



Infor System21 Production Schedule Control

Product Guide

Copyright © 2016 Infor

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor System21 3.1

Publication date: November 30, 2016

Document code: MK

Contents

- About this guide..... 5**
 - Intended audience 5
 - Related documents..... 5
 - Contacting Infor..... 5

- Chapter 1 Overview 7**
 - Introduction to Schedule Production..... 7
 - Schedule Control Activities..... 8
 - MPS, MRP and the Scheduling Process..... 10

- Chapter 2 Maintenance and Transactions 13**
 - Generate Warehouse Requirements [1/MKS]..... 13
 - Generate Warehouse Pick Requirements Selection Window..... 13
 - Generate Warehouse Pick Requirements Detail Window 14
 - Issue Material [11/MKS]..... 15
 - Material Issue Window 15
 - Issue to Lineside Window/Record Issue Window 17
 - Lot Selection Pop-up 18
 - View Stockroom Balances Pop-up..... 19
 - Bookings 20
 - Item Booking [12/MKS]..... 22
 - Item Booking Header Details Window..... 23
 - Item Booking Details Window..... 25
 - Rework Held Reference Pop-up..... 32
 - Crew Details Pop-up..... 32
 - Component Details Pop-up 33
 - Lot Selection Pop-up 34
 - Select Lots Pop-up 35
 - Outputs Pop-up 36
 - Enter Location Balances Pop-up..... 37

Add/Amend Output Pop-up	41
Select Location/Batch Pop-up	42
Scrap WIP Details Pop-up.....	43
Held WIP Details Pop-up.....	43
Booking Details Pop-up.....	44
Operator Booking [13/MKS].....	45
Operator Booking Header Details Window	46
Operator Booking Details Window	49
Subcontractor WIP Shipper [14/MKS].....	57
Subcontractor WIP Shipper Entry Window	57
Shipper Details Pop-up.....	61
Subcontract Material Shipper [15/MKS]	61
Subcontractor Material Shipper/Return Window.....	61
Receive from Subcontractor [16/MKS].....	64
Subcontractor Receipts Entry Window.....	64
Streamlined Receipt Booking [41/MKS]	68
Scheduled Receipts - Selection Window	68
Scheduled Receipts Booking Window	69
Scheduled Receipts Booking - Catchweight Window	71
Streamlined Activity Booking [42/MKS].....	72
Scheduled Activity - Selection Window	72
Scheduled Activity Booking Window	74
Chapter 3 Production Schedule and Subcontract Reports.....	79
Report by Item Production Schedule [21/MKS].....	79
Item Production Schedule Report Selection Window	79
Report on Subcontractor Shipper Schedule [31/MKS].....	81
Subcontractor Shipping Schedule Report Window	81
Report by Shipper Notes [32/MKS]	82
Subcontractor Shipper Print Window	82
Report by Subcontractor Stock Status [33/MKS]	84
Subcontractor Stock Status Report Window.....	84
Report by Subcontractor Receipts Schedule [34/MKS]	86
Subcontractor Receipts Schedule Report Selection Window	86
Appendix A Glossary.....	89

About this guide

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

Intended audience

The guide is intended for any users of the MK Production Schedule Control business module.

Related documents

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

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Introduction to Schedule Production

[Schedule](#) production is a term that can generally be used in repetitive production environments. Repetitive implies the use of [schedules](#) to control production rather than production orders. [Schedule](#) production is also suitable for some process environments, when production orders are not an appropriate method to control the production flow.

Some of the characteristics of [scheduled](#) production environments are:

- Production that is driven by daily schedules
- If you use schedules, you do not create production orders.
- Production that is balanced between work stations
- Efficient product sequencing
- Limited product variations
- Shallow product structures
- High volume production runs
- Dedicated capacity
- Specialised tooling
- Fixed routes (production route and structure definitions)
- Short processing times
- Rapid set-up and changeover
- Small, planned work queues
- Minimal transaction reporting
- Paperless systems, that is, no order documentation
- Linking to customer schedules
- The use of clear, simple and appropriate production signals
- Automatic backflushing of materials and operations
- Interactive status enquiry and reporting capabilities
- WIP inventory tracking and netting
- Enhanced costing and reporting systems
- Bucketless or net change production planning

- Schedules that can be fully dynamic or firmed in batch on the basis of user date and data ranges
- Schedule quantities that could be used to create production orders, on an exception basis only

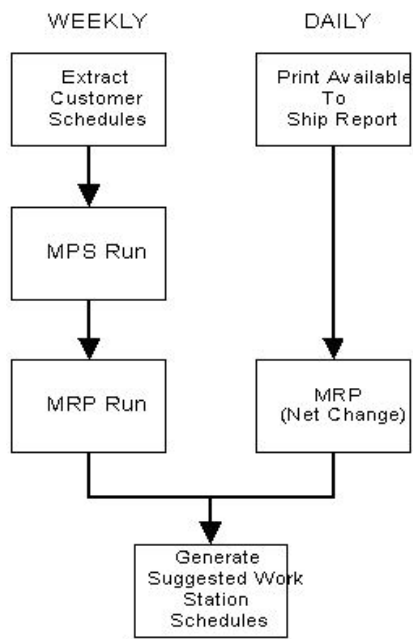
Schedule Control Activities

[Schedule control](#) is designed as a flexible set of system functions, capable of fulfilling the needs of manufacturers operating in widely differing repetitive and process environments.

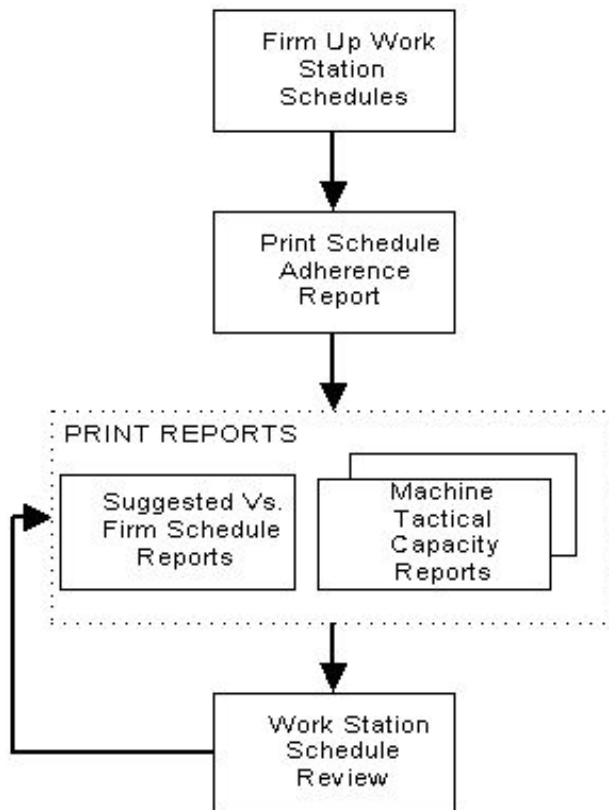
The recurring activities that comprise management of the [schedule](#) functions fall into five functional areas. These are:

- **Requirements Planning** - Functions that determine which items will be manufactured and purchased, in what quantity, and by what date.
- Please refer to the Master Production Scheduling and Material Requirements Planning product guides for more detail on how MPS and MRP generate suggested schedules.
- **Work Station Scheduling and Review** - Functions supporting creating, firming, reviewing, and manipulating work station schedules.
- **Work Station Control** - Functions that communicate the action plan to work stations and other shop floor resources.
- **Production/WIP Reporting** - Functions that allow resource activity to be reported from the shop floor, including labour, machine and WIP inventory activities.
- **Measuring Performance** - Functions that provide performance measures with which to evaluate efficiency, schedule adherence, material usage, scrap, WIP valuation, and so on.

Materials Requirements Planning



Work Station Scheduling and Review



In the absence of production orders, there is a level of [WIP inventory](#) that needs to be recognised by the planning system in order to avoid over-planning materials and production.

[WIP inventory balances](#) are [available](#) at [operations](#) defined as [count points](#) on items' [planning routes](#), and are taken into consideration in establishing the [net demand](#) in the planning routines.

Points to remember:

- Queue time is only effective on the second and subsequent operations.
- Queue time is not shown on the schedule review, but the scheduling calculations make allowances for the queue time.
- Start dates are calculated backwards from the due date.
- Operation schedules are calculated forwards from their start dates.
- Move time is treated in the same way as queue time.

MPS, MRP and the Scheduling Process

[Item schedules](#) planned in [MPS/MRP](#) are the basis for daily [work station operation schedules](#).

Four distinct features within [MPS](#) and [MRP](#) support [schedule](#) functions. These are:

- Items can be planned using schedules rather than production orders
- WIP inventory is used to net gross requirements
- Full backflushing of materials and operational activity
- Generation of work schedules at individual task level

Establishing Demand

The [demand](#) for [schedule](#)-controlled items is analysed within the [MPS](#) and [MRP](#) applications.

[Demand](#) consists of a combination of:

- Customer order demand
- Customer Schedule Demand

Extraction of [customer schedules](#) from the Advanced Customer [Scheduling](#) (AC) application

- Sales forecast demand. If you use forecast demand, there are a number of alternatives:

Forecasts created within the [MPS](#) and [MRP](#) functions themselves

Forecasts created using the Forecasting application and subsequently transferred to [MPS](#) and [MRP](#)

Forecasts created by the [Demand](#) Planning and Forecasting application can be imported using a standard integration tool

- Manual requirements
- Demand generated from planned parent item replenishment

The Scheduling Process

The same process can be used for both [MPS](#) and [MRP](#) items. A typical sequence of events could be as follows:

- Establish up-to-date demand (as described above).
- Maintain Forecasts.
- Run MPS.
- Review MPS.
- Review Rough Cut Capacity requirements.
- Review Critical Resource requirements.
- Re-assign MPS Flow Line Items.
- Re-run MPS (until satisfactory high level plan is achieved).
- Confirm MPS Item Schedules.
- Run MRP.
- Review MRP.
- Review Capacity Requirements.

- Create Work Station Schedule.
- Review Work Station Load.
- Confirm Work Station Schedule.
- Review Work Station Load.
- Manage Work Station Load.
- Re-schedule where required.
- Re-run MRP (if you have made changes to schedules since the last run).
- Create a Daily Material Pull List.
- Create Work-to Lists.
- Issue Materials.
- Perform production activities.
- Enter Production Bookings.

Note: The last [operation](#) on a [route](#) for a [scheduled](#) item must be a [count point](#).

Firming Schedules

When you initially create the [schedules](#), they have a status of Suggested. They are created for each of the [work stations](#) defined in a [route](#).

[Work station schedule](#) review and management can be used for assessing and manipulating [schedules](#), in order that they are consistent with actual production conditions and [input](#) availability.

After you refresh the suggested daily [work station schedules](#), you can then firm these [schedules](#) up to some chosen future date. You can create firm [schedules](#) for any time period, though it is most likely to be done on a daily or weekly basis. The firm period is the date range for which firm [schedules](#) have been created.

How frequently and for what time period you perform this procedure should relate very specifically to the environment in which [scheduling](#) is to be utilised. Therefore, you need to consider seriously the frequency, timing and interval period used for firming [schedules](#).

Caution: Suggested schedules created from the planning applications do not replace or refresh firmed work station schedules.

Firm [work station schedules](#) provide a stable definition of the production plan for some period, however brief, into the future. Firm [schedules](#) also stop production from being affected by production planning. Separating actual requirements from [work station schedules](#) can be unacceptable for companies producing exclusively to customer orders, and those whose customer orders are dynamic.

Most companies can have [schedule](#) firming for productivity and control without threatening customer service. This is because [scheduling](#) includes features that identify variations between suggested and firm [item schedules](#), and projected [MPS](#) inventory [variances](#) from [safety stock](#).

Note: Firming [work station schedules](#) can also change the [supply](#) status of the item supplies in [MPS/MRP](#) to CS (Confirm [Schedule](#)). Remember that if you re-run [MPS/MRP](#), the CS items may be retained to be re-planned. An [MPS/MRP](#) Planning Run option controls whether confirmed [schedules](#) are retained in a fresh run. The re-planning options can be controlled by the [planning filter](#) settings for confirmed [schedules](#).

Note: You should be aware that if a period that is already firm is firmed again, the firm [schedule](#) will be set back to the suggested [schedule](#). A warning is given before this happens.

Maintaining Schedules

You can only maintain firm [work station schedules](#). As long as you have not firmed a [schedule](#), it still belongs to the planning system, and can be replaced any time you use the planning system to re-create suggested [work station schedules](#).

It is the user who controls firm [work station schedules](#). The planning runs do not update them, but will still make rescheduling recommendations and makes the suggested [schedules](#) available for comparison with firmed [schedules](#).

Another consideration relating to the firm period is that a number of functions differentiate between firm [schedules](#) and those that are not firm. The Daily Material Pull report, for example, includes only those materials needed to support firm [schedules](#).

Lot Tracking

[Lot traceability](#) is supported by the use of a [WIP](#) lot number, in place of the work order number used in discrete production. The [WIP](#) lot number is linked to the item and [operation](#). It can uniquely identify transactions created by [scheduled](#) issues and receipts.

Note: Inventory Management contains enquiries and reports for tracking the origins of items used within the Production system.

Generate Warehouse Requirements [1/MKS]

Use this task to request materials to be issued from a warehouse or range of warehouses.

Note: *This is only available if you have Warehousing.*

To generate warehouse requirements for a [schedule](#), you must do the following:

- Create the **Daily Material Pull List**. This task submits a batch job.
- **Generate Warehouse Requirements**. This is similar to the Generate Warehouse Requirements task for production orders.

After you run the Daily Material Pull List and Generate Warehouse Requirements tasks, you must complete the Picking, Confirm Picking, and Material Issues to Production tasks in Warehousing. You must do this before you can book materials or [operations](#) in Production Control.

Generate Warehouse Pick Requirements Selection Window

To display this window, select the Generate Warehouse Requirement task.

Use this window to enter a range of selection criteria that will help to locate the materials awaiting issue from a warehouse.

Fields

Warehouse From/To

Specify the range of warehouses from which to issue material.

The prompt facility is available to select from the Select Warehouse pop-up.

If Extended Stockroom Security is active, and the user is not authorised to all of the Warehouse Stockrooms in the entered range, the Stockroom Authorisation error window appears and the selection is not allowed. The first unauthorised Warehouse Stockroom encountered is displayed in the error window.

Required Date From/To

Enter or select a range of dates within which to select due material issues.

Work Station From/To

Enter a range of [work stations](#) where the issued materials will be used.

You can use the prompt facility on these fields to select from the Select [Work Station](#) pop-up.

Parent Item From/To

Enter a range of parent items that the issued material will be used to produce.

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

Operation From/To

Enter a range of [operations](#) for which you will issue the materials.

Pack Size Rounding

Use this checkbox as follows:

Unchecked (default) - If you do not want to round up the packs of material to be issued to their nearest unit

Checked - If you want to round up the packs of material to be issued to their nearest unit

Include Zero Balances

You can choose to display items with no outstanding requirements. You would not normally display them. However, choosing to show items with zero [balances](#) allows you to enter unplanned requirements for them.

Use this checkbox as follows:

Unchecked (default) - Not to display zero [balance](#) items

Checked - To display all items, regardless of the outstanding requirement

Press Enter to display the Generate Warehouse Pick Requirements Detail window.

Generate Warehouse Pick Requirements Detail Window

To display this window, press Enter on the Generate Warehouse Pick Requirements Selection window.

This window shows the records extracted, based on the selection parameters that you entered on the previous window. The details displayed include:

- The warehouse where the material is stored
- The parent item
- The date on which the materials are needed
- The operation and component sequence numbers

- The confirmed and required quantities of the component (they are usually the same)
Note: the Material Policy is already set by Material Pull List function. This is the value on the Route Input definition, or, if not defined there, the value on the Production Item Master, or the Production Item Override for the Item/Stockroom.

Fields

Select (S)

Enter **1** next to a detail line for warehouse requirements to be generated.

Conf. Qty

Amend the confirmed quantity if you want to issue more or less than the recommended quantity.

Select **Submit (F8)** to submit your request for processing in batch mode and leave the task.

Issue Material [11/MKS]

Use this task to issue material policy code 3 (shop [floor stock](#)) items to the shop [floor stockroom](#). These are then reserved, and must be formally consumed at the [operation](#) to which they are issued.

You can use this task to make multiple issues to the floor at one time.

Note: You cannot use this task if the [input](#) items are issued from a warehouse.

Note: You define material policy codes for items within the *Production Details* task.

Issuing Material from a Location-controlled Stockroom

When items are stored in a location-controlled stockroom, the Enter Location [Balances](#) pop-up is displayed so that you can enter location details for the issue.

Note: For more information on location control, refer to the *Processing within a Location-controlled Stockroom* section in the *Inventory Management* product guide.

Material Issue Window

To display this window, select the Issue Material task.

Use this window to enter your selection criteria for items to be issued.

Fields

Organisational Model

You must enter the [organisational model](#).

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

Work Station

You can optionally enter a [work station](#).

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

Only those [inputs](#) used at this [work station](#) will be selected for issue.

If Extended Stockroom Security is active, the user must be authorised to the both the Floor Stockroom and the WIP Location of the entered Work Station. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Note: You can enter either a [work station](#) or an [input](#) item, but not both.

Input Item

You can optionally enter the [input](#) that will be issued to the shop floor.

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

The item you enter or select must be a valid item with a material policy setting of **3** (Shop [Floor Stock](#)). Refer to the Item Production Details section (**3/MDM**) in the Production Definition Management product guide for further information. This is the only [input](#) that will be selected for issue across all [work stations](#).

Note: You can enter either a [work station](#) or [input](#) item, but not both.

Issuing Stockroom

You can optionally enter the stockroom from which you are issuing the [input](#) item.

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

The stockroom you enter or select can be any valid stockroom to which the item is defined. You can only use this field if you have entered an [input](#) item. It can be used to limit the selected issues to a particular stockroom.

If Extended Stockroom Security is active, and a Stockroom is entered, then the user must be authorised to it. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Date Range From/To

Enter or select the date range within which the items can be issued. The default in both fields is the current system date.

Press Enter to validate your entries and display the next window. If you entered a [work station](#), the next window will be the Issue to Lineside window.

If you entered an [input](#) item, the next window will be the Record Issue window.

The fields on both of these windows are the same.

Issue to Lineside Window/Record Issue Window

To display the Issue to Lineside window, enter a [work station](#) on the Material Issue window as part of your selection criteria and then press Enter.

To display the Record Issue window, enter an [input](#) on the Material Issue window as part of your selection criteria and then press Enter

The fields on both of these windows are the same.

This window displays all non-[backflushed](#), non-warehoused [input](#) items to be issued for the date range entered on the previous window.

- The top portion of the window displays *either* the work station code and description (in the case of the Issue to Lineside window), *or* the input item and issuing stockroom and the date range for the issue (in the case of the Record Issue window).

This window displays the following details for each issue:

- The due date of each issue
- The input item and the stockroom from which it will be issued
- The item unit of measure
- The floor stock stockroom to which the input item will be transferred
- The operation and component sequence used on the planning route
- The parent item to which the input is being issued

If Extended Stockroom Security is active, on the Record Issue panel, the user must be authorised to both the standard Stockroom and the actual Stockroom for each non-zero line entered/selected. If not, then the standard Stockroom Authorisation error window is displayed and the bookings cannot be submitted.

Note: An asterisk (*) is displayed against all lot-controlled [inputs](#).

Fields

Dates From/To

You can enter or select the date range within which the items will be issued. The default displayed is the range that you entered on the previous window.

Select (S)

You can enter one of the following:

- 1 - To select an [input](#), that is not lot-controlled, for issue
- 2 - To select a lot-controlled [input](#) for issue

This also displays the Lot Selection pop-up.

- 3 - To display the View Stockroom [Balances](#) pop-up

Issue Quantity

The default displayed is the quantity of the [input](#) required to complete the issue for the [scheduled](#) quantity of the parent item, but you can change that. A blank field implies that all current requirements have been met.

Note: To make an adjustment indicating a return to stock, enter a negative quantity using a trailing minus sign, for example 2-.

Reference

You can enter a common reference for all the [inputs](#) being issued.

Transaction Type

You must enter a common [transaction type](#) for all the [inputs](#) being issued. This is used for inventory analysis and does not affect change to item [balances](#).

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Date

You must enter or select a transaction date. The default is the current system date, but you can change it.

Functions

Confirm All Issues (F8)

Use this to confirm all issues. If the display extends to several windows and you have selected items on more than one window, the selected items on all windows will be confirmed.

Confirm Selected Issues (F9)

Use this to confirm the issue of items with either **1** or **2** entered against them in the Selection field.

Expand Contract (F22)

Use this to toggle between displaying the default information and additional information (which includes the [work station](#) and parent item details).

Select **Confirm All Issues (F8)** or **Confirm Selected Issues (F9)** to issue the [inputs](#).

Note: the Material Policy is set by Material Pull List function. This is the value on the Route Input definition, or, if not defined there, the value on the Production Item Master or the Production Item Override for the Item/Stockroom.

Lot Selection Pop-up

To display this pop-up, enter 2 in the Selection field on the Issue to Lineside window.

Use this pop-up to enter lot details for the selected lot-controlled [input](#). The details displayed include the [input](#) item and the due date for the issue. The Lot availability dates and quantity are also displayed if [available](#).

Fields

Lot Number

You must enter the lot, batch, or serial number to be issued.

If Lot Rotation is active for Production (Shelf Life Validation parameter SHLV is switched on for the Company, or for the Plant (Organisational Model) to which the Stockroom belongs), the system warns you if you attempt to issue a Lot which is not the one that will go out of date first. The following function and validation takes place:

For materials that are controlled using Lot Headers, the system checks whether the entered Lot Number is the one with the shortest remaining Shelf Life. This validation checks the Lots that are in the selected Stockroom. Other Lots with less remaining Shelf Life may be available in other Stockrooms, but these are not considered. If a Lot from a different Stockroom was selected from the prompt window, then only Lots in that Stockroom are considered.

If the Lot does not satisfy the test above, a warning message is issued - 'Other stock of this Item exists with less Shelf Life remaining'.

You can confirm that the selected Lot should be issued. However, in this case you must enter a Reason code, to indicate why the Lot with the shortest Shelf Life Lot is not being issued.

Alternatively, you can request to select from a list of available Lot/Batch numbers, listed in the sequence in which they will go out of date, with their available quantities. In this case, the Lot Selection prompt window presents the Lots in 'shortest remaining Shelf Life' sequence. The Lots are sequenced by ascending Last Available Date. Only Lots with a Last Available Date equal to or later than the current date are displayed. This prompt can be extended to display Lots in all Stockrooms. The re-displayed list shows all Lots for all Stockrooms that are in the same Plant (Organisational Model) as the original Stockroom, all sequenced by earliest Last Available Date.

Note: The SHLV parameter only applies to the Production functions. Similar function in Inventory is controlled separately within that application.

Issue Quantity

You must enter the quantity of the [input](#) required to complete the issue. The default if displayed is carried forward from the previous window, but you can change this if the issue quantity is to be split over more than one lot.

Press Enter to update your entries and return to the previous window.

View Stockroom Balances Pop-up

To display this pop-up, enter 3 in the Selection field on either the Issue to Lineside window or the Record Issue window.

This pop-up shows the stockroom [balances](#) for the [floor stock](#) item. The details shown include:

- The on-hand balance
- The quantity available for issue

- The quantity reserved

Select **Previous (F12)** to return to the previous window.

Bookings

Production [booking](#) in a [schedule controlled](#) environment is essentially the recording of production-related activity and its results at defined tasks ([operations](#)). Such activity typically produces [Work-in-Progress](#) or Inventory, which is automatically generated by the processing of the entered data, using a processor called the [Transaction Manager](#).

When [WIP](#) is booked, it provides a [supply](#) that is [available](#) to the planning system to be netted against derived [demand](#) for that [WIP](#). Suggested [operational work station schedules](#) are only produced when there is insufficient [supply](#) of [WIP](#) to meet the [demand](#).

As with Production Order [bookings](#), you must first define the activities you will report within the Maintain Activity Control File task. These definitions also determine the information to be included in transaction files, and the production activity database records to be written. This, in turn, determines the information that will be [available](#) for [AFI](#) to extract for posting to the General Ledger.

You can make [bookings](#) in two ways:

- Item Bookings
- Operator Bookings

Note: For both [booking](#) types, the default [route](#) the software uses to calculate standards is the [planning route](#) associated with the item booked. Other [routes](#) can only be booked in Operator [Booking](#) and then only those that are identified as [Flow Routes](#).

The Item and Operator [Booking](#) options each use the same processing mechanism for doing all types of [WIP bookings](#). You can use either method to report activity for any [activity types](#) that you establish for the company.

The [booking](#) facilities are similar to those provided to book production orders.

Firm Item and Work Station Schedule Relief in Item and Operator Booking

Firm item and [work station schedule](#) relief allows actual quantities and times to be relieved against a firm [work station](#) or [item schedule](#), thus allowing outstanding [balances](#) to be shown. This is controlled by the Relieve Item and Workstation [Schedules](#) field in Maintain Activity Control (27/MDU).

Firm [work station schedules](#) can be relieved:

- Not at all (policy code blank)
- On a daily basis (policy code 1)
- On completion of a schedule (policy code 2)
- Against the earliest outstanding schedules (policy code 3)

The policy code has a bearing on the way that the quantity completed is calculated and held on the database, as may be seen in the following table of examples:

Date	Operation	Quantity Required	Quantity Complete
5/5	10	5	0
6/5	10	5	0
7/5	10	2	0
8/5	10	5	0

[Operation](#) 10 is a [count point operation](#).

If a total quantity (good + scrap + held) of 13 was booked as production for the 7/5 date and the [scheduled operation](#) had been marked complete, it would result in the following:

Date	Operation	Quantity Required	Quantity Complete (policy code 1 and 2)	Quantity Complete (policy code 3)
5/5	10	5	0	5
6/5	10	5	0	5
7/5	10	2	13	2
8/5	10	5	0	1

Note: [Backflush operations](#) always work as per policy code 2.

You can do this if Relieve Item and [Work Station Schedules](#) has been activated against any activity using [reporting types](#) 01, 21 and 34.

In Item and Operator [Booking](#), if a corresponding firm [schedule](#) for the [booking](#) has not been found, a warning message is displayed. This allows the user to verify that the [booking](#) is an unplanned [booking](#) or that there is an error in the data [input](#).

The match for a corresponding firm [schedule](#) is done on:

- Item
- Route
- Operation
- Work station
- Date (this is the Reference Date, unless the Production Date has been entered in the new pop-up above)

Backflushing Time and Materials Summary

Production Orders:

	Backflush operation	Count Point Operation
WORDRP (Time)	Not allowed	Allowed

Formal Issue (Material)	Manual issue allowed	Manual issue allowed
Backflush (Material)	Should not be allowed	Issued for Op 10 and 20 on booking completed operation
OTHERXX (Time)	Not allowed	Allowed

Scheduled Items:

	Backflush operation	Count Point Operation
PRODRP (Time)	Not allowed if a WIP movement	Allowed
Formal Issue (Material)	Not allowed if a WIP movement	Issued as bookings are made
Backflush (Material)	Not allowed if a WIP movement	Issued as bookings are made
OTHERXX (Time)	Not allowed if a WIP movement	Allowed

Issuing Lot-controlled Backflush Items

It is possible to issue lot-controlled [backflush items](#) to a production order or [schedule](#) when there is insufficient stock to satisfy the production requirement. You are allowed to continue with the production and the system creates a transaction exception.

To subsequently issue the missing lots for the backflush items, use the booking options. Book a good quantity of 0 and then use **Component Details (F14)** to issue the missing quantities.

Note: Because you book a good quantity of 0, no standard material issue transactions are created.

Note: Use the Transaction Exception report to produce a list of lot-controlled [backflush items](#) that are consumed by production when there is insufficient stock [available](#).

Item Booking [12/MKS]

Use this task to record production activity.

This function is intended to facilitate the [booking](#) of multiple items that have been processed at the same [work station](#). Thus the user is required to enter the [work station](#) initially, which will be used for all transactions until it is changed by the user.

Items that are classified as multi-level [backflushed](#) would not normally be booked using this function, since their production is automatically generated when their consumption is recorded.

If multi-level [backflushing](#) is active and the activity is defined as a detail record in the MLBS parameter, it is not allowed for manual production [bookings](#). An error message will be displayed, telling the user that the activity is reserved for automatic production reporting.

In effect, this prevents the user from recording manual [bookings](#) using PRODBF, but it will also prevent [bookings](#) for other [backflush](#) activities that the user may have defined.

When the component window is displayed, and in determining whether the window is displayed, multi-level backflush inputs (with a material policy of **2**) are treated in the same way as normal backflush inputs (with a material policy of **0** or **1**). In general, multi-level backflush inputs are backflushed under the same circumstances as normal backflush Items. Anything that would prevent a normal backflush will also prevent a multi-level backflush. One significant exception to this is where a normal backflush is prevented by a lack of stock, either because negative inventory is not allowed or because there is insufficient stock of a lot-controlled input. Multi-level backflush addresses this situation directly by automatically generating the stock that is required but not currently available. If a lot-controlled multi-level backflush input is encountered, the validation for available lots is not required, since the production receipt booking for the required lot will be automatically generated when the item is backflushed from the lot. For multi-level backflush inputs, the Negative Inventory Allowed setting does not require to be checked, since the consumption of inventory will be compensated by the automatically-generated production of inventory. No check on available stock is required for multi-level backflush items. If all inputs on a route are defined as Multi-level Backflush, you would not expect to see the warning message that insufficient stock exists.

Item Booking Header Details Window

To display this window, select the Item [Booking](#) task.

Use this to enter header details for a [booking](#) to a [schedule](#)-controlled item and [route](#).

Fields

Date

Enter or select the date for this [booking](#). The default is the current date, but you can amend this. The [Transaction Manager](#) will record all [bookings](#) you make during this session against the date you enter.

Shift

Enter the shift number to which the [booking](#) relates. This provides a more precise time frame for recording [booking](#), if you do not enter a start and finish time.

The shift number that you enter should be on the shift profile in force at the [work station](#) on the date specified.

Work Station

Enter the [work station](#) against which the [booking](#) will be made. This is usually the [work station](#) assigned to the [operation](#) on the [route](#). This is validated for each entered transaction.

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

If Extended Stockroom Security is active:

- If a Work Station is entered, and it is the standard Work Station for the Route Operation, the validation determines whether the user is authorised to both the Work Station's WIP and Floor Stockrooms. If not, the Stockroom Authorisation Error window appears, and access to the Item Booking main panel is not allowed.

- If no Work Station is entered, then the validation determines whether the user is authorised to the standard Work Station on the Item/Route Operation. If not, the Stockroom Authorisation Error window appears, and access to the Item Booking main panel is not allowed
- If a non-standard Work Station is entered, then the validation determines whether the user is authorised to the WIP Location Stockroom and the Floor Stockroom of both the entered Work Station and the standard Work Station on the Item/Route Operation. If the user is not authorised to any of those Stockrooms then the Stockroom Authorisation error window appears and the booking may not proceed.

Note: If the [planning route](#) is a [flow route](#), you must enter the associated standard [work station](#).

You can enter a non-standard [work station](#) (that is, not the [work station](#) defined on the [route](#)). If you do, any [WIP inventory](#) resulting from the [booking](#) is allocated to the [WIP location](#) associated with the [work station](#) you enter.

If the [WIP location](#) is different, the system displays a pop-up saying that the reporting [WIP location](#) is not the standard for this [operation](#). You must manually confirm continuation of the [booking](#) process.

If [floor stock](#) input items are required for the [operation](#), any non-standard [work station](#) you use must be associated with the same [floor stock location](#) as the standard work station, in order to be able to issue and consume the materials.

Note: You must enter either a [work station](#), or a [department](#), or both, for every [booking](#).

Dept.

Enter the department against which the [booking](#) will be made.

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

Departments are analysis tools and do not affect any constraints, or control, over [WIP inventory](#), [work station](#), operator or crew [bookings](#). Departments are user-defined. You must set them up in the [Parameter file](#), under type DEPT.

For each [booking](#), you must define a [work station](#).

If you enter a [work station](#) but not a department, when you press Enter the system defaults to any department assigned to the [work station](#).

If you enter a department but not a [work station](#), the [booking](#) details use, by default, the standard [work station](#) defined for the [operation](#) on the [route](#).

If you do not enter a department, but the operator has been assigned a department through Operator Maintenance, when you press Enter the system defaults to and displays that department.

Operator

Enter an operator code, identifying the person who performed the work.

Alternatively, you can enter a crew code if a crew (group of operators) was responsible for the work that you are reporting.

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

Note: You can either enter an operator or a crew, but not both.

Crew (Cr)

Enter a crew code identifying the people who performed the work.

Alternatively, you can enter an operator code if an individual, rather than a crew, was responsible for the work.

Any booked item associated with an operator is allocated to each member of the crew automatically. For example, if you enter an operator time of 8 hours, it is assumed that each member of the crew worked 8 hours on the [operation](#). Select **Crew Details (F13)** on the Item [Booking](#) Details window to amend these times. This allows you to modify the time on an individual basis.

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

Press Enter to display the Item [Booking](#) Details window.

Item Booking Details Window

To display this window, press Enter on the Item [Booking](#) Header Details window.

Use this window to enter details for a [booking](#) against a [schedule](#)-controlled item and [route](#).

Enter the item information on this window. The fields are the similar to those for Production Order [Bookings](#), except:

- You enter an item number here instead of an order number.
- Here, you can enter an alternative operation in the **Altern** field. You can book a quantity or time against this operation. Define alternative operations on the standard route. You can specify one or more alternatives against each standard operation.
- The completion options in Production Order Bookings are omitted here.

Note: If you leave the Operator and Crew fields blank, but book operator times, the labour hourly rates from the [cost centre](#) associated with the quoted [work station](#) is used to [cost](#) the labour [booking](#).

Note: When you complete all required fields and confirm the required [components/outputs](#), the Item [Booking](#) Details pop-up is displayed and updated after each [booking](#) entry in the session. You should be aware that the definition of the [organisational model](#) might change the fields displayed on this window.

Use this window to enter production [bookings](#) for a [schedule](#)-controlled parent item.

Fields

Header Details

Date

You must enter or select a date here. The default is the current system date, but you can override this. All [bookings](#) made during this session are recorded against the date you enter or select, unless you amend it at a later stage.

Shift

You can enter the shift number to which the [booking](#) relates. The shift number that you enter should be on the shift profile in force on the [booking](#) date, at the [work station](#) at which the [booking](#) is made.

Work Station

You can enter the [work station](#) against which the [booking](#) is to be made. This would usually be the [work station](#) assigned to the [operation](#) on the relevant production [route](#) for the [schedule](#).

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

If you enter a non-standard [work station](#), any [WIP inventory](#) that you book will be recorded against the [WIP location](#) associated with that [work station](#).

Note: A non-standard [work station](#) is one that is different from the original [work station](#) for that [operation](#) on the [route](#).

If the [work station](#) [WIP location](#) is different from the original one on the [route](#), the system displays a warning message stating that the reported [WIP location](#) is not the standard for this [operation](#). You must manually confirm that you want to continue the [booking](#) process.

If the [operation](#) [booking](#) involves the issue of [floor stock](#) from a [floor stock location](#) linked to the standard [work station](#) on the [route](#), you must associate any non-standard [work station](#) with that [floor stock location](#). Then you can issue materials previously allocated to this order. Otherwise, you must transfer the [allocated stock](#) on the system to the new [floor stock location](#).

Department

You can enter a department code against which the [booking](#) will be made.

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

Departments are analysis tools, and can also be [MRP](#) planning tools. Departments do not impose any constraints over [WIP inventory](#), [work station](#) operator or crew [bookings](#).

If you enter a [work station](#) but not a department, the system defaults to the department assigned to the [work station](#) definition (if one exists) when you press Enter to validate header details.

If you enter a department but not a [work station](#), [booking](#) details assume the standard [work station](#) defined for the [operation](#) on the order [route](#).

If you do not enter a department, but an operator has been assigned to a department through Operator Maintenance, the system defaults to that department when you press Enter to validate the header details.

You define departments in [Parameter file](#), under type DEPT.

Note: You can also enter departments for stockrooms in Inventory Management. If you use Department ([Cellular](#)) [MRP](#) planning or Departmental [Cost](#) Analysis, it is important that you keep Production and Inventory Management department codes in tandem.

Operator

You can enter an operator code identifying the person who performed the work.

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

You can enter an operator or a crew but not both.

Crew

You can enter a crew code identifying the group of operators who performed the work.

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

You can enter an operator or a crew but not both.

Any booked time associated with the [operation](#) is allocated to each member of the crew automatically. For example, if you enter an operator time of 8 hours, each member of the crew is assumed to have worked 8 hours on the [operation](#). To amend these times, select **Crew Details (F13)** on this window to modify the time on an individual basis.

Booking Details

Activity

You can enter the code of the activity type that you want to report.

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

You must first define the activity type within the Maintain Activity Control task. Every activity type is associated with a [reporting type](#) that determines which fields are mandatory, optional or prohibited. It also determines which transactions are reported in the production activity database.

This field defaults to the activity type with the lowest sequence value.

Caution: Check that the default activity code is correct for the booking you are about to make. The cursor does not go directly into this field.

Note: If you change the default activity code, press Enter to validate the new code before you put in further detail.

Reversal

Use this checkbox as follows:

Unchecked (default) - If this [booking](#) is not a reversal of a previous [booking](#)

Checked - To indicate that the task you are reporting is a reversal

This means that any quantity that you enter moves the opposite way to the standard transaction, and any times and booked [input](#) and [output](#) quantities are reported as negative. When displayed in the [Booking](#) Details pop-up, the associated order number is highlighted.

Item

Enter the item number against which you are making the [booking](#).

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

Operation

Enter the [operation](#) for this [booking](#).

Alternatively, use the prompt facility to select from the Scan [Operation](#) Sequence pop-up.

The [work station](#) and [operation](#) relationship determines the [WIP location](#) used to create, enquire on and maintain [WIP inventory balances](#). This would usually be the one defined on the [planning route](#).

To [backflush WIP inventory](#) successfully between [count point operations](#), it is recommended that you always book all [WIP inventory](#) relating to an order at the standard [work station](#). Alternatively, you can book the [WIP](#) at a non-standard [work station](#) with the same [WIP location](#) as the standard [work station](#).

You must transfer any [WIP](#) booked against a non-standard [WIP location](#) to the standard [WIP location](#) assigned to the [work station](#) on the [route](#).

You must set the [Reporting Type](#) flag within [Operation](#) Maintenance to **0** ([Count Point](#)) before you can book [WIP inventory](#) at that [operation](#). The [booking](#) process updates the [WIP inventory balances](#) at the [booking operation](#). It also [backflushes](#) all [operations](#) back to, but excluding, the previous [count point operation](#), where the [WIP balances](#) are downdated. The last [operation](#) on the [route](#) must be a [count point](#).

If you have set the [Reporting Type](#) flag on the [operation](#) to **1** ([Backflushed](#)), you can only book scrap details, held details, operator, crew and [work station](#) time, and [operation](#) re-work activity by certain activity type codes.

Note: Refer to the [Routes/Structures](#) section (*21/MDM*) in the *Production Definition Management product guide* for further detail.

If you have **checked** the Generate [Cost](#) Recovery field on the [organisational model](#), standard activity [cost](#) records are created when [WIP inventory](#) is booked at a [count point operation](#). The software calculates the value of [WIP inventory](#) at that [count point operation](#) and for any [backflush operations](#). You can book shrinkage on the [route](#) as scrap quantity.

Note: If the [operation](#) is subcontracted, make [bookings](#) with the Subcontractor [WIP Shipper](#) and [Receive from Subcontractor](#) tasks.

Lot Number

You can optionally enter a lot number relating to the quantity being booked. This is only a memorandum field for non-lot-controlled items. The number you enter does not need to be the same one entered as the final lot number when the item is received into inventory.

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

If you have **checked** the [WIP](#) Lot Tracking field on the [organisational model](#), you must enter a lot number here. In addition, the quantity booked at the [operation](#) should be less than or equal to the quantity booked against the same lot number at the previous [count point operation](#).

If you do not use [WIP](#) lot tracking, you do not need to enter a lot number at this point, even for lot-controlled items. However, you must enter a lot number when the finished goods are received into inventory.

If a [key ingredient](#) is an [input](#) to an [operation](#), leave the Lot Number field blank. When you select the [key ingredient](#) lot from the [floor stockroom](#), the required lot number is set to the default. This function occurs irrespective of the [WIP](#) Lot Tracking field setting.

If the [key ingredient](#) is [input](#) to an [operation](#) other than the first and [WIP](#) lot tracking is required, lot numbers must be used at all [operations](#) up to and including the [key ingredient input operation](#). However, all subsequent [operations](#) enforce the use of the [key ingredient](#) lot number.

Time

You can only specify a maximum of 24 hours per [booking](#).

Caution: It is essential that you understand which Time Booking Policy is in effect before booking work durations. Otherwise the result could be incorrect times, costs and efficiencies.

The method you use to enter times in these two fields depends on the settings of the [Time Reporting Policy](#) and [Time Booking Policy](#) flags on the [organisational model](#).

If you set the [Time Reporting Policy](#) flag to **0** (Elapsed Time Entered), you must make a single entry specifying time spent. This field is further qualified by the [Time Booking Policy](#) flag, which determines whether time should be booked in decimal hours or hours and minutes.

If the Time Reporting Policy flag is set to **1** (Time In, Time Out Entered), you must enter a start and finish time in 24-hour clock format. The software calculates the total time spent.

Oper Elapsed

Enter the time spent by the operator in this field. The time entered in this field is equal to the [labour time](#) when producing [costings](#).

Time spent is allocated to the operator if specified; or to each member of the crew if a crew code was entered, or to the standard [crew size](#) on the [route](#) if neither operator nor crew were entered.

W/S Elapsed

Note: You can only specify a maximum of 24 hours per [booking](#).

Enter the [work station usage](#) time. This may be more or less than or equal to the operator or crew time.

Quantity

The method you use and the interpretation of the quantities you enter in these fields depend on certain flag settings that are explained below:

The Quantity Reporting flag on the organisational model can be set to:

0 (Exclude Scrap and Held)

The first Quantity field is displayed as Good on the booking windows and excludes the scrap and held quantities entered in the following fields

1 (Include Scrap and Held)

The Quantity field is displayed as Total, and includes scrap and held quantities booked.

Scrap and held quantities are always entered independently of the good or total quantity.

The Count Reporting Policy flag on the organisational model can be set to:

0 (Total Quantity)

Where a single number is prompted

1 (Count In, Count Out)

Where a start and end number are prompted

The system determines the actual quantity by subtracting in from out. You should take care with this policy if the quantity you are reporting is exclusive of scrap and held.

If the parent item is a process group, the Output Validation flag on the route header qualifies the quantity you enter. The flag can be set to:

0 (Primary Co-product Quantity)

The quantity entered should be that for the primary co-product only. All other co-products, by-products and waste quantities are calculated accordingly

1 (All Quantities)

The booked quantity should be equal to the sum of all co-product [output](#) quantities

2 (No Validation)

The process group quantity should be booked and individual output quantities entered independently.

If you book operation WIP in a different UOM from the parent item, defined on the route as the Reporting UOM, the UOM Conversion factor defined on the route is used to determine the parent equivalent quantity and the outstanding planned quantity. For example, if WIP is booked in grams and the parent quantity is 1 Kg, booking 500 at the WIP operation leaves an outstanding quantity of 0.5 Kg, not an overproduction of 499 Kg.

If you are using [WIP](#) lot tracking, the quantity entered should be less than or equal to the quantity reported at the previous [count point operation](#) for the lot number entered.

Good

Enter the quantity of the item that you are [booking](#) into inventory.

Scrap

Enter the quantity scrapped at this [operation](#). The system assumes that the full quantity of materials, labour and [work station](#) time required to make an equivalent good quantity is also consumed in the production of scrap.

Scrap [balances](#) are not maintained for an item and [operation](#).

If the quantity has not yet been scrapped, but will be, record the [balance](#) as held. Enter a reason code for the held quantity to indicate that it will be scrapped.

Reason

You must enter a reason code if you have reported a scrap quantity. The default displayed is the one held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

When you associate each scrap transaction with a reason code, the system captures this information and uses it to analyse scrap by reason codes.

Held

Enter the quantity held at this [operation](#) being reported. The held [balance](#) is updated for the item and [operation](#) being reported. Quantities may be held, for example, for re-work or quality inspection.

If you book a re-work activity type at an [operation](#), you must have booked a held quantity equal to that re-worked in [WIP Inventory](#) at the [operation](#). Held quantities are then reduced when the re-work is booked as good or scrap.

There is also an activity type [available](#) to record re-work associated with extra time spent on an [operation](#). This does not affect standard [WIP](#), but can generate an actual time [booking](#) or [cost](#) against the order.

You must enter a held reference if you have **checked** the [Held Inventory Tracking](#) field on the [organisational model](#). The software prompts for entry when you press Enter to validate [booking](#) details.

Note: To make any [held WIP inventory available](#), you can use the Release Inventory task within [WIP Inventory](#) Control. Alternatively, you can scrap [held WIP inventory](#) using the Scrap Held Inventory task.

Reason

You must enter a reason code if you have reported a held quantity. The default displayed is the one held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

When you associate each held transaction with a reason code, the software captures information and uses it to analyse the held items.

Functions

Crew Details (F13)

Use this to display the Crew Details pop-up. You can only select this if you have entered a crew in the Crew field.

Component Details (F14)

Use this to display the [Component](#) Details pop-up. This pop-up will be displayed automatically if [backflush](#) materials, [key ingredients](#) or [substitute](#) items are defined for the [operation](#), or if you have made reverse [bookings](#) at the [operation](#).

The Production Item Booking process determines whether the Component Detail window is forced to appear based on the Material Control Policies of the various Inputs to the booked Operation and prior non-Count Point Operations

The value for an Input's Material Policy is determined by the standard hierarchy for finding the Material Control Policy for Production Route Inputs.

Outputs (F16)

Use this to display the [Outputs](#) pop-up. This pop-up will be displayed automatically when you are [booking](#) the last [operation](#) on a [route](#).

Scrap (F17)

Use this to display the Scrap [WIP](#) Details pop-up, where you can enter a reference and scrap reason code against the full scrapped quantity, or a range of codes against a number of quantities.

Hold (F18)

Use this to display the Held [WIP](#) Details pop-up, where you can enter a reference and held reason code against the full held quantity, or a range of codes against a number of quantities.

Booking Details (F19)

Use this to display the [Booking](#) Details pop-up. This pop-up is displayed after entry and completion of the first [operation booking](#).

Press Enter to validate your entries and display the Item [Booking](#) Details pop-up.

Rework Held Reference Pop-up

This pop-up is displayed automatically when you are using the Re-work activity type for the [booking](#).

The pop-up shows the quantity being booked, the remaining quantity and held references for the items that have already been held on a previous [booking](#) on this [operation](#). When you press Enter, the remaining quantity is updated as you key in quantities against each reference.

Fields**Quantity**

Enter the re-work quantity against the appropriate held reference. The re-work quantity cannot be greater than the quantity already booked against the selected held reference. The total quantity must not be greater than the quantity booked.

Reason Code

Enter a valid reason code for the re-work quantity.

Select **Update (F8)** to validate your entries and update the [WIP balances](#).

Note: For this procedure to be effective, it is desirable for the [Held Inventory Tracking](#) field on the [company profile](#) to be checked so that Held References are required for all quantities booked as held.

Crew Details Pop-up

To display this pop-up, select **Crew Details (F13)** on the Item [Booking](#) Details window.

This pop-up lists the operators in the crew. You can make additions, amendments and deletions to the default crew members and job times for the task reported.

Fields

Operator

You can enter the names of the individual crew members.

Time-In

If you have set the [Time Reporting Policy](#) flag in the [organisational model](#) to **1** (Start/End), you can enter the start time.

Time-Out

If you have set the [Time Reporting Policy](#) flag in the [organisational model](#) to **1** (Start/End), you can enter the finish time.

Elapsed

If you have set the [Time Reporting Policy](#) flag in the [organisational model](#) to **0** (Elapsed), you can enter the elapsed time.

Options

Delete

Use this to remove operators from the crew, for this task only. Press Enter and then select **F11** to confirm deletion.

Press Enter to validate your entries and return to the previous window.

Component Details Pop-up

To display this pop-up, select **Component Details (F14)** on the Item [Booking](#) Details window.

***Note:** This pop-up is displayed automatically for [floor stock](#), [backflush](#), and warehouse-controlled items. It is also opened automatically for [key ingredients](#) and [substitute](#) items, and if you have made any reverse [bookings](#).*

This pop-up shows any [backflush items](#), [floor stock](#) items, [substitute](#) items or [key ingredients](#) that are included in the [route](#) for the parent item and [operation](#)(s) being booked. You can make any necessary amendments to the standard quantities expected for this [booking](#).

The following details are displayed:

- The component
- The operation sequence number at which the component is used
- The standard quantity of the component, based on the operation quantity of the task reported or the amended quantity, if you have entered one

Fields

Add/Amend

Component/Operation/Quantity

You can add a new [component](#) or amend the details of an existing [component](#) by entering the [component](#), [operation](#) sequence, and quantity in these fields.

Stockroom

Enter the stockroom to be issued from in this field.

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

If Extended Stockroom Security is active, validation determines whether the user is authorised to both the standard Route Input Stockroom and the Actual Input Stockroom entered for each non-zero line entered. If the user is not authorised to any of the Stockrooms then the Stockroom Authorisation error window appears and the booking(s) may not be confirmed.

If the Component Details window is not displayed, then the validation is deferred to the Transaction Manager processing.

Options

Select Lots

For lot-controlled [inputs](#), use this to access the Lot Selection pop-up to specify the lots to be issued.

Amend

Use this to amend a line quantity or stockroom.

Select **Confirm (F8)** to validate your entries and return to the previous window.

Lot Selection Pop-up

To display this pop-up, enter the Select Lots option for an Input on the Component Details Pop-up.

The Lot Selection window must be used to specify the Lots to be issued for Lot controlled Inputs.

Fields

Lot Number

Enter a Lot Number to be issued for the Production booking input requirement.

Alternatively request a prompt to select Lots from the Select Lots pop-up.

If Lot Rotation is active for Production (Shelf Life Validation parameter is switched on for the Company, or for the Plant (Organisational Model) to which the Stockroom belongs), the system warns the user if they attempt to issue a Lot which is not the one that will go out of date first. The following function and validation takes place:

For materials that are controlled using Lot Headers, the system checks whether the entered Lot Number is the one with the shortest remaining Shelf Life. This validation checks the Lots that are in the selected Stockroom. Other Lots with less remaining Shelf Life may be available in other

Stockrooms, but these are not considered. If a Lot from a different Stockroom was selected from the prompt window, then only Lots in that Stockroom are considered.

If the Lot does not satisfy the test above, a warning message is issued - 'Other stock of this Item exists with less Shelf Life remaining'.

The user can confirm that the selected Lot should be issued. However, in this case the user must enter a Reason code, to indicate why the Lot with the shortest Shelf Life Lot is not being issued.

Alternatively, the user can request a list of available Lot/Batch numbers, in the sequence in which they will go out of date, and their available quantities. In this case, the Lot Selection prompt window presents the Lots in 'shortest remaining Shelf Life' sequence. The Lots are sequenced by ascending Last Available Date. Only Lots with a Last Available Date equal to or later than the current date are displayed. This prompt can be extended to display Lots in all Stockrooms. The re-displayed list shows all Lots for all Stockrooms that are in the same Plant (Organisational Model) as the original Stockroom, all sequenced by earliest Last Available Date.

Note: The SHLV parameter only applies to the Production functions. Similar function in Inventory is controlled separately within that application.

Quantity

Enter the quantity to be issued from each selected Lot.

The total of the Lot Quantities should be equal to the total Quantity to Issue, which is displayed in the panel header.

Functions

Prompt (F4)

Position the cursor in the first character of the Lot field and press Prompt (F4) to display the Select Lot pop-up. This provides a list of available Lots from which to select.

If the Shelf Life Validation function is active, for materials appearing in the Production Schedule Booking Input window that are controlled using Lot Headers, the Select Lots prompt window presents the Lots in the sequence according to the shortest remaining Shelf Life. The Lots are sequenced by ascending Last Available Date. The rules for validation and selection are the same as for Production Order Booking.

Select Lots Pop-up

To display this pop-up, position the cursor in the first character of the Lot field and press Prompt (F4) in the Lot Selection Pop-up.

Fields

Select

Select a Lot to be included in the Lot Selection Pop-up which will be issued to satisfy the booked input item requirement.

Outputs Pop-up

To display this pop-up, select [Outputs](#) (F16) on the Item [Booking](#) Details window.

This pop-up is automatically displayed:

- For lot-controlled items
- For co-products

This pop-up shows the standard [output](#) quantities for the booked quantity, as defined on the [route](#). The displayed quantities can be amended to record the actual quantities.

Other details displayed are:

- The name of the output item
- The lot number for lot-controlled output items
- The quantity of the output item still outstanding
- The primary output item in the process group, if there is one. **1** is displayed in this field against the primary output item.
- The unit of measure for the output item
- The item's primary stockroom

Fields

Select (1)

Enter one of the following:

1 - To display [output](#) details for the item in the Add/Amend [Output](#) pop-up, where you can make amendments, or to enter quantities for 'As-Produced' [outputs](#)

2 - To display the Add/Amend [Output](#) pop-up

On a process group [route](#), if the [outputs](#) listed are [co-products](#) and [by-products](#), they are associated in terms of an [output](#) ratio defined on the [route](#). If you change the quantity of any one [output](#), the Add/Amend [Output](#) pop-up is refreshed with new quantities for the rest of the group in order to maintain the ratio defined in the [route](#).

Auto-receive is the highest [priority](#) amendment for quantities. You can select a line for amendment on its own using either **1** or **3**. If you then select a process group using **2**, the quantities are revised for these lines again. Auto-receive allows you to enter the quantity for one of a set of [co-products](#) and have the equivalent quantities of the other [co-products](#) calculated and recorded automatically.

3 - To change the quantity for an [output](#) to zero automatically.

This means that the Inventory stock held for this product is not updated.

4 - To set the flag on the order to **1**, to signify that the order is complete.

This only applies to production orders. Nothing more is expected to be booked against the order for this [output](#).

5 - To display the Select Location/Batch pop-up.

Functions

Receive Sel (F9)

Enter **1** in the **Selection** field and use this to part-receive the selected lines into Inventory, with the displayed quantities.

If Extended Stockroom Security is active, validation determines whether the user is authorised to both the standard Route Output Stockroom and the Actual Output Stockroom entered for each non-zero line entered. If the user is not authorised to any of the Stockrooms then the Stockroom Authorisation error window appears and the booking(s) may not be confirmed

If the Output window is not displayed, then the validation is deferred to the Transaction Manager processing.

Unplanned Output (F14)

If an unplanned [output](#) item that is not defined on the standard [route](#) occurs at this [operation](#), use this to display the Add/Amend [Output](#) pop-up. You can then record the additional [output](#) for posting to Inventory. The item must be a valid Inventory item associated to a valid Inventory stockroom for the additional window to be accepted.

Select **Confirm (F8)** to validate your entries and return to the previous window.

Note: If the [output](#) is a Production Catchweight item, when you select Confirm (F8) a pop-up is displayed, showing the secondary UOM and values for the item. Press Enter twice to confirm the values and [outputs](#), and complete the [booking](#) as normal.

Note: If you are using Location Control, when you select Confirm (F8), the Enter Location [Balances](#) pop-up is displayed, where you can enter location information.

Enter Location Balances Pop-up

To display this pop-up, press Enter during any stock transaction processing task, if you are using Location Control.

Use this pop-up to record the [balances](#) and quantities affected by this transaction.

Note: For more information on location control, see the *Processing within a Location-controlled Stockroom* section in the *Inventory Management* product guide.

The top of the pop-up displays the item and stockroom information. If you are processing a receipt or adjustment of stock, it displays the legend Target Location. If you are processing an issue of stock, it displays the legend From Location in the top right-hand corner of the window for your information.

Processing within a Location-controlled Stockroom Using Catchweight

If you are using both Location Control and Catchweight, the Secondary [Balance](#) Entry pop-up is no longer used. There are three factors that determine how secondary [balances](#) and location [balances](#) are processed:

- 1 Is the secondary [balance](#) captured or calculated?

- 2 Is the item stocked in single or multiple locations?
- 3 Are secondary [balances](#) collected at the location level?

These three factors give the following combinations:

Are secondary balances captured or calculated?	Do Items have single, default, locations or multiple locations?	Are secondary balances collected by location?	Categorisation for fields displayed in the pop-up
Calculated (or no secondary balance required)	Multiple	Yes (or not applicable)	Case 1
Calculated (or no secondary balance required)	Single	No (or not applicable)	Case 2 (no pop-up is displayed, normal processing occurs)
Captured	Multiple	No	Case 3
Captured	Multiple	Yes	Case 4

The fields and their descriptions define those displayed if you are processing using Case 1, that is, a Catchweight item with a single, or default, location and you do not need to capture the secondary [balance](#) by location. Any variations on this pop-up are detailed under the relevant case section.

Fields

Header Section

Item

This field displays your selected item code; its description is displayed below the code.

Stockroom

This field displays the stockroom from which you are processing this transaction.

Order

This field displays the sales, production, works or purchase order to which this transaction is attached, if applicable.

Sequence

This field displays the associated [operation](#) sequence number for this item. If there is no sales, production, works or purchase order attached to the transaction, this field displays four zeros.

Location

This field displays the item's default location.

Total

This field displays the transaction quantity and the unit of measure that you specified during the transaction.

Cumulative

This field displays the current total of the location [balances](#) in the same unit of measure as the transaction quantity.

Batch-controlled, Lot-controlled or Serial-controlled Items and Location Control

If you are processing an item that is batch-controlled, lot-controlled or serial-controlled, the following fields are displayed:

Lot (Batch or Serial Number)

This field displays the batch, lot or serial number reference for your selected item in the top section of the pop-up.

Middle Section**Select (S)**

Enter one of the following:

2 - To amend any existing details

Press Enter to re-display those details in the line entry fields at the bottom of the pop-up in order to amend them. Press Enter again to re-display those amended details in the middle of the window.

4 - To delete existing details

Press Enter to confirm the deletion.

Location

This field displays the locations you have selected for use for this transaction.

Quantity

This field displays the entered location [balance](#).

UoM (Unit of Measure)

This field displays the entered transaction's unit of measure.

Footer Section**Location**

Use this to enter the location you want to use for this [balance](#). It is initially pre-filled with the suggested, or default, location for your selected item. You can use the prompt facility to view all active locations for your item.

Note: *If you attempt to use a location that is suspended, the system displays an error message.*

Quantity

This field displays the amount of location [balance](#) you want to process. It initially defaults to the full transaction amount, but you can change it if necessary.

UoM (Unit of Measure)

This field displays the default unit of measure for the transaction quantity. You can use the prompt facility to view the item's other units of measure.

Case 3

If you are processing a Catchweight item with multiple locations and you do not need to capture secondary [balances](#) by location, the following field is displayed on the Enter Location [Balances](#) pop-up:

Header Section

Secondary Balance

***Note:** The name of this field depends on the name of the Secondary [Balance](#) Unit of Measure.*

This field is displayed to the right of the Total and Cumulative fields. Enter the total secondary [balance](#) value in this field for all locations that are included in the transaction.

Case 4

If you are processing a Catchweight item with multiple locations and you need to capture secondary [balances](#) by location, the following fields are displayed on the Enter Location [Balances](#) pop-up:

Header Section

Secondary Balance

***Note:** The name of this field depends on the name of the Secondary [Balance](#) Unit of Measure.*

This field is displayed to the right of the Total and Cumulative fields. It displays the cumulative secondary [balance](#) value for all locations that are included in the transaction.

Middle Section

Secondary Balance

This field displays the secondary [balance](#) value for each existing location.

UoM

This field displays the unit of measure attached to the secondary [balance](#).

Footer Section

Secondary Balance

Enter the secondary [balance](#) value for the selected item that you want to process. This initially defaults to the nominal secondary [balance](#) for the transaction quantity but you can change it if necessary.

UoM

This field displays the default unit of measure for the secondary [balance](#) value you have entered. You can change this to any valid secondary unit of measure attached to the item if necessary.

Case 5

If you are processing a Catchweight item with a single, default location, a different pop-up is displayed. This pop-up performs the same function as the Secondary Value Entry pop-up, although it displays more information about the transaction and the location that will be processed.

Functions

Location Prompt (F4)

Use this to display the Location Prompt pop-up. If you are processing a receipt or an adjustment, the pop-up displays all locations that currently stock the item at the top of the list, followed by all other locations within the stockroom. If you are processing an issue of stock, the Location Prompt pop-up will only display locations with stock of the selected item. Suspended locations are always excluded.

Select **Update (F8)** to update the location control [balances](#) and re-display the main processing window for your transaction. You can only select this if your location [balance](#) quantities match the transaction quantity.

Note: *If you are processing a Catchweight item with a single, default location, the Enter Secondary [Balances](#) pop-up is displayed. Use this pop-up to confirm or amend your item's secondary [balance](#) and location details.*

Add/Amend Output Pop-up

To display this pop-up, enter 1 or 2 in the Selection field on the [Outputs](#) pop-up, or select **Unplanned Output (F14)** on the [Outputs](#) pop-up.

This pop-up displays the default details for amendment. These are taken from the relevant [route](#). You can also record an unplanned [output](#) item from the [booking](#) process here.

Fields

Op Seq

If you are adding an unplanned [output](#), enter the [operation](#) sequence at which the [output](#) was produced. For amendments, the [operation](#) sequence is shown for information only.

Output

If you are adding an unplanned [output](#), enter the Inventory item code for it. [Outputs](#) must be valid Inventory items with valid Inventory stockrooms assigned to them. For amendments, this is shown for information only.

Quantity

If you are adding an unplanned [output](#), enter the quantity produced.

If you are amending a line, enter the actual amount produced and [available](#) for Inventory. The default displayed is the standard quantity of the [output](#) produced for the order quantity.

UOM

For additions or amendments, enter the Unit of Measure in which the [output](#) item is stocked.

Stockroom

Enter the Inventory stockroom into which the [output](#) will be received. It must be a valid Inventory stockroom, to which the item has been defined. The default is the stockroom defined on the [route](#).

If Extended Stockroom Security is active, validation determines whether the user is authorised to the Stockroom. If the user is not authorised, then the Stockroom Authorisation error window appears and the booking may not be confirmed.

Lot

You must enter a lot reference if the item is lot-controlled. The default is the production lot. If the quantity being booked will be added to an existing Inventory lot, you can enter that lot number.

If you enter a new lot reference and select **Confirm (F8)** or **Receive Sel (F9)** to confirm details in the [Outputs](#) pop-up, the Lot Maintenance pop-up is displayed. There, you can enter the details for the new lot.

Reason

Enter a reason code for the addition.

This field is mandatory if you are entering an unplanned [output](#).

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Narrative

You can enter specific narrative to be associated with this item in Inventory. The default narrative is the [WIP](#) lot reference for the item [booking](#), or the concatenation of the item and [route codes](#) when processing [schedule bookings](#). The system uses the relevant default if you add an unplanned [output](#) but do not specify any narrative.

Tran Type

You can enter the Inventory [transaction type](#). This is mandatory if you use lot tracking, as this requires all movements to be traceable by location and [usage](#).

The [transaction type](#) is used for inventory analysis only and does not affect changes to any stock [balances](#).

Alternatively, use the prompt facility to select from the TRAN Movement Reference Type pop-up.

Press Enter to validate your entries and return to the previous pop-up.

Select Location/Batch Pop-up

To display this pop-up, enter 5 in the Selection field on the [Outputs](#) pop-up.

This displays existing Inventory lot references, with the physical and [available](#) quantities for each listing. The list relates to stocks in the default stockroom for this item. You can select a particular lot and add the current [output](#) quantity. You can also review additional stockrooms by entering a new stockroom code.

Fields

Select (Untitled)

Enter 1 to select a lot for review.

Stockroom

Enter the receiving stockroom for the [output](#). The default is the receiving stockroom defined on the [output](#) details pop-up on the [route](#).

Functions

Expand/Contract (F13)

Use this for each lot to switch between displaying and hiding the production dates and [balances](#) for the following stock quantities: [on order](#), transfer out, transfer in, back order, allocated and frozen.

Select **Previous (F12)** to return to the previous pop-up.

Scrap WIP Details Pop-up

To display this pop-up, select **Scrap (F17)** on the Item [Booking](#) Details window.

Use this pop-up to report scrapped [WIP](#). You can report multiple quantity and reason code combinations for any single task transaction. Details displayed include:

- The total scrap quantity from the Item Booking Details window
- The quantity of the total scrap that is not yet accounted for

Fields

Reference

You can optionally enter a reference for the scrap quantity in this field. It can either be a QA reference or a functional notation.

Quantity

You can enter the quantity of scrap relating to this reference.

Reason

You can enter the reason code associated with this scrap quantity.

Press Enter to validate your entries and return to the previous window.

Held WIP Details Pop-up

To display this pop-up, select **Hold (F18)** on the Item [Booking](#) Details window.

Note: If you are using Held [WIP](#) Tracking, you must enter the required reference, quantity, and reason codes in this pop-up.

You can use this pop-up to report multiple quantity and reason code combinations for any single task transaction. Details displayed in the pop-up include:

- The total held quantity from the Item Booking Details window
- The quantity of the total held WIP that remains unaccounted.

Fields

Reference

You can optionally enter a reference for the held quantity in this field. It can either be a QA reference or a functional notation.

Quantity

You can enter the quantity of held [WIP](#) relating to this reference.

Reason

You can enter the reason code associated with this held quantity.

Press Enter to validate your entries and return to the previous window.

Booking Details Pop-up

To display this pop-up, press Enter, or select **Booking Details (F19)**, on the Item [Booking](#) Details window.

This pop-up is displayed and updated after each [operation booking](#) has been completed. It lists the existing [bookings](#) made so far in the session. It shows the items against which the [bookings](#) have been made, booked [operation](#) sequence numbers, quantities booked as good, and the activity type of the [booking](#). After you have updated the details in the pop-up, the entry fields on the Item [Booking](#) Details window are cleared, leaving the header details for the previous [booking](#).

Each new line appears under the last line posted. It shows a short history of the [bookings](#) that have been made before they are submitted for processing by the [Transaction Manager](#) update routines.

Options

Note: You must select **Booking Details (F19)** in the Item [Booking](#) Details window to display these options.

Amend

Use this to make amendments to the selected line. This transfers the line information back onto the Item [Booking](#) Details window, where you can make the changes.

Delete

Use this to delete the selected line. You must confirm this request before actual deletion takes place, by selecting **Confirm Deletion (F11)**.

Functions

Lots (F20)

Use this to toggle between displaying the default [Booking](#) Details pop-up and the lot details for the booked [operations](#).

Select **Update (F8)** to validate and accept the listed [bookings](#) and return to the Item [Booking](#) Header window.

Operator Booking [13/MKS]

This task can be used to book a number of activities for an item without the need to re-enter item information for every event reported.

You specify the [Route](#) Classification code when you use the [Routes/Structures](#) task in Production Definition Maintenance to [set up](#) the [route](#). [Route](#) Classification codes are defined in the [Parameter file](#), under type RTCL.

Confirmed schedules are reduced on the current date (by increasing the quantity completed). If the Relieve Item and Work Station Schedules field is set to **3** (Earliest Outstanding), schedules in the past, on the current date and in the future are reduced.

If it runs out of confirmed [schedules](#) to reduce completely, any remaining quantity is added to the quantity completed of the last one found. Reversals will reduce the quantity completed from the latest quantity completed found, working backwards.

If a different [work station](#) from the standard for the [operation](#) is entered, the [schedule](#) for the standard [work station](#) is updated. The [item schedule](#) is updated as normal. If no [work station schedules](#) exist at all, the [item schedule](#) is updated, but a [work station](#) warning message will appear.

If the activity is defined as a detail record in the MLBS parameter, it is not allowed for manual production [bookings](#). An error message will be displayed, telling the user that the activity is reserved for automatic production reporting.

In effect, this prevents the user from recording manual [bookings](#) using PRODBF, but it will also prevent [bookings](#) for other [backflush](#) activities that the user may have defined.

When the component window is displayed, and in determining whether the window is displayed, multi-level backflush inputs (material policy **2**) are treated in the same way as normal backflush inputs (material policy of **0** or **1**). In general, multi-level backflush inputs will be backflushed under the same circumstances as normal backflush Items. Anything that would prevent a normal backflush will also prevent a multi-level backflush. One significant exception to this is where a normal backflush is prevented by a lack of stock, either because negative inventory is not allowed or because there is insufficient stock of a lot-controlled input. If a lot-controlled multi-level backflush input is encountered, the validation for available lots is not required, since the production receipt booking for the required lot will be automatically generated when the item is backflushed from the lot. For multi-level backflush inputs, the Negative Inventory Allowed setting does not require to be checked, since the consumption of inventory will be compensated by the automatically-generated production of inventory. No check on available stock is required for multi-level backflush items. If all

inputs are this type on a route, you would not expect to see the warning message that insufficient stock exists.

Booking and Non-production Routes

You cannot book against [routes](#) that are classified as non-production [routes](#). For more information, refer to the [Routes/Structures](#) section in the Production Definition Management product guide.

Booking for Materials in a Location-controlled Stockroom

When items are stored in a location-controlled stockroom, the Enter Location [Balances](#) pop-up is displayed so that you can enter location details for the [booking](#).

Note: For more information on the Enter Location [Balances](#) pop-up, refer to the Item [Booking](#) section.

Note: For more information on location control, refer to the *Processing within a Location-controlled Stockroom* section in the *Inventory Management* product guide.

Operator Booking Header Details Window

To display this window, select the Operator [Booking](#) task.

Note: You cannot make a [booking](#) against a non-production [flow route](#). If you enter a non-production [route](#), an error message is displayed.

Note: You can enter an alternative pre-defined [flow route](#), in preference to the standard [planning route](#), in the **Route** field.

You use this window to enter the header details for operator [booking](#).

Fields

Date

You must enter or select a date here. The default is the current system date, but you can override this. All [bookings](#) made during this session are recorded against the date you enter or select, unless you amend it at a later stage.

Shift

You can enter the shift number to which the [booking](#) relates. This provides a more precise time frame for recording [booking](#), if you do not enter a start and finish time on the Operator [Booking](#) Details window. The shift number that you enter should be on the shift profile in force on the [booking](#) date, at the [work station](#) at which the [booking](#) is made. This field may be left blank, if allowed by the Activity field that is displayed when you press Enter.

Work Station

You can enter the [work station](#) against which the [booking](#) is to be made. This would usually be the [work station](#) assigned to the [operation](#) on the relevant production [route](#).

If you enter a non-standard [work station](#), any [WIP inventory](#) that you book will be recorded against the [WIP location](#) associated with that [work station](#).

Note: A non-standard [work station](#) is one that is different from the original [work station](#) for that [operation](#) on the [route](#).

If the [work station WIP location](#) is different from the original one on the [route](#), the system displays a warning message stating that the reported [WIP location](#) is not the standard for this [operation](#). You must confirm manually that you want to continue the [booking](#) process.

If the [operation booking](#) involves the issue of [floor stock](#) from a [floor stock location](#) linked to the standard [work station](#) on the [route](#), you must associate any non-standard [work station](#) with that [floor stock location](#).

If a Work Station is entered, and Extended Stockroom Security is active, validation determines whether the user is authorised to both the Work Station's WIP and Floor Stockrooms. If not, then the Stockroom Authorisation Error window appears, and access to the Operator Booking main panel is not allowed.

Dept

You can enter a department code against which the [booking](#) will be made.

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

Departments are analysis tools, and can also be [MRP](#) planning tools. Departments do not impose any constraints over [WIP inventory](#), [work station](#) operator or crew [bookings](#).

If you enter a [work station](#) but not a department, by default the system displays the department assigned to the [work station](#) definition (if one exists) when you press Enter to validate header details.

If you enter a department but not a [work station](#), [booking](#) details assume the standard [work station](#) defined for the [operation](#) on the order [route](#).

If you do not enter a department, but an operator has been assigned to a department through Operator Maintenance, the system defaults to that department when you press Enter to validate the header details.

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

Note: You can also enter departments for stockrooms in Inventory Management. If you use Department (*Cellular*) [MRP](#) planning or Departmental [Cost](#) Analysis, it is important that you keep Production and Inventory Management department codes in tandem.

Item

Enter the item against which you are [booking](#) production time and/or quantities.

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

Route (R)

Enter the [route](#) for the item that you are [booking](#) against.

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

Any [route](#) other than the [planning route](#) for the item must be defined as a [flow route](#).

Operation

Enter the [operation](#) for this [booking](#).

Alternatively, use the prompt facility to select from the Scan [Operation](#) Sequence pop-up.

The [work station](#) and [operation](#) relationship determines the [WIP location](#) used to create, enquire on and maintain [WIP inventory balances](#). This would usually be the one defined on the [planning route](#), but as work may be reported at non-standard [work stations](#), you can record [WIP inventory](#) as being held at different [WIP locations](#) for the same item/[operation](#).

To successfully [backflush WIP inventory](#) between [count point operations](#), it is recommended that you always book all [WIP inventory](#) relating to an item at the standard [work station](#), or at a non-standard [work station](#) with the same [WIP location](#) as the standard [work station](#).

Otherwise, you must transfer any [WIP](#) booked against a non-standard [WIP location](#) to the standard [WIP location](#) assigned to the [work station](#) on the [route](#).

You must set the [Reporting Type](#) flag within [Operation](#) Maintenance to **0** ([Count Point](#)) before you can book [WIP inventory](#) at that [operation](#). The [booking](#) process updates the [WIP inventory balances](#) at the [booking operation](#). It also [backflushes](#) all [operations](#) back to, but excluding, the previous [count point operation](#). The last [operation](#) on the [route](#) must be a [count point](#).

If you have set the [Reporting Type](#) flag on the [operation](#) to **1** ([Backflushed](#)), you can only book scrap details, held details, operator, crew and [work station](#) time, and [operation](#) re-work activity by certain activity type codes.

If you have **checked** the Generate [Cost](#) Recovery field on the [organisational model](#), standard task [cost](#) records are created when [WIP inventory](#) is booked at a [count point operation](#). The system calculates the value of [WIP inventory](#) at that [count point operation](#) and for any [backflush operations](#). You can book shrinkage on the [route](#) as scrap quantity.

Note: If the [operation](#) is subcontracted, make [bookings](#) for it with the [WIP Shipper and Receive](#) from [Subcontractor tasks](#).

Altern

You can enter a quantity or time against an alternative [operation](#). Alternative [operations](#) are defined on the standard [route](#). You can define one or more alternatives against each standard [operation](#).

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

Lot Number

You can enter a lot number relating to the quantity being booked. This is only a memorandum field for non-lot-controlled items. The number you enter does not need to be the same one entered as a final lot when the item is received into inventory.

If you have **checked** the [WIP](#) Lot Tracking field on the [organisational model](#), you must enter a lot number here. In addition, the quantity booked at the [operation](#) must be less than or equal to the quantity booked against the same lot number at the previous [count point operation](#).

If you do not use [WIP](#) lot tracking, you do not need to enter a lot number at this point, even for lot-controlled items. However, you must enter a lot number when the finished goods are received into inventory.

If a [key ingredient](#) is an [input](#) to an [operation](#), leave the Lot Number field blank. When you select the [key ingredient](#) lot from the [floor stockroom](#), the required lot number is set to the default. This function occurs irrespective of the [WIP](#) Lot Tracking field setting.

If the [key ingredient](#) is [input](#) to an [operation](#) other than the first, and [WIP](#) lot tracking is required, lot numbers must be used at all [operations](#) up to and including the [key ingredient input operation](#). However, all subsequent [operations](#) enforce the use of the [key ingredient](#) lot number.

For materials appearing in the Schedule Booking by Operator Input window that are controlled using Lot Headers, the Lot Selection prompt window presents the Lots in the sequence according to the shortest remaining Shelf Life. The Lots are sequenced by ascending Last Available Date.

The rules on validation and selection are same as the Production Order Booking

Press Enter to display the Operator [Booking](#) Details window.

Operator Booking Details Window

To display this window, press Enter on the Operator [Booking](#) Header window.

Note: When you have completed all required fields, and confirmed [components/outputs](#) as required, the [Booking](#) Details pop-up is displayed. This is updated after each [booking](#) entry in the session.

You use this window to enter operator [booking](#) details.

Fields

Header Details

Date

You must enter or select a date here. The default is the current system date, but you can override this. All [bookings](#) made during this session are recorded against the date you enter or select, unless you amend it at a later stage.

Shift

You can enter the shift number to which the [booking](#) relates. This provides a more precise time frame for recording [booking](#), if you do not enter a start and finish time on the Operator [Booking](#) Details window. The shift number that you enter should be on the shift profile in force on the [booking](#) date at the [work station](#) at which the [booking](#) is made.

Work Station

You can enter the [work station](#) against which the [booking](#) is to be made. This would usually be the [work station](#) assigned to the [operation](#) on the relevant production [route](#).

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

If Extended Stockroom Security is active:

- If a Work Station is entered, the validation determines whether the user is authorised to both the Work Station's WIP and Floor Stockrooms. If not, then the Stockroom Authorisation Error window appears, and access to the Operator Booking main panel is not allowed.
- If no Work Station is entered, then the validation determines whether the user is authorised to the standard Work Station on the Item/Route Operation.
- If a non-standard Work Station is entered, then the validation determines whether the user is authorised to both the entered Work Station and the standard Work Station on the Item/Route Operation. If the user is not authorised to any of those Stockrooms then the Stockroom Authorisation error window appears and the booking may not proceed.

If you enter a non-standard [work station](#), any [WIP inventory](#) that you book will be recorded against the [WIP location](#) associated with that [work station](#).

Note: A non-standard [work station](#) is one that is different from the original [work station](#) for that [operation](#) on the [route](#).

If the [work station WIP location](#) is different from the original one on the [route](#), the system displays a warning message stating that the reported [WIP location](#) is not the standard for this [operation](#). You must confirm manually that you want to continue the [booking](#) process.

If the [operation booking](#) involves the issue of [floor stock](#) from a [floor stock location](#) linked to the standard [work station](#) on the [route](#), you must associate any non-standard [work station](#) with that [floor stock location](#). Then, you can issue materials previously allocated to this order. Otherwise, you must transfer the [allocated stock](#) on the system to the new [floor stock location](#).

Department

You can enter a department code against which the [booking](#) will be made.

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

Departments are analysis tools, and can also be [MRP](#) planning tools. Departments do not impose any constraints over [WIP inventory](#), [work station](#) operator or crew [bookings](#).

If you enter a [work station](#) but not a department, the system defaults to the department assigned to the [work station](#) definition (if one exists) when you press Enter to validate header details.

If you enter a department but not a [work station](#), [booking](#) details assume the standard [work station](#) defined for the [operation](#) on the order [route](#).

If you do not enter a department, but an operator has been assigned to a department through Operator Maintenance, the system defaults to that department when you press Enter to validate the header details.

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

Note: You can also enter departments for stockrooms in Inventory Management. If you use Department ([Cellular](#)) [MRP](#) planning or Departmental [Cost](#) Analysis, it is important that you keep Production and Inventory Management department codes in tandem.

Item

Enter the item against which you are [booking](#) production time and/or quantities.

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

Route

Enter the [route](#) for the item against which you are [booking](#).

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

Any [route](#) other than the [planning route](#) for the item must be defined as a [flow route](#).

Operation

Enter the [operation](#) for this [booking](#).

Alternatively, use the prompt facility to select from the Scan [Operation](#) Sequence pop-up.

The [work station](#) and [operation](#) relationship determines the [WIP location](#) used to create, enquire on and maintain [WIP inventory balances](#). This would usually be the one defined on the [planning route](#), but as work may be reported at non-standard [work stations](#), you can record [WIP inventory](#) as being held at different [WIP locations](#) for the same order.

To [backflush WIP inventory](#) between [count point operations](#) successfully, it is recommended that you always book all [WIP inventory](#) at the standard [work station](#), or at a non-standard [work station](#) with the same [WIP location](#) as the standard [work station](#).

Otherwise, you must transfer any [WIP](#) booked against a non-standard [WIP location](#) to the standard [WIP location](#) assigned to the [work station](#) on the [route](#).

You must set the [Reporting Type](#) flag within [Operation](#) Maintenance to **0** or **1** ([Count Point](#)) before you can book [WIP inventory](#) at that [operation](#). The [booking](#) process updates the [WIP inventory balances](#) at the [booking operation](#). It also [backflushes](#) all [operations](#) back to, but excluding, the previous [count point operation](#). The last [operation](#) on the [route](#) must be a [count point](#).

If you have set the [Reporting Type](#) flag on the [operation](#) to **2** ([Backflushed](#)), you can only book scrap details, held details, operator, crew and [work station](#) time, and [operation](#) re-work activity by certain activity type codes.

If you have **checked** the Generate [Cost](#) Recovery field on the [organisational model](#), standard task [cost](#) records are created when [WIP inventory](#) is booked at a [count point operation](#). The system calculates the value of [WIP inventory](#) at that [count point operation](#) and for any [backflush operations](#). You can book shrinkage on the [route](#) as scrap quantity.

Note: If the [operation](#) is subcontracted, make [bookings](#) using the [WIP Shipper and Receive from Subcontractor options](#).

Altern

You can enter a quantity or time against an alternative [operation](#).

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

Alternative [operations](#) are defined on the standard [route](#). You can define one or more alternatives against each standard [operation](#).

Lot Number

You can enter a lot number relating to the quantity being booked. This is only a memorandum field for non-lot-controlled items. The number you enter does not need to be the same one entered as a final lot when the item is received into inventory.

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

If you have **checked** the [WIP](#) Lot Tracking field on the [organisational model](#), you must enter a lot number here. In addition, the quantity booked at the [operation](#) must be less than or equal to the quantity booked against the same lot number at the previous [count point operation](#).

If you do not use [WIP](#) lot tracking, you do not need to enter a lot number at this point, even for lot-controlled items. However, you must enter a lot number when the finished goods are received into inventory.

If a [key ingredient](#) is an [input](#) to an [operation](#), leave the Lot Number field blank. When you select the [key ingredient](#) lot from the [floor stockroom](#), the required lot number is set to the default. This function occurs irrespective of the [WIP](#) Lot Tracking field setting.

If the [key ingredient](#) is [input](#) to an [operation](#) other than the first, and [WIP](#) lot tracking is required, lot numbers must be used at all [operations](#) up to and including the [key ingredient input operation](#). However, all subsequent [operations](#) enforce the use of the [key ingredient](#) lot number.

Booking Details

Activity

You can enter the code of the activity type that you want to report. You must first define the activity type within the Maintain Activity Control. Every activity type is associated with a [reporting type](#) that determines which fields are mandatory, optional or prohibited. It also determines which transactions are reported in the production activity database.

This field defaults to the activity type with the lowest sequence value, where the Work Order field is not defined on mandatory entry.

Caution: Check that the default activity code is correct for the booking you are about to make. The cursor does not go directly into this field.

Note: *If you change the default activity code, press Enter to pick up the new validation for this code before you put in further detail.*

Reversal

Use this checkbox as follows:

Unchecked (default) - If this [booking](#) is not a reversal of a previous [booking](#)

Checked - To indicate that the task you are reporting is a reversal

This means that any quantity that you enter moves the opposite way to the standard transaction, and that any times and booked [input/output](#) quantities are reported as negative. When displayed on the Operator [Booking](#) Details pop-up, the associated detail line is highlighted.

Operator

You can enter an operator code identifying the person who performed the work.

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

You can enter an operator or a crew but not both.

Crew

Enter a crew code identifying the group of operators who performed the work.

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

You can enter an operator or a crew but not both.

Any booked time associated with the [operation](#) is allocated to each member of the crew automatically. For example, if you enter an operator time of 8 hours, each member of the crew is assumed to have worked 8 hours on the [operation](#). To amend these times, select **Crew Details (F13)** to modify the time on an individual basis.

Time

You can only specify a maximum of 24 hours per [booking](#)

Caution: It is essential that you understand which policy is in operation before booking time, or it can result in incorrect times, costs and efficiencies.

The method you use to enter times in these two fields depends on the settings of the [Time Reporting Policy](#) and [Time Booking Policy](#) fields on the [organisational model](#).

If you set [Time Reporting Policy](#) to **0** (Elapsed Time Entered), you must make a single entry specifying time spent. This field is further qualified by the [Time Booking Policy](#) flag, which determines whether time should be booked in decimal hours or hours and minutes.

If the Time Reporting Policy is set to **1** (Time In, Time Out Entered), you must enter a start and finish time in 24hr clock format. The system calculates the total time spent.

Oper Elapsed

Enter the time spent by the operator in this field. The time entered in this field is equal to the [labour time](#) when producing [costings](#).

Time spent is allocated to the operator if specified; or to each member of the crew if a crew code was entered, or to the standard [crew size](#) on the [route](#) if neither operator nor crew were entered.

W/S Elapsed

Note: You can only specify a maximum of 24 hours per [booking](#).

Enter the [work station usage](#) time. This may be more or less than or equal to the operator or crew time.

Quantity

The method you use and the interpretation of the quantities you enter in these fields depend on certain flag settings that are explained below:

The Quantity Reporting flag on the organisational model can be set to:

0 (Exclude Scrap and Held)

The first Quantity field is displayed as Good on the booking windows and excludes the scrap and held quantities entered in the following fields

1 (Include Scrap and Held)

The Quantity field is displayed as Total, and includes scrap and held quantities booked

Scrap and held quantities are always entered independently of the good or total quantity.

The Count Reporting Policy on the organisational model can be set to:

0 (Total Quantity)

Where a single number is prompted.

1 (Count in, Count out)

Where a start and end number are prompted

The system determines the actual quantity by subtracting in from out. You should take care with this policy if the quantity you are reporting is exclusive of scrap and held.

If the parent item is a process group, the Output Validation flag on the route header qualifies the quantity you enter. The flag can be set to:

0 (Primary Co-product Quantity)

The quantity entered should be that for the primary co-product only. All other co-products, by-products and waste quantities are calculated accordingly.

1 (All Quantities)

The booked quantity should be equal to the sum of all co-product output quantities.

2 (No Validation)

The process group quantity should be booked and individual output quantities entered independently.

If you book operation WIP in a different UOM from the parent item, defined on the route as the Reporting UOM, the UOM Conversion factor defined on the route is used to determine the parent equivalent quantity, and the outstanding planned quantity. For example, if WIP is booked in grams and the parent quantity is 1 Kg, booking 500 at the WIP operation leaves an outstanding quantity of 0.5 Kg, not an over-production of 499 Kg.

If you are using [WIP](#) lot tracking, the quantity entered must be less than or equal to the quantity reported at the previous [count point operation](#) for the lot number entered.

Good

Enter the quantity of the item that you are [booking](#) into inventory.

If the current reported quantity plus the quantities booked to date equal the planned order quantity, the system automatically prompts [Operation](#) Complete. Press Enter to continue.

Scrap

Enter the quantity scrapped at this [operation](#). The system assumes that the full quantity of materials, labour and [work station](#) time required to make an equivalent good quantity is also consumed in the production of scrap. However, if the 'Backflush Material Usage Including Shrinkage' or 'Backflush Operation Times Including Shrinkage' options on the [Organisational Model](#) are set to '1', then it is assumed that the additional [backflushed](#) quantities due to scrap have been included in the [backflushing](#) of the 'Good' quantity, so no additional [backflushing](#) is performed for the scrap quantities recorded.

Scrap [balances](#) are not maintained for an item and [operation](#).

If the quantity has not yet been scrapped, but will be, record the [balance](#) as held. Enter a reason code for the held quantity to indicate that it will be scrapped.

Reason

You must enter a reason code if you have reported a scrap quantity. The default displayed is the one held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

When you associate each scrap transaction with a reason code, the system captures this information for use in the analysis of scrap by reason code.

Held

Enter the quantity held at this [operation](#) being reported.

The held [balance](#) is updated for the item and [operation](#) being reported. Quantities may be held, for example, for re-work or quality inspection.

If you book a re-work activity type at an [operation](#), you must have booked a held quantity equal to that re-worked in [WIP Inventory](#) at the [operation](#). Held quantities are then reduced when the re-work is booked as good.

There is also an activity type [available](#) to record re-work associated with extra time spent on an [operation](#), and [rework](#) performed against non-[count points](#). This does not affect standard [WIP](#), but can generate an actual time [booking](#) or [cost](#) against the [operation](#).

You must enter a held reference if you have **checked** the [Held Inventory Tracking](#) field on the [organisational model](#). The system prompts for entry when you press Enter to validate [booking](#) details.

Note: To make any [held WIP inventory available](#), you can use the Release Inventory task within [WIP Inventory Control](#). Alternatively, you can scrap [held WIP inventory](#) using the Scrap Held Inventory task.

Reason

You must enter a reason code if you have reported a held quantity. The default displayed is the one held on the [organisational model](#).

Alternatively, use the prompt facility to select from MOVR Movement Reason Code pop-up.

When you associate each held transaction with a reason code, the system captures this information and uses it to analyse held [WIP](#) by reason code.

Functions

Crew Details (F13)

Use this to display the Crew Details pop-up. You can only select this if you have entered a crew in the Crew field. For more information on this function, refer to the Item [Booking](#) Details Window section.

Component Details (F14)

Use this to display the [Component](#) Details pop-up. This pop-up will be displayed automatically if [backflush](#) materials, [key ingredients](#) or [substitute](#) items are defined for the [operation](#), or if you have made reverse [bookings](#) at the [operation](#). The [Component](#) Details pop-up also allows you book unplanned materials. For more information on this function, refer to the Item [Booking](#) Details Window section.

If Extended Stockroom Security is active, in the Component Details pop-up, the validation determines whether the user is authorised to both the standard Route Input Stockroom and the Actual Input Stockroom entered for each non-zero line entered. If the user is not authorised to any of those Stockrooms then the Stockroom Authorisation error window appears and the booking may not proceed.

If the Component Details window is not displayed, then the validation is deferred to the Transaction Manager processing.

Outputs (F16)

Use this to display the [Outputs](#) pop-up. For more information on this function, refer to the Item [Booking](#) Details Window section.

If Extended Stockroom Security is active, in the Outputs pop-up, the validation determines whether the user is authorised to both the standard Route Output Stockroom and the Actual Output Stockroom entered for each non-zero line entered. . If the user is not authorised to any of the Stockrooms then the Stockroom Authorisation error window appears and the booking(s) may not be confirmed.

In the Add/Amend Output window, the validation determines whether the user is authorised to the entered Stockroom. If not, then the Stockroom Authorisation error window appears and the booking may not be confirmed.

If the Outputs window is not displayed, then the validation is deferred to the Transaction Manager processing.

Scrap (F17)

Use this to display the Scrap [WIP](#) Details pop-up. Use this to enter a reference and scrap reason code against the full scrapped quantity, or a range of codes against a number of quantities. For more information on this function, refer to the Item [Booking](#) Details Window section.

Hold (F18)

Use this to display the Held [WIP](#) Details pop-up. Use this to enter a reference and held reason code against the full held quantity, or a range of codes against a number of quantities. For more information on this function, refer to the Item [Booking](#) Details Window section.

Booking Details (F19)

Use this to display the [Booking](#) Details pop-up. This pop-up is displayed after entry and completion of the first [operation booking](#). For more information on this function, refer to the [Item Booking](#) Details Window section.

The Production Item Booking process determines whether the Component Detail window is forced to appear based on the Material Control Policies of the various Inputs of the booked Operation and prior non-Count Point Operations

The value for an Input's Material Policy is determined by the standard hierarchy for finding the Material Control Policy for Production Route Inputs.

Press Enter to validate your entries and display the [Booking](#) Details pop-up.

Subcontractor WIP Shipper [14/MKS]

Use this task to book out [WIP inventory](#) items that will be sent to a subcontractor for processing. You must define the [subcontract operation](#) on the production [route](#) for the parent item.

Note: *There are some important points regarding the setting up of [subcontract operations](#) that you must take note of. These are listed in the Subcontractors section in the Production Definition Management product guide. You should refer to them before using this, or any other, subcontract task.*

Note: *Use the Receive from Subcontractor task to receive back completed [WIP](#) from the subcontractor.*

Subcontractor WIP Shipper Entry Window

To display this window, select the Subcontractor [WIP](#) Shipper task.

You use this window to enter the details of work in process that you want to ship to a subcontractor for processing. When you press Enter to validate your transaction details, the item number, [operation](#) and lot number are displayed on the Shipper Details pop-up.

Fields

Shipper Header

Date

You must enter or select the date on which the [WIP](#) will be shipped. The default is the current system date, but you can override this.

Shift

You can enter the shift to which the shipment relates. This provides a more precise time frame for recording the shipment on the stated date. You define [shift profiles](#) as part of the system set-up procedures. You can also specify unique shifts for each [work station](#).

WIP Location

Enter the [WIP location](#) for which inventory [balances](#) will be updated when the items are shipped. A [WIP location](#) can be a physical or a logical area of the shop floor. It is defined within Inventory as a stockroom, and is linked to a [work station](#) in Production.

If you do not enter a [WIP location](#), the software defaults to the location associated with the [operation](#).

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

If Extended Stockroom Security is active, if a WIP Location is entered, then the user must be authorised to it. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Note: If the [booking](#) is made against a [work station](#) that is not the standard defined in the [route](#), several [WIP locations](#) may be valid for this [booking](#).

If [WIP Lot Tracking](#) is active on the Production [company profile](#), and the [balance](#) at the [WIP location](#) is not equal to the requested shipment (that is, there is insufficient inventory recorded at the [WIP location](#)) an error message is displayed. You can override this message.

Subcontractor

Enter the subcontractor to which you will send the [WIP inventory](#). You must have already defined the [operation](#), [route](#), and subcontractor code as a valid combination in the Subcontractors task within Production Definition Management.

If you do not enter a subcontractor, the field defaults to the first subcontractor defined for the item, [route](#) and [operation](#) combination.

You can use the prompt facility to select from the Supplier Search pop-up.

Shipper Number

This is a system-generated sequential number that is automatically displayed when you press Enter to validate your entries. The last used [shipper number](#) is displayed on the [organisational model](#).

You can enter the same number against a number of items, [operations](#) or orders, if you are recording multiple despatches of [WIP](#) materials to the same subcontractor on the same shipment. You can also print all the details on the same shipping note document.

You can use the prompt facility to select from the Scan Subcontractor Shipper pop-up.

Note: It is important that you make a note of this number because, if you are using [shipper tracking](#), you will have to quote it when recording receipts from the subcontractor. The number is used to validate the receipt against the [WIP](#) quantities shipped for that [operation](#).

Ship Via

If you have [set up](#) shipping codes within Purchase Management, you can enter one to indicate the method of transport, or the transporter, used to move the shipment.

Alternatively, use the prompt facility to select from the SHIP Shipping Code pop-up.

Shipper Details

Item

Enter the production item against which the shipment will be recorded.

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

Operation

Enter the [operation](#) number prior to that defined as subcontracted for the items being shipped, unless it is the first [operation](#) on the [route](#) when [WIP](#) shipment is not required.

Alternatively, use the prompt facility to select from the Scan [Operation](#) Sequence pop-up.

If Extended Stockroom Security is active, the user must be authorised to the WIP Stockroom of the standard Work Station for the Item/Route Operation WIP that is being shipped.

The user must also be authorised to the Subcontract Stockroom of the standard Work Station's Organisational Model.

If the user is not authorised to either of the above Stockrooms, then the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Note: If the item needs re-work, you should enter the actual subcontracted [operation](#) and check the [Rework](#) Indicator field.

Note: You cannot review the [available stock](#) status using **Order Stock (F16)** Status until you have checked the [Rework](#) Indicator field.

Lot Number

If [WIP](#) Lot Tracking is active, the [WIP](#) lot to be shipped must exist. If it is not active, you can enter a lot number.

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

PO Number

If you use Purchase Management you can record the shipment against an active purchase order. The number you enter here is validated in Purchase Management. It must be a 'service' type purchase order.

Alternatively, use the prompt facility to select from the Select Purchase Order No pop-up.

PO Line Number

If you have entered a purchase order number above, you must also enter a valid line number on the order.

Quantity

Shipped

Enter the [WIP](#) quantity being shipped.

Due Date

You can enter or select the date when completion and return from the subcontractor is expected. The default is the current system date. The due date is displayed on enquiries and printed on reports.

Rework Indicator

If the item is being returned to the subcontractor because it is faulty or does not meet quality requirements but can be re-worked, you should indicate this here.

Use this checkbox as follows:

Unchecked (default) - If the item is being shipped for the first time

Checked - If the item is to be re-worked

The system checks that there is a sufficient held [WIP](#) quantity at the receiving [operation](#) to warrant the return. An error message is displayed if there is insufficient quantity to ship.

Reversal

You can use this field to correct an error made in a previous shipment detail, or to book back items which were not used by the subcontractor.

Use this checkbox as follows:

Unchecked (default) - For a standard [booking](#)

Checked - To make a reverse [booking](#)

Note: You do not use this to receive back completed [WIP](#) from the subcontractor. Use the Receive from Subcontractor task for this.

Functions

WIP Location Stock Status (F16)

Once you have entered an item and [operation](#), you can use this to review the [WIP inventory balances](#) at the [operation](#), that is, the [WIP locations](#). This displays the [WIP Location](#) Stock Status pop-up. For more details on the pop-up, refer to the Total Stock Status Enquiry section in [WIP Inventory](#) Control.

Shipper Details (F19)

Use this to display the Shipper Details pop-up, which lists existing subcontractor [WIP](#) shipper records.

Press Enter to validate your data and then select **Update (F8)** to confirm and update the [booking](#).

Shipper Details Pop-up

To display this pop-up, select **Shipper Details (F19)** on the Subcontractor [WIP](#) Shipper Entry window, after you have selected Enter.

You use this pop-up to select existing subcontractor [WIP](#) shipping details for modification.

When you select a record with **2** to amend, the data is transferred back to the Subcontractor WIP Shipper Entry window for you to make the changes. However, the status of the line in the pop-up is changed to DELETED. When you press Enter to confirm your changes, the data is transferred again to this pop-up.

Fields

Select (S)

Enter one of the following against an existing [WIP](#) shipper record:

2 - To display it on the Subcontractor [WIP](#) Shipper Entry window

4 - To delete it

Select an existing [WIP](#) shipper record and press Enter to return to the Subcontractor [WIP](#) Shipper Entry window with these details displayed.

Subcontract Material Shipper [15/MKS]

Use this task to book out any materials needed by the subcontractor. You must define the materials at the [subcontract operation](#) on the production [route](#). They are normally defined as [backflushed](#) items.

This generates an increase in the stock of the material item in the [subcontractor stockroom](#) defined in the [organisational model](#), and a decrease in the issuing stockroom.

Shipping Materials from a Location-controlled Stockroom

When items are stored in a location-controlled stockroom, the Enter Location [Balances](#) pop-up is displayed, so that you can enter location details for the issue.

Note: For more information on the Enter Location [Balances](#) pop-up refer to the Item [Booking](#) section.

Note: For more information on location control, refer to the *Processing within a Location-controlled Stockroom* section in the *Inventory Management* product guide.

Subcontractor Material Shipper/Return Window

To display this window, select the Subcontractor Material Shipper task.

You use this window to enter the details of materials to be shipped to or returned from subcontractors.

Fields

Date

You must enter or select the date on which the materials will be shipped. The default is the current system date, but you can override this.

Shift

You can enter the shift to which the shipment relates. This provides a more precise time frame for recording the shipment on the stated date. The shift number you enter should be on the shift profile in force on the shipment date, at the [work station](#) defined to the subcontracted [operation](#).

Stockroom

You must enter the issuing stockroom for the material, as defined on the [route](#) you are using.

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

If Extended Stockroom Security is active, the user must be authorised to the entered Stockroom. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Org Model

Enter the live [organisational model](#) to which the [subcontractor stockroom](#) is defined. This is the stockroom to which the materials are transferred.

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

If Extended Stockroom Security is active, the user must be authorised to the entered Organisational Model's Subcontract Stockroom. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Subcontractor

Enter the subcontractor to whom the materials are to be shipped. The entry is validated against the list of suppliers in Accounts Payable.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Shipper Number

This is a system generated sequential number that is automatically displayed when you press Enter to validate your entries. The last used [shipper number](#) is displayed on the [organisational model](#).

You can enter the same number against a number of items, [operations](#) or orders, if you are recording multiple despatches of [WIP](#) materials to the same subcontractor on the same shipment. You can also print all the details on the same shipping note document.

You can use the prompt facility to select from the Scan Subcontract Shipper pop-up.

Note: It is important that you make a note of this number because, if you are using [shipper tracking](#), you will have to quote it when recording receipts from the subcontractor. The number is used to validate the receipt against the [WIP](#) quantities shipped for that [operation](#).

Ship Via

If you have [set up](#) shipping codes in Purchase Management, you can enter one to indicate the method of transport, or the transporter, used to move the shipment.

Alternatively, use the prompt facility to select from the SHIP Shipping Code pop-up.

Item

Enter the material to be shipped. This must be a [backflush](#) type item, and must have a valid item, stockroom relationship with both the issuing and [subcontractor stockroom](#).

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

Lot Number

If the material is lot-controlled, you must enter a valid lot reference.

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

Any returns of material are validated against the shipped lot, as well as the [shipper number](#), if [Shipper Tracking](#) is used.

Quantity Shipped/Returned

Enter the quantity to be shipped to or received from the subcontractor. The received quantity should be less than or equal to the quantity recorded as shipped to the subcontractor and you must **check** the Return Indicator field for receipts.

Return Indicator

Use this checkbox as follows:

Unchecked (default) - To ship materials to the subcontractor

Checked - To receive materials from the subcontractor

Functions

Item/Stockroom Enquiry (F16)

Once you have entered an item and issuing stockroom, use this to review the inventory [balances](#) at that stockroom.

Shipper Details (F19)

Use this to display the Shipper Details pop-up, which lists existing subcontractor [WIP](#) shipper records.

Select **Update (F8)** to confirm and update the [booking](#).

Receive from Subcontractor [16/MKS]

Use this task to record the receipt of [WIP inventory](#) or finished goods received from subcontractors. You use the Subcontractor [WIP Shipper](#) task to record inventory sent to subcontractors.

The validation routine checks that the quantity received exists in the [WIP location](#) for the subcontractor at the previous [operation](#). This causes a decrease in the [WIP](#) stock of the item shown as subcontract at the [WIP location](#) for the previous [operation](#), and an increase in the [WIP](#) stock at the receiving [operation](#). If this is the last [operation](#), this generates a receipt into the finished goods stockroom designated on the [route](#).

Item and Work station Schedule Relief

If the Relieve Item and Work Station Schedules field in the Maintain Activity Control task has been set to **Daily** or **Schedule Completion** for the subcontract receipt task (SUBCRC), this task allows you to override the system date with the date on which the original work was produced. This is so that the correct firm work station schedule can be relieved.

If a corresponding firm [schedule](#) for the [booking](#) has not been found, a warning message is displayed. This allows the user to verify that the [booking](#) is an unplanned [booking](#) or that there is an error in the data [input](#).

Receiving into a Location-controlled Stockroom

When items are stored in a location-controlled stockroom, the Enter Location [Balances](#) pop-up is displayed so that you can enter location details for the issue.

Note: For more information on the Enter Location [Balances](#) pop-up, refer to the Item [Booking](#) section.

Note: For more information on location control, refer to Processing within a Location-controlled Stockroom section in the Inventory Management product guide.

Subcontractor Receipts Entry Window

To display this window, select the Receive from Subcontractor task.

You use this window to enter the details of [WIP](#) or finished goods received from subcontractors.

Fields

Advice Note Header

Date

Enter or select the date on which the items will be received. This defaults to the system date.

Shift

You can enter the shift for this receipt to provide a more precise time frame for recording the receipt. The shift number should be on the shift profile in force on the receipt date, at the [work station](#) defined to the subcontracted [operation](#).

WIP Location

Enter the receiving [WIP location](#). This should be the [WIP location](#) defined for the [work station](#) entered on the [route](#) for the current [subcontract operation](#), not the previous [operation](#) from which the inventory was originally shipped.

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

The system displays a warning message if the [WIP location](#) entered is different from standard. You may need to transfer lots to the standard location before you book the next [operation](#) if you use [WIP](#) Lot Tracking.

If Extended Stockroom Security is active, the user must be authorised to the WIP Location entered. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Subcontractor

Enter the subcontractor [supplying](#) the items.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

If you use [Shipper Tracking](#), the quantity of an item received must be less than or equal to the quantity shipped. If you enter a quantity greater than that shipped, an error message will appear.

If you do not enter a subcontractor, but you enter an order, [operation](#), and [shipper number](#), this defaults to the subcontractor entered at shipment time.

Advice Note

You can use this free format field to record the document number accompanying the received items. This would usually be an advice or despatch note. The number is printed on reports and displayed on enquiries to identify the receipt.

Advice Note Details**Item**

Enter the reference number of the item to which the receipt relates.

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

Rev

Use this checkbox as follows:

Unchecked (default) - To receive the goods from the subcontractor

Checked - To return the goods to the subcontractor

Operation

Enter the sequence number of the subcontracted [operation](#).

Alternatively, use the prompt facility to select from the Scan [Operation](#) Sequence pop-up.

If Extended Stockroom Security is active, the user must be authorised to the standard WIP Stockroom for the Work Station on the Item/Route Operation received. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Lot Number

If the item is lot-controlled, enter the lot number of the item that was shipped and is now being received back from the subcontractor.

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

PO Number

Enter the relevant purchase order number as quoted on the [WIP](#) shipment.

Alternatively, use the prompt facility to select from the Select Purchase Order No pop-up.

PO Line Number

If you entered a purchase order number, specify the line number on which the item appears.

Ship Close

Use this checkbox as follows:

Unchecked (default) - If this receipt is not the last shipment from the subcontractor (more receipts are expected)

Checked - If this receipt is the last shipment from the subcontractor and completes this [booking](#)

Shipper Number

Enter the [shipper number](#) that was generated and used when the [WIP inventory](#) was being shipped to the subcontractor. You must enter the number if [Shipper Tracking](#) is in use.

You can use the prompt facility to select from the Scan Subcontract Shipper pop-up.

Quantity

Good

Enter the quantity of items received in satisfactory status, which will be [available](#) for the next [operation](#), or for [booking](#) into finished goods stock if this is the last [operation](#) on the [route](#).

Scrap

Enter any scrap quantity. This is added to the good quantity when determining [input usage](#).

Reason

You must enter a reason code if you have reported a scrap quantity. The default displayed is the one held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Held

Enter any held quantity. This is necessary if you will be returning items to the subcontractor for [rework](#). If you do send the items back for re-work, this held [balance](#) is reduced by the [rework](#) quantity so that on completion at a later date it can be received once more. If you have **checked** the [Held Inventory Tracking](#) field on the [organisational model](#), once a held quantity has been entered, select **Held (F18)** to use the Held [WIP](#) Details pop-up to record a tracking reference and reason code.

You can also release held quantities using the Release [WIP Inventory](#) task in [WIP Inventory Control](#). Releasing held [WIP](#) makes it [available](#) for further [operations](#). Alternatively, held [WIP](#) can be scrapped via the Scrap Held Inventory task.

Reason

You must enter a reason code if you have reported a held quantity. The default displayed is the one held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Functions

Input Details (F14)

Use this to display the details of the [input](#) items for the [operation](#). Once you have entered an order number and [operation](#) quantity, you can select this if you want to override the standard [input](#) requirements.

If Extended Stockroom Security is active, and the Input window is displayed, then for each line with a non-zero quantity, the user must be authorised to both the standard Input Stockroom and the actual Stockroom. If the user is not authorised to any of the Stockrooms, then the standard Stockroom Authorisation error window is displayed and the booking window details may not be confirmed.

Output Details (F16)

Use this to display the details of the [outputs](#) received. Once you have entered an order number and [operation](#) quantity, you can select this if you want to override the standard [outputs](#) received.

If Extended Stockroom Security is active, and the Output Details window is displayed, then the user must be authorised to both the standard Stockroom and the actual Stockroom for each Output entered. If the user is not authorised to any of the Stockrooms, then the standard Stockroom Authorisation error window is displayed and the booking window details may not be confirmed.

Scrap (F17)

Use this to display the Scrap [WIP](#) Details pop-up, where you can enter a reference and scrap reason code against the full scrapped quantity, or a range of codes against a number of quantities.

Held (F18)

Use this to display the Held [WIP](#) Details pop-up, where you can enter a reference and held reason code against the full held quantity, or a range of codes against a number of quantities.

Receipt Details (F19)

Use this to display the Receipt Details pop-up, which lists existing receipts.

Select **Update (F8)** to confirm and update the [booking](#).

Streamlined Receipt Booking [41/MKS]

This task enables streamlined receipts [booking](#) in the production [scheduling](#) environment.

From selection criteria entered by the user, confirmed [schedules](#) are extracted from the [MPS](#) and [MRP](#) Planning [Supply](#) files. All lines initially appear as confirmed.

Scheduled Receipts - Selection Window

To display this window, select the Streamlined Receipt [Booking](#) task.

Use this window to enter selections to limit the confirmed [schedules](#) which are to be extracted.

You can select by:

- Plant (Organisational Model)
- Date range
- Work station range
- Stockroom range
- Item range

You can also choose to include overdue items.

Fields

Organisational Model

This field is only displayed if Multi-plant or [Cellular Planning](#) is active for the company. It can be used to limit the [work station](#) and stockroom ranges to a single plant.

You can use the prompt facility on this field to select from the Select [Organisational Model](#) pop-up.

Activity

This field defaults to the standard Schedule Booking activity, as for standard schedule booking. This can be changed to any other activity that has a reporting type of **01**, except those where the work order entry option is mandatory, and those which are defined for multi-level backflush.

You can use the prompt facility on this field to select from the Select Activity Code pop-up.

Note: *It is advisable for the activities that are to be used to be set to relieve [item schedules](#), so that only the outstanding quantities will be presented, not the full original quantities.*

Dates Range/To

Any dates are allowed, including dates in the future, because the dates are used to select the dates of [scheduled](#) production, which are not necessarily the dates of actual production. The initial value for both fields is the current date.

Include Overdue

If this field is **checked**, all confirmed schedules with an outstanding quantity earlier than the selected From date are also extracted. Any overdue quantities and times are summarised by work station, item, route and operation and included on the first date in the range, added to any quantity scheduled for that date. If there is no quantity scheduled for that date, a record is created for the overdue quantity on its own.

Work Stations From/To

These fields can be used to limit the selection to a range of production lines. The selection is used to select production based on the final [work station](#) on the lines ([routes](#)).

If only one [work station](#) is entered, in either field, only that [work station](#) is selected.

You can use the prompt facility on these fields to select from the Select [Work Station](#) pop-up.

If Extended Stockroom Security is active, the user must be authorised to the WIP Stockrooms of all of the Work Stations in the range. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Stockrooms From/To

The stockrooms are used to select based on the receiving stockrooms for the items. [WIP locations](#) are not included in the selection.

If only one stockroom is entered, in either field, only that stockroom is selected.

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

If Extended Stockroom Security is active, the user must be authorised to all of the Stockrooms in the range. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Items From/To

These fields can be used as a further restriction for the [schedules](#) that are extracted for the [booking](#) session.

If only one item is entered, in either field, only that item is selected.

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

Enter your selection criteria and then press Enter to display the [Scheduled Receipt Booking](#) Window.

Scheduled Receipts Booking Window

To display this window, enter your selection criteria and then press Enter on the [Scheduled Receipts](#) - Selection window.

This window displays a list of confirmed [schedules](#) for you to confirm, override or cancel receipt [bookings](#) for the selections made on the previous window. [Scheduled](#) production for items that are designated as Multi-level [Backflush](#) is not included in the list. All lines initially appear as confirmed.

Note: If *Catchweight* is active, a different window is displayed. See the [Scheduled Receipt Booking - Catchweight Window](#) section for further details.

Note: [Bookings](#) that result in [outputs](#) into a bonded warehouse must be performed via detailed entry.

Fields

Option (Opt)

Use this field to confirm, amend or cancel a [booking](#) for this [item schedule](#).

Enter one of the following:

Blank - If no transaction will be created for this item

1 - If a transaction will be created and processed by the [Transaction Manager](#)

2 - If the conventional [booking](#) function is evoked to enter additional details

When you press Enter or **Submit (F8)**, the list is first checked for any detail selections. For each line where this is found, the details of that line are passed to the standard [Schedule Booking](#) function to allow traditional type [booking](#) to take place. When this is complete, this field is changed to 2 (Confirm). The override details that are entered are stored in a set of work files equivalent to the [Transaction Manager input](#) files. This allows detail [bookings](#) to be selected repeatedly for change if required. Only when all details have been entered and submitted will the work files be copied to the actual [Transaction Manager](#) files for processing.

An asterisk (*) is displayed to indicate those lines for which detailed booking has taken place.

Note: If the stockroom into which an [output](#) is booked is a bonded warehouse to which the user has access rights then Detail [booking](#) is forced for that [schedule](#) receipt.

Quantity

Initially, this field displays the outstanding [scheduled](#) production quantity. The field only becomes [available](#) for amendment if the Amend function is activated.

Lot

This field is only displayed for those lines where the lot numbering policy for the lot control method of the item is **Entered by user** or **First entered, remainder generated** in the case of serial-controlled items. For **First entered, remainder generated**, the first serial number may be displayed if the system was able to generate a suggestion for it. (If an item is serial-controlled and the policy is **Entered by user**, a single supply will appear as multiple lines with a quantity of 1 on each.) Otherwise the lot numbers will be generated by the system, if they are required, and no entry field is displayed.

Location

This field is available for entry if the stockroom is location-controlled and the Location Control entry policy is **Entered by user**. Otherwise the default location is used if Location Control is required.

Functions

Submit (F8)

When all detail entry requests have been completed and you select this function, if the final validation is satisfactory, the [bookings](#) are submitted to the [Transaction Manager](#) for processing.

All additional information is defaulted from the final [operation](#) details for the item/[route](#) booked, including standard times for [set up](#), machine and labour.

Select All/De-select All (F14)

Use this to set all the values in the Option field either to **1** (Selected) or to **blank** (Not Selected) to enable confirmation of receipts to be by inclusion or exclusion. Lines that are set to **2** for detail booking are not affected and remain with a **2** against them.

Amend Qty (F15)

Use this to make the quantities and times to become [available](#) for amendment. Initially these fields are protected to facilitate smoother confirmation of the standard [bookings](#) that are presented.

The Location field is also made [available](#) for override where the system has provided the default location.

Display Selections (F16)

Use this to display a window showing the selections made to produce the current list.

Production Schedules for Parent Items with Material Control Policy of Multi-level Backflush are excluded from the list.

Note: The value for the Parent Item's Material Control Policy is taken from the Production Item/Stockroom Override for the Production Route Output Item and Stockroom, if a value is defined. Otherwise the value is taken from the Output Item's Production Item Master.

Select **Submit (F8)** to confirm and update the selections.

Scheduled Receipts Booking - Catchweight Window

To display this window, enter your selection criteria and then press Enter on the [Scheduled Receipts](#) - Selection window when Catchweight is active.

This window displays a list of confirmed [schedules](#) for you to confirm, override or cancel receipt [bookings](#) for the selections made on the previous window. [Scheduled](#) production for items that are designated as Multi-level [Backflush](#) is not included in the list. All lines initially appear as confirmed.

If Catchweight is active for the company, the [scheduled](#) production quantities are displayed in both the primary and secondary units of measure. [Scheduled](#) production for items that are designated as Multi-level [Backflush](#) is not included in the list.

Fields

The fields are the same as those on the [Scheduled Receipt Booking](#) window, apart from the following:

Secondary UoM Quantity

If the Catchweight type is **1** or **2**, this field displays the standard weight for the quantity. The field is available for entry of the actual weight. If the Catchweight type is **3**, the field is not displayed. This is because the system automatically generates the standard weight for these Items.

Note: *The quantity fields are shorter than the full number of digits that are [available](#) on the database. This is to accommodate the two quantity fields and the other required data on a single line. It is anticipated that the number of digits presented will be sufficient for most environments. However, if larger numbers need to be entered, it is necessary to use the detail [booking](#) process. For this reason, lines where the quantity is greater than the number that can be displayed on the single line automatically have a 2 placed in the Option field.*

Functions

The functions are the same as those on the [Scheduled Receipt Booking](#) window.

Select **Submit (F8)** to confirm and update the selections.

Streamlined Activity Booking [42/MKS]

This task enables streamlined [booking](#) in the production [scheduling](#) environment.

From selection criteria entered by the user, confirmed [schedules](#) are extracted from the [MPS](#) and [MRP](#) Planning [Supply](#) files. All lines initially appear as confirmed.

Scheduled Activity - Selection Window

To display this window, select the Streamlined Activity [Booking](#) task.

Use this window to enter selections to limit the confirmed [schedules](#) which are to be extracted.

You can select by:

- Plant (Organisational Model)
- Date range
- Work station range
- WIP location range
- Item range

You can also choose to include overdue items.

Fields

Organisational Model

This field is only displayed if Multi-plant or [Cellular Planning](#) is active for the company. It can be used to limit the [work station](#) and [WIP location](#) ranges.

You can use the prompt facility on this field to select from the Select [Organisational Model](#) pop-up.

Count Point Activity

This field defaults to the activity defined in the Configure Streamlined Booking task, but may be overridden to any other activity that has a reporting type of **01**, except those where the work order entry option is mandatory and those which are defined for multi-level backflush.

Alternatively, a setting type of activity may be entered. This will lead to the Setting Booking windows. In this case, the activity must have a reporting type of **03**. Again the work order entry option must not be mandatory. If it is, the selection will not be allowed. If an activity is selected with a reporting type of **03** (Setting), any selections entered in the following two fields must also be activities with the same reporting type.

You can use the prompt facility on this field to select from the Select Activity Code pop-up.

Note: *It is advisable for the activities to be used to be set to relieve item and [work station schedules](#), so that only the outstanding quantities will be presented, not the full original quantities.*

Backflush Op Activity

This field is only displayed if the equivalent field in the Configure Streamlined Booking task is not left blank and it defaults to the value set there. If the reporting type for count point activity is **01** (Production Reporting), this field must be left blank or be set to an activity that has a reporting type of **07**. If the reporting type for the count point activity is **03**, this field must be left blank or be set to an activity that also has **03** as its reporting type.

You can use the prompt facility on this field to select from the Select Activity Code pop-up.

Final Op Activity

This field is only displayed if the equivalent field in the Configure Streamlined Booking task is not left blank and it defaults to the value held there. If the reporting type for count point operations is **01** (Production Reporting), this field must be left blank or be set to an activity that has the same reporting type as that defined for the Final Operation Activity field on the Activity Booking Configuration window. If the reporting type for the count point activity is **03**, this field must be left blank or set to an activity that also has **03** as its reporting type.

You can use the prompt facility on this field to select from the Select Activity Code pop-up.

Date Range/To

Any dates are allowed, including dates in the future, because the dates are used to select the dates of [scheduled](#) production, which are not necessarily the dates of actual production. The initial value for both fields is the current date.

Include Overdue

If this field is **checked**, all confirmed work station loadings with an outstanding quantity earlier than the selected date are also extracted. Any overdue quantities and times are summarised by work station, item, route and operation and included on the first date in the range, added to any quantity scheduled for that date. If there is no quantity scheduled for that date, a record is created for the overdue quantity on its own.

Work Station

A Work Station must be entered to select the [Work Station Loadings](#).

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

If Extended Stockroom Security is active, the user must be authorised to the entered Work Station's WIP Location. If not, the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Labour Booking By

This field controls whether the labour is reported by entering crew IDs or individual operator IDs. If crew sizes other than 1 are common, it is advisable for this field to be set to **Crew**. The time and quantity entered will be interpreted as being for the individual entered operator if this field is set to **Operator** but as the time for each member of the entered crew if it is set to **Crew**.

Items From/To

The item range can be used as a further restriction for the [work station loadings](#) that are extracted for the [booking](#) session.

If only one item is entered, in either field, only that item is selected.

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

Enter your selection criteria and then press Enter to display the [Scheduled](#) Activity [Booking](#) Window.

Scheduled Activity Booking Window

To display this window, enter your selection criteria and then press Enter on the [Scheduled](#) Activity - Selection window.

This window displays a list of confirmed schedules for you to confirm, override or cancel receipt bookings for the selections made on the previous window. Scheduled production for items that are designated as Multi-level Backflush is not included in the list. The records are sequenced by date and then work station, followed by item and route. The Quantity field is not displayed for backflush operations and final operations when the reporting type for the final operation is **07**.

All lines initially appear as confirmed.

Note: Activity [bookings](#) that result in [outputs](#) into a bonded warehouse must be performed via detailed entry.

If lot tracking is configured to be entered by the user, the [Work Station](#) and Date selection fields will have been restricted to single values and the window shown below is displayed instead. This

window is displayed if both [work station](#) and date are single value selections, whether the Lot Number field is displayed or not:

The machine and [labour times](#) and the crew ID are taken from the values on the confirmed [Work Station](#) Daily [Loading](#) records that are used to create the list.

All [count point operations](#) that are not the final [operation](#) are included. Non-[count points](#) and final [operations](#) are included if there is an activity defined for them on the Activity [Booking](#) Configuration window.

No quantities are displayed for non-[count points](#) ([backflushed operations](#)).

If the reporting type of the selected activity is **03** (Setting), the Quantity field is not displayed.

If [WIP](#) Lot Tracking is active for the [work station](#), an [operation](#) is only displayed if it is bookable. An [operation](#) is bookable if it is the first [count point](#) on the [route](#) or if there is a positive [WIP balance](#) at the previous [count point](#) on the [route](#). In the latter case, the lot number defaults to the earliest [WIP balance](#) at the previous [count point](#). The quantity displayed is limited by the quantity of that [balance](#).

Fields

Option (Opt)

Use this field to confirm, amend or cancel a [booking](#) for this [item schedule](#).

Enter one of the following:

Blank - If no transaction will be created for this item

1 - If a transaction will be created and processed by the [Transaction Manager](#)

2 - If the conventional [booking](#) function is evoked to enter additional details

When you press Enter or **Submit (F8)**, the list is first checked for any detail selections. For each line where this is found, the details of that line are passed to the standard [Schedule Booking](#) function to allow traditional type [booking](#) to take place. When this is complete, this field is changed to 2 (Confirm). The override details that are entered are stored in a set of work files equivalent to the [Transaction Manager input](#) files. This allows detail [bookings](#) to be selected repeatedly for change if required. Only when all details have been entered and submitted will the work files be copied to the actual [Transaction Manager](#) files for processing.

An asterisk (*) is displayed to indicate those lines for which detailed booking has taken place.

Note: *If the stockroom into which an [output](#) of an activity is to be booked is a bonded warehouse to which the user has access rights then Detail [booking](#) is forced for that production receipt.*

Quantity

Initially, this field displays the outstanding [scheduled](#) production quantity. The field only becomes [available](#) for amendment if the Amend function is activated. The field is not displayed if quantities are prohibited on the activity. If [WIP](#) Lot Tracking is active and this is not the first [count point](#), the quantity is limited to the total [WIP balance](#) at the previous [count point](#).

W/Stn Time

This field displays the [machine time](#) remaining on the [operation](#) that is [scheduled](#) for the day. You can change it to any other time. This field is not displayed if machine is prohibited on the activity.

Labour Time

This field displays the [labour time](#) remaining on the [operation](#) that is [scheduled](#) for the day. You can change it to any other time. The field is not displayed if labour is prohibited on the activity.

Crew/Operator

This field is initially blank, since there is no standard crew or operator for an [operation](#). It must not be left blank if any time is entered in the [Labour Time](#) field and crew or operator details are defined as mandatory for the activity.

If a crew is entered, the time is recorded for each member of the crew. If an operator is entered, the time for the quantity is only recorded for that operator.

If detail entry has been used to record a non-standard crew for the job, an asterisk is displayed in the first character position of the field in place of the standard crew or operator.

Lot

This field is displayed if WIP Lot Tracking is active for the selected model and lot numbering is configured to be entered by the user. The field is only available for count point operations. It is also displayed if WIP Lot Tracking is not active but the final operation reporting type is **01** and the item is lot-controlled, if lot numbering is to be entered by the user. In both cases, the entered lot is used as the lot number for the output item on final operation bookings,

Op

This field displays the operation type, and thereby indicates the activity/reporting type that will be used for the booking, depending on the user configuration and selections. Count point operations appear as **CP**, non-count point (backflushed) operations appear as **BF** and final operations appear as **FO**.

Functions**Submit (F8)**

When all detail entry requests have been completed and you select this function, if the final validation is satisfactory, the [bookings](#) are submitted to the [Transaction Manager](#) for processing.

If the final operation activity has a reporting type of **07**, standard times are not generated for them. This is because the standards are generated from the receipt bookings for these operations.

Select All/De-select All (F14)

Use this to set all the values in the Option field either to **1** (Selected) or to **blank** (Not Selected) to enable confirmation of receipts to be by inclusion or exclusion. Lines that are set to **2** for detail booking are not affected and remain with a **2** against them.

Amend Qty (F15)

Use this to make the quantities and times to become [available](#) for amendment. Initially these fields are protected to facilitate smoother confirmation of the standard [bookings](#) that are presented.

Display Selections (F16)

Use this to display a window showing the selections made to produce the current list. It also displays the [activity types](#) that will be used for the various [operation bookings](#) according to the settings on the Streamlined [Booking](#) Configuration options, or as overridden on the [Scheduled Activity Selection](#) window.

Production Schedules for Parent Items with Material Control Policy of Multi-level Backflush are excluded from the list.

Note: The value for the Parent Item's Material Control Policy is taken from the Production Item/Stockroom Override for the Production Route Output Item and Stockroom, if a value is defined. Otherwise the value is taken from the Output Item's Production Item Master.

Select **Submit (F8)** to confirm and update the selections.

Report by Item Production Schedule [21/MKS]

This report shows you the [scheduled](#) production for an item within a selected date range.

The [scheduled](#) quantities are summarised in time slots, which reflect the [start date](#) and [reporting profile](#) (period) definitions for the related [MPS](#) model. These [buckets](#) can reflect days for the short term, and weeks for future dates. The report shows outstanding [work station schedule](#) quantities.

The report displays up to eight columns. The last one includes all [production schedules](#) from the end of the previous [bucket](#) up to the end date selected.

The report also provides a time slot selecting the current [WIP inventory](#) position.

Item Production Schedule Report Selection Window

To display this window, select the Report by Item [Production Schedule](#) task.

Use this window to select the [schedules](#) on which you want to report.

Fields

Organisational Model

You must enter the live [organisational model](#) code.

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

WIP Locations From/To

Specify the [WIP locations](#) to be included on the report. If you leave these fields blank, there is no limit.

The report includes only [WIP locations](#) that are in the selected [organisational model](#).

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Work Centre

You can enter a [work centre](#) here instead of a range of [work stations](#).

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

A [work centre](#) is a group of [work stations](#). If neither is entered, the report includes all [work stations](#).

Note: You can enter either a [work centre](#), or [work stations](#), but not both.

Work Stations From/To

You can optionally specify which [work stations](#) to include in the report.

If you leave these fields blank, the report will include all [work stations](#) that are in the selected [organisational model](#).

You can use the prompt facility on these fields to select from the Select [Work Station](#) pop-up.

Date Range From/To

You must set the date range for which you want to generate the report. The default range restricts the report to the current day, but you can extend this. The range can be from one day up to thirty days.

Items From/To

You can enter a range of items. Use this to restrict the report to a group of related items or an individual item.

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

Suggested/Firm/Both

Use this to select which [item schedules](#) to include on the report. Suggested [schedules](#) are those created by [MPS](#) and [MRP](#), based upon the [supply](#) and [demand](#) position of each item. The suggested [schedules](#) reflect what is needed, even if they are unrealistic.

Firm [schedules](#) are suggested [schedules](#) that have been confirmed using the Confirm Suggested [Schedules](#) routines in [MPS](#) and [MRP](#). Firm [schedules](#) typically reflect the plan to which a user has committed. You can maintain firm [schedules](#).

The period (dates) for which the [schedules](#) have been confirmed (and optionally maintained) is called the firm period. The process of firming [schedules](#) is done in batch.

If you select suggested [schedules](#), they are included both inside and outside the firm period. This also happens if you select firm [schedules](#). If you select both suggested and firmed [schedules](#), only firm [schedules](#) are included during the firm period. Both firm and suggested [schedules](#) are shown outside that period.

Select one of the following:

Suggested (1) (default) - To use suggested [schedules](#) only

Firm (2) - To use firm [schedules](#) only

Both (Blank) - To accept both [schedule](#) types

Report Sequence

Use this to control the sequence in which the report is printed.

Select one of the following:

[WIP Location](#) (1) (default) - To sequence by [WIP location](#)

[Work Station](#) (2) - To sequence by [work station](#)

Within the selected group, the report then sequences by item and [operation](#). The [production schedule](#) quantities are grouped together for each item and [operation](#) in the relevant time slots.

Include Subcontractors

Use this to indicate whether or not to include [production schedule operations](#) carried out by subcontractors on the report.

Select one of the following:

No Subcontract (0) - To exclude [subcontract operations](#)

Subcontract Only (1) - To report only [subcontract operations](#)

Subcontract and Non-Subcontract (2) (default) - To include all [operations](#)

Select **Submit Job (F8)** to validate your entries and submit the job for batch processing.

Report on Subcontractor Shipper Schedule [31/MKS]

This report shows:

- All operations scheduled to be performed by the subcontractor
- The WIP to be sent over to the subcontractor (that is, where WIP inventory exists from the previous operation on the route)

You can also include on the report standard [input](#) items that the subcontractor needs to complete the remaining [subcontract operations](#) on the [route](#). If you do this, the report prints the inventory details and basic production data for each item and [operation](#) due for shipment.

The report considers production due to be completed by a certain date. It holds production data for the firmed workload of each [work station](#) used for [subcontract operations](#).

Subcontractor Shipping Schedule Report Window

To display this window, select the Report on Subcontractor Shipper [Schedule](#) task.

Use this window to select the shipping [schedules](#) on which you want to report.

Fields

Organisational Model

You must enter the live [organisational model](#) code.

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

Subcontractor Work Station From/To

Enter a range of subcontractor [work stations](#) if you want to restrict the report. A [work station](#) here could either be on site, or could refer to a specific subcontractor or group of subcontractors. It is the [work station](#) defined for the parent item [route](#) at the subcontracted [operation](#). Leave these fields blank to include all associated [work stations](#).

You can use the prompt facility on these fields to select from the Select [Work Station](#) pop-up.

Shipping Date

Enter or select the date for which the [schedule](#) will be drawn up. This is the [scheduled](#) shipping date for the [WIP inventory](#).

You can also use this to restrict the information you extract from the [work station loading](#) details.

Include Material in Schedule

Use this checkbox as follows:

Unchecked (default) - Not to include the material requirements in the report and print only the subcontract details (both planned and outstanding)

Checked - To include the material requirements in the report

The report will include details of the materials and [WIP](#) to be shipped for absorption into the subcontract work.

Order Range From/To

You can optionally specify a range of production orders to include in the report. The report will be restricted to those orders. Leave these fields blank to include all orders.

If you enter the order range, the report will reflect the planned subcontract shipments, on the date entered, to meet the order range requirements.

You can use the prompt facility on these fields to select from the Production Order Selection pop-up.

Press Enter to submit the job for processing and leave the task.

Report by Shipper Notes [32/MKS]

Use this task to print (and re-print) despatch notes to accompany subcontract shipping transactions. The transactions may be for [WIP inventory](#), materials, or both.

Subcontractor Shipper Print Window

To display this window, select the Report by Shipper Notes task.

Use this window to select the shipper despatch notes that you want to print.

Fields

Organisational Model

You must enter the live [organisational model](#).

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

WIP Location Range

Enter a [WIP location](#) range. The notes you print will only include transactions associated with the locations that you enter. Leave these fields blank to include all transactions.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Note: The [WIP locations](#) here are those from which the [WIP inventory](#) will be shipped. The [WIP location](#) is assigned to the [work station](#) for the [operation](#) prior to the subcontracted [operation](#).

Subcontractor

If you want to restrict the shipping despatches to a specific subcontractor, enter the subcontractor code here.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Note: The software validates the code you enter here against the supplier codes held in Accounts Payable.

Shipper Number

If you want to print a shipper (despatch) note relating to a specific subcontracted despatch, enter the [shipper number](#) raised against the despatch. You generate the [shipper number](#) using the Subcontract [WIP](#) Shipper or Subcontract Material Shipper tasks.

The software validates the number you enter here against the data held for subcontractor transactions.

You can use the prompt facility to select from the Scan Subcontract Shipper pop-up.

Shipper Form

Use this to indicate the paper type on which you want to print the shipper note.

Select one of the following:

Print Titles (0) (default) - To print on plain paper and include the headings, titles, quantities, and numbers

Print on Form (1) - To print quantities and numbers only on pre-printed stationery

Reprint

Use this to indicate whether or not the shipper note has been printed before.

Select one of the following:

Blank (0) (default) - To print the note for the first time.

Reprint Shippers (1) - To re-print a shipper note

Select **Submit Job (F8)** to validate your entries, submit the job for processing, and leave the task.

Report by Subcontractor Stock Status [33/MKS]

This report shows you details of [WIP inventory](#) and materials held at the subcontractors.

You can also use this task to:

- Produce a cost analysis of WIP and materials
- Print shipper and receipt information

The [costs](#) displayed on the report are calculated to five decimal places. This increases the precision of the consolidated production [costs](#) that are transferred to the Advanced Financial Integrator for posting to the general ledger.

Subcontractor Stock Status Report Window

To display this window, select the Report by Subcontractor Stock Status task.

Use this window to select the items you want to print on the subcontractor stock status report.

Fields

Organisational Model

You must enter the live [organisational model](#).

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

WIP Location Range/To

Enter a [WIP location](#) range. The report will only include inventory associated with the locations that you enter. Leave these fields blank to include all inventory.

You can use the prompt facility on the first field to select from the Stockroom Selection pop-up.

Note: The [WIP locations](#) here are those where you record [WIP inventory](#). The [WIP location](#) is assigned to the [work station](#) for the [operation](#) before the subcontracted [operation](#).

Subcontractor

If you want to restrict the report to the inventory status of a specific subcontractor, enter the subcontractor code here.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Note: The software validates the code you enter here against the supplier codes held in Accounts Payable.

Item Number Range/To

Enter the range of items to include in the report.

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

Operation Sequence

Enter the [operation](#) from which the stock is shipped to the subcontractor(s).

Alternatively, use the prompt facility to select from the Scan [Operation](#) Sequence pop-up.

Include Valuation

Use this checkbox as follows:

Unchecked (default) - Not to print the value of material and [WIP inventory](#)

Checked - To include the material and [WIP inventory](#) values

If you do this, you need to **check** the Generate [Cost](#) Recovery field on the [organisational model](#). This will provide the [cost](#) accounting data that the software needs to produce a valuation on [WIP inventory](#).

The software uses [standard costs](#) for production. It will include shrinkage if you **check** the Include Shrinkage in Reports field in the [company profile](#).

The materials that you ship to the subcontractor will be valued at their inventory stocking value.

Include Shipper Details

Use this checkbox as follows:

Unchecked - Not to print shipper details

Checked - To include shipper details on the report

The details are:

- The shipper number
- The shipped and received quantities
- The due dates
- The production and order line numbers
- The status of the shipment

Note: This field defaults to unchecked if you set [Shipper Tracking](#) on the [company profile](#) to 0 or 2. If you set the flag to 1 or 3, the default here is checked.

Include Receipts Details

Use this checkbox as follows:

Unchecked (default) - Not to print receipt details

Checked - To include receipt details in the report

The details are:

- The advice note numbers
- The received dates
- The received quantities

Sequence

Use this to indicate the sequence in which you want the report to be ordered.

Select one of the following:

By Subcontractor (1) (default) - If the report sequence is to be subcontractor first, then item [operation](#), valuation (if requested), shipper details, and associated receipt details (if requested)

By Item/Operation (2) - If the report sequence is to be item [operation](#) first, then subcontractor, valuation (if requested), shipper details, and associated receipt details (if requested)

Select **Submit Job (F8)** to submit the job for processing and leave the task.

Report by Subcontractor Receipts Schedule [34/MKS]

This report provides an audit list of the receipts ([WIP inventory](#) and finished goods) that you expect back from the subcontractors.

For each subcontractor, the report shows:

- The item operation number and descriptions
- The quantities due back (these are grouped according to the MPS Reporting Profile)
- The total (in the last column)

If the eight [buckets](#) do not completely cover the date range, the quantity of the eighth [bucket](#) covers all expected receipts from its [start date](#) to the end of the date range.

For example:

- The reporting policy is seven days per bucket
- Date range 1/11 to 31/12 = 61 days
- The eighth bucket starts on 20/12, and should finish on 26/12
- However, as it is the eighth (and final) bucket, the period it covers will finish on 31/12

Subcontractor Receipts Schedule Report Selection Window

To display this window, select the Report by Subcontractor Receipts [Schedule](#) task.

Use this window to select the subcontractor receipts that you want to print on the [schedule](#).

Fields

Organisational Model

You must enter the live [organisational model](#).

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

WIP Locations From/To

Enter a [WIP location](#) range. The report will only include receipts associated with the locations that you enter. Leave these fields blank to include all inventory.

You can use the prompt facility on the first field to select from the Stockroom Selection pop-up.

Note: The [WIP locations](#) here are those where you will receive [WIP inventory](#) from the subcontractors. The [WIP location](#) is assigned to the [work station](#) for the subcontracted [operation](#).

Subcontractor

If you want to restrict the receipt [schedule](#) to a specific subcontractor, enter the subcontractor code here.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Note: The subcontractor you enter here is validated against the supplier codes held in Accounts Payable.

Items From/To

Enter the range of items to include in the report.

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

Date Range From/To

Enter or select a date range for the report.

Select **Submit Job (F8)** to submit the job for processing and 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.