finished goods.

For a default override, select **Update (F8)** to validate the data and re-display the Maintain Item Overrides Select Date Window.

Add Override Pop-up

To display this pop-up, select **Add (F10)** on the Maintain Item Overrides Select Date window.

Use this window to define a new item override to a stockroom or [route](#).

Fields

Add Default Override

Use this checkbox as follows:

Unchecked - Not to add a default override

Checked - To make the default override always effective

This will be a constant override of the Item Master file for [demand](#) and [supply](#) parameters at item or stockroom level. You can enter information such as [item type](#), [production lead times](#) and various policies to determine the override parameters.

Note: You can check either the Add Default Override or [Supply](#) Override fields, but not both.

Supply Override

Items can have more than one [supply](#) method depending upon the sourcing rules you [set up](#). [Supply](#) overrides are date effective. Only one item, stockroom and source type combination can be effective on a particular date.

Use this checkbox as follows:

Unchecked - Not to add a [supply](#) override

Checked - To add a [supply](#) override

If you **check** this field, you must enter a code in the Source Type field.

Source Type

You can request a [supply](#) from other plants, which can be a different type of sourced [supply](#) and have different batching rules in [operation](#).

If you **check** the [Supply](#) Override field, you must enter a code in this field.

Enter one of the following:

01 - Purchase

02 - Manufacture

03 - Transfer

04 - Stock

This is reserved for future use.

05 - Enterprise

This is reserved for future use.

06 - Configure

This is reserved for future use.

07 - Reservation

This is reserved for future use.

You can use the prompt facility to select from the SRYT Source Types pop-up. This displays the Code and Description fields for each source type. You can select **Extend (F15)** to display the Limit, Rate and Tax fields.

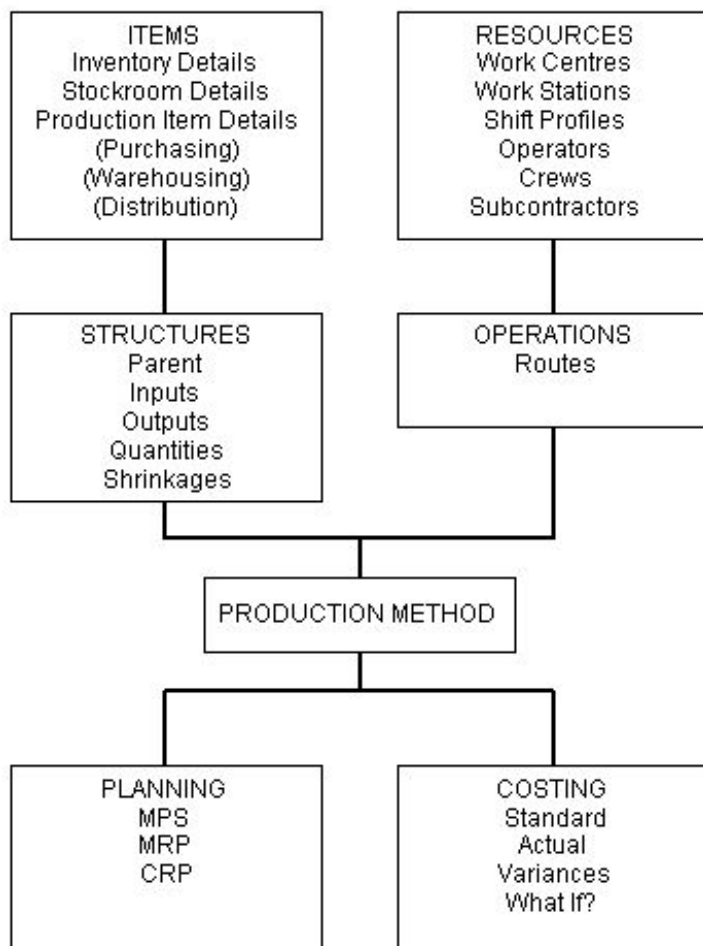
The source type must already have been [set up](#) in parameter type SRTY. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Press Enter to display the Maintain Item Overrides Details window.

Introduction to Production Definition Resources

Production Definition Management is the production module used to build and maintain production data. This includes defining the [resources](#) that will be used.

Types of Data



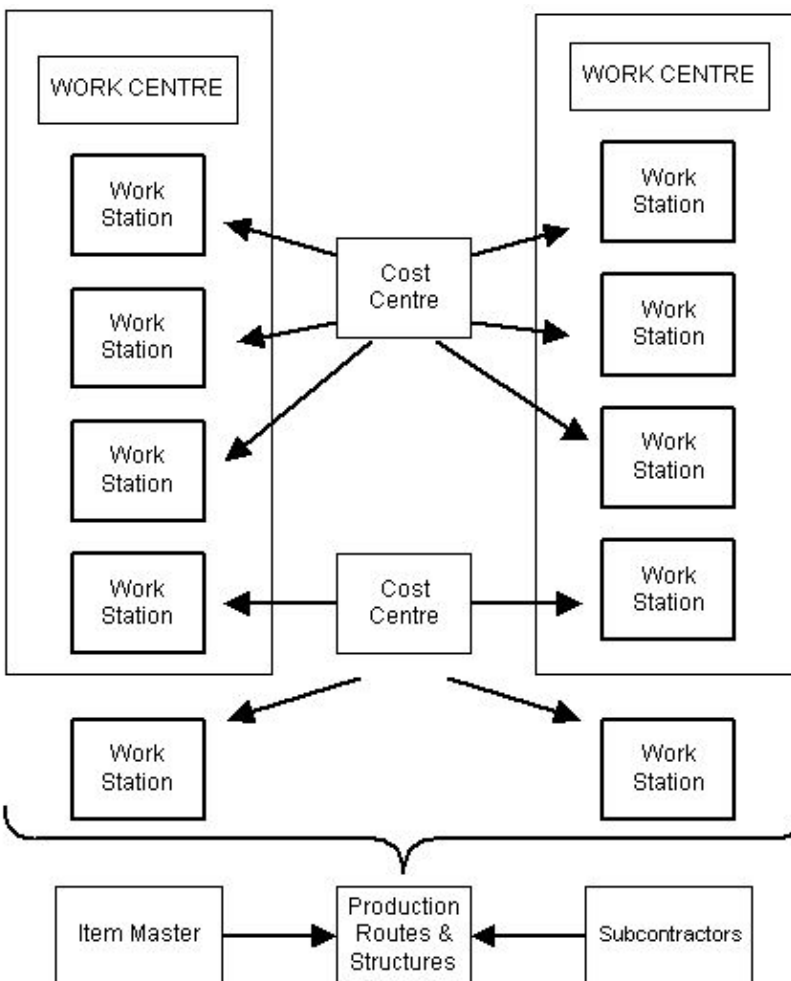
Production Resources

Production [resources](#) are those facilities that are used to manufacture and process the items.

They consist of the machinery, plant, equipment and people necessary for the manufacture of the items defined in the database. In the module, these [resources](#) consist of:

- [Cost centres](#)
- [Work stations](#)
- [Work centres](#)
- [Shift profiles](#)
- Labour grades
- Operators
- Crews
- Subcontractors

Production Resources Overview



Cost Centres [11/MDM]

A [cost centre](#) is a designated area where you accumulate [costs](#) within an organisation. It consists of [cost](#) recovery rates that the software applies to specified [work stations](#). [Cost](#) rates include:

- Labour rates
- Machine [set up](#) rates
- Machine running [costs](#)
- [Overhead recovery methods](#)

(The system recovers these on the basis of process time, process [costs](#), or proportions of [input](#) or [output](#) units.)

- Fixed rates

The system uses [cost centre](#) data to develop item production [costs](#) at:

- Standard rates
- Current rates (proposed new standards)

Note: The system uses [cost](#) sets to process [current costs](#) when generating an alternative [cost](#). You can generate any number of different [cost](#) sets but each one uses the current rates specified at the time. Each [cost](#) set has a different user-defined name.

[Current costs](#) are not actual [costs](#). Actual [costs](#) are generated when actual [bookings](#) are made against production orders or [scheduled](#) items.

All actual [costs](#) generated use standard [cost](#) rates.

Cost Centre Maintenance Selection Window

To display this window, select the [Cost Centres](#) task.

Use this window to select the [cost centre](#) you want to maintain.

Fields

Cost Centre

A [cost centre](#) is an area you use to find out [costs](#). [Work stations](#) are associated with [cost centres](#) for developing product [unit costs](#). The product [unit cost](#) represents the allocation or absorption of [cost centre costs](#). You can define [cost centre](#) rates for standard and [current costs](#).

Enter the code of the [cost centre](#) you want to add or edit.

Alternatively, use the prompt facility to select from the Select [Cost Centre](#) pop-up.

Based on Cost Centre

If you are entering a new [cost centre](#) and you want to base it on an existing one, enter the code of the existing [cost centre](#) here. The software copies the existing [cost centre](#) details to the new code, for editing.

If you are not basing the new [cost centre](#) on an existing one, or you are editing an existing [cost centre](#), leave this field blank.

You can use the prompt facility to select from the Select [Cost Centre](#) pop-up.

Note: The software shows all [cost](#) rates as hourly rates, even though minutes may have been chosen as the time unit in the [company profile](#).

Press Enter to display the [Cost Centre](#) Maintenance Details window.

Cost Centre Maintenance Details Window

To display this window, press Enter on the [Cost Centre](#) Maintenance Selection window.

Use this window to enter standard and current hourly rates for [machine time](#), labour and setting, and to enter overhead methods and rates or values.

Fields

Cost Centre

This field displays the [cost centre](#) you selected on the previous window.

Description

If you are entering a new [cost centre](#), enter its description here.

Department

This is an analysis group for [cost centres](#). The department can represent a functional department, a production line or a site. You define codes in the [Parameter file](#), under type DEPT.

You can use the prompt facility to select from the DEPT Department pop-up.

Note: The remaining fields may be completed for both standard and [current costs](#).

Machine Rate/Hr

Enter the standard hourly [cost](#) rate.

Labour Rate/Hr

Enter the standard hourly labour charge.

Setting Rate/Hr

Enter the standard hourly setting rate.

O/H 1 Method

Enter a code (see the Overhead Method Codes table). Overhead 1 is a variable overhead.

Overhead Method Codes

Code	Basis of Recovery
A	Specified % of Machine Cost

B	Specified % of Setting Costs + Labour Costs
C	Specified Cost Rate per Hour x Machine Run Time
D	Specified Cost Rate per Hour x (Labour Time + Setting Time)
E	Specified % of Machine + Labour + Setting Costs
F	Specified Cost Rate per Hour x (Machine Time + Labour Time + Setting Time)
I	Cost Rate for Input Unit (Material and Packaging, Material Type Code 0 and 1)
J	% of Total Input Value (Material and Packaging, Material type Code 0 and 1)
K	Cost Rate for Resource (Utility) Unit (Material Type Code 2)
L	% of Resource (Utility) Value (Material Type Code 2)
M	Cost Rate for Output Unit (not By-products and Waste Products)

O/H 1 Rate

Enter a percentage if you are recovering overhead against [cost](#). Enter an hourly rate if you are recovering overhead against time.

O/H 2 Method

Enter a code (see the Overhead Method Codes table). Overhead 2 can be either a variable overhead, like Overhead 1, or can be a fixed overhead, which means that it does not vary with batch size.

O/H 2 Rate

Only enter a value in this field if you want a variable overhead. Enter a percentage or hourly rate as appropriate.

O/H 2 Value

Only use this field if you want a fixed overhead. Enter a fixed value that does not vary according to the batch size.

Functions**Delete Cost Centre (F11)**

Use this to delete a [cost centre](#). You need to confirm the deletion.

Re-select Cost Centre (F12)

Use this to return to the [Cost Centre](#) Maintenance Selection window.

Re-activate Cost Centre (F17)

Use this to re-activate a deleted [cost centre](#). This is only displayed when the [cost centre](#) has been deleted by selecting **Delete [Cost Centre](#) (F11)**.

Text (F21)

Use this to enter or edit additional text for the [cost centre](#), if you have specified a [cost centre](#) text type in the [company profile](#). For more information, see the Additional Text section.

Press Enter to validate and update the data you have entered and re-display the [Cost Centre Maintenance Selection](#) window.

Work Stations [12/MDM]

A [work station](#) is a specific production resource made up of either people or machines, or both. These elements together constitute a productive unit for [capacity planning](#) and production [scheduling](#).

Examples of [work station](#) machines are:

- Drilling machine
- Capstan lathe
- Heat treatment furnace
- Welding unit

[Work station](#) people include the personnel actually carrying out tasks at the [work station](#), and can also include inspection personnel.

Caution: To validate certain database functions fully (work stations, for example), you need to set up the organisation and planning models. In addition, you must also create work station and WIP location relationships.

Shift Definitions

The shift definitions provide important data that is used by the system to calculate the [capacity](#) of the [work station](#). In [Capacity Requirements Planning](#), this is compared with the [load](#) being placed on the [work station](#) by the [demand](#). If the [load](#) is greater than the [capacity](#), it is not possible to process all the jobs.

This [capacity](#) can be defined in several ways:

- By using the Shift 1, 2 and 3 fields
- By using a default shift profile
- By using a specific shift profile for each day of the week

You should be aware that it is possible for the [capacity](#) of a [work station](#) to be greater than the [shift length](#). This can happen when a [work station](#) has more than one 'productive unit'. For example, a mixing machine may have two or more mixing bowls in which [ingredients](#) can be mixed; a drilling machine may have multiple drill spindles, and so on. In this case, the production [capacity](#) of the [work station](#) will be a multiple of the [shift length](#). If the [shift length](#) for the mixing machine is 8 hours, and it has two bowls, its [capacity](#) will be 16 hours of work.

Because of the variety of ways in which this [capacity](#) can be expressed, there is a hierarchy of decision-making to determine the exact [capacity](#) of each [work station](#). For each working day the system will do one of the following:

- Use any shift profile defined for a specific day
- Use the default shift profile for any other day

- Use the [standard capacity](#) defined for shifts 1, 2 and 3
- Use the [maximum capacity](#) defined for shifts 1, 2 and 3
- Use the standard [shift length](#)
- Use the maximum [shift length](#)
- If you do not define anything, the system will use 8 hours.

Care must be taken when entering [queue time](#). Any value that you specify in this field will be added to the total duration of that job. Consideration should be given to the possibility that this time can be re-defined as setting time or maintenance.

In general:

- [Queue time](#) is used when you wish to recognise the waiting time on the job but not its [cost](#).
- Setting time is used when you wish to provide a [cost](#) and duration for this time.
- Maintenance is used if you regard this time as not being a part of the production time for any one job.

You should be aware that when you have created a new [work station](#) you will have to validate it using the Maintain [Work Station](#) Locations task.

Work Station Maintenance Selection Window

To display this window, select the [Work Stations](#) task.

Use this window to select the [work station](#) you want to maintain.

Fields

Work Station

Enter the code of a new or existing [work station](#).

Alternatively, use the prompt facility to select from the Select [Work Station](#) pop-up.

This code represents an identification for each group of [resources](#) onto which work can be [loaded](#).

You define the [work station](#) in routing [operations](#) and specify its productive [capacity](#) for [Capacity Requirements](#) Planning. You process production order and [schedule operations](#) through [work stations](#).

If you use the prompt facility, [work stations](#) destined for deletion are flagged by an asterisk. You can select these stations if you want to re-install them, or just to display them.

Base on Work Station

You can use this facility to add a new [work station](#) by copying an existing [work station's](#) details. Enter the [work station](#) on which to base your new [work station](#). Leave this field blank to add a new station from scratch, or to edit an existing [work station](#).

Press Enter to display the [Work Station](#) Maintenance Details window.

Work Station Maintenance Details Window

To display this window, press Enter on the [Work Station](#) Maintenance Selection window.

Use this window to enter the lengths and capacities of the shifts worked at this station, and to define the default shift profile attached to the [work station](#).

Fields

Work Station

This field defaults from the [Work Station](#) Maintenance Selection window.

Description

If you are entering details for a new [work station](#), enter a description here. Otherwise, you can amend an existing [work station](#) description.

Calendar Code

This is the [work station production calendar](#). By default, the software uses the calendar defined in the [company profile](#).

Alternatively, use the prompt facility to select from the Select Calendar pop-up.

If this [work station](#) requires a different calendar, enter the required calendar code here. The calendar defined is used to [schedule](#) all work [routed](#) through this [work station](#).

Department

Enter a department code that represents a functional or organisational grouping for this [work station](#). This can form the basis of additional analysis and reporting of [work station](#) task.

Alternatively, use the prompt facility to select from the DEPT Department pop-up.

You can book production orders, [schedule](#) items and actual labour and [machine times](#) to a department.

During [booking](#) routines, if you enter a [work station](#), but not a department, the software assumes, defaults to, and displays, the department you enter here.

You define department codes in the [Parameter file](#), under type DEPT.

You have to enter this code for reporting purposes. This avoids problems if you sequence reports by department but there is no department assigned to a [work station](#) on a production [route](#).

Foreman

You can optionally enter the initials of the foreman responsible for this station.

Queue Time

Enter the average time, in hours (up to three decimal places), for which a job must wait before a [work station](#) can use it. Production planning software uses this value to calculate the [operation](#) start and finish dates.

Std Efficiency

This [standard efficiency](#) factor figure represents the expected average [efficiency](#) of the [work station](#). To indicate 100% [efficiency](#), leave this field blank. To indicate an under [efficiency](#), enter a value between 1 and 99. To indicate an over efficient situation, enter a value between 101 and 999. [Capacity Requirements](#) Planning can apply this factor to the [standard capacity](#) when making comparisons with [schedule loads](#), depending on the review budget method chosen.

Max Length

This is the maximum theoretical amount of time [available](#) per shift. Enter up to three maximum [shift lengths](#); the three shifts should not exceed 24 hours in total.

Note: *Up to three general shifts can be specified for each [work station](#).*

Std Length

This is the standard or effective daily [shift length](#). You can use this field to indicate up to three desired [shift lengths](#), which can be different.

Max Capacity

Use this field to indicate the theoretical maximum hours for which this [work station](#) is productive. This is the maximum number of hours [available](#) per shift, taking into account the multiple productive units within the [work station](#).

[Capacity Requirements](#) Planning enquiries and reports use this field as a reference when they compare standard or standard effective [capacity](#) with [scheduled load](#). This is so that you can see how much extra [capacity](#) is [available](#) to meet the [load](#).

Std Capacity

These fields indicate the standard hours each [work station](#) can [output](#). It is the actual effective number of hours per shift, taking into account multiple productive units within the [work station](#).

[Capacity Requirements](#) Planning uses [standard capacity](#) details to calculate the total [capacity available](#) to meet the [scheduled](#) work [load](#). It can then identify any differences between [capacity](#) and actual [load](#).

Duration Calculation Basis (Default)

You can use this field to define a [duration calculation basis](#) for the [work station](#). [Route Maintenance](#) can override this duration basis in [operations](#) using this [work station](#). If you do not enter a code, the [company profile](#) default is used.

You can use the prompt facility to select from the DUCT [Operation](#) Duration Calc. Basis pop-up.

Shift Profile (Default)

If you enter a shift profile code here, the software uses the shift pattern associated with this code where it cannot find a specific shift pattern.

You can use the prompt facility to select from the Shift Profile Codes pop-up.

Default Shift Profile Capacity Factor Maximum/Standard

Enter a factor to be multiplied by the default shift profile hours to produce maximum and standard capacities for the shift.

Cost Centre

Enter the code of the [cost centre](#) that is to hold the standard and [current cost](#) rates for jobs passing through this [work station](#). Machine, labour, setting and [overhead rates](#) defined in the nominated [cost centre](#) can be used by the software to calculate the standard [cost](#) or the [cost](#) sets or both, for work produced at this [work station](#).

Leave this field blank if you do not want [cost](#) recovery to be [available](#) to this [work station](#).

Alternatively, use the prompt facility to select from the Select [Cost Centre](#) pop-up.

Functions

Delete Work Station (F11)

Use this to delete the [work station](#). You have to confirm the deletion. A [work station](#) associated with a [route](#) cannot be deleted.

Re-activate This Work Station (F17)

Use this to re-activate a deleted [work station](#). This is only displayed when the [work station](#) has been deleted by selecting **Delete [Work Station](#) (F11)**.

Profile (F20)

Use this to add and amend the daily [shift profiles](#) and capacities.

Text (F21)

Use this to enter or edit additional text for the [work station](#). To do this, you need to specify a [work station](#) text type in the [company profile](#).

Work Station Locations (F22)

Use this to display the [Work Station](#) Location Maintenance, [Work Station WIP Location](#) Selection window.

You use the [Work Station](#) Location Maintenance to assign a [WIP location](#) to the [work station](#). A [work station WIP location](#) is the stockroom that receives all [WIP inventory](#) produced from [count point operations](#) by those [work stations](#).

Show Current Status (F23)

Use this to display the current status of this [work station](#).

Press Enter to return to the [Work Station](#) Maintenance Selection window.

Shift/Capacity Profile Maintenance Pop-up

To display this pop-up, select **Profile (F20)** on the [Work Station](#) Maintenance Details window.

Use this pop-up to define the shift profile and the [capacity](#) for the [work station](#).

Fields

Shift Profile

Enter the [shift profiles](#) that define the shift patterns of each day. The default shift profile provides the shift pattern for any day that has no profile of its own.

Alternatively, use the prompt facility to select from the [Shift Profiles](#) Codes pop-up.

You can select from this pop-up by using **Select** against the shift profile you require, or you can use **Detail** to display the definitions of the shift. You can print these if required.

Maximum Capacity Factor/Standard Capacity Factor

These two fields operate in the same way. The number you enter is multiplied by the total number of hours defined in the related shift profile, which is either the profile for the same day, or the default profile. The result is either the maximum or [standard capacity](#) for the station for the day.

Select **Update (F8)** to validate the data you have entered and return to the [Work Station](#) Maintenance Details window.

Work Station WIP Locations Window

To display this window, select [Work Station Locations \(F22\)](#) on the [Work Station](#) Maintenance Details window.

This window is displayed automatically when you are creating a new [work station](#).

Use this window to modify [work station](#) work in process location details.

Fields

Work Station

This field displays the [work station](#) you selected on the previous window.

WIP Location

Enter the [WIP location](#) for this [work station](#).

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Organisational Model

Enter the [organisational model](#) you want to associate with this [work station](#).

Alternatively, use the prompt facility to select from the Select [Organisational Model](#) pop-up.

Floor Stock Location

Enter the [floor stock location](#) for this [work station](#).

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Press Enter to validate the data you have entered and return to the [Work Station](#) Maintenance Details window.

Work Station Maintenance Current Status Window

To display this window, select **Show Current Status (F23)** on the [Work Station](#) Maintenance Details window.

If the [work station](#) is in use, this window shows details of the order being processed. It displays the current [work station](#) status by means of a code and a description.

Use this window to update the status of a [work station](#).

Fields

Work Station

This field displays the [work station](#) you selected on the previous windows.

Description

This field displays the [work station](#) description.

Current Work Station Status

This field displays what the [work station](#) is currently doing. There are several statuses including:

0 - Inactive

The [work station](#) is currently not processing anything.

1 - Setting

The [work station](#) is in the process of being [set up](#).

2 - Running

The [work station](#) is currently processing.

8 - Waiting

The [work station](#) is waiting for work.

9 - Down

The [work station](#) is down for maintenance.

You define the status codes under parameter type ST12 in the Maintain Parameters task.

Current/Last Order

This field displays either the current [work station](#) order being processed or the last one completed.

Current/Last Operation

This field displays either the current [operation](#) on the [work station](#), or the last one completed.

Job Start Time

This field displays the time at which the [operation](#) started.

Job End Time

This field displays the time at which the [operation](#) is due to finish.

Select **Update (F8)** Status Details to update the [work station](#) details.

Work Centres [13/MDM]

A [work centre](#) is a collection of specific [work stations](#) which have similar productive [resources](#) or which are controlled or regulated by a single management function.

You can group [work stations](#) together for rough cut and detailed [capacity planning](#) calculations, as well as for administration or control purposes. Examples of groupings are:

- All [work stations](#) under the control of one foreman
- All drilling machine [work stations](#)
- All [work stations](#) on a production line
- All [work stations](#) with the same inspection function

Work Centre Maintenance Selection Window

To display this window, select the [Work Centres](#) task.

Use this window to enter the code for a [work centre](#) that you want to create or maintain.

Fields

Work Centre

Enter the name of a [work centre](#) you want to maintain in this field.

Alternatively, use the prompt facility to select from the Select [Work Centre](#) pop-up.

Base On

To add a [work centre](#) similar to an existing one, enter the name of an existing [work centre](#) in this field.

Alternatively, use the prompt facility to select from the Select [Work Centre](#) pop-up.

This is used to make it easier to add files and amend resource groupings. You can build up different profiles of a common set of [resources](#) for [capacity loading](#) analysis.

Press Enter to display the [Work Centre](#) Maintenance Details window.

Work Centre Maintenance Details Window

To display this window, press Enter on the [Work Centre](#) Maintenance Selection window.

Use this window to list the [work stations](#) that you want to include in this [work centre](#).

Fields

Work Centre

This [work centre](#) is displayed for your information only and cannot be amended.

W/Stn

You can enter the names of any of the [work stations](#) that belong to the group.

Alternatively, use the prompt facility to select from the Select [Work Station](#) pop-up.

Description

There is a description for each [work station](#) field. When you enter or select a name in the W/Stn field, the software displays its appropriate description.

Note: A [work station](#) cannot be entered more than once in a [work centre](#), but can appear in any number of [work centres](#).

Functions

Delete Work Centre (F11)

Use this to remove this [work centre](#). You cannot delete the [work centre](#) if it has a [route](#) associated with it.

Re-instate Work Centre (F17)

Use this to re-activate a deleted [work centre](#). The function only appears if the [work centre](#) has been previously deleted.

Text (F21)

Use this to enter or edit additional text for the [work centre](#), if you have specified a [work centre](#) text type in the [company profile](#).

Select **Update [Work Centre](#) (F8)** to validate the data you have entered and return to the [Work Centre](#) Maintenance Selection window.

Calendars [14/MDM]

You can [set up](#) any number of [production calendars](#), for different purposes. Calendar maintenance involves:

- Specifying the year start
- Specifying holiday dates
- Setting up week templates in addition to the one in the [company profile](#), if required

Caution: You must set at least one calendar up before you run or process data in a particular year. The default calendar code in the company profile has to be set up for each calendar year.

Calendar Maintenance Selection Window

To display this window, select the Calendars task.

Use this window to select an existing calendar you want to maintain, or to enter the calendar code and year of a new calendar you want to create.

Fields

Code

This field displays the calendar code which, linked to the Year field, uniquely identifies each calendar.

Year

This field displays the year associated with the calendar code.

Days

This field displays the total number of days for each year on the calendar.

Working Days

This field displays the total number of working days for each year on the calendar.

Year Start

This field displays the [start date](#) for each year. The [start date](#) must be a Monday.

Enter Calendar Code

You can add a new calendar by first entering a two-character code that has not been used before in the Enter Calendar Code field. You then enter the And Year field and, optionally, the Based on Calendar field.

Caution: Make sure that you set up the company default calendar specified on the company profile.

And Year

Enter the last two digits of the year. You can define several years by using the same calendar code.

Based on Calendar

If you are basing the new calendar on an existing one, enter the calendar code of the existing calendar here.

If you are not basing the new calendar on an existing one, or you are editing an existing calendar, leave this field blank.

Note: You can only use this copy facility if you enter at least one calendar code manually for each year.

Options

Select (accessed by double-click)

Use this to maintain the selected calendar.

Delete

Use this to delete the selected calendar.

The software checks to see if there are any live orders before it removes the calendar.

Print

Use this to print the selected calendar.

Select an existing record or enter a calendar code and year and then press Enter to display the Calendar Maintenance Details window.

Calendar Maintenance Details Window

To display this window, either select a record or enter a calendar code and year and then press Enter on the Calendar Maintenance Selection window.

Use this window to edit the details of an existing calendar, or to enter the details of a new calendar.

Before you create or update a calendar for a given year, it is important to ensure that the calendar parameters on the [company profile](#) are [set up](#) with the correct number of days and weeks for that year, depending on whether the year is a 52 or 53 week year.

Fields**Default Calendar**

This field displays the code of the default calendar for information only.

Calendar Code

This field displays the calendar code from the previous window.

Year

This field displays the number of the year from the previous window.

Start Date

Enter the first Monday of the working year. A calendar can start at any time, so the calendar year may end up spanning two actual years.

Standard Week

This field displays the default week [set up](#) in the [company profile](#). If a day is blank, it denotes a working day. If a day has a character below it, it denotes it is a non-working day.

Holidays From

This field hold the [start dates](#) of any shutdown periods. All [scheduling](#) routines skip over these periods.

Holidays To

Specify the end dates of any shutdown periods. All [scheduling](#) routines skip over these periods.

Functions

Maintain Week Templates (F18)

Use this to configure up to five new week templates before updating.

Note: When you are adding a new calendar from an existing definition, select **Maintain Week Templates (F18)** and confirm with **Update (F8)** even if there is no need to make changes.

Select **Update (F8)** to create the calendar and return to the initial selection window.

Calendar Maintenance Week Templates Window

To display this window, select **Maintain Week Templates (F18)** on the Calendar Maintenance Details window.

Use this window to create up to five week templates you want to attach to this calendar, and their periods of [effectivity](#).

Fields

MTWTFSS

The [Company profile](#) has a default working week defined. It is here you can configure a new working week template. If a day is blank, it denotes a working day. If a day has a character below it, it means that it is a non-working day.

You can use this facility to denote general holidays, statutory holidays and factory shutdowns.

When you add a new calendar from an existing one, you must confirm the working week template before generating the new details.

From Date

Enter or select the effective [start date](#) of the corresponding working week template.

To Date

Enter or select the effective end date of the corresponding working week template.

Note: You can configure a working week template for the software to use throughout the year instead of the default template. Alternatively, for example, you can configure up to five templates to use during certain periods of the year instead of the default template.

Note: The calendars should always be maintained for several years into the future. This is particularly important when using the Planning tasks, where the horizons may be several years ahead.

Select **Update (F8)** Week Templates to validate and save the data you have entered and return to the previous window.

Profiles

There are two types of profiles relating to [resources](#) defined within Production Maintenance. These are:

- [Shift Profiles](#)
- Resource [Capacity](#) Profiles

The software uses [shift profiles](#) to show the number of hours worked per day per shift, and when each shift starts and ends. They provide details necessary for the software to calculate availability and duration times for [scheduling](#) and [capacity planning](#).

You can only use resource [capacity](#) profiles within a multi-sourcing environment. To create this, you must set the multi-sourcing flag in the [company profile](#).

Shift Profiles

[Shift profiles](#) provide a flexible and efficient means of describing a pattern of shifts over the course of a single day. The software subsequently uses these definitions to describe the shift pattern in use at [work stations](#). [Shift profiles](#) include [effectivity](#) dates to reflect planned changes to a shift pattern.

[Shift profiles](#) can be added to a [work station](#) as defaults or different profiles can be defined separately for each day of the week. To define daily [shift profiles](#), select **Profile (F20)** on the [Work Station](#) Maintenance Details window.

Shift Profiles [15/MDM]

Use this task to maintain [shift profiles](#).

Shift Profile Maintenance Selection Window

To display this window, select the [Shift Profiles](#) task.

Use this window to add or maintain a shift profile you want to associate with a [work station](#).

Fields

Shift Profile Code

You can add and edit [shift profiles](#) using this field.

To add a new shift profile, enter a code that does not already exist and then select **Add (F8)**.

To edit an existing shift profile, enter a code which already exists and then press Enter.

Alternatively, use the prompt facility to select from the Shift Profile Codes pop-up.

Based on Profile

If you are basing the new shift profile on an existing one, enter the code of the existing shift profile here.

Alternatively, use the prompt facility to select from the Shift Profile Codes pop-up.

If you are creating the new shift profile from scratch or you are editing an existing shift profile, leave this field blank.

Press Enter to display the Shift Profile Maintenance Details window.

Shift Profile Maintenance Details Window

To display this window, press Enter on the Shift Profile Maintenance Selection window.

Use this window to configure the start and end times of different shifts, and the dates between which they are effective.

Note: *You must enter individual entries in ascending order by number and start time.*

Fields**Profile Code**

This field displays the shift profile code entered on the previous window.

Description

You can enter or edit a text description of the shift profile.

Del

Select **Delete** in this field against any shift definition details you want to remove.

No.

Enter a number to identify the sequence of shifts within the profile. You must enter shifts in time sequence. You can use this field to identify the shift number or to re-sequence the definitions.

Start Time

Enter the start time of the shift, using the 24-hour clock format. Do not include a colon when entering a time; for example, type 0900 to display 09:00.

Finish Time

Enter the finish time of the time shift, using the 24-hour clock format. Do not include a colon when entering a time; for example, type 0700 to display 07:00.

Effective From Date

Enter the date on which the shift definition becomes effective.

Effective To Date

Enter the date on which this shift ceases to be effective. The shift definition is not effective on the date you enter here.

Comment

This field is used for explanatory text that describes the shift interval. The software does not use this [operational](#) text outside the shift profile definition.

Note: Shifts overlapping in time cannot overlap in [effectivity](#) within the same shift profile. Leave the [effectivity](#) fields blank if [effectivity](#) control is not applicable.

Select **Update (F8)** to validate and save the data you entered and return to the Shift Profile Maintenance Selection window.

Labour Grades [16/MDM]

You use this to define all the labour grades performing work in your production facilities. You can define a grade description, grade [effectivity](#) dates and standard hourly rates of pay for each grade. [Effectivity](#) dates also control the standard hourly rates.

You should be aware that the hourly rates specified in the labour grade are used to calculate the actual labour [costs](#) when production [bookings](#) are made.

Labour Grade Maintenance Selection Window

To display this window, select the Labour Grades task.

Use this window to add or maintain a labour grade.

Fields**Labour Grade**

Enter a two-character alphanumeric code to identify the labour grade.

Alternatively, use the prompt facility to select from the Select Labour Grades pop-up.

Press Enter to display the Labour Grade Maintenance Details window.

Labour Grade Maintenance Details Window

To display this window, press Enter on the Labour Grade Maintenance Selection window.

Use this window to enter a description for a labour grade and the dates between which the grade is effective.

Fields

Labour Grade

This field displays the labour grade entered on the previous window.

Description

Enter or amend the text description for the labour grade.

Start Date

Enter or select the date on which the labour grade becomes effective.

The field defaults to 00/00/00, which means that the labour grade is effective immediately.

End Date

Enter or select the date on which the labour grade ceases to be effective. The labour grade is unavailable for use on this date.

The field defaults to 99/99/99, which means that the labour grade is always [available](#).

Functions

Grade Rates (F20)

Use this to configure different rates of labour.

Select **Grade Rates (F20)** to display the Labour Grade Rate Maintenance window.

Labour Grade Rate Maintenance Window

To display this window, select Grade Rates (F20) on the Labour Grade Maintenance Details window.

Use this window to configure labour rates. These labour rates are only effective during the period of time that you define, and only one rate can be effective on any one date and all must be within the effective dates of the grade. The labour grade, description, [start date](#) and end date default from the previous window.

Fields

Start

This field displays the date on which the labour rate takes effect, for information only.

End

This field displays the date up to which the labour rate takes effect, for information only.

Labour Rate

This field displays the hourly labour rate, which is used to calculate the actual labour [cost](#).

Options

Select

Use this to add or edit the [effectivity](#) of one or more labour rates.

The Labour Grade Rate Maintenance pop-up is displayed.

Delete

Use this to delete the [effectivity](#) of one or more labour rates.

The window is re-displayed, showing only the labour rates selected for deletion. To confirm deletion, press Enter.

Select a rate to display the Labour Grade Rate Maintenance pop-up.

Labour Grade Rate Maintenance Pop-up

To display this pop-up, select a rate on the Labour Grade Rate Maintenance window.

Use this pop-up to amend the standard rate and period of [effectivity](#) for a labour grade.

Fields**Labour Grade**

This field displays the labour grade selected on the previous window.

Start Date

Enter or select the date on which the labour rate takes effect. This field defaults to 00/00/00, which means that the labour grade is effective immediately. If you do enter a date, it must be later than the end date of the previous labour rate in the list. It must also be within the effective date range of the labour grade.

End Date

Enter the date from which the labour rate is no longer effective. This field defaults to 99/99/99, which means that the labour grade is always [available](#). If you enter a date here, it must be the same as or later than the [start date](#) for the rate, and it must be earlier than or the same as the [start date](#) of the next labour rate in the list. It must also be within the effective date range of the labour grade.

Standard Rate

Enter the hourly labour rate you want to charge between the defined dates. The labour rate must be positive and non-zero.

When you have finished entering details in the fields, press Enter to configure the labour rate.

If you have selected more than one labour rate to add or edit, the next rate is displayed.

If there are no more selected labour rates to add or edit, the Labour Grade Rate Maintenance window is re-displayed.

Operators [17/MDM]

You can configure an operator code for each employee. Each operator can have one or more labour rates effective at different times. The software uses these rates for each operator to calculate the actual [cost](#) of production.

Operator Maintenance Selection Window

To display this window, select the Operators task.

Use this window to add or maintain an operator code.

Fields

Operator Code

Enter an operator code of up to nine alphanumeric characters.

Alternatively, use the prompt facility to select from the List/Select Operator Codes pop-up.

Press Enter to display the Operator Maintenance Details window.

Operator Maintenance Details Window

To display this window, press Enter on the Operator Maintenance Selection window.

Use this window to amend the name and period of [effectivity](#) for an operator.

Fields

Operator Code

This field displays the selected operator code, for information only.

Name

Enter or amend the name of the operator, which can be up to 30 characters.

Start Date

Enter or select the date from which the operator is effective. This field defaults to 00/00/00, which means that the operator is effective immediately.

End Date

Enter or select the date from which the operator is no longer effective. The field defaults to 99/99/99, which means that the operator is always [available](#).

Functions

Operator Rates (F20)

Use this to enter operator rates and [effectivity](#) dates.

Select **Operator Rates (F20)** to display the Operator Rates Maintenance window.

Operator Rates Maintenance Window

To display this window, select Operator Rates (F20) on the Operator Maintenance Details window.

Use this window to maintain the labour rate for an operator. An operator can have different labour rates at different times. In addition, the rate can be attached to a labour grade rate rather than defined explicitly for the operator.

Fields

Start

This field displays the date from which the operator rate is effective. You cannot amend this field here.

End

This field displays the date from which the operator rate is no longer effective. You cannot amend this field here.

Labour Rate

This field displays the labour rate to use between the start and end dates. You cannot amend this field here.

Labour Grade

This field displays the default labour grade to use between the start and end dates. You cannot amend this field here.

Department

This field displays the department that bears the [cost](#) for this operator between the start and end dates. You cannot amend this field here.

Options

Select

Use this to add an [effectivity](#) date range or edit of one or more operator rates.

The Update/Add Operator Rates pop-up is displayed.

Delete

Use this to delete the [effectivity](#) of one or more operator rates.

The window is re-displayed, showing only the operator rates selected for deletion. To confirm deletion of the operator rates, press Enter again.

Select a rate to display the Update/Add Operator Rates pop-up.

Update/Add Operator Rates Pop-up

To display this pop-up, select a rate on the Operator Rates Maintenance window.

Use this window to amend the rate, grade, department and period of [effectivity](#) for an operator.

Fields

Start Date

Enter or select the first date on which the operator rate is effective.

The field defaults to 00/00/00, which means that the operator rate is effective immediately. If you enter a date, it must be later than the end date of the previous operator rate in the list. It must also be within the effective date range of the operator.

End Date

Enter or select the date from which the operator rate is no longer effective.

The field defaults to 99/99/99, which means that the operator rate is always [available](#). If you enter a date, it must be the same as or later than the [start date](#) for the rate and it must be earlier than or the same as the [start date](#) of the next operator rate in the list. It must also be within the effective date range of the operator.

Labour Rate

Use this field to enter the labour rate applicable for the operator between the start and end dates.

If you leave this field blank, you must enter a labour grade in the Labour Grade field. In this case, the software uses the rate associated with that labour grade.

Labour Grade

You can enter a labour grade in this field. The software uses the labour rate from the labour grade and applies it between the start and end dates.

You can use the prompt facility to select from the Select Labour Grades pop-up.

Note: *If you enter values in both the Labour Rate and Labour Grade fields, the software uses the operator's labour rate.*

Department Code

You can enter the department that bears the [cost](#) of the operator between the start and end dates.

Alternatively, use the prompt facility to select from the DEPT Department pop-up.

Note: *In the first window of the Production Order [Booking](#) and Operator [Booking](#) tasks, if the operator is specified but no department is entered, or no department has been defined for the selected [work station](#), this department is used as the default. For more information about configuring a department for a [work station](#), see the [Work Station Maintenance Details Window](#) section.*

You define department codes in the [Parameter file](#), under type DEPT.

Press Enter to return to the Operator Rates Maintenance window.

Crews [18/MDM]

You can configure a crew, which is a group of operators who work together to perform production tasks.

Either an operator or crew can be used for the Production Order [Booking](#), Operator [Booking](#) and Receive from Subcontractor tasks. If you use crews, you do not have to book every operator. In this case, the software calculates the [cost](#) as the number of operators in the crew multiplied by the labour rate.

Crew Master Maintenance Selection Window

To display this window, select the Crews task.

Use this window to enter the code for the crew you want to maintain.

Fields

Crew Code

Enter a crew code in this field.

Alternatively, use the prompt facility to select from the List/Select Crew Codes Window pop-up.

Press Enter to display the Crew Master Maintenance Description window.

Crew Master Maintenance Description Window

To display this window, press Enter on the Crew Master Maintenance Selection window.

Use this window to add or amend a description, shift profile and calendar code for the crew you selected.

Fields

Crew Code

This field displays the crew code entered on the previous window.

Description

Enter or amend the text description for the crew.

Shift Profile

Enter a shift profile code for the working pattern of the crew.

Alternatively, use the prompt facility to select from the Shift Profile Codes pop-up.

Calendar Code

You can optionally enter a calendar code that defines the working days for the crew.

Alternatively, use the prompt facility to select from the Select Calendar pop-up.

If this field is left blank, it defaults to the calendar defined in the [company profile](#).

Functions

Crew Details (F20)

Use this to define which operators are in a crew and when they start and finish working with the crew.

Select **Crew Details (F20)** to display the Crew Details Maintenance window.

Crew Details Maintenance Window

To display this window, select **Crew Details (F20)** on the Crew Master Maintenance Description window.

***Note:** Only previously defined operators can be added to a crew.*

Use this window to enter the codes, names and [effectivity](#) periods of operators to be added to the crew.

Fields

Operator

This field displays the operator code of one of the crew. You cannot change it here.

Crew Membership Start

This field displays the date from which the operator becomes a member of the crew. You cannot change it here.

Crew Membership End

This field displays the date from which the operator is no longer a member of the crew. You cannot change it here.

Operator Name

This field displays the name of the operator.

Options

Select/Add

Use this to add an operator to the crew or amend details of an operator in the crew.

Delete

Use this to delete one or more operators from the crew.

The window is re-displayed, showing only the operators selected for deletion. To confirm deletion, press Enter again.

Select an operator to display the Crew Detail Maintenance pop-up.

Crew Detail Maintenance Pop-up

To display this pop-up, select an operator on the Crew Details Maintenance window.

Use this pop-up to add an operator to the crew, or to edit the details of an existing crew member.

Fields

Operator

This field displays the operator code, for information only.

Start Date

Enter or select the date on which the operator becomes a member of the crew. This must not overlap with other periods of membership in this crew for this operator. The default is 00/00/00, which means that the operator is a crew member immediately.

End Date

Enter or select the date from which the operator is no longer a member of the crew. It must not overlap any other period of membership in this crew for this operator. It defaults to 99/99/99, which means that the operator is always a crew member.

Select **Update (F8)** to save the details you entered.

Subcontractors [19/MDM]

You can define which suppliers carry out which subcontracted [operations](#). A [cost](#) per item can be defined for each subcontractor, which enables the [cost](#) of using different suppliers to be compared.

When defining [subcontract operations](#), it is important to be aware of the following:

- The subcontractor code must be valid in Accounts Payable. This means that the subcontractor must be a valid supplier.
- You must define the subcontractor in Purchase Management, and add the item/supplier profile.
- The [subcontract operation](#) must be a [count point operation](#).
- Any [operation](#) before a [subcontract operation](#) must be a [count point operation](#).
- You must define both the [subcontract operation](#) and the [operation](#) before it. This is to allow [WIP](#) quantities booked on the previous [operation](#) to be [available](#) for shipment to the subcontractor.
- You can also create subcontractor definitions for [operations](#) normally performed in-house.
- You must define a subcontract stockroom in the [organisational model](#). It is used to record materials shipped to a subcontractor and to record materials consumed by the [subcontract operation](#) if defined on the [route](#). [WIP balances](#) held at the previous [count point operation](#) are not affected.

Subcontractor Maintenance Selection Window

To display this window, select the Subcontractors task.

Use this window to select a subcontracted [operation](#) within an item [route](#), and to choose a supplier who will be the subcontractor for this [operation](#).

Fields

Item

Enter an item containing a [subcontract operation](#).

Alternatively, use the prompt facility to select from the Select Item/[Route/Operation](#) pop-up.

You should define the [operation](#) in question as being a [subcontract operation](#). For more information on defining [subcontract operations](#), refer to the [Route Operation](#) Maintenance Window section.

You can also define processes normally carried out on the premises as being subcontract.

Note: *If you use the prompt facility and select an item from the Select Item/[Route/Operation](#) pop-up, the associated [route](#) and [operation](#) are automatically displayed in the [Route](#) and [Operation](#) fields.*

Route

Enter the [route](#), associated with an item, for which you can subcontract an [operation](#). You can define separate subcontractors for the same item and [operation](#) on different [routes](#).

Alternatively, use the prompt facility to select from the Select Item/[Route/Operation](#) pop-up.

Operation

You use this field to assign both the [subcontract operation](#) itself to a subcontractor and, once you have completed that task, the [operation](#) that precedes it to the same subcontractor.

Alternatively, use the prompt facility to select from the Select Item/[Route/Operation](#) pop-up.

Subcontractor

Enter the subcontractor's supplier number. This must be a valid supplier defined to Purchase Management.

Alternatively, use the prompt facility to select from the Subcontractor Scan pop-up.

The prompt facility for this field relates to the subcontractor definitions you can [set up](#) on the item, [route](#) and [operation](#) number.

Functions

Supplier Enquiry (F16)

Use this to search for the name of a supplier to enter in the Subcontractor field.

The Supplier Search pop-up is displayed. To search the list of suppliers, enter a word in the Search Word field and then press Enter. The software then displays the Supplier Selection pop-up.

Press Enter to display the Subcontractor Maintenance Details window.

Supplier Search Pop-up

To display this pop-up, select Supplier Enquiry (F16) on the Subcontractor Maintenance Selection window.

The Supplier Search pop-up allows you to search for a supplier either by entering a word that appears in the name and address, or by entering the first character of the supplier's account code.

Use this pop-up to select a subcontractor from a list of suppliers.

Fields

Scan by Search Word

Select a list of suppliers by entering a word that is included in the subcontractor's name or address.

Or

Position to Alpha Seq

Enter the first character, and optionally subsequent characters, of the alpha sequence in the supplier master record.

Press Enter to display the Supplier Selection pop-up.

Supplier Selection Pop-up

To display this pop-up, press Enter on the Supplier Search pop-up.

This pop-up shows a list of suppliers. You can see five suppliers at any one time. Use **Page Up** and **Page Down** to see more suppliers.

Use this pop-up to select a supplier from the displayed list.

Options

Select

Use this against an account code to select a supplier as a subcontractor.

The first Subcontractor Maintenance window is re-displayed, with the account in the Subcontractor field.

Fields

A/C Code

This field displays the account code of each supplier.

CC

This field displays the currency code of each supplier.

Seq

This field displays the number representing the item delivery address. You define the default sequence number on the [company profile](#). If there are multiple addresses for a supplier, you can define the sequence number for each address in Accounts Payable.

Name and Address

This field displays the name and address of each supplier.

Alpha Seq

This field displays the alpha sequence in the Supplier Master file.

Functions**Expand (F13)**

Use this to make the Supplier Selection pop-up bigger. In this case, the pop-up displays up to 16 suppliers at any one time. You can use **Page Up** and **Page Down** to see more suppliers on the list.

Select a supplier to display the Subcontractor Maintenance Details window.

Subcontractor Maintenance Details Window

To display this window, press Enter on the Subcontractor Maintenance Selection window.

Use this window to describe the work to be done at the subcontracted [operation](#), and to enter the [cost](#) of the work.

Fields**Item**

This field displays the item code from the Subcontractor Maintenance Selection window.

Route

This field displays the [route](#) from the Subcontractor Maintenance Selection window.

Operation

This field displays the [operation](#) from the Subcontractor Maintenance Selection window.

Subcontractor

This field displays the subcontractor and associated description from the Subcontractor Maintenance window.

Description

Enter or amend the text description of the [operation](#) carried out by the subcontractor.

Unit Cost

Enter the [cost](#) of a unit of work performed by the subcontractor at this [operation](#). This should be in terms of the unit of measure of the finished item. One unit of work at the [subcontract operation](#) is equivalent to one finished item.

Press Enter to validate the data you have entered and re-display the Subcontractor Maintenance Selection window.

Resource Capacity Profiles [33/MDM]

Use this task to maintain resource [capacity](#) profiles.

Resource Capacity Profiles Maintenance Selection Window

To display this window, select the Resource [Capacity](#) Profiles task.

Resource [capacity](#) profiles are optional. They provide more flexibility when defining capacities of critical [resources](#).

You can define [effectivity](#) dates with a specific [capacity](#) per day. You can attach profiles to critical [resources](#) as a default, or variable per day of the week.

The profile defines the availability of the critical resource, very much like a shift profile. However, the [capacity](#) profiles should be expressed in the same units as those in which the critical [resources](#) are defined.

Use this window to select an existing resource [capacity](#) profile, or to enter the code of a new profile.

Fields**Profile Code**

Enter the code for the profile you want to maintain.

Alternatively, use the prompt facility to select from the PCOD [Capacity](#) Profile Code pop-up.

Based on Profile Code

If you are creating a new profile with details based on an existing profile, enter the code of the existing profile here.

Alternatively, use the prompt facility to select from the PCOD [Capacity](#) Profile pop-up.

The software copies the existing profile details to the new code, where you can then maintain them. Leave this field blank to create a profile from scratch, or to maintain an existing profile.

Functions

Add (F8)

Use this to add a new resource [capacity](#) profile.

Press Enter to display Resource [Capacity](#) Profiles Maintenance Details window.

Resource Capacity Profiles Maintenance Details Window

To display this window, press Enter on the Resource [Capacity](#) Profiles Maintenance Selection window.

Use this window to specify the dates between which the shifts associated with this profile are effective, and the [capacity](#) of each shift.

Fields**Profile Code**

This field displays the profile code you entered on the previous window.

Description

Enter or amend the description for the resource profile.

Del (Untitled)

Enter **4** against a line to delete the [capacity](#) for that period of [effectivity](#).

Effective From Date

Enter the date on which the shift definition becomes effective.

Effective To Date

Enter the date on which this shift ceases to be effective.

Capacity

Enter the daily [capacity](#) of the profile during the effective period.

Comment

You can use the Comment field to add a non-validated text description.

Select **Update (F8)** to save the resource [capacity](#) profile data you entered and return to the initial selection window.

Introduction to Production Definition Processes

The Production Definition database holds the base information that is used by the rest of the Production software. The data are of three major types:

- **Items**, also known as parts or products, which can be bought or made.
- They can be parent/finished or [component/ingredient](#) parts, subassemblies and intermediates.
- [Resources](#), which are those facilities that are used to manufacture and process the items
- **Processes**, which describe the production tasks undertaken within the manufacturing environment

This section will look at the processes involved in linking together the [input](#) items and [resources](#) to manufacture subassemblies, intermediates, and finished items.

Routes/Structures [21/MDM]

This section explains how [routes](#) and structures are defined and maintained.

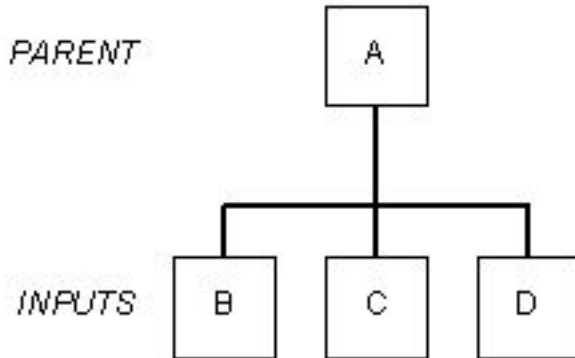
[Routes](#) are sets of detailed instructions indicating how items are manufactured. They consist of lists of [operations](#) that are carried out in the sequence defined, using the [resources](#) specified.

Structures are made up of lists of materials ([BOM](#), [Recipe](#), [Formula](#)) needed to carry out production [operations](#).

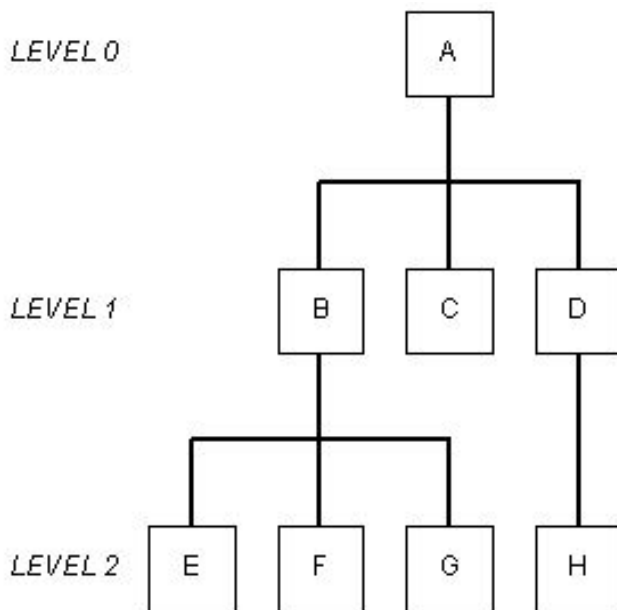
In System21, [routes](#) and structures are combined, with materials being attached directly to the [operations](#) where they are required.

Structures

A simple structure is called a single-level structure, for example:



More complex structures have many levels and are called multi-level structures, for example:



Note: The system identifies these levels by assigning level codes to items. The top level is 0; the next level down is 1, and so on. An item may occur at multiple levels if it appears in many structures, such as when a [component](#) is common to many parent items. Each item is assigned the level code that corresponds to its lowest position within the totality of all structures. It follows from this that each item will be at a lower level than the lowest of its parents.

Quantities

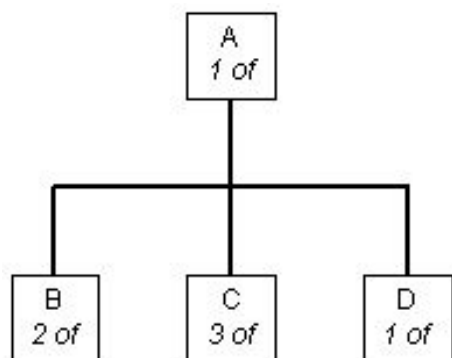
Structures commonly have various different quantities of [inputs](#) to make the parent item. The produced quantity of the parent item is called the lot size.

The quantity of each [input](#) required to make the lot size of the parent is called the [quantity per](#) (that is [quantity per](#) the lot size of the parent).

When processing [routes](#) and structures, [input](#) quantities depend on the parent quantities required.

See the following example:

First, consider a single-level structure for finished item A:



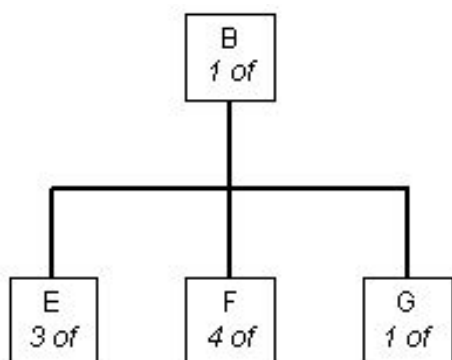
The lot size of A is 1.

To make A we need 2 of B, 3 of C and 1 of D.

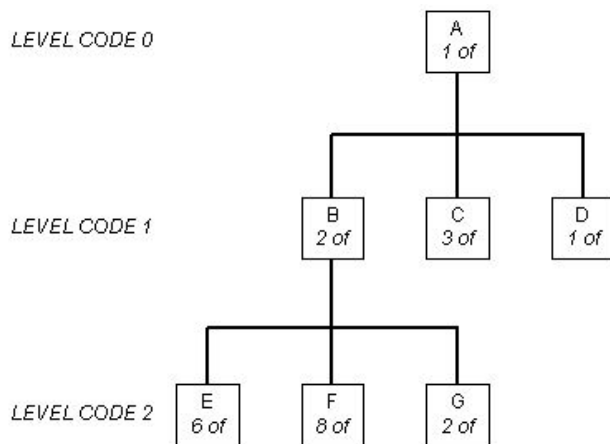
If the lot size of A were to be 10 instead of 1, then to make A we would need 20 of B, 30 of C and 10 of D. These would be the [quantity per](#) of each item for a lot size of 10, or any other requirement of 10 for item A.

From the previously described multi-level structure, we can see that this contains a further single-level structure for the manufacture of B.

Now suppose that B has the following quantities:



For the purposes of calculating requirement quantities at the lower levels, the system takes the two previous structures and combines them to make a multi-level structure:



Notice that the quantities of E, F and G are now multiples of B's new quantity.

This process can continue down for as many levels as is necessary to make the parent item.

Note: When structures are defined, they are always defined as single-level structures.

When required the system combines single-level structures together to produce the required multi-level structure with the adjusted quantities. This is sometimes referred to as '[BOM](#) Explosion' where [BOM](#) stands for '[Bill of Materials](#)'. A [BOM](#) explosion can be single or multi level.

This procedure has important consequences in Production Control because each production order is for a single-level structure. The [routes](#) and structures are also central to the tasks involved in both [costing](#) and planning. It is of paramount importance that the definition of these relationships is as accurate and complete as possible.

Lot Sizes - Single-level Structures

In the previous examples, notice how the single-level structures for both A and B were defined with a lot size of 1. Consider the single-level structure for B. This could have been defined with a lot size of 1 or 2, or any appropriate lot size.

You need to decide which lot size to use for B when entering this single-level structure.

As far as the construction of multi-level structures is concerned, the lot size used is not relevant as long as each [quantity per](#) is correct. Whichever lot size you choose, the system works out the correct quantities for any lower levels in a multi-level structure. However, there are some implications. The most important is in the treatment of [fixed quantity per inputs](#). For instance, when making [bookings](#) to [schedule-controlled items](#), the quantity is treated as being fixed in relation to the lot size, rather than whatever quantity is booked. Also, in [costing](#), the [fixed cost](#) of a fixed quantity [input](#) can be distributed over the lot size quantity of the parent.

Remember that the lot size you choose as the standard is only a standard. When you raise production orders, they can be for any quantity, normally controlled by the [order policy](#) held against an item.

Lot Sizes - Company Profile Setting

The software uses the lot size in [costing](#), planning and production control for calculating item [standard costs](#) and job duration times.

When comparisons are made on the [cost](#) or duration time for one product against another, or when one of the many copying facilities is used, the lot size of the parent items should usually be the same. Otherwise, the comparison or copy may be distorted or incorrect.

There is a flag in the [company profile](#) that you can set to force all lot sizes to be 1 or to allow the [input](#) of multiple lot sizes. This is the [Quantity Per Basis](#) flag.

If you set this flag to force all lot sizes to be 1, all structures are comparable. This means that you can copy [routes](#) without difficulty.

However, if you do wish to use multiple lot sizes, this does not prevent you from using a lot size of 1 as and when required.

Effectivity

Sometimes you can only use an [input](#) in a structure within a range of dates. For example, this can be because a design change renders an [input](#) obsolete or causes it to be replaced by another [input](#) within the structure. The dates are called the [effectivity](#) dates. You can only use [inputs](#) that fall between the [effectivity](#) dates in a structure.

You can display a structure, for enquiries and reports, at different dates. You can then see the consequences of [effectivity](#).

[Effectivity](#) is a useful way of changing the contents of structures from a given date to reflect new design standards and product improvements.

Note: When you are creating the [inputs](#) for production orders, [effectivity](#) is only checked at the time of order confirmation. Once the order is confirmed, its list of [inputs](#) is fixed and must be changed manually if necessary.

Process Groups and Output Types

Process groups identify structures with more than one significant [output](#). They are pseudo items that take the place of the item on the [route](#) header. In addition to having the characteristics of single-item [routes](#), they have the additional ability of specifying more than one significant [output](#). These [outputs](#) are called [co-products](#), (sometimes known as joint products). [By-products](#) and [waste products](#) are [output](#) types that can be defined on any type of [route](#).

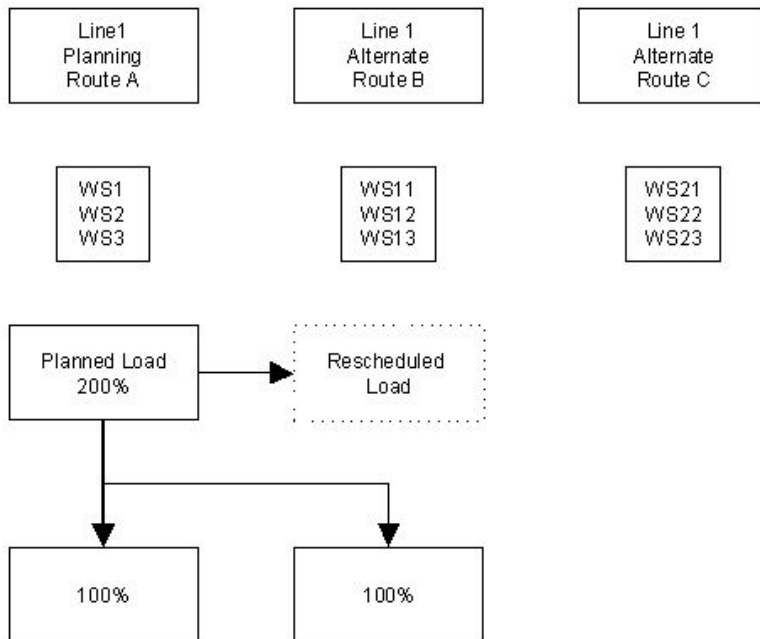
[Co-products](#) are two or more products created or separated in the course of the processing of a process group, each having a sufficient significance or value to be defined as a main product. [Co-products](#) may be saleable items themselves, or they may be [inputs](#) to other [routes](#) for further processing before they become finished goods. In System21, it is possible for one of the [co-products](#) to be designated as the [primary co-product](#). In this case, the production of all the [co-products](#) is driven by the requirement to produce the primary. It may be possible to produce further supplies of the secondary products using different methods and [routes](#). Alternatively the [co-products](#) can be defined as concurrent. In this case, the different [co-products](#) can drive production at different times, depending on which of them has the greatest relative [demand](#). The type of co-product [route](#) is indicated by the [process group type](#) defined on the item details for the process group.

A [by-product](#) is something which is incidentally produced as a result of the manufacture of main products. A [by-product](#) will have a significance or value relatively lower than that of main products. [By-products](#) can often be subject to further processing to increase their ultimate value to the organisation.

A [waste product](#) is an [output](#) from an [operation](#) that you cannot use elsewhere and must be disposed of. There may be a [cost](#) associated with the disposal of a [waste product](#). (Waste should not be confused with scrap, which is not an [output](#) type in System21, but is discarded as [WIP](#) within production [booking](#)).

Flow Routes

[Flow routes](#), also known as flow line [routes](#), are designed for use in a [schedule](#)-controlled environment, and enable you to re-[schedule](#) work from the standard [planning route](#) to a different flow line [route](#). This removes the restriction on a [schedule](#) item from being a single production [route](#) item.



For a flow line [route](#), you can move all the [operations](#) in the [item schedule](#) at a workstation.

Overlapping Operations

You can use [operation](#) maintenance facilities to configure an [operation](#) as overlapping another. You can express this overlap either in terms of a specific overlap time after which the following [operation](#) begins, or in terms of a transfer batch size. In the case of a transfer batch size, the following [operation](#) starts when the transfer batch quantity is [available](#) to it. All [lead time](#) calculations recognise these definitions.

Lead Time Calculations

The lead-time of a production order or [route](#) is calculated by working out the time taken for each [operation](#) within it. These calculations have to take into account any specified overlap time (or transfer batch size, converted to time). These calculations may:

- Work forwards from a [start date](#) and time (referred to as forward [scheduling](#))
- Work backwards from a due date and time (referred to as back [scheduling](#))

Forward Scheduling

In calculating the duration, start and finish dates of two overlapping [operations](#), you have to consider whether the second of the [operations](#) has sufficient [operation](#) time to run continuously once the first transfer of material has been made.

In this case, the second of the two [operations](#) starts when the overlap time between the [operations](#) has expired. If a transfer batch size is used, this is translated into an overlap time after any [operational shrinkage](#) has been applied.

An alternative situation is where the second of the two [operations](#) has a shorter duration than the time remaining on the first [operation](#), taking into account the overlap time.

In this case, the overlap time starts at the end of the first [operation](#). The start of the second [operation](#) is back [scheduled](#) from this point. This ensures that processing is continuous on the second [operation](#).

Op. 1	-----		
Op. 2	Overlap	-----	

Back Scheduling

Essentially, back [scheduling](#) follows the same rules as forward [scheduling](#) but in reverse. The finish date of the order is the finish date of the final [operation](#), and calculations work backwards from there.

Configurator

Although the standard Production system is [available](#) in Base and Extended modes, the Configurator is only [available](#) in Base mode. Whether your system is Base or Extended, when you begin to use Configurator, all [routes](#) added with the configuration [route](#) defined on the Configurator [company profile](#) automatically use Base mode and functionality.

Extra options specific to Configurator are [available](#) while you are entering a [route](#), as long as the following conditions are met:

- Configurator is attached to the company
- The item being edited is a model item or a defined item
- The [route code](#) is the configuration [route](#) for the company

Note: For a definition of model items, defined items and the configuration [route](#), refer to the Configurator [Company Profile Maintenance](#) section in the Configurator product guide.

Each [route](#) can contain:

- Standard and optional [operations](#)
- Standard and optional [components](#)

- Generic [components](#), either mandatory or optional (for example, an actual [component](#) for generic paint could be Green Matt Paint)
- Rules you can apply to the product
- Default option for features
- Minimum and maximum quantities of a [component](#)
- Presentation sequence of [operations](#), [components](#) and features
- [Operations](#) and features you specify as being either predefined or selectable when you place the order

You can add and edit a [route](#) and structure.

As Produced Products

These are [outputs](#) that are defined on [routes](#) with an [output](#) quantity of zero. The intention is that they will only be received on an 'as-produced' basis. They will always appear when [booking](#) the main product, but with zero quantity. The user can enter a quantity as and when some of the [output](#) is produced.

As Used [Inputs](#)

These are [inputs](#) that are defined on [routes](#) with a [quantity per](#) of zero. The intention is that they will only be issued on an 'as-used' basis. They will always appear when [booking](#) the main [inputs](#), but with zero quantity. The user can enter a quantity as and when some of the [input](#) is used.

Component Location Reference

In certain industries, you need to supplement the information held on a [route](#) and structure with details about [component](#) positioning during assembly, or its reference on a drawing or diagram. The electronics industry is an example where this practice is widely used. Using this method, you can retrieve data in accordance with its assembly grouping. Furthermore, you usually attach additional instructions that complement [operational route](#) directives to the [input](#) items of the structure and process.

There are certain system parameters that you need to include in order for the [Component Location Reference](#) functionality to operate. In the [company profile](#) you need to add a new text type ([Input Reference](#)), which will have a major key of IREF and a sub-type of IR1. In addition to this, the system parameters should also include the [Input Reference](#) parameter type IREF and can hold up to five user-defined extra fields. Each one can hold up to a pre-defined maximum number of characters. They are one character for user-defined fields 1 and 2; 15 characters for user-defined field 3; and 10 characters for user-defined fields 4 and 5. A special value of 1 or 0 indicates a logical flag. The user-defined field titles are also incorporated in the IREF parameter.

The software automatically includes the [Input Reference](#) on the list of major codes when you add the text type to the [company profile](#): the major code is IREF and the minor code is IR1. You can also use Text Type Maintenance to do this.

Routes/Structures Maintenance Window

To display this window, select the [Routes/Structures](#) task.

In the Configurator [company profile](#), the Configuration [Route](#) field defines the alphanumeric character you use for all configurable products. Therefore, if you are using Configurator, you must not use the configuration [route](#) character as a standard [route code](#) (including [planning route](#) and [costing route](#)) for non-configurable products. If you enter the configuration [route](#) character, the software automatically runs the base mode version of [Routes](#) and Structures.

Should you enter an item and [route](#) that is currently subject to a change order request, details about the change type, the item and the change request number will appear in a pop-up. You can continue if the change request is authorised, otherwise you need to change the status of the change request to Authorised before proceeding further with [route](#) maintenance task.

If [Change Management](#) is in [operation](#), there must be a valid change order to maintain [Route Operations](#), [Route Inputs](#) and [Route Outputs](#). You can define these either as one change order per [operation](#) or as a blanket change order specifying the maximum number of [operations](#) you want to add or amend for the item [route](#) you select. If you select the first method, the sequence in which you enter the changes must be the same as the change order lines you select. If you choose the second method, the sequence of [input](#) is unimportant, but the number of [inputs](#) must not exceed the number on the change order. Refer to the [Change Management](#) section for further information.

Use this window to enter the parent item and [route](#) combination you want to add or edit.

Fields

Parent Item

Enter the parent item whose production [route](#) you want to define. The item should already be [set up](#) in the Inventory Details, Stockroom Details and Production Details options.

Alternatively, use the prompt facility to select from the [Routes & Items](#) pop-up, which displays the item/[routes](#) that are currently defined. This can be sequenced by [route code](#) or item code.

A warning message is displayed if production details are not found. If you accept the warning message, you can continue to add the [route](#) before adding the production details.

Normally [routes](#) are only created for manufactured items. If a purchased or other non-produced item is entered, a message is issued. You can still create a [route](#), since it may be possible in certain circumstances to manufacture items that are normally purchased. In this sense, the [item type](#) on the Item Master file is really only a default type.

If the item is a phantom (that is, the [Item Type](#) field in the Production Details record contains X), you can define a single [operation route](#).

If the [route](#) has multiple co-product [outputs](#), it is defined as a process group [route](#) and the item entered here should be a process group item. A process group item is not stocked and is not made. In one sense, the process group is used to represent the full set of actual [outputs](#). The actual items produced by the [route](#) are defined as [outputs](#) attached to the [operation](#) or [operations](#) where they are produced. The process group can be used to refer to the [route](#) as a whole, incorporating the [operations](#) that convert the [inputs](#) into the [outputs](#).

Route

Enter the [route code](#) for this item. This [route](#) can be a [planning route](#), a [costing route](#), both, or neither.

The [planning route](#) identifies the specific method of assembly and manufacture that will be used by the system when planning to manufacture the parent item.

The [costing route](#) identifies the [route](#) that will be used to calculate the standard manufacturing [costs](#) of the parent item. This [route code](#) will always be used within the item master [cost roll-up](#).

You define the primary planning and [costing routes](#) in the Production Details task. In a multi-plant environment, details for plants other than that represented by the item master are maintained in the item overrides.

If the parent item is a process group item, the planning and [costing routes](#) are the [route codes](#) defined on the process group's item master. Any item that has that process group as its [primary process group](#), and is a co-product [output](#) on that [route](#), will have these process group [routes](#) as its planning and [costing routes](#). Its own planning and [costing route](#) definitions will not normally be used.

In a multi-plant environment, [planning routes](#) are defined on the [route](#) header. Each stockroom can have one [route](#) specified as its [planning route](#). Normally it is recommended that only one stockroom per plant has a [planning route](#) defined. This means that the [planning route](#) for a plant can be identified more easily.

You can use the prompt facility to select from the Select [Route](#) pop-up.

Functions

Item Search (F16)

Use this if you are not sure which item to select.

Press Enter to display the [Process Route](#) Header Maintenance window.

Process Route Header Maintenance Window

To display this window, press Enter on the [Routes/Structures](#) Maintenance window.

Use this window to maintain the [route](#) header details for the selected [route](#).

Note: *If you choose to maintain a [route](#) that is currently subject to a change request, details about the change type, the [route](#) item and [operation](#), and the change request number will appear in a pop-up. If the change request is authorised, you will be allowed to continue, otherwise the status of the change request needs to be set to Authorised before [route](#) maintenance can proceed.*

Fields

Parent Item/Group

This field displays the parent item or process group item entered or selected on the previous window.

Route

This field displays the [route](#) entered or selected on the previous window.

Type

You can decide whether the [route](#) is a discrete [route](#) or a [flow route](#).

Enter one of the following:

0 or blank (default) - Discrete [route](#)

Use this for production order-controlled items. This means that you can [schedule](#) individual [operations](#) independently of each other at workstations.

Also use this for [schedule-controlled items](#) that are produced using only one [route](#). This type of [route](#) is required if it is necessary to be able to hold [WIP balances](#) at interim [operation](#) level.

1 - [Flow Route](#)

Use this for [schedule-controlled items](#) using this [route](#) as a flow line. If you move any single [operation](#) on a flow line [route](#) to another workstation, all [operations](#) on that [route](#) move as well.

Considerations:

- The parent item must be [MPS](#).
- [Flow route](#) items must be [schedule](#)-controlled.
- The option is not [available](#) for process groups.
- You can only designate the last [operation](#) on a flow line [route](#) as a [count point](#).

You must maintain the system parameter code PEXC with code 41: for example, 41 Manual [Supply](#) MS 4.

Currently, a [flow route](#) for an [MPS item](#) must contain [MRP input](#) items; otherwise there is no [MRP demand](#), and consequently no workstation [schedules](#).

Route Revision Level

If this [route](#) is the [planning route](#) for the item and it is defined as revision controlled in the Production Item Details task, the system updates the Item Master file [revision level](#) with the value entered here.

Route Classification

This two-character parameter code decides whether you can generate production orders and [schedules](#) from the [route](#). This code must be already [set up](#) in Parameter Maintenance under parameter type RCTL.

There are two types of [route](#) classification:

- Production [route](#)
- Non-production [route](#)

If you define a [route](#) classification as non-production, you will not be able to create works orders for [routes](#) with that classification. If the [route](#) is for a [schedule-controlled item](#), you will not be able to make any [bookings](#) against it.

You can use the prompt facility to select from the RTCL [Route](#) Classification pop-up.

Note: If a [route's](#) classification is changed to non-production after it has been used to create works orders, you must stop those works orders to prevent them being progressed through the system.

Note: If you attempt to classify a [planning route](#) as a non-production [route](#), an error message is displayed. This is because planning uses these [routes](#) to [schedule](#) actual production.

Control Policy

The Control Policy field works with [Change Management](#).

Enter one of the following:

Blank or 0 - If you do not require Change Control on this [route](#) and structure

1 - If you only want to audit your changes

2 - You do require Change Control to operate.

3 - If you require Change Control and Revision Control to operate

To operate with [revision levels](#) but without change control, leave this field blank, and define [revision levels](#) on the [route](#) header.

You can use the prompt facility to select from the AUDT Audit Type pop-up.

For more details about Control Policy, Change and Revision Control, refer to the [Change Management](#) chapter of this product guide.

Process Group Type

This field displays the [process group type](#) from the Production Items Details file. This is blank if the item is not a process group.

Receiving Stockroom

Enter the code of the stockroom where you receive items produced using this [route](#). If the [route](#) parent is a process group item, you can maintain the receiving stockrooms of the [outputs](#) on the [output](#) item details. If this is the case, enter the [primary stockroom](#) for the process group.

You must define an [item stockroom](#) relationship for this parent item group using the Stockroom Details Maintenance task. If you have designated the [route](#) you are maintaining as being the [costing route](#) for the item in its [primary stockroom](#), you can only enter that [primary stockroom](#).

If you leave this field blank, the software uses the parent's item [primary stockroom](#) as the default. However, you can change the stockroom at [booking](#) time.

You can use the prompt facility to select from the Select Stockroom pop-up.

Note: If you are using multi-plant, the receiving stockroom determines in which plant the [route](#) resides.

Before entering a stockroom in this field, you must [set up](#) the stockroom using the Stockroom Details task.

Cost Route

The system transfers the standard manufacturing [cost](#) of an item into the [primary stockroom](#) using the [cost route](#) on the item master. You can use the [cost route](#) field to cause it to transfer

the [cost](#) of items when they are received into other stockrooms. If the stockroom on the [route](#) is not the item master [primary stockroom](#), this field is used to indicate which [route](#) is the [costing route](#) for the stockroom. Only one [route](#) is permitted to be the [costing route](#) for any receiving stockroom.

Use this field to determine whether the [route](#) is the [cost route](#) for the stockroom.

Use this checkbox as follows:

Unchecked - If this is not the [cost route](#) for the stockroom

Checked - If this is the [cost route](#) for the stockroom

The system checks to see if a relationship between the item, the stockroom and a [cost route](#) already exists. If not, it allows the [route](#) to be the [cost route](#) for the stockroom. If the [costs](#) have been calculated for this [route](#) in the manufacturing [cost](#) files, the [costs](#) for this [route](#) will be transferred to this stockroom when manufacturing [costs](#) are transferred to Inventory (providing the All Stockrooms option is chosen).

Note: If the receiving stockroom is also the [primary stockroom](#) and the [route](#) is the [cost route](#) from the item master, the [cost route](#) field defaults to 1 and you cannot amend it.

Note: For process groups, these are the [cost routes](#) for the co-product [outputs](#) which have the process group defined as their [primary process group](#).

Note: If the [route code](#) is the [cost route](#) designate, the receiving stockroom must be the item's [primary stockroom](#). Designate [cost routes](#) are only supported for the [primary stockroom](#).

Planning Route

This field is used to indicate which [route](#) is the [planning route](#) for the stockroom. It is used in a multi-plant environment to help the system to determine which [route](#) to use when planning production in a plant. Because a plant can consist of many stockrooms, it is possible to have more than one stockroom with a [planning route](#) in the same plant. This is normally not advised. However, if it is the case that more than one stockroom has a [planning route](#) for the same item in the same plant, the item's [planning route](#) for the plant can be specifically defined using the Generate Model [Primary Stockrooms](#) task in [MPS](#) and/or [MRP](#) (where model refers to the plant).

It is advisable to define separate [planning routes](#) for each planning unit (for example, plant or line) used to manufacture a given item in a multi-plant environment.

Only one [planning route](#) can exist per item and receiving stockroom combination.

The [route](#) defined as the [planning route](#) for a stockroom that is not the [primary stockroom](#) for the item will appear as the [planning route](#) in the production override definition for that item/stockroom combination.

Use this checkbox as follows:

Unchecked - If this is not the [planning route](#) for the stockroom

Checked - If this is the [planning route](#) for the stockroom

Note: This field is only displayed if you are using multi-plant [MPS/MRP](#) or [cellular MRP](#).

Note: You must attach all [operations](#) to a single [organisational model](#); that is, one plant or line per [route](#).

Standard Lot Size

Use this field to enter the batch size for this [route](#). If a unit lot size is underlined you can change it; if not, it is set at 1.000 in the [company profile](#). The lot size is the quantity you would like to make as the standard for this item.

The software determines the actual production quantity on the production order or [schedule](#).

Note: The quantities of [inputs](#) required for this item and the [operation](#) time standards must relate to this lot size.

Economic Order Quantity

Enter a suitable [economic order quantity](#) of the parent item when you produce it using this [route](#). You use this field for Structure and Item [Costing](#) enquiries. You can use Inventory Management to calculate the EOQ if you require.

Balancing Quantity

If the [Route](#) Validation field contains either **1** (Validate [Quantity Pers](#)) or **2** (Validate Potent Units), you must enter a number in the Balancing Quantity field.

The Balancing Quantity field holds the weight or volume of the finished item that the [route](#) is trying to achieve. You use it during lot (batch) balancing and [route](#) validation. There is no need to enter a conversion factor, since the weight or volume is equivalent to the [standard lot size](#). Any entry made must be a positive numeric value.

Route Validation

Use this field to indicate whether the software should perform [route](#) validation checks when updating a [route](#), and if so, what type.

Enter one of the following:

0 - Not to validate

1 - To validate [quantity pers](#)

When you select **Update (F8)**, the software checks that all the [quantity pers](#) on a [route](#) for items of [material type 0](#) (Direct Material) add up to the balancing quantity. A balancing quantity is a mandatory requirement for this setting.

If you try to update a [route](#) that does not [balance](#), a warning message is displayed. You can press Enter to proceed or select **Reselect Route/Item (F12)** to cancel the update. The calculation excludes [inputs](#) of [material type 1](#) (Packaging) and **2** (Utility).

2 - Validate potent units

When you select **Update (F8)**, the software checks that you have defined the correct number of potent units to make the number of parent potent units required. That is, it performs a batch (lot) balancing function on the [route](#).

If you try to update a [route](#) that does not [balance](#), a warning message is displayed. You can press Enter to proceed or select **Reselect Route/Item (F12)** to cancel the update.

The software defines these codes; you cannot change them.

Output Validation

Note: This field is only displayed if the parent item belongs to a process group.

Use [output](#) validation to check [WIP bookings](#) to make sure that you have booked all the [co-products](#).

Select one of the following:

Booked quantity = [primary co-product](#) quantity (0) - To check that the [WIP](#) booked must be equal to the reported [primary co-product](#) quantity

Booked quantity = total [output](#) quantity (1) - To check that the quantity of [WIP](#) booked agrees with all the [output](#) quantities of [co-products](#) booked, including [by-products](#) and [waste products](#)

No validation (2) - If no checking is required

Shelf Life Val Req

This field is only displayed if the parent item is lot-controlled. Use this field if you want to carry out [shelf life](#) validation.

Enter one of the following:

0 - Not to carry out checks when issuing lots

1 - When issuing lots to production orders, to conduct checks to warn you if lots are about to be issued and they expire before the parent item expires (as determined by its [shelf life](#))

Unit of Measure

Enter a valid unit of measure for this item or leave this field blank to use the default. This unit of measure must be valid for the item in the stockroom.

Effective From Date

Enter or select the date from which this [route](#) is effective. A blank date means that the [route](#) is valid from the current date.

Effective To Date

Enter or select the date up to which this [route](#) is effective. A blank date means that the [route](#) is always valid.

Target Yield

This field is only displayed if you have set the parent item as a [yield item](#) in the Production Details task.

This is the user-defined [target yield](#) for the [route](#).

Process Yield

This field is only displayed if the parent item is set as a [yield item](#) in the Production Details task.

The software calculates this field for the [route](#) by taking the total of the [output](#) quantities of [output](#) items that are defined as [yield items](#), and presenting this as a percentage of the total of the [input](#) quantities of [input](#) items that are defined as [yield items](#).

Reference

Enter a memo reference for the [route](#). The reference is displayed in prompt pop-ups against the relevant [route](#) for this item. You can only enter upper case characters here and this field is not validated.

Filler Item

Note: *This field is only displayed if the parent item is lot-controlled or batch-controlled, with [potency](#).*

This field displays the [filler item](#), if there is one defined on the [route](#). A filler is necessary when the physical quantity of lot-[balanced](#) items falls short of the target physical quantity required to meet the [batch balancing](#) quantity.

You specify whether an item is a [filler item](#) on the [Input](#) Item Maintenance pop-up.

Cost Apportionment Method

Note: *This field is only displayed for process group items.*

[Cost](#) apportionment is used in the [costing](#) of [routes](#) and structures that have multiple [outputs](#). It controls how the proportions of the total [cost](#) of the [route](#) to be attributed to each co-product are calculated.

A suitable [cost apportionment method](#) to be used can be selected when defining the [route](#). This may be dictated by the nature of the [co-products](#) that the [route](#) produces, or possibly by their relative values to the organisation.

When [by-products](#) are produced by a [route](#), their value is used to reduce the [cost](#) of the main products. This 'cost relief' can be apportioned using the same method or any other of the [available](#) methods (see below).

Enter the code for the appropriate [cost apportionment method](#) to be used when calculating [costs](#) for [co-products](#) in this process group.

Enter one of the following:

1 - Physical Measurements

This method uses the [output](#) quantities of the [co-products](#) to calculate what proportion of the total group [cost](#) is attributed to them. The unit of measure is not taken into account. Using this method results in each unit of [output](#) being apportioned the same [cost](#). Care should be taken when using this method to ensure that the [outputs](#) are measured in similar units.

2 - Weighted Unit Values

This is similar to physical measurements, except that the calculation adjusts the [output](#) quantities using an [output](#) quantity weighting figure. This method may be used when the [outputs](#) are measured in different units, but they can be reconciled to a common denominator by the use of conversion, or weighting factors. These factors should be entered in the unit weighting field in the co-product [cost](#) parameters.

The total weighted [output](#) of the [route](#) is calculated by multiplying the [output](#) quantity by the unit weighting for each co-product and adding them together. Each co-product is then assigned a

proportion of the total process group [cost](#) equivalent to its proportion of the total weighted [output](#). This is then divided by the co-product's [output](#) quantity to give a [unit cost](#).

3 - Final Sales Values

This method may be appropriate when the value of the [co-products](#) is determined by a competitive market, rather than by the [costs](#) of production. A reason for employing this method is that it attributes [cost](#) in proportion to the market value of each co-product.

This method multiplies the final sales value by the [output](#) quantity. The proportion of this full value is used to apportion [costs](#). If you use this option, you must define final sales values to the [outputs](#) in the co/[by-product](#) market values function, otherwise production [costs](#) are not assigned to the [outputs](#).

The total value of the [route output](#) is calculated by multiplying the [output](#) quantity by the final sales value for each co-product and adding them together. Each co-product is then assigned a proportion of the total process group [cost](#) equivalent to its proportion of the total value. This is then divided by the co-product's [output](#) quantity to give a [unit cost](#).

4 - Point of Separation Values

This method is a variation of the final sales values method, where the separation values defined in the co/[by-product](#) market values are used in place of the final sales values.

A reason to use this method is where the [co-products](#) incur further processing [costs](#) before being finally sold. Using the separation values ensures that only the common [costs](#) that are incurred are used in determining the [cost](#) apportionment. The market value at the point of separation may represent the value that could be attained if the goods were sold without the further processing.

The total value of the [route output](#) is calculated by multiplying the [output](#) quantity by the separation value for each co-product and adding them together. Each co-product is then assigned a proportion of the total process group [cost](#) equivalent to its proportion of the total value. This is then divided by the co-product's [output](#) quantity to give a [unit cost](#).

5 - Net Realisable Values

This method is another variation of the final sales value method but where the positive difference between the separation values and the final sales values defined in the co/[by-product](#) market values are used in place of the other two values.

The net realisable value is the final sales value with the further processing [costs](#) deducted. This is ostensibly the same as the separation value, but can be used where the value at the point of separation cannot otherwise be determined because the goods are not in a saleable form. A notional point of separation value can be determined by deducting the further processing [costs](#) from the final sales value. This is known as the net realisable value. If you use this method, you should put the post-separation [costs](#) in the Separation Value field. Otherwise, if the point of separation value is entered, the [costs](#) will be apportioned according to the further processing [costs](#).

The total value of the [route output](#) is calculated by multiplying the [output](#) quantity by the net realisable value for each co-product and adding them together. Each co-product is then assigned a proportion of the total process group [cost](#) equivalent to its proportion of the total value. This is then divided by the co-product's [output](#) quantity to give a [unit cost](#).

6 - Distribution Percentages

This method apportions a percentage of the full process group [cost](#) to each co-product.

The percentage of the total [cost](#) to be attributed to each co-product may be determined by considering the overall contribution of various factors affecting the products' relationship to the business and its objectives.

If this method is used, the percentage values should be entered in the Distribution % (direct) field in the co-product [cost](#) parameters for each co-product. The total of the distribution percentages should always be 100.

The total value of the [route output](#) is calculated by applying the distribution percentage value of the co-product to the total process group [cost](#). This is then divided by the co-product's [output](#) quantity to give a [unit cost](#).

7 - Percentage Factors

This method applies a percentage factor to the [output](#) quantity of each co-product and then assigns [costs](#) according to the proportion this total represents of all the percentage factor totals.

This method is similar to the distribution percentages, except that it applies the percentage factor to each [output](#) unit, rather than to the total [output](#) of a co-product.

If this method is used, the percentage factors should be entered in the Percentage Factor field in the co-product [cost](#) parameters.

A total for each co-product is calculated as the product of its [output](#) quantity and its percentage factor. The total of all co-product quantities adjusted by their percentage factors is then calculated. Each co-product is then assigned a proportion of the total [cost](#) according to the proportion of its own total to the grand total. This is then divided by the [output](#) quantity to give a [unit cost](#).

8 - Points Values

This option applies a proportion of the full process group [cost](#) according to the points assigned to each co-product.

The points value of each co-product may be determined by scoring it on a variety of criteria, such as quantity, value etc. to give a total points tally.

If this method is used, the points values should be entered in the Point Value field in the co-product [cost](#) parameters for each co-product.

The points value of each co-product is compared with the total of the points values for all [co-products](#). This proportion of the full process group [cost](#) is attributed to the co-product. This is then divided by the [output](#) quantity to give a [unit cost](#).

You can use the prompt facility to select from the DCAM [Cost Apportionment Method](#) pop-up.

Note: The [costing](#) values for methods 3, 4 and 5 are maintained within Co-product and [By-product Market Values](#).

Note: The [costing](#) values for methods 1, 2, 6, 7 and 8 are maintained on the [Process Route Maintenance Outputs](#) (All Group Members) window. The factors displayed here depend on the

method defined on the [Process Route Header Maintenance](#) window. The individual co-product [output](#) values can also be maintained on the [output](#) Co-product [Cost](#) Parameters pop-up.

This [Cost Apportionment Method](#) must be already [set up](#) under parameter type DCAM. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Cost Relief Apportionment

Note: This field is only displayed for process group items.

You can define the factors used to calculate a reduction in the total [cost](#) of [co-products](#) that are manufactured at the same time as any [by-products](#). This assumes that the [by-product](#) is saleable and therefore has a sales value. This value is defined in the Co-product and [By-product](#) Market Values maintenance function.

The specified [cost relief apportionment](#) method is used when calculating the reduction of [cost](#) to be made against each co-product in this process group, using the [by-product](#) values.

If [by-products](#) are not produced or if they do not have a market value, relief calculations are not made.

Note: The [Cost Relief Apportionment Method](#) field is mandatory. However, any value in this field is only used if you define [by-product](#) type [outputs](#) on the [route](#).

Enter one of the following:

- 1 - Physical Measurements
- 2 - Weighted Unit Values
- 3 - Final Sales Values
- 4 - Point of Separation Values
- 5 - Net Realisable Values
- 6 - Distribution Percentages
- 7 - Percentage Factors
- 8 - Points Values
- 9 - All Relief to Primary Item

For [cost](#) relief method 9 to be used, where all [by-product](#) relief is assigned to the [primary co-product](#), it is necessary that one of the products should be flagged as the primary item in [Route](#) Maintenance. This is true even if the [process group type](#) is concurrent [co-products](#).

The other eight methods are similar to the methods [available](#) in the [Cost Apportionment Method](#) field. They use the same value fields and therefore separate maintenance is not required if the same method is selected for both. An exception to this is the distribution percentages method, where different distribution percentages can be defined for [by-products](#) from those defined for the [co-products](#).

You can use the prompt facility to select from the RCAM [Cost Relief Apportionment](#) Mthd pop-up.

This [Cost Relief Apportionment](#) Method must be already [set up](#) under parameter type RCAM. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Functions

Delete Entire Route (F11)

Use this to remove the [route](#) details from the system.

If a [route](#) is deleted, the [costs](#) are deleted as well.

A warning message is issued if an attempt is made to delete the [costing route](#) or a [planning route](#) for the item.

Route Resources (F16)

This is displayed if multi-sourcing is enabled in the [company profile](#). Use this to display the [Route Critical Resources](#) Maintenance window.

Text (F21)

Use this to enter or edit additional text about the process. This text will be copied to the header text of production orders that are created using this [route](#).

Press Enter to display the [Process Route](#) Maintenance [Inputs](#) window.

Route Critical Resources Maintenance Window

To display this window, if multi-sourcing is activated, select [Route Resources \(F16\)](#) on the [Process Route](#) Header Maintenance window.

This links critical [resources](#) to a [route](#).

Use this window to define the critical [resources](#) that are required when production uses this [route](#). Each critical resource requirement can be expressed in terms of the [standard lot size](#), for each unit, or as a fixed quantity.

Note: This window is only [available](#) if multi-sourcing is enabled.

Fields

Option (O)

Enter **4** to remove a critical resource requirement.

Seq

Use this field to sequence the order in which [resources](#) are displayed, irrespective of their [effectivity](#). Any entry made must be numeric.

Effective From Date

Enter or select the start of the [effectivity](#) date range for the resource definitions. This field defaults to 0/00/00. If you leave this default unchanged, and also accept the default value in the To Date field, this indicates indefinite [effectivity](#).

To Date

Enter or select the end of the [effectivity](#) date range for the resource definitions. This field defaults to 99/99/99. If you leave this default unchanged, and also accept the default value in the From Date field, this indicates indefinite [effectivity](#).

Resource Code

Enter the code used to identify the critical resource. Any code you enter must have been defined via Critical Resource Maintenance.

You can use the prompt facility to select from the Select Resource Code pop-up.

Note: If the workstation [capacity](#) is [set up](#) as the critical resource, this is similar to finite [scheduling](#).

Resource Description

This field displays the description of the resource code.

Capacity Basis

If this field is empty, the [capacity](#) basis defaults to the code and description in either Critical Resource Maintenance or the [company profile](#).

Enter one of the following:

0 - [Standard lot size](#)

1 - Each

5 - Fixed quantity

You can use the prompt facility to select from the CBCD [Capacity](#) Basis Code pop-up.

You must set the [Capacity](#) Basis Code up under major type CBCD. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

Capacity Basis Description

This field displays the description of the [capacity](#) basis code.

Production Rate

This field shows how many units of the critical resource are required to make the item (resource consumption). This is expressed either for the lot size, for a single unit, or as a fixed quantity, depending on the [capacity](#) basis. An entry must be numeric and may include up to three decimal places.

UOM

This field displays the [capacity](#) unit of measure from the critical resource definition for information only.

Select **Update (F8)** to save your data re-display the [Process Route](#) Header Maintenance window.

Process Route Detail Maintenance – Inputs View Window

To display this window, press Enter on the [Process Route](#) Header Maintenance window.

Alternatively, select **Maintain Inputs (F20)** on either the [Process Route](#) Maintenance [Outputs](#) window or the [Process Route](#) Maintenance [Inputs](#) and [Outputs](#) window.

The [Process Route](#) Maintenance window can display [inputs](#) or [outputs](#), or both. [Operations](#) are displayed and can be selected for maintenance from any of these three alternatives.

Use this window to maintain [operations](#) and [inputs](#) to a [route](#).

Fields

Position to Operation

Enter a sequence number (of an existing [operation](#)) in the Position to [Operation](#) field to start the display at that number.

Select

The following options are [available](#):

- 1 - Use this option to update [operation](#) or [input](#) details, depending on the line type.
- 2 - This option is only [available](#) for [input](#) type lines. Use this option to add another [input](#) at the same [operation](#) and [input](#) sequence number as an existing [input](#). If there are multiple [input](#) item definitions with the same [operation](#) and [input](#) sequence numbers, their effective dates must not overlap. This option can be used when an item is to be replaced by another item (or by the same item with a different quantity, for instance), but the [input](#) sequence number must stay the same because it has relevant significance, such as a balloon reference on a technical diagram, for example. The replacement item may need to occupy the same position as the original, and retain the same sequence number.
- 3 - This option is only [available](#) for [input](#) type lines. Use this option to display the Maintain [Input Reference](#) pop-up. This can be used to record details about the positions of [components](#) for such things as assembly, drawings, printed circuit boards and test specifications. For example, if there are multiple occurrences of the same [component](#) item in a single assembly, this option enables you to define the placement of each [component](#). In this case, each occurrence should be assigned a different [input reference](#) code.
- 5 - Use this to enter free format text appropriate to the line type. When entered against an [operation](#) line, [operation](#) text maintenance is displayed. When entered against an [input](#) line, [input reference text](#) maintenance is displayed. Refer to the Text Maintenance section for more information.

Note: Options 3 and 5 let you enter the same details against an [input](#) as functions **Input Reference (F15)** and **Reference Text (F21)** do on the [Route Input](#) Maintenance window. Option 5 lets you access the same window against an [operation](#) as function **Operation Text (F21)** does on the [Route Operation](#) Maintenance window.

Seq.s

This field displays the sequence of [operations](#) and [input](#) items within the [route](#).

Enter Sequence to Maintain

Enter the [operation](#) and [input](#) sequences you want to add or edit in these two fields. If you enter an [operation](#), or [operation](#) and [input](#) sequence, that you have not already defined, the [Input](#) Item Maintenance pop-up is displayed. For more information, see the [Input](#) Item Maintenance Pop-up section.

If you enter an existing [operation](#), or [operation](#) and [input](#), this is equivalent to entering **1** in the Select field against a line.

Copying a Route

When adding a new [route](#), you can copy all or a part of an existing [route](#) by selecting **Copy Route (F17)**. Before copying an existing [route](#), consider the following:

- When you insert [operations](#), all existing [operations](#) that follow on are re-sequenced in steps of 10.
- If the new [route](#) has no existing [operations](#), the software sequences the [operations](#) you copy with the same numbers they had in their original location.
- The copying process includes all data, including any text.
- The copying process re-calculates any cumulative shrinkage through the [route](#).
- Since the data on each [route](#) are specific to the [standard lot size](#), you should take care when copying to make sure that the data are consistent.
- [Route](#) copy is only allowed if the target [route](#) has no [WIP balances](#) associated with it.

When you select **Copy Route (F17)**, the Enter Sequence to Maintain field and the Or Position to [Operation](#) field are replaced by the following fields:

Include at Sequence Number

Enter the position in the [route](#) where you want to insert the copied [route](#) details. Do not use a sequence number that already exists.

Copy from Item

Enter the code of the item you want to copy.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Route

Enter the code of the [route](#) you want to copy.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

Functions

Reference Search (F16)

Use this to display the [Input Reference](#) Search Selection pop-up. This is a search facility for the [input reference](#) details. You use these to identify which location or locations are within the reference selected.

Copy Route (F17)

Use this to copy all or part of another [route](#) into the [route](#) you are maintaining. The Include at Sequence Number, Copy from Item and [Route](#) fields are displayed at the bottom of the window to enable you to perform the copy [operation](#). These new fields replace the Enter Sequence to Maintain field. When you have entered the sequence number where the copied [route](#) will be included, and the item and [route](#) to be copied, press Enter to display the Copy Routing window.

Re-sequence or Change Details (F19)

If you are using [Change Management](#), use this to view authorised change requests and display specific details. Alternatively, if [Change Management](#) is not in use, this lets you re-sequence, which means that when you add or edit a [route](#), the sequence numbers can change. For example, you can re-sequence the [operations](#) and [inputs](#) in steps of 10.

Maintain Outputs (F20)

Use this to display the [Process Route](#) Maintenance [Outputs](#) window.

Maintain Inputs & Outputs (F21)

Use this to display the [Process Route](#) Maintenance [Inputs](#) and [Outputs](#) window, where [inputs](#) and [outputs](#) are listed side by side.

Select **Update (F8)** to validate the data you have entered and display the [Process Route](#) Header Maintenance window.

Note: *The issuing and receiving stockrooms are checked. An error message is displayed if the [MPS](#) or [MRP](#) model is not the same as the [WIP location](#) for the producing [operation](#). This makes sure that a [production schedule](#) is retained in a given [planning model](#) or unit.*

Note: *When validating, the system checks that all stockrooms in the [route](#) are in the same plant. This means that for multi-plant, if the stockrooms are in different plants, you must define a [route](#) for each plant.*

Route Operation Maintenance Window

To display this window, enter 1 in the Select field on the [Process Route](#) Maintenance - [Inputs](#) panel or enter an [operation](#) sequence in the first sequence field. This may be an existing or a new [operation](#).

Use this window to maintain the [operations](#) in an existing [route](#).

Note: *When the [operation](#) details are complete, press Enter to update. The next [operational](#) sequence number is displayed. Do not attempt to add [operational](#) text before updating. Update first and then return to the [operation](#) to add any text.*

Fields

Operation Description

Enter a short description for the [operation](#) displayed on the process list. Select [Operation Text \(F21\)](#) to add further detail.

Work Station

Enter the code of an existing [work station](#) you want to use for this [operation](#).

Alternatively, use the prompt facility to select from the Select [Work Station](#) pop-up.

The standard times [set up](#) for this [operation](#) are accumulated against this [work station](#) and may be used to determine the [load](#) for [Capacity Requirements](#) Planning. Because a [cost centre](#) is defined for this [work station](#), [standard costs](#) can be established by applying [operation](#) times to the rates.

Work Centre

The code you optionally enter here can be used by [Capacity Requirements](#) Planning to obtain workload by [work centres](#).

You can use the prompt facility to select from the Select [Work Centre](#) pop-up.

Duration Basis

If the duration of the [operation](#) is to be calculated in a different way from the [work station](#) or [company profile](#) default, enter the [duration calculation basis](#) code here.

Enter one of the following:

- 0 - Set-up time only
- 1 - Add machine and set-up time
- 2 - Add labour and set-up time
- 3 - Add machine, labour and set-up time
- 4 - Find the greater of machine or [labour time](#), and then add to set-up time

Leave this field blank to calculate the duration on the basis of the corresponding code defined for the [work station](#). If that is also blank, the software uses the default method defined on the [company profile](#). The description displayed tells you which method is used.

You can use the prompt facility to select from the DUCT [Operation](#) Duration Calc. Basis pop-up.

This [Operation Duration Calculation Basis](#) must be already [set up](#) under parameter type DUCT. For more information, see the Maintain Parameters section.

Time Basis Code

Use this to specify the code that describes the units in which the Machine and Labour Run Details are expressed.

Enter one of the following:

- 0 - Time per Parent Lot
- 1 - Time Each

This is the time it takes to perform one [operation](#) cycle. It implies that there are no advantages to be gained from economies of scale with larger quantities in terms of [operation](#) length.

2 - Time per 100

3 - Time per 1000

4 - [Quantity per](#) Hour

This may be used if production rates are measured by counting the number of [operations](#) performed over a specified length of time, which must be translated to a rate per hour.

5 - Fixed Time [Operation](#)

You can use this if the time taken is the same regardless of quantity, for example, curing, burning.

6 - Time per [Operation](#) Batch

This may be used if there is a limit to the quantity that can consume a single fixed time. For example, if a maximum of 100 can be produced in one hour, and 101 must be made, the fixed time taken to make the complete quantity is two hours. The quantity that can be made is defined in the Batch Qty field.

If you leave this code blank, the default is the same as code 0 (Time per Parent Lot). The code you enter determines how the module calculates duration for labour and machine task in [scheduling](#), planning and [costing](#).

Except for code 4, enter the rates using the [time units](#) defined on the [company profile](#), which means hours or minutes. If you use code 6 (time per [operation](#) batch), you must also enter the batch quantity for the [operation](#). This is subsequently used to calculate the number of whole batches required to complete the [operation](#) quantity and hence the duration of the machine and labour.

You can use the prompt facility to select from the TBCD [Time Basis Code](#) pop-up.

Batch Qty

If you are using [Time Basis Code](#) 6, you must enter a batch quantity. The duration of labour and [machine times](#) will be calculated using the rates you enter, and the number of full and part batches required to meet the [operation](#) quantity [scheduled](#). The duration is based on an integer number of the defined batch size.

Examples of [Operation](#) Duration Calculations:

Basis Code	Run Standard	Standard Lot	Run Quantity	Run Duration
0	100 hrs	100	200	200 hrs
1	10 hrs	100	400	4000 hrs
2	50 hrs	200	1000	500 hrs
3	40 hrs	100	400	16 hrs
4	1000/hour	2000	600	36 mins

5	50 hrs	450	200	50 hrs
6	10 hrs/batch	100	450	50 hrs
(batch size)				

Move Days

The value entered should reflect any significant inter-[operational](#) delay. This value is used in [scheduling](#) to determine planned [operation](#) start and finish dates.

If the [operation](#) is subcontracted, you can use [move days](#) to specify a [lead time](#); you cannot enter labour and [machine times](#).

Studied/Est

This field indicates whether the standard times entered for this [operation](#) were arrived at as a result of empirical methods or by estimating.

Select one of the following:

Studied (1) - For a work study time

Est (2) - For an estimated time

Transfer Batch Size

Use this field when it is possible to run two [operations](#) simultaneously.

Enter the batch quantity that you must transfer to the next [operation](#) before the second [operation](#) can start. This quantity should be sufficient for the second [operation](#) to run continuously once it has started.

Note: This calculation is also affected by [move days](#), [queue time](#), and set-up times on both [operations](#).

Overlap Delay

This is another way of expressing the period of overlap between two [operations](#) when running simultaneously. Overlap delay represents the time after which the second [operation](#) can start running continuously.

Set-Up Details

Labour

Enter the standard time required to [set up](#) the machine for this [operation](#).

Note: The set-up time is a fixed time for [scheduling](#) and [costing](#) and does not vary with quantity.

Crew Size

Enter the standard number of setters for this [operation](#). Decimal [crew sizes](#) are allowed to reflect multi-machine [operations](#). You use the [crew size](#) to calculate the setting [costs](#) and labour required in [Capacity Planning](#).

[Crew size](#) must not be set to **0**, unless it is a [subcontract operation](#), in which case it must be set to **0**.

The [crew size](#) is not used in [lead time](#) calculations.

Run Details

You use the [company profile](#) to define the standard [time units](#) displayed (hours or minutes). The method used for calculating [lead time](#) from these figures can be set in the [company profile](#), or overridden by the [work station](#) or on the [operation](#).

Machine

Enter the standard time required to make the standard batch quantity. In [lead time](#) calculations, this time is increased by any shrinkage specified for this or any subsequent [operation](#).

If the [operation](#) is subcontract, the machine [run time](#) must be set to **0**.

Labour

Enter the standard time required to make the standard batch quantity. As with [machine time](#), any shrinkage increases this time in the [lead time](#) calculation.

If the [operation](#) is subcontract, the [labour time](#) must be set to **0**.

Crew Size

Enter the number of operators required for this [operation](#). Decimal [crew sizes](#) are allowed to reflect multi-machine crewing.

The [crew size](#) is used to calculate labour [costs](#) and labour [usage](#) in [Capacity Planning](#).

[Crew size](#) does not increase labour [lead time](#) because it is interpreted as being the number of people working simultaneously.

Subcontract

Use this checkbox as follows:

Unchecked (default) - If this is not a [subcontract operation](#)

Checked - If this is a [subcontract operation](#)

For such an [operation](#), machine and labour [cost](#) cannot be entered. However, [move days](#) representing the subcontract duration time can be entered, as can subcontract [cost](#).

Sub-contract Cost

Enter the standard subcontract [cost](#) for this quantity on this [operation](#). This is used to provide the subcontract element in the item [cost](#).

Shrinkage %

Enter the standard percentage loss expected from this [operation](#). [Operational shrinkage](#) requires more material to be entered at the start of the [operation](#) in order to produce the required quantity. This applies to material, labour and machine [resources](#). This additional [cost](#) is reflected in the [cost](#) of the item.

The system checks that sufficient resource is [available](#) at the end of the final [operation](#) to make the [standard lot size](#). The effect of shrinkage is accumulative.

Step

You use the Step field for the first in a series of new [operations](#). Override the default of 10 if you want the [operations](#) to be sequenced in steps other than 10.

Do not use steps of 1 since you cannot then insert [operations](#) at a later date.

Functions

Reference Search (F16)

Use this to display the [Input Reference](#) Search Selection pop-up, where you can search for [input reference](#) details. You use these to identify which location or locations are within the reference selected.

Operation Text (F21)

Use this to display the Text Maintenance window to enter or maintain text for the [operation](#).

Additional Parameters (F22)

Use this to display the Additional [Operation](#) Values pop-up, where you can amend or enter additional parameters.

Alternative Operations (F23)

Use this to display the Maintain Alternative [Operations](#) pop-up to amend or delete alternative [operations](#).

Press Enter to save your data. The window is then displayed again, and you can continue to enter more [operations](#). Select **Previous (F12)** to return to the previous window.

Additional Operation Parameters Pop-up

To display this pop-up, select **Additional Parameters (F22)** on the [Route Operation](#) Maintenance window.

Use this window to enter additional details of the [route operation](#).

Fields

Single Item Processed

If there is a single [output](#) from this [operation](#), enter the relevant item code here. You must specify the item as an [output](#) from this [operation](#) via the [Outputs](#) Maintenance window.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Effective Start/Effective End

Enter or select a range of dates when this [operation](#) is effective. If you leave both fields blank, it means that the [operation](#) is valid immediately and until further notice.

Reporting Type

The setting of this field determines the type of performance reporting that can take place against this [operation](#). This setting must be the same as that on the standard [route operation](#) for alternative [operations](#).

Enter one of the following:

0, 1 or blank - If this [operation](#) is to be considered a [count point operation](#) against which [bookings](#) are allowed

The last [operation](#) on a [route](#) must be a [count point](#).

The [operation](#) before a [subcontract operation](#) and the [subcontract operation](#) itself must be [count points](#), unless they are the first [operation](#).

For a [flow route](#), only the last [operation](#) may be designated a [count point](#).

2 - If the [operation](#) is a [backflush operation](#) against which [bookings](#) are NOT allowed

In this instance, [bookings](#) are automatically made when the next [count point operation](#) is booked.

You can use the prompt facility to select from the RPNT [Reporting Type](#) pop-up.

Reporting UOM

Enter the units of measure required for this [operation](#), which may be different from the units on the [route](#) header. If you use this field, you should use the unit of measure conversion factor to convert the parent quantity required into the [operation](#) quantity.

You can use the prompt facility to select from the UNIT Unit Description pop-up.

UOM Conversion Factor

Enter a conversion factor if you want to enter [bookings](#) on this [operation](#) in units other than the [route](#) unit.

Operation Code

You can use this memo field to classify [operation](#) processes.

QC Operation

This field indicates whether the [operation](#) is quality-controlled, so that [WIP](#) is automatically held, and must be released prior to progressing to the next [operation](#); or released before it can be included in [available](#) inventory if it is the final [operation](#).

Enter one of the following:

0 or blank - Where it is not a quality-controlled [operation](#)

1 - To indicate that [bookings](#) against this [operation](#) are subject to quality control and are therefore automatically held

Press Enter to update.

Press Enter again to re-display the window with the next sequence number. You can then define another [operation](#).

Maintain Alternative Operations Pop-up

To display this pop-up, select **Alternative [Operations](#) (F23)** on the [Route Operation](#) Maintenance window.

Use this pop-up to select an alternative [operation](#) that has been [set up](#) using the [Route Operation](#) Maintenance window.

Fields

Alt Seq

The sequence number of the alternative [operation](#) is displayed for information, if it differs from the sequence number of the original [operation](#).

Description

A text description of the alternative sequence is displayed for information only and cannot be amended. This is the text displayed in the [Operation](#) Description field on the [Alternative Operation](#) Maintenance window.

Enter Sequence to Maintain

Enter the alternative sequence number you want to add or edit in this field. The [Alternative Operation](#) Maintenance window for the alternative sequence is displayed.

Options

Select

Use this to display the [Alternative Operation](#) Maintenance window for the selected alternative sequence.

Select the alternative sequence you want to edit in order to display the [Alternative Operation](#) Maintenance window.

Alternatively, you can enter a sequence number in the Enter Sequence to Maintain field to display the [Alternative Operation](#) Maintenance window for the selected alternative sequence.

Alternative Operation Maintenance Window

To display this window, select a line on the Maintain Alternative [Operations](#) pop-up.

Alternatively, enter a sequence number in the Enter Sequence to Maintain field on the Maintain Alternative [Operations](#) pop-up.

This window contains the same fields as the [Route Operation](#) Maintenance window with the additional Alt. Sequence field.

Use this window to maintain the details of an alternative [operation](#) for the selected [route](#).

Fields

Alt. Sequence

The number of the selected alternative sequence is displayed for information only and cannot be amended.

Functions**Delete This Line (F11)**

Use this to delete the alternative line.

Replace Line without Update (F12)

Use this to ignore any changes made and return to the Maintain Alternative [Operations](#) pop-up.

Additional Parameters (F22)

Use this to display the Additional [Operation](#) Values pop-up, where you can enter more details of the alternative [operation](#).

Press Enter to return to the Maintain Alternative [Operations](#) pop-up.

Input Item Maintenance Pop-up

To display this pop-up, enter 1 in the Option field on the [Process Route](#) Maintenance [Inputs](#) window to maintain an existing [input](#) or enter 2 to add a new [input](#) with the same [operation](#) and [input](#) sequence numbers but different effective dates.

Alternatively, to add a new [input](#), enter the [operation](#) sequence and [input](#) sequence in the Enter Sequence to Maintain field and then press Enter.

Use this pop-up to add a new [input](#) item to an [operation](#) sequence. [Input](#) items, [ingredients](#) or [components](#), are added to an [operation](#) sequence by means of an [input](#) sequence number. You can add [inputs](#) to any [operation](#) and you can add more than one [input](#) to an [operation](#). An [input](#) is given an [input](#) sequence number. The first [input](#) sequence number must be entered by the user. The system then automatically assigns sequence numbers until the user stops entering more [inputs](#).

Note: *There must be at least one [operational](#) sequence number before you can add any [inputs](#). [Inputs](#) are always attached to an [operation](#).*

Fields**Operation**

This field displays the selected [operation](#) sequence for information only.

Input Seq

This field displays the selected [input](#) sequence for information only.

Input Item

Enter the item code of the material [input](#) required. It must already exist in the Item Detail file.

Alternatively, use the prompt facility to select from the Select Item pop-up.

The same [input](#) may be used more than once in an [operation](#), if you set the Allow Duplicate Items on [Operation](#) flag in the [company profile](#) to allow for this.

Input Type

This field displays the [material type](#) code and description associated with the entered [input](#) item code; this field cannot be amended. If this item is defined as Packaging (Code 1 on the Additional Parameters pop-up in Production Details) it can be used to identify packaging for the Country Items Packaging Details task within Inventory Management.

Issuing Stockroom

Enter the code of the stockroom from which this [input](#) is to be issued.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

If this field is left blank, the [primary stockroom](#) as defined on the Item Master file is used. Any [MRP](#) run using this [route](#) places a [demand](#) for this [input](#) at this stockroom.

Quantity per Lot

Enter the standard quantity needed to make the [standard lot size](#) for this [route](#). If you want to attach an item to a product structure that does not have an impact in planning or [costing](#), you can enter a value of **0**. You can define system defined and user-defined [item types](#) in this way. The facility provides both an as required material function, and a [route](#) specific [substitute](#), or alternative [input](#), option.

Fixed Quantity Per

Use this field to specify whether or not the [quantity per](#) entered in the [Quantity per](#) Lot field is a fixed quantity regardless of the lot size of its parent.

Use this checkbox as follows:

Unchecked - If the previous [quantity per](#) is not fixed

Checked - If the previous [quantity per](#) is fixed

Shrinkage %

Enter the material shrinkage percentage for the standard quantity expected to be lost or scrapped in this [operation](#).

This is different from the [operational shrinkage](#). It is used to calculate the extra material required so that the standard [quantity per](#) can be produced. This additional material is included in the item [cost](#).

In any [operation](#) there can be both [operational](#) and [input shrinkage](#), in which case both are used in material requirement calculations.

Reference

Use this field to group together items that are amended, deleted, or added as a result of a change in the production process. You must enter upper case characters.

Effective From/To Date

Enter or select the [effectivity](#) dates. If these fields are left blank, the dates default to 000000 and 999999 respectively, indicating a permanently effective [route](#).

[MRP](#) and Product [Costing](#) only include this material if the control date is not earlier than the From date but is earlier than the To date.

Effective at Revision

If [Change Management](#) is active, use this field to enter the [change management](#) revision number that must be in [operation](#) for the [input](#) item to be effective.

Substitution Policy

This field indicates whether you can use alternative item(s) instead of this [input](#), if for example, the specified [input](#) becomes out of stock at a requirement date.

You cannot [substitute](#) key [input](#) items and lot [balanced](#) items.

Use this checkbox as follows:

Unchecked - Not to allow substitution

Checked - To allow substitution

UOM Conversion Factor

This is the unit of measure conversion factor for the [input](#) item.

Key Input Item

This field is only applicable if the parent item or process group is lot-controlled.

The key [input](#) item is the item in a [route](#) whose lot number is used to track work in process and finished goods lots.

You can only define one effective key [input](#) item per [route](#). This means that you can flag more than one item as a key [input](#), as long as the [effectivity](#) dates do not overlap. You do not need to define key [inputs](#) at the same level [operation](#).

You can only choose to use the prompt if the parent item itself is lot-controlled. The [input](#) must have a [material control policy](#) of 3 (issue to [floor stock](#)).

You use key [input](#) items to set the last [available](#) and [expiry dates](#) of the parent item and to aid the tracking of [input](#) lots through the production process.

Enter one of the following:

0 or blank - If this is not a key [input](#) item

1 - If the lot number of the [WIP](#) is set to the lot number of the key [input](#) item after the [operation](#) in which the key [input](#) item is included

The last [available](#) and [expiry dates](#) of the parent are set to those of the key [input](#) item. You cannot amend them. The lot number of the parent item is set to that of the key [input](#) item; however, you can change this in the [Outputs](#) pop-up when you are recording a [booking](#).

2 - The lot number of the [WIP](#) is set to the lot number of the key [input](#) item after the [operation](#) in which the key [input](#) item is included

The last [available](#) and [expiry dates](#) of the parent are set to those of the key [input](#) item. You cannot amend them. The lot number of the parent item becomes the same as the key [input](#) item.

Filler Item

This field is only displayed if the parent item is a lot-controlled or batch-controlled item with [potency](#), or if you enter 1 (Yes) in the [Lot Balancing Policy](#) field on the Additional Parameters pop-up (from the first Production Details window).

Only one effective [filler item](#) per [route](#) may be defined. This means that more than one item can be flagged as a filler as long as their [effectivity](#) dates do not overlap.

You cannot use items with X (Phantom) in the [Item Type](#) field as fillers.

Enter one of the following:

0 or blank - If this [input](#) item is not a [filler item](#)

1 - If this [input](#) item is a [filler item](#)

The item code is displayed in the [Filler Item](#) field on the [Process Route](#) Header Maintenance window.

Min Potency

This is a reference field displayed during lot balancing.

This field is only displayed if you **checked** the [Potency](#) Required field for the item on the Lot Header Parameters Maintenance pop-up in Inventory Details Maintenance.

If you have defined a [standard potency](#) on the Lot Header Parameters Maintenance pop-up it is displayed in this field as a default.

Max Potency

This is a reference field displayed during lot balancing.

This field is only displayed if you **checked** the [Potency](#) Required field for the item on the Lot Header Parameters Maintenance pop-up in Inventory Details Maintenance.

If you have defined a [standard potency](#) on the Lot Header Parameters Maintenance pop-up it is displayed in this field as a default.

Target Grade

This field is only displayed if you **checked** the [Potency](#) Required field for the item on the Lot Header Parameters Maintenance pop-up in Inventory Details Maintenance.

If you have defined a default grade on the Lot Header Parameters Maintenance pop-up it is displayed in this field as a default.

Codes are defined in the Inventory Management [Descriptions file](#), under major type GRAD. This value is displayed for reference on the Issuing window when extended details are displayed.

Delivery Area

Enter a [delivery area](#) which can be printed on [pick lists](#) to instruct those who pick the stock where to take the material when it has been picked.

Delivery Point

Enter a [delivery point](#), which can also be printed on [pick lists](#) to instruct the pickers where to take the material when it has been picked.

Input Reference

Enter an [input reference](#), which is part of the data used to access [component location reference](#) information. The [component location reference](#) holds details about the positioning of [components](#) in the assembly process, on drawings, printed circuit boards and test specifications. You use this field with Parent Item, [Route Code](#) and [Input](#) Item details.

Functions

Input Reference (F15)

Use this to display the [Input Reference](#) Maintenance pop-up where you can add, maintain or delete [component location reference](#) information associated with the [input](#) item reference.

Reference Text (F21)

Use this to display the Text Maintenance window where you can store free text against the [input reference](#) details.

Note: Both **Input Reference (F15)** and **Reference Text (F21)** are [available](#) for both blank and non-blank values in the [Input Reference](#) field. Any references or text defined for a blank reference will apply to all [inputs](#) that have a blank reference.

Press Enter to save any additions or amendments you have made and display the [Input](#) Item Maintenance [Demand](#) pop-up.

Input Item Maintenance Demand Pop-up

To display this pop-up, press Enter on the [Input](#) Item Maintenance pop-up.

This is the second pop-up for [input](#) item maintenance. You use this pop-up to specify what to do with [demand](#) that is left outstanding after an [operation](#) is completed, with an [input](#) requirement partially issued to a works order [operation](#).

Use this to manage [MPS](#) and [MRP](#) planning in the situation where an [input](#) requirement is partially issued to a works order [operation](#). You can complete the [operation](#) without the outstanding requirement being issued, and the outstanding [demand](#) can either be planned or ignored by [MPS](#) and [MRP](#). If you ignore this outstanding [demand](#), the [operation](#) will be considered complete.

It also allows maintenance of a Route Input specific Material Control Policy.

Fields

Ignore Demand at Completed Ops

Use this to specify whether you want [MPS](#) and [MRP](#) to ignore [demand](#) outstanding when an [input](#) requirement has been only partially issued to a completed work order [operation](#).

Use this checkbox as follows:

Unchecked (default) - Not to ignore this [demand](#)

Use this to plan outstanding [demand](#) in [MPS](#) and [MRP](#)

Checked - To ignore this [demand](#)

Use this if you want this outstanding [demand](#) to be ignored and the [operation](#) to be considered complete.

Material Policy

This parameter defines the control method used for issuing this Route Input to production.

If a non-blank value is specified, then this overrides the setting for the Input Item on its Production Item Master, and on any Production Item Override for the Stockroom.

The setting specified here can be further overridden by the setting on a Production Order.

Where the input is issued to a [schedule](#)-controlled parent, there is no distinction between method 0 and method 1. They are both treated as non-shop floor. Schedule Parent Input Items with a value here of **0**, **1** or **2**, are all treated in the same way as far as the issuing function goes - as non-shop floor. For [inputs](#) to [schedule](#)-controlled parents, the issuing of any materials other than shop floor is handled at the time of [booking](#) production.

If the [Backflush](#) Production Receipts task is used, all [inputs](#) to a [route](#) can be treated as [backflushed](#). An option within that task allows [inputs](#) which are not normally [backflushed](#) to be issued by the [backflushing](#) process.

Enter one of the following:

0 - Formal Issue

The item is manually issued against the production order.

1 - [Backflush](#) issue but at single level

The standard quantity of the item is automatically issued from Inventory when a production quantity is booked as complete.

2 - [Backflush](#) issue at multiple levels.

The required quantity Input item is automatically issued, and, if it is a manufactured item, an equivalent Production Order or Schedule receipt booking is automatically generated.

3 - Shop [Floor Stock](#) issues

This causes any item issued with this code to be removed from the Issuing Stockroom and transferred to the Operation's Shop [Floor Stockroom](#). The Shop Floor Stockroom is the one associated with the Work Station where the Operation that the material is issued to takes place. Each [Work Station](#) is assigned a Shop [Floor Stockroom](#) within Work Station Maintenance or within Production Utilities Work Station Locations Maintenance.

Items defined as [key ingredients](#) within a [route](#) must have this material policy code.

Note: For [schedule-controlled items](#) only, policies 1 ([Backflush](#)) and 3 (Shop [Floor Stock](#)) are valid; all other settings are ignored during [schedule](#) processing, and bulk issue assumed.

The valid Material Control Policies are defined within Parameter Type BLKI. For more information, see the Maintain Parameters section in the Production System Utilities chapter of this product guide.

You can use the prompt facility to select from the BLKI [Material Control Policy](#) pop-up.

Press Enter to save your changes and return to the [Process Route](#) Maintenance [Inputs](#) window.

Input Reference Maintenance Pop-up

To display this pop-up, select **Input Reference (F15)** on the [Input](#) Item Maintenance pop-up or on the [Input](#) Item Maintenance [Demand](#) pop-up.

Use this pop-up to record information about [inputs](#), such as [component](#) positions and locations for assembly, drawings, printed circuit boards and test specifications. These [location references](#) apply to [input](#) items within a structure. You can identify them via the parent item, [route code](#), [input](#) item and [input reference](#). By providing this facility, you can select all [input](#) items that have a given [input reference](#), for example, all the [input](#) items to be found in a particular sector on a printed circuit board.

Fields

To add or maintain existing detail lines, first move to the appropriate position.

Input Item

This field displays the [input](#) item from the [Input](#) Item Maintenance pop-up and is the [component](#) against which you record [input reference](#) details.

Reference

This field displays the [input reference](#) entered in the [Input](#) Item Maintenance pop-up for information only.

Sequence (Seq.)

Enter a unique identifier for each [component](#) location held within the [input reference](#).

Note: You can have more than one line of [input reference](#) information per [input](#) item. This can be particularly useful if, for example, a particular type of [component](#) (such as a capacitor on a circuit board) occurs in many different places. A single [component](#) line can be defined, with a list of its locations provided by the [input references](#).

Location (Loc.)

You can use this field to enter, for example, a grid reference or co-ordinates.

Design

This is a design reference field that you can use, for example, to document a drawing number.

Form

You can use this field to hold, for example, user-defined standard codes that represent the orientation and positioning of [components](#) in their assembly process.

User-defined Fields

T/B (User-defined Field 1)

The use of this field is dependent on how it is [set up](#) using the Maintain Parameters task within Production System Utilities. It must be held as parameter type IREF, code 01.

Shp (User-defined Field 2)

The use of this field is dependent on how it is [set up](#) using the Maintain Parameters task within Production System Utilities. It must be held as parameter type IREF, code 02.

User-defined Field 3

The use of this field is dependent on how it is [set up](#) using the Maintain Parameters task within Production System Utilities. It must be held as parameter type IREF, code 03.

User-defined Field 4

The use of this field is dependent on how it is [set up](#) using the Maintain Parameters task within Production System Utilities. It must be held as parameter type IREF, code 04.

User-defined Field 5

The use of this field is dependent on how it is [set up](#) using the Maintain Parameters task within Production System Utilities. It must be held as parameter type IREF, code 05.

Note: *If more detail lines exist than can be displayed in the pop-up, use Page Up and Page Down to access them.*

Options

Delete

Use this to delete the selected line.

Functions

Expand/Contract (F22)

Use this to expand the [input reference](#) maintenance line detail. This provides an extra line for free-format textual information.

Select **Update (F8)** to validate and save the data you have entered and return to the [Input](#) Item Maintenance pop-up.

Input Reference Search Selection Pop-up

To display this pop-up, select **Reference Search (F16)** on the [Process Route](#) Maintenance [Inputs](#) window.

Use this pop-up to find [input](#) records that have been [set up](#) for [component location reference](#) purposes via the [Input Reference](#) option in [Input](#) Item Maintenance. When you select a record, the [operation](#) sequence and [component](#) sequence number is used to select the [input](#) record for subsequent [input](#) item maintenance. You can search for records using one or more of the selection criteria displayed on the window, and you can define upper and lower limits to specify a range of valid values for each selection field.

Fields

Operation Sequence From/To

Enter the [operation](#) sequence range you want to include in the search.

Input Reference From/To

Enter the reference ID range.

Effectivity From/To

Enter or select the [effectivity](#) date range.

Reference Sequence From/To

Enter the number range that uniquely identifies the [component location reference](#) details to the [input reference](#).

Location Reference From/To

Enter the [location reference](#) range. You use [location references](#), for example, to contain coordinates.

Design Reference From/To

Enter the design reference range. You use design references, for example, to document drawing numbers.

Form Reference From/To

This is the form reference range. Form references are used, for example, to identify the orientation and positioning of [components](#) on a printed circuit board.

User-defined Fields 1 to 5 From/To

Specific user-defined data will be selected if it falls within these field ranges.

Press Enter to search the [input references](#) and to display the [Input](#) Item Selection pop-up.

Input Item Selection Pop-up

To display this pop-up, press Enter on the [Input Reference](#) Search Selection pop-up.

This pop-up shows the [input](#) items with [input references](#) that meet the selection criteria you enter in the [Input Reference](#) Search Selection pop-up.

Use this pop-up to select the [input](#) item you want to maintain.

Options

Select

Use this to select an [input](#) item to maintain.

Fields

Item

This field displays the [input](#) items [available](#) for selection.

Ref.

This field displays the [Input Reference](#) ID for each item.

Effective From

This field displays the date from which each [input](#) item is [available](#).

Effective To

This field displays the date after which each [input](#) item is no longer [available](#).

Loc.

This field displays the item's [location reference](#), as defined on the [Input Reference](#) Maintenance pop-up.

Design

This field displays the item's design reference, as defined on the [Input Reference](#) Maintenance pop-up.

Form

This field displays the item's form reference, as defined on the [Input Reference](#) Maintenance pop-up.

T/B (User-defined Field 1)

This is the first user-defined field that was entered in the [Input Reference](#) Maintenance pop-up. User-defined fields are defined using the Maintain Parameters task within Production System Utilities.

Functions

Sequence Numbers (F22)

Use this to expand the [Input](#) Item Selection pop-up to show the [operation](#) sequence and [component](#) sequence for the [input](#) item you have selected.

Note: This function will only be [available](#) if [inputs](#) exist for the parent item and [route](#) being maintained. If the item is under change control, you must select an appropriate change request for processing.

Use Select to display the [Input](#) Item Maintenance pop-up and maintain the [input](#) item details.

Copy Routing Window

To display this window, select **Copy Route (F17)** on the [Process Route](#) Maintenance [Inputs](#) window and then enter the item and [route](#) to be copied together with the sequence at which the copy will begin, and then press Enter.

Use this window to select [operations](#) to be copied from an existing [route](#) to a target [route](#).

Fields

Position To

Enter the [operation](#) sequence number to be displayed at the top of the window.

Enter Operation to be Copied From

Enter the [operation](#) sequence number from which you want to start copying.

To

Enter the [operation](#) sequence number at which you want to end copying.

Note: *Should there be any [input references](#) and [input reference text](#), these will also be copied over.*

Press Enter to copy [operations](#) you selected from the source [route](#). The [Process Route](#) Maintenance [Inputs](#) window is re-displayed.

View Selected Authorised Change Requests Pop-up

To display this pop-up, select **Change Details (F19)** on the [Process Route](#) Maintenance [Inputs](#) window.

Use this to interrogate any change requests that may exist for the [process route](#) maintenance or, if [Change Management](#) is not in use, to re-sequence the [operation](#) and [input](#) sequence.

Note: *The **Change Details (F19)** function is only shown if a change request has been raised for this item.*

Fields

Passed Item/Route

These fields display the item and [route](#) on which [change management](#) maintenance is taking place.

Request/Line

The field displays the change request number and line that holds the change.

Type

This is the nature of the change taking place to the item and [route](#). See the [Change Management](#) chapter of this product guide for further information.

Options

Summary

Use this to display the Change Request Summary pop-up.

More Details

Use this to display the Change History Enquiry window (refer to the Change History Enquiry section in the [Change Management](#) chapter of this product guide for more details).

Select Summary against a Request/Line to display the Change Request Summary pop-up.

Change Request Summary Pop-up

To display this pop-up, select Summary against a Request/Line on the View Selected Authorised Change Requests pop-up.

Use this pop-up to display summary details for the change request you are using in [route](#) maintenance.

Fields

Change Type

This field displays the nature of the change taking place to the item and [route](#). See the [Change Management](#) chapter of this product guide for further information.

Item

This field displays the item on which the [Route/Structure](#) maintenance is being carried out.

Route

This field displays the [route](#) combined with the previous Item field, to which the maintenance applies.

Operation Sequence

This field displays the [operation](#) sequence number referred to in the change request.

Input/Output Seq

This field displays the sequence number of the [input](#) or [output](#) item contained in the change request.

Change Request

This field displays the number identifying the change request.

Detail Number

This field displays the individual line number of a change request.

Remaining Changes

This field displays the number of changes that are left on the change request.

Select **Previous (F12)** to return to the View Selected Authorised Change Requests pop-up.

Process Route Maintenance – Outputs View Window

To display this window, select **Maintain Outputs (F20)** on the [Process Route Maintenance - Inputs](#) View window.

You use the Maintain [Outputs](#) function where there is more than one product produced by this [route](#). These can be [co-products](#) when the parent item is a process group, or they can be [by-products](#) and/or [waste products](#) on any [route](#).

If the item is a process group, you need to maintain [outputs](#) for all the [co-products](#), [by-products](#) and [waste products](#) resulting from this process. The Process Group itself is not a physical Item.

Note: Notice that the [operation](#) sequence numbers are displayed but the [inputs](#) do not appear.

You can now maintain the [outputs](#) in the same way as the [inputs](#), but using [output](#) sequence numbers instead of [inputs](#). However, there are some differences on the [output](#) window.

Use this window to select the [route outputs](#) that you want to maintain.

Fields**Position to Operation**

If you want to start the display at another sequence number, enter the desired sequence number (of an existing [operation](#)) in this field.

Select

You can enter one of the following:

1 - To display the [Route Operation](#) Maintenance window if an [operation](#) line is selected

If an [output](#) line is selected, the [Route Output](#) Maintenance window is displayed.

2 - To display the [Output](#) Item Maintenance pop-up

This can be used to add an [output](#) with the same [operation](#) and [output](#) sequence numbers with different effective dates.

Enter Sequence to Maintain

Enter the [operation](#) or both [operation](#) and [output](#) sequences you want to add or maintain in these two fields.

Functions

Copy Route (F17)

Use this to copy all or part of an existing [route](#) to a new [route](#).

Re-Sequence (F19)

Use this to re-sequence the sequence numbers in increments of 10.

Maintain Inputs (F20)

Use this to go back to the [Process Route](#) Maintenance [Inputs](#) window.

Maintain Inputs & Outputs (F21)

Use this to display both [inputs](#) and [outputs](#). For more information, see the [Process Route](#) Maintenance [Inputs](#) and [Outputs](#) Window section.

Maintain Group Details (F22)

Use this to maintain [cost](#) apportionment factors and other group member functions. For more information, see the [Process Route](#) Maintenance [Outputs](#) (All Group Members) Window section.

Select **Update (F8)** to save a new [route](#) or to save the changes made to an existing [route](#).

Output Item Maintenance Pop-up

To display this pop-up, enter 1 or 2 in the Selection field of the [Process Route](#) Maintenance [Outputs](#) window. Enter 2 to add an additional [output](#) with the same [operation](#) and [output](#) sequence numbers as the selected line, but with different effective dates.

Alternatively, enter the [operation](#) sequence and [output](#) sequence in the Enter Sequence to Maintain field, and then press Enter. Always use this to add a new [output](#) sequence number.

Use this window to enter the details of a [route output](#) that you want to add or maintain.

Fields**Output Item**

Enter the item code of the [output](#). It must already exist in the Item Detail file.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Output Type

You use this field to identify the type of [output](#) on this [route](#).

Enter one of the following:

- 1 - Co-product
- 2 - [By-product](#)
- 3 - [Waste product](#)

You can use the prompt facility to select from the OTTP [Output](#) Type pop-up.

The description of the [output](#) type is displayed automatically. The [output](#) type defines the item's status as an [output](#) in the context of the [route](#) being maintained. A co-product in one [route](#) can be a [by-product](#) in another and a [waste product](#) in yet another.

Receiving Stockroom

Enter the code of the stockroom where you receive the [output](#).

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

If this field is left blank, the [primary stockroom](#) as defined in the Item Master file is used.

Cost Route

Use this checkbox as follows:

Unchecked - To indicate that this is not a [cost route](#)

Checked - To indicate that this is the [cost route](#) for this [output](#) and stockroom combination

Planning Route

If the parent item is of [process group type 1](#) in item definition, any planning run will plan the [primary co-product](#), not the parent, so you must enter the [planning route](#) required in this field. Only one process group [route](#) should be defined as the [planning route](#) for a given co-product item/stockroom combination.

Use this checkbox as follows:

Unchecked - If this is not the [planning route](#)

Checked - If this is the [planning route](#) for this [output](#)

Unit of Measure

Enter a valid unit of measure.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

You can leave this field blank to use the standard issuing UOM.

Output Quantity

Enter the standard [output](#) quantity in relation to the [standard lot size](#) of the process group on this [route](#). This should be the quantity of the [output](#) that is produced when the [input](#) quantities of the [inputs](#) are used within the process and the processing times defined in the [operations](#) take place. For a process group [route](#), the [output](#) quantities taken together represent the lot size of a normal [route](#).

Group UOM Conversion

If the unit of measure for this item differs from that of the process group, enter a conversion factor to define the relationship between the process group and this item.

Fixed Quantity Per

Use this field to specify whether the [quantity per](#) entered above is a fixed quantity regardless of the lot size of its parent. Enter 1 if the previous [quantity per](#) is fixed, otherwise leave this field blank to indicate that quantities vary with lot sizes. A re-useable tool, for instance, can be defined

as a fixed quantity [input](#) and a fixed quantity [output](#) on a [route](#), so that it will be unavailable for just that time while the [route operations](#) are being processed.

Effective From/To Date

Enter or select the [effectivity](#) dates of the [output](#) on this [route](#). To indicate that the item is effective indefinitely, accept the default values that are displayed without changing them.

[MRP](#) and Product [Costing](#) only plan this [output](#) if the control date is later than the From date but is earlier than the To date.

Alternative Operation

Enter an [operation](#) number for any special task you might want to perform on this item.

Primary Item

Use this checkbox as follows:

Unchecked - If this is not the most important of the [co-products](#)

Checked - To signify that this is the most important of the [co-products](#)

Step

Only use this field if you want to change the [output](#) sequence number to increment in a value other than 10.

Functions

Cost Parameters (F18)

Use this to enter co-product [cost](#) details. For more information, see the Co-product [Cost](#) Parameters Pop-up section.

Note: The apportionment of the [costs](#) of the process group is spread across the [co-products](#), excluding [by-products](#) and waste. The software does this by using the method set on the [route](#) header and defining detail factors.

Press Enter to update the [output](#) sequence number.

Co-product Cost Parameters Pop-up

To display this pop-up, select **Cost Parameters (F18)** on the [Output](#) Item Maintenance pop-up.

Note: Enter details for each co-product in turn, ensuring that any assigned percentages add up to 100% across all the [co-products](#).

No [cost](#) parameters are set for waste or [by-products](#).

Alternatively, you can select **Maintain Group Details (F22)** to view group details and enter [cost](#) settings from the [Process Route](#) Maintenance [Outputs](#) (All Group Members) window.

Use this window to spread the total [cost](#) of the [outputs](#) in a process group among the individual [outputs](#), using a selected [cost apportionment method](#).

Fields

Primary Co-product

This field displays the primary item setting from the previous window and cannot be amended here.

Distribution % (Direct)

This is used with [cost apportionment method](#) 6. Enter a distribution percentage [cost](#) for this process group [output](#). For more information on [cost apportionment methods](#), refer to the [Process Route](#) Header Maintenance Window section.

Distribution % (Relief)

This is used with relief apportionment method 6. Enter a distribution percentage relief for this process group [output](#). For more information on [cost apportionment methods](#), refer to the [Process Route](#) Header Maintenance Window section.

Percentage Factor

This is used with [cost apportionment method](#) 7. Enter a percentage factor to apply to the [output](#) quantity. For more information on [cost apportionment methods](#), refer to the [Process Route](#) Header Maintenance Window section.

Point Value

This is used with [cost apportionment method](#) 8. Enter a points value to indicate the proportion of the total [cost](#) that is to be apportioned to this process group [output](#). For more information on [cost apportionment methods](#), refer to the [Process Route](#) Header Maintenance Window section.

Unit Weighting

This is used with [cost apportionment method](#) 2. Enter a weighting which, when used together with the [output](#) quantity, will determine the proportion of the total [cost](#) that is to be allocated to this process group [output](#). For more information on [cost apportionment methods](#), refer to the [Process Route](#) Header Maintenance Window section.

Press Enter to return to the [Output](#) Item Maintenance pop-up and press Enter again to update.

Process Route Maintenance - Inputs and Outputs View Window

To display this window, select **Maintain Inputs & Outputs (F21)** on either the [Process Route](#) Maintenance - [Inputs](#) View window or the [Process Route](#) Maintenance - [Outputs](#) View window.

Use this window to display the [route inputs](#) and [outputs](#) side by side. You can edit them as explained in the [Process Route](#) Maintenance [Inputs](#) Window section and in the [Process Route](#) Maintenance [Outputs](#) Window section. For more information, please refer to these sections.

Select **Update (F8)** to save any changes.

Process Route Maintenance Outputs (All Group Members) Window

To display this window, select **Maintain Group Details (F22)** on either the [Process Route Maintenance Inputs](#) and [Outputs](#) window or the [Process Route Maintenance Outputs](#) window.

Use this window to edit the factors used by the various [cost apportionment methods](#). The fields displayed depend on the [cost](#) apportionment codes chosen on the [Route](#) Header window for [cost](#) apportionment and [cost](#) relief.

Fields

Apportionment Methods

Cost

This field is displayed for process group items and shows the [cost apportionment method](#) used.

Relief

This field is displayed for process group items and shows the relief apportionment method used.

Table

Output Item

This field displays the names of the various [outputs](#) in the process group.

Output Quantity

Enter the quantity of the [output](#) item created when producing the [standard lot size](#) of the group item.

UOM

This field displays the unit of measure of each process group [output](#).

Apportionment Values (Cost and Relief)

Enter a value to indicate the proportion of the total [cost](#) to be borne by each process group [output](#). The value you enter can indicate a percentage, a weighting, or a point value, depending on the [cost](#) apportionment and relief apportionment methods used for the process group. For more information on [cost apportionment methods](#), refer to the [Process Route](#) Header Maintenance Window section.

Prmy Item

Check the primary [output](#) item for this process group. The default is the setting made on the [Outputs](#) Item Maintenance pop-up.

Select **Update (F8)** to save your apportionment factors.

Review Production Orders Window

To display this window, select **Update (F8)** to update the [route](#) details

If when you select **Update (F8)** there are any existing orders for this item, this window is displayed showing the orders in Production Control:

Fields

Position to Order

You can enter the order number at which to start the display.

Options

Maintain Text

Use this to maintain text against this order

Functions

Key (F19)

This displays a key for symbols used in this window.

Expand/Contract (F22)

This allows you to toggle between showing the expanded details or summary display for the order.

Note: *Parameter code OCHK must be switched on in order for this window to appear.*

Mass Replace Inputs [22/MDM]

Use this task to carry out the following maintenance to structures:

- Replace [inputs](#) using [effectivity](#) dates
- Change [quantity per](#) relationships
- Manage [input](#) definitions

You then have the choice of mass updating all structures automatically with the changes or updating selected ones manually.

Note: *You automatically get an audit report with mass updating.*

Mass Replace Inputs Selection Window

To display this window, select the Mass Replace - [Inputs](#) task.

Use this window to select an [input](#) item on which you wish to perform a mass update.

Note: *If you enter an [input](#) item to be replaced that is currently subject to a change request, details about the change type, the item and the change request number will appear in a pop-up. If the change request is authorised, you will be allowed to continue; otherwise the status of the change request needs to be set to authorised before the Mass Replace [Input](#) task can proceed.*

Fields

Input to be Replaced

Enter the item you want to replace or update in the structure or [formulation](#).

Alternatively, use the prompt facility to select from the Select Item pop-up.

Press Enter to display the Mass Replace [Inputs](#) window.

Mass Replace Inputs Window

To display this window, enter an [input](#) item and then press Enter on the Mass Replace [Inputs](#) Selection window.

Use this window to perform mass updates to [input](#) items. Using the mass replace function, any changes you make to an item can be automatically reflected in every [route](#) structure in which the item appears.

Fields

Input to be Replaced

This field displays the selected item you want to replace or update in the structure or [formulation](#).

Replacement Item

Enter the item code of the replacement item. If you want to retain the existing item, but change the [effectivity](#) dates, enter the same item code as the one you entered in the [Input](#) to be Replaced field.

You can use the prompt facility on this field to select from the Select Item pop-up.

To retain the existing item but change the item quantity, leave this field blank.

Shrinkage

When replacing an [input](#) item, you can retain the material shrinkage percentage defined, or set it to zero for the new [input](#) item.

Select one of the following:

Set to zero (0) - To set the shrinkage to zero

Replaced [input's](#) values (1) - To retain the original item shrinkage

Issuing Stockroom

First Field

You can determine which issuing stockroom is used for the replacement [input](#) or simply to update the issuing stockroom of an [input](#). The system checks that the issuing stockroom is valid for the new [input](#).

Select one of the following:

New item's primary store (Blank) - To use the [primary stockroom](#) in the Production Item Master file for the replacement [input](#)

From original [input](#) (1) - To use the stockroom of the current item

Entered stockroom (2) - To specify a new issuing stockroom

Second Field

Note: *This field is only used if you selected Entered Stockroom in the first field.*

Enter the new issuing stockroom for the replacement item.

If this stockroom is invalid, the software uses the [primary stockroom](#) in the Item Master file.

You can use the prompt facility to select from the Select Stockroom pop-up.

Fixed Quantity Per

To change the way in which the [quantity per](#) for the replacement item is handled by the module, select one of the following:

From original [input](#) (Blank) - To use the same [quantity per](#) as the [input](#) item being replaced

[Fixed quantity per](#) (1) - If [quantity per](#) is to be changed to a fixed basis

Variable [quantity per](#) (2) - If [quantity per](#) is to be changed to a variable basis

Effective Date

Enter or select the date from which you want to stop using the old [input](#) and start using the replacement. If this field is left blank, the current date is used, which means that the update is effective immediately.

The date you use must be before the [expiry date](#) of the [input](#) item you are replacing; you cannot update an item that is already ineffective.

Replacement Expiry Date

Enter or select the date on which you want to stop using the replacement item. If this field is left blank, 999999 is automatically inserted. This means that there is no [expiry date](#) for the replacement item.

Change Reference

You can optionally enter a reference for the change.

Quantity per Change Factor

Leave the default value of 1.000 for no change. Enter any other factor by which to multiply the existing [quantity per](#) to obtain a new value. For example, 0.5 halves the quantity, while 2.0 doubles it.

Material Policy

The Mass Replace Inputs function determines the setting of the Material Policy on the new Input depending on whether there is a value defined for the replaced Input Item. If the replaced Item is overridden at the Route input level, then the replacing Item inherits the same override. Otherwise, the Route Input Material Policy is left blank.

Functions

Automatic Update (F8)

Use this to perform automatic updating of all affected [routes](#).

Caution: If you select Automatic **Update (F8)** to update every structure that uses this item, no opportunity is given to review the structures that are changed.

Press Enter to display the [Component](#) Mass Replace Review Replacement window.

Component Mass Replace Review Replacement Window

To display this window, press Enter on the Mass Replace [Inputs](#) window.

Use this window to review and update the individual structures.

This window displays all the structures containing the current item.

Fields

Select

Enter **1** against each item you want to update.

Select **Update (F8)** to process the items you have selected. An audit report is generated listing all the changes that have been made.

Stock Run Out Replace/Update [23/MDM]

This task extends the existing stock run out function and automatically updates those [routes](#) that contain run out [input](#) items with the new run out date and replacement [input](#) item details.

Only items with run out policies of 1 or 2, and whose run out date is earlier than or equal to the run out comparison date entered in the selection criteria, will qualify for processing.

For both run out policies 1 and 2, processing sets the effective out date on selected [input](#) items as equal to the stock run out date. In addition, those items with a run out policy set to 2 are replaced by the [inputs](#) from the stock run out [route](#). The [input](#) details are taken from the stock run out [route](#) information. If the effective [start date](#) of the replacement [input](#) item is before the run out date of the [input](#) item it is to replace, the software re-sets the replacement item to start after the effective to date of the run out item.

Note: You can run the task in Print Only mode or Print with Update mode. In both cases, an exception report is produced.

Replace Stock Run Out Inputs Window

To display this window, select the Stock Run Out Replace/Update task.

Use this window to print [routes](#) containing run out [input](#) items, and optionally update them with new run out dates and replacement [input](#) item details.

Fields

Run Out Comparison Date

Enter or select the date against which the software compares. You cannot process any item with a stock run out date greater than this date.

Processing Policy

You can choose to produce an exception report with or without an update.

Select one of the following:

Print Only (0) - If you just want to produce a print and have the opportunity correct any exceptions prior to the update

Print and Update (1) - If you want to print and update

Stock Run Out Policy

Use this to specify the item run out policies included in the run.

Enter **0** to include all policies.

Enter **1** to include only those run out policies that do not replenish.

Enter **2** to include run out policies that replenish with a [substitute](#) item.

Route

Choose the [route](#) to process by selecting one of the following:

Quoted [Route](#) (0) - To use the [route](#) specified in the Use [Route](#) (Quoted) field

[Planning Route](#) (1) - To use the [planning route](#)

[Costing Route](#) (2) - To use the [costing route](#)

Use Route (Quoted)

Processing concentrates on the [route](#) you specify here. You can only enter a [route](#) here if you selected **Quoted [Route](#)** in the [Route](#) field.

Select **Update (F8)** to validate and process the data you have entered.

Mass Route Copy [24/MDM]

This task allows item [routes](#) and structures to be copied from [route code](#) to [route code](#), according to item selection ranges specified by the user. This can replace the potentially laborious task of copying [routes](#) one at a time using the standard [Route](#) Maintenance task.

This can be useful when multiple [routes](#) need to be updated or replaced at once, for example, if you need to replace all [cost routes](#) with a new set during year-end procedures.

A batch job is used to process the requests that are submitted by the user.

This job will process all the items that are included in the selected range. Process groups or items will be included or excluded depending on the selected value for the Process Group/Item Processing option.

The batch process will identify whether a [route](#) exists for the selected From [Route Code](#) for each item in turn. If so, it will copy the [route](#) to the To [Route Code](#) providing that the relevant criteria are met. If the To [Route Code](#) does not have an existing [route](#) definition for the item, the [route](#) will be copied. If it does have an existing definition, the Processing Option for Existing [Routes](#) selection will be used to determine whether the copy takes place. If the value is **0**, the copy will not take place. If the value is **1**, the copy will take place. If the value is **2**, the copy will take place only if the [route](#) is not a [costing route](#). This is determined by the [Cost Route](#) flag on the [Route](#) Header.

The process fully replaces or creates all the elements of a [route](#), including the [Route](#) Header, [Route Operations](#), Alternative [Operations](#), [Route Resources](#), [Route Inputs](#), [Route Input References](#), [Route Outputs](#), [Route](#) Header Text, [Route Operation](#) Text, and [Route Input Reference Text](#). This is roughly equivalent to the single [Route](#) Copy function within [Route](#) Maintenance. Additional copying is required for the [Route](#) Header, [Route](#) Header Text, and Critical [Resources](#), since these are not copied in the Copy [Route](#) function within [Route](#) Maintenance.

The [Planning Route](#) and [Costing Route](#) settings are always set off, unless the Copied To [Route](#) already exists, in which case the settings are preserved. If the Copied From [Route](#) is the planning or [costing route](#) for the stockroom, it is not valid for the new [route](#) also to be a planning or [costing route](#) for the same stockroom.

Full auditing of all changes made will be recorded on the audit files.

If Production Overrides exist for the item, the process checks that the receiving stockroom from the copied [route](#) does not conflict with the Stockroom Override record where the [route](#) is defined as the [planning route](#).

In order to ensure that the copy routine does not leave partially completed [routes](#) in the case of a failure during the process, the [route](#) details that are about to be created or copied are first created in a temporary database. Once this is complete, the details in the temporary database are copied to the live database. Once this has been completed successfully, the details in the temporary database are deleted. If the copy does not complete successfully, the details in the temporary database are preserved, to provide support for data recovery.

Normal [Route](#) Maintenance should not be useable while the Mass [Route](#) Copy is taking place. This can be managed using the Application Manager Exclusivity checking tools.

Mass Route Copy Window

To display this window, select the Mass [Route](#) Copy task.

Use this window to define two [route codes](#), one to be copied from, and one to be copied to. Either of these can be blank, since a blank [route code](#) is a valid value. Additionally, a single item or item range can be specified. All items that have an existing [route](#) defined for the Copy From [route](#), will be copied to the Copy To [route](#), unless the [route](#) already exists and you have specified that only new [routes](#) should be created.

You can choose whether the existing [route](#) should be replaced by the copied details, or only completely new [routes](#) should be created. If [routes](#) are to be overwritten, [routes](#) that are used for [costing](#) purposes can be excluded from this rule.

The copy will be prevented if multi-plant or multi-sourcing is active and there is an item override defined for the copied item that specifies that the Copy To [route](#) is the [Planning route](#) for a different stockroom from the Copy From [route](#).

All [operations](#), alternative [operations](#), critical [resources](#), [inputs](#), [outputs](#) and text will be copied to the new [route](#). If an existing [route](#) is being replaced, all the previous data will be deleted, to be replaced in full by the copied data.

You can specify whether the item range is to include process groups only, non-process groups only, or both.

If Configurator is active, the Configurator [route code](#) cannot be selected either to copy from or to copy to.

A report will be produced giving details of copies that were not done because of any of the rules defined above.

Fields

From Route Code

Use this field to specify the [route code](#) from which to copy from for the item range selected. This field may be blank, but it cannot be the same as the To [Route Code](#).

If Configurator is in use, the [route code](#) selected cannot be the Configurator [route code](#) assigned to the company.

You can use the prompt facility on this field to select from the [Routes](#) & Items pop-up.

To Route Code

Use this field to specify the [route code](#) to which to copy for the item range selected. This field may be blank, but it cannot be the same as the From [Route Code](#).

If Configurator is in use, the [route code](#) selected cannot be the Configurator [route code](#) assigned to the company.

You can use the prompt facility on this field to select from the [Routes](#) & Items pop-up.

Items to Process From/To

Use these fields to specify a range of items for the Mass [Route](#) Copy. Only items that are defined as manufactured items on the Production Item Master file will be included in this process.

You can specify a single item by entering a From value only.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Processing Option for Existing Routes

Use this to determine what the process will do if the target item/[route](#) already exists.

Select one of the following:

Do Not Replace [Routes](#) (0) - To continue with the copy only if the target item/[route](#) combination does not already exist

Replace All [Routes](#) (1) - To continue with the copy, replacing any existing item/[route](#) in its entirety

Replace but not [Costing Routes](#) (2) - To continue with the copy, unless the target item/[route](#) combination exists and is defined as a [costing route](#)

Process Group/Item Processing

This field is only displayed if Advanced Manufacturing functions are in use.

Select one of the following:

Items only (0) - If only items in the selected range that are not defined as process groups are to be processed

Process Groups only (1) - If only items in the selected range that are defined as process groups are to be processed

Process Groups and Items (2) - If all items in the selected range are to be processed whether or not they are defined as process groups

Select **Submit (F8)** to update all the affected [routes](#).

Mass Change - Operations [25/MDM]

Use this task to make updates to multiple [route operations](#) simultaneously. You can define the change that is required and use the selection parameters to identify the [route operations](#) that require the change. The changes can then be applied automatically, or you can request the identified [operations](#) to be listed for review and manual selection of those that should be altered.

All changes that are made are printed on a report, along with any required changes that were not made because the relevant system entities were in use at the time.

If auditing is active, all changes are audited.

Mass Change Operations Selection Window

To display this window, select the Mass Change - [Operations](#) task.

Fields

Organisational Model

This field is only [available](#) if the company is [set up](#) for Multi-plant or [Cellular](#) production. If it is not left blank, the value entered must exist in the [Organisational Model](#) file.

Select Operations

Work Stations From/To

Enter a [work station](#) or range of [work stations](#). A value of blank selects the beginning or end of the file. Any value you enter must be an existing [work station](#).

The [work station](#) selections are used to define the [resources](#) that will be included in the mass change process.

You can use the prompt facility on these fields to select from the Select [Work Station](#) pop-up.

Operation Codes From/To

You can optionally enter a range of [operation](#) codes to limit the [operations](#) selected for change. If both From and To values are entered, the To value must be greater than or equal to the From value.

Note: *No validation will be performed on entries in these fields.*

Select Items

Item From/To

Enter an item or range of items to limit the [routes](#) selected for change. A value of blank selects the beginning or end of the file. Any value you enter must be an existing item.

Route

You can optionally enter a [route](#) in the first field. If you leave this field blank, only blank [routes](#) will be selected, unless you enter ALL in the second field. Any other value means that only [operations](#) on [routes](#) with the specified [route code](#) will be included in the update.

If you enter ALL in the second field, [operations](#) on all [routes](#) for the selected Items will be included in the update. In this case, the [Route](#) field must be blank.

Minor Product Group

If you enter a value in this field, it must be defined as a minor product group in the Inventory [Descriptions file](#). Only items with this value defined as their minor product group will be included in the extract of [route operations](#) for update.

You can use the prompt facility on this field to select from the PGMN Item Group - Minor pop-up.

GT Family

If you enter a value in this field, only [route operations](#) for items that have this defined as their [GT family](#) will be extracted for update.

Update Set-Up Details and Update Run Details

Use these sections to define the changes required to the [set up times](#) and [crew sizes](#) for the selected [operations](#). See the note below for details of how the changes are defined.

Machine

Use these fields to define the changes required to the [machine times](#) of the selected [operations](#). Machine duration can be expressed in various different ways depending on the time basis of the [operation](#).

Labour/Crew Size

Use these fields to define the changes required to the [labour times](#) and [crew sizes](#) of the selected [operations](#). Labour duration can be expressed in various different ways depending on the time basis of the [operation](#). The units are not displayed on this window since they can be different for each [route operation](#) within the selection.

You can use these fields to specify whether a fixed amount of minutes or hours is to be added (+) or subtracted (-) from the existing defined values or whether they should be set to a new absolute figure (=). Alternatively, a percentage uplift (+) or reduction (-) can be specified from the existing values.

If a reduction (-) is specified, any [operation](#) where the time or quantity would be sent negative will be reported as an error, and the time or quantity left unchanged.

If a percentage is specified, the fixed amount fields must be left as blank or zero. The maximum percentage decrease is 100%.

The [crew size](#) values define any change required to the [crew sizes](#) of the selected [operations](#). The +/-/= setting controls whether the existing values will be increased, decreased, or set to the defined value by the mass change process. If a reduction (-) is specified, any [operation](#) where the value would become zero or negative will be reported as an error and the value will be left unchanged.

Note: [Set up](#), [machine](#) and [labour time](#) are defined in minutes or hours depending on the value of the [Time Units](#) field in the [company profile](#). This can be modified for [machine](#) and [labour times](#) according to the time basis defined for individual [operations](#).

Functions

Automatic Update (F8)

This causes the selected changes to be automatically updated with no further selection.

Review Selections (F9)

Use this to display a list of the changes that will be made, with the option to select which ones should be implemented.

Select Automatic **Update (F8)** to update all the affected [operations](#).

Mass Change Operations Review Window

To display this window, select Review Selections on the Mass Change [Operations](#) Selection window.

This window displays the [route operations](#) selected by the values specified on the previous window. The records are sequenced primarily by [work station](#) and then parent item, [route](#) and [operation](#) sequence. The header displays the selections made on the previous window and the [time units](#) from the [company profile](#).

If there is a lock on any parent item as a consequence of maintenance activity taking place elsewhere in the system, an asterisk (*) is shown in the Select field, indicating that the [operation](#) displayed on that line will not be updated by the mass change process.

If a requested reduction in value would cause labour or machine to go negative, or a [crew size](#) to negative or zero, the Select field will be replaced by a plus sign (+), which indicates that the [operation](#) displayed on that line will not be updated by the mass change process.

The time basis is shown interpreted as displayed above. These values are defined in the [Parameter file](#) using the Expression value under the TBCD parameter.

Functions

Update (F8)

Use this to update the selected [route operations](#) with changes according to the selections made on the previous window, with the exception of those that are marked with * or +, which are excluded from the process. These are highlighted on the audit report that is produced.

Previous (F12)

Use this to return to the previous window without applying any changes. The previously entered selections are preserved so that they can be altered, perhaps to refine the selection criteria.

Show Changes (F21)

Use this to display the existing [set up](#), machine and labour durations and the [set up](#) and labour [crew sizes](#), showing the predicted results of applying the changes that you have specified. These are calculated in the same way as for the actual update.

Set-Up Details/Run Details (F22)

Use this to toggle between the two displays. If [set up](#) details are displayed, the existing [set up](#) durations and [crew sizes](#) are shown instead of the [operation](#) labour and machine durations and [crew size](#). The Set-Up Labour field is displayed instead of the Labour field. The Machine field is not displayed. The Time Basis field displays **Minutes** or **Hours** as appropriate.

Select **Previous (F12)** to return to the Mass Change [Operations](#) Selection window.

Introduction to Production Definition Maintenance - Planning

The planning applications in the Production software are Master Production [Scheduling \(MPS\)](#) and [Material Requirements Planning \(MRP\)](#), supported by [Capacity Requirements Planning \(CRP\)](#). These are discussed fully in their own product guides. This section looks at the maintenance of some additional [resources](#) that are used within production planning, especially when you use multi-sourcing or co-product planning.

Source of Supply [31/MDM]

You use this task in co-product planning to find the process group to be used when planning secondary [co-products](#). This is typically used in downgrade planning, where there is remaining [demand](#) for the secondary [co-products](#) once the [primary co-product](#) has been fully sourced.

Co-product Planning

When planning for the production of [co-products](#) using [primary co-product](#) process groups, you need to plan in phases to determine the correct supplies for each individual co-product.

When working with process groups, you plan for the [primary co-product](#). The suggested [supply](#) of this item determines the [supply](#) of any [co-products](#) in the process group, using the ratio defined in the [route](#). Therefore, the production of 100 As might produce 30 Bs and 10 Cs.

The use of phases comes in when you want to plan for more of a secondary co-product B, without planning any more of the [primary co-product](#). You achieve this by setting up another co-product [route](#), where B is defined as the [primary co-product](#). Once you have done this and [MPS](#) perceives that more B's need planning, it automatically searches for another [route](#) on which B is the [primary co-product](#). This is the secondary source of [supply](#), used in phase 2 planning.

If you require additional production of C, and C is not part of another process group, C must have a production [route](#) of its own, to be picked up in phase 3 planning.

When [MPS](#) and [MRP](#) processing goes into phase 2, as explained above, it searches for a process group [route](#) in which the secondary co-product is the [primary co-product](#).

Caution: If there is more than one route, the software uses the first appropriate route it finds, sequenced by process group and route in alphabetical order.

If you want to specify the [route](#) used in phase 2, you do this by using the Source of [Supply](#) task, where you enter the relevant process group [route](#) for the item(s) in question.

Each item that is to be planned is assigned a phase, which determines the order in which they will be planned. All Phase One items will be planned before all Phase Two items, and so on. The phases are assigned as follows:

Phase 1 Items that are the [primary co-product](#) on their own [primary process group's planning route](#)

Phase 2 Items that are the [primary co-product](#) on one or more process groups' [planning route](#), none of which are their own [primary process group](#)

Alternatively, the Source of [Supply](#) can be used to specify which process group is to be used for items in this phase when there are more than one [available](#). A definition in the Sources of [Supply](#) file forces an item to be in phase 2.

Phase 3 Items not in phase 1 or 2 that have their own [planning route](#) defined

Phase 4 Concurrent co-product process groups

These are planned as if they were items in their own right. [Demand](#) for the process group item is determined by analysis of the individual [demands](#) for all the concurrent [co-products](#) it comprises.

Phase 5 Items with a [primary process group](#) of Concurrent co-product type

These items are not normally planned in their own right. Full [supply](#) is ensured by the planning of the concurrent co-product process groups to which they belong. They would only require individual planning if that process group's [planning route](#) was not defined.

Maintain Planning Sources of Supply Selection Window

To display this window, select the Source of [Supply](#) task.

This task can be used to define a source of [supply](#) for an item which is only defined as a secondary co-product on its [primary process group's planning route](#). In this case, the item's primary source of [supply](#) will be as a secondary co-product on that [route](#), with its main [supply](#) determined by the planned quantity of the [primary co-product](#). Any [demand](#) that remains unsatisfied after planning the [primary process group](#) will be planned using the process group and [route](#) defined here. Within the [route](#) that you select, the item must exist as a [primary co-product](#).

Item

Enter the item for which you want to specify a planning source of [supply](#). The item must be the [primary co-product](#) for the process group and [route](#) you enter.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Process Group

Enter the process group you want to use in the second phase [MPS](#) and [MRP](#) planning for the item entered in the previous field.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Route

Enter the [route](#) you want to use with the process group in the second phase of [MPS](#) and [MRP](#) planning for the item entered in the Item field.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

Press Enter to display the Maintain Planning Sources of [Supply](#) Details window.

Maintain Planning Sources of Supply Details Window

To display this window, press Enter on the Maintain Planning Sources of [Supply](#) Selection window.

Use this window to enter a range of dates when the selected source of [supply](#) is effective.

Fields

Effective From/Effective To

Enter or select the date range when the [routes](#) for this process group for this item are valid.

Press Enter to save your changes and return to the Maintain Planning Sources of [Supply](#) Selection window.

Critical Resources [32/MDM]

Critical [resources](#) can be defined as any constraining resource where the amount of the resource [available](#) constrains the amount of product that can be made using that resource. Examples may include budget, vessel sizes, production line speeds, or skilled labour availability (or anything else). They can be expressed in any unit of measure that is appropriate to the resource. Critical [resources](#) are intended to be used in conjunction with [MPS/MRP](#) sourcing rules. In a multi-sourcing planning run, the system will check the availability of all the critical [resources](#) that are defined against a [route](#) and only [schedule](#) as much production as there is resource [available](#) to produce it. If there are outstanding [supply](#) requirements once a sourcing rule has exhausted its [available](#) critical [resources](#), these will be [scheduled](#) according to the next sourcing rule.

You need to define critical [resources](#) before planning decides on a [supply](#) method (multi-plant network, or single unit multi-sourcing with a sourcing rule 004 (Critical Resource)).

You can use a critical resource in a decision making process to find out what is needed for production to take place at a line or plant. The critical resource is attached to [routes](#) and optionally to

a calendar. The calendar may define a further aspect of critical resource based upon the individual working patterns of the line or plant.

There are three levels at which you can define the [capacity](#):

- 1 - Daily [capacity](#) profiles, one per day of the week
- 2 - Default [capacity](#) profile
- 3 - Default [standard capacity](#)

You can record a tolerance percentage that lets you [overload](#) the total [capacity](#) for a single order.

Note: The use of standard, default and daily profiles works in the same way for critical [resources](#) as it does for the definition of [shift profiles](#) for workstations.

Critical Resources Maintenance Selection Window

To display this window, select the Critical [Resources](#) task.

Use this window to enter the code of a critical resource you want to maintain.

Fields

Resource Code

Enter the resource code you want to maintain.

Alternatively, use the prompt facility to select from the Select Resource Code pop-up.

Based On Code

If you are creating a new code and you want to base the details on an existing code, enter the existing code here. The existing code details are copied to the new code, and can then be amended.

Leave this field blank to create a code from scratch, or to maintain an existing code.

You can use the prompt facility on this field to select from the Select Resource Code pop-up.

Press Enter to display the Critical [Resources](#) Maintenance Details window.

Critical Resources Maintenance Details Window

To display this window, press Enter on the Critical [Resources](#) Maintenance Selection window.

Use this window to enter details of a critical resource you want to maintain.

Fields

Description

You must enter a description for the critical resource.

Capacity Basis Code

[Capacity](#) basis codes are used when defining the critical resource requirements of a particular production method. They are used to express the relationship between the critical resource code and the produced quantity. If this field is left blank, the software uses the code and description on the [company profile](#).

Enter one of the following:

0 - [Standard lot size](#)

1 - Each

5 - Fixed quantity

Alternatively, use the prompt facility to select from the CBCD [Capacity](#) Basis Code pop-up.

You must already have this [capacity](#) basis code [set up](#) under parameter type CBCD within the Maintain Parameters task.

Standard Capacity

Enter the [standard capacity available](#) per working day for the resource.

Alternatively, a default or specific resource [capacity](#) profile may be defined for each day of the week using **Daily [Capacity](#) (F20)**.

Calendar Codes

Enter an existing calendar code in this field. The calendar will determine the days on which the critical resource is [available](#).

Alternatively, use the prompt facility to select from the Select Calendar pop-up.

This calendar code must have already been [set up](#) using the Calendars task in Production Definition Maintenance.

Capacity UOM

Enter the unit of measure for the [standard capacity](#).

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

You must have already set this unit description up under major type UNIT. For more information, see the Descriptions section in the Maintenance chapter of the Inventory Management product guide.

Tolerance Percentage

Enter a percentage to allow planning to [overload](#) the resource if the [supply loading](#) exceeds the [available capacity](#) by less than this percentage amount.

Profile Code (Default)

You can enter a default profile, rather than entering a [standard capacity](#) in the [Standard Capacity](#) field. In addition, you can apply daily profiles by selecting **Daily [Capacity](#) (F20)**. This will determine the [capacity available](#) on a day-by-day basis.

Alternatively, use the prompt facility to select from the PCOD [Capacity](#) Profile Code pop-up.

You must already have this profile code [set up](#) under parameter type PCOD using the Maintain Parameters task.

Functions

Daily Capacity (F20)

Use this to [set up](#) different [capacity](#) profiles for any day of the week.

Select **Daily Capacity (F20)** to display the Resource Daily [Capacity](#) Maintenance pop-up.

Resource Daily Capacity Maintenance Pop-up

To display this window, select **Daily Capacity (F20)** on the Critical [Resources](#) Maintenance Details window.

Use this pop-up to define [capacity](#) on a daily basis.

Fields

Profile Code

You can enter a default profile code for the software to use whenever there is no specific code entered. You can enter codes for specific days of the week.

You define these codes using the Resource [Capacity](#) Profiles maintenance task.

Select **Update (F8)** to update the daily [capacity](#) details in the file and return to the Critical [Resources](#) Maintenance Details window.

Text Types [41/MDM]

On the standard Production system, you can maintain text for:

- Items
- [Work stations](#)
- [Work centres](#)
- [Cost centres](#)
- [Routes](#)
- [Operations](#) within [routes](#)
- Production orders
- [Input References](#)

You identify text by a major type, or subtype (optional). You group it in families identified by the major type code and description. You identify each member of the family, if there are any, by the subtype code and description.

The steps involved in setting up text are:

- Define the major and subtype codes using the Text Types maintenance task.
- Specify an active major type and default subtype for each entity using the Maintain [Company Profile](#) task.
- Specify text for each entity (for example: item, [work station](#)) through the normal maintenance of the entity. The software holds this text against the active major type and default subtype currently held on the [company profile](#).

Configurator

If you use Configurator, you can also maintain formatted text for [operations](#) on the defined [route](#) using an extra facility. Each format corresponds to a text subtype within the [operation](#) text type defined for the company.

To maintain Configurator formatted text, enter the text major type for the [operation](#) text for the current company, and an existing or new subtype. Each subtype defines a particular format for the [operation](#) text.

If you enter valid details and press Enter, a window is displayed. If you do not know the subtype, enter the major type and select **Display Sub-Types (F17)** to display all subtypes for the major type.

If you are using Configurator and maintain [operation](#) text, each subtype represents an individual format that you can attach to an [operation](#) on the defined [route](#) within [Routes/Structures Maintenance](#).

Text Type Maintenance Selection Window

To display this window, select the Text Types task.

Use this window to select the major text type and text subtype you want to maintain.

Fields

Type

This field displays a list of text types for information.

Text Description

This field displays the text type descriptions for information.

Enter Text Type to Maintain or Add

Major Type

Enter a major text type you want to add or edit. This represents a major category of text, which you can link to certain system entities. The software accesses text depending on how you have [set up](#) the major and subtypes in the [company profile](#).

Subtype

You can optionally enter a text subtype to add or edit. Subtypes represent a sub-division of the major text type. You can manage text in these separate categories. The text accessed by the system is determined by the major and subtypes defined in the [company profile](#). Therefore, you

can have different bodies of text for a particular system entity (for example, an item). However, the software only considers one set to be the [operational](#) text.

Functions

Display Sub-types (F17)

Use this to display the subtype codes for the existing major types.

Press Enter to display the Text Type Maintenance Details window.

Text Type Maintenance Details Window

To display this window, press Enter on the Text Type Maintenance Selection window.

Use this window to maintain the description of the text type or text subtype you have selected.

Fields

Text Type

This field displays the text type you have selected.

Text Description

Enter a suitable description for this type.

Functions

Delete Type & Associated Sub-types

Use this to delete the text type and all its subtypes. No confirmation is required.

Press Enter to save the entries you have made.

Text Type Maintenance Select Subtypes Window

To display this window, enter a text type and then select **Display Sub-types (F17)** on the Text Types Maintenance Selection window.

Use this window to select the text subtype you want to maintain.

Fields

Enter Sub-type to Maintain or Add

Enter a text subtype to add or edit. Subtypes represent a sub-division of the major text type. You can manage text in these separate categories. The text accessed by the system is determined by the major and subtypes defined in the [company profile](#).

You may therefore have different bodies of text for a particular system entity (for example, an item). However, the software only considers one set to be the [operational](#) text.

Press Enter to display the Text Type Maintenance Subtype Details window.

Text Type Maintenance Subtype Details Window

To display this window, enter a subtype and then press Enter on the Text Type Maintenance Select Subtypes window.

Use this window to maintain the description of the text subtype you have selected.

Fields

Text Sub-type

This field displays the text subtype you have selected.

Sub-type Description

Enter a suitable description for this subtype.

Press Enter to save the entries you have made.

Additional Text [42/MDM]

Using this task, you can enter text for any individual entity against any text type, not just the active ones. You use this feature to [set up](#) alternative text for all members of an entity. You determine the active text for the members at any given moment by using the major type and subtype in the [company profile](#). Use the Additional Text task to link specific text to various major types and subtypes.

Text Maintenance Selection Window

To display this window, select the Additional Text task.

Alternatively, select **Text (F21)** on any window or pop-up where it is [available](#).

Use this window to enter a major text type and text subtype to which to link additional text.

Fields

Major Type

Enter the major type whose text you wish to edit.

Alternatively, use the prompt facility to select from the Select Text Type pop-up.

Sub-type

Enter the subtype whose text you wish to edit.

Alternatively, use the prompt facility to select from the Select Text Type pop-up.

File Key

Enter a value such as the item code, [cost centre](#) code or [work centre](#) code, for which you wish to edit text.

Alternatively, use the prompt facility to select from the Select Text Key pop-up.

Press Enter to display the Text Maintenance Details window.

Text Maintenance Details Window

To display this window, press Enter on the Text Maintenance Selection window.

Use this window to insert, delete and position text. The major text type, text subtype and file key that you entered on the Text Maintenance Selection window are displayed at the top of this window for information.

Fields

Last Change Date

This field displays the date on which the text was last amended, and is system-maintained.

No. of Lines

This field displays the number of lines in this text file.

Type

This field displays the text type for this text.

Line

You can enter up to 999 lines of text, but only 12 lines will be displayed at any one time. Use **Page Up** and **Page Down** to display the other lines.

Position at Line No.

Use this field to position the displayed text at the selected line.

Insert/Lines after Line No.

Use these two fields to specify where you want to add new text lines and how many you want to add.

Delete Lines From/To

Use these two fields to enter the range of text lines you want to remove.

Select **Update (F8)** to save your entries.

Enquire on Item [1/MDE]

This task displays the current status of the Item Master file.

Production Data Item Master Enquiry Selection Window

To display this window, select the Enquire on Item task.

Use this window to enter the item on which you want to enquire.

Fields

Item

Enter a valid Inventory item code.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Functions

Item Search (F16)

Use this to display the Item Master Scan pop-up. Use this to enter search criteria to select an item. Refer to the Inventory Management product guide for more details.

Cost Presentation (F18)

Use this to display the [Cost](#) Presentation pop-up. Use it to select the order in which [cost elements](#) appear on this report.

Select an item or enter an item and then press Enter to display the Production Data Item Master Enquiry Details window.

Cost Presentation Pop-up

To display this pop-up, select **Cost Presentation (F18)** on the Production Data Item Master Enquiry Selection window.

In this pop-up, you can select the order in which [cost elements](#) appear on this report. The defaults displayed are taken from the settings in the [company profile](#).

Fields

Order

Select the order by entering suitable numbers against each [cost](#) element in this field.

Add To

Enter a [cost](#) element number. This specifies the element into which this [cost](#) is accumulated for reports and enquiries.

Description

You must enter a [cost](#) element description if you want to report on this element.

Functions

Save (F15)

Use this to save your selection for another time.

Restore (F16)

Use this to restore your saved [cost](#) presentation.

Press Enter to return to the Production Data Item Master Enquiry Selection window.

Production Data Item Master Enquiry Details Window

To display this window, select an item or enter an item and then press Enter on the Production Data Item Master Enquiry Selection window.

Details displayed for your information on this window include:

- The current [revision level](#) of the item's [planning route/structure](#)
- The [specification reference](#) (your own, customer, supplier or engineering or [specification reference](#) in alphanumeric format)
- The control policy, which indicates the control status of the item
- The GT (Group Technology) family

This is a user-defined classification that can be used as a selection parameter both on a selective [MRP](#) run and on [MPS](#) and [MRP](#) reports.

- The [primary stockroom](#) and [planner](#) for this item
- The [planning type](#) for the item, where **1** represents [MPS](#) and **0** represents [MRP](#)
- The [costing route](#), which is the [route](#) used to calculate the item's [unit cost](#) within a stockroom
- The [planning route](#) used for this item
- The [production lead time](#), which is the amount of manufacturing time required to produce the item from its immediate [inputs](#) and [operations](#)

- The [cumulative lead time](#), which is the total amount of time required to produce the item
- Forecast netting basis

In a multi-plant environment, this is the way in which [demand](#) for this item is netted against forecasts. This can be either at central or plant level.

- The replacement [costing route](#) (if applicable), which is not yet active
- The [independent demand](#) source for the item, originating from sales orders, [customer schedules](#), distribution orders and transfer orders
- The [smoothing policy](#), which controls the smoothing of [sales forecast demand](#) over the forecast period to provide a level [production schedule](#)

Use this window to display details of a Production Item Master file record.

Note: The [Low Level Code](#) is unique to this enquiry. It represents the lowest point in any item structure at which this item exists. [MRP](#) and [MPS](#) use it to defer reviewing an item until all its potential parents have been reviewed. This identifies all possible [dependent demand](#) for this item. If the item is at the top of a multi-level bill and has no parents, the code is 0. If it is on the first level down, the code is 1. The system attempts to ensure that correct [low level codes](#) are maintained at all times, but to be sure they reflect the latest changes, it is necessary to run the [low level code generation routine](#).

For more information on this window, and on the Production Data Item Master [Order Policy](#) window, refer to the Production Details section in the Production Definition Item Maintenance chapter of this product guide.

Functions

Additional Parameters (F18)

Use this to display the Additional Parameters pop-up.

Costs (F22)

Use this to display the [Cost](#) Set Selection pop-up.

Press Enter to display the Production Data Item Master Enquiry [Order Policy](#) window.

Additional Parameters Pop-up

To display this pop-up, select **Additional Parameters (F18)** on the Production Data Item Master Enquiry Details window.

Use this window to display additional details for a production item.

Note: There are additional fields displayed in the pop-up for lot-controlled, serial-controlled or batch-controlled items. These are described in the Production Details section.

The fields are the same as those described in the Additional Parameters Pop-up section of Production Details. Please refer to that section for further details.

Cost Set Selection Pop-up

To display the [Cost](#) Set Selection pop-up, select **Costs (F22)** on the Production Data Item Master Enquiry Details window.

Note: For [component](#) items, selecting **Costs (F22)** displays the Item [Cost](#) Enquiry window. For further information on the details displayed on that window, refer to the Item [Cost](#) Maintenance section in the Product [Costing](#) chapter of this product guide.

This displays the [costs](#) for the item and other details for your information. These include the item code, process group (if applicable), the [route code](#), [operation](#), [cost](#) set (if applicable), and description.

Options

Select

Use this to select a detail line. This displays the Item [Cost](#) Maintenance window.

Select a line to display the Item [Cost](#) Maintenance window, or select Previous (F12) to return to the previous window.

Production Data Item Master Enquiry Order Policy Window

To display this window, press Enter on the Production Data Item Master Enquiry Details window.

The fields shown here are the same as those described in the Production Details section. Please refer to that section for further details.

Press Enter on this window to re-display the Production Data Item Master Enquiry Selection window.

Enquire on Item Overrides [2/MDE]

Use this task to review any existing item overrides, maintained in Production Definition Management.

The windows, fields and functions in this task are all described in the Production Overrides section in the Production Definition Item Maintenance chapter of this product guide. Please refer to that section for details.

Enquire on Item Audit [3/MDE]

Use this enquiry task to see production changes made to items either as a result of [change management](#) or owing to independent item maintenance. In order to record audit information, you should select **Audit Only** in the Control Policy field within Item Production Details (**3/MDM**).

When production details are added for a new item, in the Enquire on Item Audit task, for this product, the Production Data Item Master Audit Enquiry Select Record window will display the Add details before the [Set Up](#) details window is displayed. This gives full visibility of the audit trail for all new items.

Production Data Item Master Audit Enquiry Selection Window

To display this window, select the Enquire on Item Audit task.

Use this window to enter the item for which you want to perform the audit enquiry.

Fields

Item

Enter the item on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Functions

Item Search (F16)

Use this to display the Item Master Scan pop-up. Use this to enter search criteria that you can use to select an item. Refer to the Inventory Management product guide for more details on this.

Press Enter. If the item has existing audit records, the Production Data Item Master Audit Enquiry Select Record window is displayed. Otherwise, the Production Data Item Master Audit Enquiry Details window is displayed.

Production Data Item Master Audit Enquiry Select Record Window

To display this window, press Enter on the Production Data Item Master Audit Enquiry Selection window.

Note: *This window is displayed if the item has existing audit records.*

Use this window to select an existing item audit record.

Options

Select

Use this to select the line corresponding to the change on which you want to enquire.

Select a line to display the Production Data Item Master Audit Enquiry Details window.

Production Data Item Master Audit Enquiry Details Window

To display this window, select a line on the Production Data Item Master Audit Enquiry Select Record window.

The fields displayed are the same as those shown in the Production Details section, but are for your information only and cannot be amended.

Functions

Additional Parameters (F18)

Use this to display the Additional Parameters pop-up. The fields on the pop-up are the same as those described in the Additional Parameters Pop-up section in Production Details. Refer to that section for more information.

Press Enter to display the Production Data Item Master Audit Enquiry [Order Policy](#) window.

Production Data Item Master Audit Enquiry Order Policy Window

To display this window, press Enter on the Production Data Item Master Audit Enquiry Details window.

The fields displayed are the same as those shown in Production Details, but are for your information only and cannot be amended. Refer to the Production Details section for more information.

Select **Previous (F12)** to return to the previous window or **Exit (F3)** to leave the task.

Enquire on Cost Centres [4/MDE]

Use this task to enquire on [cost centres](#) and their rates.

Cost Centre Enquiry Selection Window

To display this window, select the Enquire on [Cost Centres](#) task.

Use this window to enter the code of a [cost centre](#) on which to enquire.

Fields

Cost Centre

Enter a [cost centre](#) code.

Alternatively, use the prompt facility to select from the Select [Cost Centre](#) pop-up.

Select a [cost centre](#) or enter a [cost centre](#) and then press Enter to display the [Cost Centre](#) Enquiry Details window.

Cost Centre Enquiry Details Window

To display this window, select a [cost centre](#) or enter a [cost centre](#) and then press Enter on the [Cost Centre](#) Enquiry Selection window.

The [Cost Centre](#) Enquiry Details window displays details of the selected [cost centre](#). The window contains the same fields as the [Cost Centre](#) Maintenance Details window, but the fields here are for information only and cannot be amended.

Functions

Text (F21)

Use this to see the text for the [cost centre](#). This is only displayed if you have entered text for the [cost centre](#) via the [Cost Centres](#) maintenance task.

Select Re-select **Cost Centre (F12)** to return to the previous window or **Exit (F3)** to leave the task.

Enquire on Work Stations [5/MDE]

Use this to enquire on [work station](#) details.

Work Station Enquiry Selection Window

To display this window, select the Enquire on [Work Stations](#) task.

Use this window to enter the code of a [work station](#) on which to enquire.

Fields

Work Station

Enter a [work station](#) code.

Alternatively, use the prompt facility to select from the Select [Work Station](#) pop-up.

Select a [work station](#) or enter a [work station](#) and then press Enter to display the [Work Station](#) Enquiry Details window.

Work Station Enquiry Details Window

To display this window, select a [work station](#) code and then press Enter on the [Work Station](#) Enquiry Selection window.

This window displays the details of the selected [work station](#). The window has the same fields as the [Work Station](#) Maintenance Details window, but the fields here are for your information only and you cannot amend them.

Functions

Daily Profile (F20)

Use this to enquire on the daily [shift profiles](#) and capacities. For more information see the Shift/[Capacity](#) Profile Maintenance Pop-up section within [Work Stations](#).

Text (F21)

Use this to see the text for the [work station](#). This only appears if you have entered text for the [work station](#) via the [Work Stations](#) maintenance task.

Select **Re-select [Work Station](#) (F12)** to return to the previous window, or **Exit (F3)** to leave the task.

Enquire on Work Centres [6/MDE]

Use this to enquire on [work centre](#) details. It lists the [work stations](#) that make up the [work centre](#).

Work Centre Enquiry Selection Window

To display this window, select the Enquire on [Work Centres](#) task.

Use this window to enter the code of a [work centre](#) on which to enquire.

Fields

Work Centre

Enter a [work centre](#) code.

Alternatively, use the prompt facility to select from the Select [Work Centre](#) pop-up.

Select a [work centre](#) or enter a [work centre](#) and then press Enter to display the [Work Centre](#) Enquiry Details window.

Work Centre Enquiry Details Window

Select a [work centre](#) or enter a [work centre](#) and then press Enter on the [Work Centre](#) Enquiry Selection window to display this window.

This window lists the [work stations](#) for the selected [work centre](#). The fields are the same as those on the [Work Centre](#) Maintenance Details window, but here they are for your information only and you cannot amend them.

Select **Re-select [Work Centre](#) (F12)** to return to the previous window or **Exit (F3)** to leave the task.

Enquire on Routes/Structures [7/MDE]

Use this task to enquire on the [route](#) details for a selected parent item.

Routes/Structures Enquiry Window

To display this window, select the Enquire on [Routes/Structures](#) task.

Note: *If you are using Configurator, additional details about the Configurator [route](#) are displayed.*

Use this window to enter the selection criteria for the [route](#) on which you want to enquire.

Fields

Parent Item

Enter the parent item (or the process group) code to display.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Route

Enter the [route code](#) on which you want to enquire.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

Quantity

Enter the lot size for this enquiry. This increases or decreases the dependent material requirements so that you can see the effect of changes. If you leave this field blank, the software defaults to the EOQ as specified in the [Routes/Structures](#) task.

Include Shrinkage

You can include or exclude [operation](#) and material shrinkage in your enquiry.

Use this checkbox as follows:

Unchecked - To exclude shrinkage

Checked -To include shrinkage

As At

Enter or select the control date for this enquiry. The effective start and stop dates are compared with this control date. The enquiry excludes any [components](#) in the structure that are not effective at this date. The default is the current system date.

Ignore Effectivity

You can take account of [effectivity](#) or ignore it.

Use this checkbox as follows:

Unchecked - To take account of the [effectivity](#)

Checked - To ignore [effectivity](#)

This displays the whole structure.

Functions

Item Search (F16)

Use this to display the Item Master Scan pop-up. Then enter search criteria to select an item. Refer to the Inventory Management product guide for more details.

Press Enter to display the [Process Route](#) Header Enquiry window.

Process Route Header Enquiry Window

To display this window, press Enter on the [Routes](#)/Structures Enquiry window.

This window is the same as the [Process Route](#) Header Maintenance window but the fields here are for your information only and you cannot amend them. Refer to the [Process Route](#) Header Maintenance Window section within [Routes](#)/Structures for more information.

Functions

Route Resources (F16)

This is displayed if you are using multi-sourcing. Use this to display the [Route](#) Critical [Resources](#) Enquiry window.

Text (F21)

Use this to display additional text about the process. If text exists, this is indicated at the top of this window.

Press Enter to display the [Process Route](#) Detail Enquiry - [Inputs](#) View Window. The fields are for your information only and cannot be amended. For more information, refer to the [Process Route](#) Detail Maintenance - [Inputs](#) View Window section within [Routes](#)/Structures.

Route Critical Resources Enquiry Window

To display this window, select **Route Resources (F16)** on the [Process Route](#) Header Maintenance Enquiry window.

If you are using multi-sourcing, you can enquire on the existing critical [resources](#) defined for the [route](#) on this window. The fields are for your information only and you cannot amend them.

For more information on this window, refer to the [Route](#) Critical [Resources](#) Maintenance Window section within [Routes/Structures](#).

Select **Previous (F12)** to return to the previous window.

Process Route Detail Enquiry – Inputs View Window

To display this window, press Enter on the [Process Route](#) Header Maintenance Enquiry window.

This window shows the [inputs](#) to the selected [route](#) and its [operations](#). The fields here are for your information only and you cannot amend them.

For more information on this window, refer to the [Process Route](#) Maintenance - [Inputs](#) View Window section within [Routes/Structures](#).

Select **Cancel (F12)** to return to the previous window.

Enquire on Routes/Structures Audit [8/MDE]

This is a similar enquiry to Enquire on Item Audit. The detail window shows the fully audited [route](#) structure. An additional summary window is [available](#), showing the [route](#) details such as [operations](#), [inputs](#), [outputs](#) and alternate [operations](#) that have been altered during a maintenance session.

Routes/Structures Audit Enquiry Selection Window

To display this window, select the Enquire on [Routes/Structures](#) Audit task.

Use this window to select the item and [route](#) on which you want to enquire.

Fields

Parent Item

Enter the parent item on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Route

Enter the [route](#) of the parent item.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

Functions

Item Search (F16)

Use this to display the Item Master Scan pop-up. Then enter search criteria to select an item. Refer to the Inventory Management product guide for more details.

Press Enter to display the [Routes/Structures Audit Enquiry Header Details](#) window.

Routes/Structures Audit Enquiry - Header Details Window

To display this window, press Enter on the [Routes/Structures Audit Enquiry Selection](#) window.

This window lists changes made to the [route](#) through [Change Management](#). It includes information such as:

- The ID of the user who made the change
- The type of change made

Options

Review Details

Use this to display the [Routes/Structures Audit Enquiry Review Details](#) window.

Route Structure Enquiry

Use this to display the [Route/Structures Audit Enquiry](#) window.

Select Review Details to display the [Routes/Structures Audit Enquiry Review Details](#) window or select [Route](#) Structure Enquiry to display the [Routes](#) Structure Audit Enquiry window.

Alternatively, select **Reselect Item/[Route](#) (F12)** to return to the previous window.

Routes/Structures Audit Enquiry Review Details Window

To display this window, select Review Details on the [Routes/Structures Audit Enquiry Header Details](#) window.

This window shows more detailed information of the changes made to [operations](#), [inputs](#) and [outputs](#).

Functions

Route Structure Enquiry (F18)

Use this to display the [Route](#) Structure Audit Enquiry window.

Select **Reselect Item/Route (F12)** to return to the previous window.

Route Structure Audit Enquiry Window

To display the [Route](#) Structure Audit Enquiry window, select [Route](#) Structure Enquiry (F18) on the [Routes/Structures Audit Enquiry Review Details](#) window. Alternatively, select [Route](#) Structure Enquiry on the [Routes/Structures Audit Enquiry Header Details](#) window.

This window shows details extracted from [Process Route](#) Header Maintenance. The fields are for information only and cannot be amended. For further details, refer to the [Routes/Structures](#) section.

Functions

Text (F21)

Use this to display text entered for the [route](#) structure.

Select **Reselect Route/Item (F12)** to return to the [Routes/Structures Audit Enquiry Header Details](#) window.

Enquire on Text [9/MDE]

Use this task to enquire on the text types that are [available](#) for the Production application.

Text Enquiry Window

To display this window, select the Enquire on Text task.

Use this window to enter your selection criteria for the text on which you want to enquire.

Fields

Major Type

Enter the required major type.

Alternatively, use the prompt facility to select from the Select Text Type pop-up.

Sub-type

Enter the required sub-type.

Alternatively, use the prompt facility to select from the Select Text Type pop-up.

File Key

Enter the code of the entity for which you want to display the text. For example, this could be an item code, [cost centre](#) code, or [work centre](#) code.

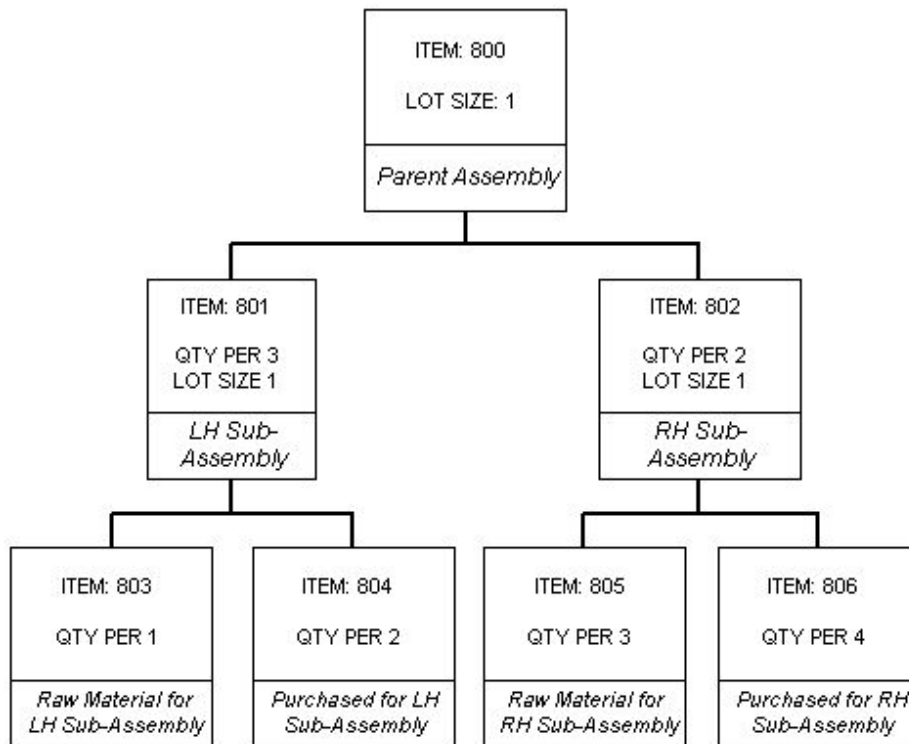
Alternatively, use the prompt facility to select from the Select Text Key pop-up.

Press Enter to display the Text Enquiry Details window. This window is the same as the Text Maintenance Details window.

Enquire on Indented Inputs [10/MDE]

Some structures are relatively simple, using only perhaps one or two levels. Others can be complex using many levels and large numbers of items.

Standard Structure Example:



When making an indented enquiry you must decide:

- The level at which the enquiry is to be made
- The direction of the enquiry

The direction can be downwards (explosion) from the parent, or upwards (implosion) from the [input](#). The upward enquiry is also called a where-used enquiry.

Note: Some items in a multi-level structure can be parents and [inputs](#) at the same time. You can therefore make enquiries on these items in both directions. You can make both enquiries with or without shrinkage.

Shrinkage

Shrinkage is expressed as the percentage loss of material that can take place on an [operation](#) or an [input](#). You can make the indented enquiry in any of the following ways:

- Structures without shrinkage (downwards)
- Structures with shrinkage (downwards)
- Where-used without shrinkage (upwards)
- Where-used with shrinkage (upwards)

The type of enquiry being made is shown at the top of the enquiry window, but normally shrinkage is apparent from the display of the decimal quantities.

Note: Shrinkage is compounded if both types are present and also if there is shrinkage on more than one [operation](#).

Indented Inputs Enquiry Window

To display this window, select the Enquire on Indented [Inputs](#) task.

Use this window to enter the selection criteria for the indented enquiry that you want to perform.

Fields

Item

Enter the item for which you want an indented display. The item can be a parent for which you want an indented exploded list, or an [input](#) item for which you want an [indented where-used](#) retrieval.

You can use the prompt facility on this field to select from the Select Item pop-up.

Process Group

Enter the relevant process group if the item is a co-product and the process group [route](#) will be used to determine [input](#) values.

You can use the prompt facility on this field to select from the Select Process Group pop-up.

Route

Enter the required [route code](#).

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

For an explosion enquiry, this extracts all the [inputs](#) used on this [route](#).

For where-used enquiries, all occurrences of this item are displayed for this [route](#).

Inputs Route

Use this to specify the [route code](#) that you want the procedure to use when exploding beyond the immediate [inputs](#) or imploding beyond the immediate parents.

Select one of the following:

[Costing Route](#) (1)

[Planning Route](#) (2)

Entered [Route](#) (3)

Quantity

Enter the batch quantity to be used as the basis for this enquiry. Material requirements are calculated from this quantity.

If the field is blank or contains zeros, the software uses the [economic order quantity](#) specified for the [route](#) on the [Process Route](#) Header Maintenance window.

Enquiry Type

You can perform four types of indented enquiry.

Select one of the following:

Explosion without Shrinkage (1) - For structure enquiry without shrinkage

Explosion with Shrinkage (2) - For structure enquiry with shrinkage

Where-used without Shrinkage (3) - For [input where-used](#) enquiry without shrinkage

Where-used with Shrinkage (4) - For [input where-used](#) enquiry with shrinkage

The With Shrinkage options show material requirements based on the occurrence of planned [operational](#) and material shrinkage in the selected [routes](#).

As At

Enter or select the control date for this enquiry. All effective [inputs](#) at this date are displayed.

For where-used enquiries, only parents in which this [input](#) is effective are displayed.

The default is the current system date.

Ignore Effectivity

You can view all [inputs](#) regardless of their [effectivity](#) dates by selecting this option.

Use this checkbox as follows:

Unchecked - To use the [effectivity](#) (As At) date

Checked - To ignore the [effectivity](#) (As At) date

Functions**Item Search (F16)**

Use this to search the database for an item on which to enquire. For more information, see the Item Master Scan Pop-up section in the Inventory Management product guide.

Press Enter to display the Indented Structure Enquiry window.

Indented Structure Enquiry Window

To display this window, press Enter on the Indented [Inputs](#) Enquiry window.

The Indented Structure Enquiry window displays the detail for the selected enquiry structures without shrinkage. Details include:

- The level code of the [input](#) in the exploded structure relative to the selected parent item, which is assumed level zero
- The issuing stockroom for the [input](#)
- The [item type](#) as configured in the Production Item Master file
- The quantity required of the [input](#) to make the selected batch quantity of the parent

It may or may not include shrinkage, depending on your enquiry type selection (this example does not).

- The issuing unit of the [input](#) from the stockroom

Note: *The lower part of the window allows you to re-select the enquiry without returning to the Selection window.*

Use this window to display indented enquiries for one or more items and [routes](#).

Fields

Item

Enter the item code.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Prc. Group

If the item is a member of a process group [route](#), enter the process group code here.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

Route

Enter the [route code](#) for the parent item.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

This defaults from the previous window.

Qty

Enter the item quantity. The default displayed is the [economic order quantity](#) for the item.

Input Route

Use this to specify the type of [route](#) on which you want to enquire. This defaults from the previous window.

Select one of the following:

[Costing](#) (1)

Planning (2)

Entered (3)

Enquiry Type

Select one of the following:

Parent Explosion without Shrinkage (1)

Parent Explosion with Shrinkage (2)

[Input Where-used](#) without Shrinkage (3)

[Input Where-used](#) with Shrinkage (4)

For the where-used enquiries, the entered item must be an [input](#) and you may need to change the default item. This displays the [Indented Where-used](#) Enquiry window.

Functions

Item Search (F16)

Use this to search the database for an item. For more information, see the Item Master Scan Pop-up section in the Inventory Management product guide.

Revisions (F22)

Use this to display the [revision levels](#) of the listed items.

Select **Previous (F12)** to return to the previous window.

Indented Where-Used Enquiry Window

This window is displayed if you select either of the [Input Where-Used](#) enquiry types.

Note: *Enquiry type Where-used always displays all levels of parent for the item with this particular route; that is, one [route code](#) with all levels.*

This window displays the detail for the selected [input](#) item. The information includes:

- The calculated quantity of the parent that uses this [input](#), calculated back to the final parent size from the given [input](#) size
- The relative level of the parent (see Parent Item) to the chosen [input](#)

Each parent is indented one position: the [input](#) of the parent is level 0, the parent is level 1, the parent of the parent is level 2, and so on.

- Every level of parent items, not just the immediate one(s)
- The receiving stockroom of the parent
- The [item type](#) of the parent as configured in the Production Item Master file

- The quantity of the parent produced from the selected batch quantity of the [input](#)

This may or may not include shrinkage, depending on your enquiry type choice.

- The issuing unit of measure of the parent from the stockroom

Select Previous (F12) to return to the Indented [Inputs](#) Enquiry window.

Enquire on Inputs Where-Used [11/MDE]

This task shows where the item is used for all [routes](#) at [this level](#), that is, all [routes](#), one level.

Input Where-Used Enquiry Selection Window

To display this window, select the Enquire on [Inputs](#) Where-Used task.

Use this window to select an [input](#) item on which to enquire.

Fields

Input

Enter the [input](#) or [component](#) item for which you want to display where-used details.

Alternatively, use the prompt facility to select from the Select Item pop-up.

This enquiry is single level, and identifies all immediate parents of the item.

As At

Enter or select the control date for this enquiry. The effective start and stop dates of the [input](#) are compared with this control date. Parent [routes](#) not effective at this date are excluded. The default is the current system date.

Ignore Effectivity

Use this checkbox as follows:

Unchecked - To view parents taking regard of the [input effectivity](#)

Checked - To view all parents regardless of the [input effectivity](#)

Functions

Item Search (F16)

Use this to search the database for an item. For more information, see the Item Master Scan Pop-up section in the Inventory Management product guide.

Press Enter to display the [Input Where-Used](#) Enquiry Details window.

Input Where-Used Enquiry Details Window

To display this window, press Enter on the [Input Where-Used](#) Enquiry Selection window.

This window lists the various parent items that use this [input](#), and the stages at which it is used. Other details include:

- The lowest level in any structure or work order at which the [input](#) currently exists
- The [routes](#) within which the [input](#) is used
- The [operation](#) sequence numbers at which the [input](#) is issued and their descriptions
- The quantity of the [input](#) required used at each specified [operation](#) to make the [standard lot size](#) of the parent [route](#)
- The unit of measure for the [input](#) item

Use the lower part of the window to select another [input](#) on which to enquire. The defaults currently displayed are taken from the previous window.

Functions

Item Search (F16)

Use this to search the database for an item. For more information, see the Item Master Scan Pop-up section in the Inventory Management product guide.

Revisions (F22)

Use this to display the current [revision levels](#) of the listed items.

Select **Exit (F3)** to leave the task.

Enquire on Shift Profiles [12/MDE]

Use this task to make enquiries on the [available shift profiles](#).

Shift Profile Enquiry Selection Window

To display this window, select the Enquire on [Shift Profiles](#) task.

Use this window to select the shift profile on which to enquire.

Fields

Shift Profile Code

Enter the code for the shift profile on which you want to enquire.

Alternatively, use the prompt facility to select from the CSHF Shift Profile Code pop-up.

As At Date

You can optionally enter or select the control date for the enquiry.

Press Enter to display the Shift Profile Enquiry Details window.

Shift Profile Enquiry Details Window

To display this window, press Enter on the Shift Profile Enquiry Selection window.

This window shows details of the selected shift profile, such as:

- The start and finish times
- The dates within which the shift times are effective (0/00/00 to 99/99/99 indicates that the shifts are effective indefinitely)
- Any free format text that you have entered for each shift

Fields**As At**

You can enter or select the [effectivity](#) date for the enquiry.

Select **Previous (F12)** to return to the previous window.

Enquire on Labour Grades [13/MDE]

Use this task to enquire on the [available](#) labour grades.

Labour Grade Enquiry Selection Window

To display this window, select the Enquire on Labour Grades task.

You use this window to enter the labour grade on which you want to enquire.

Fields**Labour Grade**

Enter the labour grade on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Labour Grades pop-up.

Select a labour grade or enter a labour grade and then press Enter to display the Labour Grade Enquiry Details window.

Labour Grade Enquiry Details Window

To display this window, select a labour grade or enter a labour grade and then press Enter on the Labour Grade Enquiry Selection window.

This window shows details of the selected labour grade code. You cannot amend the details here, but you can via the Labour Grades maintenance task.

The details are:

- The labour grade code and description
- The date on which the labour grade becomes effective (0/00/00 means that the grade is immediately effective)
- The date on which the labour grade expires

Functions

Grade Rates (F20)

Use this to display the Labour Grade Rate Enquiry window.

Select **Previous (F12)** to return to the previous window.

Labour Grade Rate Enquiry Window

To display this window, select **Grade Rates (F20)** on the Labour Grade Enquiry Details window.

This shows the rates applicable for the selected labour grade code. For more information, refer to the Labour Grade Rate Maintenance Window section.

Select **Previous (F12)** to return to the previous window.

Enquire on Subcontractors [14/MDE]

Use this task to enquire on the [available](#) subcontractors.

Subcontractor Enquiry Selection Window

To display this window, select the Enquire on Subcontractors task.

Use this window to enter the selection parameters for your enquiry.

Fields

Item

Enter the parent item for which a production [route](#) has been defined, and for which at least one [operation](#) has been flagged as subcontracted.

Alternatively, use the prompt facility to select from the Select Item/[Route/Operation](#) pop-up.

Route

Enter the [route](#) for which an [operation](#) has been flagged as subcontracted.

Alternatively, use the prompt facility to select from the Select Item/[Route/Operation](#) pop-up.

Operation

Enter the sequence number of the [operation](#) defined as subcontract.

Alternatively, use the prompt facility to select from the Select Item/[Route/Operation](#) pop-up.

Subcontractor

Enter the subcontractor to be displayed.

Alternatively, use the prompt facility to select from the Subcontractor Scan pop-up.

Functions**Supplier Enquiry (F16)**

Use this to display the Supplier Search pop-up, which has a Search Word field. Enter a word in this field and then press Enter. This displays the Supplier Selection pop-up, listing the [available](#) subcontractors. For more information, see the Supplier Selection Pop-up section within Subcontractors.

Note: Before selecting **Supplier Enquiry (F16)**, make sure that there are entries in the Item, [Route](#) and [Operation](#) fields.

Press Enter to display the Subcontractor Enquiry Details window.

Subcontractor Enquiry Details Window

To display this window, press Enter on the Subcontractor Enquiry Selection window.

The Subcontractor Enquiry Details window contains the same fields as the Subcontractor Maintenance Details window. Refer to that section for further information.

Press Enter or select **Previous (F12)** to return to the previous window.

Report on Item [21/MDE]

Use this task to generate a report showing details from the Production Item Master file.

Production Data Item Master Report Selection Window

To display this window, select the Report on Item task.

Use this window to enter your selection criteria for the items to be included in the report.

Fields

Item Range From/To

Enter item codes in the From and To fields to report on a range of items. Enter an item code in the From field to report on one item. Leave both fields blank to report on all the items.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Print Production Details

Use this to specify whether or not to include item details as entered for Production Details Maintenance.

Use this checkbox as follows:

Unchecked - To exclude production data from the report

Checked - To include all current production data for the item in the report

Print Costing Details

You can run this report using either [standard costs](#) or non-standard [cost](#) sets or both.

Select one of the following:

Print no [costs](#) (0) or blank - Not to print any [costs](#)

[Standard costs](#) only (1) (default) - For [standard costs](#) only to be reported

Entered [cost](#) range only (2) - For a [cost](#) set range, defined in the [Cost](#) Set Range From/To fields, to be reported

Standard and entered [cost](#) set range (3) - For [standard costs](#) and a [cost](#) set range, defined in the [Cost](#) Set Range From/To fields, to be reported

All [costs](#) (4) - For all [costs](#) to be reported

Cost Set Range From/To

If you want to report on a non-standard [cost](#) set or sets enter a From and To range. This is mandatory for the non-standard [cost](#) set only report. Enter the same [cost](#) set in the From and To fields to use one set only. You cannot request [standard costs](#).

Functions

Cost Presentation (F18)

Use this to display the [Cost](#) Presentation pop-up. You can then select the order in which [cost elements](#) appear on this report.

Press Enter to generate the report.

Report on Cost Centres [22/MDE]

This report gives details of the current [cost centres](#) held in the [Cost Centre](#) file.

Production Data Cost Centre Report Selection Window

To display this window, select the Report on [Cost Centres](#) task.

Use this window to select the range of [cost centres](#) to be included in the report.

Fields

Select From/To

Enter [cost centre](#) code in the From and To fields to report on a range of [cost centres](#). Enter a [cost centre](#) code in the From field to report on one [cost centre](#). Leave both fields blank to report on all the [cost centres](#).

You can use the prompt facility on these fields to select from the Select [Cost Centre](#) pop-up.

Press Enter to generate the report.

Report on Work Stations [23/MDE]

Use this task to generate a report that has details of the current [work stations](#) held in the [Work Stations](#) file.

Production Data Work Station Report Selection Window

To display this window, select the Report on [Work Stations](#) task.

Use this window to enter the range and sequence of [work stations](#) to be included in the report.

Fields

Select From/To

Enter [work station](#) codes in the From and To fields to report on a range of [work stations](#). Enter a [work station](#) code in the From field to report on one [work station](#). Leave both fields blank to report on all the [work stations](#).

Sequence

Use this to specify the way in which you would like the information to be sequenced.

Select one of the following:

[Cost Centre](#) (1) - To sequence [work stations](#) within [cost centre](#)

Department (2) - To sequence [work stations](#) within department

[Work Station](#) (3) - To sequence [work stations](#) on their own

Type

Use this to specify the type of report you want.

Select one of the following:

Detail (1) - To report full details of each [work station](#)

Summary (2) - To report department, [cost centre](#) and shop calendar details for each [work station](#)

Press Enter to generate the report.

Report on Work Centres [24/MDE]

Use this task to generate a report that has details of the current [work centres](#) in the [Work Centre](#) file.

Production Data Work Centre Report Selection Window

To display this window, select the Report on [Work Centres](#) task.

Use this window to enter the range and sequence of [work centres](#) to be included in the report.

Fields

Select From/To

Enter [work centre](#) codes in the From and To fields to report on a range of [work centres](#). Enter a [work centre](#) code in the From field to report on one [work centre](#). Leave both fields blank to report on all the [work centres](#).

You can use the prompt facility on these fields to select from the Select [Work Centre](#) pop-up.

Press Enter to generate the report.

Report on Routes/Structures [25/MDE]

Use this to generate a report that contains information about the [route/structure](#) of selected items. The report indicates whether or not the [route](#) is a [planning route](#).

Route/Structure Report Selection Window

To display this window, select the Report on [Routes/Structures](#) task.

Use this window to enter the range of items and [routes](#) to be included in the report, together with the level of detail required.

Fields

Print Items in the Range From/To

Enter the range of parent items that you want in the report. Leave both fields blank to print all parents.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Complete one or the other of the next two fields.

Print Route

Enter the code of the single [route](#) you want to include in the report.

Alternatively, use the prompt facility to select from the [Routes](#) & Items pop-up.

Print All Routes

Use this checkbox as follows:

Unchecked - To only include the [route](#) above

Checked - To include all [routes](#)

Use Group Route

If the parent item is a co-product on a process group, you can use the [process route](#) for the group instead of the item's own [route](#). The [route](#) used is that previously entered.

Use this checkbox as follows:

Unchecked - To use the item's own [route](#)

Checked - To use the [process route](#) for the group instead of the item's own [route](#)

Process Group

Enter the item code for the process group required.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

Quantity

Enter the quantity on which you want to base the single level explosion. The material requirements are calculated on this basis. Leave this field blank for the EOQ defined for the parent via [Route](#) Maintenance.

Include Shrinkage

You can optionally base the material requirements on any planned shrinkage configured at [operation](#) or [input](#) level on the selected [routes](#).

Use this checkbox as follows:

Unchecked - To ignore shrinkage

Checked - To include shrinkage

In this case, the effect on material requirements is seen.

Ignore Effectivity

You can report on all [inputs](#) in selected item [routes](#) regardless of their [effectivity](#).

Use this checkbox as follows:

Unchecked (default) - To take account of the [effectivity](#) date

Checked - To ignore the [effectivity](#) date

Effective As At

Enter or select the date to be used to control the effective [component](#) configuration of the single level item structure. Only [inputs](#) that are effective at this date will be extracted and reported. This field defaults to the current system date.

Summarise Operation Details

Use this to indicate whether or not the report should summarise [operation](#) details.

Use this checkbox as follows:

Unchecked (default) - To report [operation](#) details

Checked - To summarise [operation](#) details on the report

Exclude Inputs and Outputs

Use this to indicate whether or not [inputs](#) and [outputs](#) are to be excluded from the report.

Use this checkbox as follows:

Unchecked (default) - To report [inputs](#) and [outputs](#)

Checked - Not to report [inputs](#) (material) or [outputs](#)

Include Input References

Use this checkbox as follows:

Unchecked (default) - Not to include [input reference](#) details on the report

Checked - To include any [input reference](#) information that may exist

Include Text

Select one of the following:

No (0) (default) - Not to include any text

[Route](#) and [Operations](#) (1) - To include [Route](#) and [Operation](#) text

[Route](#) only (2) - To include only [Route](#) text

[Operations](#) only (3) - To include only [Operation](#) text

Note: Note. For more detailed information about [input references](#), see the [Routes/Structures](#) section.

Press Enter to generate the report.

Report by Text [26/MDE]

Use this task to report on the [available](#) text types.

Text Report Select Parameters Window

To display this window, select the Report by Text task.

Use this window to enter the range of file keys you want to print for a chosen major text type and sub-type.

Fields

Major Type

Enter the major text type on which you want to report.

Alternatively, use the prompt facility to select from the Select Text Type pop-up.

Sub-type

Enter the text sub-type on which you want to report.

Alternatively, use the prompt facility to select from the Select Text Type pop-up.

If you leave this field blank, it defaults to all sub-types.

From File Key

Enter the first in the range of codes on which you want to report, such as an item code, [cost centre](#) code, [work centre](#) code and so on. If you leave this field blank, it defaults to the first key.

You can use the prompt facility on this field to select from the Select Text Key pop-up.

To File Key

Enter the last in the range of codes on which you want to report, such as an item code, [cost centre](#) code, [work centre](#) code and so on. If you leave this field blank, it defaults to the last key.

You can use the prompt facility on this field to select from the Select Text Key pop-up.

Press Enter to generate the report.

Report by Indented Inputs [27/MDE]

This report prints a fully indented [input](#) list for selected parent items.

It can explode through all identified structure levels to produce a complete list for all selected parent items. You can use additional selection and control criteria to provide different views of the indented list.

Indented Inputs Report Window

To display this window, select the Report by Indented [Inputs](#) task.

Use this window to enter the range of items to be included in the report.

Fields

From Item/To Item

Enter the range of parent items that you want in the report.

Alternatively, use the prompt facility to select from the [Routes](#) & Items pop-up (if the [Route](#) field is blank) or the Select Item pop-up (if the [Route](#) field is not blank).

Leave these fields blank for all parent items.

Process Group

Enter the process group to be used, if applicable.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

Route

Enter the [route code](#) to be used for the first level explosion of [input](#) items and the calculation of [this level](#) production [costs](#) for the selected products.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

To select all [routes](#), tab to the second part of the field and enter **ALL**.

Component Route

Select one of the following:

Planning (1)

[Costing](#) (2)

Entered [Route](#) (3)

Batch Quantity

Enter the batch quantity that you want to [cost](#). If this field is left blank, the EOQ defined for each selected item/[route](#) is used.

The batch quantity determines all lower level [input usage](#). The software amortises [fixed costs](#) against the batch quantity when developing a [unit cost](#) for all selected items.

[Fixed costs](#) are:

- [Set up](#)
- Fixed time, [operation](#), labour and machine [costs](#)
- Fixed user configured [costs](#)
- Fixed overheads

Costing Method

Select one of the following to indicate the [costing method](#) to be used:

Standard (1) - To base [costs](#) on standard rates

Entered [Cost Set](#) (2) - To base [costs](#) on current rates

No [costing](#) (3) - For no [costing](#)

Cost Set

Enter the [cost](#) set you will use, if you selected **Entered [Cost Set](#)** in the [Costing Method](#) field.

Inc. Shrinkage

Use this to specify whether or not to include shrinkage on the report.

Use this checkbox as follows:

Unchecked - To exclude shrinkage

Checked - To include shrinkage in material requirements

Material Costs

Select one of the following:

Production (1) - To use Production [costs](#) (as above)

Inventory (2) - To use the [cost](#) set in Inventory

Operation Summary

Use this to indicate whether or not the report should include summary totals of [operation costs](#).

Use this checkbox as follows:

Unchecked - Not to report [operation costs](#)

Checked - To include [operation](#) details on the report

This field is only applicable if the Hold [Operation Costs](#) flag in the [company profile](#) is **checked**.

As At

Enter or select the date to be used to control the configuration of the item. Only items effective at the selected date are selected and exploded. This field defaults to the current system date.

Ignore Effectivity

Use this checkbox as follows:

Unchecked - To ignore the As At date and include all [inputs](#) regardless of [effectivity](#)

Checked - To only include the [inputs](#) at the As At date

Functions

Cost Presentation (F18)

Use this to display the [Cost](#) Presentation pop-up, where you can enter the sequence in which you want [cost elements](#) to appear on this report.

Press Enter to generate the report.

Report on Inputs Where-Used [28/MDE]

Use this task to generate a single level where-used report for selected [input](#) items.

Inputs Where-Used Report Window

To display this window, select the Report on [Inputs](#) Where-Used task.

Use this window to enter the range of items to be included in the report.

Fields

From Item/To Item

Enter the range of [input](#) items to include in the report. Leave both fields blank for all items.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Route

Enter the [route code](#) you want the system to use when imploding the selected items to identify their parents.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

Only parents with this [route](#) configured are extracted and reported on. Alternatively, tab to the next field to select all [routes](#).

As At Date

Enter or select an effective date to control the selection of parents of the selected [input](#) items. Only [routes](#) with effective [inputs](#) on the entered date are imploded and the parents reported on. The default is the current system date.

Ignore Effectivity

Use this checkbox as follows:

Unchecked - To ignore the As At date and include all where-used relationships

Checked - To take account of the [effectivity](#) date

Press Enter to generate the report.

Report on Shift Profiles [29/MDE]

This report prints out details of [shift profiles](#) as defined via Shift Profile Maintenance. It can also report on the [work stations](#) where the [shift profiles](#) are used.

Shift Profile Report Selection Window

To display this window, select the Report on [Shift Profiles](#) task.

Use this window to enter the range of shift profile codes to be included in the report.

Fields

Shift Profile Code From/To

Enter the range of codes to include in the report.

Alternatively, use the prompt facility to select from the CSHF Shift Profile Code pop-up.

As At Date

Enter or select an effective date to control the selection of [shift profiles](#). Only [shift profiles](#) effective on the entered date are reported on. The default is the current system date.

Print Where Used

Use this to specify whether or not to include where-used details in the report.

Use this checkbox as follows:

Unchecked - To exclude where-used details

Checked - To include where-used details

Select **Submit Job (F8)** to generate the report.

Report on Labour Grades Report [30/MDE]

There are no selection criteria for this task.

Select **Confirm Submit (F8)** to submit the job to produce the report.

Report on Subcontractors Report [31/MDE]

There are no selection criteria for this task.

Select **Confirm Submit (F8)** to submit the job to produce the report.

Report on Company Profile Report [32/MDE]

There are no selection criteria for this task and no confirmation window is displayed.

Select the task to submit the job to produce the report.

Report by Work Station/Centre Where-Used [33/MDE]

This report prints details of [routes](#) that use the specified [work station/work centre](#).

It identifies where [work stations](#) and [work centres](#) are configured in item [route operations](#). Use this report to see the [operational](#) impact of changing a [work station](#) or [work centre](#).

Production Data Work Station/Centre Where Used Selection Window

To display this window, select the Report by [Work Station](#)/Centre Where-Used task.

Use this window to enter the range and sequence of [work centres](#) and [work stations](#) to be included in the report.

Fields

Select From/To

Enter a range of [work stations](#)/centres on which to report.

Alternatively, use the prompt facility to select from the Select [Work Station](#) or Select [Work Centre](#) pop-up. This pop-up displayed depends on the value you select in the Sequence field.

Sequence

Use this to specify how you want to sequence the report.

Select one of the following:

[Work Station](#) (1) - To sequence the report by [work station](#)

[Work Centre](#) (2) - To sequence the report by [work centre](#)

Press Enter to generate the report.

Report by Item Substitutes Report [34/MDE]

This report prints out items together with valid [substitutes](#) as defined in Production Details Maintenance. The report only covers those items with designated [substitutes](#).

Substitute Items Report Window

To display this window, select the Report on Item [Substitutes](#) task.

Use this window to enter the range of items to be included in the report.

Fields

Print Items From/Print Items To

Enter an item range in the From and To fields. Leave both fields blank to include all items.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Planner

Enter a code to report on only those items associated with a particular [planner](#).

Alternatively, use the prompt facility to select from the PLAN [Planner](#) Code pop-up.

You assign a [planner](#) to an item within the Production Details maintenance task.

Select **Submit (F8)** to generate the report.

Product Costing Introduction

Product [Costing](#) within Production calculates the [cost](#) of the production items. You use it to set realistic selling prices and identify those areas of [cost](#) that need management attention. For [costing](#) purposes, two [cost](#) values are [available](#):

- Standard
- [Cost](#) sets

You can create different [cost](#) sets to reflect various [cost](#) standards that may be needed for management control. [Cost](#) sets use the current set of rates maintained in each [cost centre](#). You obtain higher-level [costs](#) by rolling up each element of [costs](#) from the lower levels.

For example:

	Component A	Component B	Component C	Parent
Cost Element	Level 3	Level 2	Level 1	Level 0
1	£1	£4	£7	£12
2	£2	£5	£8	£15
3	£0	£6	£9	£15

Note: Remember that the total [costs](#) are based on [standard lot sizes](#).

Product [costing](#) is fully supported with enquiries and reports. For these enquiries and reports you can do the following:

- Change the order in which the elements appear
- Add one element to another
- Roll user-defined [costs](#) to another element
- Specify user-defined [costs](#) as fixed or variable

All the [costing](#) tasks are [available](#) from the Product [Costing](#) menu.

Product [Costing](#) also has Trial [Costing](#) facilities. Use them to compare current production and inventory standards against the production standards that would be generated if an item re-[cost](#) were performed. Any differences that exceed certain pre-defined tolerances appear on a Trial [Costing Variance](#) report. Differences can occur if [costing routes](#) or rates have been changed since

the last [cost roll-up](#) was carried out. You might use trial [costing](#), for example, when performing base currency conversions, or after converting [costs](#) to the Euro currency.

You can repeat the Trial [Costing](#) procedure as many times as necessary.

Distributed Actual [Costing](#) of Production Order Partial Receipts

The setting the Manufacturing System Parameter Code ACCP to 1 ensures that the [costs](#) of receipts from production orders are closely aligned with the detailed actual [costs](#) of the order. The system applies a proportion of the total accumulated actual [costs](#) of each [operation](#) and material [input](#) according to equivalent quantities that relate to the quantity being received.

This parameter setting takes account of the fact that an order may consist of multiple [operations](#) and material [inputs](#), each of which may have different quantities (and therefore [costs](#)) booked against them, which do not necessarily match the quantity of a partial receipt of the order.

An item that is designated for actual [costing](#) (according to the Average, Latest, and [FIFO](#) settings on the Manufacturing [Company Profile](#)) is subject to this actual [cost](#) calculation method for production order receipts.

PROCESSING

Actual [costs](#) are calculated for [operations](#) and materials.

In calculating the actual [costs](#) for a production order receipt, an adjustment factor is calculated for each process stage ([operation](#)) and material, to take into account the actual quantities booked.

The [operation](#) factor is calculated according to the ratio of the full quantity required for the [operation](#) to the quantity completed for the order, and the ratio of the quantity being received to the full quantity of the order. The full factor is the product of these two ratios, and represents the amount of the [operation](#) that is expected to have been completed to account for the quantity being received.

Material [costs](#) are calculated in a similar fashion. The ratio of the full material quantity to the quantity so far issued is combined with the ratio of the quantity received to the full order quantity. This gives the factor to apply to the [costs](#) of the material so far accrued to the order.

Note: The [operation](#) quantities booked are not used in the calculation of the actual material [costs](#).

CONSIDERATIONS

Actual [costs](#) are only calculated for receipts from production orders.

Process Group (Co-product) order receipts always have [standard costs](#) applied.

It is assumed that adequate [bookings](#) of [operations](#) and materials have been made to support the quantities received. If they have not, only the [costs](#) of [bookings](#) that have been made so far are used to calculate the [costs](#) of a receipt.

It is assumed that actual labour and [machine times](#) booked against an [operation](#) represent the times for the [operation](#) quantity so far completed, without taking account of the [operation's](#) standard times.

It is assumed that booked actual setting times represent the full setting for an [operation](#), not the setting time for just the [operation](#) quantity complete.

If no actual times or quantities have been booked at all, the elements with no [cost](#) are valued at standard [cost](#).

Order Completion should be performed in the context of [booking](#) a receipt quantity, if full [cost](#) absorption is to be realised. In this case, the final receipt is valued using the remaining [cost](#) accrued to the order. No retrospective [costing](#) is performed if an order is completed outside of this procedure.

Actual [costs](#) are not calculated for [WIP bookings](#) or [WIP balances](#) for an ongoing production order.

Scrap is not accounted for separately. The [cost](#) of producing scrap is simply carried into the [costs](#) of the quantity that is successfully completed.

Item Master File Re-cost [1/MDC]

Use this task to calculate the [standard costs](#), [current costs](#), or both, for all items on the Item Master file.

All [cost elements](#), as defined in the [company profile](#), are calculated including shrinkage. If it is specified in the [company profile](#), you can consolidate shrinkage into the respective [cost](#) element, or you can show it separately.

All items are [costed](#) from the bottom up to make sure that parent items record the correct totals.

Caution: Before running this task you must make sure that all input (including material) costings have been established, and also any other user-defined costs.

Item Master File Cost Update Selection Window

To display this window, select the Item Master File Re-[cost](#) task.

Use this window to enter the selection criteria for the item master [cost](#) update.

Fields

Option

Use this to specify which item [costs](#) will be updated.

Select one of the following:

Standard [costing](#) only (1)

Entered [cost](#) set only (2)

Standard and Entered [cost](#) set (3)

Cost Set

If you want to re-[cost](#) a non-standard [cost](#) set, enter the [cost](#) set here. If you use this option, [current cost centre](#) rates are used to calculate [operational costs](#).

If this field is left blank and you press Enter before selecting **Submit Job in Batch (F8)** to run the update, the following message is displayed: "Standard [Cost](#) Update Requested".

Material Costs

Use this to specify which [costs](#) you will use for materials.

Select one of the following:

[Standard Costs](#) (1) - To extract standard [route](#) item [costs](#)

Entered [Cost](#) Set (Non-standard [Costing](#) Only) (2) - To extract non-[standard costs](#) using the [cost](#) set specified in the [Cost](#) Set field

Cost Set

Enter the name of the [cost](#) set in this field if you selected **Entered [Cost](#) Set (Non-standard [Costing](#) Only)** in the Material [Costs](#) field.

Cost as At

Enter or select the effective date of the re-[cost](#). Only the [input](#) and [cost routes](#) effective at this date are included. The default is the current system date.

Consolidate Shrinkage

The software can hold planned [operational](#) and material [shrinkage costs](#) separately from the corresponding [cost](#) element, or consolidate the [shrinkage costs](#) into the [cost](#) element. However, any existing [shrinkage costs](#) are always calculated and recorded in separate [cost](#) fields.

State here whether or not you want [shrinkage costs](#) to be added to the item [unit cost](#). This field defaults from the Reports Include Shrinkage flag in the [company profile](#).

Select one of the following:

Include shrinkage (1) - To consolidate [shrinkage costs](#)

Exclude shrinkage (0) - Not to consolidate [shrinkage costs](#)

Items From/To

Enter the range of items to include in the re-calculation. Leave these fields blank to include all items.

Process group items within the selected range are [costed](#) using the [costing route](#) of the group.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Uncosted Items Only

You can restrict the re-[cost](#) to items that do not have any [costs](#) recorded. Use this facility to generate [costs](#) for newly-defined items without affecting established item [costs](#).

Use this checkbox as follows:

Unchecked - If you want to update the [costs](#) of all selected items

Checked - If you only want to update the [costs](#) of new items

Route

Use this to specify the item [route](#) you want to use for the [cost roll-up](#).

Select one of the following:

[Costing Route](#) (1) (default)

[Cost Route](#) Designate (2)

Press Enter to validate the data and then select **Submit Job (F8)** in Batch to submit the run.

Note: If you select a range of items for re-[cost](#), rather than all items, you must make sure that there are no inconsistencies. For example, you can update an [input](#) sub-assembly but exclude the final parent item. In this case, in enquiries and reports, the [input cost](#) would not add up to the parent [cost](#).

Single Item Re-cost [2/MDC]

This task provides a single-level re-[cost](#) for production or [phantom items](#).

Note: Only the requested item is updated.

Multi-level structures can be updated, provided that the updates are made from the lower levels first and are retained by selecting **Update (F8)** after each calculation.

Note: [Costing](#) parameters and detailed explanations of [costing](#) factors are covered in the *Item Master File Re-[cost](#)* section.

Single Item Re-cost Selection and Update Selection Window

To display this window, select the Single Item Recost task.

Use this window to enter the selection parameters for the re-[cost](#).

Fields

Item

Enter the item for which [costs](#) will be re-calculated.

Alternatively, use the prompt facility to select from the Select Item pop-up.

The software uses the [costing route](#) for the item, as defined in Production Details Maintenance, to perform a single-level retrieval of [inputs](#) and [outputs](#). It then rolls up their recorded [costs](#) into the selected item [costs](#) on an element-by-element basis.

If [costs](#) will be calculated using process group details, you must also enter the process group and group [route](#) to be used. A process group entered here causes group [costs](#) to be displayed, rather than selected group member [costs](#).

Process Group

If you want [costs](#) to be re-calculated using the details on a process group [route](#) rather than a single item [route](#), enter the process group here.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

The item you select must be a group item itself, or a co-product [output](#) on the group [route](#). The full [route costs](#) are calculated and apportioned to the item selected. If the [costs](#) for the group or for any of the [co-products](#) are updated, so are the [costs](#) for all the [co-products](#) on the [route](#).

Route

Enter the [route](#) to be used to calculate [costs](#).

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

This is a [route](#) for the process group, if one has been entered; otherwise, it is for the item entered. The full [costs](#) for a process group [route](#) are calculated and then apportioned to the item selected.

Cost as At

This field defaults to the current date but you can change it.

Include Shrinkage

Use this checkbox as follows:

Unchecked - To exclude shrinkage

Checked - To include shrinkage

For more details on this field, refer to the Consolidate Shrinkage field description in the Item Master File Re-[cost](#) section.

Costing Method

Use this to specify which item [costs](#) will be re-calculated.

Select one of the following:

[Standard Costs](#) only (1)

Entered [Cost](#) Set only (2)

Both (3)

Cost Set

If you selected **Entered [Cost](#) Set Only** or **Both** in the [Costing Method](#) field, enter the [cost](#) set to be updated.

Alternatively, use the prompt facility to select from the [Cost](#) Set Selection pop-up.

The [cost](#) set must be defined. The [standard costs](#) (blank [cost](#) set) are automatically updated if you selected **[Standard Costs](#) Only**.

Material Costs

When standard [costing](#) is performed, only [standard costs](#) for [route](#) items are used.

However, if non-[standard costs](#) are being updated for the selected item, indicate whether [standard costs](#) or another [cost](#) set should be used for [route](#) items. Use this to generate many different [cost](#) sets for the parent using different [routes](#), without having to [set up](#) multiple [cost](#) sets for the same [route](#) items.

Select one of the following:

[Standard Costs](#) Only (1) - To extract standard [route](#) item [costs](#)

Entered [Cost](#) Set (Non-standard [Costing](#) Only) (2) - To extract non-[standard costs](#) using the [cost](#) set specified in the [Cost](#) Set field

Cost Set

If you selected **Entered [Cost](#) Set Only** in the [Costing Method](#) field, enter the [cost](#) set from which to find the [costs](#) for [route](#) items.

Leave this field blank if [standard costs](#) only will be re-[costed](#). In this case, [standard costs](#) are used for all [costs](#).

Functions

Item Search (F16)

Use this to display the Item Master Scan pop-up. Use the search criteria there to select an item for the enquiry.

Press Enter to validate the entries and display the Single Item Re-[cost](#) Selection and Update Details window.

Single Item Re-cost Selection and Update Details Window

To display this window, press Enter on the Single Item Re-[cost](#) Selection and Update Selection window.

This window shows the updated item [costs](#) resulting from the re-[cost](#) process.

Fields

Standard Cost Set

Enter a [cost](#) set description where applicable, or leave this field blank for [standard costs](#).

Note: *If you re-cost a cost set, the new costs will be displayed in a field titled Selected.*

Caution: You must take care with the use of this task, since only the specified item is re-costed. That may cause other parent/input relationship totals to become incorrect.

Select **Update (F8)** to update the results and return to the previous window, or select **Re-select Item (F12)** to return to the previous window without updating.

Purchased Item Re-cost [3/MDC]

Use this task to transfer material [costs](#) from Inventory Management to Production. The [cost](#) is taken from the [primary stockroom](#) in Inventory or from the item/supplier profile within Purchase Management (if [available](#)), if there are no stockroom [costs](#).

The [standard costs](#) can be built directly from the latest purchase price of [components](#). With the latest purchase price, the [cost](#) used is the price that was last paid for the item. That should be the latest price for the preferred supplier, as defined on the item's stockroom record. If you have not specified the preferred supplier, the software will search through all the suppliers for the stockroom in sequence until it finds a non-zero price.

You can also use the latest purchase price to build up a set of [costs](#) that do not affect the standard [cost](#) but reflect the [current cost](#) of production.

The transfer of material [cost](#) for non-manufactured items is normally done before any other [costing](#) calculations, so that material [costs](#) can be included in the total [cost](#).

This transfer does not change any [costs](#) except the material [costs](#) that have been [set up](#).

The diagram below shows how the appropriate material [cost](#) is selected.

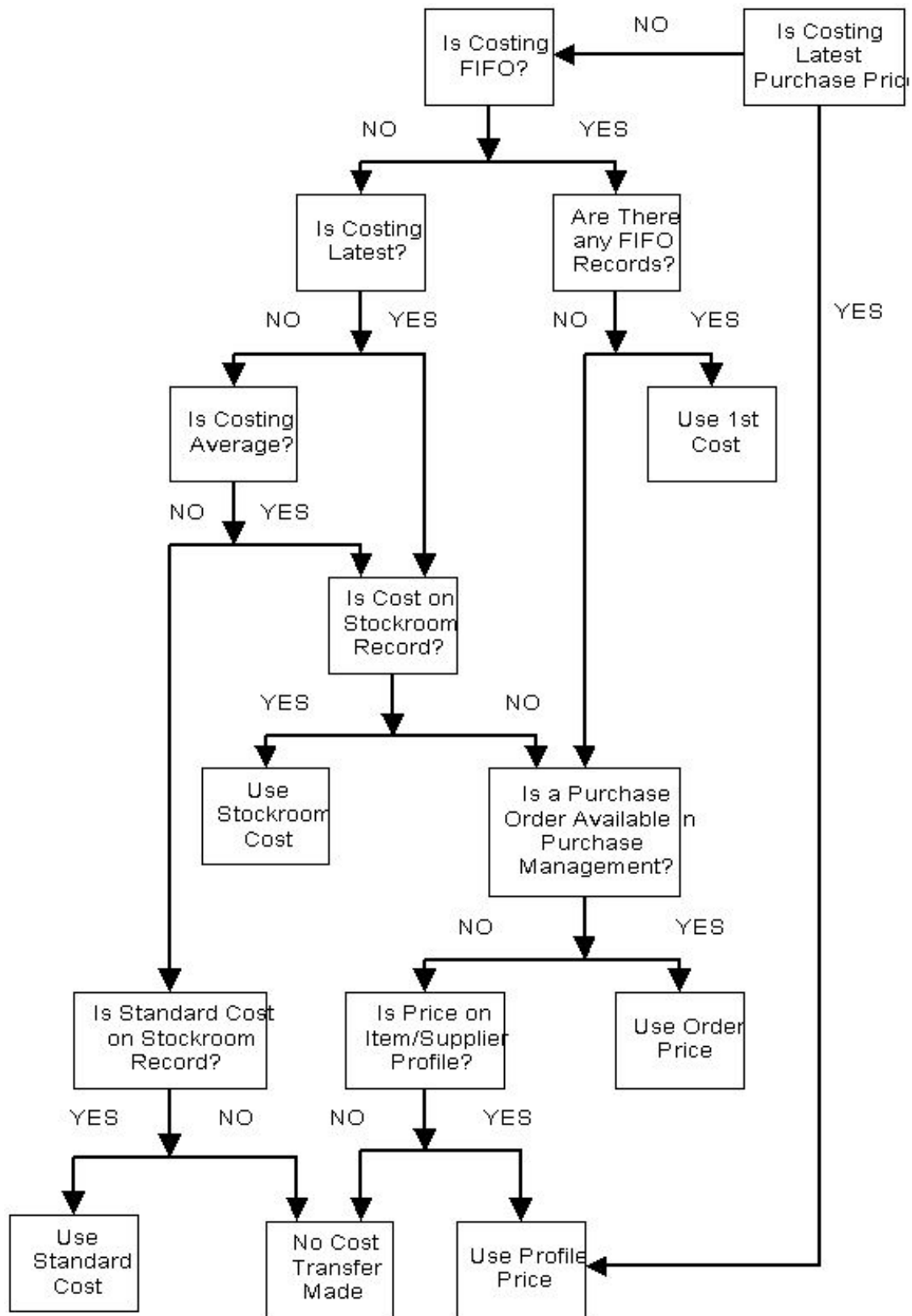
The selected [cost](#) value is transferred into:

- The standard [cost](#)
- Or the specified [cost](#) set
- Or both

A [cost](#) transfer exception report is automatically produced as part of the job. It shows items for which no [costs](#) were found in the stockroom record.

Note: *There may already be a [cost](#) for these items in production.*

Costs Used in Purchase Items Re-cost



Purchased Items Costing Update Selection Window

To display this window, select the Purchased Item Recost task.

Use this window to enter the selection parameters for the purchase item re-costs.

Fields

Range of Items to Process/To

Enter the range of items to be re-[costed](#). [Item types](#) other than M (made) or X (phantom) are re-[costed](#). Leave these fields blank to re-cost all such items.

You can use the prompt facility on this field to select from the Select Item pop-up.

Create Costs For

You can update the material [cost](#) element for selected items in either the standard or non-standard [cost](#) sets, or both.

Select one of the following:

Standard [Cost](#) (1) - To create [standard costs](#) only

Entered [Cost](#) Set (2) - To create [costs](#) for a [cost](#) set only

Both (3) - To create both sets of [costs](#)

Cost Set

If you selected **Entered Cost Set** or **Both** in the Create Costs For field, enter the non-standard [cost](#) set to be updated.

Inventory Costs to Copy

Use this to specify the inventory [cost](#) type to be copied. The software takes the [cost](#) from the [primary stockroom](#) for the item defined in Inventory Management.

Enter one of the following:

Default Inventory Setting (Blank) - To use the default method from the Inventory Management [company profile](#)

Standard (1) - For standard [cost](#)

Latest (2) - For [latest cost](#)

Average (3) - For [average cost](#)

FIFO (4) - For [FIFO cost](#)

Latest Purchase Price (5) - For latest purchase price

Use this to value the item at the price at which it was last purchased.

Items without Costs

Use this checkbox as follows:

Unchecked - To not restrict the transfer

Checked - To restrict the transfer to items that have no material [costs](#) in production

Cost Set Description

Enter the description of the [cost](#) set, if you are creating [costs](#) for a [cost](#) set.

Stockroom

Enter a stockroom, if [costs](#) are to be created for an entered [cost](#) set (if you selected **Entered Cost Set** in the Create [Costs](#) For field and entered the [cost](#) set in the [Cost](#) Set field).

If you specify a stockroom in this field, only items for which a [cost](#) is found in this stockroom will be updated. The [costs](#) will always go into the [cost](#) set specified in the [Cost](#) Set field.

Only items that are stocked in this stockroom appear on the report if no [costs](#) are found. Items that are not stocked in this stockroom are omitted.

Press Enter to validate your entries and select **Submit Job (F8)** to submit the batch job.

Transfer Costs to Inventory [4/MDC] [4/PDC]

Use this task to transfer the unit [standard costs](#) created in Production to Inventory Management.

Inventory always uses the standard [cost](#) in the (inventory) stockroom. You can check this value by using the Inventory Movements Enquiry (in Inventory Management) to list inventory receipts of the items. You should roll (transfer) Production [standard costs](#) for manufactured items to Inventory, so that the Production [costs](#) will be the same as the Inventory [costs](#).

You must note the following:

- Only [costs](#) for Production items are transferred.
- The [standard costs](#) (not [cost](#) sets) of each Production item are transferred to the item's [primary stockroom](#).
- If there is no Production standard [cost](#) (or a zero [cost](#)) for an item, the existing [cost](#) in Inventory is left unchanged.

NOTE: Where an inventory item stockroom standard cost is changed to become that item's production cost any non-base currency cost previously recorded for the item within inventory are discarded. All costs transferred to inventory from production are expressed in the company's base currency.

Standard Cost Transfer Window

To display this window, select the Transfer [Costs](#) to Inventory task.

Use this window to enter the selection criteria for the [cost](#) transfer process.

The inventory is re-valued and, if the value changes, an inventory stock movement is created for each [cost](#) transfer.

If a [cost](#) is not transferred, because of missing or zero [costs](#), it is listed in the [Cost](#) Transfer Exception report, which is automatically printed.

If a landed [cost](#) already exists in a stockroom, the [cost](#) is not transferred. This item is listed in the [Cost](#) Transfer Exception report, which is automatically printed.

Fields

Inventory Items to Process

Use this to specify the Inventory items to be updated with the Production standard, based on the Inventory [costing method](#) of the item.

Select one of the following:

Standard [Costed](#) Only (1) - If only Inventory items that are standard [costed](#) are to be updated

The Production standard [unit cost](#) is set in each stockroom for standard [costed](#) items and an [Inventory audit record](#) created for each stockroom revaluation.

All [Cost](#) Methods (2)

For Inventory items that are [costed](#) with the standard [cost](#) method, the processing is the same as above. For Inventory items [costed](#) by other methods, the standard [cost](#) is updated but no audit record is created, as the valuation is not affected by a change to standard.

From Item/To Item

Enter a range of item codes or leave these fields blank to select all items.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Item Types

You can restrict the [cost](#) transfers to up to eight selected [item types](#).

Enter any of the following:

M - Made

P - Purchased

X - Phantom

R - Re-usable (tool)

T -Tool (consumable)

G - Gauges

B - Bought

If all the fields are left blank, they default to the M and X [item types](#).

Items without Costs

Use this to update all items conforming to the previous parameters, or only items for which no [cost](#) currently exists.

Select one of the following:

Items with and without [Costs](#) (0) - To transfer the [cost](#) of all items to Inventory

Items without [Costs](#) Only (1) - To restrict the transfer to those items without [costs](#) in Inventory

Items with non-base cost

Use this to indicate whether production costs are to be transferred to inventory for items where the Material (Standard) Cost in inventory has been recorded in a non-base currency.

This setting applies in conjunction with the Items Without Costs setting to decide whether the production cost of an item will be transferred to inventory or not.

Enter one of the following:

No – only transfer the production cost if the current inventory cost was entered in base currency

Yes – transfer the production cost irrespective of the currency in which the inventory cost is currently recorded

NOTE: If you transfer production costs for an item that currently has its cost recorded in a non-base currency that currency cost will be discarded.

Primary Stockroom Only

Use this checkbox as follows:

Unchecked - To transfer [costs](#) for all stockrooms that hold this item

Checked - To transfer [costs](#) for the [primary stockroom](#) only

Press Enter to submit the job.

Copy Cost Sets/Rates [5/MDC]

Use this task to copy production [cost](#) sets or [current cost centre](#) rates, or both, to other [cost](#) sets.

If an item has no [cost](#) sets or zero rates, the corresponding existing standard values are not changed.

Copy Cost Sets/Rates Window

To display this window, select the Copy [Cost](#) Sets/Rates task.

Use this window to enter the selection parameters for the [cost](#) copying process.

Fields

Copy Function

Use this to specify the [cost](#) sets or [cost centre](#) rates you want to copy.

Select one of the following:

1-[Cost Centre](#) Rates and Item [Costs](#) (1) - For both rates and [costs](#)

2-[Costs](#) Only (2) - For [costs](#) only

3-Rates Only (3) - For rates only

Copy From Set/To Set

Enter the required [cost](#) set names.

Items to Process

(These fields are needed for Copy Functions 1 and 2 only.)

From/To

Enter a range of items. Leave these fields blank for all items.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Item Types

Enter the [item type](#). The types are defined for each item separately on the Item Master file. They are:

M - Made

B - Bought out

P - Purchased

X - Phantom

T - Consumable tool

G - Gauge

R - Re-usable tool

Press Enter and then select Submit Job (F8) to start the copying process.

Transfer Designate Costs [6/MDC]

Use this task to perform a mass transfer of the designate [cost routes](#) to Item Master [costing](#) and [planning routes](#).

Rollover of Designate Costs to Standard Costs Window

To display this window, select the Transfer Designate [Costs](#) task.

Use this window to enter the selection parameters for the [cost](#) rollover.

Fields

From Item/To Item

You can enter a single item or a range of items to be selected.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Leave these fields blank to select all items.

Cost Calculation Date (From)

You can enter or select the date from which the [costs](#) will be rolled (transferred) over.

Designated [costs](#) calculated before the quoted date will not be rolled over. This field defaults to 00/00/00, which is for [costs](#) from all dates.

Update Costing Route

You can decide whether or not the [costing route](#) will be updated with the designate [costs](#).

Use this checkbox as follows:

Unchecked - No

Checked (default) - Yes

Note: You must check either the Update [Costing Route](#) or [Planning Route](#) field.

Planning Route

You can decide whether or not the [planning route](#) will be updated with the designate [costs](#).

Use this checkbox as follows:

Unchecked - No

Checked - Yes

Note: You must check either the Update [Costing Route](#) or [Planning Route](#) field.

Refresh Cost Route Designate

You can decide whether or not to create another set of designate [costs](#), once the existing designate [costs](#) have been completely transferred to [standard costs](#).

Use this checkbox as follows:

Unchecked - No

Checked - Yes

New Cost Route Designate

If you **checked** the Refresh [Cost Route](#) Designate field, you can enter a new [cost route](#) designate code in this field.

Delete Previous Route Costs

Check this field if you wish to delete the previous [route's costs](#). This is only valid if the [costing route](#) is being updated.

Note: If you choose to delete the previous [route costs](#), this will only be attempted if the rollover is successful.

Note: The audit report will list the selections made, the [costs](#) which are deleted and any selected [costs](#) that are not deleted, together with the reason.

Note: All [cost](#) sets will also be deleted for previous [routes](#).

Select Submit (F8) to run the rollover of designated [costs](#) to [standard costs](#).

Maintain Item Costs [11/MDC]

You use the Item [Cost](#) Selection window to select item [costs](#) that you want to add, edit or display on the Item [Cost](#) Maintenance window.

The maintenance routine also displays the date of the last [cost roll-up](#) and the date of the last manual change to the specified [costs](#).

Item Cost Selection Window

To display this window, select the Maintain Item [Costs](#) task.

Use this window to enter the selection criteria for the item [costs](#) that you want to add, edit or display on the Item [Cost](#) Maintenance window.

Fields

Item

Enter the item code.

Alternatively, use the prompt facility to select from the Select Item pop-up.

If you leave the other selection fields blank, the software identifies the [standard costs](#) for this item.

To display [costs](#) for a process group, enter the item code of the process group.

To review [costs](#) for a co-product item on a particular process group, enter the co-product item code.

If there is more than one standard [cost](#), you have not defined a [primary process group](#) for the item, and there are no [costs](#) for its own [costing route](#), you should be more specific about which [costs](#) you want to maintain in the Item [Cost](#) Maintenance window.

Process Group

If you entered a co-product item in the Item field, or any other process group [output](#) item, enter the actual process group code here.

If you want to [cost](#) a process group, not an individual item, enter the process group code again here.

If this field is left blank, the software [costs](#) the item using the item's [costing route](#).

If the item is a co-product one without an independent [route](#), the software assumes it is the [primary process group](#) entered as part of the Additional Parameters in Production Details. If no primary is defined there, no [costs](#) are calculated.

You can use the prompt facility on this field to select from the Select Process Group pop-up.

Route

Enter the [route](#) that you want to use to maintain [costs](#) for the selected item.

Alternatively, use the prompt facility to select from the Select [Route](#) & Item pop-up (if the Item field is blank) or the Select [Route](#) pop-up (if the Item is not blank).

If you entered a process group item in the Item field, the [route](#) used to develop [costs](#) for the item is the [costing route](#) defined for actual process group.

Operation

Note: You can only use this field if you have checked the Hold [Operation Costs](#) field on the Database Options window within the Maintain [Company Profile](#) task.

You can enter an [operation](#) number to see the [costs](#) up to the [operation](#) rather than display the full item [costs](#).

These [costs](#) can be used to value [WIP Balances](#).

You can use the prompt facility to select from the [Cost](#) Set Selection pop-up. This has a list of [available](#) process groups, [routes](#), [operations](#) and [cost](#) sets from which you can select an [operation](#).

Cost Set

Enter the [cost](#) set that you want to maintain. The software can hold multiple [cost](#) sets for the same combination of item/[route](#) or item/process group/[route](#).

You can use the prompt facility to select from the [Cost](#) Set Selection pop-up.

If you leave this field blank, the [standard costs](#) for the item/process group/[route](#) are displayed in the Item [Cost](#) Maintenance window.

Press Enter to display the Item [Cost](#) Maintenance window.

Item Cost Maintenance Window

To display this window, press Enter on the Item [Cost](#) Selection window.

Use this window to maintain the item [costs](#) selected on the previous window.

If you selected a [cost](#) set on the Item [Cost](#) Selection window that does not exist for the item/process group/[route](#), you can enter the value of each [cost](#) element here. If the values are displayed, they will have been entered directly or generated by the software in an item re-[cost](#).

This window displays the entries from the Item [Cost](#) Selection window and a list of the [cost elements](#) for the selected item. The list of [cost elements](#) is longer than the window, so you can use **Page Up** and **Page Down** to see the other [cost elements](#).

Fields

Description (Untitled)

Note: This field is not [available](#) when [costs](#) are displayed for an [operation](#).

Enter a text description of the [cost](#) set being maintained or added.

Cost Element

The 16 [cost elements](#) are listed on this window. The name of each [cost](#) element is displayed under the [Cost](#) Element heading.

For more information about the configuration of [cost elements](#), refer to the [Cost](#) Element Management Window section within Maintain [Company Profile](#).

Selected Costs

The existing value of each of the listed [cost elements](#) is displayed in this field. You can amend these values.

You should be aware that if you do this and make no other changes, there will be an inconsistency between your entered value and the value calculated by the system.

There are four user-defined [cost elements](#), so the software does not calculate them. In this case, you must enter the values manually. However, if requested, they can be rolled up during [cost](#) calculations.

Note: You cannot edit this field when [costs](#) are displayed for an [operation](#).

Total Cost:

This field displays the sum of all the [cost elements](#). Any [cost](#) that is not included in the total is denoted by **.

Note: The total is calculated by adding all the [cost elements](#) together, except Relief, which is subtracted.

Cost Calculated as At:

Note: This field is not displayed for [operation costs](#).

This field displays the date on which the [operation cost](#) was last calculated, for information only.

Functions

Calculate Totals (F7)

Note: This is not [available](#) when [costs](#) are displayed for an [operation](#).

If the values in the Selected [Costs](#) fields have been changed, use this to re-calculate the total [cost](#). The new total is displayed in the Total [Cost](#) field.

Delete Cost Set (F11)

Use this to delete the [cost](#) set. You have to confirm the deletion request.

Comparison (F15)

Use this to display the Select Comparison [Cost](#) Set pop-up. You can use this to compare these item [costs](#) with another set of item [costs](#). This applies to both [standard costs](#) and [cost](#) sets.

Enter Costs (F20)

Note: This is not [available](#) when [costs](#) are displayed for an [operation](#).

Use this to allow changes to system-generated [cost elements](#).

Press Enter to return to the previous window.

Select Comparison Cost Set Pop-up

To display this pop-up, select **Comparison (F15)** on the Item [Cost](#) Maintenance window.

Use this pop-up to enter the selection parameters for the item [costs](#) with which you want to compare the current item's [costs](#).

Fields

Item

Enter the item or process group code that you want to compare with the existing set of [costs](#). The default displayed is the current item.

You can use the prompt facility on this field to select from the Select Item pop-up.

Process Group

If you want to compare the [costs](#) to an actual process group's [costs](#), and not the [primary process group](#) of the item, enter the process group code.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

Route

Enter the [route](#) of the comparison item's [costs](#).

Alternatively, use the prompt facility to select from the Select [Routes](#) & Items pop-up (if the Item field is blank) or the Select [Route](#) pop-up (if the Item field is not blank).

The [route](#) can be for either the item or the process group (if applicable).

Operation

Enter the number of the [operation](#) to be [costed](#).

Alternatively, use the prompt facility to select from the [Cost](#) Set Selection pop-up.

Cost Set

Enter the comparison [cost](#) set.

Alternatively, use the prompt facility to select from the [Cost](#) Set Selection pop-up.

If you leave this field blank, the [standard costs](#) are used for comparison.

Press Enter to accept the entries in the fields. The Item [Cost](#) Maintenance [Cost](#) Comparison window will be displayed.

Item Cost Maintenance Cost Comparison Window

To display this window, press Enter on the Select Comparison [Cost](#) Set pop-up.

Use this window to examine the [costs](#) for the [cost](#) set that you entered in the Comparison [Cost](#) Set pop-up and to compare them to the [current costs](#) for the item.

The window displays:

- The comparison [costs](#) alongside the existing [costs](#)
- The selection parameters from the Select Comparison [Cost](#) Set pop-up
- The values for each [cost](#) element in the comparison [cost](#) set under the Comparison [Costs](#) heading

Functions

Calculate Totals (F7)

Note: This is not [available](#) when [costs](#) are displayed for an [operation](#).

If the values in the Selected [Costs](#) fields have been changed, use this to re-calculate the total [cost](#). The new total is displayed in the Total [Cost](#) field.

Comparison (F15)

Use this to display the Select Comparison [Cost](#) Set pop-up. You can use this to compare these item [costs](#) with another set of item [costs](#). This applies to both [standard costs](#) and [cost](#) sets.

Copy Comparison Costs (F18)

Use this to copy the comparison [cost](#) set to the existing [cost](#) set. The comparison [cost](#) set is copied and displayed on the window under the Selected [Costs](#) heading for each [cost](#) element.

Enter Costs (F20)

Note: This is not [available](#) when [costs](#) are displayed for an [operation](#).

Use this to enter [costs](#).

Press Enter to return to the Item [Cost](#) Selection window.

Maintain Co/By-product Market Values [12/MDC]

Use this task to maintain the values of process group co-product and [by-product](#) items that have [cost apportionment methods](#) 3, 4 and 5. You define the [cost apportionment methods](#) within the [Routes/Structures](#) maintenance task.

Note: Different [routes](#) for the same item may use different apportionment methods.

This task provides a means of defining co-product and [by-product](#) values internally and in relation to the market. The software uses the values you maintain here to assign [cost](#) relief due to [by-products](#) and to apportion co-product [costs](#).

Maintain Item Market Values Window

To display this window, select the Maintain Co/[By-product](#) Market Values task.

Use this window to enter values for [co-products](#) and [by-products](#) within process groups. These values are required by the [costing](#) routines in order to apportion [costs](#) for co-product [outputs](#) and [cost](#) relief for [by-product outputs](#).

Fields

Item

Enter the item code for which you want to maintain co-product or [by-product](#) values.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Value Type

You can choose whether to maintain co-product or [by-product](#) values.

Select one of the following:

Co-Product (1) - Co-product values

[By-Product](#) (2) - [By-product](#) values

Note: An item can be both a co-product and a [by-product](#), as it can be classified as different [output](#) types on different [routes](#).

Values as At

Enter or select the date at which the values became, or will become, effective. If you enter or select a date for which there are already values for the item and value type, this information will be displayed. If you enter a date for which there are no values at present, the values that are effective on the date you select will be displayed, along with the date when they became effective. The default is 0/00/00, which the software takes to be the current date.

Press Enter to display the Maintain Item Market Value Details window.

Maintain Item Market Value Details Window

To display this window, press Enter on the Maintain Item Market Values window.

Use this window to display existing values and to enter new values.

Fields

New Values Effective From

Enter or select the [effectivity](#) date for the new or replacement values.

Final Sales Value

Enter the external value of the co-product or [by-product](#) (for use with [cost apportionment method 3](#)).

Separation Value

Enter the market value of the co-product at the point of separation (for use with [cost apportionment method 4](#)). This would normally be the value at which it could be sold without any further processing.

This value is also used with [cost apportionment method 5](#) - Net Realisable Value (NRV). If you want the NRV to be calculated as the notional value at the point of separation, you can use this field to enter the post-separation [costs](#), rather than the value at the point of separation. This is because the NRV is calculated by subtracting the value entered here from the Final Sales Value. This is normally used to calculate a point of separation value when there is no real market value at that point and the further processing must be performed in-house.

Note: Method 5 uses Net Realisable Value, which is equal to the net of Final Sales Value and Separation Value. If the market value at the point of separation is in this field, the NRV will be calculated as equal to the further processing (or post-separation) [costs](#). For true NRV, enter the post-separation [costs](#) as the separation value.

Select **Update (F8)** to update and save your entries.

Enquire on Single-level Cost [21/MDC]

Use this task to produce a single-level enquiry detailing all factors contributing towards the [cost](#) of an item.

[Operational costs](#) are calculated from the requested [route component cost](#), and are taken from the Item Master file and rolled up into parent [costs](#). The [costing method](#) is the same as the one used by the Single Item Re-[cost](#) task.

You should be aware that the treatment of [fixed costs](#) in this task is different from the treatment of [fixed costs](#) in the Item [Costs](#) Maintenance task.

Caution: If you have not recorded component costs, the total cost calculation is incomplete.

The [cost](#) presentation is determined by the [cost](#) element definition set in the [company profile](#).

Single-level Cost Enquiry Selection Window

To display this window, select the Enquire on Single-level [Cost](#) task.

Use this window to define the item and [route](#) for which you want to display [costs](#), and whether you want [standard costs](#) or the [costs](#) belonging to a [cost](#) set.

Fields

Item

Enter the item for which you want to calculate [costs](#).

Alternatively, use the prompt facility to select from the [Routes](#) & Items pop-up (if the [Route](#) field is blank) or the Select Item pop-up (if the [Route](#) field is not blank).

Process Group

Enter a process group here to display the [costs](#) of [output](#) items defined to the group.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

If you leave this field blank, the [costs](#) for the item you entered in the Item field are shown from its own [route](#).

If you enter a value here, the item entered in the Item field must be defined as a co-product in this group [route](#) or be a process group itself.

Route

Enter the [route](#) you want to use to calculate [costs](#).

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

For single items, this [route](#) is exploded to identify [inputs](#) and used to calculate [this level](#) production [costs](#). If you have entered a process group, the [route code](#) is used to retrieve [inputs](#) and co-product [outputs](#) for the group [route](#), as well as to calculate the group [route](#) production [costs](#).

Operation

If you have **checked** the Hold [Operation Costs](#) flag in the [company profile](#), you can [cost](#) individual [operations](#). Enter a valid [operation](#) number or leave this blank for all [operations](#). If you enter a number, you must enter a value in the [Operation Costs](#) field.

As At

Enter or select a date from which the [inputs](#), [outputs](#) and [operations](#) on the [route](#) you have selected become effective. Only those [inputs](#), [outputs](#) and [operations](#) effective on the date entered are extracted for [cost](#) calculations. The default is the current date.

Costing Method

Use this to specify the method you want to use to calculate parent production [costs](#).

Select one of the following:

Production Standard (1) - To use standard [cost centre](#) rates to calculate production [costs](#) and [standard costs](#) for the parent item

Entered [Cost Set \(2\)](#) - To use [current cost centre](#) rates to calculate production [costs](#), and the entered [cost](#) set to retrieve user-defined [cost](#) details for the parent item

You must enter a [cost](#) set for this option.

Cost Set

You must specify a [cost](#) set if you selected **Entered [Cost Set](#)** in the [Costing Method](#) field.

The [cost](#) set must exist for the parent item. It is used to retrieve the user-defined [costs](#) for the parent item.

This field is blank if you selected **Production Standard** in the [Costing Method](#) field. The standard user-defined [costs](#) for the parent item are used.

Include Shrinkage

You can include [operational](#) and material shrinkage in the [cost](#) calculations.

Use this checkbox as follows:

Unchecked - To exclude [shrinkage costs](#)

Checked - To include [shrinkage costs](#)

Material Costs

Use this to specify here how you want the [inputs](#) to the [route](#) to be [costed](#).

Select one of the following:

Standard (1) (default) - To use the standard [cost](#) of each [input](#) to the [route](#)

Entered [Cost Set \(2\)](#) - To specify a non-standard [cost](#) set for [inputs](#)

You must enter a [cost](#) set value in the [Cost Set](#) field. All [input](#) items have their [costs](#) retrieved from the entered set.

Cost Set

If you selected **Entered [Cost Set](#)** in the Material [Costs](#) field, you must enter a value in this field. The value is used to obtain the [costs](#) for all [inputs](#) to the [route](#).

If the Material [Costs](#) field is set to **Standard**, this field is blank, indicating that [standard costs](#) for [input](#) items are used.

Operation Costs

You can [cost operations](#) if you have **checked** the Hold [Operation Costs](#) field in the [company profile](#).

Select one of the following:

All [Operations](#) (Blank) - To [cost](#) all [operations](#), that is roll up all [costs](#) to calculate total [cost](#) of [output](#)

This is the default setting unless you have entered an [operation](#) number in the [Operation](#) field.

At [Operation](#) (1) - To [cost](#) all [operations](#) up to and including the [operation](#) number entered

To [Operation](#) (2) - To [cost](#) only the particular [operation](#) entered

Functions

Item Search (F16)

Use this to display the Item Master Scan pop-up. Use the search criteria there to select an item for the enquiry.

Cost Presentation (F18)

Use this to display the [Cost](#) Presentation pop-up, where you can select the order in which [cost elements](#) appear on reports.

Press Enter to display the Single-level [Cost](#) Enquiry Select Item window.

Single-level Cost Enquiry Select Item Window

To display this window, press Enter on the Single-level [Cost](#) Enquiry Selection window.

Use this window to display the [cost](#) details for the selected item. Information displayed includes:

- The parent item and process group, if applicable
- The receiving stockroom of the parent item [route](#)
- The unit of measure on the selected [route](#)
- The calculated [unit cost](#) of the parent
- The standard batch size of the parent
- The issuing stockroom of the [component](#) on the selected [route](#)
- The [component](#) item code and type
- The [component](#) quantity needed to make the standard lot of the parent
- The issuing unit of measure of the [component](#)
- The [unit cost](#) of the item as held on the item [cost](#) file

Options

Cost Detail

Select this against an item to display the [Cost Elements](#) Item [Cost Elements](#) pop-up.

Functions

Rolled-up Costs (F17)

Use this to display the [Cost Elements](#) Rolled-up [Costs](#) pop-up.

This Level Costs (F21)

Use this to display the [Cost Elements](#) [This Level](#) [Costs](#) pop-up.

Co-products (F24)

Use this to display the Co-product [Costs](#) pop-up. This is only [available](#) for enquiries on process groups and [outputs](#) from process groups.

Select **Previous (F12)** to return to the previous window or **Exit (F3)** to leave the task.

Cost Elements Item Cost Elements Pop-up

To display this pop-up, select [Cost](#) Detail against an item on the Single-level [Cost](#) Enquiry Select Item window.

The pop-up displays the selected [component's](#) item [cost elements](#), in the order specified in the [company profile](#). [Costs](#) are from the Item [Cost](#) file.

Functions

Other Costs (F21)

Use this to expand the display to include the [cost elements](#) held against the item, but which are not shown in the pop-up.

Select **Previous (F12)** to return to the Single-level [Cost](#) Enquiry Select Item window.

Cost Elements Rolled-up Costs Pop-up

To display this pop-up, select **Rolled-up Costs (F17)** on the Single-level [Cost](#) Enquiry Select Item window.

The pop-up displays the total rolled-up [cost](#) for the selected structure.

For each element of [cost](#), it displays the sum of lower level unit [cost elements](#) for each [component](#) and the parent level [cost](#) element. The sum of these elements represents the [unit cost](#) of the item.

Functions

Other Costs (F21)

Use this to expand the display to include the [cost elements](#) held against the item, but which are not shown in the pop-up.

Select **Previous (F12)** to return to the second Single-level [Cost](#) Enquiry Select Item window.

Cost Elements This Level Costs Pop-up

To display this pop-up, select **This Level Costs (F21)** on the Single-level [Cost](#) Enquiry Select Item window.

Use this pop-up to display [this level](#) parent item [costs](#), without the [component cost](#) roll up. These represent the single-level [unit costs](#) of production for the selected item.

Functions

Other Costs (F21)

Use this to expand the display to include the [cost elements](#) held against the item, but which are not shown in the pop-up.

Select **Previous (F12)** to return to the Single-level [Cost](#) Enquiry Select Item window.

Co-product Costs Pop-up

To display this pop-up, select **Co-products (F24)** on the Single-level [Cost](#) Enquiry Select Item window.

Note: This is only [available](#) when you are enquiring on process groups and [outputs](#) from process groups.

Use this pop-up to display all the co-product [outputs](#) from the process group you are enquiring on. It also shows:

- The [cost apportionment methods](#) applicable to the process group
- The standard [output](#) quantity, as defined on the process group [route](#)
- The [costs](#) directly attributed to each co-product item
- Any [cost](#) relief
- The [primary co-product](#) item

Options

View Costs

Use this against a co-product to see a breakdown of its direct [costs](#). The total of the direct [costs](#) equals the total [cost](#) for the parent item, as shown on the Single-level [Cost](#) Enquiry Select Item window.

Select **Previous (F12)** to return to the Single-level [Cost](#) Enquiry Select Item window.

Enquire on Indented Cost Simulation [22/MDC]

Use this enquiry to simulate the unit and batch [cost](#) of an item based on alternative [routes](#), pricing and [cost](#) policies.

You can:

- Select different batch sizes to see the effects of scale of production on [unit costs](#), as [fixed costs](#) are amortised into the batch size

[Fixed costs](#) are defined as:

- Set-up cost
- Fixed overhead
- Fixed user-defined cost.
- Include or exclude [shrinkage costs](#)
- Test the effect of removing or substituting [inputs](#) and the substitution of different stockrooms
- Make percentage [cost](#) changes across the board

You should be aware that the treatment of [fixed costs](#) in this task is different from the treatment of [fixed costs](#) in the Item [Costs](#) Maintenance task.

Indented Cost Simulation Item Selection Window

To display this window, select the Enquire on Indented [Cost](#) Simulation task.

Use this window to enter the selection parameters for the [cost](#) simulation.

Fields

Item

Enter the item for which [costs](#) will be simulated. It may be a single item with its own [route](#), a member of a co-product process group [route](#) or an actual process group. You can simulate [costs](#) for any item as long as it has a [route](#) defined.

If you enter a co-product (that is, an item without a [route](#) of its own), it must be an [output](#) member of the process group you specify in the Process Group field.

You can use the prompt facility on this field to select from the Select Item pop-up.

Process Group

If you entered a process group or a process group member in the Item field, enter the process group code here. The specified group [route](#) is then used to calculate co-product [output](#) item [costs](#), by applying the apportionment policies defined for the group [route](#).

If you enter the process group code in both this and the Item fields, then the enquiry or report will be for the process group as a whole. In [costing](#) enquiries, additional functions are provided to move quickly between [co-products](#).

You can use the prompt facility on this field to select from the Select Process Group pop-up.

Route

Enter the appropriate [route code](#) for the parent item.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

Input Route

Use this to specify the [route](#) to be used for all [input](#) explosions.

Select one of the following:

[Planning Route](#) (1) - For the [planning route](#)

[Costing Route](#) (2) - For the [costing route](#)

Entered [Route](#) (3) - For the [route](#) you entered in the [Route](#) field

As At

Enter or select the control date for this run. Only [costs](#) for [inputs](#) effective at this date are rolled into higher-level parents.

Quantity

Enter the batch size of the selected item you want to [cost](#). The [unit costs](#) calculated are based on this quantity, and a batch [cost](#) is also calculated. [Fixed costs](#) are amortised over this batch quantity to show the effects of economy of scale. The batch size can represent the natural

production size, the [formulation](#) or specification batch size, or the accounting [standard lot size](#). The value defaults to the EOQ defined for the selected item [route](#).

Costing Method for Production Costs

Select a basis for determining production [costs](#). These are [cost centre](#) rates for which a standard and current set may be defined. For all non-standard [cost](#) sets, [current cost centre](#) rates are used by default for all system-generated [costs](#).

Select one of the following:

Production Standard (1) - For standard [cost](#)

Production Current (2) - For [current cost](#)

Costing Method for Material Costs

Select a [cost](#) set for non-production items. Standard and non-standard [cost](#) sets can be defined for any item. This allows for non-standard material [costs](#) or Inventory [costs](#) to be used with standard production rates.

Select one of the following:

Production Standard (1)

Entered [Cost](#) Set (2)

Inventory Setting (3)

Cost Set

If you selected **Entered [Cost](#) Set** in the [Costing Method](#) for Material [Costs](#) field, enter the name of the [cost](#) set holding the required [costs](#).

Include Shrinkage

You can simulate the effects of [operational](#) and material shrinkage in the [cost](#) calculations.

Use this checkbox as follows:

Unchecked - To consider shrinkage

Checked - To ignore shrinkage

You define the default setting on the Reports Include Shrinkage flag in the [company profile](#).

Functions

Item Search (F16)

Use this to display the Item Master Scan pop-up. Use the search criteria there to select an item for the enquiry.

Cost Presentation (F18)

Use this to display the [Cost](#) Presentation pop-up. Use this to select the order in which [cost elements](#) appear on reports.

Press Enter to validate the entries and submit the job. This displays a message to indicate that the job is running and then displays the Indented [Cost](#) Simulation window.

Indented Cost Simulation Window

To display this window, press Enter on the Indented [Cost](#) Simulation Item Selection window.

Note: There are two versions of this window [available](#): this detailed version and a summary version. Use **Item Details (F22)** to toggle between the two versions.

This window displays the fully indented retrieval of the requested item [route](#) combination. It shows the rolled-up [cost](#) of each [input](#) item, and the total rolled up [unit cost](#) of the selected item.

Details include:

- The data relating to the selected parent item (such as its receiving stockroom, the [route](#) used, its batch quantity and its receiving unit of measure in the [route](#) stockroom)
- The simulated rolled-up [cost](#) for the batch size requested, reflecting only simulated changes to the [cost](#) structure
- If you simulate changes in the indented list, this field shows the revised [simulated costs](#), thus giving an immediate comparison of [costs](#).
- The original total rolled-up [cost](#) for the batch

This value does not change throughout the simulation.

- The simulated [unit cost](#) of the selected item in relation to the [cost](#) of the batch

It is obtained by dividing the parent [route](#) batch size into the total batch [cost](#). It shows how [unit costs](#) change in relation to the production or [costing](#) batch size. [Fixed costs](#) are amortised over the batch to show the effects of economies of scale on [unit cost](#).

- The [input](#) item code identified in the indented explosion, and [item type](#)
- The level of the [input](#) in relation to the selected parent item, which assumes level 0

All [inputs](#) of an item are indented one place to the right of its immediate parent with the appropriate relative level number.

- The effect, at a given level in the bill, of any [simulated cost](#) change or [input](#) amendment to the rolled-up [cost](#)

Note: The effects of simulated change are rolled up through the entire indented list to re-calculate the parent [cost](#).

- The initial rolled-up [cost](#) at the [input](#) level

It does not change throughout the simulation and allows a comparison with the Line [Cost](#) value, which shows the effect of any changes.

- The quantity of the [input](#) needed to make the parent batch

The value reflects the inflated requirement due to [operational shrinkage](#) at higher levels, or material shrinkage on the [input](#) itself.

Note: If you use a lot-sized structure, the [Quantity Per](#) is adjusted to reflect the actual required quantity of any parent item in higher-level assemblies.

- The issuing unit of measure in the [input](#) stockroom

Additional fields are displayed for the detailed window.

These are:

- The issuing stockroom on the exploded [route](#)
- The planned shrinkage percentage for the [input](#) in the indented bill

The value represents the cumulative effect of higher-level shrinkage on the [input](#) itself.

- The [input](#) description
- The calculated, rolled up [unit cost](#) of the [input](#) in the indented list

For purchased and bought items, it is the [unit cost](#) as recorded at Production standard or current, or the Inventory stockroom [cost](#).

For manufactured and [phantom items](#), it is calculated on the basis of the batch size entered for the parent. That derives a quantity required for the item in the indented list.

The rolled-up [costs](#) calculated for the required quantity are divided by the quantity required to give a simulated [unit cost](#).

As with the parent [unit cost](#), the [fixed costs](#) are amortised over the required quantity, showing the effects of scale economies.

Options

Item Change

Use this to display the Item Change pop-up.

Remove

Use this to display the Remove Item pop-up.

Item Cost Detail

Use this to display the [Cost Elements](#) pop-up.

Functions

Simulate Costs (F15)

Use this to simulate the effect of any removed or replaced [inputs](#). It re-calculates the [costs](#) for the higher [inputs](#).

Cost Changes (F17)

Use this to display the [Cost](#) Changes on Stockroom Items window.

Parent Detail (F21)

Use this to display the [Cost](#) Element pop-up for rolled-up parent item [costs](#).

Item Details (F22)

Use this to toggle between a summary window and a detailed window.

Save Costs (F23)

Use this to save the [cost](#) simulation as a different [cost](#) set. This displays the Save [Simulated Costs](#) pop-up.

Co-Products (F24)

This is only [available](#) for enquiries on process groups or process group [outputs](#). Use this to access the Co-Product [Costs](#) pop-up. You can also see a further pop-up with [cost](#) details by [cost](#) element by selecting **Item Cost Detail** against a co-product.

Select **Previous (F12)** to return to the previous window.

Item Change Pop-up

To display this pop-up, select Item Change against an [input](#) on the Indented [Cost](#) Simulation window.

Use this if you want to replace an [input](#) item on the [route](#) with another item. The replacement must not have a [route](#) defined for it.

Fields

Enter Item

Enter the replacement item.

Stockroom

Enter the issuing stockroom for the replacement item.

Functions

Change Costs (F8)

Use this to display the Change Unit [Cost Elements](#) pop-up. Use it to change individual elements of [cost](#) for the selected alternative item for the purposes of this enquiry.

Press Enter to validate your entries, close the pop-up and update the [input](#) line on the Indented [Cost](#) Simulation window. You can then select Simulate [Costs](#) (F15) to apply the changes made.

Remove Item Pop-up

To display this pop-up, select Remove against an [input](#) on the Indented [Cost](#) Simulation window.

Use this pop-up to select an [input](#) to remove.

Select **Remove (F11)** to confirm removal of the [input](#). The Indented [Cost](#) Simulation window is re-displayed showing that there are changes pending. Select **Simulate Costs (F15)** on that window to accept the changes and temporarily remove the [input](#).

Cost Elements Pop-up

To display this pop-up, select Item [Cost](#) Detail against an [input](#) on the Indented [Cost](#) Simulation window.

The pop-up displays the [costs](#) elements in the order specified in the [company profile](#). Zero [cost elements](#) are not displayed. The elements contain the rolled-up [costs](#) for the indented bill plus any [this level](#) user-defined [costs](#) that have been configured in the [company profile](#). [Shrinkage costs](#), if used, are shown either as a consolidated total, or are accumulated into each element [cost](#), depending on how you have chosen to display shrinkage.

Note: *Material shrinkage is not shown in the consolidated shrinkage element. The material [cost](#) displayed always contains the portion of [cost](#) due to any defined shrinkage.*

Functions

Other Costs (F21)

Use this to expand the display to include the [cost elements](#) held against the item, but which are not shown in the pop-up.

Select **Previous (F12)** to return to the previous window.

Cost Changes on Stockroom Items Window

To display this window, select **Cost Changes (F17)** on the Indented [Cost](#) Simulation window.

Use this window to simulate the effect of material [cost](#) changes and production [cost](#) changes on item [costs](#). Do this by changing material [costs](#) or [cost](#) rates by a percentage. For all stockrooms in the indented list you can specify a percentage change (default 100%) for:

- Bought items (that is, [item type](#) B)
- Production items ([item type](#) M or X)
- Purchased items (all other [item types](#))

For each [item type](#) you must specify a [costing](#) type:

- **1** for Production standard
- **2** for entered [cost](#) set
- **3** for Inventory setting (not Production items)

Fields

Purchased Items % Chg

For each stockroom where the purchased item is stored, enter the percentage of the item [cost](#) that you want to use for the simulation.

Purchased Items Type

Enter the [costing](#) type for the purchased item:

- 1 - Production [standard costs](#)

2 - Entered [cost](#) set

3 - Inventory setting

Bought Items % Chg

For each stockroom where the bought item is stored, enter the percentage of the item [cost](#) that you want to use for the simulation.

Bought Items Type

Enter the [costing](#) type for the bought item:

1 - Production [standard costs](#)

2 - Entered [cost](#) set

3 - Inventory setting

Produced Items % Chg

For each stockroom where the manufactured item is stored, enter the percentage of the item [cost](#) that you want to use for the simulation.

Produced Items Type

Enter the [costing](#) type for the manufactured item:

1 - Production [standard costs](#)

2 - Entered [cost](#) set

Note: You cannot use [item type](#) 3 (Inventory Setting) for produced items.

Select **Update (F8)** to re-calculate and return to the previous window with the changed [costs](#) highlighted.

Report by Product Cost [31/MDC]

This report shows all factors contributing to the [cost](#) of an item. The [cost](#) method is a single-level ([this level](#)) retrieval of [inputs](#) on the selected [route](#) for the required item range. [Input costs](#) are extracted from the Item [Cost](#) file, and represent the latest standard and alternative [unit costs](#).

This [cost](#) method is used by the Item Master File and Single Item Re-[cost](#) tasks. Therefore, you should generate the report before any proposed re-[cost](#) of items, so that the item [cost](#) data is fully defined on the database.

The report can include [operational costs](#) if you have **checked** the Hold [Operation Costs](#) flag in the [company profile](#).

This report treats [fixed costs](#) in the same way as the Item [Costs](#) Maintenance task.

Product Costing Report Selection Window

To display this window, select the Report by Product [Cost](#) task.

Use this window to enter your selection criteria for the Product [Costing](#) report.

Fields

From Item/To Item

Enter the range of items to be [costed](#). Leave these fields blank for all items.

You can use the prompt facility on these fields to select from the Select [Routes](#) & Items pop-up (if the [Route](#) field is blank) or the Select Item pop-up (if the [Route](#) field is not blank).

Process Group

If the report is to show [routes](#) for any process group(s) on which the selected items occur, enter the process group code.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

Route

Enter the [route](#) against which you want to [cost](#).

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

You can [cost](#) items through alternative [routes](#). By specifying the [costing route](#) designated for the item within Production Details Maintenance, you can simulate the item re-[cost](#) function, which always uses the [costing route](#) for re-[cost](#) calculations.

Operation

Enter an [operation](#) number to [cost](#) the [operation](#), rather than calculate full item [costs](#).

[Operation costs](#) comprise material [costs](#) added at the [operation](#), plus actual [operational costs](#), plus any shrinkage (both material and [operational](#)).

Material [costs](#) are broken down into [cost elements](#) as defined in the [company profile](#) for all purchased and production items.

[Operation costs](#) comprise [set up](#) and [run time costs](#) incurred at the [operation](#), together with any utility [costs](#).

Note: This field is only effective if you have checked the Hold [Operation Costs](#) flag in the [company profile](#).

Costing Method

Use this to specify the [costing method](#) used.

Select one of the following:

Standard (1)

Entered [Cost](#) Set (2)

Cost Set

If you selected **Entered Cost Set** in the [Costing Method](#) field, enter the [cost](#) set you will use. The blank [cost](#) set ([standard costs](#)) is automatically updated if **Standard** was selected.

Quantity

Enter the batch quantity that you will use to calculate [costs](#). If this is set to zero or left blank, the [Economic Order Quantity](#) (EOQ) specified for the [route](#) of the selected item or items is used as the [costing](#) batch size.

To simulate the re-[cost](#), you should specify the [standard lot size](#) defined on the designated [costing route](#) for an item. Other batch sizes result in different [unit cost](#) calculations if [fixed costs](#) contribute to an item [cost](#), because they are amortised over the specified batch size.

Include Shrinkage

You can generate [costs](#) that take account of [operational](#) and material shrinkage.

Use this checkbox as follows:

Unchecked - To exclude shrinkage

Checked - To include shrinkage

Effective As At

Enter or select the control date for the report. Only [costs](#) for [components](#) effective at this date are rolled into higher level (parent) items. The default is the current date.

Operation Costs

If you have **checked** the Hold [Operation Costs](#) field in the [company profile](#), you can [cost operations](#). You must select **To [Operation](#)** or **At [Operation](#)** if you have entered an [operation](#) in the [Operation](#) field.

Select one of the following:

All [Operations](#) (Blank) - To [cost](#) all [operations](#)

This will roll up all [costs](#) to calculate the total [cost](#) of the item. This is the default unless you have previously entered an [operation](#) number.

To [Operation](#) (1) - To [cost](#) all [operations](#) up to and including the [operation](#) number entered

At [Operation](#) (2) - To [cost](#) only the particular [operation](#) entered

Functions

Cost Presentation (F18)

Use this to display the [Cost](#) Presentation pop-up.

Press Enter to validate the entries and to submit the job.

Cost Presentation Pop-up

To display this pop-up, select **Cost Presentation (F18)** on the Product [Costing](#) Report Selection window.

Use this pop-up to re-sequence the order of the [cost elements](#) to be printed in the Product [Costing](#) report. The sequence numbers and names of fifteen [cost elements](#) are displayed at the left of the pop-up for information only.

Fields

Order

Next to each [cost](#) element, you can enter a sequence number from 1 to 15 to determine the sequence in which the [cost elements](#) will appear in the Product [Costing](#) report. [Cost elements](#) without a sequence number will be calculated but will not be printed in the Product [Costing](#) report.

Add To

You can use this field in order to amalgamate a number of different [costs](#) into a common element for reporting purposes.

Description

You can change the description of one or more [cost elements](#) for reporting purposes.

Functions

Save (F15)

Use this to save any changes you have made to the order of [cost elements](#) or their descriptions.

Restore (F16)

Use this to undo any changes you have made, providing you have not saved them.

Press Enter to return to the Product [Costing](#) Report Selection window.

Report by Indented Cost Roll-up [32/MDC]

This report produces an indented [cost](#) listing for selected items. All levels of the requested [routes](#) are processed to simulate the [cost](#) of production without recorded item [unit costs](#), except for bottom level material [costs](#). The methodology used is the same as the one for the Enquire on Indented [Cost](#) Simulation task. You can develop [costs](#) using various simulation parameters.

The report provides a detailed analysis of [operation](#) and [input costs](#) in an indented format, identifying how [costs](#) are built up through successive levels of product definition.

This report treats [fixed costs](#) in the same way as the Enquire on Indented [Costs](#) Simulation task.

Indented Inputs Report Window

To display this window, select the Report by [Indented Cost Roll-up](#) task.

Use this window to print an indented [cost](#) listing for the [routes](#) and items you select.

Fields

From Item/To Item

Enter the range of items on which to report. Leave these fields blank for all items.

You can use the prompt facility on these fields to select from the [Routes](#) & Items pop-up (if the [Route](#) field is blank) or the Select Item pop-up (if the [Route](#) field is not blank).

Process Group

If you want to re-calculate [costs](#) for a process group [route](#) rather than a single item [route](#), enter the process group code here.

Alternatively, use the prompt facility to select from the Select Process Group pop-up.

Route Code

Enter a single [route code](#) or type ALL for all [routes](#).

You can use the prompt facility on this field to select from the Select [Route](#) pop-up.

Component Route

Select the [route](#) that you want to use for all lower level explosions of identified [inputs](#). All lower level production [costs](#) will be calculated against this [route](#).

Select one of the following:

Planning (1) - For the [planning route](#) (as defined within Production Details)

[Costing](#) (2) - For the [costing route](#)

Entered [Route](#) (3) - For the same [route](#) as the parent

Batch Quantity

Enter the parent batch quantity to be [costed](#), or leave this field blank to use EOQ. The batch quantity determines all lower level [input usage](#). The software amortises the [fixed costs](#) against the batch quantity when developing a [unit cost](#) for all selected items.

[Fixed costs](#) are:

- [Set up](#)
- Fixed quantity materials
- Fixed time [operation](#) labour and machine [costs](#)
- Fixed user-defined [costs](#)
- Fixed overheads

Costing Method

Use this to specify the [costing method](#) that you want to use to calculate production [costs](#).

Select one of the following:

Standard (1)

Entered [Cost](#) Set (2)

No [Costing](#) (3)

Cost Set

If you selected **Entered [Cost](#) Set** in the [Costing Method](#) field above, enter the [cost](#) set to be used. The blank [cost](#) set ([standard costs](#)) is automatically used if you selected **Standard**. This field is used to determine [input costs](#). If you set the Material [Costs](#) field to **Production**, the software uses standard [cost centre](#) rates and standard material [costs](#). If you set the Material [Costs](#) field to **Inventory**, the software uses [current cost centre](#) rates and non-standard material [costs](#) from the entered [cost](#) set.

Inc. Shrinkage

You can generate [costs](#) that include [operational](#) and material shrinkage.

Use this checkbox as follows:

Unchecked - To exclude shrinkage

Checked - To include shrinkage

Material Costs

You can obtain material [costs](#) from one of two sources. These are the only recorded [costs](#) that are used to calculate item [costs](#).

Select one of the following:

Production (1) - To use the Production standard or entered [cost](#) set

Inventory (2) - To use the Inventory stockroom value

This will use the [cost](#) held on the item [primary stockroom](#) record, against the item's default [costing method](#) (standard, latest, average or [FIFO](#)) as defined within Inventory Details.

Operation Summary

Use this checkbox as follows:

Unchecked - Not to produce summary [cost](#) totals after each [operation](#)

Checked - To produce summary [cost](#) totals after each [operation](#)

This option is only applicable if you have **checked** the Hold [Operation Costs](#) field in the [company profile](#).

As At

Enter or select a date to set the [effectivity](#) of the [inputs](#) on exploded [routes](#). Only [inputs](#) that are effective on the specified date are extracted for processing and [cost](#) contribution. The default is the current system date.

Ignore Effectivity

If you are producing an indented report without [costs](#), you can report on all [inputs](#) regardless of their [effectivity](#).

Use this checkbox as follows:

Unchecked - To include [effectivity](#)

Checked - To ignore [input effectivity](#)

Functions

Cost Presentation (F18)

Use this to change the sequences and descriptions of [costs](#) for printing purposes. For more information, refer to the [Cost Presentation Pop-up](#) section.

Press Enter to validate your entries and to submit the report for processing.

Trial Purchased Item Re-cost [41/MDC]

This task works in a similar way to the Purchased Item Re-[cost](#) task. However, instead of purchased item material [costs](#) being transferred to the live production environment from Inventory Management, they are transferred to a separate set of files. They are then used in the Trial Master File Re-[cost](#) task.

Trial [costing](#) allows you to test the results of the standard [cost roll-up](#) process without committing to any updates on the live [cost](#) database. You can then assess how safe it is to roll up the [costs](#) into the live environment, and also suggest where any problems might lie.

Trial Purchased Items Re-cost Selection Window

To display this window, select the Trial Purchased Item Re-[cost](#) task.

Use this window to replace or re-set the trial [standard costs](#) of purchased items with the inventory [cost](#).

Fields

Inventory Costs to Copy

Select one of the following:

Default Setting from Inventory (0) - To use the default [cost](#) method, which is held in the Inventory module

Standard (1) - To use the standard [cost](#)

Latest (2) - To use the [latest cost](#)

Average (3) - To use the [average cost](#)

FIFO (4) - To use the [FIFO cost](#)

Latest Purchase Price (5) - To use the price that was last paid for the item

The first selection **Default Setting from Inventory** uses the [cost](#) obtained from the Inventory [company profile](#). The next four selections use the [costs](#) held in the [primary stockroom](#). **Latest Purchase Price** uses the item/supplier price, or the price found on the latest active Purchase Order Line.

Press Enter to validate the data you have entered and then select **Submit (F8)** to submit a job to the batch queue, which will perform the trial re-[cost](#) of all purchased items.

Trial Master File Re-cost [42/MDC]

The Trial [Costing](#) Master File Re-[cost](#) task carries out the complete manufacturing Item [Cost Roll-up](#), but the [costs](#) generated are written to trial [costing](#) files. You can then view the results of the roll-up using the [Costing Variance](#) Report to highlight any differences between production and inventory [standard costs](#).

[Costs](#) obtained from running the Trial Purchased Item Re-[cost](#) (Trial [Costing](#)) task are used in this routine.

Note: The trial [costs](#) are calculated at item level. There are no [operation](#) level [costs](#) calculated.

Trial Master File Re-cost Selection Window

To display this window, select the Trial Master File Re-[cost](#) task.

Use this window to perform an item [cost roll-up](#), and write the generated [costs](#) to trial [costing](#) files for use by the [Costing Variance](#) report.

Fields

Cost As At

Enter or select the effective date of the re-[cost](#). Only [input](#) and [cost routes](#) effective on this date are included. The default is the current system date.

Consolidated Shrinkage

Use this to specify whether or not [shrinkage costs](#) will contribute to the item [unit cost](#). The software can hold [costs](#) attributed to planned [operational](#) and material shrinkage separately from the corresponding [cost](#) element, or consolidate [shrinkage costs](#) into the element. However, the software always calculates shrinkage and records any existing [shrinkage costs](#) in separate [cost](#) fields.

This field defaults from the Reports Include Shrinkage flag in the [company profile](#).

Select one of the following:

Include Shrinkage (0) - Not to consolidate [shrinkage costs](#) into the item [unit cost](#)

Exclude Shrinkage (1) - To consolidate [shrinkage costs](#)

Route

Use this to specify the [route](#) to be used for the trial re-[cost](#).

Select one of the following:

[Costing Route](#) (1) (default)

[Cost Route](#) Designate (2)

Press Enter to validate your entries and then select **Submit (F8)** to submit the trial re-[cost](#) job to the batch queue for processing.

Trial Costs Deletion [43/MDC]

Use this task to remove the trial [costing](#) data created for the current company, and generated by running the Trial Purchased Item Re-[cost](#) and Trial Master File Re-[cost](#) tasks.

Trial Costs Deletion Window

To display this window, select the Trial [Costs](#) Deletion task.

Use this window to confirm the deletion of trial [costing](#) data.

Press Enter to submit to the batch queue a job that will remove all the [cost](#) records from the trial re-[cost](#) files.

Reporting by Costing Variance [44/MDC]

The [Costing Variance](#) report compares the [costs](#) generated by the Trial Master File Re-[cost](#) task with the existing manufacturing and inventory [standard costs](#). If the difference is greater than that specified in the run parameters, the item details will appear on the [Costing Variance](#) report.

Purchased items will not be compared with inventory [costs](#), as the trial standard [cost](#) for a purchased item is always created from its Inventory [cost](#) via the Trial Purchased Item Re-[cost](#) task.

Note: You cannot manually maintain the trial [costs](#) using the Item [Costs](#) maintenance task.

Trial Costing Variance Report Window

To display this window, select the Report by [Costing Variance](#) task.

Use this window to enter the tolerance percentage to be used by the [Costing Variance](#) report. If the item [costs](#) generated by the Trial Master File Re-[cost](#) task vary from the manufacturing and inventory [standard costs](#) by more than the tolerance level you have entered, the item will be printed in the [Costing Variance](#) report.

Fields

Tolerance Level as a Percentage

Enter a percentage figure that will be the tolerance level. If the difference between the trial [costs](#) and the existing inventory [costs](#), or between trial [costs](#) and [standard costs](#), exceeds the tolerance percentage entered here, the item will appear on the [Costing Variance](#) report.

Item Type

Use this to specify the [item types](#) to process.

Select one of the following:

Non-manufactured (0) - For non-manufactured items

Manufactured (1) - For manufactured items

All (2) - For both manufactured and non-manufactured items

Note: Leave the Inventory Items field blank if you select Non-manufactured in the [Item Type](#) field. If you select Manufactured or All in the [Item Type](#) field, you have to select a value in the Inventory Items field.

Inventory Items

Select one of the following:

Standard [Costed](#) Only (1) - For [standard costs](#) only (only process those items with a [costing method](#) of **Standard**)

ALL [Cost](#) Methods (2) - For all [cost](#) methods

The report will include only those items that fall outside the tolerance level. Non-manufactured items will be compared against the production standard only, whereas manufactured items will be compared against both production and inventory standards. The comparison made against inventory will be for the [primary stockroom](#) only. For each item falling outside the tolerance level, the report will show:

Item

[Item type](#)

[Cost route](#)

Stockroom

Manufacturing trial re-[cost](#) value

Manufacturing [standard costs](#)

Manufacturing [variance](#) percentage

Trial re-[cost](#) value converted to the inventory unit of measure

Inventory [standard costs](#)

Inventory [variance](#) percentage

Press Enter to validate your entries and then select **Submit (F8)** to submit a job to print the [Costing Variance](#) report.

Introduction to Advanced Financial Integrator

You use the Production Advanced Financial Integrator ([AFI](#)) to process production [booking](#) transactions. [AFI](#) follows user-defined journal rules to create auditable General Ledger account postings for production tasks.

The Production [AFI](#) consists of six applications, one for each movement class you can extract:

Production Application	File	Description
M1	PCP56	WIP movements
M2	PCP62	Material input and output movements
M3	PCP59	Labour and machine movements
M4	PCP58	Setting and indirect movements
M5	PCP93	Scrap and re-work movements
M6	PCP53	Subcontract movements

You can use the standard [AFI](#) application and standard General Ledger functions to create Trial or Actual (live) postings in the General Ledger.

All processed movement records are marked with:

- A General Ledger Update indicator (trial or live)

- A General Ledger session number

This prevents the records from being updated more than once.

[AFI](#) is a structured application. Therefore, each production application has its own:

- Application reference data

- Extract option

- General Ledger update program

- Utilities

Considerations

Since the [AFI](#) application actually updates the General Ledger, you should use it with caution. Therefore, restrict access to the update options.

You can use the trial General Ledger update facility to check if the data extracted from Production is correct. The Initiate Extract in Test Mode task provides a simulation of the postings you can make. You can use this feature to verify the integrity of the journals before committing them to a live update.

In a co-product environment, multiple standard and actual co-product [output](#) inventory receipts may exist for a given transaction event.

The standard [AFI](#) application takes the current period, which you [set up](#) in the Inventory application, and uses this as the posting period.

You cannot use the Production [AFI](#) options unless all the necessary maintenance has been carried out in the standard [AFI](#) application. Refer to the Advanced Financial Integrator product guide for more information.

Initiate Production Extracts [1/PDA]

You use this task to extract live data. If you have set the Automatically Update GL field in the [AFI](#) Maintain Application task to **1**, the software updates the General Ledger immediately after it has extracted the data. If you have not selected the immediate update feature, this task extracts the data and makes it [available](#) for review using the Extract Sessions Transactions task. Refer to the Advanced Financial Integrator product guide for more information.

Production Data Extract Window

To display this window, select the Initiate Production Extracts task.

Use this window to select the types of movements you want to extract.

Fields

Source Company

Enter the company number containing the data you want to extract.

Alternatively, use the prompt facility to select from the Company Selection pop-up.

Organisational Model From/To

Enter the range of [organisational models](#) you want to include in your selection criteria.

You can use the prompt facility on these fields to select from the Select [Organisational Model](#) pop-up.

Post

Use these checkboxes as follows:

Unchecked - Not to include the movement in the extract process

Checked - To include a movement in the extract process

Select **Submit Job (F8)** to start the Production Extract process.

Initiate Extract in Test Mode [21/PDA]

You use this task to carry out a trial extract of data without updating the General Ledger.

AFI Trial Posting Select Application Window

To display this window, select the Initiate Extract in Test Mode task.

Use this window to select an application, containing the type of movements you want to post.

Fields**Application Code**

Use this to specify the code representing the source of the transactions you want to include in your selection.

Select one of the following.

[WIP](#) Movements (M1)

Material Movements (M2)

Labour/[Work Station](#) Movements (M3)

Setting/Overhead Movements (M4)

Scrap Movements (M5)

Sub-Contract Movements (M6)

Press Enter to display the [AFI](#) Trial Posting Select Company window.

AFI Trial Posting Select Company Window

To display this window, press Enter on the [AFI](#) Trial Posting Select Application window.

Use this window to enter the company associated with the work in progress transactions to be posted.

Fields

Source Company

Enter the company containing the source Production transactions you want to include.

Alternatively, use the prompt facility to select from the Company Selection pop-up.

Press Enter to display the [AFI](#) Trial Posting Details window.

AFI Trial Posting Details Window

To display this window, press Enter on the [AFI](#) Trial Posting Select Company window.

Use this window to describe the work in progress transactions that you want to post.

Fields

Organisation Model

Enter the live model code for the company you have selected.

Alternatively, use the prompt facility to select from the Select [Organisational Model](#) pop-up.

Select Transactions

Select one of the following:

All Transactions inside Range (0) - To include all the transactions within the range you specify in the next two fields

Transactions not yet Processed (1) (default) - To include only the unprocessed transactions

Transaction Range From/To

Leave these fields blank to include all transactions, or enter a range of transactions.

You can use the prompt facility on these fields to select from the Select Transaction pop-up.

Journal Type

You use this field to indicate whether the journals to be included in the test extract are live, under test or both. For more information, refer to Journal Conditions Maintenance in the [AFI](#) product guide.

Select one of the following:

Test (1) (default) - For Test Journals, if your journal is defined as test in [AFI](#)

Live (2) - For Live Journals, defined as live in [AFI](#)

Both (3) - For both kinds of journal definitions

Consolidate Postings

Use this checkbox as follows:

Unchecked - To identify individual entries for the same account

Checked - To group all entries for the same account together

Select **Submit Job (F8)** to start the extract process. A report is automatically produced.

Enquire on Extract Sessions/Transactions [31/PDA]

Use this task to view the task carried out in the extract process.

AFI Session Enquiry Window

To display this window, select the Enquire on Extract Sessions/Transactions task.

Use this window to display a list of [AFI](#) sessions.

Fields

GL Co

Enter the General Ledger company code and the extract session number, (see next field) from which the displayed list should begin and then press Enter to re-display the window.

Extract Session

Enter the General Ledger company code (see previous field) and the extract session number from which the displayed list should begin and then press Enter to re-display the window.

Options

Display Session Details

Use this to display extract and posting information relating to the [AFI](#) session.

Display Session Transactions

Use this to display the types of transactions included in the [AFI](#) session, and the transaction values.

These fields display extract session information in the same way as the Extract Sessions Transactions Enquiry task in the [AFI](#) module. Refer to the [AFI](#) product guide for more details.

Select **Previous (F12)** to leave the enquiry.

Enquire on Archived Sessions/Transactions [32/PDA]

Use this task to display any extracted sessions and postings you have archived using the [AFI](#) Archive Data task.

When you enter the task you must select the library where the archived sessions are held. The remaining operating instructions are the same as for the Enquire on Extract Sessions/Transactions task.

Install AFI Control Data [41/PDA]

Use this task to [set up](#) the links between Production and [AFI](#).

This will copy the [AFI](#) Control Data from the installation files in the Manufacturing display files library into the control files in the [AFI](#) library, to support the link to the General ledger.

Note: You must run this task when you first [set up](#) the [AFI](#) links. It is not normally necessary to run it again unless you have made changes to the Data Date options in [AFI](#) Utilities or if you have added new applications.

Select **Confirm Submit (F8)** to start the installation process.

Change Application [89/PDA]

Use this task to select the application that [AFI](#) will use for its definition and maintenance rule processing. For more details, refer to the Change Application task in the [AFI](#) product guide.

Select Application Pop-up

To display this pop-up, select the Change Application task.

Use this pop-up to change the application that [AFI](#) will use.

Fields

Position To

To display a selected application at the top of the window, enter the application code in this field.

Options

Select

Use this to select the application within which you want [AFI](#) to work.

Note: *There are 6 applications covering the Production systems.*

Note: *When you enter the [AFI](#) tasks for the first time after accessing other non-[AFI](#) tasks, the system automatically prompts for the application, using this pop-up.*

Select the application required in order to activate your selected application and leave the task.

Maintain Company Profile [1/MDU]

Use this task to maintain the various company parameters that make up the [company profile](#) for a Production company. This task is spread over many windows.

Note: To maintain a different company, select Change Company (F16) before selecting this task. A list of all of the companies available within the software is displayed. Select the company you want, by entering 1 next to it.

Caution: You must have an active company within Inventory Management before you can have a Production company. If there is a Copy Company task within Inventory Utilities, it is strongly recommended that you use this task to create a new company. You can use the Copy Company task to copy existing parameters and miscellaneous codes to your new company. You can amend these details using your maintenance and utility options.

Caution: Be careful when making changes to the company profile. Considerable damage can be done unless the implications of the changes are understood.

Note: Refer to the Database Options section within this product guide for more information on the differences between Base and Extended functionality.

Cost Element Management Window

To display this window, select the Maintain [Company Profile](#) task.

Use this window to display the current settings of the [cost](#) element profile.

The software provides 15 [cost elements](#) for you to use to build up and analyse item [unit costs](#). You can select any of these elements, give them a description that is meaningful to your business, and configure their presentation. The software always calculates all elements when items are re-[costed](#). This means that the [costs](#) are [available](#) as soon as you activate a particular element.

The software holds [shrinkage costs](#) separately for each element of [cost](#). These [costs](#) can be consolidated into the [unit cost](#) of the item, or kept separate and simply reported.

Note: The [cost elements](#) are displayed over two windows. Use Page Down to see the second window.

Fields

Cost

There are 15 numbered [cost elements](#) displayed in this field. These numbers are for your information only and you cannot amend them.

Element

The names of 16 [cost elements](#) are displayed in this field. The software uses the first 11. You can define the user n [cost elements](#), where n is from 1 to 4, by entering a description in the Description field. These fields are for your information only and you cannot amend them. The last [cost](#) element is shrinkage, which is inactive unless you enter a sequence number and a description next to the Element field. By entering values in the Order and Description fields, you are defining shrinkage as the sixteenth [cost](#) element, and electing to hold shrinkage values separately. This enables you to view item [costs](#) and shrinkage separately in the [cost](#) enquiry options. If the shrinkage field is left blank, the shrinkage will still be calculated (provided it has been defined in the item [route](#)) but it will not be shown as a separate element. It will be added to the appropriate other elements of [cost](#).

Order

The first 15 fields contain a default sequence number in the Order field, but the sixteenth [cost](#) element is left blank. If you want to hold shrinkage values separately from item [costs](#), enter a sequence number and description in the sixteenth [cost](#) element.

You can amend the default values to specify the order in which the [cost elements](#) are presented in window enquiries and reports. If you do not enter a number, the [cost](#) element is calculated, but it is not displayed or printed.

This facility allows you to report only those [costs](#) that are relevant to your business.

Note: All standard [cost elements](#) are calculated and rolled up separately in re-[costing](#) routines.

Add To

This field is displayed for the 15 numbered [cost elements](#).

Use this to amalgamate different [costs](#) into a common reporting element.

You can enter a [cost](#) element number here, for example 02 (direct material) or 05 (labour), that specifies which element this [cost](#) is accumulated into for enquiries and reporting.

The element entered in this field must have an order sequence, and must not have an order number.

Note: The Order and Add To fields are mutually exclusive.

The software always calculates the [cost](#) element separately in re-[costing](#) routines, and records it separately on the database. Therefore, you can report on it specifically at any time by changing the [cost](#) element presentation rules.

Roll To

This field is displayed for the four user-defined [cost elements](#).

State here which standard [cost](#) element you want to roll a user-defined [cost](#) into. This preserves [costs](#) for user-defined elements entered at a particular level.

If you leave the field blank, user-defined [costs](#) are rolled up and totalled at each level. Therefore, this [cost](#) definition is lost, except at the lowest level of a structure.

The software displays a warning message if you leave this field blank.

Note: *The special code 99 can be used to indicate a [cost](#) that should not be rolled into a higher level.*

You enter user-defined [costs](#) within Item [Cost](#) Maintenance. The [costs](#) are then rolled up by item re-[cost](#) routines.

Fixed

This field is displayed for the four user [cost elements](#). It allows you to select each user-defined element as a fixed or variable charge.

You can use this to distinguish between [costs](#) not directly related to production (for example, design, marketing or advertising [costs](#)).

Use this checkbox as follows:

Unchecked - If the [cost](#) varies with the material [usage](#) and batch volumes

Checked - If you want a user-defined [cost](#) to be fixed, and not modified by quantities or shrinkage on a production [route](#)

Description

This field is displayed for all 16 [cost elements](#).

You must enter a [cost](#) element description if you want to report on this element. Any element without a description is not reportable, although [costs](#) are calculated for it. Your description is displayed against the [cost](#), rather than the default element description, displayed on the left of the window.

Any [cost](#) element with a description is [available](#) for data entry in Item [Cost](#) Maintenance.

Note: *Only the visible [cost elements](#) (those that have an Order Sequence entry) are accumulated to calculate the [unit cost](#) for the item.*

Note: *You cannot maintain [shrinkage costs](#) in Item [Cost](#) Maintenance. They are calculated separately by the software for each variable element, and then a summary total is calculated for the shrinkage item.*

Press Enter to display the Database Options window.

Database Options Window

To display this window, press Enter on the [Cost](#) Element Management window.

This window is used to create and maintain planning and [costing](#) parameters.

Fields

Use Advanced Functions

The options [available](#) depend on the level of software licensed to you. If Base functionality is licensed, this checkbox cannot be changed. It automatically defaults to **unchecked**. If Extended functionality is licensed, you can manually set this to suit your operating requirements.

Use this checkbox as follows:

Unchecked - To access the Base functionality only

The [costing](#) elements associated with Extended functions (Relief, Packaging, and Utility) are not calculated.

Checked - To access the Extended function set

This comprises all Base functionality plus the features specific to Extended functionality, such as the ability to control production using [schedules](#) in addition to, or instead of, production orders.

For Extended functionality items, you can also:

- Specify [material types](#)
- Set [trigger tolerance](#)
- Define a [time fence policy](#)
- Set stock run out policy, [route](#) and date
- Specify [yield item](#)
- Utilise lot balancing to control [potency](#) items
- Specify [substitute](#) items
- Define [process routes](#) with multiple [outputs](#)
- Define, [cost](#) and plan [co-products](#) and concurrent products
- Plan production of similar major sequence order
- Optionally record [costs](#) at [operation](#) level
- Use Multi-plant, Multi-sourcing, and [Cellular planning](#)

Time Units

Use this to specify whether [operation](#) standards should be defined in hours or minutes.

Select one of the following options:

Hrs (1) - For a standard time unit of an hour

Mins (2) - For a standard time unit of a minute

The field setting has no impact on [cost centre](#) or labour rates, or item and operator [bookings](#), or [work station down time](#), which always use hours.

Note: [Costs](#) from an environment [scheduled](#) in minutes are converted to hourly [costs](#).

Quantity per Basis

Use this in [route](#) maintenance to control the quantity basis of the [process route](#).

Select one of the following:

Per 1 (1) - For a lot size of one

Per Std Lot Size (2) - To allow the entry of any batch size

Note: You should specify [input](#) and [output](#) quantities in terms of the specified parent batch size.

Duration Calculation Basis (Default)

Use this to set the method of calculating [operational lead times](#). You can base [operational lead time](#) calculations and [scheduling](#) on different elements of the [operation](#) cycle.

Enter one of the following:

0 - Set-up time only

1 - Add [machine time](#) and set-up time

2 - Add direct [labour time](#) and set-up time

3 - Add [machine time](#), direct [labour time](#) and set-up time

4 - Use whichever is the greater of [machine time](#) or direct [labour time](#) plus [set up time](#)

The value you enter here is used as a default in the absence of an [operation](#) level code or a [work station](#) level code.

Note: The main pacing method should be defined as the default calculation method. You can change this default value at [work station](#) and [operation](#) level.

Use O/S Operation Quantity

You can change the way in which production order duration/[lead times](#) and material requirement quantities are calculated here.

Select one of the following:

N/A (Blank) - Use this if you do not want to use the outstanding [operation](#) quantity as a basis for calculating duration/[lead times](#) and material requirements.

Default Off (1) - Use this to use the outstanding order quantity in the calculation.

Default On (2) - Use this to use the current outstanding quantity at each [operation](#) as the basis of calculating duration/[lead time](#) and material quantities.

This dictates the default shown in the Use [Operation](#) Quantities for Duration Calculations field in Production Order Maintenance:

- N/A (Blank) - Durations are always based on the outstanding works order quantity, and cannot be overridden on an individual works order.
- Default Off (1) - The field in Production Order Maintenance defaults to 0. Durations are calculated using the outstanding works order quantity, not each [operation](#).
- Default On (2) - The field in Production Order Maintenance defaults to 1. Durations are calculated using the outstanding [operation](#) quantities, not the works order.

Allow Duplicate Items on Operation

State here if the same [input](#) can be specified more than once at an [operation](#) on a production [route](#).

You can use this to indicate that an item is required at different points in an [operation](#) process.

Select one of the following:

No (Blank) - Not to allow duplicate items on [operations](#)

Yes (1) - To allow a particular [input](#) item to be specified more than once on an [operation](#)

When you create works orders, the quantities will be aggregated if the duplicate items have the same issuing stockroom and if their quantities are not fixed.

Yes, but do not Merge Quantities (2) - To allow duplicate items on [operations](#), but not merge the quantities

When you create works orders, the quantities will not be aggregated.

Hold Operation Costs

Use this to determine the level at which item [costs](#) are recorded. This is for Extended functionality only.

Use this checkbox as follows:

Unchecked - To record finished item [costs](#) only

Checked - To record [costs](#) and display them at each [operation](#) on a [costing route](#) used for production

Hold Costs with Shrinkage

Use this to specify whether or not you want to include the proportion of [cost](#) attributable to shrinkage in the total [cost](#) of the element. The software does still calculate shrinkage, and holds it as a separate value for consolidation if required. This allows you to hold [standard costs](#) without shrinkage for inventory valuation purposes. In addition, by reporting [costs](#) that include shrinkage, you can analyse the effects of process [efficiency](#) and supplier quality on item [costs](#).

Use this checkbox as follows:

Unchecked - To exclude [shrinkage costs](#)

Checked - To include [shrinkage costs](#)

Reports Include Shrinkage

Use this to specify whether or not you want to produce [cost](#) enquiries and reports that include the proportion of [cost](#) attributable to material and [operational shrinkage](#) for each element.

The setting here is used as the default when an enquiry or a report selection window with an override option is displayed. For reports that print [costs](#), but do not prompt for inclusion of shrinkage, the default set here is automatically applied.

Use this checkbox as follows:

Unchecked - To exclude shrinkage

Checked - For a default to include shrinkage

Fixed Costs Amortisation Basis

Use this to set the method used to spread fixed production [costs](#), in order to determine the effect of economies of scale on production [unit costs](#). You can amortise [fixed costs](#) over the [standard lot size](#) or EOQ ([Economic Order Quantity](#)) defined on the production [route](#).

Select one of the following options:

Lot Size (Blank) - To base on [standard lot size](#)

EOQ (1) - To base on EOQ

Note: You can use the EOQ when production [routes](#) are defined for a unit parent, and [fixed costs](#) will be spread over an economic batch quantity.

Derivation of Standards

Use this to specify the location from which you will extract your [standard costs](#) when [booking](#) production for work orders. You can derive [standard costs](#) (based on [work station](#) rates), material [usage](#) and [output](#) quantities at [operations](#) from planning or production [routes](#). This depends on the [output](#) item's definition and production control method.

Select one of the following:

[Routes](#) (Blank) - When production is reported, base standards on the [route](#) are used to build the [standard costs](#). For [schedule-controlled items](#), the [planning route](#) is used for discrete [route bookings](#). The quoted [route](#) is used for [flow route bookings](#).

Production Orders (1) - Production order [bookings](#) use the order to derive the [standard costs](#). Non-standard orders always use the order details.

Production Control Method

The software has two production environments - production order control or [schedule control](#). However, you can only use [schedules](#) if you have the Extended functionality.

Indicate here which environment will be used.

Select one of the following:

Both (Blank) - For production orders and [schedules](#)

Orders (1) - For Planning by production orders only

This is the default and non-maintainable setting for Base functionality.

[Schedules](#) (2) - For Planning using [schedules](#) only

This does not display Production Order Control options in the [company profile](#).

Press Enter to display the Planning Options window.

Planning Options Window

To display this window, press Enter on the Database Options Window.

This window is used to set [MPS/MRP](#) planning parameters.

Fields

Planning Options

Model to Firm up MPS/MRP Supply

Use this to define the live [MPS](#), [MRP](#) and [organisational model](#). The model designated as the live [planning model](#) suggests production orders to take into live production. You can only confirm orders into production from the designated live model. In addition, only [suggested purchase](#) orders in the designated model can be converted into purchase order requisitions.

You can create other [MPS/MRP](#) models, but only the live one is used to confirm suggested orders or [schedules](#). The [MPS/MRP](#) models can represent different views of your company's production plans. The model you enter here is the live model used to firm up [MPS/MRP supply](#).

In a multi-plant environment, the model here should represent the complete organisation. Individual plant models can be defined as subsets of this model, which is the model run by [MPS](#) and [MRP](#) to plan the whole organisation in a single planning run to plan all of the plants.

If there are multiple autonomous plants within the organisation that are planned separately, the model entered here can be the primary plant, if there is one, or any other plant. In a multiple independent live plant structure, the model entered here does not necessarily bear any particular significance.

MPS/MRP Consume Forecast

The consumption of forecast is the process of blending forecasts with orders to determine the [MPS/MRP demand](#) quantities. Use this to control the method used for the comparison of [sales forecasts](#) and actual [demand](#) within the [MPS/MRP](#) review process.

Use this checkbox as follows:

Unchecked (Discrete comparison) - This method compares the forecast for a period with the total [demand](#) in the same period. The greater of these is used as the [demand](#) quantity in the [MPS](#) or [MRP supply](#) and [demand](#) analysis.

Checked (Cumulative comparison) - This method compares the accumulated forecast at the end of each period and the accumulated actual [demand](#) to the same date. The greater of these is used. The [demand](#) for a given period is the difference between the period's greater accumulated total and the previous period's greater accumulated total.

Confirmed Schedule Policy

You can select one of the following options:

Exclude (0) - To re-calculate the [MPS](#) plan fully

All existing confirmed [schedules](#) are deleted.

Include (1) - Include any confirmed manufacturing [schedule](#) supplies in the plan

You can override this setting on the first Additional Parameters window within the Run [MPS/MRP](#) tasks.

Lines per Transfer Order

You can enter the maximum number of lines allowed on each transfer order.

Capacity Basis Code

Select the default [capacity](#) basis code to be used when defining the [capacity](#) of a critical resource via the Critical [Resources](#) Maintenance task. You can select one of the following:

[Standard Lot Size](#) (0)

Each (1)

Fixed (5)

[Capacity](#) basis codes are [set up](#) under parameter type CBCD, using the Maintain Parameters task.

Model Structure Requirements

Caution: If a company is configured as multi-plant or cellular, it requires a lot of reconfiguring to change it back. For this reason, you must make the decision to configure a company as a multi-plant or cellular structure with great care. Note that cellular planning is only available as an MRP function.

Multi-Plant Production

You can define many plant models that can be planned independently or as a group governed by a central model. This is called Multi-Plant [MPS/MRP](#).

You can decide whether or not to use Multi-Plant [MPS/MRP](#).

Use this checkbox as follows:

Unchecked - Not to use Multi-plant [MPS/MRP](#)

Checked - To use Multi-plant [MPS/MRP](#)

Cellular Production

You can define many [cell](#) models that can be planned independently or as a group governed by a central or plant model. This is called [Cellular MRP](#). In [Cellular MRP](#) each stockroom is planned as a separate unit.

You can decide whether or not to use [Cellular MRP](#).

Use this checkbox as follows:

Unchecked - Not to use [Cellular MRP](#)

Checked - To use [Cellular MRP](#)

Multi-sourcing

Multi-sourcing is when you define multiple [supply](#) options at item or designated group level.

You can decide whether or not to use Multi-sourcing [MPS/MRP](#).

Use this checkbox as follows:

Unchecked - Not to use Multi-sourcing [MPS/MRP](#)

Checked - To use Multi-sourcing [MPS/MRP](#)

Description Overrides

Note: You may call plant models different things in different environments. You can use words like facility, site and line. You can decide which words are displayed when configuring the plant model by entering text descriptions for them in the following fields.

Model Type 2

You can enter a short and a long text description in these two fields. The text description is displayed on the [MPS](#) Model Description window and other windows across the production system. The software-supplied default is Plant.

Model Type 3

You can enter a short and a long text description in these two fields. The text description is displayed on the [MPS](#) Model Description window and other windows across the production system. The software-supplied default is [Cell](#).

Model Group

You can enter a short and a long text description in these two fields. The software-supplied default is Site.

Planning Basis 1

You can enter a text description in this field. The software-supplied default is Multi-plant Network.

Planning Basis 3

You can enter a text description in this field. The software-supplied default is [Cellular](#) Network.

Press Enter to display the Production Order Options window.

Production Order Options Window

To display this window, press Enter on the Planning Options window.

This window and the next one are used to create and maintain Production Control parameters. These windows are only displayed if you have set the Production Control Method flag on the Database Options window to **Both** or **Production Orders**.

Fields

Order Number to be System-generated

Use this to specify if you will assign production order numbers manually or if they will be generated automatically by the software. An order number is a mandatory requirement. If you opt for automatic numbering, the software allows you to enter the first number only.

Use this checkbox as follows:

Unchecked - To enter numbers manually

Checked - For the software to assign a number to each new production order

Even if this field is set for automatic numbering, the system allows you to enter a number manually at the order creation point (as long as it is unique) if required.

Note: The software-generated format is W999999, where 999999 is the next unused number in the sequence.

Last Order Number Used

This indicates the latest software-generated production order number. This field is for your information only and cannot be amended.

Allocation of Materials at Order Release

You can allocate material requirements for production orders at the point of [order release](#). This produces an allocation in Inventory Management for the items. When you actually issue the items, the physical and [allocated stock](#) is reduced.

Use this checkbox as follows:

Unchecked - Not to allocate at [order release](#)

Checked - To allocate at [order release](#)

Warehouse Issue Requirements at Release

Note: This field is only used if Warehousing is active.

Requirements for warehouse-controlled items can either be passed in total to Warehousing at [order release](#), or requested manually in stages as required. You can override this field for a specific order at the point of release.

Use this checkbox as follows:

Unchecked - To raise the warehouse requirements manually

Checked - To generate warehouse requirements automatically at [order release](#)

Note: The entry in this field will affect which other fields are displayed on this window and the next

Materials to be Issued at Order Release

When releasing a production order, you can automatically issue all materials, other than warehouse-controlled and [backflushed inputs](#), at the same time. The software issues planned quantities to make the order quantity. Use this flag to set the default policy. You can override this for a specific order at the point of release.

Select one of the following:

All Ops. (1) - For [inputs](#) to be issued to all [operations](#) on the order

First Op. Only (2) - For material to be issued to the first [operation](#) only

No (Blank) - For no automatic issue

Note: *Selections All Ops. and First Op. Only reduce the number of material [booking](#) transactions that you need to make.*

The quantity issued is the planned quantity of material needed to make the order batch quantity, as defined on the [planning route](#). This may result in negative stock. The Stock Availability report indicates if this has happened.

Lot-controlled items will be issued on a [FIFO](#) basis.

Order Priority Default Value

Every released order has a [priority](#) number from 0 (highest) to 9 (lowest). This is used for sequencing in machine [loading](#) enquiries and reports. You can override the default value entered here for an order between its release and its completion.

Receipt Costing Method

Use these three fields to define which production [costs](#) will be used to [cost](#) finished goods received into Inventory. Each finished item will be [costed](#) using the [costing method](#) assigned to it within Inventory Item Maintenance. The [costing methods](#) are:

- Latest
- Average
- [FIFO](#)

Note: *Items with an Inventory [Costing Method](#) of Standard will be valued using the Inventory Standard [Cost](#).*

For each of the [costing methods](#), you can enter one of the following:

Actual (1) - All actual [operation](#), material and overhead movements for the work order are added up to produce the actual [cost](#) of the work performed. The value of previous receipts for the order is deducted, and the difference is passed as the actual [cost](#) of the current receipt. If the ACCP parameter on the [Parameter file](#) is set to 1, only the proportion of actual [cost](#) that equates to the quantity of the receipt is used to value movements.

Standard (2) - The work order receipts are valued using the standards defined on the production [route](#).

Print Shop Documentation at Order Release Time

Use this to set the default for printing order documentation automatically as part of the release procedure. Order documentation comprises work instructions (entered within [Routes/Structures](#) and Order Maintenance) and [pick lists](#).

The type of documentation is controlled by the Print Work Instructions and Print [Pick Lists](#) flags on the next window.

You can re-set this flag for a specific order when it is released.

Use this checkbox as follows:

Unchecked - Not to print order documentation automatically

Checked - For a default of automatic printing

Issuing/Printing Interactive or Batch

Order documentation can be generated interactively or produced as a batch job. You cannot maintain this anywhere else in the software.

Select one of the following:

Interactive (1) - For shop documentation to be printed interactively to a dedicated printer

Batch (2) - For batch printing

Press Enter to display the Production Order Print Options window.

Production Order Print Options Window

To display this window, press Enter on the Production Order Options window.

This window shows additional production order settings. Specifically, use this window to set parameters for printing and archiving production order documentation and historical data. This window is not accessible if the Production Control Method is set to [Schedules](#) Only.

Fields

Production Order Options

Print Work Instructions

This field sets the default for the printing of work instructions. Work instructions print, for each production order [operation](#), the order's [revision level](#), receiving stockroom, [schedule](#) quantity, UOM, planned [work station](#), [operation](#) description, and order and [operation](#) completion dates.

Additional text can be printed, depending on the setting of the Print Text on Work Instructions field.

Use this checkbox as follows:

Unchecked - Not to print work instructions

Checked - To print work instructions

Print Text on Work Instructions

Use this to indicate whether or not extra [operation](#) text should be included, together with standard information, when work instructions are printed.

Use this checkbox as follows:

Unchecked - Not to print additional [operation](#) text

Checked - To print additional [operation](#) text

Print Pick Lists

Use this checkbox as follows:

Unchecked - Not to print [pick lists](#) when producing order documentation

Checked - To print [pick lists](#) when producing order documentation

Suppress Backflush Items on Pick List

Use this to specify if [backflushed](#) items will be excluded from being printed or displayed on the [pick lists](#).

Use this checkbox as follows:

Unchecked - To print [backflush items](#)

Checked - To exclude [backflushed](#) items

Suppress Warehouse Items on Pick List

Note: *This field is only used if Warehousing is active.*

Use this to specify if warehouse-controlled items will be excluded from being printed or displayed on the [pick lists](#). Documentation produced by Warehousing relating to production orders is not affected by this option, which refers to production [pick lists](#) only.

Use this checkbox as follows:

Unchecked - Not to suppress the printing of Warehouse-controlled items

Checked - To suppress the printing of Warehouse-controlled items

Order Archive

Print Variance Report for Purged Orders

This report shows [variances](#) between planned and actual [bookings](#) for archived orders.

Use this checkbox as follows:

Unchecked - Not to produce a [variance](#) report for every production order that is archived

Checked - To produce a [variance](#) report for every production order that is archived

Archive Operations Bookings History

You can delete all [booking](#) movement records when the production order is archived, or retain them in the archive file.

Use this checkbox as follows:

Unchecked - If all records of [operation bookings](#) are removed from the software

Checked - To create an archive file of [operation bookings](#) and delete the live [operations](#) history file

Archive Stores History

You can delete all material movement transaction records when the production order is archived or retain them in the archive file.

Use this checkbox as follows:

Unchecked - Not to archive material movement records

All production order material transactions are deleted from the software.

Checked - To archive order material movement records

Press Enter to display the Text Types window.

Text Types Window

To display this window, press Enter on the Production Order Print Options window.

You can maintain text for several Production entities. The entities or functions displayed are:

- Item Code
- [Route](#)
- [Operation](#)
- [Work Station](#)
- [Cost Centre](#)
- [Work Centre](#)
- Production Order
- [Input Reference](#)

These fields are for your information only and cannot be amended.

Text is grouped in families. Each family is identified by a major type code and description. Each member of the family is identified by a subtype code and description.

Use this window to specify the major type code and default subtype code for each entity and default text types to be used on maintenance and enquiry displays.

Note: *Text types and text are maintained via text management tasks in Production Definition Management.*

Fields

Major Type

Use this to specify the active major type for this entity. If you create text with text maintenance, this major type is referenced as the key to the text.

Sub-type

Specify the default sub-type text for this. When you create text in text management, this sub-type is referenced.

Press Enter to display the Calendar Parameters window.

Calendar Parameters Window

To display this window, press Enter on the Text Types window.

This window is used to maintain the default calendar code and the default working week template to be used in calendar creation. You can also define and describe your operating periods.

Fields

Calendar Code

Use this to specify the default calendar code to be used to perform [scheduling](#) and to validate working days.

Note: *The calendar detail for this code is maintained in the Calendars maintenance task. For a new company, this should be done as soon as the company has been created.*

Note: *It is important to bear in mind that, since years can contain different numbers of weeks (52 or 53) and therefore days (364 or 371), it is necessary to ensure that the correct number of days is defined here for any given year before creating a Calendar for that year.*

Number of Periods per Year

Use this to specify up to 13 periods. These are used to establish the relationship between periods and weeks when building calendars.

Period Name

Enter a name for each one of your calendar periods.

Days

Use this to specify the number of days in each period.

Note: *Since you can have period, weekly and daily forecasts, the number of days in each period must be divisible by 7. The maximum number of days in a period is 98.*

The number of days for each period is used to calculate the total number of days [available](#) in the year. The working days are measured against the total.

Note: *By printing out the calendar the effects of using period days can be seen.*

Standard Week Template

Specify the default working week template. This defines working and non-working days. You can override this when a new calendar is created.

Enter any character for a non-working day. The default entry is **1**.

Press Enter to display the User Profile Authorisation Options window.

User Profile Authorisation Options Window

To display this window, press Enter on the Calendar Parameters window.

Authorisation classes are supplied to assign authority to user profiles, so that they can manipulate or view data. This supplements task authorities, controlling data at company level. Use this window to configure the production stages that need an authorisation. The existing set of authorisation classes consists of the following:

Model Maintenance/Submission

This gives you the ability to maintain or submit planning and [organisational models](#). You can change the Authorisation Class description from the default setting if there is a 1 in the Active field.

Planner Control

If activated, this compares the user ID with the list of [planner](#) codes as [set up](#) in System Parameter Maintenance. Once validated, [planner](#) action is restricted to this code.

Confirm MPS/MRP Requisitions and Production

This provides you with the ability to confirm [suggested purchase](#) requisitions, transfer orders, and production resulting from [MPS/MRP](#) task.

Use this window to assign authorities to user profiles.

Fields

Position to Class

Enter the class at which you want to position the cursor. This is useful when you have entries on more than one window.

Authorisation/Class

A list of authorisation classes is automatically displayed with text descriptions. You can amend the text description if 1 is entered in the Active field.

Active

For each authorisation class, you can enter the following options:

0 (default) - No

1 - Yes

Note: If 1 is entered in the Active field, a text description must be entered in the Authorisation Class field.

Master User Profile

Enter the master user profile for each authorisation class if required. This profile has total authority to the data controlled by the class.

View Authority Required

This field is only displayed if it is applicable to the class. If it is set, you will need to be authorised to view the data controlled by the class. If it is not set, you can view the data controlled by the class without specific authorisation.

For each authorisation class, you can enter the following:

0 - No

1 - Yes

Override AM User Groups

You can ignore System 21 System Manager User Groups, if preference or authority settings are needed for individual user profiles.

Enter one of the following:

0 or blank - To use the System Manager user group or profile (depending on how it is [set up](#))

1 - To use the individual user profile

Press Enter to display the Maintain [Organisational Model](#) window.

Maintain Organisational Model Window

To display this window, press Enter on the User Profile Authorisation Options window.

The [organisational model](#) defined in this window is the Model to Firm Up [MPS/MRP Supply](#) field on the Planning Options window. This links the [planning model](#) to the [organisational model](#), and is known as the live model.

This window has the same fields as those in the Maintain [Organisational Model](#) task. For more details, see the Maintain [Organisational Model](#) task.

Select **Update (F8)** to validate and update all the data you have entered and exit the task.

Maintain MPS Model Stockrooms [2/MDU]

You can decide which stockrooms are attached to which [MPS](#) model type. The stockrooms define the scope of the [planning model](#) in terms of the stockrooms considered for the planning run. The review process for the model only includes:

- Items that are associated with stockrooms in the list
- [Supply](#) and [demand](#) associated with stockrooms in the list

Note: *The model should include all [WIP locations](#) and [floor stock](#) stockrooms for consideration in the planning run. If plant models are planned centrally, you can define the [WIP locations](#) at central model level only. You must define [floor stock](#) stockrooms at plant level if applicable.*

You are therefore able to plan items that are produced in more than one place and restrict the [supply](#) and [demand](#) analysis to selected sites.

MPS Stockroom Model Maintenance Selection Window

To display this window, select the Maintain [MPS](#) Model Stockrooms task.

Use this window to maintain the list of stockrooms attached to an [MPS](#) model.

Fields

Model

Enter a model for which you want to create or maintain the list of stockrooms.

Alternatively, use the prompt facility to select from the Select Model pop-up.

A model uses all defined stockrooms to provide an all-round review of your [MPS items](#), considering all [supply](#) and [demand](#) for them.

Based on Model

If you want to create a model based on an existing model, enter the name of the existing model in this field. Any stockrooms defined for this model are copied into the model being created.

Alternatively, use the prompt facility to select from the Select Model pop-up.

This model must already have been [set up](#) in Maintain [MPS](#) Model Stockrooms or Maintain [MRP](#) Model Stockrooms.

The existing model details are copied to the new code, and can be maintained here. Leave this field blank to create a model from scratch.

All Stockrooms

If you do not want to copy the stockrooms for a model into the model being edited, you can decide whether or not to copy all of the stockrooms into the model.

Use this checkbox as follows:

Unchecked (default) - To specify stockrooms manually on the second window

Checked - To copy all the stockrooms into the selected model to be edited

Functions

Add New Model (F8)

Use this to create a new [MPS](#) stockroom model. The [MPS](#) Stockroom Model Maintenance Details window will be displayed.

If you are maintaining an existing model, press Enter to display the [MPS](#) Stockroom Model Maintenance Details window.

If you are creating a new model, select Add New Model (F8) to display the [MPS](#) Stockroom Model Maintenance Details window.

MPS Stockroom Model Maintenance Details Window

To display this window, press Enter on the [MPS](#) Stockroom Model Maintenance Selection window.

Use this window to enter all stockrooms which are to be included in the [MPS](#) model.

Fields

Model

This field displays the model that you entered on the [MPS](#) Stockroom Model Maintenance Selection window. It is displayed for information only and cannot be amended.

Based on Model

If you selected a model on the [MPS](#) Stockroom Model Maintenance Selection window it is displayed here. This field is for your information only and cannot be amended.

All Stockrooms

If you entered this option on the [MPS](#) Stockroom Model Maintenance Selection window it is displayed in this field. This field is for your information only and cannot be amended.

Model Description

A text description of an existing model is automatically displayed in this field. The description can be up to 30 characters long. You can amend the description, or add one for a new model.

Stockrooms to be Included

If this is a new model, enter the stockrooms that will be associated with it.

Otherwise, stockrooms are automatically displayed if:

- This is an existing model
- You have copied stockrooms from another model
- You specified all stockrooms on the previous window

You can amend or delete the existing stockrooms and add new ones to the list. If you are using a multi-plant model (that is model type 1, 2 or 3 for [MRP](#)), the stockroom must be unique to the plant or [cell](#) and its central model, unless it is autonomously planned.

Functions**Update/Add (F8)**

Use this to save your data. If you are creating a new model code using all stockrooms, use this to edit the list created by the All Stockrooms field.

Delete (F11)

Use this to delete the model. You will have to confirm the deletion.

Additional Parameters (F18)

Use this to display the [MPS](#) Additional Parameters window. This is only applicable if you are using multi-plant, [cellular](#) or multi-sourcing planning.

Select **Update (F8)** to validate and update your data and return to the [MPS](#) Stockroom Model Maintenance Selection window.

MPS Additional Parameters Window

To display this window, select **Additional Parameters (F18)** on the [MPS](#) Stockroom Model Maintenance Details window.

Note: If you have not activated multi-plant, [cellular](#) or multi-sourcing planning in the [company profile](#), this window is not [available](#).

As well as the additional [MPS](#) parameters, the [MRP](#) execution level and [primary stockroom](#) are also displayed. This is when the plant model is both an [MPS](#) and [MRP](#) model. The [MRP](#) details are taken from the Additional Parameters section within the Maintain [MRP](#) Model Stockrooms task.

Use this window to enter the [MPS](#) model type, execution level and [primary stockroom](#).

Fields

Model Type

You can define three different model types if you are using multi-plant.

Enter one of the following options:

- 0 or Blank (default) - You can define many standard models, only one of which can confirm suggestions (that is, the designated live model on the [company profile](#)). A standard model can reflect the whole organisation, where production item master planning policies determine the [supply](#) method used to satisfy [demand](#). The valid planning basis option for this is Standard.
- 1 - You can define many central models, only one of which can confirm suggestions (that is, the designated live model on the [company profile](#)). A central model can reflect the whole organisation where, if appropriate, plant model types can be defined to subset the organisation stockrooms into unique production locations. Alternatively, you can adopt the single organisation structure of the standard model. You can define sourcing rules for both organisation structures. You can have multiple [supply](#) choices, for example, where an item can be produced on more than one line, or where an item can be manufactured and purchased. The [supply](#) decision is governed by the chosen sourcing rules criteria. Valid planning basis options are:
 - Standard
 - Multi-plant Network
 - Single Unit Sourcing

Note: If plants are to be planned as part of a central model, make sure that each required plant stockroom is defined to the central model stockroom definition.

- 2 - You can define many plant models to confirm suggestions. You can define plant models to reflect a unique subset of the organisation (unit, line, and so on). They can be planned autonomously or centrally as part of the central model. Valid planning basis options (if planned autonomously) are:
 - Standard
 - Single Unit Sourcing

Note: A stockroom can only be defined to one plant model.

Caution: A plant model type uses stockrooms to determine which plant produces which items. Therefore, you must configure the MPS Stockroom Model Maintenance Details window correctly.

- 3 - Production [Cell](#)

The model type must already have been [set up](#) in the software.

You can use the prompt facility on this field to select from the Select Model Type pop-up.

Execution Level

Enter one of the following:

- 0 - Simulation (not live)
- 1 - Autonomous plan and execution
- 2 - Centralised plan and execution

Alternatively, use the prompt facility to select from the LPLT Model Plan and Execution Level pop-up.

Primary Stockroom

Enter the [primary stockroom](#) for the model.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Business Unit

This is an optional memo field.

You can use the prompt facility to select from the BUCS Business Code pop-up.

This business unit code must already have been [set up](#) in the [Parameter file](#) under major type BUCS. For more information, see the Maintain Parameters section.

Site

This is an optional memo field.

You can use the prompt facility to select from the STES Site Code pop-up.

This site code must already have been [set up](#) in the [Parameter file](#) under major type STES. For more information, see the Maintain Parameters section.

Functions

Model Primary Stockrooms (F15)

Use this to display stockrooms at item level on the Maintain Model [Primary Stockrooms](#) window. This is only [available](#) if you have set the Model Type field to 2 (Plant) or 3 ([Cell](#)) for [MRP](#).

Additional Run Parameters (F18)

Use this to display the [MPS](#) Additional Parameters Run Parameters window.

Press Enter or select **Previous (F12)** to return to the [MPS](#) Stockroom Model Maintenance Details window.

Maintain Model Primary Stockrooms Window

To display this window, select Model [Primary Stockrooms](#) (F15) on the Additional Parameters window.

Note: *This is only applicable to plant model types.*

Use this window to allocate items to a [primary stockroom](#) within a plant model.

Fields

Position to Item

You can select the item at which to start the display by entering all or part of the item's name in this field.

Item

You can enter an [MPS item](#) name in this field.

Alternatively, use the prompt facility to select from the Select Item pop-up.

The item names displayed in this field are for your information only and cannot be amended. The item names are listed in alphabetical order. The items must already have been [set up](#) on the system.

You also enter a stockroom in the [Primary Stockroom](#) field and then select **Update/Add (F8)** to add the item to the list.

Primary Stockroom

You can enter the name of a stockroom in this field.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

The [primary stockroom](#) is used to determine:

- Default item overrides (defined in the Maintain Item Overrides task)

If you do not define default overrides, the item master planning parameters will be used.

- The [planning route](#), where the receiving stockroom of a [route](#) level planning route is the same as the [primary stockroom](#)

If you do not define an [item stockroom](#) on the [planning route](#), the item master planning route will be used.

- A [suggested purchase](#) orders [supply](#) stockroom

If you do not define a [primary stockroom](#) for an item at [this level](#), the following hierarchical sequence is observed:

- Model [primary stockroom](#)

You enter this on the Model Stockroom Additional Details window.

- Item master [primary stockroom](#)

You enter this on the first Production Details window.

When you enter a stockroom in this field, a text description is automatically displayed beside it.

This stockroom must already have been [set up](#), using the Stockroom Details task.

Options

Delete

Use this to delete the item from the list.

Functions

Resequence (F5)

Use this to re-sequence the items into alphabetical order.

Select **Update/Add (F8)** to add items to the list, validate the data you have entered and return to the [MPS](#) Additional Parameters window.

MPS Additional Parameters Run Parameters Window

To display this window, select Additional Run Parameters (F18) on the [MPS](#) Additional Parameters window.

Note: You can also access this window from the Run [MPS](#) task.

Use this window to display, and amend if necessary, the additional parameters for the [MPS](#) run. If a central run model plans multiple planning units, the parameters stated here are extracted from the individual unit definitions.

Fields

Planning Basis

Use this to indicate the planning basis for the run.

Enter one of the following:

0 - Standard

1 (Multi-plant Network) - To allow multiple plants to be planned in one [MPS](#) run, allowing interrelationships between items in those plants

Items can have unique [demand](#) and [supply](#) parameters in each plant and stock can be purchased, manufactured, or transferred from another production location in order to satisfy demand. You can define a unique supply batch size for each source type (purchase, manufacture and transfer).

Note: This planning basis is [available](#) for central models where multi-plant is defined as a requirement on the Production [company profile](#).

2 (Single Unit Sourcing) - To allow multiple [supply](#) options to be considered within a single planning unit

If an autonomous plant is planned where a [demand](#) cannot be satisfied locally, a suggested transfer order can be raised to obtain the stock from another planning unit. You can define a unique [supply](#) batch size for each source type (purchase, manufacture and transfer).

Additionally, Critical Resource Planning can be used in a multi-sourcing structure. In this case, [resources](#) can be defined with their capacities, and production will be planned on the resources according to [capacity requirements](#). The sourcing rules are used to determine the order in which critical resources are [loaded](#). A critical resource is loaded until its [capacity](#) is used up, whereupon the sourcing rule is used to identify the next critical resource to be loaded.

Note: This planning basis is [available](#) for central models where multi-sourcing is defined, or plant models where multi-plant and multi-sourcing are defined as requirements on the Production [company profile](#).

Planning Unit Parameters

Use Item Time Fence

In preference to a global [time fence](#), you can use a time fence based on each item's [production lead time \(this level\)](#) as calculated in the Item Master file.

Use this checkbox as follows:

Unchecked - To use the global time fence entered for run

Checked - To use the item time fence

If no [lead time](#) exists for the item, the [run time fence](#) is used.

Use Item End Date

In preference to a global end date, based on the Safety Horizon Days, for the review of each item, you can use an end date based on each item's [cumulative lead time](#).

Use this checkbox as follows:

Unchecked - To use the end date entered for run

Checked - To use individual item end dates

If a [cumulative lead time](#) has not been calculated for the item, the run end date plus Safety Horizon Days is used. The item end date is calculated as:

End Date + [Cumulative Lead time](#)

For non-production items, the purchasing [lead time](#) is used for both the manufactured and [cumulative lead times](#).

Dependent Requirements Basis

Use this to indicate the basis on which [dependent demand](#) is calculated.

Select one of the following:

Suggested (0) - To use the suggested parent item quantities to determine [dependent demand](#)

That is, use suggested orders, [schedules](#) and suggested changes to existing orders and [schedules](#).

Firm (1) - To use only firm quantities, irrespective of any suggested changes to the parent item quantity of existing orders and [schedules](#)

Forecast Basis

Use this to determine the date to be used as the [demand](#) date on extracted forecasts.

Select one of the following:

Daily (Blank) - To use the forecast date

Period (1) - To use the end date of the forecast

Confirmed Schedule Policy

This field defaults to the value in the Confirmed [Schedule](#) Policy field on the Planning Options window within [Company Profile](#) Maintenance.

Include Customer Schedule Arrears

Use this checkbox as follows:

Unchecked - To re-calculate the [MPS](#) plan in full

All existing conformed [schedules](#) are deleted.

Checked - To include any confirmed manufacturing [schedule](#) supplies in the plan

Note: *If a value is not entered for this policy, the setting on the [company profile](#) is used.*

Functions

Inter-Model Extract (F15)

Use this to display the Inter-Model Extract window to import suggested [dependent demand](#) from multiple [planning models](#) into the quoted run model.

Press Enter to display the [MPS](#) Additional Parameters Run Model Parameters window.

Inter-Model Extract Window

To display this window, select Inter-Model Extract (F15) on the [MPS](#) Additional Parameters Run Parameters window.

This can be used when a model needs to obtain [demand](#) from another autonomous model. If this method is used, it is important that the [planning models](#) are run in the correct order.

Fields

Model

Enter a model from which to import suggested [dependent demand](#).

Select Update (F8)

to validate the data and return to the previous window.

MPS Additional Parameters Run Model Parameters Window

To display this window, press Enter on the [MPS](#) Additional Parameters Run Parameters window.

Use this window to display, and amend if necessary, the Run Model parameters for the [MPS](#) run. The parameters shown are only considered by the quoted run model.

Fields

Review Demand

Use this to review the calculated [demand](#) during an [MPS](#) run.

Use this checkbox as follows:

Unchecked - Not to review demand during the MPS run

Checked - To review demand during the MPS run

Following the review, you need to resume the run using the Resume [MPS](#) task.

MRP Parent Item Extract

During the [MPS](#) run, [MRP](#) items are analysed to determine whether any have [MPS inputs](#). [MRP](#) items with [MPS](#) dependants are incorporated in the plan so that all relevant [demand](#) is [available](#) to the [MPS](#) dependants. However, this can be a time-consuming process, so this flag is available for environments where there are no [MPS](#) dependants for [MRP](#) parents. This can reduce the amount of time taken to determine the items to be planned during the [MPS](#) run.

Select one of the following:

Include (0) - To include the extracts for any [MRP](#) parent items with [MPS inputs](#)

Ignore (1) - To ignore the extracts for any [MRP](#) parent items with [MPS](#) inputs

Item Supply Route Policy

Analysis during the [MPS](#) run determines whether new [MPS item](#) suggestions will be raised as part of a process group. This can be a time-consuming process, so you can use this flag for environments where process groups are not used. This can reduce the amount of time taken to determine the items to be planned during the [MPS](#) run.

Select one of the following:

Process Group [Route](#) (0) - If an item may be planned as part of a process group

The process group function will be included in the [MPS](#) run.

Own [Planning Route](#) (1) - If all items are planned using their own [planning route](#)

In this case, the process group function will be excluded from the [MPS](#) run.

Daily Summaries for Co-products

You can use this if process groups are included in the [MPS](#) run. If you are using concurrent co-product planning, every day the system produces a [supply](#) and [demand](#) summary for each item involved, including each concurrent co-product in the process group.

Use this checkbox as follows:

Unchecked (default) - Not to produce daily summaries for [co-products](#) in the [MPS](#) review

Checked - To produce daily summaries for [co-products](#) in the [MPS](#) review

Forecast Netting Basis

Use this to determine the way in which multi-plant forecasts are processed in an [MPS](#) run.

Note: *The value you select in this field is only used when the when the forecast netting basis on the item production details is left blank.*

Select one of the following:

Central (0) - If you want the forecast for the central model to be included in calculations

These forecasts will be netted against the existing [supply](#) in all plant models attached to the central model, subject to an item's [demand policy](#). This can be used when the forecast is made at corporate level and critical resource planning is used to allocate production to the various facilities.

Planning Unit (1) - To include only forecasts for planning units; that is, plants, [cells](#), or both, planned within a central model

In this case, these forecasts will be netted against independent and [dependent demand](#) at planning unit level, subject to an item's [demand policy](#).

Note: *This field is only displayed if the Planning Basis is 1 (Multi-plant).*

Multi-Sourcing Basis

Use this to tell [MPS](#) which multi-sourcing rule it needs to apply. You can decide whether to use sourcing rules to satisfy [demand](#) or whether to use an item's own planning policies, i.e. item override or item master.

Select one of the following:

Ignore (0) - If you want to ignore multi-sourcing rules, that is, you require single sourcing

Central + Plan. Unit (1) - To consider rules for the central model [set up](#) with subsets of planning units, for example, central and plant models

P. Unit (2) - To consider only those multi-sourcing rules that are defined for the planning unit

Note: *This field can only be used if the Planning Basis is 1 (Multi-plant).*

Note: *The policy selected here should be in accord with the sourcing rule access method defined in Inventory.*

Save Critical Resource Load

Use this to save the end result of all critical [resources](#), that is, [capacity available](#) and capacity unused, for each [reporting profile](#) period. You could use this to determine why the software suggests producing particular products on particular [routes](#).

Use this checkbox as follows:

Unchecked - Not to save the critical resource [load](#)

Checked - To save the critical resource load

Note: This field is only applicable if Multi-sourcing is defined as a requirement on the [Production company profile](#).

Critical Resource Load Policy

Use this to define how the critical resource opening [capacity balance](#) will be constructed.

Select one of the following:

Refresh (0) - If each critical resource will be fully [available](#) each time the model is run

Alternative Model Profile (1) - If each critical resource will be fully [available](#) each time the model is run

If you use this, you must enter a model in the Alternative Resource Model field. The [reporting profile](#) of the quoted alternative model will be used to configure resource [loadings](#).

Alternative Model with Update (2) - If the opening resource [balance](#) will be taken from the quoted alternative resource model

If you use this, you must enter a model in the Alternative Resource Model field. On completion of the planning run, any additional resource consumption will be reflected in the resource [balance](#) of the alternative model.

Daily Resource [Loading](#) (3) - To allow critical resource [loads](#) to be viewed in daily [buckets](#) rather than by [reporting profile](#), up to a maximum of one year

Note: This field is only applicable if Multi-sourcing is defined as a requirement on the [Production company profile](#).

Alternative Resource Model

You must enter a model in this field if you selected **Alternative Model Profile** or **Alternative Model with Update** in the Critical Resource [Load](#) Policy field.

Note: This field is only applicable if Multi-sourcing is defined as a requirement in the [Production company profile](#).

Select **Update (F8)** to update the [MPS](#) Run Model parameters and re-display the [MPS](#) Additional Parameters window.

Maintain MRP Model Stockrooms [3/MDU]

You can decide which stockrooms are attached to which [MRP](#) model type. The stockrooms define the scope of the [planning model](#) in terms of the stockrooms considered for the planning run. The review process for the model only includes:

- Items that are associated with stockrooms in the list
- [Supply](#) and [demand](#) associated with stockrooms in the list

Note: The model should include all [WIP locations](#) and [floor stock](#) stockrooms for consideration in the planning run. If plant models are planned centrally, you can define the [WIP](#) locations at central model level only. You must define [floor stock](#) stockrooms at plant level if applicable.

You are therefore able to plan items that are produced in more than one place and restrict the [supply](#) and [demand](#) analysis to selected sites.

MRP Stockroom Model Maintenance Selection Window

To display this window, select the Maintain [MRP](#) Model Stockrooms task.

Use this window to maintain the list of stockrooms attached to an [MRP](#) model.

Fields

Model

Enter a model for which you want to create or maintain the list of stockrooms.

Alternatively, use the prompt facility to select from the Select Model pop-up.

A model uses all defined stockrooms to provide an all-round review of your [MRP](#) items, considering all [supply](#) and [demand](#) for them.

Based on Model

If you want to create a model based on an existing model, enter the name of a model in this field.

Alternatively, use the prompt facility to select from the Select Model pop-up.

Any stockrooms defined for this model are copied into the model being created.

This model must already have been [set up](#) via the Maintain [MRP](#) Model Stockrooms task.

The existing model details are copied to the new code, and can be maintained here. Leave this field blank to create a model from scratch.

All Stockrooms

If you do not want to use a based on model and copy the stockrooms for that model into the model being edited, you can decide whether or not to copy all stockrooms into the model.

Use this checkbox as follows:

Unchecked (default) - To specify stockrooms manually on the second window

Checked - To copy all stockrooms into the selected model to be edited

Functions

Add New Model (F8)

Use this to create a new [MRP](#) stockroom model. The MRP Stockroom Model Maintenance Details window is displayed.

If you are maintaining an existing model, press Enter to display the MRP Stockroom Model Maintenance Details window.

If you are creating a new model, select **Add New Model (F8)** to display the MRP Stockroom Model Maintenance Details window.

MRP Stockroom Model Maintenance Details Window

To display this window, press Enter or **Add New Model (F8)** on the [MRP](#) Stockroom Model Maintenance Selection window.

Use this window to enter all the stockrooms that are to be included in the MRP model.

Fields

Model

This field displays the model that you entered on the [MRP](#) Stockroom Model Maintenance Selection window. It is displayed for information only and cannot be amended.

Based on Model

If you selected a model on the [MRP](#) Stockroom Model Maintenance Selection window, it is displayed here. This field is for your information only and cannot be amended.

All Stockrooms

If you entered this option on the [MRP](#) Stockroom Model Maintenance Selection window, it is displayed in this field. This field is for your information only and cannot be amended.

Model Description

A text description of an existing model is automatically displayed in this field. The description can be up to 30 characters long. You can amend the description, or add one for a new model.

Stockrooms to be Included

If this is a new model, enter the stockrooms that will be associated with it.

Otherwise, stockrooms are automatically displayed if:

This is an existing model

You have copied stockrooms from another model

You specified all stockrooms on the previous window

You can amend or delete the existing stockrooms and add new ones to the list. If you are using a multi-plant model (that is model type 1, 2 or 3 for [MRP](#)), the stockroom must be unique to the plant or [cell](#) and its central model, unless it is autonomously planned.

You can use the prompt facility on these fields to select from the Select Stockroom pop-up.

Functions

Update/Add (F8)

Use this to save your data. If you are creating a new model code using all stockrooms, use this to edit the list created by the All Stockrooms field.

Delete (F11)

Use this to delete the model. You will have to confirm the deletion.

Additional Parameters (F18)

Use this to display [MRP](#) Additional Parameters window. This is only applicable if you are using multi-plant, [cellular](#) or multi-sourcing planning.

Select **Update/Add (F8)** to validate your data and return to the [MRP](#) Stockroom Model Maintenance Selection window.

MRP Additional Parameters Window

To display this window, select **Additional Parameters (F18)** on the [MRP](#) Stockroom Model Maintenance Details window.

***Note:** If you have not activated multi-plant, [cellular](#) or multi-sourcing planning in the [company profile](#), this window is not [available](#).*

As well as the additional [MRP](#) parameters, the [MPS](#) execution level and [primary stockroom](#) may also be displayed. This is when the plant model is both an MPS and MRP model.

The MPS details that may be displayed are taken from the Additional Parameters section within the Maintain MPS Model Stockrooms task.

Use this window to enter the MRP model type, execution level and primary stockroom.

Fields

Model Type

You can define three different model types if you are using multi-plant.

Enter one of the following:

0 or blank (default) - If you can define many standard models, only one of which can confirm suggestions (that is, the designated live model on the [company profile](#))

A standard model can reflect the whole organisation, where production item master planning policies determine the [supply](#) method used to satisfy [demand](#). The valid planning basis option for this is Standard.

1 - If you can define many central models, only one of which can confirm suggestions (that is, the designated live model on the [company profile](#))

A central model can reflect the whole organisation where, if appropriate, plant model types can be defined to subset the organisation stockrooms into unique production locations. Alternatively, you can adopt the single organisation structure of the standard model. You can define sourcing rules for both organisation structures. You can have multiple [supply](#) choices, for example, where an item can be produced on more than one line, or where an item can be manufactured and purchased. The supply decision is governed by the chosen sourcing rules criteria. Valid planning basis options are:

- Standard
- Multi-plant Network

- Single Unit Sourcing

Note: *If plants are to be planned as part of a central model, make sure that each required plant stockroom is defined to the central model stockroom definition.*

2 - If you can define many plant models to confirm suggestions

In this case, you can define plant models to reflect a unique subset of the organisation (unit, line, and so on). They can be planned autonomously or centrally as part of the central model. Valid planning basis options (if planned autonomously) are:

- Standard
- Single Unit Sourcing
- 3 - Production cell

Note: *A stockroom can be defined to only one plant model.*

Caution: A plant model type uses stockrooms to determine which plant produces which items. Therefore, you must configure the MRP Stockroom Model Maintenance Details window correctly.

The model type must already have been [set up](#) in the software.

Execution Level

Enter one of the following:

- 0 - Simulation (not live)
- 1 - Autonomous plan and execution
- 2 - Centralised plan and execution

Alternatively, use the prompt facility to select from the LPLT Model Plan and Execution Level pop-up.

Primary Stockroom

Enter the [primary stockroom](#) for the model.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Business Unit

This is an optional memo field.

You can use the prompt facility to select from the BUCS Business Unit Code pop-up.

The business unit code must already have been [set up](#) in the [Parameter file](#) under type BUCS. For more information, see the Maintain Parameters section.

Site

This is an optional memo field.

You can use the prompt facility to select from the STES Site Code pop-up.

The site code must already have been [set up](#) in the [Parameter file](#) under type STES. For more information, see the Maintain Parameters section.

Functions

Model Primary Stockrooms (F15)

Use this to display stockrooms at item level on the Maintain Model [Primary Stockrooms](#) window. This is only [available](#) if you have set the Model Type field to **2** (Plant) or **3** ([Cell](#)) for [MRP](#).

Additional Run Parameters (F18)

Use this to display the [MRP](#) Additional Parameters Run Parameters window.

Press Enter to return to the [MRP](#) Stockroom Model Maintenance Details window.

Maintain Model Primary Stockrooms Window

To display this window, select Model **Primary Stockrooms (F15)** on the [MRP](#) Additional Parameters window.

Note: *This is only applicable to plant and [cell](#) model types.*

Use this window to allocate items to a [primary stockroom](#) within a plant model.

Fields

Position to Item

You can select the item at which to start the display by entering all or part of the item's name in this field.

Item

You can enter [MRP](#) item names in this field.

Alternatively, use the prompt facility to select from the Select Item pop-up.

The item names displayed in this field are for your information only and cannot be amended. The item names are listed in alphabetical order. The items must already have been [set up](#) on the system.

You also enter a stockroom in the [Primary Stockroom](#) field and then select **Update/Add (F8)** to add the item to the list.

Primary Stockroom

You can enter the name of a stockroom in this field.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

The [primary stockroom](#) is used to determine:

- Default item overrides (defined in the Maintain Item Overrides task)

If you do not define default overrides, the item master planning parameters will be used.

- The planning route, where the receiving stockroom of a route level planning route is the same as the primary stockroom

If you do not define an [item stockroom](#) on the [planning route](#), the item master [planning route](#) will be used.

- A suggested purchase orders supply stockroom

If you do not define a [primary stockroom](#) for an item at [this level](#), the following hierarchical sequence is observed.

- Model primary stockroom

You enter this on the Model Stockroom Additional Details window.

- Item master primary stockroom

You enter this on the first Production Details window.

When you enter a stockroom in this field, a text description is automatically displayed beside it.

This stockroom must already have been [set up](#) using the Stockroom Details task.

Options

Delete

Use this to delete the item from the list.

Functions

Resequence (F5)

Use this to re-sequence the items into alphabetical order.

Select **Update/Add (F8)** to add items to the list, validate the data you have entered and return to the [MRP](#) Additional Parameters window.

MRP Additional Parameters Run Parameters Window

To display this window, select **Additional Run Parameters (F15)** on the [MRP](#) Additional Parameters window.

Note: You can also access this window from the Run [MRP](#) task.

This window displays the additional parameters for the [MRP](#) run.

Note: The [Cellular](#) Network is another planning basis that you can use, but it is specifically for [MRP](#) planning runs.

Use this window to display, and amend if necessary, the planning basis and planning parameters for the MRP run. The parameters shown are only considered by the quoted run model.

Fields

Planning Basis

Use this to indicate the planning basis for the run.

Enter one of the following:

0 - Standard

1 - Multi-plant Network

This basis allows multiple plants to be planned in one [MPS](#) run, allowing interrelationships between items in those plants. Items can have unique [demand](#) and [supply](#) parameters in each plant, and stock can be purchased, manufactured, or transferred from another production location in order to satisfy demand. You can define a unique supply batch size for each source type (purchase, manufacture and transfer).

Note: This planning basis is [available](#) for central models where multi-plant is defined as a requirement on the Production [company profile](#).

2 - Single Unit Sourcing

This basis allows multiple [supply](#) options to be considered within a single planning unit. If an autonomous plant is planned where a [demand](#) cannot be satisfied locally, a suggested transfer order can be raised to obtain the stock from another planning unit. You can define a unique supply batch size for each source type (purchase, manufacture and transfer).

Additionally, Critical Resource Planning can be used in a multi-sourcing structure. In this case, [resources](#) can be defined with their capacities, and production will be planned on the resources according to [capacity requirements](#). The sourcing rules are used to determine the order in which critical resources are [loaded](#). A critical resource is loaded until its [capacity](#) is used up, whereupon the sourcing rule is used to identify the next critical resource to be loaded.

Note: This planning basis is [available](#) for central models where multi-sourcing is defined, or plant models where multi-plant and multi-sourcing are defined as requirements on the Production [company profile](#).

3 - Cellular

Planning Unit Parameters

Use Item Time Fence

In preference to a global [time fence](#), you can use a [time fence](#) based on each item's [production lead time \(this level\)](#) as calculated on the Item Master file.

Use this checkbox as follows:

Unchecked - To use the global [time fence](#) entered for run

Checked - To use the item time fence

If no [lead time](#) exists for the item, the [run time fence](#) is used.

Use Item End Date

In preference to a global end date using the Safety Horizon Days for the review of each item, you can use an end date based on each item's [cumulative lead time](#).

Use this checkbox as follows:

Unchecked - To use the end date entered for run

Checked - To use individual item end dates

If a [cumulative lead time](#) has not been calculated for the item, the run end date plus Safety horizon Days is used. The item end date is calculated as:

End Date + [Cumulative Lead time](#)

For non-production items, the purchasing [lead time](#) is used for both the manufactured and [cumulative lead times](#).

Dependent Requirements Basis

Use this to indicate the basis on which [dependent demand](#) is calculated.

Select one of the following:

Suggested (0) - To use the suggested parent item quantities to determine [dependent demand](#)

That is, use suggested orders, [schedules](#) and suggested changes to existing orders and [schedules](#).

Firm (1) - To use only firm quantities, irrespective of any suggested changes to the parent item quantity of existing orders and [schedules](#)

Forecast Basis

Use this to determine the date to be used as the [demand](#) date on extracted forecasts.

Select one of the following:

Daily (0) - To use the forecast date

Firm (1) - To use the end date of the forecast

Confirmed Schedule Policy

This field defaults to the value in the Confirmed [Schedule](#) Policy field on the Planning Options window within [Company Profile](#) Maintenance.

Include Customer Schedule Arrears

Use this checkbox as follows:

Unchecked - To re-calculate the [MPS](#) plan fully

Any existing confirmed [schedules](#) are deleted.

Checked - To include any confirmed manufacturing [schedule](#) supplies in the plan

Note: *If a value is not entered for this policy, the setting on the [company profile](#) is used.*

Functions

Inter-Model Extract (F15)

Use this to display the Inter-Model Extract window, to import suggested [dependent demand](#) from multiple [planning models](#) into the quoted run model.

Press Enter to display the [MRP](#) Additional Parameters Run Model Parameters window.

Inter-Model Extract Window

To display this window, select **Inter-Model Extract (F15)** on the [MRP](#) Additional Parameters Run Parameters window.

This can be used when a model needs to obtain [demand](#) from another autonomous model. If this method is used, it is important that the [planning models](#) are run in the correct order.

Fields

Model

Enter a model from which to import suggested [dependent demand](#) from.

Select **Update (F8)** to validate the data and return to the [MRP](#) Additional Parameters Run Parameters window.

MRP Additional Parameters Run Model Parameters Window

To display this window, press Enter on the [MRP](#) Additional Parameters Run Parameters window.

Use this window to display, and amend if necessary, the Run Model parameters for the [MRP](#) run. The parameters shown are only considered by the quoted run model.

Fields

Include Suggested MPS

This parameter is used to determine whether [MRP demand](#) arising from suggested supplies for [MPS](#) parents is taken into account in the [MRP](#) run or not.

In some circumstances, the operating procedure might be to finalise the [MPS](#) plan before generating the [MRP](#) requirements that emanate from it. This might be achieved by confirming the [MPS](#) suggested supplies that are deemed to be required. In this case, any [MPS](#) supplies remaining at Suggested status would be surplus to requirements and should not be passed to [MRP](#) to create additional [demand](#), so suggested [MPS](#) *should not* be included in the [MRP](#) run.

In other circumstances, the operating procedure might be to check the effect on [MRP](#) of a proposed [MPS](#) plan, before confirming it. This could be an iterative process, in an attempt to find an optimal [MPS](#) plan, when taking into account the consequent effects of various proposals. In this case, [MPS](#) suggestions would need to be reflected in the [MRP](#) total [demand](#), so suggested [MPS](#) *should* be included in the [MRP](#) run.

Select one of the following:

Blank (0) - Not to include suggested [MPS](#)

Yes (1) - To include suggested [MPS](#)

With Phantoms (2) - To include suggested [MPS](#), with phantoms

In addition, this will explode any intervening [phantom items](#) in order to pick up all possible [MRP](#) descendants, arising from [MPS](#) antecedents. This would normally only be excluded for performance purposes, since it is potentially a resource intensive process.

Daily Summaries for Co-products

You can use this if process groups are included in the [MRP](#) run. If you are using concurrent co-product planning, every day the system produces a [supply](#) and [demand](#) summary for each item involved, for each concurrent co-product in the process group. This field determines whether the daily summaries are retained for enquiry purposes or not.

Use this checkbox as follows:

Unchecked (default) - Not to produce daily summaries for [co-products](#) in the [MRP](#) review

Checked - To produce daily summaries for [co-products](#) in the [MRP](#) review

Forecast Netting Basis

Use this to determine the way in which multi-plant forecasts are processed in an [MRP](#) run.

Note: *The value you select in this field is only used when the when the forecast netting basis on the item production details is left blank.*

Select one of the following:

Central (0) - If you want the forecast for the central model to be included in calculations

These forecasts will be netted against the existing [supply](#) in all plant models attached to the central model, subject to an item's [demand policy](#). This can be used when the forecast is made at corporate level and critical resource planning is used to allocate production to the various facilities.

Planning Unit (1) - Only to include forecasts for planning units, that is, plants, [cells](#), or both, planned within a central model

These forecasts will be netted against independent and [dependent demand](#) at planning unit level, subject to an item's [demand policy](#).

Both (2)

Note: *This field is only displayed if the Planning Basis is 1 (Multi-plant).*

Multi-Sourcing Basis

Use this to tell [MRP](#) which multi-sourcing rule it needs to apply. You can decide whether to use sourcing rules to satisfy [demand](#), or whether to use an item's own planning policies, i.e. item override or item master.

Select one of the following:

Ignore (0) - If you want to ignore multi-sourcing rules, that is, you require single sourcing

Central + Plan. Unit (1) - To consider rules for the central model [set up](#) with subsets of planning units, for example, central and plant models.

P. Unit (2) - To consider only those multi-sourcing rules that are defined for the planning unit

Note: *This field can only be used if the Planning Basis is 1 (Multi-plant).*

Note: *The policy selected here should be in accord with the sourcing rule access method defined in Inventory.*

Save Critical Resource Load

Use this to save the end result of all critical [resources](#), that is, [capacity available](#) and [capacity unused](#), for each [reporting profile](#) period. You could use this to determine why the software suggests producing particular products on particular [routes](#).

Use this checkbox as follows:

Unchecked - Not to save the critical resource [load](#)

Checked - To save the critical resource [load](#)

Note: This field is only applicable if multi-sourcing is defined as a requirement in the Production [company profile](#).

Critical Resource Load Policy

Use this to define how the critical resource opening [capacity balance](#) will be constructed.

Select one of the following:

Refresh (0) - If each critical resource will be fully [available](#) each time the model is run

Alternative Model Profile (1) - If each critical resource will be fully [available](#) each time the model is run

The [reporting profile](#) of the quoted alternative model will be used to configure resource [loadings](#).

If you use this, you must enter a model in the Alternative Resource Model field.

Alternative Model Profile with Update (2) - If the opening resource [balance](#) will be taken from the quoted alternative resource model

On completion of the planning run, any additional resource consumption will be reflected in the resource [balance](#) of the alternative model.

If you use this, you must enter a model in the Alternative Resource Model field

Daily Resource [Loading](#) (3) - To allow critical resource [loads](#) to be viewed in daily [buckets](#) rather than by [reporting profile](#), up to a maximum of one year

Note: This field is only applicable if multi-sourcing is defined as a requirement in the Production [company profile](#).

Alternative Resource Model

You must enter a model in this field if you selected **Alternative Model Profile** or **Alternative Model Profile with Update** in the Critical Resource [Load](#) Policy field.

Note: This field is only applicable if multi-sourcing is defined as a requirement on the Production [company profile](#).

Select **Update (F8)** to update the [MRP](#) Run Model parameters and re-display the [MRP](#) Additional Parameters window.

Maintain Organisational Model [4/MDU]

This task is only [available](#) if multi-plant planning or [cellular planning](#) has been activated through the [company profile](#). Otherwise the only [organisational model](#) details are for the single live model and these are maintained within [company profile](#) maintenance. When multi-plant or [cellular planning](#) is used, there are effectively multiple live models, representing different plants or [cells](#). In this case the [organisational model](#) details for these models are maintained using this task. Only plant or [cell](#) type models can be maintained through this task.

The [organisational model](#) is an extension of the [MPS/MRP](#) model used in the Production Planning functions. It is used to configure the production control functions at the various facilities that are [available](#) to the company.

Note: You must [set up](#) the related [MPS/MRP planning model](#) before you create the [organisational model](#) details. If you have activated Multi-plant and/or [Cellular](#) on the [Company Profile Planning Options](#) window, you can define [organisational models](#) for live plant and/or [cell](#) models.

With the setting up of the [organisational model](#) for each facility you can:

- Set default resource control values
- Define reporting procedures
- Set resource [utilisation](#) policies

You can define multiple [organisational models](#). They should represent either different plants or different lines/[cells](#) that you want to plan and control.

Maintain Organisational Model Selection Window

To display this window, select the Maintain [Organisational Model](#) task.

You use this window to enter the [organisational model](#) you want to maintain.

Fields

Model

Enter the model you want to maintain.

Alternatively, use the prompt facility to select from the Select [Organisational Model](#) pop-up.

Press Enter to display the Maintain [Organisational Model](#) Details window

Maintain Organisational Model Details Window

To display this window, enter or select a model and then press Enter on the Maintain [Organisational Model](#) Selection window.

Note: The model you are maintaining must already have been defined to [MPS/MRP](#) as a [planning model](#) of type 2 or 3 (plant or [cell](#)).

Use this window to maintain the [organisational model](#) for an [MPS](#) or [MRP](#) plant or [cell](#) type [planning model](#).

Fields

Model

This field displays the model that was entered on the Maintain [Organisational Model](#) Selection window. This field is for information only and cannot be amended.

Description

Enter the text description associated with this [organisational model](#).

Scrap Reason Code

Enter the default reason code to be displayed when you record scrapped [WIP inventory](#).

You must already have [set up](#) this movement reason code in Parameter Maintenance, under type MOVR. For more information, see the Maintain [Parameter File](#) task. Alternatively, it must be [set up](#) in the Inventory [Descriptions file](#), again under type MOVR.

You can use the prompt facility on this field to select from the MOVR Movement Reason Code pop-up.

Hold Reason Code

Enter the default reason code to be displayed when you record [held WIP inventory](#).

You must already have [set up](#) this movement reason code in Parameter Maintenance, under type MOVR. For more information, see the Maintain [Parameter File](#) task. Alternatively, it must be [set up](#) in the Inventory [descriptions file](#), again under type MOVR.

You can use the prompt facility on this field to select from the MOVR Movement Reason Code pop-up.

Transaction Number

This field displays the last system-generated transaction control number. It is automatically incremented with each transaction reported within this [organisational model](#). This field is for information only and cannot be amended.

Subcontractor Stockroom

Enter the code for the stockroom where all subcontractor material [balances](#) are held. Material shipments to subcontractors that you report within this [organisational model](#) are placed in this stockroom. [Balances](#) are held within the stockroom by subcontractor. [WIP balances](#) are held at the previous in-house [operation WIP location](#), as defined for the Work Station on the item's [route](#) operation.

This stockroom must be defined in Inventory.

You can use the prompt facility on this field to select from the Select Stockroom pop-up.

Shipper Number

This field displays the last subcontract [shipper number](#) used. It is for information only and cannot be amended.

Quantity Reporting Policy

Use this to specify how you want to interpret the reported quantity during [WIP inventory](#) recording.

Enter one of the following:

0 or blank - For the total quantity reported, exclusive of scrap and held quantities

The quantity will be assumed to be good and [available](#) for the next [operation](#).

1 - If the total quantity reported includes scrap and held quantities

Whichever method is selected, you must still enter scrap and held quantities separately.

You must already have [set up](#) this [quantity reporting policy](#) in Parameter Maintenance, under type GQTY. For more information, see the Maintain Parameters section.

You can use the prompt facility to select from the GQTY [Quantity Reporting Policy](#) pop-up.

Count Reporting Policy

Use this to specify how you want to report production quantities.

Enter one of the following:

0 or blank - To enter only the total quantity produced

1 - To enter a start and end machine cycle count, to support the calculation of quantity produced

If you enter **1**, this allows the reporting of net quantity produced, by reporting the start count as 0.

You must already have [set up](#) this [count reporting policy](#) in Parameter Maintenance, under type CNTI. For more information, see the Maintain Parameters section.

You can use the prompt facility to select from the CNTI [Count Reporting Policy](#) pop-up.

Time Booking Policy

Select one of the following:

0 or blank - Decimal Hrs - times are reported in decimal hours

1 - HH.MM - times are reported in HH.MM format

Time Reporting Policy

Use this to specify how you want to report production times in this model.

Enter one of the following:

0 or blank - To enter only the total time taken

1 - To enter both the start time and end time of the task

You must already have [set up](#) this [time reporting policy](#) in Parameter Maintenance, under type TIMI. For more information, see the Maintain Parameters section.

You can use the prompt facility to select from the TIMI [Time Reporting Policy](#) pop-up.

Production Order Prefix

A unique single-character Production Order Prefix can be assigned to the Plant (Organisational Model). This facilitates Production Orders for Plants to be grouped together within selection lists, enquiries, and reports. The Organisational Model to which a Production Order belongs is determined by the Receiving Stockroom on the Production Order Header. Each Stockroom can only belong to a single Live Plant (Organisational Model).

To ensure that a Prefix is not already in use in another Plant, if there are Production Orders at any status other than Completed or Cancelled which have the entered prefix, but have a Stockroom which does not exist in that Organisational Model, then the Prefix may not be assigned to this Model. An error message is displayed. A function key is available which will display, and print, if selected, the list of existing Production Orders that are preventing the prefix from being used for the Organisational Model (see below).

If no Prefix is assigned to an Organisational Model, then the Company default prefix is used.

Last Order Number

This displays the last Production Order Number used within the Plant (Organisational Model). If the Plant does not have a Production Order Prefix assigned to it, the last Production Order Number used within the Company is displayed.

Shipper Tracking

Use this to indicate if subcontractor [WIP](#) and material shipping transactions will be recorded against shipping documentation.

Receipts and shipments are checked to make sure that receipts do not exceed shipments. The software generates [shipper numbers](#) for each despatch, if they are not created manually, and more than one shipment can be recorded on the same [shipper number](#). [WIP](#) shipping transactions are the movement of production lots to a subcontractor and back again. Material shipping transactions cover the transfer of materials and [components](#) in order for the subcontractor to complete the work. [WIP inventory](#) is shipped from the [operation](#) immediately before the subcontracted [operation](#). Completed subcontracted work is then booked using the Receive From Subcontractor task rather than the order, item or operator [booking](#) routines.

Select one of the following:

0 - If you do not want to produce a shipping note

For [WIP](#) transactions, the quantity received from the subcontractor is assumed to be the total shipped quantity, and the transaction is closed following receipt. For material transactions, the quantity shipped is assumed to be the quantity consumed when the [WIP](#) transaction is closed.

1 - To produce a shipping note

For [WIP](#) transactions, the quantity received from the subcontractor defaults to the quantity booked, and you can receive it repeatedly until the [operation](#) is closed manually. For material transactions, the quantity shipped is assumed to be the quantity used when the [WIP](#) transaction is closed.

2 - For [WIP](#) transactions, a shipping note is not produced.

The quantity received from the subcontractor is the full shipped quantity and the transaction is closed following the receipt. For material transactions, a shipping note is produced and the quantity shipped is the consumed amount when the [WIP](#) transaction is closed.

3 - If you do not want shipping notes to be produced

For [WIP](#) transactions, the quantity received from the subcontractor is the quantity booked and can be repeatedly received until the [operation](#) is manually set to Closed. For material transactions, the quantity shipped is assumed to be the quantity consumed when the [WIP](#) transaction is closed.

Held Inventory Tracking

Use this checkbox as follows:

Unchecked - To indicate that tracking is not required

Checked - To indicate that [WIP inventory](#) that is held pending a decision must have a tracking number associated with it

WIP Lot Tracking

Use this checkbox as follows:

Unchecked - Do not track [WIP](#) by lot through the production process

Checked - To indicate that items defined as [lot controlled](#) in Inventory Management are to be tracked by lot in [WIP](#) reporting

The lot number is still required for the inventory receipts.

Generate Cost Recovery

Use this checkbox as follows:

Unchecked - Not to generate standard [cost](#) recovery records

Checked - To create standard [cost](#) recovery records when you record [WIP inventory](#) at a [count point operation](#)

[Cost](#) recovery records contain the standard value of good and held work that is fully dissected at the elemental [cost](#) level, and represent the value added between the previous [count point](#) and the [operation](#) stage reached. It creates separate elemental records for scrapped production to represent the standard [cost](#) that is written off between [count points](#).

Generate Material Recovery

Use this checkbox as follows:

Unchecked - Not to create material recovery records

Checked - To create material recovery records including the elemental [costs](#) of purchased materials waste and [by-products](#), when good and [held WIP inventory](#) is recorded or [WIP](#) is scrapped at a [count point](#)

These are in addition to records for the total material [cost](#) and [operation](#) transformation [costs](#) incurred between [count points](#).

Backflush Operation Times Including Shrinkage

Use this to specify whether or not [efficiency](#) calculations will include [operation](#) shrinkage.

Use this checkbox as follows:

Unchecked - To exclude shrinkage

[Operational shrinkage](#) is deemed to be a [WIP](#) scrap rate with no impact on machine or labour [efficiency](#). Therefore, [operation](#) cycle times will not be inflated by the shrink factor.

Checked - To include shrinkage in standard [operation](#) times for [efficiency](#) calculation purposes

The software calculates standard or earned hours for all actual production [bookings](#), as long as you request [efficiency](#) reporting in the Activity Control file.

Backflush Material Usage Including Shrinkage

Use this checkbox as follows:

Unchecked - If [backflushed](#) material is not to be inflated by [operation](#) shrinkage

This means the [route](#) used can support [operation](#) shrinkage without including it in the material movements calculated in [backflushing](#).

Checked - To inflate the [backflushed](#) material calculated by [operation](#) shrinkage factors defined for the [route](#)

Note: *Material shrinkage is always included in [backflush](#) calculations.*

Select **Update (F8)** to validate and update the data you have entered and re-display the Maintain [Organisational Model](#) Selection window.

Prefix in Use pop-up

This error message is issued if the Prefix selected for the Plant (Organisational Model) is already in use by or assigned to another Plant. If there are live Production Orders using the prefix in another Plant then these can be listed and printed.

Functions

Display Prefix Orders (F20)

This function is available if there are live Production Orders using the entered Prefix character. It lists the Production Orders using the Prefix and provides an option to request a printed version.

Orders using Prefix pop-up

This panel displays a list of Production Order Numbers with the selected prefix character. The list includes completed orders.

Functions

Print (F20)

This function creates a printed list of the Production Order Numbers with the selected prefix character.

Prefix report pop-up

This panel appears when the Prefix Report has been produced and is ready to be printed.

Maintain Work Station Locations [5/MDU]

A [WIP location](#) is an Inventory Management stockroom that you have logically associated with one or more [work stations](#). It is the stockroom that receives all [WIP inventory](#) produced from [count point operations](#) by those [work stations](#).

Note: *[WIP inventory](#) is not visible within Inventory Management. It is data kept entirely within the Production software. The software does not validate this condition, so you must make sure that these definitions are complete.*

These stockrooms are the same as other stockrooms defined in Inventory Management. They are capable of supporting on hand [balances](#) for any type of item, purchased or manufactured. The difference is that in Production Control, these stockrooms are designated as repositories of [WIP inventory](#).

Note: *You cannot define a warehouse as either a [WIP](#) or [floor stock location](#).*

You must link every [work station](#) used on a [process route](#) to a [WIP](#) stockroom.

You can link a [work station](#) to a single [WIP location](#) only. The link between a [work station](#) and [WIP](#) stockroom dictates which stockroom receives [WIP inventory](#) produced by any [count point operation](#).

You must link every [WIP location](#) (stockroom) to the [organisational model](#), using this task. You can select and sequence many of the [schedule](#) reports and enquiries by [WIP location](#).

Work Station WIP Locations Selection Window

To display this window, select the Maintain [Work Station](#) Locations task.

You use this window to enter the [work station](#) for which you want to maintain locations.

Fields

Work Station

Enter the [work station](#) for which you want to maintain locations.

Alternatively, use the prompt facility to select from the Select [Work Station](#) pop-up.

Press Enter to display the [Work Station WIP Locations](#) Details window.

Work Station WIP Locations Details Window

To display this window, press Enter on the [Work Station WIP Locations](#) Selection window.

Use this window to link a [work station](#) to a [WIP location](#), the live [organisational model](#) and a [floor stock location](#). The [work station](#) code that you entered on the first window is displayed, together with a description of it. You must have already set it up in [Work Station](#) Maintenance.

Note: If a [work station](#) has been deleted, the message **WORK STATION DELETED** is displayed next to the [work station](#), and all fields are for enquiry only. [Work Station](#) deletion does not delete the [work station WIP location](#) details. You have to delete them here.

Fields

WIP Location

Enter the logical [WIP location](#) that is linked with this [work station](#) and holds all [WIP inventory balances](#). You must already have [set up](#) the stockroom in Stockroom Details within Inventory Management.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Organisational Model

Enter the live [organisational model](#) that will be linked with this [work station](#) and [WIP location](#). You must have already [set up](#) and validated the [organisational model](#) in the Maintain [Organisational Model](#) task.

Alternatively, use the prompt facility to select from the Select [Organisational Model](#) pop-up.

Floor Stock Location

Enter the floor location or stockroom.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

When you issue materials with a Material Policy Code 3 (usually from the raw material stockroom), they do not go directly to [WIP](#) but are transferred to the [floor stock location](#) associated with the [work station](#).

You must have already [set up](#) this stockroom in Stockroom Details.

Press Enter to validate your entries and return to the [Work Station WIP Locations](#) Selection window.

Maintain Parameters [11/MDU]

In Production, codes are often used to aid data entry. The benefits of this are:

- Fast data entry

- System validation of the entries

Use this task to maintain the codes and their descriptions. There are two parameter code sections:

- User-defined codes
- System-defined codes

The user-defined codes and their descriptions need to be [set up](#) after the [company profile](#), with the values needed to start the system. They can be amended, added to or deleted as required, depending on access rights.

The system-defined codes are delivered as part of the application. You should not alter the system-defined codes. However, you can change their descriptions to make them more relevant to your business.

Parameters

Examples of the default parameters include:

ACCP - Actual [Cost](#) Calculation Policy

If this parameter is set to **1**, it provides an alternative method of calculating actual costs for receipts made from production. See the section on Product Costing for further details.

BFOM - [Backflush](#) Order Matching

Use this to control Work Order Multi-level [Backflushing](#). If the [backflushed input](#) is work order-controlled, it is necessary to have a method for selecting the work order(s) for which the automatic [bookings](#) are to be generated. This could be used, for example, to link all the work orders at all levels of manufacture that are required to satisfy a Back-to-back sales order, where each of the work orders would carry the sales order as its matching data.

When the top-level work order is received, the [bookings](#) for all of the lower-level work orders could be automatically produced, where the [input](#) items are defined as Multi-level [Backflush](#).

There are five detail parameters, each one identifying a method for finding a work order to use when multi-level [backflushing](#) work order-controlled [inputs](#). The detail parameters are:

0 - Any Work Order

1 - Reference 1 = Booked WO

2 - Reference 2 = Booked WO

3 - Reference 1 = Reference 1

4 - Reference 2 = Reference 2

If one is set to **1=Active**, the method is used to find work orders to book the [backflush](#) to. If more than one is set to **1**, the rules are checked in turn, 0 (Any Work Order) being checked last and 4 (Reference 2 = Reference 2) being checked first.

BLKI - Material Control Policy

You can set the parameter to:

0 - Formal Issue

1 - [Backflush](#)

2 - Multi-Level [Backflush](#)

3 - Shop [Floor Stock](#)

BREC - Backflush Receipts Policy

Use this to specify whether you want to issue all types of material using the Backflush Production Receipts task, regardless of whether they are backflushed or formally issued items. This parameter allows you to make formal issues optional within that task. If you set this parameter to **0**, formal issues will be excluded from the processing. This means that you will have to use the Issue Materials task to make all non-backflush material issues.

You can set the parameter to:

0 - To exclude Formal Issues

1 - To include Formal Issues

BUCS - Business Codes

This is an optional parameter. You can use it when defining additional parameters for [MPS/MRP](#) models. You can group planning units ([MPS/MRP](#) models) within a business code.

CMAC - Change Management Authorisation List Codes *and*

CMNC - Change Management Notification List Codes

You set these if you want to enable Workflow.

CSHF - Shift Profile Code

You should not maintain this code within this task, but within the Shift Profile Maintenance task. The [Parameter file](#) is updated automatically when you maintain shift profile codes.

DEPT - Departments

These are used to group and subsequently report and analyse production [booking](#). In addition, if [MRP cellular planning](#) is used, you should [set up cell](#) (department) codes equivalent to those defined in the Inventory Management application against type DEPT.

DFPL - Item Trigger Tolerance

This sets the default [trigger tolerance](#) used by the [MPS](#) (Master Production [Scheduling](#)) [Available](#) to Ship Report.

DSPC - Disposition Codes

Disposition codes are used to determine what function is performed by a change request (for example, stock disposal, product recall or product re-[cost](#)). The defaults are displayed on the [Change Management](#) Policies window. You can configure the disposition codes for the DSPC parameter.

GRPT - Process Group Type

This is a system parameter. It defines whether the process group is not used, is a co-product process group with a [primary co-product](#), or is a concurrent co-product process group. You select the [process group type](#) by entering 0, 1 or 2 respectively in the [Process Group Type](#) field on the Additional Parameters pop-up within Production Details.

GTFM - GT Family

This is a user-defined parameter used to define a set of valid Group Technology Family codes. Any number of codes may be defined. These may be up to 10 digits in length.

Any number of codes may be defined. Once validation is switched on, the [GT family](#) code within the Item Production Details maintenance task is validated against these codes.

MFSA - MPS Frozen Stock Availability

This allows flexibility in the treatment of [frozen stock](#) within Planning. If a lot in Inventory is frozen because it is before its [First Available Date](#), but also according to its Status, it can now be treated in the same way as any lot before its [First Available Date](#), so that it will become released stock on its [First Available Date](#). Also, if it is within its availability dates but still at frozen status planning can suggest that the lot should be released immediately, but still treat it as unavailable.

This allows planning to assume that frozen status material will become [available](#) on its [first available date](#), although, in practice, a positive release action is required for it actually to become [available](#).

The same parameter applies to both [MPS](#) and [MRP](#) planning.

Note that this parameter controls the treatment within MPS and MRP Planning of Items that are controlled using Lot Headers. For all other Items, both Lot controlled and non-Lot controlled, the equivalent Parameter to use is PLFS – MPS/MRP Frozen Status (qv).

MLBC - Multi-level Backflush Order Complete

The setting of this parameter manages whether Production Orders have their status set to complete when a backflushed booking transaction results in an Order Quantity Complete that is equal to or greater than the Production Order Quantity. This may be because it is possible that there will be further bookings required against it (because it is the last, or only, available Production Order that can be booked against).

If the setting is 0, then Production Orders remain open when automatic receipts are booked against them within the multi-level backflush process, regardless of the quantity received. It will be necessary to set the Production Order status to Complete using manual methods.

There is a single default at Company level, which can be used to override the system default behaviour, which is to close/complete the Production Order, once fully booked. If multi-plant is active, then Plant level overrides can be specified, which, if defined act as overrides to the Company or system default.

If the full quantity of a Production Order is booked, but the Order is not set to completed status then the Exception report flags the Order as 'Ready for Completion'.

In all cases, only a single Production Order is overbooked, and this is the last one to be booked, where multiple Production Orders are auto-received.

The event is recorded on the exception report. The overbooked quantity and the Production Order that was overbooked are both printed. A message indicates that an overbooking occurred. The report also indicates the resulting status of the Production Order.

If no Production Order is found, then no booking takes place.

MLBO - Multi-level Backflush Overbook

The setting of this parameter manages whether production order over-issue of multi-level backflush materials is performed. If the parameter is left at the default setting of 0, then over-issue of materials is inhibited, and the shortfall is reported on an exception report. If the parameter is set to 1, the over-issue of materials is enabled, and the full quantity will be booked of the lower level Production Order.

There is a single default at Company level, which is used to activate the function. If multi-plant is active, then Plant level override parameters can be specified, which, if defined, act as overrides to the Company default setting.

When the Overbooking parameter is activated, the process allows Production Orders to be booked with received quantities that are greater than their outstanding quantity. This situation is detected in the same manner as when overbooking has not been activated. However, if overbooking is allowed, then the booking of the full quantity goes ahead regardless of the fact that the resulting quantity received will be greater than the total Production Order Quantity. The exception is reported as overbooking of receipt quantity, rather than under booking of backflushed quantity, and the overbooked Production Order Number is included on the report.

The selection of Production Orders that are available to be backflushed in this manner is controlled by a date test. No Production Order that has a Due Start Date later than the current date is available for selection, regardless of its status. Apart from this, any released or open Production Order is available, as far as date selection is concerned.

MLBS - Multi-level Schedule Backflush

This controls whether multi-level [backflush](#) is initiated for [schedule](#)-controlled [inputs](#).

The parameter detail identifies the Activity Type that will be utilised when generating the automatic lower level backflush schedule booking. The system-supplied value is PRODBF. If this does not exist then it should be created. This Activity uses Reporting Type '01'.

MLBW - Multi-level Work Order Backflush

This controls whether multi-level [backflush](#) is initiated for work order-controlled [inputs](#).

The parameter detail identifies the Activity Type that will be utilised when generating the automatic lower level backflush schedule booking. The system-supplied value is WORDBF. If this does not exist then it should be created. This Activity uses Reporting Type '01'.

If Multi-plant is active, then only Production Orders that have their Receiving Stockroom in the same Plant as the Issuing Stockroom of the transaction that initiated the backflush are available to be selected for the backflushing process.

Note: This allows full control over [backflushing](#) work order-controlled [inputs](#) to [schedule](#)-controlled parents and vice versa, as well as work order to work order and [schedule](#) to [schedule](#).

MPOP – Maintenance of Purchase Orders in MPS/MRP

This can be used to allow access to Purchase Order Amend from within the MPS/MRP Enquiry function. This may be required to allow maintenance of the MPS/MRP Filter Codes on Purchase Orders, or of the Firm Planned Purchase Order Status flag.

Care should be taken when setting this flag because it allows access to all of the update functions normally available through Purchase Order Amend.

NETB - Forecast Netting Basis

This is used to determine the Forecast netting policy for an item in a multi-plant environment. The forecast netting basis is defined at item level and can be either for the central model or for individual plants within a central model. This equates to corporate level or plant level forecasting.

OCHK - Order Check after [Route Update](#)

This parameter allows all open work orders that may be affected by a change to a [route](#) or its details to be displayed on update.

OEIG - Ignored OE Suspend Codes

This is a user parameter. The use of this parameter allows users to ignore suspended orders based on the suspension code; thereby increasing the control over what types of [demand](#) will produce a response from the planning process. When [MPS](#) and [MRP](#) run, Sales Orders with suspended codes that are included in this parameter will NOT be taken into account.

PECS – Period End Cost Set

This parameter is only operable if Period End Average Costing is activated (using the PEAC parameter within the Inventory DFLT Descriptions File parameters). It is used to define the descriptions for the various Cost Sets created for Period End Average Costing.

PLAN – Planner Codes

This defines the initials or similar short codes for the [planners](#) or buyers used to categorise [MPS](#) and [MRP](#) enquiries and reports. This can be used to identify individual Planners, or alternatively to identify the various Planning Departments.

PLFS – MPS/MRP Frozen Status

This determines how frozen stock for certain items is treated by MPS and MRP in terms of its availability. Normally, Frozen Stock is regarded as unavailable. However, if Frozen Stock should be treated as available in the context of replenishment planning, then this parameter can be used to indicate this. There are detail settings for both MPS and MRP, and within each of these there are separate settings for Lot controlled Items and non-Lot controlled Items. The value of any of these controls should be set to 1, if frozen balances of the indicated stock classification are to be regarded by the indicated Planning regime as available stock, and therefore included in the calculation of the opening balances for the Items concerned.

Note that this Parameter applies to non-Lot controlled Items and Lot controlled Items without Lot Headers. Lot Header controlled Items are managed by a separate Parameter, MFSA (qv).

PLRP - Planning Route Policy

If [MPS](#) processing finds no method for manufacturing an item, it makes a suggestion, using SS ([Schedule](#)) or SW (Work Order), that a [supply](#) should be created for the quantity required, using the [planning route](#) of the item. This gives a false impression that [demand](#) is satisfied when there is no method of satisfying it. Part of the reason for this is that the [MPS](#) planning run does not move to the next date until the [demand](#) on the current day is satisfied one way or another.

If this parameter is set as active, it stops the planning run from writing the [supply](#) record for an SS or SW type [supply](#) if the [route](#) suggested is not defined. However, the calculation that nets [supply](#) and [demand](#) continues as if the [supply](#) had in fact been created. This allows the planning process to

carry on as normal. When the results are subsequently viewed through, for example, [MPS](#) Review, it is apparent that there is [demand](#) that has not been satisfied.

PLRV - Planning Review

If set, this parameter allows the [MPS/MRP](#) Review option to display when supplies become [available](#), taking into account any delivery or [release lead time](#) that has been defined.

RTCL - Route Classification

This parameter is used to classify [routes](#) as being production or non-production ones. The software validates this, and prevents you from using non-production [routes](#) for production control and [flow route scheduling](#) routines.

SCHS - Schedule Source

This defines codes used by the [MPS Available to Ship Report](#) to determine the [supply schedule](#) source. This may be firm [work station schedules](#), firm [MPS schedules](#) or suggested [MPS schedules](#).

SHLV – Shelf Life Validation

This parameter is used to control whether Lot Rotation control is active within the Production applications.

If Lot Rotation Control is active, when materials are issued to manufacturing processes, for inputs that are controlled using Lot Headers with availability and expiry dates, the Lot with the shortest remaining shelf life should be used. This function facilitates the selection of the Lot with the shortest remaining shelf life.

This is facilitated for the issuing of goods and optionally also the transfer of goods in the Inventory application (which has its own management controls).

Where the stock with the shortest remaining shelf life is not used, for whatever reason, a set of audit records are written, identifying the stock with the shortest shelf life (possibly more than one Lot) which the system recommended, the Lot or Lots that were actually issued, and the User entering the transaction. Where possible, a Reason Code is also recorded, to facilitate subsequent analysis of non-conformance.

A blank entry indicates the company default policy

Plant (Organisational Model) detail entries indicate the activation status at plant level.

The parameter is initially delivered with the Company default set to inactive.

STES - Site Code

This is an optional code, and can be used when defining additional parameters for [MPS](#) models.

TMEX – Transaction Manager Exception

This contains certain error messages that are printed on exception reports produced by the Transaction Manager.

WTYP - Re-schedule Policy/Parameters

This is a system parameter. These codes provide control over the [scheduling](#) processes of [MPS/MRP](#). [Supply](#) order types that are subject to re-[schedule](#) policies should appear in this list. An alpha character may suffix the order types to define local variations of the normal rules. This suffix

can then be associated with individual orders or items. For example, you can create a suffix to indicate that when an order is firm, no suggestions regarding quantity or date change are to be made. Switching on the company-dependent flag will switch on the use of company-specific filters.

Code (3)

The heading indicates that the code must not exceed three characters. The basic code consists of two numeric digits to which an alpha suffix can be added for user-defined requirements. The basic numeric code identifies the order type and status.

Note: To specify this code on the Item Master file record for each item, you only enter the suffix. Therefore, a blank entry on the Item Master file for this field indicates that the software defaults are to be used for every order status, unless they are overridden at order level.

Caution: If you enter user-defined code letters, make sure that you have set up all the required order statuses with the correct user-defined code letter. Failure to set up a required code prevents the parameter from being applied to that item for that specific order status.

The filtering effects of these codes are controlled by the values in the following columns.

Description

This field displays a description of the codes.

+C

This field controls the way in which a quantity change is proposed:

+ - Increase

- - Decrease

C - Cancel

You can enter the following options under each heading:

0 - If no change is allowed

1 - If any change is allowed

You can enter the following options under + and -:

2 - If increase/decrease less than [minimum order quantity](#) definition on item master is not allowed

3 - If increase/decrease less than defined percentage of [safety stock](#) defined in [parameter file](#) is not allowed

The next option can only be entered under the **Cancel** heading:

4 - To prevent a previously cancelled firm [supply](#) order from being re-instated if a deferral is not permitted. In [MPS](#), for example, if a purchase order has been cancelled because there is no [demand](#) to take up the [supply](#), and code O for the Reschedule Out field is 0, you can use this option to make sure that the purchase order cannot be re-opened, even if there is a subsequent [demand](#).

IO

This field controls the way Re-[schedule](#) In (Expedite) and Re-[schedule](#) Out (Delay) are proposed:

I - Re-[schedule](#) In

O - Re-[schedule](#) Out

You can enter the following options:

0 - If no change of date is allowed

1 - If any change is allowed

2 - If the date changed may not be less than the number of days entered

3 - If the date changed may not be less than the percentage of [lead time](#)

4 - If the value of the order must be greater than value entered

(Order value = suggested order quantity x Inventory standard [cost](#).)

Add

You can add a new parameter type by entering the details in the Add fields. The Add fields correspond to the Type, Description, Quantity Change (+-C) and Reschedule (IO) fields, as explained above.

Note: *If the Company Dependent flag is set to 1 for the selected parameter, all new codes added will be added for the company in use by the user.*

When you enter 2 in the Option field, these fields automatically display the parameter name and details. You can amend the parameter details.

Qty % of Safety

If you use quantity change 3 in the IO fields, this is the percentage of [safety stock](#) that you must not exceed when suggesting an increase or decrease in quantity.

% of Lead Time

If you use date change 3 in the IO fields, this is the percentage of the [lead time](#) that you must exceed when changing the date.

Days

If you use date change 2 in the IO fields, this is the minimum number of days by which you must change the date.

Order Value

If you use date change 4 in the IO fields, this is the order value that must exceed the value entered.

Caution: Be careful when making changes to system parameter codes. Considerable damage can be done unless the implications of the changes are fully understood.

Maintain Parameter File Selection Window

To display this window, select the Maintain Parameters task.

This window displays a list of user-defined codes. For each parameter, the details displayed are:

- The parameter type and its description
- The maximum length of the codes used for the parameter type
- The maximum number of codes that you can define for the parameter type
- The heading for the code, where applicable

The software uses these user-defined codes to validate entries made on a variety of different options. Use **Page Down** to see more of these parameters.

Note: *You need exclusive use of the software to maintain the system codes. That is, only one person at a time is allowed to access individual maintenance windows.*

Use this window to select a system parameter for maintenance.

Fields

Add

You can add a new parameter type by first entering the details in the Add fields. The Add fields correspond to the Type, Descriptions, Code Length, Max Codes and Code fields.

When you select **Maintain** against a code, the parameter name is displayed in the Type field, and the fields automatically display the parameter details. You can then amend the parameter details.

System Screen

Enter one of the following:

Blank - If you are adding a user-defined parameter

1-9 - If, for example, a Function Brief introduces a new system-defined parameter, and you are instructed to allocate an internal system code to the new parameter

Company Dependent

Use this to specify whether the parameter is company-specific or global (that is, it is used throughout the Production software).

Use this checkbox as follows:

Unchecked - If the parameter is global

Checked - If the parameter is company-specific

Password

You can enter a password to prevent unauthorised users from altering the parameter. If you enter a password, a password pop-up prompt is displayed each time the parameter is processed.

Validation Program

You can enter the name of a program that validates the Rate and Value fields.

Or Rules

Instead of a program, you can enter the codes of up to 10 user-defined validation rules to be applied to the Rate and Value field details.

Screen Format

If you have created a user-defined window for parameter maintenance, enter the format ID of the window to be used when you are maintaining the parameter details.

Rate 1 Description

Enter the prompt or heading that will be displayed for rate 1 when you maintain the details.

Rate 2 Description

Enter the prompt or heading that will be displayed for rate 2 when you maintain the details.

Value 1 Description

Enter a text description that is to be used when maintaining details for value 1.

Value 2 Description

Enter a text description that is to be used when maintaining details for value 2.

Options**Select**

Use this to display the definitions and codes for the selected parameter type.

It can be either a user-defined or software-defined parameter. This displays the second Maintain [Parameter File](#) window.

Maintain

Use this to maintain a parameter.

The parameter details appear in the fields at the bottom of the window where you can amend them. Press Enter to save your changes.

Delete

Use this to delete this parameter type.

You will have to confirm this request before it is carried out.

Print

Use this to print the parameter details.

Functions**System/User (F17)**

Use this to toggle between displaying user-defined and system-defined parameters.

Print All (F21)

Use this to produce a listing of all codes and descriptions.

Select a parameter to display the Maintain [Parameter File](#) Details window.

Maintain Parameter File Details Window

To display this window, select a parameter on the Maintain [Parameter File](#) Selection window.

This window contains a list of codes and definitions for the parameter you selected on the Maintain [Parameter File](#) Selection window. All parameter codes are maintained in a similar way.

Use this window to select a parameter code that you want to amend or delete.

Options

Maintain

Use this to maintain a parameter. The parameter name and details are displayed in the Add fields at the bottom of the window. You can amend the parameter details.

Delete

Use this to delete the code.

Press Enter to save your entries and then select **Previous (F12)** to return to the Maintain [Parameter File](#) Selection window.

Generate Low Level Codes [12/MDU]

You can use this task to update the [low level codes](#) used in the product structure. It is particularly useful when you have made major changes to the [routes](#)/structures of a lot of products.

The [MPS/MRP](#) run routines include the task to generate [low level codes](#), but if you use this facility at [run time](#) it can extend the duration of the run. [Low level code](#) regeneration is also run as part of the Item Master File Recost routines. The codes regenerated depend on whether you use the [Costing Route](#) or [Cost Route](#) Designate for the re-[cost](#).

Low Level Code Generation Selection Window

To display this window, select the Generate [Low Level Codes](#) task.

Use this window to select the [route](#) for which the [low level codes](#) are to be re-calculated.

Fields

Component Route

You can select one of the following options:

[Planning Route](#) (1) - To re-calculate the [low level codes](#) for [planning routes](#)

[Costing Route](#) (2) - To re-calculate the [low level codes](#) for [costing routes](#)

You can define a [costing route](#) as either the [Cost Route](#) or the [Cost Route](#) Designate. For more information, see the [Route](#) field description in the Item Master File Recost section.

Select **Submit (F8)** to generate the [low level codes](#).

Maintain Production User Profile [13/MDU]

Use this task to authorise users to selected parts of the software, defined under Authorisation Class.

Maintain Production User Profile Selection Window

To display this window, select the Maintain Production User Profile task.

Use this window to allocate an authorisation class to an existing user.

Fields

User Profile

Enter an existing user profile.

Alternatively, use the prompt facility to select from the Select User Profile pop-up.

Authorisation Class

Enter an authorisation class. This authorisation class must already have been [set up](#) on the User Profile Authorisation Options window in the Maintain [Company Profile](#) task, and the Active field must be set to 1 (Yes).

Alternatively, use the prompt facility to select from the Select Authorisation Class pop-up.

Based on Profile

You can enter the name of a user in this field if you want to copy this user's authority to the user in the User Profile field. You must already have [set up](#) this user profile on the software.

You can use the prompt facility on this field to select from the Select User Profile pop-up.

Note: *If the user entered in either the User Profile field or the Based on Profile field is part of a group profile, an error message is displayed.*

Press Enter to display the Maintain Production User Profile Details window.

Maintain Production User Profile Details Window

To display this window, press Enter on the Maintain Production User Profile Selection window.

Use this window to specify the level of authority that the user profile entered is to have, within the selected authorisation class.

Fields

Seq

You can define the sequence of the class code (model, [planner](#) or requisition) authorisations by entering a number in this field, such as 001, 002, etc. This sequence is used to determine preferences. When a user selects an option governed by the authorisation class, an initial preference will default onto the window. If you decide, before saving your data, that you want to re-key some of the entries you have made, you can select **Refresh (F5)**. This will refresh the window and allow you to start again from the beginning.

Model

Enter the [organisational model](#) to which the authorisations relate.

Description

This field displays a text description of the model, [planner](#) or other value you have entered. This field is for your information only and cannot be amended.

Total Authority

If an asterisk is displayed in this field, the user has the authority to all task types for this authorisation class (such as amend, delete, and submit). This field is for your information only and cannot be amended.

Options

Authority Types

Use this to display the Maintain Production User Profile Authorisation window.

Authorise All

Use this to authorise the user to all authorisation types for this authorisation class (such as amend, delete, and submit).

Delete

Use this to delete the user's relationship with the class code (model, [planner](#), and so on).

Select **Update (F8)** to validate the data you have entered and return to the Maintain Production User Profile Selection window.

Maintain Production User Profile Authorisation Window

To display this window, select Authority Types against a line on the Maintain Production User Profile Details window.

Use this window to grant authorisation to specific authorisation types for an authorisation class. The class code (for example, the name of the model, [planner](#), or other value) is displayed for your information only.

Fields

Authorisation Type

The following authorisation types are displayed (dependent on the authorisation class):

- Amend
- Delete
- Submit
- Confirm

Authority

You can decide whether or not the user has the authority to carry out the authorisation types.

Enter one of the following options for each type:

0 - No

1 - Yes

Press Enter to return to the Maintain Production User Profile Details window.

Generate Item Lead Times [14/MDU]

Use this task to generate new [lead times](#), as a batch job, for the items you specify. The batch job produces an audit report that lists, for all of the items processed:

- The item code
- The item description
- The item type
- The route code
- The primary stockroom
- Single level and cumulative lead times

The report also indicates whether or not the process results in a change of value for each [lead time](#).

Note: This task replicates the [lead time](#) calculations done in the *Production Details* task, when you select **Calc. Production Lead Time (F19)** or **Calc. Cumulative Lead Time (F20)**.

Generate Item Lead Times Window

To display this window, select the Generate Item [Lead Times](#) task.

Use this window to specify the items to have their [lead times](#) generated.

Fields

Items From/To

You can enter a range of items for which you want to calculate [lead times](#). Leave these fields blank to process all items.

You can use the prompt facility on these fields to select from the Select Inventory Item pop-up.

Primary Stockroom From/To

You can enter a range of stockrooms for which you want to calculate [lead times](#). Leave these fields blank to process all stockrooms.

You can use the prompt facility on these fields to select from the Select Stockroom pop-up.

If you enter a range of stockrooms, [lead times](#) are only calculated for the items specified in the Items fields using [primary stockrooms](#) in the stockroom range.

Processing Policy

Use this field to specify how you want to process the item [lead times](#).

Select one of the following:

Print Only (0) - To produce an audit report of the item [lead times](#) without updating the production database

Print and Update (1) - To produce an audit report of the item [lead times](#) and update the production database

In this case, all items included in the selection criteria will have their [lead times](#) replaced by new ones calculated by this process.

Select **Submit (F8)** to submit the batch job for processing.

Reconcile WIP Inventory [15/MDU]

Use this task to reconcile held and subcontract [WIP inventory](#) details with the [WIP balance](#) file (PCP61). You can also use this to audit or update the [balance](#) totals in PCP61 to match the details.

WIP Inventory Reconciliation Utility Window

To display this window, select the Reconcile [WIP Inventory](#) task.

Use this window to select the type of [WIP](#) you want to reconcile, and whether to report differences or to update the [balance](#) file accordingly.

Fields

Held Inventory

Use this checkbox as follows:

Unchecked - If [WIP locations](#) associated with [organisational models](#) are not to be included in either the audit or update processing

Checked - To reconcile the [WIP Inventory balance](#) file (PCP61) total held [balance](#) with the [held WIP inventory](#) details

Subcontractor Inventory

Use this checkbox as follows:

Unchecked - If [WIP locations](#) associated with [organisational models](#) are not to be included in either the audit or update processing modes

Checked - To reconcile the [WIP Inventory Balance](#) file (PCP61) total subcontract [balance](#) with the subcontract [WIP inventory](#) details

Trial Report or Update

Select one of the following:

Trial Report Only (1) - To produce a trial report only

Update (2) - To apply updates to the files

Press Enter to submit the job.

Enquire on Transaction Input [24/MDU]

Use this task to make enquiries on transactions for which there is user [input](#) or confirmation.

Transaction Input Enquiry Selection Window

To display this window, select the Enquire on Transaction [Input](#) task.

Enter the selection criteria for the transaction enquiry on this window.

Note: *If you leave any of the ranges blank, all transactions for that parameter are included. You must not leave the Date field blank. The default is the current system date.*

Fields

User ID

You can optionally enter the required user ID.

Organisational Model

You can optionally enter the required model number.

Alternatively, use the prompt facility to select from the Select [Organisational Model](#) pop-up.

Transaction Range/To

You can optionally enter the required [transaction number](#) range. If this is known, it can be a useful way of selecting records.

Work Station Range/To

You can optionally enter the required range.

You can use the prompt facility on these fields to select from the Select [Work Station](#) pop-up.

WIP Location Range

You can optionally enter the required range of [WIP locations](#).

You can use the prompt facility on these fields to select from the Select Stockroom pop-up.

Reporting Type Range

You can optionally enter the required [reporting type](#). This is defined in the Maintain Activity Control file, and is linked to an individual or a range of [activity types](#) used for [booking](#) transactions.

You can use the prompt facility to select from the Select [Reporting Type](#) pop-up.

Production Order Range

You can optionally enter the required production order range.

You can use the prompt facility to select from the Production Order Selection pop-up.

Activity Type

You can optionally enter the activity type, which is defined in the Maintain Activity Control file.

Alternatively, use the prompt facility to select from the Select Activity Code pop-up.

Date/To

You must enter or select the date range for the transactions you want to process. These fields default to the current date.

Date Basis

Use this field to specify the basis on which the dates in the Date/To fields will be used.

Select one of the following:

Movement Date (0) - To select transactions by the date on which the transaction was processed

Reference Date (1) - To select transactions by date entered at the production [booking](#)

Processing Status

Enter the appropriate processing status code for the transactions on which you want to enquire. When the [Transaction Manager](#) update facility is running normally, transactions are processed at regular intervals. There should not be many unprocessed items for any great length of time.

Select one of the following:

Any Status (*) - To enquire on all transactions, regardless of their processing status

Unprocessed (Blank) - To enquire on transactions that are awaiting processing by the [Transaction Manager](#)

In Progress (1) - To enquire on transactions that are currently being processed by the [Transaction Manager](#)

Complete (2) - To enquire on transactions that have been processed by the [Transaction Manager](#) and updated to the relevant databases

Press Enter to display the Transaction [Input](#) Enquiry Select Transaction window.

Transaction Input Enquiry Select Transaction Window

To display this window, press Enter on the Transaction [Input](#) Enquiry Selection window.

Use this window to list all the transactions that matched the selection criteria that you entered. The details displayed (for your information only) include:

- The user ID for each transaction
- The activity code for the transaction
- The [work station](#)
- The item number associated with the transaction
- The operator code, if this was specified on the original booking
- The booked time, if appropriate to the booking
- The quantity of the item booked on the transaction
- The status code, which could be one of the following:
 - Blank - Not yet begun processing
 - 1 - Being processed
 - 2 - Processing complete

Options

Select

Use this to against a transaction to display the Transaction [Input](#) Enquiry Details window.

Press Enter to return to the previous window.

Transaction Input Enquiry Details Window

To display this window, select a transaction on the Transaction [Input](#) Enquiry Select Transaction window.

This window shows more details on the transaction you selected for review on the previous window. The details include the [transaction number](#), the production [route](#) used, and a breakdown of the total quantity booked.

Functions

Crew (F13)

Use this to display any booked crew details in the Crew Details pop-up.

Components (F14)

Use this to show [component](#) details in the [Component](#) Details pop-up.

Scrap (F17)

Use this to display scrap references, if appropriate, in the Scrap Details pop-up.

Held (F18)

Use this to display held references, if appropriate, in the Held Details pop-up.

Subcontract (F19)

Use this to show details of subcontract transactions associated with this [booking](#), if appropriate, in the Subcontract Details pop-up.

Outputs (F20)

Use this to show details of [outputs](#) for process group items, if appropriate.

Select **Previous (F12)** to return to the previous window.

Report by Transaction Input Audit [25/MDU]

This report provides an audit report listing of the selected transactions.

Transaction Input Audit Report Window

To display this window, select the Report by Transaction [Input](#) Audit task.

The selection parameters are the same as the parameters for the Enquire on Transaction [Input](#) task, except for the Detail Level field. See the Enquire on Transaction [Input](#) section for more details.

Fields

Detail Level

You can select the number of lines per transaction and the level of detail required.

Select one of the following:

1 Line per transaction (1)

2 Lines per transaction (2)

3 Lines per transaction (3)

3 Lines per transaction and all other details (4)

Select **Submit (F8)** to submit the report for processing.

Report by Transaction Manager Exception [26/MDU]

Use this task to create a transaction exception report.

It is possible to issue lot-controlled [backflush items](#) to a works order or [schedule](#) when there is insufficient stock to satisfy the production requirement. The transaction exception report lists any lot-controlled [backflush items](#) that are consumed by production when there is insufficient stock [available](#).

The report lists the following information for each exception:

- The company code
- The organisational model
- The transaction number
- The date and time
- The activity type
- The parent item code
- The works order number
- The input item code
- The stockroom
- The lot number, if applicable
- The quantity
- The transaction manager exception message

Note: To issue the missing lots for the [backflush items](#) subsequently, use the [booking](#) options. Book a good quantity of 0 and then use **Component Details (F14)** to issue the missing quantities.

If there are no exceptions waiting to be printed, the software displays the following message:

"No exceptions found for this company"

Transaction Manager Exception Report Window

To display this window, select the Report by [Transaction Manager](#) Exception task.

Use this window to produce a report of transaction exceptions.

Fields

Delete Reported Exceptions

Use this field to specify whether or not you want to delete transaction exceptions after the report has been produced or hold them on the system.

Use this checkbox as follows:

Unchecked - Not to delete the exceptions after the report has been produced

Checked - To delete the exceptions after the report has been produced

Select **Submit Report (F8)** to submit the Transaction Exception Report for processing.

Maintain Activity Control [27/MDU]

Production activity reporting is supported by a transaction processing system. It comprises four basic elements.

Activity Types

These are definitions of activities that you report, and they are based upon system-defined [reporting types](#). A basic set of [activity types](#) is provided with the system, which make use of all of the [reporting types](#). Examples of specific activities that you might want to define further include:

- Production order bookings
- Production schedule bookings
- Setting time
- Re-work

You can change these definitions to make them more meaningful to your business. The activities defined for reporting can be very specific user activities. However, every activity type must be linked to a single [reporting type](#).

Reporting Types

These are system definitions. [Reporting types](#) are definitions that support groups of [activity types](#), which you define. [Reporting types](#) cannot be maintained by the user. Examples of [reporting types](#) include:

- Production (for activities like manufacture or packing, for example)
- [Work-in-progress \(WIP\)](#) movement (for shop floor progress tracking)
- Indirect labour (for activities like cleaning or maintenance, for example)

With this design, you can define additional activities very flexibly.

Transaction Types

Each [reporting type](#) is defined in the system to perform a specific set of detailed processing activities known as [transaction types](#). A single [reporting type](#) may consist of many different [transaction types](#). For example, the [booking](#) of a manufacturing [operation](#) may cause a reduction of [WIP](#) at the previous [operation](#), an increase of [WIP](#) at the booked [operation](#), labour and [machine times](#), and

consumption of materials. Each of these is a separate transaction, all invoked by a single [reporting type](#). The [Transaction Manager](#) (see below) determines which [transaction types](#) are required when processing a reported transaction of a certain [reporting type](#), from the list of possible transactions, by analysing the booked information and the relevant data relationships.

Transaction Manager

This is the program that manages the processing of transactions reported in Production Activity Reporting. This program runs in its own subsystem and attempts to process transactions that have been reported every 60 seconds.

System-defined [transaction types](#) are also [available](#) for use within Advanced Financial Integration ([AFI](#)) for the purpose of making postings into Financial Accounts.

Transaction Costs

[Cost](#) transactions are created as a result of the [booking](#) of production activity and material movements. They can be recorded at two levels. Material and [WIP](#) movements are generated with a total movement value. You can optionally dissect this value into its elements. The standard movement value is derived from the [standard costs](#) of the items and [operations](#), and the actual movement value is derived from the [cost](#) rates currently in force.

Caution: The installation instructions for Production include a list of activity codes that you must create, as they are required by the software.

Note: *If you have created more than one Production company, you must create a full set of activity codes for each company, based on the codes that are shipped with the software. You can also create additional codes.*

Production Activity Control Maintenance Selection Window

To display this window, select the Maintain Activity Control task.

Use this window to select an activity type to be maintained.

Fields

Activity Type

Enter the activity type to be maintained. If this is a new activity type, the Description and [Reporting Type](#) fields are displayed.

You can use the prompt facility to select from the Select Activity Code pop-up.

Description

This field is displayed if you enter a new activity type. Enter a text description of the activity type.

Reporting Type

This field is displayed if you enter a new activity type. Enter the [reporting type](#).

Many [activity types](#) can be defined with the same [reporting type](#). This can be useful because analysis can be performed by [reporting type](#) or by activity type. Production [booking](#) could be

analysed as a whole using the [reporting type](#), or within subsets by using [activity types](#). For example, each department could have its own activity type defined for production reporting, thereby enabling analysis by department.

Press Enter to display the Production Activity Control Maintenance Details window.

Production Activity Control Maintenance Details Window

To display this window, press Enter on the Production Activity Control Maintenance Selection window.

The activity and [reporting types](#) entered on the previous window are displayed for your information only.

Fields

Display Sequence

The display sequence value controls two things. The activity type with the lowest sequence number is the default activity type displayed when you enter the Production Recording window. A refinement to this is that [schedule booking](#) defaults to the first activity sequence number for which work order entry is not mandatory. In addition, this number controls the sequence of activities listed within the Select Activity Code pop-up.

Activity Indicators

This is where you specify, as allowed by the [reporting type](#), which data elements you want to prohibit, allow, or require in the reporting carried out in your business.

The activity indicator streamlines data entry by requiring you to enter only appropriate data. Each [reporting type](#) imposes mandatory requirements upon certain data elements (for example, Production Reporting requires an item code), but supports variations for other elements.

Actual activity reporting occurs within certain Production Order Control or [Production Schedule](#) Control options. The software validates the information you enter against the activity indicator settings of the activity type being reported.

The activity indicators are:

- Employee No.
- Employee Hours
- Item No.
- Operation
- [Work Station](#)
- [Work Station](#) Hours
- Department
- Quantities
- Shift
- Work Order

Each activity indicator has an associated [reporting type](#) indicator, which may be 1 (Mandatory), 2 (Prohibited) or 3 (Optional). You cannot amend [reporting type](#) indicators that are set to 1 or 2. However, indicators set to 3 (Optional) can be changed to a different value if necessary.

Note: *Employee Hours are called [Operation Elapsed Time](#), and [Work Station Hours](#) are called [Work Station Elapsed Time](#) on the Production Order [Booking](#) window.*

Reporting Type Ind

This field displays the default data entry characteristic defined for the data element by the [reporting type](#) definition. If a data element is mandatory or prohibited, you cannot define the [reporting type](#) indicator any differently. If it is optional for the [reporting type](#), however, you can define the data elements as mandatory, optional or prohibited.

The [reporting type](#) indicators are:

- 1 - Mandatory
- 2 - Prohibited
- 3 - Optional

Reporting Type Indicator Defaults

Each data element associated with a [reporting type](#) is assigned a [reporting type](#) indicator, which can be 1 (Mandatory), 2 (Prohibited) or 3 (Optional). When you select an activity, the activity has an associated [reporting type](#), and the default values for the [reporting type](#) indicators are displayed on the Production Activity Control Maintenance Details window.

Note: *The Quantity policy should be set to 3 (Optional) for all [booking](#) activities where the independent [booking](#) of [outputs](#) is required. You will then be able to leave the [WIP](#) quantity blank when [booking outputs](#).*

Create Actual Inventory Movements

Use this checkbox as follows:

Unchecked - If the activity allows you to report actual production quantities for [efficiency](#) reporting purposes only

[WIP inventory balances](#) are not updated. This option allows [activity types](#) that support production reporting to be established without concurrent [WIP inventory](#) movements.

Checked - If [WIP inventory balances](#) are updated when production quantities are entered under this activity type through shop floor reporting

Note: *A special case of this is the [Backflush Production Receipts reporting type](#). If this is checked for this [reporting type](#) (50) the Inventory is updated using the [Transaction Manager](#) as normal. If it is left unchecked, the [Transaction Manager](#) will not create Inventory movements, but they still will be created by the interactive [booking](#) process itself.*

Create Standard Movements

You can create standard [cost](#) records for stock movements during [bookings](#) in and out of Inventory. The [standard costs](#) are not broken down by [cost](#) element, but are composite [costs](#) based on the sum of all the standard [cost elements](#).

Use this checkbox as follows:

Unchecked - Not to create composite standard [cost](#) records

Checked - To create composite standard [cost](#) records

Note: Actual movements are always created. The creation of standard movements is to enable comparison with the actual movements, in order to analyse productivity, [utilisation](#), or [efficiency](#), for example.

Create Elemental Inventory Cost Movements

You can create elemental [cost](#) records for issues and receipts based on the standard [cost](#) of the item, which can then be posted to the General Ledger to account for the standard [cost](#) content of material, labour and overhead, etc, in inventory [bookings](#).

Use this checkbox as follows:

Unchecked - Not to create elemental [cost](#) records

Checked - To create up to fifteen additional movement records for issues and receipts, one for each [cost](#) element used

The value is calculated by multiplying the quantity of the movement by the appropriate [cost](#) element value. They are created for both standard and actual inventory movements. If you enter a sequence number and description next to the sixteenth [cost](#) element in the [Cost](#) Element Management window, shrinkage is held separately from item [costs](#), allowing you to view shrinkage as a separate value in the [cost](#) enquiries. Refer to the [Cost](#) Element Management Window section for more information.

Create Elemental Scrap Cost Movements

Use this checkbox as follows:

Unchecked - Not to create elemental scrap movement records

Checked - To create up to fifteen [operational cost](#) element records when scrap is booked

The value is calculated by multiplying the quantity of the booked [operation](#) scrap by the cumulative [cost](#) element value. [Cost](#) records are also generated for the cumulative [cost](#) of scrap at the previous [count point](#). The difference in scrap will be accounted for by the incremental recovery [costs](#) of each [operation](#) after the previous [count point](#). If you enter a sequence number and description next to the sixteenth [cost](#) element in the [Cost](#) Element Management window, shrinkage is held separately from item [costs](#), allowing you to view shrinkage as a separate value in the [cost](#) enquiries. Refer to the [Cost](#) Element Management Window section for more information.

Relieve Item and Work Station Schedules

Use this to determine whether you want to relieve item and [work station schedules](#) or not.

[Item schedule](#) relief allows actual quantities and times to be relieved against a confirmed [item schedule](#), as held within the [MPS](#) and [MRP](#) planning results; thus allowing outstanding [balances](#) to be shown. The quantity booked is held against the [item schedule](#) and is used in the [MPS/MRP](#) planning cycle to reflect the latest requirement.

Firm [work station schedule](#) relief allows actual quantities and times to be relieved against a firm [work station schedule](#), thus allowing outstanding [balances](#) to be shown and used in [loading](#) calculations.

Select one of the following:

No (0) - Not to relieve [schedules](#)

Daily (1) - To relieve firm [work station schedules](#) on a daily basis

In this case, you relieve the [item schedule](#) also. With this policy, only [schedules](#) with the same date as the transaction are relieved.

[Schedule Completion](#) (2) - To relieve firm [work station schedules](#) on completion of a [schedule](#)

In this case, you relieve the [item schedule](#) also. With this policy, only [schedules](#) with the same date as the transaction are relieved.

Earliest Outstanding (3) - To relieve firm [work station schedules](#) on an earliest outstanding basis

In this case, you relieve the [item schedule](#) also.

Setting this field to **Earliest Outstanding** will allow [production schedule bookings](#) to reduce any outstanding confirmed [schedules](#) in date sequence, starting with the earliest. If all past and present [schedules](#) are fully satisfied, it continues to reduce confirmed [schedules](#) with dates in the future.

Press Enter to save your changes and return to the previous window.

Configure Streamlined Booking [28/MDU]

Use this task to control certain aspects of the presentation of the Streamlined [Booking](#) processes. The configurations can be different for the two operating environments, Production Order and [Schedule booking](#).

Streamlined Booking Configuration Selection Window

To display this window, select the Configure Streamlined [Booking](#) task.

Use this window to select the functions for which you want configure the streamlined [booking](#).

Fields

Configure Booking For

Use the first field to choose whether to maintain the configuration for receipts or activities. Within this, select either production orders or [schedules](#). Different configurations may be [set up](#) for each type of transaction to be used.

Select the required values and then press Enter to display the next window.

Activity Booking Configuration - Production Orders Window

To display this window, select Activities and Production Orders in the selection fields and then press Enter on the Streamlined [Booking](#) Configuration Selection window.

Use this window to [set up](#) the defaults to be used when [booking](#) activities for Production Orders.

Fields

Work Station Selection

This field controls whether the selection must be for a single [work station](#) or whether a range can be entered. If this is set to **Single [Work Station](#)** and the Date Selection field is set to **Single Date**, these do not need to be displayed on the individual booking lines, allowing lot numbers to be entered instead.

Date Selection

This field controls whether the selection must be for a single date or whether a range can be entered. If this is set to **Single Date** and the [Work Station](#) Selection field is set to **Single [Work Station](#)**, these do not need to be displayed on the individual booking lines, allowing lot numbers to be entered instead.

Lot Tracking

This field controls whether lot numbers for [operational bookings](#) are to be automatically generated or entered by the user.

This field can only be set to **Entered by user** if the [Work Station](#) Selection and Date Selection fields are set to **Single [Work Station](#)** and **Single Date**. This is so that each transaction can be presented on a single line in all allowed configurations, allowing the lot number to be entered on the same line. This lot number may be used as the output lot number if activity booking is also used for booking output receipts on the final operation.

Quantities

This field controls whether the quantities entered must be whole numbers (**Integer**) or if they can be entered as decimal quantities.

Count Point Activity

The default for Schedule Activity Booking is PRODRP. For Production Order Activity Booking it is WORDRP. This controls the default activity that will be used for count point bookings. This does not apply to final operation count points. The reporting type for the selected count point activity must be **01**. This ensures that standard [WIP](#) transactions will be generated for these bookings.

Backflush Operation Activity

This controls the activity that will be used for non-count point (backflush operation) bookings. The reporting type for the selected non-count point activity must be **07**. This ensures that quantities are not booked against backflushed bookings, whilst allowing actual labour and machine times to be recorded.

Note: Standard activity NONCP is [available](#) for this. It has a [reporting type](#) of 07.

This field may be left blank. If it is, non-[count points](#) will not be included in the list of [bookings](#) to be made.

Final Operation Activity

This field controls the activity that will be used for final operation bookings. The reporting type for the final operation activity must be either **01** or **07**.

Reporting type **01** should be used if production receipts are to be booked using Streamlined Activity Booking. If actual times only are to be booked, for example because final operation receipts are booked using Streamlined Receipts, reporting type **07** should be used.

Note: Standard activity ACTOPR is [available](#) for this. It has a [reporting type](#) of 07.

This field may be left blank. If it is, final [operations](#) will not be included in the selected [operations](#) for [booking](#).

Select **Update (F8)** to update the defaults for production order [booking](#) activities.

Activity Booking Configuration - Schedules Window

To display this window, select Activities and [Schedules](#) in the selection fields and then press Enter on the Streamlined [Booking](#) Configuration Selection window.

Use this window to [set up](#) the defaults to be used when [booking](#) activities for [schedules](#).

The fields [available](#) are the same as for production orders. See the Activity [Booking](#) Configuration - Production Orders Window section for further details.

Select Update (F8) to update the defaults for [schedules booking](#) activities.

Receipt Booking Configuration - Production Orders Window

To display this window, select Receipts and Production Orders and then press Enter on the Streamlined [Booking](#) Configuration Selection window.

Use this window to [set up](#) the defaults to be used when [booking](#) receipts for Production Orders.

Fields

Lot Control/Batch Control

For lot-controlled and batch-controlled items, choose whether the lot numbers are to be entered by the user manually or generated by the system. If they are to be entered by the user, the Lot Number field will appear for all lot-controlled or batch-controlled items and an entry will be required. If they are to be system-generated, the system will generate a unique date and time stamp for each lot created.

Serial Control

Serial-controlled items can be entered by the user or generated by the system or the user can enter the first one, with the rest being automatically generated by the system.

Select one of the following:

Entered by user (0) - If the [supply](#) quantity is to be split into multiple lines with a quantity of one on each, with a Serial Number field presented for entry

Automatic (1) - If the [supply](#) quantity is to be displayed on a single line and no lot number is to be presented

In this case, multiple transactions are generated with a quantity of one each, each with a unique date and time stamp.

First entered, remainder generated (2) - If the [supply](#) quantity is to be displayed on a single line with the full quantity

In this case, a Lot Number field is also displayed. The system generates a suggestion for the first if possible, by adding one to the numeric portion of the most recent previous lot number. If no stock can be found, the lot number is left blank and the user must enter the first serial number, which must terminate in a numeric. The number can be any length. Multiple transactions are generated, each for a quantity of one. The serial numbers for all the remaining transactions after the first are generated by the system. It does this by detecting the number of numeric characters in which the user-entered serial number terminates. Validation ensures that the entered number added to the quantity of the [supply](#) will not give a result that exceeds that number of digits. The other serial numbers are calculated by adding one to the final numeric portion of the last serial number for each transaction. Any generated serial number that matches one that already exists is rejected and the next one used instead.

Select **Update (F8)** to update the defaults for production order receipt [bookings](#).

Receipt Booking Configuration - Schedules Window

To display this window, select Receipts and [Schedules](#) on the Streamlined [Booking](#) Configuration Selection window.

Use this window to [set up](#) the defaults to be used when [booking](#) receipts for [schedules](#).

The fields [available](#) are the same as for production orders. See the Receipt [Booking](#) Configuration - Production Orders Window section for further details.

Select **Update (F8)** to update the defaults for [schedule](#) receipts [bookings](#).

Housekeeping Options

These utilities provide options to remove unwanted data from the software. As the history records start to build up, it is necessary to reduce the amount of live data held on the software.

The housekeeping options are:

- Order Archive
- Delete Held Inventory References
- Delete Production Transactions
- Delete [Work Station Schedules](#)
- Delete Subcontractor Shippers
- Delete Forecast Model
- Delete Company

Caution: You should make back-ups of the data off-line before you use these options.

Delete Company [1/MDUD]

Use this utility to delete any Production company that is no longer needed.

The software displays a warning, asking you to make a security copy of your files library before continuing with this procedure. Press Enter to display the Company Deletion Utility window.

Access to this task should be heavily restricted.

Company Deletion Utility Warning Window

To display this window, select the Delete Company task.

This window provides a warning prior to deleting a Production company that is no longer required.

Press Enter to display the Company Deletion Utility window.

Company Deletion Utility Window

To display this window, press Enter on the Company Deletion Utility Warning window.

Use this window to delete a Production company that is no longer required.

Fields

Company Code

Enter the code of the company you want to delete.

Alternatively, use the prompt facility to select from the Select Company pop-up.
Select **Delete (F11)** Company to delete the selected company.

Delete Forecast Model [2/MDUD]

Use this utility to delete [MPS/MRP](#) forecast models that have been [set up](#) but are no longer needed. The software displays a warning message on access. Press Enter to continue.

Forecast Model Deletion Utility Warning Window

To display this window, select the Delete Forecast Model task.

This window provides a warning prior to deleting a forecast model that is no longer required.

Press Enter to display the Forecast Model Deletion Utility window.

Forecast Model Deletion Utility Window

To display this window, press Enter on the Forecast Model Deletion Utility Warning window.

Use this window to delete a forecast model that is no longer required.

Caution: You must not delete the live model. This utility is intended for deleting MPS/MRP models that may have been created purely for planning purposes.

Fields

Company Code

Enter the company code.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Model Number

Enter the [planning model](#) code.

Alternatively, use the prompt facility to select from the Select Model pop-up.

Select **Delete Model (F11)** to delete the selected model.

Mass Delete Inputs [11/MDUD]

Use this task to delete [input](#) items from [route](#) structures.

Mass Delete Inputs Window

To display this window, select the Delete Company task.

Use this window to perform mass delete to [input](#) items from [route](#) structure. Using the mass delete function, you can delete [components](#) no longer in use.

Note: Expired [inputs](#) are defined as those that have had an Effective To date in the past set on the [route](#).

Note: This task is not subject to control by [Change Management](#). It should be controlled by restricted access.

Fields

Input to be Deleted

Enter the item you want to delete from [route](#) structures. If you want to delete all expired items, leave this field blank.

You can use the prompt facility on this field to select from the Select Non Effective [Input](#) pop-up.

Parent Item/Group

Enter the parent item or group from which you want to delete the [input](#) item. If you want all [route](#) structures for all items to be considered, leave this field blank.

You can use the prompt facility on this field to select from the Select Item pop-up.

Route Code

Enter the [route code](#) in the first field or enter ALL in the second field.

You can use the prompt facility on the first field to select from the [Routes](#) & Items pop-up.

Effective To

Enter or select the date on which the [input](#) expired. This is the Effective To date set on the [inputs](#). If this field is left blank, [inputs](#) with an [expiry date](#) prior to the run date will be deleted.

Audit Report Required

Check this field to create an audit report for all items deleted from [routes](#).

Request Item Deletion

Check this field to create an inventory deletion request for the item(s) to be deleted.

Note: Inventory deletion requests are validated and performed by selecting the Maintain Item Deletion Lists and Delete Items tasks 31/INUD and 32/INUD. The item is checked for remaining stock and use elsewhere before it is deleted.

Functions

Update (F8)

Use this to perform an update of all affected [routes](#) via batch.

Using the selections made by the user, all [route](#) structures are examined for expired [input](#) items (if specified). If found, and the [expiry date](#) matches the date (if specified), the item is deleted. Audit records are written to the [Route](#) file unless the [route](#) is exempt from auditing.

Note: *The batch function can also be used by other delete functions by passing the selection criteria to the batch program.*

If the user requested an audit report, the following information is printed.

- Selection Criteria
- Item Code/Description
- Parent Item/Description
- Route
- Quantity Per
- Stockroom
- Effectivity Dates
- Any exceptions due to routes currently being maintained by another user

Once deletion has occurred, if the user has asked for an Inventory deletion request to be made, a record is added to a deletion request list in Inventory.

Select **Update (F8)** to submit the task.

Mass Delete Costs [13/MDUD]

Use this task to delete [costing](#) data for items.

Mass Delete Costs Window

To display this window, select the Mass Delete [Costs](#) task.

Use this window to request mass delete of [costs](#).

Fields

Items From/To

Enter the range of items to be considered. Leave these fields blank to include all items.

You can use the prompt facility on these fields to select from the Select Item pop-up.

Route Code/All

Enter the [route](#) you want to be considered or enter **ALL** in the second field for all [routes](#) to be considered.

You can use the prompt facility on the first field to select from the [Routes](#) & Items pop-up.

Note: *If both fields are left blank, a [route](#) of blank is considered to be the entry.*

Option

Use this field to specify which item [costs](#) will be deleted.

Select one of the following:

[Standard costs](#) only (1)

Entered [cost](#) set only (2)

Standard and entered [cost](#) set (3)

Cost Set

Enter the name of the [cost](#) set if you selected **Entered [cost](#) set only** or **Standard and entered [cost](#) set** in the Option field.

If a value is not entered and either of these options is selected, all [cost](#) sets for the items selected will be deleted.

Delete Costs Before

You can optionally enter or select a date. [Costs](#) for selected items which were last [costed](#) before this date will be deleted. If no date is specified, no date checks are carried out.

Functions**Update (F8)**

Press Enter to validate the data you have entered and submit the job

Using the selections made by the user, all manufactured items' [costs](#) are examined.

If [cost](#) sets are to be deleted, purchased items are also examined.

If they are found, and the criteria match, the [costing](#) data are deleted.

If [standard costs](#) are being deleted, the following validations must also be passed:

- It is not a purchased item.
- It is not a costing route for an item/stockroom.
- There are no open production orders or suggestions for the item/route.
- There are no suggested or confirmed schedules for the item/route.

The audit report will list the selections made together with:

A full list of costs deleted including the item/route code.

A full list of costs within the selection criteria which have not been deleted, together with the item/route code and the reason.

The standard [cost](#) for [item types](#) other than M/X (i.e. purchased items) will always be retained. The standard [cost](#) for all [costing routes](#) for an item will also be retained until the [route](#) is deleted. The deletion of [cost](#) sets and/or specific [routes](#) will, however, consider items with an [item type](#) other than M/X.

Example 1

A single [route code](#) is in use across the whole company for developing [standard costs](#). A designate [route code](#) is used for the following year, which is then rolled over and becomes the [costing route](#) for the current year.

Scenarios

The old [costing route](#) data is redundant when the designate [route](#) becomes the current [costing route](#).

The old [costing route](#) data is retained for analysis and will be purged sometime later when the information becomes redundant.

Solutions

Provision of the option to delete at rollover

Mass delete [costs](#) function allowing entry of just a date and [route code](#)

Validation to ensure current [costing route costs](#) are not deleted

Example 2

Various items are no longer in production.

Scenarios

All item data, [route](#) data and [costing](#) data are redundant.

All [costing](#) data are redundant but [route](#) data need to be retained.

All [costing](#) data and [route](#) data are redundant.

Solution

Satisfied already by Inventory item delete and Production item delete but extended to all files

Mass delete [costs](#) for a single item, all items or range

Mass delete, however, the [route](#) data are retained as we have no mass delete for [routes](#)

Example 3

Various items are no longer in production at a specific plant etc.

Scenarios

As above but for the plant

Solution

Mass delete but selection to include a [route code](#) assuming the [route codes](#) relate to plants.

[Route](#) delete also to delete the [costing](#) data when the [route](#) is deleted

Mass delete but, as above, this will not delete the [route](#) data

Press Enter to validate the data you have entered.

Select **Update (F8)** to submit the job.

Order Archive [31/MDUD]

Use this facility to archive [completed production orders](#). The software creates an archived version of the order details and then deletes the live production file records. Cancelled orders are deleted but an archived version is not created. When each order is archived, the following may happen, depending on how the [company profile](#) has been [set up](#):

- A report is printed for the production order.
- Booking history is deleted.
- Stockroom transactions are deleted.

Production Order Archiving Select Parameters Window

To display this window, select the Order Archive task.

Use this window to list any [completed production orders](#) that are not to be archived.

Note: Any orders that you want to exclude from the archive job must be specified separately.

Fields

Orders (Untitled)

Enter the numbers of orders that you do not want to archive.

Date

Enter or select the date up to which completed orders are to be archived.

Select **Submit Job (F8)** to submit the job.

Delete Held Inventory References [32/MDUD]

This utility deletes all held inventory detail records with a remaining quantity of zero (field QTYD54=0). These records were used to reflect [held WIP inventory](#) quantities before they were scrapped, released or transferred.

Note: This process does not produce an audit report.

Delete Held Inventory References Window

To display this window, select the Delete Held Inventory References task.

Use this window to delete all held inventory detail records with a zero quantity.

Press Enter to submit the job.

Delete Production Transactions [33/MDUD]

Use this utility to delete obsolete records from transaction [cost](#) files supported by [Transaction Manager](#). These are records with a posting date (field REFDnn in files PCP52, 56, 58, 59, 62 and 93) earlier than the date you enter on the Delete Movements window, and/or records flagged as posted (field GLUPnn) by Advanced Financial Integrator (if it is installed).

Delete Movements Window

To display this window, select the Delete Production Transactions task.

Use this window to enter a date before which all obsolete records from transaction [cost](#) files supported by [Transaction Manager](#) will be deleted.

Caution: Use this with caution, as the default date on this window is the current date. No audit report is created by this process.

Fields

Reference Date for Transactions Posted to GL

Enter or select a date. [Cost](#) transactions that have been processed by [AFI](#) and posted to the General Ledger, up to this date, are deleted.

Reference Date for Transactions Excluded from Posting to GL...

Enter or select a date.

Press Enter to submit the job.

Delete Work Station Schedules [34/MDUD]

Use this utility to remove historical [work station schedule](#) records. The software does not purge these records automatically. Records are retained only to support the [Schedule](#) Adherence report.

Delete Firm and Unplanned Work Station Schedules Window

To display this window, select the Delete [Work Station Schedules](#) task.

Use this window to select a date range within which all historical [work station schedules](#) will be deleted.

Fields

Organisational Model

Enter the live [organisational model](#).

Alternatively, use the prompt facility to select from the Select [Organisational Model](#) pop-up.

From Date/To Date

Enter or select the date range within which you want to delete the firm and unplanned [work station schedules](#). The default in both fields is the current system date. The dates you enter cannot be later than the current date.

Select **Confirm (F8)** to submit the job.

Delete Subcontractor Shippers [35/MDUD]

Use this utility to delete all closed shipper records (field STAT96=2). These records are used to track inventory at a subcontractor.

Delete Subcontractor Shippers Window

To display this window, select the Delete Subcontractor Shippers task.

Use this window to delete closed shipper records.

Press Enter to submit the job.

Introduction to Change Management

You use [Change Management](#) if you want to control all aspects of change within your production environment.

If you want to change certain production entities such as items or [routes](#) using this facility, you must raise a change request. This change request can include further details about the changes (called change details). The change request and the details it contains must be authorised by someone before you can actually begin work on the changes. Within the lifecycle of the change request you can opt to notify other people about the suggested changes. You can also group together several change requests as a project.

Note: *You should implement procedures within your working environment so that you can record [change management](#) activity on the Production software.*

The status of the change request and the change details alter at each stage of the [change management](#) process. The different statuses are:

00 - Requested

20 - Referred

30 - Submitted for Authorisation

35 - Being Authorised

40 - Authorised

50 - Active

60 - Held

70 - Rejected

80 - Cancelled

90 - Completed

The following [change management](#) tasks are [available](#):

- Add and edit change requests
- Add and edit authorisations for the change request and change details
- Add and edit notifications for the change request and change details

- Add and edit projects
- Add and edit parameters
- Display information about change requests, projects and parameters
- Print information about change requests, authorisations and notifications

You need to [set up](#) several system parameters using the Maintain Parameters utilities task. These include the following:

- AUDT - Audit Type

This single character parameter determines whether change control is switched on. Possible values are 0 or blank (No Control), 1 (Audit Only), 2 (Change Controlled) and 3 (Revision Controlled).

- CMRQ - Change Order Request Type Codes

Use this two-character parameter to specify the type of change order requests you can submit. You can have a maximum of 17 codes from the following list:

- New Item (11)
- Amend Item (12)
- Delete Item (13)
- New Route (21)
- Amend Route (22)
- Delete Route (23)
- Amend Route Header (24)
- Copy Route (25)
- New Operation (31)
- Amend Operation (32)
- Delete Operation (33)
- New Input (41)
- Amend Input (42)
- Delete Input (43)
- New Output (51)
- Amend Output (52)
- Delete Output (53)
- Mass Item Replace (62)
- Work Order Amend (72)
- Catch All (99)

- CMRS - Change Order Status Codes

Use this two-character parameter to define the status of the change request at each stage of its cycle. You can have a maximum number of 10 and they include:

- Requested (00)
- Referred (20)

- Submitted for Authorisation (30)
- Being Authorised (35)
- Authorised (40)
- Active (50)
- Held (60)
- Rejected (70)
- Cancelled (80)
- Completed (90)
- CMSV - Change Request Category Codes

Although the Category Code field is a mandatory field on the Change Request Header window, these codes are primarily for use in an active Workflow environment. If Workflow is not enabled, you can choose any values you wish, since the codes have no defined function. It is possible to set up a blank code as a default and you can set up a maximum of 99 codes.

- RCTL - Route Classification

The first character of this two-character parameter code must always be 0. Prior to the introduction of the control policy on the route header, the second character of the RCTL parameter indicated whether or not change control should be applied to a specified route, and if so the type of control to be used. However, this is no longer the case, since the change control policy has been moved into the control policy field and combined with audit control. The second character no longer serves a useful purpose, and can be left blank.

There are two other user parameters which are relevant only in an active Workflow environment: CMAC (Authorisation List Codes) and CMNC (Notification List Codes). To activate Workflow, you must set either the Authorisation List Code flag or the Notification List Code flag, or both, to **1** (Yes) in the Change Management Maintain Parameters task. When you activate the Authorisation List Code, the authorisation list and associated function are transferred into the Workflow Management system. Similarly, if the Notification List Code flag is activated, the notification list and associated function are transferred. Set both of the flags to **0** if you are not intending to use Workflow.

Enter Change Request [1/PDR]

Use this task to create new change requests.

Enter Change Request Pop-up

To display this pop-up, select the Enter Change Request task. The pop-up is displayed only if you decided to use manual numbering. Otherwise, the Enter Change Request window is displayed.

Use this window to enter the number of a new change request and to use the prompt facility for a list of existing change requests.

Fields

Change Request

Enter the number of the change request you want to create and then select **Add (F10)** to display the Enter Change Request window.

Alternatively, use the prompt facility to select from the displayed pop-up.

Select **Add (F10)** to display the Enter Change Request window.

Enter Change Request Window

To display this window, select the Enter Change Request task. If you have decided to use automatic change request numbering, the window will be displayed directly. If, however, you opted to use manual numbering, you must first enter a number and select **Add (F10)** in the Enter Change Request pop-up.

Use this window to enter header information for a new change request. The change request number and status and the user ID of the person who recorded the change request are displayed for information.

Fields

Project

Enter the code of the project associated with this change request.

Alternatively, use the prompt facility to select from the Select Project pop-up.

For more information on setting up new projects, refer to the Raise [Change Management](#) Project section.

Category

You must enter a category code.

Alternatively, use the prompt facility to select from the CMSV [Change Management](#) Category pop-up.

Although this is a mandatory field, it has no defined function unless Workflow is active. Category codes are [set up](#) in the CMSV parameter using the Maintain Parameters utilities task, and you can [set up](#) a blank code as a default. If Workflow is not active, the category code can be used as a means of sorting change requests and prioritising them.

Requested By

This field displays the user ID of the person who requested the change request.

Request Date

Enter or select the date on which the request takes effect. The default is the current date.

Authorise By

Enter or select the last date for authorising the change request. The default is the current date.

Action By

Enter or select the final date for actioning the change request.

Changes Required

Enter a description of the requested changes.

Express Type

An express change request allows you to authorise certain top-level database changes without the need to authorise the header and detail records individually. Examples of these include creating Item Master file records, or creating a [route](#) header. This field is only displayed if the Use Express Change Requests field has been **checked** in the [Change Management](#) Maintain Parameters task.

Enter the type of express change request you want to initiate. The [change management](#) request type code must have been [set up](#) previously in the CMRQ parameter, using the Maintain Parameters utilities task.

You can use the prompt facility on this field to select from the CMRQ [Change Management](#) Request Type pop-up.

Note: Change types allowed are 11, 12, 13, 21, 23, 72, and 99.

Note: Express change type 99 has been designed as a means of creating an open-ended change request. An authorised change request having express change type 99 will allow you to generate as many changes as you wish until the change request is finally closed. There is no automatic close facility for a change request with change type 99; you have to close the request manually using the Action Change Request task. Otherwise, express change requests can only be used for creation, deletion and amendments to items, creation and deletion of [routes](#), and for work order concessions.

Item

Enter the item to which the express change request applies, if appropriate for the change type.

Alternatively, use the prompt facility to select from the Select Inventory Item pop-up.

Route

When you are creating an express change request, enter the [route](#) to which the change request applies, if appropriate for the change type.

Alternatively, use the prompt facility to select from the Select [Routes](#) & Items pop-up (if the Item field is blank) or the Select [Routes](#) pop-up (if the Item field is not blank).

Work Order

Enter the work order to which the change request applies, if appropriate for the change type.

Alternatively, use the prompt facility to select from the Production Order Selection pop-up.

Note: You use express change requests when you do not want to authorise the change request header and detail records individually.

Note: You must raise an express change request type 72 (Work Order Concession) if you want to allow the maintenance of work orders for items and [routes](#) that are subject to change control. An express change type 99 (Catch All) does not cover work order concessions.

Functions

Authorisations (F13)

Use this to display the Maintain Authorisation List pop-up, where you update the list of people who have responsibility for authorising this request.

Notifications (F14)

Use this to display the Maintain Notification List pop-up, where you add the user IDs and names of people who need to be notified of the change request.

Additional Details (F18)

Use this to display the Additional Details pop-up, where you can add additional information to the change request header record. You cannot use this until you have entered the basic details for this request using **Request Line Details (F20)**.

Request Line Details (F20)

Use this to display the Enter Change Request - Detail pop-up, where you enter details of an individual change covered by this change request.

Text (F21)

Use this to display the Text Selection pop-up. You use this to enter request, action or review text information.

Revision Details (F22)

If you have chosen to use revision control, by setting the Revision Control Policy field to [Revision Level Expected to be Entered](#) in [Change Management](#) Parameter Maintenance, you can use this to display the Revision Selection/Entry pop-up. Here you enter the number of the new revision of the item, [route](#) combination under change control.

Select **Update (F8)** to save the new change request. The Confirm/Update Status window will be displayed.

Confirm/Update Status Pop-up

To display this pop-up, select **Update (F8)** on the Enter Change Request window.

Use this pop-up to leave the change request at status **00** (Requested), or to change the status to **30** (Submitted for Authorisation).

Fields

Submit the Change for Authorisation

Use this checkbox as follows:

Unchecked - To leave the change request at status **00** (Requested)

Checked - To change the status to **30** (Submitted for Authorisation)

Press Enter to display a confirmation window, showing the current status of the change request.
Press Enter to return to the main selection window.

Maintain Authorisation List Pop-up

To display this pop-up, select **Authorisations (F13)** on the Enter Change Request window.

Use this pop-up to enter the departments and employees who will have responsibility for authorising the new change request.

Fields

Dept.

Enter the department that authorised the change request.

User

Enter the user ID of the employee required to authorise the change request.

Name

Enter the name of the employee who has the responsibility for authorising the change request.

Select **Update (F8)** to validate and update the authorisation list.

Maintain Notification List Pop-up

To display this pop-up, select **Notifications (F14)** on the Enter Change Request window.

Use this pop-up to enter the names of employees who must be notified of the progress of the new change request at various stages. You can request notification when the status of the change is requested, pending or applied.

Fields

User ID

Enter the user ID of the employee who must be notified of the progress of the change request.

Name

Enter the name of the employee who requires notification when the change request has reached a particular status: Request, Pending or Applied.

Request

Use this to indicate whether the user requires notification that the change has been requested.

Enter one of the following:

Blank or 0 - If no notification is necessary

1 - If notification is required

Pending

Use this to indicate whether the user requires notification that the change request is pending.

Enter one of the following:

Blank or 0 - If no notification is necessary

1 - If notification is required

Applied

Use this to indicate whether the user requires notification that the change has been applied.

Enter one of the following:

Blank or 0 - If no notification is necessary

1 - If notification is required

Select **Update (F8)** to validate and update the notification list.

Additional Details Pop-up

To display this pop-up, select **Additional Details (F18)** on the Enter Change Request window.

Use this pop-up to enter additional header details for the new change request.

Fields

Department

Enter the department associated with the change request.

Change Reason

Enter a reason code, which must have been [set up](#) previously under the CMRC parameter, using the Maintain Parameters task within Production System Utilities. The description associated with the change reason is displayed next to the code.

Alternatively, use the prompt facility to select from the CMRC [Change Management](#) Reason Code pop-up.

Customer

Enter the code of the customer associated with the change request, if applicable.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Supplier

Enter the code of the supplier associated with the change request, if applicable.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Stock Review

This field is reserved for future use.

Estimated Cost

Enter an estimate of the [cost](#) involved in implementing the change request.

Estimated Benefit

Enter an estimate of the monetary benefit that will be gained by implementing the change request.

Authorised By

Enter the user ID of the person responsible for authorising the change request.

Press Enter to confirm and save the details you have entered.

Enter Change Request - Detail Window

To display this window, select **Request Line Details (F20)** on the Enter Change Request window.

Use this window to enter details of an individual request line to be included in the new change request. The change request number and status and the project code are displayed for information.

Fields**Detail Number Description (Untitled)**

Enter a description of the change associated with this detail line.

Change Type

Enter the type of change you want to request.

Alternatively, use the prompt facility to select from the CMRQ [Change Management](#) Request pop-up.

The [Change Management](#) Request Type code must have been added previously to the CMRQ parameter, via the Maintain Parameters task within Production System Utilities.

Note: *Change type 99 has been designed as a means of creating an open-ended change request. An authorised change request having change type 99 will allow you to generate as many changes as you wish until the change request is finally closed. There is no automatic close facility for a change request with change type 99; you have to close the request manually using the Action Change Request task.*

Item

Enter the parent item associated with the change.

Alternatively, use the prompt facility to select from the Select Inventory Item pop-up.

Route

Enter the associated [route](#) details.

Alternatively, use the prompt facility to select from the Select [Route](#) pop-up.

Operation

If you are adding a new item, enter the [route operation](#) that will contain the new item.

Input

If the item to be added is an [input](#) item, enter the [input](#) sequence number.

Output

If the item to be added is an [output](#) item, enter the [output](#) sequence number.

Structure Item

Enter the reference number of the new item that is to be added by the change.

Alternatively, use the prompt facility to select from the Select Inventory Item pop-up.

Effective From/To

Enter or select the first and last dates on which the change will be effective.

Use at Revision

Enter the change request revision number that is associated with the introduction of the new item.

Allowed Changes

Enter the maximum number of change details you are allowed to make in this change request.

Changes Required

In this free-format field you can, for example, describe the scope of the change and its effect upon existing data structures.

Functions

Authorisations (F13)

Use this to display the Maintain Authorisation List pop-up, where you update the list of people responsible for authorising this change detail.

Notifications (F14)

Use this to display the Maintain Notification List pop-up, where you can update the list of people who should be notified of the change detail.

Additional Details (F18)

Use this to display the Additional Details pop-up, where you enter additional details for this change detail line.

Revision Details (F22)

If you have chosen to use revision control, by setting the Revision Control Policy field to [Revision Level Expected to be Entered](#) in the Maintain [Change Management](#) Parameters task, you can use this to display the Revision Selection/Entry pop-up. Here you enter the number of the new revision of the item, [route](#) combination under change control.

Select **Update (F8)** to save the change detail information.

If you have not [set up](#) authorisations, the Maintain Authorisation List pop-up will be displayed.

You will be asked whether you want to submit the new change request for authorisation. If you check the field and then press Enter, the status of the change request will change from 00 (Requested) to 30 (Submitted for Authorisation). A confirmation pop-up will then be displayed, showing the current status of the change request. Press Enter to leave the task.

Text Selection Pop-up

To display this pop-up, select **Text (F21)** on the Enter Change Request window.

Use this pop-up to enter free-format text. You can add text that applies to the change request when it has reached the request, review or action stages. If text already exists, it will be noted on this pop-up.

Fields

Although you can check more than one box, the next window will not be displayed if you do so.

Request Text

Use this checkbox as follows:

Unchecked - If free-format request text is not required

Checked - To enter free-format request text

Review Text

Use this checkbox as follows:

Unchecked - If free-format review text is not required

Checked - To enter free-format review text

Action Text

Use this checkbox as follows:

Unchecked - If free-format action text is not required

Checked - To enter free-format action text

Check the type of text you require in order to display the Text Maintenance window.

Text Maintenance Window

To display this window, check a text type on the Text Selection pop-up.

Use this window to add, amend or delete text relating to a change request.

Fields

No. of Lines

This field displays the number of lines of text already existing.

Line

Enter the text in free format.

Position at Line No.

Enter the number of a line on which you want to position the cursor.

Insert/Lines after Line No.

Insert a number of blank lines to be inserted, and the line number after which they should be inserted.

Delete Lines - From/To

Enter the first and last line numbers in a range of text lines that you want to delete.

Select Return & Update **Text (F8)** to save your text and return to the Text Selection pop-up.

Revision Selection/Entry Pop-up

To display this pop-up, select **Revision Details (F22)** on the Enter Change Request window.

If you have chosen to use revision control, by setting the Revision Control Policy field to **Revision Level Expected to be Entered** in the Maintain Change Management Parameters task, you can divide a change request into a number of revision levels. For example, if you have a change request involving the maintenance of a route, operations and items, you can assign each activity to an individual revision level. This gives you the choice of managing the changes either at the same time or independently.

If revision control is active, the Revision Selection/Entry pop-up prompts for a new revision each time you create a change request detail line. For an individual item or route change, where revisions are not expected, you can disable this pop-up by pressing **Enter** without entering any data.

Fields

Current Revision Level

This field displays the existing [revision level](#) for the change request.

New Revision Level

Enter the new [revision level](#) for the change request.

Alternatively, use the prompt facility to select from the Select Revision pop-up.

Description

Enter a short description of the change associated with the new [revision level](#).

Note: You activate revision control by setting the Revision Options in the [Change Management Maintain Parameters](#) task.

Note: In the primary [route](#) for a co-product process group, only the revision of the [primary co-product](#) item in that group [route](#) will be updated. For a concurrent process group, the revision of each concurrent co-product on the [route](#) will be updated if the process group is also the primary [planning route](#).

Press Enter to return to the Enter Change Request - Detail window.

Amend Change Request [2/PDR]

Use this task to amend existing change requests.

Amend Change Request Selection Window

To display this window, select the Amend Change Request task.

Use this window to select the change request you want to amend. There are several selection criteria that you can use to help in locating a specific change request.

Fields

Change Request

Enter the number of the change request you want to maintain. Alternatively, leave the field blank and then press Enter to display a list of existing change request numbers associated with all projects.

You can use the prompt facility to select from the Select Change Request pop-up.

Limit to Project

To narrow your search for a particular change request, enter a project name and then press Enter to display all change requests associated with the project. Project names must have been [set up](#) previously using the Raise [Change Management](#) Project task within [Change Management](#).

You can use the prompt facility to select from the Select Project pop-up.

Limit to User

To assist your search for a particular change request, you can enter either the name of the person who requested the change request or the user ID of the person who recorded it and then press Enter to display all change requests associated with that person.

You can use the prompt facility to select from the Select User Profile pop-up.

Requested By

This field is used to limit your search for a specific change request.

Use this checkbox as follows:

Unchecked - Not to limit the search

Checked - To list only those changes requested by the person whose user ID you entered in the Limit to User field

Recorded By

This field helps you to locate a particular change request.

Use this checkbox as follows:

Unchecked - Not to limit the search

Checked - To list only those changes recorded by the employee whose user ID you entered in the Limit to User field

On Authorisation List

This field limits your search to change requests that are on the authorisation list.

Use this checkbox as follows:

Unchecked - Not to limit your search

Checked - To list only change requests that appear on the authorisation list

This field can be used in conjunction with the Requested By and Recorded By fields.

On Notification List

This field limits your search to change requests that are on the notification list.

Use this checkbox as follows:

Unchecked - Not to limit your search

Checked - To list only change requests that appear on the notification list

This field can be used in conjunction with the Requested By and Recorded By fields.

Limit Status Range From/To

To restrict your search for a particular change request, enter the lowest and highest status settings that apply to the change request.

You can use the prompt facility to select from the CMRS Change Mnt Request Status Code pop-up.

If you know the number of the change request you want to maintain, enter the change request and then press Enter to display the Change Request Maintenance window.

Alternatively, enter your selection criteria and then press Enter to validate your entry and display the Amend Change Request Select Change Request pop-up.

Amend Change Request Select Change Request Pop-up

To display this pop-up, enter your selection criteria and then press Enter on the Amend Change Request Selection window.

This pop-up displays a list of change requests that fulfil the selection criteria you entered on the Authorise Change Request Selection window.

Fields

Position to Request

Enter a change request number from which to start the display.

Request

This field displays the change request number.

Project

This field displays the project associated with the change request.

Status

This field displays the status of the change request. Refer to the list of change request status codes in the [Change Management](#) Introduction for more details.

Requested By

This field displays the name of the employee who requested the change.

Action By

This field displays the last date on which the change request is to be actioned.

Options

Select

Use this to select the change request you want to amend.

Select the change request you want to amend. The Change Request Maintenance window is displayed.

Change Request Maintenance Window

To display this window, enter a request number and then press Enter on the Change Request Maintenance Selection window, or select the change request you want to amend on the Amend Change Request Select Change Request pop-up.

This window allows you to amend the header information for a change request. The change request number and current status, together with the user ID of the person who recorded the change request, are displayed for information.

Fields

Project

If necessary, amend the project name, which must have been [set up](#) previously using the Raise [Change Management](#) Project task within [change management](#). The project description is displayed next to the project name.

You can use the prompt facility to select from the Select Project pop-up.

Category

You can amend the category code, which must have been [set up](#) previously under the CMSV parameter using the Maintain Parameters task within Production System Utilities. The description associated with the category is displayed next to the code. The category code has no defined function unless Workflow is active, but it can be used as a means of sorting and prioritising change requests.

You can use the prompt facility to select from the CMSV [Change Management](#) Category pop-up.

Requested By

You can amend the name of the person who requested the change.

Request Date

Provided that the change request is at the requested status, you can amend the date on which the request was raised.

Authorise By

If necessary, you can amend the final date for authorising the change request.

Action By

If necessary, amend the final date for implementing the change request.

Changes Required

If necessary, amend the details of the changes specified by the change request.

Functions

Additional Details (F18)

Use this to display the Additional Details pop-up, where you can add or amend information in the change request header record.

Request Line Details (F20)

Use this to display the Select Change Detail pop-up, where you can see the details of the individual changes covered by this change request and select one for amendment.

Text (F21)

Use this to display the Text Selection pop-up. You use this to enter request, action or review text information.

Revision Details (F22)

If you have chosen to use Revision Control, by setting the Revision Control Policy field to [Revision Level Expected to be Entered](#) in the Maintain [Change Management](#) Parameters task, you can use this to display the Revision Selection/Entry pop-up, where you enter the number of the new [revision level](#) for the change request.

Select **Update (F8)** to save your changes and return to the Change Request Maintenance Selection window.

Additional Details Pop-up

To display this pop-up, select **Additional Details (F18)** on the Amend Change Request window.

Use this pop-up to add additional details, or amend existing details, relating to the change request you are amending.

Fields**Department**

Enter the department associated with the change request.

Change Reason

Enter a reason code, which must have been [set up](#) previously under the CMRC parameter, using the Maintain Parameters task within Production System Utilities. The description associated with the change reason is displayed next to the code.

You can use the prompt facility to select from the CMRC [Change Management](#) Reason Code pop-up.

Customer

Enter the code of the customer associated with the change request, if applicable.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Supplier

Enter the code of the supplier associated with the change request, if applicable.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Stock Review

This field is reserved for future use.

Estimated Cost

Enter an estimate of the [cost](#) involved in implementing the change request.

Estimated Benefit

Enter an estimate of the monetary benefit that will be gained by implementing the change request.

Authorised By

Enter the user ID of the person responsible for authorising the change request.

Press Enter to confirm and save the details you have entered.

Select Change Request Detail Pop-up

To display this pop-up, select **Request Line Details (F20)** on the Amend Change Details window, if lines exist on the change request.

Use this pop-up to select a specific change detail line for amendment, or to add a new detail line to an existing change request.

Options

Select

Use this to select the detail line you want to amend.

Functions

Add Request Detail (F10)

Use this to add a new Change Request Detail record to the change request. The Amend Change Request - Detail window is displayed with all the entry fields blank, and the Detail Number field value is incremented by one.

Select a detail line to display the Amend Change Request - Detail window.

Amend Change Request - Detail Window

To display this window, select a detail line on the Select Change Request Detail pop-up.

Use this window to amend the information for a detail line in an existing change request. The change request number and status and the associated project are displayed for information.

Fields

Detail Number Description (Untitled)

If necessary, amend the description of the change associated with this detail line.

Change Type

Enter the change type you want to initiate.

Alternatively, use the prompt facility to select from the CMRQ [Change Management](#) Request pop-up.

The [Change Management](#) Request Type code must have been added previously to the CMRQ parameter via the Maintain Parameters task within Production System Utilities.

Note: Change type 99 has been designed as a means of creating an open-ended change request. An authorised change request having Change type 99 will allow you to generate as many changes as you wish until the change request is finally closed. There is no automatic close facility for a change request with change type 99; you have to close the request manually using the Action Change Request task.

Note: Change type 99 does not allow you to amend details of work orders that apply to items and [routes](#), if the [route](#) is subject to change control. To do this, you must raise and authorise an express change request for change type 72 (Work Order Concession). The work order concession will cover all amendments you need to make to the work order, and will remain in force until you close the change request (status 90).

Item

You can amend the parent item associated with the change, if necessary.

You can use the prompt facility to select from the Select Inventory Item pop-up.

Route

You can amend the associated [route](#) details, if necessary.

You can use the prompt facility to select from the Select [Route](#) pop-up.

Operation

You can amend the [route operation](#) that will contain the new item, if necessary.

Input

If the item to be amended is a [route input](#) item, enter the [input](#) sequence number.

Output

If the item to be amended is a [route output](#) item, enter the [output](#) sequence number.

Structure Item

Enter the reference number of the item that is to be amended by the change detail.

Alternatively, use the prompt facility to select from the Select Inventory Item pop-up.

Effective From/To

Enter or select the first and last dates on which the change will be effective.

Use at Revision

Enter the change request revision number that is associated with the amendment of the item.

Allowed Changes

If necessary, amend the maximum number of change details you are allowed to make in this change request.

Changes Required

If necessary, amend the description of the changes required by this change request.

Note: *When a change request has been submitted for authorisation, only the change request revision number in the Use At Revision field can be amended. All other fields are display fields only.*

Functions

Authorisations (F13)

Use this to display the Maintain Authorisation List pop-up, where you update the list of people responsible for authorising this change detail.

Notifications (F14)

Use this to display the Maintain Notification List pop-up, where you can update the list of people who should be notified of the change detail.

Additional Details (F18)

Use this to display the Additional Details pop-up, where you enter additional details of this change detail.

Revision Details (F22)

If you have chosen to use Revision Control, by setting the Revision Control Policy field to [Revision Level Expected to be Entered](#) in the Maintain [Change Management](#) Parameters task, you can use this to display the Revision Selection/Entry pop-up. Here you enter the number of the new [revision level](#) for the change detail.

Select **Update (F8)** to save the change detail information.

Maintain Authorisation List Pop-up

To display this pop-up, select **Authorisations (F13)** on the Amend Change Request - Detail window.

Use this pop-up to maintain the names of departments and employees who are required to authorise this change request detail line.

Fields

Dept.

You can amend the department that authorised the change request, if necessary.

User

You can amend the user ID of the employee required to authorise the change request.

Name

You can amend the name of the employee who has responsibility for authorising the change request.

Select **Update (F8)** to validate and update the authorisation list.

Maintain Notification List Pop-up

To display this pop-up, select **Notifications (F14)** on the Enter Change Request window.

Use this pop-up to maintain the list of employees who must be notified when this change request detail line has reached a requested, pending or applied status.

Fields**User ID**

You can amend the user ID of the employee who must be notified of the progress of the change request, if necessary.

Name

You can amend the name of the employee who requires notification when the change request has reached a particular status.

Request

Use this to indicate whether the user requires notification when the change request has been requested by entering one of the following:

Blank or 0 - If no notification is needed

1 - If notification is required

Pending

Use this to indicate whether the user requires notification when the change request is pending by entering one of the following:

Blank or 0 - If no notification is needed

1 - If notification is required

Applied

Use this to indicate whether the user requires notification when the change request has been applied by entering one of the following:

Blank or 0 - If no notification is needed

1 - If notification is required

Select **Update (F8)** to validate and update the notification list.

Additional Details Pop-up

To display this pop-up, select **Additional Details (F18)** on the Amend Change Request - Detail window.

Use this pop-up to add or amend additional details relating to a change request detail line. The request date is displayed for information.

Fields

Department

You can amend the department associated with the change request, if necessary.

Change Reason

Enter a reason code, which must have been [set up](#) previously under the CMRC parameter, using the Maintain Parameters task within Production System Utilities. The description associated with the change reason is displayed next to the code.

You can use the prompt facility to select from the CMRC [Change Management](#) Reason Code pop-up.

Supplier

Enter the code of the supplier associated with the change request, if applicable.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Estimated Cost

Enter an estimate of the [cost](#) involved in implementing the change request.

Estimated Benefit

Enter an estimate of the monetary benefit that will be gained by implementing the change request.

Authorisation Date

You can amend the final date for authorising the change request detail, if necessary.

Action Date

You can amend the final date for actioning the change request, if necessary.

Authorised By

Enter the user ID of the person responsible for authorising the change request.

Press Enter to confirm and save the details you have entered and return to the Amend Change Request - Detail window.

Authorise Change Request [3/PDR]

After you have created a change request, it must be authorised before you can actually begin work on the changes. You use the Authorise Change Request task to authorise change requests.

As you work on the changes, you can edit the status of the change request to reflect the status of the changes. This is known as actioning the change request. You use the Action Change Request task to edit the status of change requests.

Each change detail line in the change request must be authorised by one of the designated employees. To do this, you must select a change request, print the authorisation list for the selected change request and then ask one of the authorisers to sign the list. For more information, see the Change Request Authorisation List report. You should only authorise the change request using the Authorise Change Request task when the entire list has been signed.

When all the detail lines in the change request have been authorised, you can action the change request. For more information, refer to the Action Change Request section.

Authorise Change Request Selection Window

To display this window, select the Authorise Change Request task.

Use this window to begin the authorisation process for a change request.

Fields

Change Request

Enter the number of the change request you want to authorise. Alternatively, leave this field blank and then press Enter to display a list of existing change request numbers associated with all projects.

You can use the prompt facility to select from the Select Change Request pop-up.

Limit to Project

To narrow your search for a particular change request, enter a project name and then press Enter to display all change requests associated with the project. Project names must have been [set up](#) previously using the Raise [Change Management](#) Project task within [Change Management](#).

You can use the prompt facility to select from the Select Project pop-up.

Limit to User

To assist your search for a particular change request, you can enter either the name of the person who requested the change request or the user ID of the person who recorded it and then press Enter to display all change requests associated with that person.

You can use the prompt facility to select from the Select User Profile pop-up.

Requested By

This field is used to limit your search for a specific change request.

Use this checkbox as follows:

Unchecked - Not to limit the search

Checked - To list only those changes requested by the person whose user ID you entered in the Limit to User field

Recorded By

This field helps you to locate a particular change request.

Use this checkbox as follows:

Unchecked - Not to limit the search

Checked - To list only those changes recorded by the employee whose user ID you entered in the Limit to User field

On Authorisation List

This field limits your search to change requests that are on the authorisation list.

Use this checkbox as follows:

Unchecked - Not to limit your search

Checked - To list only those change requests that appear on the authorisation list

This field can be used in conjunction with the Requested By and Recorded By fields.

On Notification List

This field limits your search to change requests that are on the notification list.

Use this checkbox as follows:

Unchecked - Not to limit your search

Checked - To list only those change requests that appear on the notification list

This field can be used in conjunction with the Requested By and Recorded By fields.

If you know the number of the change request you want to authorise, select it and then press Enter to display the Authorise Change Request window.

Alternatively, enter your selection criteria and then press Enter to display the Authorise Change Request Select Change Request pop-up.

Authorise Change Request Select Change Request Pop-up

To display this pop-up, enter your selection criteria on the Authorise Change Request Selection window.

This pop-up displays a list of change requests that fulfil the criteria you entered on the Authorise Change Request Selection window.

Fields

Position to Request

Enter a change request number from which to start the display.

Request

This field displays the change request number.

Status

This field displays the status of the request. Refer to the list of change request status codes in the [Change Management](#) Introduction for more details.

Requested By

This field displays the name of the employee who requested the change.

Action By

This field displays the last date on which the change should be actioned.

Options**Select**

Use this to select the change request you want to authorise.

Select the change request you want to authorise. The Authorise Change Request window is displayed.

Authorise Change Request Window

To display this window, select the change request you want to authorise on the Authorise Change Request Select Change Request pop-up.

Provided all the detail lines for the change request have been individually authorised, you can use this window to authorise the change request. In addition, you can amend the dates on which the change request should be authorised or actioned, and if necessary you can also amend the description of the changes required by the change request. The change request number and status are displayed for information, together with the associated project and category, and the names of employees responsible for requesting and recording the change request.

Fields**Status**

Provided you have already authorised all the individual detail lines for this change request, you can now authorise the change request by amending the status to 40 (Authorised). Status codes must have been [set up](#) under the CMRS parameter, using the Maintain Parameters utilities task.

You can use the prompt facility to select from the CMRS Change Mnt Request Status Code pop-up.

Authorise By

If necessary, you can amend the date by which the change request should be authorised.

Action By

If necessary, you can amend the date by which the change request should be implemented.

Changes Required

If necessary, you can amend the details of the changes specified by the change request.

Functions**Additional Details (F18)**

Use this to display the Additional Details pop-up, where you can add or amend information in the change request header record.

Request Line Details (F20)

Use this to display the Select Change Detail pop-up, where you can see the details of the individual changes covered by this change request and select one for amendment.

Text (F21)

Use this to display the Text Selection pop-up, which you use to enter request, action or review text information.

Note: *If a change request has a status of 30, the status is immediately updated to 35 on this window.*

Note: *If you amend the status to 20, you can edit the other fields on this window, but you cannot select the change request for authorisation again until the status is 30. You can amend the status to 40 or 60 if the change details and change request have been authorised. Otherwise, an error message is displayed.*

Note: *You can amend the status of the change request to 90 (Complete) if you have finished all the change details. If you cancel any change details, they do not affect the completion of the change request.*

When you have authorised the change request (40), you cannot edit any other fields on the window except the Status field. In this case, you can enter 35, 60 or 70 in the Status field.

Note: *When you have carried out the transaction to add, amend or delete an item (or a [route](#)) following its authorisation, the change order line status is changed to Complete. Once all the detail lines on the order have been actioned, the [order status](#) is set to Complete.*

Select **Update (F8)** to save the changes you have made.

Action Change Request [4/PDR]

You can edit the status of an authorised change request. This is known as actioning the change request.

This means that, when a change request has been authorised (Status 40), you can amend the status to one of the following:

- Active (Status 50)
- Held (Status 60)
- Rejected (Status 70)
- Cancelled (Status 80)
- Completed (Status 90)

You can perform any of these actions on the change request header or the change details. You can also use this task to re-open a completed change request, by changing the status from 90 to 50. However, this will only re-open the change request header and the detail lines will remain closed; this is true even for express change requests.

When you carry out an action, notifications are reported as specified on the Maintain Notification List pop-up.

Action Change Request Selection Window

To display this window, select the Action Change Request task.

Use this window to select a change request that you want to action.

Fields

Change Request

Enter the number of the change request you want to action. Alternatively, leave this field blank and then press Enter to display a list of existing change request numbers associated with all projects.

You can use the prompt facility to select from the Select Change Request pop-up.

Limit to Project

To narrow your search for a particular change request, enter a project name and then press Enter to display all change requests associated with the project. Project names must have been [set up](#) previously using the Raise [Change Management](#) Project task within [Change Management](#).

You can use the prompt facility to select from the Select Project pop-up.

Limit to User

To assist your search for a particular change request, you can enter either the name of the person who requested the change request or the user ID of the person who recorded it and then press Enter to display all change requests associated with that person.

You can use the prompt facility to select from the Select User Profile pop-up.

Requested By

This field is used to limit your search for a specific change request.

Use this checkbox as follows:

Unchecked - Not to limit the search

Checked - To list only those changes requested by the person whose user ID you entered in the Limit to User field

Recorded By

This field helps you to locate a particular change request.

Use this checkbox as follows:

Unchecked - Not to limit the search

Checked - To list only those changes recorded by the employee whose user ID you entered in the Limit to User field

On Authorisation List

This field limits your search to change requests that are on the authorisation list.

Use this checkbox as follows:

Unchecked - Not to limit your search

Checked - To list only those change requests that appear on the authorisation list

This field can be used in conjunction with the Requested By and Recorded By fields.

On Notification List

This field limits your search to change requests that are on the notification list.

Use this checkbox as follows:

Unchecked - Not to limit your search

Checked - To list only those change requests that appear on the notification list

This field can be used in conjunction with the Requested By and Recorded By fields.

Limit Status Range From/To

To restrict your search for a particular change request, enter the lowest and highest status settings that apply to the change request.

You can use the prompt facility to select from the CMRS Change Mnt Request Status Code pop-up.

If you know the number of the change request you want to action, select it and then press Enter to display the Action Change Request window.

Alternatively, enter your selection criteria and then press Enter to display the Action Change Request Select Change Request pop-up.

Action Change Request Select Change Request Pop-up

To display this pop-up, enter your selection criteria on the Action Change Request Selection window.

This pop-up displays a list of change requests that fulfil the criteria you entered on the Action Change Request Selection window.

Fields

Position to Request

Enter a change request number from which to start the display.

Request

This field displays the change request number.

Status

This field displays the status of the request. Refer to the list of change request status codes in [Change Management](#) Introduction for more details.

Requested By

This field displays the name of the employee who requested the change.

Action By

This field displays the last date on which the change should be actioned.

Options

Select

Use this to select the change request you want to action.

Select the change request you want to action and then press Enter. The Action Change Request window is displayed.

Action Change Request Window

To display this window, select the change request you want to action and then press Enter on the Action Change Request Select Change Request pop-up.

Provided the change request has been authorised, you can use this window to action the request. The change request number and status are displayed for information, together with the associated project and category, the names of employees responsible for requesting and recording the change request, and the dates on which the change request was requested, authorised and actioned.

Functions

Additional Details (F18)

Use this to display the Additional Details pop-up, where you can add or amend information in the change request header record.

Request Line Details (F20)

Use this to display the Select Change Detail pop-up, where you can see the details of the individual changes covered by this change request and select one for amendment.

Text (F21)

Use this to display the Text Selection pop-up. You use this to enter request, action or review text information.

Select **Update (F8)** to save the changes you made.

Raise Change Management Project [11/PDR]

Use this task to enter project information relating to change requests.

Project Maintenance Selection Window

To display this window, select the Raise [Change Management](#) Project task.

Use this window to enter a new project code or select an existing one.

Fields

Project

Enter the project name. If the project name already exists, you can edit the details.

If the project name does not exist, you can add the new project to the Projects file.

You can use the prompt facility to select from the Select Project pop-up.

Press Enter to display the Project Maintenance Project Responsibilities window.

Project Maintenance Project Responsibilities Window

To display this window, press Enter on the Project Maintenance Selection window.

Use this window to describe the project and to allocate responsibilities for managing, co-ordinating and sponsoring the project.

Fields

Description

Enter a description for the project.

Project Group

You can define a group to which the project will belong.

Project Type

You can define a code to describe the type of project you are raising.

Project Manager

Enter the name of the person with overall responsibility for the project.

Product Manager

Enter the person responsible for progressing the individual change requests within the project.

Co-ordinator

Enter the name of the person who will co-ordinate the project.

Project Originator

Enter the name of the person who originated the project.

Internal Sponsor

Enter the internal sponsor of the project, if applicable.

External Sponsor

Enter the external sponsor of the project, if applicable.

Estimated Cost

Enter the estimated [cost](#) of the project.

Estimated Benefit

Enter the estimated revenue to be earned as a result of completing the project.

Functions**Authorisations (F16)**

Use this to display the Maintain Authorisation List pop-up. You use this to specify who can authorise change requests within the project.

Notifications (F17)

Use this to display the Maintain Notification List pop-up. You use this to specify who should be notified when you action change requests.

Project Text (F21)

Use this to enter descriptive text about the project on the Maintain Text pop-up.

Press Enter to display the Project Maintenance Notifications window.

Project Maintenance Notifications Window

To display this window, press Enter on the Project Maintenance Project Responsibilities window.

Use this window to enter the final dates for approving and completing the project, and to decide whether the progress of the project should be notified at the request, pending and applied stages.

Fields

Review Required

Use this to indicate whether a review of the project is to be conducted.

Use this checkbox as follows:

Unchecked - If no review is necessary

Checked - If a review is required

Target Approval

Enter or select the final date for approving the project. The default is the current date.

Target Completion

Enter or select the final date for completing the project. The default is the current date.

Reason Code

Enter the reason for raising the project. [Change Management](#) Reason Codes must have been [set up](#) using the Maintain Parameters utilities task.

You can use the prompt facility to select from the CMRC [Change Management](#) Reason Codes pop-up.

Notification Defaults

Request

Use this to indicate whether change requests for this project should be notified at the request stage. This is only a default value and can be overridden for each individual change request within the project.

Use this checkbox as follows:

Unchecked - If no notification is necessary

Checked - If notification is required

Pending

Use this to indicate whether change requests for this project should be notified at the pending stage. This is only a default value and can be overridden for each individual change request within the project.

Use this checkbox as follows:

Unchecked - If no notification is necessary

Checked - If notification is required

Applied

Use this to indicate whether change requests for this project should be notified when they are complete. This is only a default value and can be overridden for each individual change request within the project.

Use this checkbox as follows:

Unchecked - If no notification is necessary

Checked - If notification is required

Select **Update (F8)** to validate and update the Project Maintenance details.

Maintain Change Management Parameters [12/PDR]

You use this task to [set up](#) and maintain parameters used specifically within [Change Management](#).

Change Management Parameters Maintenance Request Options Window

To display this window, select the Maintain [Change Management](#) Parameters task.

Use this window to set default values for various parameters that will affect the way in which [Change Management](#) operates.

Fields

Use Manual Numbering

Use this to indicate whether you want to use your own manual numbering system for change requests.

Use this checkbox as follows:

Unchecked - Not to use manual numbering

Checked - To use manual numbering

Last Automatic Request Number

Enter the last automatic request number generated. If you are not using manual numbering, the system will increment this value every time a new change request is generated. Enter **0** in this field or leave it blank if you are using manual numbering.

Default Project

Enter the project code that you want to use as a default project for change requests. Project Codes are [set up](#) via the Raise [Change Management](#) Project task.

You can use the prompt facility to select from the Select Project pop-up.

Use Express Change Requests

Use this to indicate whether or not you want to use express change requests.

Use this checkbox as follows:

Unchecked - If you do not want to use express change requests

Checked - If you want to use express change requests

Note: Express change requests can only be used for creation, deletion and amendments to items, creation and deletion of [route](#) headers, and for work order concessions.

Note: If you are intending to create work order concessions, which allow maintenance of work orders for [routes](#) that are subject to change control, you must check this field.

Work Order Amend

Note: This is only applicable for work orders using [routes](#) that are subject to change control.

Note: This field will not be displayed unless you have [set up](#) a change request type 72 under parameter type CMRQ. To do this, use the Maintain Parameters utilities task. An authorised change request type 72, together with the work order number, represents a work order concession. This allows you to change details in any way you wish for the duration of the work order; it is not limited to a specific change. You can revoke the concession by completing the change request (status 90).

If you raise a work order against a [route](#) that is subject to change control, indicate whether the work order should be automatically under the control of [Change Management](#).

Use this checkbox as follows:

Unchecked - Not to apply [change management](#) to a work order with a change-controlled [route](#)

Checked - If work orders with change-controlled [routes](#) must be included in an authorised change request before their details can be amended

Note: Catch-all requests (request type 99) do not cover work order concessions. You must raise and authorise a change request type 72 if you require this facility.

Note: Work order concessions can only be used with express change requests.

Press Enter to display the [Change Management](#) Parameters Maintenance Revision Options window.

Change Management Parameters Maintenance Revision Options Window

To display this window, press Enter on the [Change Management](#) Parameters Maintenance Request Options window.

Use this window to specify whether or not you want to use revision control, and whether or not Workflow should be enabled.

Fields

Revision Control Policy

Select one of the following to indicate whether or not you want to introduce revision control for change requests:

No [revision level](#) expected to be entered (Blank) - If revision control is not necessary

[Revision level](#) expected to be entered (1) - If revision control is required

Item/Route Revision Policy

Select one of the following to indicate whether you want revision control to be applied to items and [routes](#) at the same time or separately:

Revisions maintained automatically (Blank) - If revision changes occurring on the item should automatically update the [route](#), and *vice versa*

Revisions maintained independently (1) - If revisions to items and [routes](#) should be applied independently

Revision Check in Production

This field is reserved for future use.

Authorisation and Notification Lists

User ID Control

You can enter either system-controlled user profiles exclusively on the authorisation and notification lists, or free-format user profiles. Use this field to indicate which of the profiles you want to use by selecting one of the following:

User Controlled (Blank) (default) - To use free-format user IDs

System Controlled (1) - To use the system-controlled user profiles

If you select this, all authorisation and notification lists will check that the user you enter is a valid system user. When you enter the user profile, the accompanying description is automatically displayed.

Use Authorisation List Codes

Use this to indicate whether or not you want to use authorisation list codes. These codes should be used only if you want to enable Workflow.

Use this checkbox as follows:

Unchecked - If Workflow should not be enabled for authorisations

Checked - If Workflow is to be enabled for authorisations

Note: *If you have elected to activate workflow for authorisations, you must [set up](#) authorisation list codes under the CMAC parameter, using the Maintain Parameters utilities task.*

Use Notification List Codes

Use this to indicate whether or not you want to use notification list codes. These codes should be used only if you want to enable Workflow.

Use this checkbox as follows:

Unchecked - If Workflow should not be enabled for notifications

Checked - If Workflow is to be enabled for notifications

Note: *If you have elected to activate workflow for notifications, you must [set up](#) notification list codes under the CMNC parameter, using the Maintain Parameters utilities task.*

Press Enter to display the [Change Management](#) Parameters Maintenance Text Types window.

Change Management Parameters Maintenance Text Types Window

To display this window, press Enter on the [Change Management](#) Parameters Maintenance Revision Options window.

Use this window to [set up](#) major text types and sub types, associated with requesting, reviewing and actioning projects, change request headers and change request details. Text types are [set up](#) under parameter TDEF, using the Maintain Parameters utilities task.

Fields

Major Type

Major and minor text types must be [set up](#) using the Text Types task in Production Definition Maintenance. A major text type must be [set up](#) at the project level (CHPT), at the change request header level (CHHT), and at the change request detail level (CHDT).

Sub-Type

A sub-type for request text must be [set up](#) at the project level (RQS). At the change request header level and the change request detail level, you must [set up](#) minor text types for request text (RQS), review text (RVW) and action text (ACT).

Note: Request text can only be maintained at status 00 (Requested) and 20 (Referred). At status levels of 30 and above you can only enquire upon request text.

Note: You can maintain review text at status 30 (Submitted), at status 35 (Pre-authorise), and at status 70 (Rejected); at any other status you can only enquire upon review text.

Note: Action text can be maintained at any status level, from the request stage through to completion of the change request.

Select **Update (F8)** to validate and update the [Change Management](#) parameters.

Enquire on Change History [21/PDR]

Use this task to display active and completed change requests.

Change History Enquiry Selection Window

To display this window, select the Enquire on Change History task.

Use this window to enquire on active and completed change requests.

Fields

Change Request

You can enter the code of a change request you want to display. If you enter a valid code and then press Enter, other entries in this window are ignored and the Change Request Enquiry window is displayed.

You can use the prompt facility to select from the Select Change Request pop-up.

Limit to Project

You can narrow your search to a particular project. If you enter a valid project number and then press Enter, the Change Request Enquiry Select Change Request pop-up is displayed. You then select from the change requests associated with this project.

You can use the prompt facility to select from the Select Project pop-up.

Limit to Item

You can limit your search to change requests for a particular item. If you enter a valid item reference number and then press Enter, the Change Request Enquiry Select Change Request pop-up displays all change requests for the selected item.

You can use the prompt facility to select from the Select Inventory Item pop-up.

Primary Item

This field is used in conjunction with the Limit To Item field.

Use this checkbox as follows:

Unchecked - If the item is not a primary item

Checked - If the item is a primary item, and the Change Request Enquiry Select Change Request pop-up should display only items with attached [routes](#) of manufacture

Structure Item

This field is also used in conjunction with the Limit To Item field.

Use this checkbox as follows:

Unchecked - If the item is not a structure item

Checked - If the item is a structure item, and the Change Request Enquiry Select Change Request pop-up should display only items that are included in a manufacturing [route](#)

Limit to Route

You can limit your selection to a particular [route](#), and only items within the specified [route](#) will be displayed.

You can use the prompt facility to select from the [Routes](#) & Items pop-up.

Limit to Operation

This field is used in conjunction with the limit To [Route](#) field. If you enter a valid [operation](#) within the specified [route](#), only items belonging to the [route](#) and [operation](#) combination will be displayed.

You can use the prompt facility to select from the Scan [Operation](#) Sequence pop-up.

Limit Status Range From/To

To narrow down your search, you can enter a range of status settings. Only change requests having a status within the specified range will be displayed for selection.

You can use the prompt facility to select from the CMRS Change Mnt Request Status Code pop-up.

If you know the number of the change request on which you want to enquire, select the change request and then press Enter to display the Change History Enquiry window.

Alternatively, enter your selection criteria and then press Enter to validate your entry and display the Change Request Enquiry Select Change Request pop-up.

Change Request Enquiry Select Change Request Pop-up

To display this pop-up, enter your selection criteria on the Change History Enquiry Selection window.

This pop-up displays a list of change requests that fulfil the selection criteria you entered on the Change History Enquiry Selection window.

Fields

Position to Request

Enter a change request number from which to start the display.

Request

This field displays the change request number.

Project

This field displays the project associated with the change request.

Status

This field displays the status of the change request. Refer to the list of change request status codes in the [Change Management](#) Introduction for more details.

Requested By

This field displays the name of the employee who requested the change.

Action By

This field displays the last date on which the change request is to be actioned.

Options

Select

Use this to select the change request on which you want to enquire

Select the change request on which you want to enquire. The Change History Enquiry window is displayed.

Change History Enquiry Window

To display this window, select a change request and then press Enter on the Change History Enquiry Selection window or select the change request you want to amend on the Change Request Enquiry Select Change Request pop-up.

Use this window to enquire on active and completed change requests.

Functions

Additional Details (F18)

Use this to display the Additional Details pop-up. You use this to enquire on additional information in the change request header record.

Notifications (F17)

Use this to display the Maintain Notification List pop-up. You use this to enquire on notifications for this change request.

Text (F21)

Use this to display the Text Selection pop-up. You use this to enquire on request, review or action text.

Select **Exit (F3)** to leave the task.

Enquire on Change Request [22/PDR]

Use this task to display change request details for a selected change request.

The fields displayed in this task are the same as those described in the Amend Change Request task, but are for display only and cannot be amended. Refer to the Amend Change Request section for more information.

Enquire on Change Management Projects [23/PDR]

Use this task to display the details of a selected project.

The fields displayed in this task are the same as those described in the Raise [Change Management Project](#) task, but are for display only and cannot be amended. Refer to the Raise [Change Management Project](#) section for more information.

Enquire on Change Management Parameters [24/PDR]

Use this task to enquire on the various parameters within [Change Management](#).

The fields displayed in this task are the same as those described in the Maintain [Change Management](#) Parameters task, but are for display only and cannot be amended. Refer to the Maintain [Change Management](#) Parameters section for more information.

Revisions Enquiry [25/PDR]

This task is used to track all the revision changes applied to items and [routes](#). For a chosen item or item and [route](#) combination, previous, current and pending revisions are both summarised and detailed.

Pending Revision Enquiry Window

To display this window, select the Enquire on Revisions task.

Use this window to select the item, and optionally the [route](#), on which you want to enquire.

Fields

Item

Enter the item on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Item pop-up.

Route Policy

Select one of the following:

Item Only (1) - For revisions applying to the item only

All [Routes](#) (2) - For all [routes](#) containing the item specified

Specific [Route](#) (3) - For a specific [route](#) containing the previously selected item

Route

If you entered 3 for the [Route](#) Policy, enter the appropriate [route](#) here.

Alternatively, use the prompt facility to select from the [Routes](#) & Items pop-up (if the Item field is blank) or the Select [Route](#) pop-up.

From Date/To Date

Use these fields to select items within a specified date range.

Press Enter to display the Revision Enquiry Selection window.

Revision Enquiry Selection Window

To display this window, press Enter on the Pending Revision Enquiry window.

Use this window to select the change request revision details on which you want to enquire.

Options

Display Details

Use this to choose a change revision to view.

Select Display Details against a line to display the Revisions Change Detail window.

Revisions Change Detail Window

To display this window, select Display Details against a line on the Revision Enquiry Selection window.

Use this window to enquire on the details of the revision you have selected.

The following information is displayed:

- Revision No.
- Description
- Project
- Change Request
- Requested Date
- Status
- Change Type
- Operation
- Input Seq.
- Output Seq.
- Input/Output Item
- Effective From/To
- Authorisation Date
- Department
- Action Date
- Action Time
- Estimated Cost

Select **Previous (F12)** to return to the Revision Enquiry Selection window.

Report by Change History [31/PDR]

Use this task to produce a report showing details of current and historical change requests.

The fields displayed in this task are the same as those described in the Enquire on Change History task. Refer to the Enquire on Change History section for more information.

Report by Change Request [32/PDR]

Use this task to produce a report showing change request details.

The fields displayed in this task are the same as those described in the Enquire on Change Request task. Refer to the Enquire on Change Request section for more details.

Report by Change Management Authorisation List [33/PDR]

Use this task to print the authorisation list and associated change details for a selected change request. The reports can be used to obtain signatures as proof of authorisation.

Change Request Selection Window

To display this window, select the Report by [Change Management](#) Authorisation List task.

Use this window to select a change request for authorisation.

Options

Select

Use this to select the change request you want to print.

Select a change request to print. A job submission pop-up is displayed. Select **Submit (F8)** to submit the print job for execution.

Report by Change Management Notification List [34/PDR]

Use this task to print a report for a selected change request. This report can be used to notify people or departments when the status of a change request is amended.

Notification Report Selection Window

To display this window, select the Report by [Change Management](#) Notification List task.

Use this window to select the notifications that will be printed on the Notification List report in your preferred sequence.

Fields

Select by Project

You can optionally enter the code of a project containing the notifications you want to print.

Alternatively, use the prompt facility to select from the Select Project pop-up.

Or by Request Number

To print the notifications for a specific change request, enter the number of the change request in this field.

Alternatively, use the prompt facility to select from the Select Change Request pop-up.

Limit by User

You can optionally enter the name of a user whose notifications you want to print.

From Date

Enter or select the earliest date for which notifications should be printed.

Sequence By

Project/Request/User

You can configure the print sequence of the selected notifications. Enter 1, 2 or 3 next to the Project, Or Request and Or User fields to specify your chosen sequence. The default sequence is to print notifications in user within request within project sequence.

Press Enter on this window to print your selected notifications.

Chapter 11 Transfer Order Control

11

About Transfer Order Control

Transfer Orders (or Inter-plant [Supply](#) Requests) are requests to move stock between production units. You can only have transfer order control if you are using one, two or all three of multi-plant, multi-sourcing or [cellular](#) network.

Note: You must have the Distribution Requirements Planning ([DRP](#)) module installed to be able to use transfer order control.

Transfer orders authorise the movement of stock from one planning unit to another, in order to satisfy a [demand](#) in the requesting planning unit. The planning unit receiving the transfer order will process the transfer request as a source of [demand](#).

You can create transfer orders in two ways:

Manually

Via [MPS](#), which recommends transfer orders that you then confirm using the Requisitions module. Multi-sourcing must be active for the [MPS](#) run to recommend transfer orders.

You can set the maximum number of lines allowed for each transfer order. You do this as part of [Company Profile](#) Maintenance.

The transfer [lead time](#) is obtained from the item's To stockroom [lead time](#) (defined in weeks). You can override the [lead time](#) at transfer order line level.

Customers [1/MDT]

Use this task to maintain the customers who will be able to raise transfer orders and receive transferred [supply](#).

DRP Stockroom/Customer Maintenance Selection Window

To display this window, select the Customers task.

This is the same as the Customers maintenance task within Distribution Requirement Planning ([DRP](#)). This window displays the various stockrooms from and to which goods can be transferred. It also shows any customers who are attached to these transfer stockrooms.

Fields

Select

Use this checkbox as follows:

Unchecked - If the stockroom is not selected

Checked - To select a stockroom for which you want to maintain a customer

The [DRP](#) Stockroom/Customer Maintenance Details window will be displayed.

Check the Select field against a stockroom and then press Enter to display the [DRP](#) Stockroom/Customer Maintenance Details window.

DRP Stockroom/Customer Maintenance Details Window

To display this window, check the Select field against a stockroom on the [DRP](#) Stockroom/Customer Maintenance Selection window.

Use this window to enter the code for the internal customer.

Fields

Internal Customer

Enter the code for the customer who will be able to transfer stock from the displayed stockroom, and receive stock from it. You must have already [set up](#) the customer in Sales Order Processing and the customer must have a delivery sequence of 001.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Note: *You can only have one internal customer for each stockroom.*

Press Enter to save the details and return to [DRP](#) Stockroom/Customer Maintenance Selection window.

Transfer Order Entry [11/MDT]

Use this task to create inter-facility transfer orders.

Transfer Order Entry Selection Window

To display this window, select the Transfer Order Entry task.

Use this window to specify the stockrooms involved in the transfer of [supply](#) and the transfer date.

Fields

From Stockroom

Enter the stockroom from which the goods will be transferred.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

To Stockroom

Enter the stockroom to which the goods will be transferred (the destination stockroom).

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Note: *The From and To stockrooms cannot be the same.*

Despatch Due Date

Enter or select the date on which the transfer order is due for despatch. This must be a valid calendar date after the current date.

Press Enter to display the Transfer Order Entry Address window.

Transfer Order Entry Address Window

To display this window, enter the relevant data and then press Enter on the Transfer Order Entry Selection window.

This shows the details of the internal customer, that is, the customer who will receive the transferred goods. The internal customer's delivery sequence number is shown beside the customer code. The internal customer's delivery sequence number is allocated to a stockroom using the Customers task.

Fields

Delivery Name and Address

This field displays the delivery name and address to appear on the pick or despatch notes for transfer order. These are the default details for the internal customer for this order, but you can change them here.

Functions

Text (F21)

Use this to display the Maintain Text pop-up, where you can enter text relating to the order header. When you enter text, you must also specify the [usage](#) code and language associated with the text.

Press Enter to save your details and display the Transfer Order Entry Order Line window.

Transfer Order Entry Order Line Window

To display this window, press Enter on the Transfer Order Entry Address window.

Use this window to enter the transfer order lines. Any existing order lines are also displayed. This works in the same way as in [DRP](#), in that if the despatch date is within the [time fence](#), and sufficient stock exists in the transferring stockroom, the software automatically allocates the line. If the quantity for an order line is displayed in reverse image, this indicates that the line is not fully allocated.

Fields

Item

Enter a valid Inventory item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You must have already defined the item to both the From and To stockrooms for the order.

Qty

Enter the order line quantity.

Dsp

Enter or select the date on which the stock will be despatched or transferred. This field defaults to the current date.

Rcpt

You can enter or select the date on which the transferred stock will be received. If you do, the time between the despatch date and this date must not be less than the [lead time](#) between the issuing and receiving locations.

If you do not enter or select a date, the software will calculate the date based on the [lead time](#) taken from the Item Master file, or the [item stockroom](#) records.

Options

When you enter the details of the transfer order line at the bottom of the window, the details are displayed for amendment, deletion or action as necessary. Select one of the following:

Amend

Use this to amend the order line quantity, despatch and receipt date.

Text

Use this to enter text associated with the order line, for internal use only.

Delete

Use this to delete an order line. This will reverse any existing [allocations](#).

Avail

Use this to enquire on stock availability. This shows the current stock level details for the item at the From stockroom, and details of the current [supply](#) and [demand](#) situation.

Force Alloc

Use this to allocate fully a partially or totally unallocated order line. Allocation will take place, regardless of the [available stock](#) quantity, allocation [priority](#) or allocation [time fence](#).

Dealloc

Use this to de-allocate completely a fully or partially allocated order line.

Functions**Delete (F11)**

Use this to delete the whole transfer order. You will have to confirm this request before actual deletion takes place.

Restart (F15)

Use this to return to the initial transfer Order Entry or Amendment window without updating the order. You will have to confirm this request before it is actually carried out.

Select **Update (F8)** to save and update the order details. The Transfer Order Entry Summary window will then be displayed.

Transfer Order Entry Summary Window

To display this window, select **Update (F8)** on the Transfer Order Entry Order Line window.

This window displays the completed order's details. These are:

- The From and To stockrooms
- The despatch date
- The order number for the transfer order that you have just completed
- The internal customer code and delivery sequence code

Fields**From Stockroom**

If necessary, you can amend the stockroom from which the transfer is being made.

You can use the prompt facility to select from the Select Stockroom pop-up.

To Stockroom

If necessary, you can amend the stockroom to which the transfer is being made.

You can use the prompt facility to select from the Select Stockroom pop-up.

Despatch Due Date

If necessary, you can amend the date on which the despatch is due.

Select **Exit (F3)** to leave the task.

Transfer Order Amendment [12/MDT]

Use this task to maintain inter-facility transfer orders.

Transfer Order Amendment Window

To display this window, select the Transfer Order Amendment task.

Use this window to enter the selection criteria for the transfer order that you want to amend.

Fields

Order Number

Enter the number of the transfer order that you want to amend.

Alternatively, you can leave this field blank, and enter the customer code in the Internal Customer field to select one of the orders for that customer. When you enter the order number, you must also indicate whether you want to amend the order header or order lines.

Amend Header or Lines

Select one of the following to specify whether you want to amend the header or line details for the transfer order entered:

Header (1) - To amend the header details

The Transfer Order Amendment Header window is displayed.

Lines (2) - To amend the order line details

The Transfer Order Amendment Line window is displayed.

Internal Customer

Enter the code for the internal customer whose transfer order you want to amend.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

To select a transfer order from those listed for the internal customer, enter the internal customer code and then press Enter. The Transfer Orders by Customer window will then be displayed.

Transfer Orders by Customer Window

To display this window, enter an internal customer code and then press Enter on the Transfer Order Amendment window.

This window lists the transfer orders for the internal customer that you specified on the previous window. You can select orders from this list for amendment.

Options

Select

Use this to select a transfer order for amendment. This automatically re-displays the Transfer Order Amendment window.

Press Enter on the Transfer Order Amendment window to continue.

Transfer Order Amendment Header Window

To display this window, enter an order number and then select Header in the Amend Header or Lines field on the Transfer Order Amendment window.

This window displays the stockrooms from and to which the order will be transferred and the code of the internal customer for information.

Fields

Despatch Due Date

If necessary, you can amend the date on which the order is due for despatch.

Delivery Name and Address

If necessary, you can amend the customer's delivery address.

Press Enter after you have made your changes. This saves and updates the order details, and re-displays the Transfer Order Amendment window. Select **Exit (F3)** to leave the task.

Transfer Order Amendment Line Window

To display this window, enter an order number and select Lines in the Amend Header or Lines field on the Transfer Order Amendment window.

This window displays the selected order line details for amendment.

Fields

Item

You can amend the item, if necessary.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You must have already defined the item you enter to both the From and To stockrooms for the order.

Qty

You can amend the order line quantity.

Dsp

You can amend the date on which the stock will be despatched or transferred.

Rcpt

You can enter or select the date on which the transferred stock will be received. If you do, the time between the despatch date and this date must not be less than the [lead time](#) between the issuing and receiving locations.

Options

Select one of the following against the order detail line of your choice. The item details will be displayed at the bottom of the window.

Amend

Use this to amend the order line quantity, despatch and receipt date.

Text

Use this to enter text associated with the order line, for internal use only.

Delete

Use this to delete an order line. This will reverse any existing [allocations](#).

Avail

Use this to enquire on stock availability. This shows the current stock level details for the item at the From stockroom, and details of the current [supply](#) and [demand](#) situation.

Force Alloc

Use this to allocate fully a partially or totally unallocated order line. Allocation will take place, regardless of the [available stock](#) quantity, allocation [priority](#) or allocation [time fence](#).

Dealloc

Use this to de-allocate fully a fully or partially allocated order line.

Functions**Delete (F11)**

Use this to delete the whole transfer order. You will have to confirm this request before actual deletion takes place.

Restart (F15)

Use this to return to the initial Transfer Order Entry or Amendment window without updating the order. You will have to confirm this request before it is actually carried out.

Press Enter and then select **Update (F8)** after you have made your changes. This saves and updates the order details and displays the Transfer Order Amendment window. Select **Exit (F3)** to leave the task.

Record Transfer Out [13/MDT]

Use this task to record the transfer of stock from one stockroom into another internal stockroom. This is for domestic transactions only.

The [physical stock](#) at the source stockroom will be reduced, and the in-transit stock at the destination stockroom will be increased. Once stock is transferred using this task, it will be valued as part of the stock of the destination stockroom. [Cost](#) updates at the destination stockroom will be performed once receipt is confirmed.

All stock transferred out using this task should be confirmed as received using the Confirm Shipment Receipt task.

Record Transfer Out Selection Window

To display this window, select the Record Transfer Out task.

Enter the details of the transfer on this window. These details can include the default reference information for individual item transfers.

Fields

From Stockroom

Enter the stockroom from which you transferred the goods (that is, the source stockroom). Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

To Stockroom

Enter the stockroom that will receive the goods (the destination stockroom). Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Internal Customer

Enter the internal customer code and delivery sequence code. Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Reference Date & Type

Reference Date

You can enter or select the date on which the transfer actually took place. The default is the current system date. The date is used to age the stock movement for history purposes.

Reference Type

You can also enter the [movement type](#). This is a user-defined code associated with the transfer movement. You can use this to carry out more detailed analysis of the types of movement than is possible with the system-defined types.

You can use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Narrative

You can enter any extra text or reference needed for the transfer movement.

Reason Code

Enter a code describing the reason for the transfer movement. You [set up](#) the reason codes in the Inventory Management Maintain Descriptions task.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Enter the relevant details and then press Enter to display the Record Transfer Out Details window.

Record Transfer Out Details Window

To display this window, enter the relevant details and then press Enter on the Record Transfer Out Selection window.

Use this window to specify multiple items to be transferred out of the source stockroom. You can enter details of individual item transfers here. The window also lists the transfer out requests entered so far for this transaction.

Fields**Item**

Enter the code of the item to be transferred. You must have already defined the item to both the From and To stockrooms for the transfer.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Movement Qty

Enter the quantity of the item to be transferred out. It must be a positive quantity.

Lot

If the item is lot-controlled, batch-controlled or serial-controlled, enter a specific lot, batch or serial reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity Units

You can enter the unit of measure in which the movement quantity is expressed.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

The unit you enter or select must be one of those defined to the item. If you do not enter a unit, the software uses the [item stockroom](#) issue unit at the From stockroom.

Cost/Unit

When you press Enter to validate all your other entries, the [unit cost](#) of the item being transferred is displayed, depending on the [costing method](#) for the item. This could be standard, latest, average or [FIFO](#).

Reference Date

Enter or select the reference date for the transfer.

Reference Type

Enter the reference type for the transfer.

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Narrative

You can enter any extra text or reference needed for the transfer movement.

Reason Code

You can enter a code describing the reason for the transfer movement. If you do not, the default from the header is will be used.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

You [set up](#) the reason codes in the Inventory [Descriptions file](#).

Options

Amend

Use this to amend details of a transfer line.

Functions

Despatch Details (F18)

Use this to enter despatch details for the transfer. This is only [available](#) if you have installed Document Processing.

Press Enter and then select **Update (F8)** to save your data, confirm the transfer and return to the previous window.

Confirm Shipment Receipt [14/MDT]

Use this task to confirm the receipt of items transferred between stockrooms. The transfer may have been by a transfer or distribution order, or by an Inventory transfer out transaction. If the receiving stockroom is defined to the Warehousing module, you must enter the appropriate details within this task to include items in the put-away processing within Warehousing.

Confirm Shipment Receipt Selection Window

To display this window, select the Confirm Shipment Receipt task.

Enter the shipment details on this window.

Fields

From Stockroom

Enter the code for the stockroom from which the goods were despatched.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

To Stockroom

Enter the code for the stockroom that will receive the goods that are currently in-transit.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Distribution Order Number

You can enter a specific transfer order number, distribution order number, or transfer out reference code. Leave this field blank to display all transfers in-transit between the From and To stockrooms.

Consignment Number

You can enter a consignment number, if applicable.

Press Enter to display the Confirm Shipment Receipt Details window.

Confirm Shipment Receipt Details Window

To display this window, press Enter on the Confirm Shipment Receipt Selection window.

This window shows details of the items in-transit between the selected From and To stockrooms. You can select the items to confirm receipt.

Details shown include:

- The distribution centres from and to which the goods were despatched

These only appear if you have [DRP](#) installed.

- The order despatch date
- The order number or transfer out code, if applicable
- The line number and item code
- The item's unit of measure

Fields

Select All Lines to Update

Use this checkbox as follows:

Unchecked - If you do not want to confirm receipt of all the lines, but want to select individual lines from the displayed list

Checked - To confirm receipt of all displayed lines

Select (Sel)

Select one of the following:

Select Order Line for Receipt - To select an order line for confirmation of receipt

Maintain Lot Header Details - To maintain the lot header details for an order line

This is only valid if the item is lot-controlled, batch-controlled or serial-controlled.

SR

This field displays the default receiving stockroom for the transfer line, as specified on the order. You can override this here, and enter a different stockroom.

Quantity

This field displays the default quantity to be received, as specified on the order. You can override this, and enter the actual quantity received. Note that you can have multiple receipts for each in-transit line. The quantity received must not exceed the quantity currently in-transit.

Select **Update (F8)** to confirm receipt of the selected lines. This submits a batch job for processing.

Stock In-transit [21/MDT]

Use this task to enquire on transfer orders, distribution orders, and Inventory transfers currently in-transit between stockrooms.

Shipments In-transit Enquiry Selection Window

To display this window, select the Stock In-transit task.

Enter the selection criteria for the transfers on which you want to enquire.

Fields**From Stockroom**

Enter the code for the stockroom from which the in-transit goods were despatched.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

To Stockroom

Enter the code for the stockroom where the in-transit goods will be received (that is, the destination stockroom).

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

Distribution Order Number

You can enter the order number for the goods in-transit.

Press Enter to display the Shipments In-Transit Enquiry Details window.

Shipments In-Transit Enquiry Details Window

To display this window, enter the relevant details and then press Enter on the Shipments In-Transit Enquiry Selection window.

This window lists items in-transit between the selected From and To stockrooms and distribution centres. For each line, the details displayed include:

- The despatch date
- The order line number
- The stockroom and order quantity
- The item's unit of measure
- The lot number, if the item is batch-controlled, lot-controlled or serial-controlled.

Note: Use *Page Up* and *Page Down* to see more order lines, if they exist.

Select **Exit (F3)** to leave the task.

Appendix A Glossary

A

Active Production Order

This is a production order, which has associated [work-in-progress](#).

Activity Types

These are user definitions of activities to be reported and are linked to a System21 [reporting type](#). There are system-dependent activity types that are mandatory for the system to function; and user-defined activity types which may be defined to suit user requirements. The associated reporting type defines how the activity will affect updates to the database.

Actual Down Time

See [Down Time](#).

AFI

Acronym for Advanced Financial Integrator

Allocated Stock

This is the quantity of an item which has been allocated to customer orders, production orders or [schedules](#). It is usually expressed as a [balance](#) at item and stockroom level.

Allocations

This is the reservation of inventory for consumption in a production order or [schedule](#). The material can be issued to any order, but this reservation enables the application to calculate available quantities.

Amended Standard Production Orders

Production orders, which are based on a standard [route](#) and only differ in detail

Amortised Fixed Costs

This is the method of spreading fixed production [costs](#) over a designated batch size to ascertain the effect on unit product costs of the economies of scale production. See also [Fixed Costs](#).

Archived Production Orders

These are production orders which have been saved in an archive file and removed from the live order database. They are available for detailed enquiry.

Available

This is the quantity calculated by Planning to represent current availability on a given day. It is equal to:

Previous period available + [supply](#) - [demand](#)

Available Stock

This is the quantity calculated by subtracting [allocations](#) from the [physical stock balance](#). It represents uncommitted inventory, which may be used to satisfy production [demand](#).

Average Cost

This is a [costing method](#) employed by Inventory Management, whereby the weighted average [unit cost](#) of an item is recalculated every time a stock receipt is made.

Average Usage

This is the average usage per week/period of an item in a stockroom. The weeks or periods included in this calculation are defined by the [usage profile](#).

Backflush

The automatic generation of standard material issues based on production quantities reported

Backflush Item

An item that is designated to be issued automatically in production recording

Backschedule

The calculation of [operation](#) and order [start dates](#) from the due date, using the [lead time](#) elements of the operations

Balance

This may be used either to signify a database record holding summary information, such as a stockroom balance, or a single summary quantity field on such a record, such as [allocated stock](#).

Base Edition

System21 Production is available in two editions, Base and Extended. The Base edition delivers functionality equivalent to that which was available in Version 2.0. The [Extended edition](#) provides additional function, notably [scheduled](#), or repetitive, production and process industry features such as [co-products](#) and [potency](#).

Batch Balancing

This is a method of ensuring that the correct quantity and [potency](#) mix of materials is used in a production batch.

Bill of Material

This is the definition of the [inputs](#) that are required to make a product. It is also known as a Product Structure, [Recipe](#) or [Formula](#).

BOM

Acronym for [Bill of Material](#)

Booking

[Work-in-progress](#) reporting

Booking History

A record of all material and production transactions posted during the progress of a production order or [production schedule](#)

Bottleneck

This term is generally used to refer to a position on a production line, where the production flow is constrained in some way. This can lead to build-ups of work and potentially have an adverse effect on the [efficiency](#) of a line or plant, and ultimately on profitability.

Bucket

In [MPS](#) and [MRP](#), the period of time for which [supply](#) and [demand](#) are summarised for presentation

Bucketless

This describes the [MPS/MRP](#) review process, which balances [supply](#) and [demand](#) on the date it is [scheduled](#), rather than accumulating it into greater time periods.

Budget Capacity

This is the [capacity](#) of a [work station](#) that is compared with its [load](#). It represents the capacity you expect to obtain from a work station. This can be 100% of stated capacity or a factor above or below 100% (see [Standard Capacity](#)).

By-product

This is a product produced incidentally by a process which is primarily for the production of other products. It may have financial value, which will be deducted from the total costs of the mainstream product and will also be treated as a negative cost, displayed in the Relief Cost Element field.

Cancelled Production Order

A production order which has been aborted and cannot be reopened

Capacity

The amount of time that a [work station](#) is available for work in a given period

Capacity Planning

This is the activity of calculating [work station capacity requirements](#) by comparison of duration for planned work with the [capacity](#) available for the planning period. The work [schedule](#) or the capacity may then be adjusted to obtain a [balanced](#) work flow.

Capacity Planning Run

This is the main function of the [Capacity Requirements](#) Planning application. This process calculates the [work station capacity load](#) that is required to achieve a particular [production schedule](#) according to [scheduling](#) rules.

Capacity Requirement

The time required at a [work station](#) by a particular piece of work or [production schedule](#)

Cell

A group of stockrooms that are related for the purpose of [material requirements planning](#)

Cellular Planning

A planning method by which the [demand](#) and [supply](#) of materials are identified and satisfied at [cell](#) level rather than model level

Change Management

See [Engineering Change Management](#).

Co-products

These are items that are necessarily produced together as a result of a production process. They share the burden of the [cost](#) of production.

Company Profile

A collection of control parameters specific to a Production company

Completed Production Order

These are production orders which have been completed. They cannot have [bookings](#) made against them. They may be reopened for further processing.

Component

Any item that is used in the production of another item (see [Input](#))

Component Location Reference

A method whereby [components](#) may be categorised by their location and position within an assembly, structure or process

Confirmed Production Order

A production order with a firm commitment to produce an item, which cannot be changed in date or quantity except by explicit [planner](#) intervention

Cost

This is a value associated with an item in a stockroom, or a movement. It is usually a value related to a single item (a [unit cost](#)), but may refer to a quantity of items (a movement cost or value).

Cost Apportionment Method

This is the method used to calculate the proportion of production [costs](#) that are applied to each item, when [co-products](#) are produced from a process.

Cost Centre

This is a functional or organisational area defined for the purposes of defining production [costs](#). Each cost centre defines standard rates for labour, [work station](#), [set up](#) and overheads. A cost centre is assigned to a work station and is used to calculate all standard production costs associated with that work station.

Cost Elements

The following [cost elements](#) are available to analyse [costs](#):

- Relief costs
- Direct material
- Packaging
- Utility
- Labour
- Set up
- Machine
- Subcontract
- Overhead 1

- Overhead 2 (fixed)
- Overhead 2 (variable)
- User defined 1-4
- Shrinkage

Cost Relief Apportionment

The method used to calculate any [By-product](#) Relief [Costs](#) that are applied to co-product costs in a co-product process

Cost Roll-up

The method of generating product [costs](#) by calculating and accumulating costs of materials and [operations](#) required at each level of manufacture

Costing Method

This refers to the method used to establish a [cost](#) for stock movements or stock [balances](#). The methods [available](#) are latest, average, standard and [FIFO](#) (First In First Out).

Costing Route

This is the [route](#) designated for an item to calculate its [unit cost](#) within a stockroom. A unit cost may be calculated for each stockroom in which an item is stocked by designating a specific production route as a [cost](#) route.

Count Point

An [operation](#) at which [WIP inventory](#) is counted or reported

Count Reporting Policy

This policy determines the method by which production quantities are recorded during [booking](#). This may be total quantity or start and end quantity.

Creation Date

The date on which a production order is entered

Crew Size

The standard number of operatives [scheduled](#) to work on an [operation](#), either as direct labour or [set up](#) labour

CRP

Acronym for [Capacity Requirements](#) Planning

Cumulative Lead Time

This is the amount of time required to produce an item from scratch. It is based on a full explosion of the bills of material of the item and its sub-assemblies and includes the purchasing [lead time](#) of raw materials.

Current Cost

This is a category of [cost](#). The application generates values for current and standard cost control. Current cost may be considered as the proposed standard cost for the next accounting period. See Standard Cost.

Current Date in Planning

This is the datum point of an [MPS/MRP](#) plan. The [start date](#) is determined by subtracting Overdue Days from this date. The [Time Fence](#) date is calculated from this date by adding the frozen [Lead Time](#).

Customer Schedule

This is the forecast of a customer's expected delivery requirements. They can be at different statuses in different time periods.

Customer Shelf Life

This is the amount of time an item must have left in its life when it is delivered to the customer. If an item is [lot controlled](#), this time will be deducted from the [Expiry Date](#) to calculate the [Last Available Date](#).

Delivery Area

This is information which is used to identify the location to which items should be moved. It can be found on the Picking List.

Delivery Days Basis

This parameter is only pertinent to items which are not lot, batch or serial controlled. It allows [delivery lead time](#) to be taken into account during planning, and may be calculated using calendar days or working days. For lot-controlled items, the [Release Lead Time](#) is used.

Delivery Lead Time

The delivery lead time value expressed in terms of the [Delivery Days Basis](#)

Delivery Point

This is the exact position to which items should be moved within the [Delivery Area](#). It can be found on Picking List.

Demand

The forecast or actual requirement for an item

Demand Policy

This is the policy that controls the comparison of [sales forecasts](#) with sales orders, [customer schedules](#) and [dependent demand](#) to arrive at the [demand](#) to drive [MPS](#) or [MRP](#).

The demand policy can be any one of the following:

- No forecast
- Independent demand only
- Dependent and independent demand
- Dependent demand
- Explode forecasts to inputs
- Make to forecast only
- Total demand

Dependent Demand

[Demand](#) for an item, which is derived from the manufacture of a parent

Descriptions File

This is a file maintained within Inventory Management that defines a number of parameter codes and their descriptions.

Discrete Manufacturing

This is a production control method where individual pieces of work are identifiable. Usually, production orders are used to manage this.

Down Time

This is the amount of time that a [work station](#) is out of action. The application provides the facility to record both planned and [actual down time](#).

DRP

Acronym for Distribution Requirements Planning

Duration Calculation Basis

This is the method by which the duration of an operation is calculated for [scheduling](#) purposes. It can be set at [Company Profile](#), [Work Station](#) or [Route Operation](#) level.

The duration calculation basis can be any one of the following:

- Set up time only
- Machine time plus set up time
- Direct labour time plus set up time
- Machine time plus direct labour time plus set up time
- Greater of machine time
- Direct labour time plus set up time

Economic Order Quantity

This is an optimum quantity of an item to be produced by a [process route](#) or supplied on an order. It may be entered for each process route and may be used as the basis of apportioning [fixed costs](#) for an item.

Effectivity

This is a method of controlling product [input](#) configurations. The effectivity of an input is the time period when it can be used in an assembly. The application uses an effective [start date](#) and an effective finish date to control input configurations. The system will ignore the item outside the effectivity dates.

Efficiency

The ratio of standard to actual performance

Efficiency Variance

The difference between standard and actual performance in quantity and [cost](#) terms

End Date (Planning)

This is the last date to be considered by an [MPS](#) or [MRP](#) run. It can be entered or calculated as current date plus item [cumulative lead time](#). It can be extended by setting a number of safety days.

Engineering Change Management

This is an integrated module that controls and audits, via change requests, the addition and deletion and amendment of:

- Items
- Route operations
- Inputs and outputs
- Production order route maintenance
- Issue of unplanned materials
- Issue of substitute materials.

It is used to record and monitor these changes and who made them.

Equivalent Physical Quantity

This is used where item lots have variable [potency](#). For an item lot with non-[standard potency](#), it is the equivalent quantity of the item at standard potency. It is calculated as:

Physical Quantity x Actual Potency/Standard Potency

Exception Events

These are transactions that are likely to cause a change in the [supply](#) and [demand](#) status of an item.

Expiry Date

The Expiry Date is calculated as [Lot Creation Date](#) + [Shelf Life](#). It represents the last date on which the item can be used. The item is still in stock but is deemed to be frozen after this date.

Extended Edition

System21 Production is available in two editions, Base and Extended. The [Base edition](#) delivers functionality equivalent to that which was available in Version 2.0. The Extended edition provides additional function, notably [scheduled](#), or repetitive, production and process industry features such as [co-products](#) and [potency](#).

FIFO

This is an acronym for First In First Out - one of the [costing methods](#) available in the Inventory Management application. Using this method, each stock receipt is valued at actual [cost](#), and issues are valued using these receipt batch costs on a First In First Out basis.

Filler Item

An item that is used to make up the required physical of a production batch, but which has no effect on the properties of the item produced (see Balancing Quantity)

Finished Goods Receipt

The receipt of a quantity of a production item into an Inventory stockroom, as a result of a production order or [schedule](#)

Firm Planned Production Order

A production order which remains under the control of the [planner](#) in terms of timing and quantity and is not recommended for change by Planning functions, unless [Planning Filters](#) are set to allow this

Firming Period

The period for which firm [work station schedules](#) have been created

First Available Date

For a [lot controlled](#) item, this is equal to the [Creation Date](#) + [Release Lead Time](#) (Days). It is the first date the item can be used.

Fixed Cost

This is an element of item [cost](#) that does not vary with the volume of production.

Fixed elements of costs are:

- Set up
- Fixed overhead
- Fixed user-defined costs

Fixed Order Quantity

This is an ordering policy used by [MPS](#) and [MRP](#) to control suggested replenishment orders. It is used to generate suggested supplies of a predefined size.

Fixed Quantity Per

An [input](#) to a [Bill of Material](#), whose requirement will not vary with batch size

Floor Stock

Floor stock is inventory, which is issued to a designated [floor stock location](#) on the shop floor, rather than being issued directly for immediate consumption. Floor stock locations can be logical or physical stockrooms. Floor stock is consumed as it is used at a particular operation.

Floor Stock Location

This is a logical or [physical stockroom](#) where items with a [Material Control Policy](#) of issue to [floor stock](#) are issued and consumed.

Flow Route

This is a [route](#) where the individual [operations](#) are dependent on each other. Changes to [schedules](#) on flow routes for one operation result in changes to the whole route.

Formula

See [Bill of Material](#).

Frozen Stock

This is the quantity of an item which is designated as frozen and thus is not [available](#) for issue or allocation. It is expressed as a [balance](#) quantity at item and stockroom level, or item and lot level.

Generated Demand

See [Dependent Demand](#).

Gross Requirement

The total [demand](#) for an item in a given time period before stock on-hand and supplies are netted

GT Family

This is the Group Technology code, is a user-defined classification which may be used as a selection parameter both on a Selective MRP run and [MPS](#) and [MRP](#) reports.

Held Inventory Tracking

This is a regimen imposed by the system to force entry of a reference code and description each time a [WIP](#) quantity is booked as Held. This reference may be for the whole booked quantity or specific to one or more items in the total quantity. Any further movements of [Held WIP Inventory](#), for example, transfer or scrap, necessitate the specification of the Held Inventory Reference.

Held WIP Inventory

This is [WIP inventory](#) which is not [available](#) to progress to the next [operation](#) until released from held status. This may be because it is awaiting quality control inspection or [rework](#).

In Transit

This is the quantity of an item that is currently in transit between two stockrooms. It is expressed as a [balance](#) quantity at the target [item stockroom](#).

Indented Bill of Material

This is a multi-level explosion of an assembly or sub-assembly, showing all the levels of [inputs](#), each of which is displayed indented one position from its immediate parent.

Indented Cost Roll-up

A method of simulating the [cost](#) of an assembly or sub-assembly with reference to its [Bill of Material](#) and manufacturing [operations](#) at all levels, and then rolling up the costs of all its [inputs](#) and operations.

Indented Where-Used

This is the inverse of the [indented Bill of Material](#), and shows the parents of an [input](#), each parent indented one position from its immediate children. The analysis is multi-level, and identifies the parents, grandparents, great grandparents, and so on, of an item.

Independent Demand

[Demand](#) for an item originating from sales orders or forecasts, that is, direct demand for the item itself

Ingredient

Any item which is used in the production of another item (see [Input](#))

Input

This refers to any material, sub-[component](#), sub-assembly or [ingredient](#), specified on a [bill of material](#). It is the standard term of reference to any material input.

Input Reference

This is the key used to access [Component Location Reference](#) information. It can also be used as a reference field in its own right (see [Component Location Reference](#)).

Input Reference Text

This holds additional text information relating to [input references](#) on [input](#) items and [routes](#). It is used in conjunction with [Component Location Reference](#).

Input Route

The mechanism describing the way that [input](#) items are identified and used on Bills of Material

Input Shrinkage

The planned or anticipated percentage of a quantity of material that will be unusable when it is issued to the production process

Input Where-used

The identification of where an [input](#) is used in assemblies and sub-assemblies

Inventory Audit Record

When a revaluation of Inventory takes place during a transfer of standard costs from Production, a control record is created for each stockroom revaluation.

Item Group Minor

Inventory Management classification used in Production Forecasting to define the [product family](#) to which an item belongs

Item Schedule

The planned production of an item expressed as quantities on Due Dates

Item Stockroom

This is the highest level at which [costs](#) and inventory [balances](#) are held. The item/stockroom record also defines stock management rules for an item in a stockroom used within Inventory Management.

Item Type

This provides a general classification of an item within the Production system. It may be:

- Made (manufactured/produced)
- Bought out
- Phantom
- Reusable tool
- Consumable tool
- Gauge
- Purchased

Just-in-Time

This is a [scheduling](#) and material management philosophy that relies on efficiently organised plants, educated and committed employees, and co-operative suppliers. Its objective is to reduce stock holding to a minimum and optimise the flow of production, synchronised to market [demand](#), thus reducing [lead times](#) and increasing customer service. It is often abbreviated to JIT.

Key Ingredient

This is a specific [ingredient input](#) on a [route](#) that is used to control the lot characteristics of the finished product. Only one key ingredient per route may be defined.

Labour Time

The length of time required by an [operation](#) in terms of labour

LAD

Acronym for [Last Available Date](#)

Last Available Date

For a lot-controlled item, this is equal to the [Expiry Date](#) minus [Customer Shelf Life](#). It represents the last date on which the item can be used. It is deemed to be frozen after this date.

Latest Cost

This is one of the [Costing Methods available](#) in the Inventory Management application. Using this method, each stock receipt is valued at actual [cost](#) and all issues are valued at this cost. In addition, total inventory is valued at this cost.

Lead Time

This is the amount of time required to produce or procure an item. For production items it is derived from the sum of the lead times of the individual [operations](#) required to produce the item and any sub-assemblies. It also relates to procurement times for purchased items. See also Production and [Cumulative Lead Times](#).

Load

The [capacity requirement](#) on a [work station](#) in terms of time arising from an [operation scheduled](#) at that work station

Location Reference

See [Component Location Reference](#).

Logical Stockroom

This is a stockroom which does not physically exist but is used as a reference for the recording of [WIP inventory](#), [phantom items](#) or [floor stock](#). Recordings may be made to [physical stockrooms](#) if they exist; logical stockrooms are simply an alternative.

Lot Balancing Policy

For lot-controlled items, an item may be defined such that its [potency](#) will determine the actual physical quantity to be issued.

Lot Control

This refers to a level of stock control lower than item and stockroom, also referred to as batch control, for which a group of items received into stock is given a code. Issues from the group require the classification of this code for audit tracking purposes.

Lot Traceability

Where stock control is specified at batch or lot level, this refers to the ability to trace the movement of stock at this detailed level.

Low Level Code

This is the lowest point in bills of material or production orders at which an item exists. It indicates the maximum level at which the item resides. It is used by [MRP](#) to determine when to plan the item in the fully exploded product sequence.

Machine Time

The length of time consumed by an [operation](#) in terms of machine work

Master Production Schedule

[MPS](#) calculates and balances [demand](#) and [supply](#) for master [scheduled](#) items, and generates a [production schedule](#) with suggested dates and quantities.

Material Control Policy

This parameter defines the method of item issues to production. This may be: formal issue, [backflush](#) or [floor stock](#) issue.

Material Requirements Planning

[MRP](#) calculates and balances [demand](#) and [supply](#) for purchased materials and lower level manufactured items and generates a suggested [schedule](#) for production and purchases, with suggested dates and quantities for actions.

Material Type

This parameter is used to determine an item's material type.

It may be:

- Direct material
- Packaging or utility

Maximum Capacity

The theoretical [capacity](#) of a [work station](#) in hours when working at its peak rate

Maximum Capacity Factor

This factor may be applied to a shift profile to allow calculation of the maximum number of hours [available](#) at a [work station](#), if, for example, the work station consists of several machines or multiple operators. For example, if the work station has a standard shift profile which defines 8 working hours per day, applying a factor of 3 would indicate that 3 x 8 (24) hours are available.

Maximum Order Quantity

This is a value set for an item to control the suggested [supply](#) batch sizes suggested by [MPS](#) and [MRP](#). It is an advisory parameter, and does not restrict the size of the suggested batch, but a warning is shown on the plan reports when a batch size exceeds it.

Maximum Stock

This is the preferred maximum stock [balance](#) of an item in a stockroom. It may be set manually for each item

Minimum Order Quantity

This is a control parameter set for an item to manage the suggested [supply](#) batch sizes recommended by [MPS](#) and [MRP](#). It ensures that a supply is never less than the defined minimum order value.

Move Days

This is the length of time required to transport work to a given [work station](#) to perform an [operation](#). It is an element of inter-operation time.

Movement Type

This refers to the classification of movements by type of transaction, for example, sundry receipts, customer order issues.

MPS

Acronym for Master Production Scheduling

MPS Item

This is an item which is under the [scheduling](#) and planning control of Master Production Scheduling. It is typically an end product, critical sub-assembly, or key material.

MRP

Acronym for [Material Requirements Planning](#)

Multiple Order Quantity

This is a control parameter set for an item to control the suggested [supply](#) batch sizes recommended by [MPS](#) and [MRP](#). It defines the increments that are applied to a batch to meet a [demand](#) quantity. It sets a defined batch quantity and the ruling that a demand quantity must be supplied in whole batches of the set quantity. For example:

Demand = 110

Multiple order quantity = 20

Required = $110/20 = 5.5$ (which would convert to 6 batches)

Net Change

This is an [MRP](#) planning method, which is driven by exception conditions in the [supply](#) and [demand](#) status of an item (cf. [Regenerative](#)).

Net Demand

Net demand equals gross [demand](#) less [available stock](#), adjusted by [demand policy](#) parameters.

Net Requirements

The difference between [net demand](#) due on a day and the total suggested supplies planned to be available on that day, adjusted by pre-set [Order Policy](#) parameters

Non-Standard Production Orders

These are production orders that are not based on a standard production [route](#), but are created by the user to represent non-standard production [operations](#), [resources](#) or [input](#) requirements.

On Order

This is the quantity of an item for which outstanding purchase or production orders exist. It is expressed as a [balance](#) quantity at item/stockroom level.

On-Hand Quantity

This is the quantity shown in Inventory as being physically in stock. For [WIP inventory](#) it is calculated as the sum of the [Available](#) plus Subcontractor plus Held [balances](#).

Operation

A stage in the production [route](#) of an item

Operation Costs

These are the [costs](#) specific to individual production stages. In the [Extended edition](#) of the software, costs can be held at [route](#) and [operation](#) level as well as item level.

Operational Shrinkage

This is the percentage loss of [work-in-progress](#) as a result of performing an [operation](#).

Order Policy

Order policy is used by [MPS](#) and [MRP](#) when building a suggested [schedule](#).

Policies may be:

- Discrete
- Discrete above minimum
- Fixed quantity
- Number of days supply
- Multiples above minimum

Order Release

This is the point at which a production order is made available for processing on the shop floor. Materials may be allocated and issued at this point.

Order Status

This identifies the stage that a production order has reached.

Possible statuses are:

- Suggested
- Planned
- Confirmed
- Released
- Active
- Cancelled
- Completed

Organisational Model

The organisational model is a control mechanism based on a view of production [resources](#). The model enables the setting of important default values, and the definition of certain procedures and policy issues, which will be implemented at resource group level. To use this facility, [work stations](#) must be defined to an organisational model.

Output

This is an item produced as a result of a manufacturing process. It can be a single product, a co-product, [by-product](#), waste or an unplanned product.

Overdue Days (Planning)

This indicates the number of days of overdue [supply](#) and [demand](#) to be considered in [MPS](#) and [MRP](#) runs.

Overhead Rate

This is the rate per hour or percentage rate applied to absorb production overhead [costs](#) in to the item [unit cost](#). It is specified on [Cost Centres](#) together with an Overhead Recovery Method.

Overhead Recovery Methods

Different recovery methods are available based on production [costs](#), process time, material [inputs](#) or [outputs](#) in terms of values or quantities.

Overlapped Operations

An [operation](#) is defined as an overlapped operation if the next operation can begin before completion of the full quantity at the operation.

For example, if 100 items are to be made at operation 10 in batches of 10 but operation 20 can start when 5 batches have been completed at operation 10, then an overlap situation occurs and operation 10 is defined as overlapped. This will be taken into account by planning and [scheduling](#) functions.

Overload

The condition where a work station has more work scheduled to be performed than it has available time in a given period

Parameter File

This contains system- and user-defined codes which set control parameters or allow the amendment of standard code descriptions.

Phantom Item

This represents a collection of [inputs](#), which are collectively linked together via a 'phantom' item number. This is an item which is not physically stocked but which may be referred to as a generic route input, and will [trigger](#) the planning of its [component](#) parts via a phantom explosion.

Phantom Operation

A phantom [Bill of Material](#) is provided with a pseudo [operation](#) to link its [inputs](#) together on a [route](#). This is a [phantom operation](#), and it has no operational impact, although a [work station](#) may be assigned to the operation for the purpose of calculating material overheads when the phantom is introduced.

Physical Stock

This is the total quantity of an item in a stockroom. It is expressed as a [balance](#) quantity at item/stockroom level and also at [item stockroom](#) lot level.

Pick List

This is a document detailing the [inputs](#) required to be picked for a particular [operation](#) on an order or [production schedule](#). It is also referred to as a pulling list.

Planned Available

The quantity calculated to be [available](#) at any point in time if [MRP](#) or recommendations are implemented

Planned Down Time

See [Down Time](#).

Planned Material Scrap Rate

This is another way of expressing [input shrinkage](#).

Planned Production Order

This is a production order that is not yet confirmed, but represents an intention to generate a [supply](#). It does not have [input](#) and [operation](#) details, and is based on a standard production [route](#).

Planner

A logical grouping of items for the purpose of planning

Planning Filter

This determines the sensitivity of [MPS](#) and [MRP](#) rescheduling logic when balancing [supply](#) and [demand](#).

Planning Horizon

The end date of an item planning run in [MPS](#) or [MRP](#)

Planning Model

This is a method of defining a view of [supply](#) and [demand](#) for planning purposes. It is defined in terms of stockrooms. Multiple planning models may be defined to produce differing views of the production environment. One particular model must be defined as that from which [MPS](#) or [MRP](#) suggestions may be confirmed to production.

Planning Route

This is the [route](#) designated for an item to be used in the planning of its [input](#) materials and [scheduled](#) manufacturing dates and times in [MPS](#) and [MRP](#).

Planning Type

The planning category of an item, [MPS](#) controlled or [MRP](#) controlled

Potency

A percentage defining the strength of an item in an inventory lot

Primary Co-product

The dominant item in a set of process group [co-products](#), which is used to drive the planning for that group of [outputs](#)

Primary Process Group

For a co-product, which can be produced in a number of manufacturing process groups, this is the process group to be used as the preferred group in its [costing](#) calculation.

Primary Stockroom

This is the default stockroom for issuing and receipt of an item, when defining a [route](#). On [costing routes](#), the issuing stockroom for an [input](#) must be its primary stockroom.

Priority

This is the relative importance of an order in the work flow. It is used to control the sequence of jobs queuing at [work stations](#).

Process Group Type

The parameter that indicates whether or not the item is a process group in which multiple [co-products](#) may be defined

Process Route

This is a definition of the processes, that is, [operational](#) stages, and materials required to produce an item or set of items. It may also be referred to as a production [route](#).

Process Yield

This is the yield of a [process route](#). It is calculated as the ratio of [inputs](#) to the [route](#) to [outputs](#) from the route.

Product Family

This is the grouping of related items for forecasting and planning purposes. Group codes are defined on the Inventory Management, [Descriptions File](#), and entered against items in the Inventory Management Product Group Minor field.

Production Calendar

This is the definition of the production environment in terms of working days, non-working days, holidays and shutdown periods.

Production calendars, once defined may be assigned to:

- Company profile
- Work stations
- MPS/MRP planning profiles

Production Lead Time

This is the amount of manufacturing time required to produce an item from its immediate [inputs](#) and [operations](#). No reference is made to the [lead time](#) of its inputs.

Production Schedule

The plan which contains the sequence and timings of items and [operations](#) to achieve the planned production [output](#)

Production Sequence (Major)

An item parameter, which controls the sequence in which items are planned in [MPS](#) and [MRP](#)

Production Sequence (Minor)

An item parameter which controls the sequence in which item [operations](#) are performed, recognising the need to make products in a preferred sequence due to, for example, colour change or [set up costs](#)

Quantity Per

This is the standard quantity of an [input](#) that is required to make its standard parent lot size.

Quantity Reporting Policy

This policy determines how a [WIP inventory](#) quantity booked is interpreted. The quantity recorded may represent the total quantity inclusive or exclusive of scrap and held values.

Queue Time

This is the length of time that a job will wait, on average, at a [work station](#) after arrival before it is worked upon. It is an element of inter-operation time, and should be reduced wherever possible.

Re-order Point

This is the quantity of an item in a stockroom which, when reached, should [trigger](#) a re-order action. It may be set manually. This Inventory value is used as the [safety stock](#) value when using [cellular planning](#). In non-cellular planning, safety stock is taken from the production item master file.

Recipe

See [Bill of Material](#).

Recommended Supply Orders

Suggested replenishments generated by [MPS](#) and [MRP](#) to support defined inventory stocking policies and to meet outstanding [demand](#)

Regenerative

An [MRP](#) planning method in which every MRP controlled item is re-planned, regardless of its [demand](#) and [supply](#) status

Release Lead Time

This is the time set against a [lot controlled](#) item to represent a standard delay between its manufacture or purchase date and its availability for further use or despatch. This [lead time](#) is expressed in its [Release Lead Time Unit](#).

Release Lead Time Unit

This indicates the unit in which the [Release Lead Time](#) is measured.

It may be:

- Days
- Weeks
- Months
- Years

Released Lead Time Policy

This parameter is pertinent to [lot controlled](#) items and allows a set time delay to be taken into account during planning.

Released Production Order

This is a production order which has been released to the production process, that is, the shop floor. [Inputs](#) may be allocated and issued to it, and production activities may be booked against it. Any [bookings](#) of material or production will automatically change its status to Active.

Repetitive Manufacturing

This is the style of manufacturing in which high volumes of similar products are produced. Typically, production orders are *not* used in these environments but daily production is [scheduled](#) against [work stations](#) by item and quantity.

Reporting Profile

Although [MPS](#) and [MRP](#) calculate [supply](#) and [demand](#) on a daily basis, information pertaining to the production plan may be [bucketed](#), that is, grouped into time slots, in accordance with a reporting profile defined for each [planning model](#). Usually, this requires the grouping of data into small time periods at the start of the plan then longer time periods as the plan moves out into future periods.

Reporting Type

On a [process route](#) this indicates whether an [operation](#) is a [count point](#) for [WIP inventory](#), or a [backflush](#) (non-count) operation. The last operation must be a count point.

They are a part of standard processing rules and transactions, which control the effects of [booking](#) production.

Resources

These are the facilities which contribute to the production of items.

Within the Production system, these comprise:

- Cost centres
- Work stations
- Work centres
- Production calendars
- Shift profiles
- Labour grades
- Operators
- Crews
- Subcontractors

Revision Level

Indicates the current revision level of a [route/structure](#)

Rework

This is work necessary to correct a sub-standard item rejected during or after its manufacture.

Rough Cut Capacity Planning

This is a method of testing the feasibility of an [MPS](#) plan by comparing the planned [capacity requirements](#), that is, the [load](#), with available [capacity](#) at the required production [resources](#) at the times required. This may be completed at early planning stages to highlight [bottleneck](#) or [overload](#) situations before firming or progressing the plan.

Rough Cut Route

This is the summary bill of [capacity](#) used in [Rough Cut Capacity Planning](#), that is, a [route](#) or structure that may be set up purely for the purposes of rough cut capacity planning and may be an abridged version of the usual [planning route](#).

Route

A definition of the [operational](#) stages involved in producing an item, sequenced in order of manufacture, and specifying the [inputs](#) required in terms of materials and [resources](#)

Route Code

This is the identification code representing an item structure and production method. There can be different [routes](#) created for an item. A preferred planning and [cost route](#) can be defined.

Route/Structure

This defines both the [route](#), that is, the production stages, and material requirements, that is, the [Bill of Materials](#) required to produce an item.

Run Time

The length of time required by an [operation](#)

Safety Lead Time (Planning)

This is used to set an end date beyond the [cumulative lead time](#) of an item. The end date is calculated as item horizon plus safety [lead time](#).

Safety Stock

The desired level of stockholding for an item to support a customer service or availability policy

Sales Forecast

This is a statement of the anticipated market [demand](#) for a product. It can be compared with actual sales orders, in [MPS](#) or [MRP](#) calculations to determine the [net demand](#) to be met by production. This is dependent upon the [Demand Policy](#) code set for the item.

Schedule

See [Production Schedule](#).

Schedule Control

An environment in which item/[work station schedules](#) are used in preference to production orders - usually in a high volume, repetitive form of production

Schedule Controlled Item

This is an item that is [schedule](#) and not production order controlled in [MPS](#) and [MRP](#) processes. A production order can be raised if required.

Scheduled Receipt

This is a planned [supply](#) in [MPS/MRP](#): it may be a released or active production or purchase order or a suggested or confirmed [schedule](#).

Scheduling

The process of calculating and suggesting due dates, quantities and action dates for the [supply](#) of an item to meet required [demand](#) quantities and dates

Seasonal Profile

This is a method used to spread forecasts using indices for each forecast period and entering a total figure to spread. It can be used to speedily determine forecast values which display seasonal fluctuations.

Serial Number Control

A form of [lot control](#), which maintains single, uniquely identified (serialised) units

Set Up

This is the activity of preparing machines or processes for production. [Set up time](#) forms part of the [lead time](#) of an [operation](#).

Set Up Time

This is the duration of the [set up](#) for a [work station](#). It is expressed as a [labour time](#).

Shelf Life

The life of an item expressed in its [Shelf Life Unit](#)

Shelf Life Unit

This indicates the unit in which an item's [shelf life](#) is measured.

It may be:

- Days
- Weeks
- Months
- Years
- Unlimited

Shift Length

The duration of an individual working shift for a [work station](#)

Shift Profiles

These describe the pattern of shifts in a day. Shift profiles use effectivity dates to reflect planned changes in patterns. A default shift profile may be assigned to a work station, or a shift profile assigned to each working day within a week at a work station. The shift profile defines the number of productive hours [available](#) on a working day.

Shipper Number

A number assigned to each shipment of items to or from a subcontractor if [Shipper Tracking](#) is in use

Shipper Tracking

A method of tracking materials or [WIP inventory](#) to or from subcontractors

Shrinkage (Material)

The planning factor applied to an [input](#) on a [route](#) to reflect expected loss

Shrinkage (Operation)

This is the planning factor applied to an [operation](#) to reflect expected losses. [Scheduling](#) uses the factor to inflate the standard times to make the required lot size.

Shrinkage Cost

This is the amount of item [unit cost](#) attributable to [operational](#) or material shrinkage in the production process. It is held by [Cost](#) Element and can optionally be consolidated into the item [cost elements](#). A shrinkage element can be configured to display the total shrinkage cost.

Simulated Cost

A function which projects product [costs](#) by applying variables to the cost structure to ascertain likely future costs, or by changing [inputs](#) to ascertain the cost impact of the changes

Single Level Enquiry

A one level explosion of a [bill of material](#) and [route](#) and which [costs](#) the [inputs](#) and [operation](#) processes required to make the parent item

Smoothing Policy

A planning policy which smoothes sale forecast [demand](#) to provide a level [production schedule](#)

Specification Ref

This refers to the way in which an item is specified.

Standard Capacity

The daily [capacity](#) in hours of a [work station](#) when operating at its normal rate, and normal shift patterns

Standard Capacity Factor

This may be applied to a shift profile to determine the standard number of hours available at a [work station](#). In situations where the work station comprises multiple machines or personnel, the factor will represent the number of machines and people at that work station. For example, for a shift profile of 10 hours at a work station where 2 machines operate, a [capacity](#) factor of 2 would be entered, to indicate a [standard capacity](#) of 20 hours.

Standard Costs

This is a [costing method](#) available in Production and Inventory. Standard costs are calculated for items based on standard [cost](#) rates and [operation](#) times and the standard costs of [inputs](#). They form the yardstick for performance measurement in a given period.

Standard Efficiency

This is the percentage of the [standard capacity](#) of a [work station](#) which you expect to achieve under normal [operational](#) circumstances. This percentage may be used in [capacity planning](#) enquiries and reports.

Standard Lot Size

Standard batch size in terms of which [input](#) quantities and [operation](#) times are expressed in a [route/structure](#)

Standard Potency

This is the standard strength of an item expressed as a percentage. It applies to lot-controlled items only.

Standard Production Orders

Production orders which are based on a standard [route](#) to obtain [input](#) requirements and [operation](#) details

Start Date

The scheduled release date of a production or purchase order or [schedule](#)

Start Date (Planning)

This is the first date considered by [MPS](#) and [MRP Demand](#) and [Supply](#) prior to this date is ignored. It is the Current Date less Overdue days set for the planning run.

Stock Forecast

A forecast used in [MPS](#) and [MRP](#) to plan variable levels of inventory availability to maintain desired customer service levels over and above standard [safety stock](#).

Stock Monitor

This is an Inventory Management function, which maintains the integrity of lot-controlled stock availability. It determines whether a lot is available or has passed its [Last Available Date](#) or [Expiry Date](#). All lots are frozen when the Last Available Date is passed.

Stock Run-out Policy

This controls the planning of requirements of an item based on its stock [balance](#), rather than effective dates.

The available policies are:

- Use up stock and do not re-plan
- Use up stock and then use a nominated replacement item or items

Subcontract Operation

This is work on the production of an item that is carried out by another manufacturer. It entails sending materials or [WIP](#), which are worked on by the subcontractor before being returned for further [operations](#), or quality inspection or receipt into stock.

Subcontractor Stockroom

This is a [logical stockroom](#), which holds all subcontractor material [balances](#). Subcontractor [WIP inventory](#) balances are held as balances at [operations](#) in the associated [work station WIP location](#).

Substitute

This is an item which has been designated as an allowable replacement for another item. It may be issued in whole or part to a production order, if there is insufficient stock of the primary item.

Substitution Policy

This is defined on a [route/structure input](#) item definition, indicating whether it is permissible to use a [substitute](#) item if there is a stock shortage of the primary item.

Suggested Production Order

An [MPS](#) or [MRP](#) recommendation to create a production order to satisfy a shortage identified by the planning process

Suggested Purchase

An [MPS](#) or [MRP](#) recommendation to create a purchase order to satisfy a shortage identified by the planning process

Supply

The planned or [scheduled receipt](#) of item quantity from a purchase order or production order or a [production schedule](#) item

Target Yield

Desired yield of a [route](#)

This Level

The final level of manufacture for an item with a multi level [route/structure](#), as opposed to lower levels of manufacture such as sub-assemblies

Time Basis Code

This is the code indicating how [operation](#) times are expressed on a [route](#).

Codes are:

- Time per lot
- Time each
- Quantity per hour
- Fixed time
- Time per 1000
- Time per 100
- Time per fixed batch

Time Booking Policy

This parameter is set on the [Organisational Model](#) to control the time [booking](#) format in Production reporting. It may be in decimal hours or hours and minutes. This policy is set only if the [Time Reporting Policy](#) is set to elapsed time.

Time Fence

This is the period between the current date and the time fence date. During this time fence, the [schedule](#) is fixed and no recommendations are made by [MPS](#) or [MRP](#) to change existing production or suggest new production.

Time Fence Days (Planning)

The number of days that are added to the Current Date to calculate the [Time Fence](#) Date

Time Fence Policy

Parameter set at item level indicating whether shortages occurring within the [time fence](#) should be ignored, or satisfied on the Time Fence Date

Time Reporting Policy

This parameter is set on the [organisational model](#) to control the format in which operator and [work station](#) times at an [operation](#) are entered. It may be set for entry as elapsed time or as work start time and stop time.

Time Units

These are the units in which [operation](#) times are expressed. They are defined in the [company profile](#) and can be in hours or minutes.

Total Shelf Life

This is the life of an item lot. The [shelf life](#) is added to the [Creation Date](#) to calculate the [Expiry Date](#).

Transaction Manager

This is the function that processes production and [WIP inventory](#) transactions, generates movement records and updates [balances](#). It runs in its own subsystem and may be started and stopped. It must be running in order to keep balances and transaction details up to date during production [bookings](#).

Transaction Number

Each production [booking](#) entered on the system is allocated a system transaction number which may be accessed and displayed for subsequent reference in enquiries and reports.

Transaction Type

These are System21 transaction codes, which represent a particular [balance](#) update or movement generation. The transaction type calls a program, which ultimately updates the database.

Trial Kit

A method of simulating [input](#) allocation to a production order or [route](#) to assess availability to meet the requirements (also known as Material Availability Enquiry)

Trigger

This is the mechanism used to drive [Net Change MRP](#). Item Triggers are created when transactions are recorded for unplanned events.

Triggers may be generated through:

- Maintenance changes
- Sales, purchase or production orders
- Set up changes
- Stock issues and receipts
- MPS/MRP schedule amendments

Trigger Tolerance

This is the percentage (above or below) of [safety stock](#) which, if breached by the projected [available stock](#), will cause a [net change trigger](#) to be written for the item.

Unit Cost

The amortised [cost](#) of a single unit of an item

Unplanned Issue

Issue of [inputs](#) to a production order, which has not been previously allocated

Unplanned Receipt

Receipt into inventory of an item or items not expected at the [booking operation](#), i.e., not standard on the [route](#), or order.

Usage

The quantity of an item issued from a stockroom in a given period

Usage Profile

A user defined profile which specifies the pattern of periods to be included in the calculation of [average usage](#)

Utilisation

The extent to which the [capacity](#) of a [work station](#) is expended by actual work performed

Value/Usage

This is the value/usage setting for an item in Inventory. It positions the item in a matrix of value/usage. It is a selection criterion for selective [MRP](#).

Variance

A difference between the standard [cost](#) or volume of a process and the actual recorded cost or volume

Waste Product

An [output](#) from a [process route](#) which does not have any intrinsic worth or saleable value and which may incur a [cost](#) in its disposal or shortage

WIP

Acronym for Work-in-progress (also known as Work-in-process)

WIP Inventory

[Work-in-progress](#) inventory, transparent to Inventory Management, but accessible through enquiries in Production WIP Inventory Control

WIP Location

A WIP location is a stockroom that has been logically associated with one or more [work stations](#) as the stockroom to hold [WIP inventory balances](#) produced at [count point operations](#).

Work Centre

This is a collection of [work stations](#) that have been grouped together for [capacity requirements](#) analysis purposes. Work centres are not used in planning or work station [scheduling](#).

Work Station

The standard production unit or facility for which [capacity requirements](#) are measured

Work Station Schedule

A daily work plan for a [work station](#), containing item and order quantities and duration of [set up](#) and operating hours

Work-in-progress

This is the value of work currently underway in the factory in terms of the material issued, and the [operations](#) performed. For a given order or [schedule](#), it is calculated as the value of material and work [input](#) less the value of receipts made into stock. Work-in-progress (WIP) can be valued at standard or [current cost](#).

Yield Item

This is an item that is sensitive to yield either as an [input](#) or an [output](#). Yield is the ratio of total quantity of outputs compared to the total quantity of inputs.