Infor System21 Production Control

Product Guide

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Contents

About this guide

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

Intended audience

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

Related documents

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

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.

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Chapter 1 Overview

1

The Production System Applications

The Production system (Figure 1) comprises six core applications, governed by a company profile. The link between Production applications and Inventory applications is mandatory, whilst the others shown are optional, but functionally desirable, for the effective integration of management information.

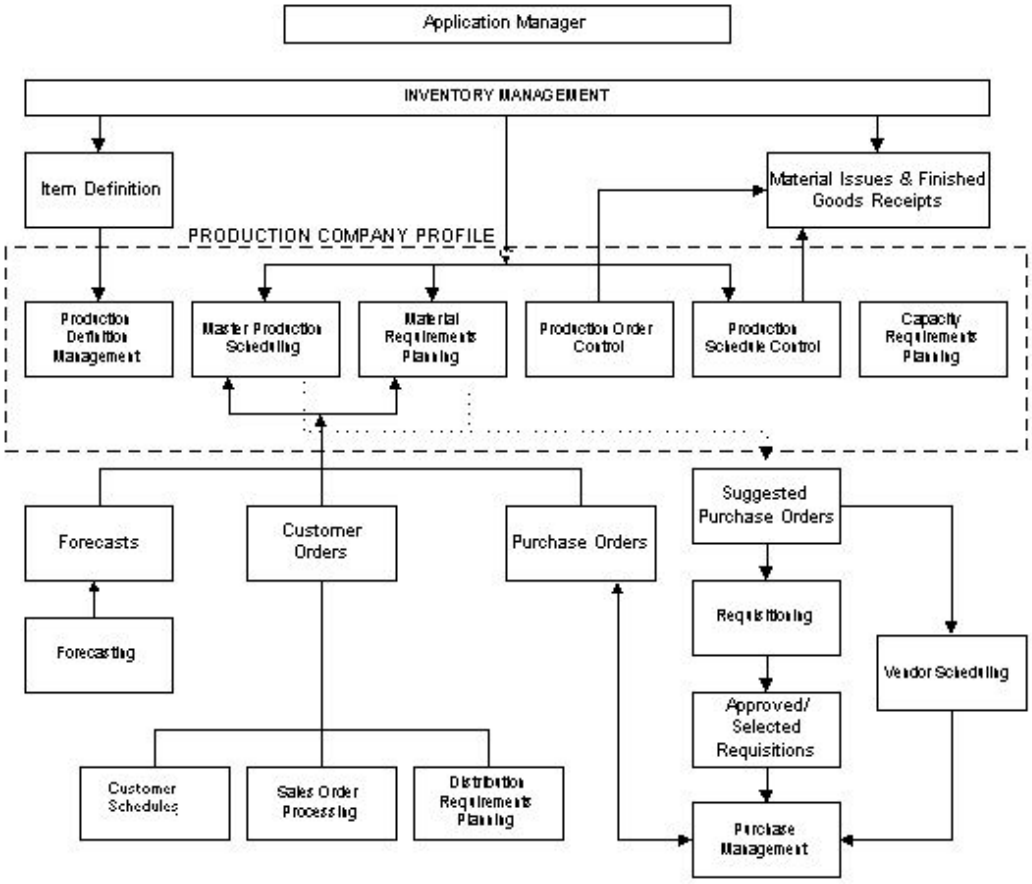
Company Profile

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

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

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

Figure 1 - The Production System



The Operation Management Cycle

The Operations Management cycle addressed by the Production system is summarised in Figure 2. The diagram identifies the two methods of production control available: Production Order Control and Production Schedule Control. In general, the former is more appropriate to flexible, low to medium volume product structures, and the latter, to repetitive, medium to high volume product structures; both of which may be found in a single organisation and both of which may be catered for running concurrently within the Production system.

Production Order Control

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

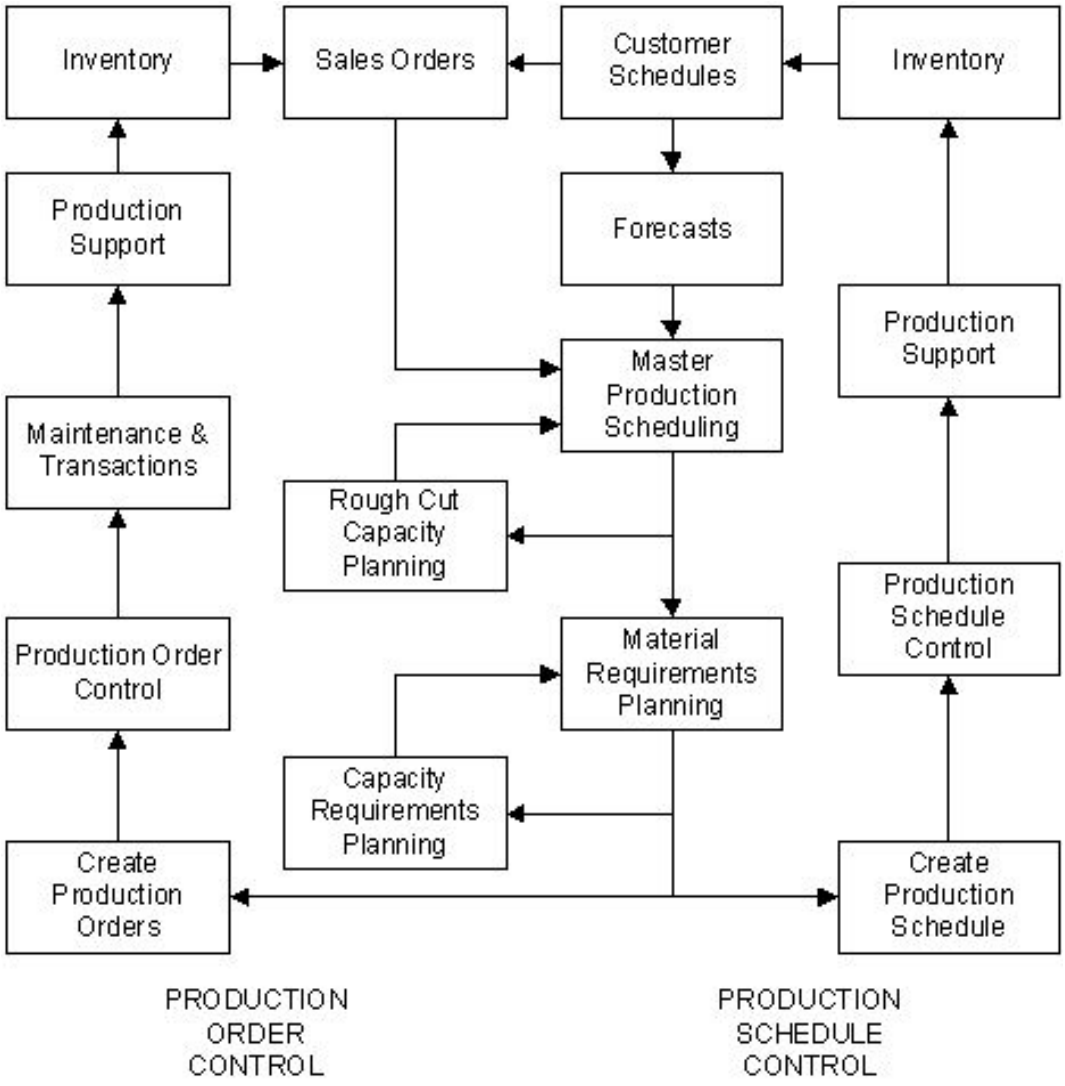
The capacity of the facility to implement the high-level plan may then be checked using the Rough Cut Capacity Planning facility and, if necessary, the MPS planning cycle re-run.

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

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

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

Figure 2 - The Operation Management Cycle



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

Production Schedule Control

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

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

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

Production Control

Production Control (Figure 3) is the combined functionality of the Production Order and Schedule Control and Production Support applications. These provide the means to record the real world implementation of the production plan. Production Order and Production Schedule Control permit operational transactions to be made against the plan.

Production Order Control

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

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

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

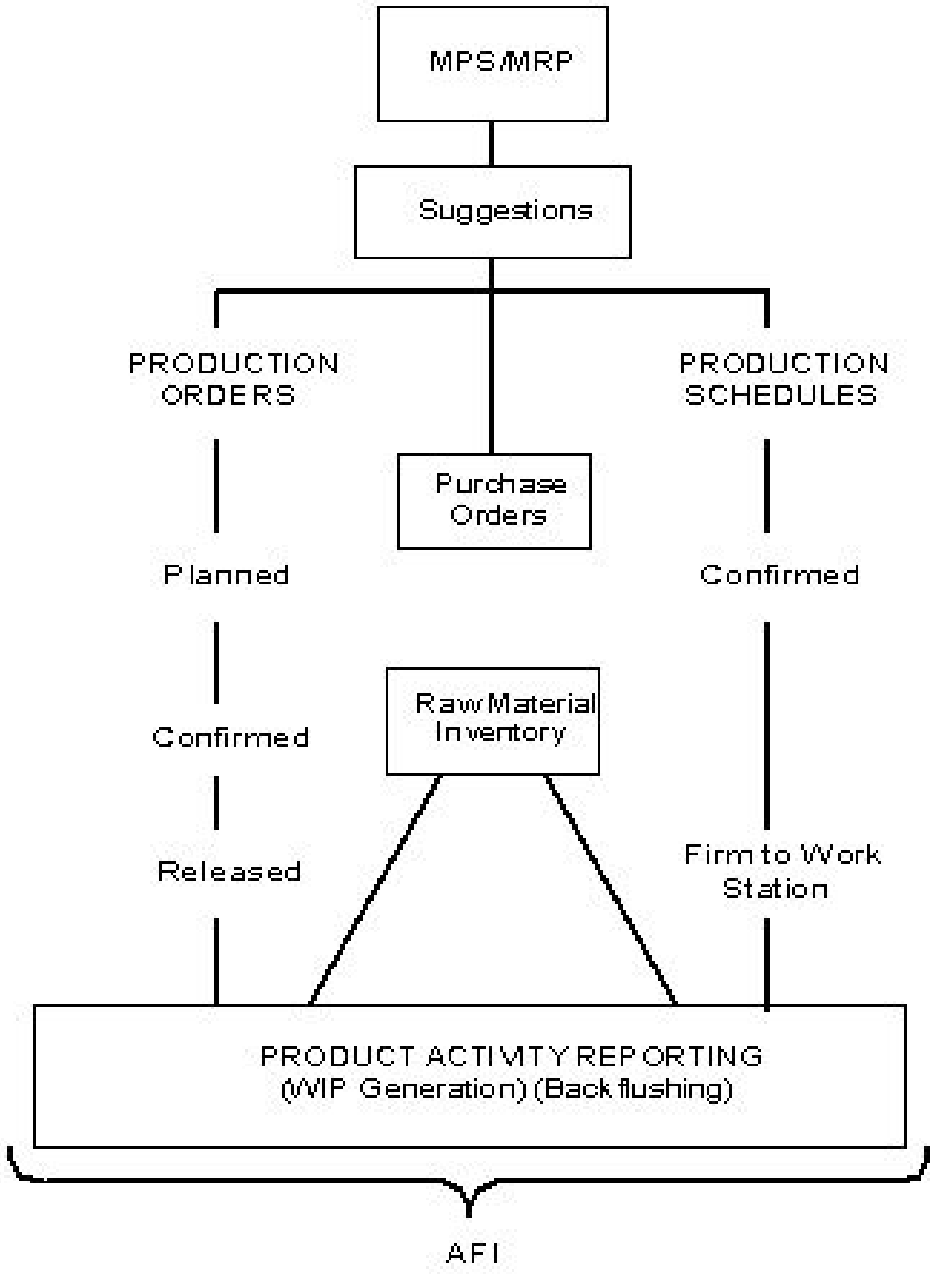
Production Schedule Control

Production Schedule Control provides similar facilities to Production Order Control, but for items subject to schedule control.

Production Support

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

Figure 3 - Production Control



Advanced Financial Integrator (AFI)

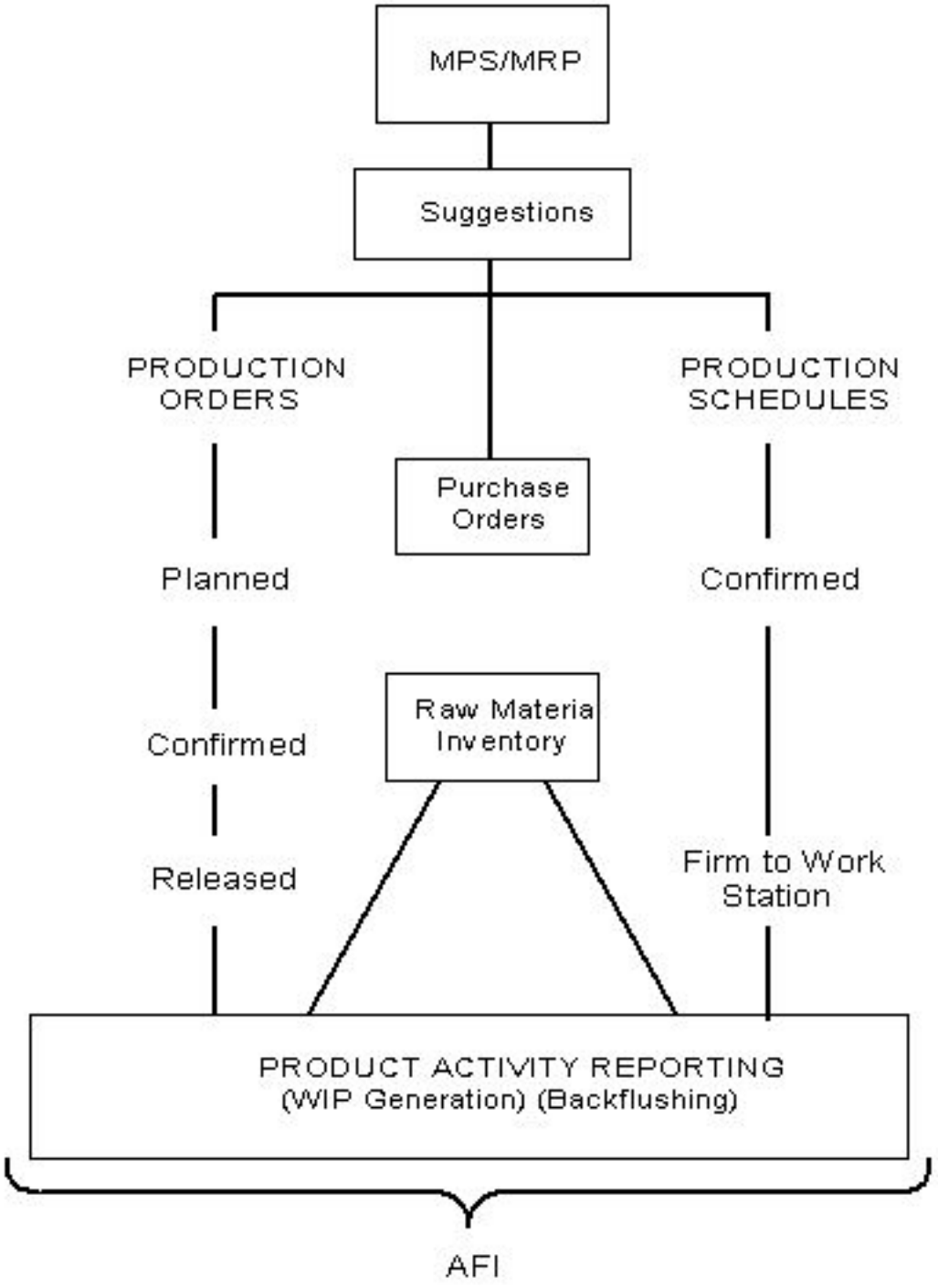
A link is provided to the General Ledger through the AFI application. AFI makes use of the transactions booked to the Production application, enabling the calculation of financial information.

Chapter 2 Maintenance

2

About Production Order Control

Production Control is the combined functionality of the Production Order Control, Production Schedule Control and Production Support applications. These provide the means to record the actual implementation of the production plan. Production Order Control and Production Schedule Control permit operational transactions to be made against the plan.



Production Order Control comprises:

- Maintenance
- Transaction
- Enquiries and Reports

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

You can then check your capacity to implement the high-level plan with Rough Cut Capacity Planning and, if necessary, re-run the MPS planning cycle.

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

Again, before confirming any aspect of the new plan, the capacity of the production facility can be checked with the Capacity Requirements Planning (CRP) application to make sure that, with realistic loading, it is possible to achieve the plan. This may require a number of iterations of the MRP planning cycle. Rough Cut is not used at this point, as it is assumed all planning details have been finalised.

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

The production cycle allows orders of varying status to be released to production. Once released, orders may be tracked by notifying the system of operations and transactions completed through the Production Order Control Maintenance and Transactions functions. Completed items pass into Inventory to complete the Operations cycle.

Production Order Control:

- Controls and directs the movement of production orders through all the production processes, from the transfer of raw materials and components into work in progress, and to the delivery of finished goods into Inventory.
- Provides facilities to control and monitor actual shop floor line tasks, and is more suited to flexible, low to medium volume product structures.

Note: *Purchase Management controls and directs the movements of purchase orders.*

You can create production orders from:

- Master Production Schedule (MPS) runs
- Material Requirements Planning (MRP) runs
- Manual Entry

Each item to be produced has a unique order number against which materials can be issued and operational bookings made.

Production orders have a different status according to which stage they have reached in the production process.

Material movements are controlled in two ways:

- Raw materials from Inventory into work in progress

- Finished items from work in progress to Inventory

Production Order Status Control

A Production or Works Order is a document that sets out the production details of a specific item, in specific quantities, and is used as an authority to carry out the production processes required.

Each production order passes through a number of stages in its life cycle. Each stage is known as an Order Status. Abbreviations are used for each order status for enquiries. They are:

DESCRIPTION	ALPHA CODE	NUMERIC CODE
SUGGESTED	SUG	not used
PLANNED	PLN	1
CONFIRMED	CON	2
RELEASED	REL	3
ACTIVE	ACT	4
COMPLETE	FIN	8
CANCELLED	CNL	9

The following tables show details of each production order status:

SUG	SUGGESTED
Created by	• MPS runs • MRP runs
Characteristics	• The orders only appear in MPS or MRP • You can make enquities on these orders in Produict Order Control • The orders are for a specific item and stockroom They have a planning route code, due date and quantity
Possible Actions	• Firm up into CONFIRMED order by taking the appropriate action in MPS, MRP or both. • Take no action, in which case any remaining suggested orders are deleted by the next run.

PLN	PLANNED
Created by	Direct entry into Production Order Control
Characteristics	• These order represent a planned supply for which there is as yet no demand for materials or resources • The orders are for a specific item and stockroom • They have a planning oute, date date and quantity • You can create planned orders with non-standard routes, the route details being entered when the order is raised. This then becomes an amended standard route for this order only They are shown as On Order in the Inventory Management application
Possible Actions	• Convert into a CONFIRMED order by using the Production Order Control, Maintain Orders activity. • Maintain route details, due dates and quantities • Convert into a CANCELLED order by using the Production Order Control, Maintain Orders activity.

CON	CONFIRMED
Created by	• Firm up of SUGGESTED orders in MPS or MRP • Conversion of PLANNED orders in Production Order Control
Characteristics	• This type of order establishes a demand for material and resources • The orders have the same characteristics as SUGGESTED orders, but with the full route details lising materials required and resourced to be used They are shown as On Order in the Inventory Management application
Possible Actions	• Convert into a RELEASED order by using the Production Order Control, Maintain Orders activity. • Maintain route details, due dates and quantities • Convert into a CANCELLED order by using the Production Order Control, Maintain Orders activity.

REL	RELEASED
Created by	Release of single or multiple CONFIRMED orders in Production Order Control

Characteristics	• You can issue materials to this order type and book operational details
	• On release, several tasks are available:
	  • Change the order priority
	  • Print the order document
	  • Issue materials for the first operation only, or for all operations
	  • Automatically allocate materials if the required flag is set in the company profile. When materials are subsequently issues, the allocated quantity will be reduced and not the physical quantity.

Possible Actions	• Make operational bookings
	• Issue further materials
	• Maintain route details and due dates
	• Convert into a COMPLETE order by:
	  • Booking finished goods into inventory
	  • Using the manual Order Completion facility in Production Order Control
	• Convert into a CANCELLED order by using the Order Completion facility.

ACT	ACTIVE
Created by	Material issues or bookings being made against a RELEASED order
Characteristics	The orders have the same characteristics as RELEASED orders

Possible Actions	• Make operational bookings
	• Issue further materials
	• Maintain route details and due dates
	• Convert into a COMPLETE order by:
	  • Booking finished goods into inventory
	  • Using the manual Order Completion facility in Production Order Control
	• Convert into a CANCELLED order by using the Order Completion facility.

FIN	COMPLETE
Created by	• Transfer of finished goods to Inventory • Manual completion or RELEASED or ACTIVE order
Characteristics	You cannot issue materials or make bookings to these orders
Possible Actions	• Reopen and make further bookings • Delete all COMPLETE orders by using the Production System Utilities, Archive Production Orders activity

CNL	CANCELLED
Created by	• Use of the Order Deletion facility within the Production Order Control Maintenance, Order Completion activity on PLANNED, CONFIRMED, RELEASED, or ACTIVE orders
Characteristics	• You cannot access or maintain these orders in any way
Possible Actions	• Enquiries only

Order Processing

Order Processing involves:

- Order entry
- Order maintenance
- Order release
- Material issue
- Documentation issue
- Production planning
- Order completion
- Receipt of finished goods
- Monitoring progress by means of enquiries and reports
- Measurement and evaluation of performance

Potency Control

Note: *Inventory Management has facilities for supporting lot control and for the definition of potency, if it is required for an item.*

Potency is used when the strength or the effectiveness of an input must be measured to make sure that the final product is of acceptable quality.

There are a variety of industries and processes that can make use of potency control in their production. The brewing industry is one example where some of the raw materials are natural ingredients, and are therefore not all exactly the same. The strength and quality of the hops may vary, not only from year to year but also from farm to farm.

Not all inputs require potency control. For those that do, the standard potency, that is, the normally expected potency, is defined on the Inventory Lot Header Details window. You can use this when creating or maintaining routes to make sure that the route produces the correct quality for the finished item. To do this, the software calculates the number of potency units needed to make the finished item to the required standard.

Potency is expressed as a percentage. If, for example, we had 100 physical units with a potency of 80%, we would calculate that there would be 80 potency units available from this material.

Caution: To use potency, the items must be lot-controlled.

Potency Calculation of Equivalent Physical Quantities Example

For example, the standard potency of a finished product is 50% using 1000 physical units. We have a stock lot of 2,000 physical units at an actual potency of 40%. How many physical units of this lot must be issued to make the standard potency?

The finished product must have 500 potency units because this is the standard. To calculate the physical units required:

Potency Units Required / Actual Potency %

In this example: 500 x 100 / 40

= 1,250 physical units

Normally we would have used 1,000 physical units at a standard potency of 50% to make the finished item, but because the actual potency is only 40% we have had to use 1,250 to achieve the final result.

This is the figure that is used by MPS and MRP for planning purposes.

Potency Shelf Life

Shelf life is a feature of Inventory Management that limits the availability of specific lots or batches of material to a fixed period.

This period is normally expressed in days, weeks, months or even years from the date on which it is first received. The goods receiving procedures recognise that the material is subject to a limited shelf life and prompt for expiry dates and, if selected, an expiry time.

Items subject to potency control can have a limited shelf life.

Potency Production Order Processing

This creates a production order to carry out potency control. This is done by either:

- Conversion of suggested order in MPS/MRP

Or

- Manually using the Order Maintenance task.

When you have created the order, you can then release it. The normal procedure when processing a production order subject to lot control is:

1 Raise the order manually using the Order Maintenance task, or from MPS/MRP.

2 Use the Batch Balancing task to select the actual quantity of inputs to produce the required number of potency units.

3 Release the order. Note that if you have not performed batch balancing the Order Release task will require you to do so before the order is released.

4 Enquire on batch balance using the Batch Balancing task, if necessary.

5 Issue the material.

Order Release

Within order release, you can allocate materials from specific lots. If these lots contain different levels of potency, you must select the correct number of potency units to use. This process is called lot balancing and is part of the Release Orders task.

Production Order Maintenance [1/PCM]

Use this task to create and maintain Production Orders. Order Maintenance includes:

- Order review
- Operation and input/output selection
- Operation maintenance
- Input maintenance
- Output maintenance
- Text maintenance
- Inclusion of operations and inputs from another order or route

Note: *You can also create new orders automatically from MRP and MPS runs.*

Production Orders and Non-production Routes

You cannot create production orders for routes that are classified as non-production routes. For more information, refer to the Routes/Structures section in the Production Definition Maintenance product guide.

Considerations on Amending Production Orders

- If you change the shrinkage factor, you must manually change the times and the input quantities to take account of the change.
- The times displayed are the total duration time for the operations.
- If you make any amendments to the order details, the Order Type shown on the order header is changed to Amended Standard.
- Having made changes to the details or header date, the start date is compared with the current date. If there is insufficient time to complete the order, a message "latest start date is before today's date" is displayed.

Production Order Maintenance Selection Window

To display this window, select the Order Maintenance task.

Use this window to select the Production Orders you want to maintain, or to create new Production Orders

You can enter a specific Production Order Number or enter selection criteria to view and select from a list of Production Orders that match those criteria.

Fields

Production Order

Enter the number of an existing production order that you want to maintain.

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

You can also create a new production order by entering a unique order number and selecting **Create New Order (F8)**.

Manually entered Order Numbers for new Production Orders must not be given a prefix which is in use for another Organisational Model. This is any Organisational Model that does not contain the Stockroom on the Production Order Header and all of the Stockrooms on the Production Order Outputs.

OR Select By:

You can complete the remaining fields and select **Review Orders (F16)** to display all the existing orders that meet the selection criteria.

Item

Enter an item code to display all orders for this finished item, subject to the additional selection criteria.

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

Leave this field blank to display all orders for all finished items, again subject to the additional selection criteria.

Route

For a single route code, enter the code in the first field. For all routes, **check** the second field.

Reference

Use this field to select orders based on the entries made in the **Reference 1** or **Reference 2** field on the Production Order Maintenance Details window.

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

Order Type

Select one of the following:

Non-standard (0) - For orders based on non-standard routes

Standard (1) - For orders based on standard routes, including amended standard routes

Orders Due From/To

Enter or select the date range for the orders on which you want to enquire. The default date in both fields is the current system date.

Functions

Create New Order (F8)

Use this to create a new production order. This displays the Production Order Maintenance Details window.

You can create a new production order by:

- Entering a unique order number in the Production Order field and then selecting **Create New Order (F8)**
- Selecting **Create New Order (F8)** without completing any other fields

Review Orders (F16)

Use this to display a list of orders on the Production Order Selection pop-up, based on the criteria in the selection fields.

Enter a Production Order number to maintain an existing Order, or press F8 to create a new Order, to display the Production Order Maintenance Details window.

Production Order Selection Pop-up

To display this pop-up, select **Review Orders (F16)** on the Production Order Maintenance Selection window.

This pop-up lists the orders that meet the selection criteria you entered on the Production Order Maintenance Selection window. Other details displayed include:

- The item or process group being ordered
- The status of the order (refer to the Production Order Status Control section for details of the different statuses)
- The order quantity
- The unit of measure and stockroom used for the item
- The due date for order
- The route used for the works order
- The order reference

Options

Select Order

Use this against an order and then press Enter to display the Production Order Maintenance Details window, with the selected order displayed.

Maintain Text

Use this to maintain text against this order.

Functions

Key (F19)

Use this to display a key for symbols used on this pop-up.

Expand/Contract (F22)

Use this to toggle between displaying more or less information about all the orders listed in the pop-up.

Use Select Order against an order to display the Production Order Maintenance Details window.

Production Order Reference Pop-up

To display this pop-up, select **Prompt** for the Reference field on the Production Order Maintenance Selection window.

This pop-up lists Production Order References, but only those defined in the Reference 1 field on the Production Order Header.

Production Order Header Maintenance Window

To display this window, either select **Create New Order (F8)** or enter an existing Production Order Number and then press Enter on the Production Order Maintenance Selection window.

Alternatively, select an Order from the Production Order Selection pop-up.

You use this window to create new Production Orders or maintain the Header details of existing Production Orders.

If an existing Production Order is selected for maintenance, and Extended Stockroom Security is active, if the user is not authorised to the Receiving Stockroom, then maintenance is not permitted. If you take any of the Update Order, Delete Order, Amend Details, or Text options, the Stockroom Authorisation error window appears, and the action is disallowed.

When you are maintaining existing Orders, the information you can amend depends on the status of the Order. The remaining fields are shown for information only, and cannot be amended.

Caution: When amending dates on existing Production Orders, you must blank out the Start Date/Start Week/Due and Date/Due Week as appropriate, so that the changes can be calculated properly.

Fields

Order Number

If creating a new Production Order, enter a new Order number here, or leave this field blank for the system to generate the Order Number.

If you are maintaining an existing Production Order, this field displays the Order Number which cannot be changed.

Manually entered Order Numbers for new Production Orders must not be given a prefix which is in use for another Organisational Model. This is any Organisational Model that does not contain the Stockroom on the Production Order Header and all of the Stockrooms on the Production Order Outputs.

Status

This field is system generated. The order status changes to Confirmed after you have entered all relevant details and selected **Create Details (F19)**. To create a Planned order, enter the order details and then select **Add New Order (F8)**.

Note: *Process groups containing co-products must have a status of Confirmed and cannot have a status of Planned.*

Order Type

Select one of the following:

Non Standard (0) - If you must manually enter all the operations and inputs needed to define the order

When you select **Update Order (F8)**, the Production Order Maintenance Inputs window is displayed.

Standard (1) - For the system to generate all the operations and inputs from the route

Note: *You cannot create non-standard orders for a process group with lot-balanced items, or for a process group containing co-products, but you can amend the order after it has been created.*

Item

You can enter any one of the following:

A finished item code

If the order is for a whole process group, the process group code

For a co-product item that is part of a process group, the co-product item code

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

Process Group

If you entered a co-product in the Item field, enter the process group of which it is a part in this field.

If you entered a process group code in the Item field, you can leave this field blank and the software will update it when you press Enter.

Route Code

Enter the code of the route you want to use for the order.

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

If Extended Stockroom Security is active, if you select an Item/Route to create a new Production Order, and you are not authorised to the Receiving Stockroom of the Route, when the Add New Order or Create Details options are taken, the Stockroom Authorisation error window appears, and the Production Order may not be created.

Note: *You cannot use non-production Routes to create Production Orders.*

Quantity

Enter the required Order Quantity.

Caution: You cannot alter the quantity once an order has been released.

For standard orders, if this field is left blank, the quantity defaults to the economic order quantity (EOQ) defined on the associated route.

If the Order Header Item is a Process Group, the quantity is used to calculate equivalent quantities of output items that are produced by the order. This process uses the standard quantity relationships of the Output Items, defined on the selected Process Group Route.

If the Order Header Item is a Co-product on a Process Group, then quantities of the associated co-products, by-products, and waste products defined on the Route are calculated in the appropriate ratios as defined on the Route.

UOM

This field displays the unit of measure for the item, as defined on the Process Route Header Maintenance window, for your information only.

Note: *You use the Routes/Structures task in Production Definition Maintenance to maintain the process route header.*

Stockroom

This field displays the Receiving Stockroom, as defined on the Process Route Header for the Item/Route.

Note: *You use the Routes/Structures task in Production Definition Maintenance to maintain the Process Route Header.*

Use Operation Quantities for Duration Calculations

This field is only displayed when you set the Use O/S Operation Quantity field in the Production company profile to either **Default Off** or **Default On**.

The settings determine the way the software re-calculates work order duration and hence due date and start date.

Use this checkbox as follows:

Unchecked - If, for duration calculations, the software assumes that the total quantity required will be outstanding at all operations

Checked - For the software to use the remaining quantity at each operation to calculate duration

This will result in a shorter lead time for partially complete orders.

Due Date

This is the date by which the order must be completed.

You can derive it in one of the following ways:

- Enter a date directly.
- Press Enter and let the software calculate the due date from the start date by forward scheduling.
- Leave this field, the Start Date field and Start Week field blank. The due date will default to the Friday of the specified due week.

Due Week

This is the week when the order will be finished. The week is displayed in WWYY format, where WW is the week number and YY the year.

You can derive it in one of the following ways:

- Enter a value and let the system calculate the due date from it.

- Leave it blank and let the system calculate a value from the due date using the associated week in the calendar.

Start Date

This is the earliest start date on which work can begin, or the date on which you want to begin producing the order.

You can derive it in one of the following ways:

- Enter a date directly.
- Let the software calculate it from the due date by backward scheduling.
- All it to default to the current date if the start date and start week are not specified.
- Allow it to default to the first working date of the start week if the Start Date field is blank but the Start Week field contains a value.
- Start Week

This is the week when the order is to be started, shown in WWYY form.

If you enter a start date without a start week, the software calculates the start week using the associated week number from the calendar specified in the Calendar Code field.

Note: *If you do not enter a due and start date or a due and start week, the default used is the current date and week.*

Latest Start Date

This is calculated from the due date by backward scheduling, using the lead time of the order. It is the latest possible date on which the order can be started and you can still meet the due date of the order. It is possible that the date could be in the past, if the available time is less than the lead time. If this happens, an error message is displayed.

Latest Start Week

This is calculated from the latest start date, using the associated week number from the calendar specified in the Calendar Code field.

Operation Effectivity Policy

You must specify the policy that will be used to calculate the lead time for the work order.

Select one of the following:

Due Date (0) (default) - To use operation effective due dates

Start Date (1) - To use operation effective start dates

This is normally used for work orders created from MPS and MRP suggestions. This is in line with the lead time calculations, which are based on the start date.

Reference 1/Reference 2

In these fields, you can enter references for identification or grouping purposes. You can search for items that have these references, using **Item Search (F16)**.

Calendar Code

Enter the code of the calendar to be associated with this order.

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

Leave this field blank if you want to use the default code specified in the Production company profile.

Shelf Life Val

This field is only effective for lot-controlled items. You can set it so that the order will have a different shelf life validation policy from that normally associated with the item.

This field can only be maintained for a standard order with an order status of Planned; once the order has a status of Confirmed, it cannot be changed. For non-standard orders, you can maintain the field at Confirmed status.

Use this checkbox as follows:

Unchecked - For no check to be performed when issuing lots

Checked - For a check to be performed and a warning displayed when issuing lots to a production order if the selected lots become unavailable (past their last available date) before the parent item itself becomes unavailable

This is calculated from the order due date and the parent's shelf life. No check is carried out for automatic allocation and issuing.

Firm Planned Order

Use this checkbox as follows:

Unchecked - If this is not a firm planned order

Checked - If this is a firm planned order

When the order is processed the following actions will occur:

- Netting will take place after normal supply has been considered.
- Filter settings will be ignored.
- Cancellation and re-scheduling, in or out, are prohibited.
- Suggested quantity change is allowed, but is non-executable: that is, it is only an indication of the suggested supply requirement.
- The firm supply quantity will always generate dependent demand.
- The firm supply quantity calculates the production lead time.
- The available stock figure is displayed through the planning reviews, and will only consider the firm quantity.

Planning Filter

When entered, this is validated against company-specific filters if the MPS/MRP Planning Filter Code Parameter Type is defined as Company-dependent in the Parameter file. Otherwise, it checks for non-company-specific filters.

You can specify the planning filter character associated with this order. The filter is a suffix to the order status code, and this combination defines the re-scheduling policy for the order in MPS and MRP planning runs. You must define the planning filters in the Parameter File, against major type WTYP.

Leave this field blank if no special conditions apply to this order.

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

Output Validation

This field is only valid for process group items. On making production bookings against this order, you can validate the quantity of all the outputs against the WIP quantity booked.

Enter one of the following:

0 - If the WIP quantity booked must equal the quantity of the reported primary co-product

1 - If the WIP quantity booked must equal the total of all the output quantities booked

2 - If no validation is needed

Functions

Add New Order (F8)

Use this to add an order with a status of Planned or, for process groups, a Confirmed order.

If Automatic Production Order Numbering is active, then the Order Number is determined by accessing the Last Work Order Number used for the Plant Model which contains the Receiving Stockroom on the Production Order Header. After removing the prefix, the next number is generated by adding 1 to the remaining number. If, after replacing the prefix, the number has already been used (i.e. there is an existing Production Order with the number), then the next number is generated. The first number encountered that has not already been used is assigned as the Production Order Number of the Order being created.

Redistribute Qty (F15)

This function is only displayed when you are editing an existing process group item order. Use this to display the Output Quantity Maintenance pop-up, on which you can amend the output quantities.

Item Search (F16)

Use this to display the Item Master Scan pop-up, to search for items.

Amend Details (F18)

Use this to display the Production Order Maintenance Inputs window, on which you can amend the order details.

***Note**: If the Work Order Amend field in the Maintain Change Management Parameters task has been checked and the route associated with the work order is subject to change control, the **Amend Details (F18)** function is disabled to prevent any of the work order details from being changed. To overcome this, you must raise and authorise an express change request type 72*

(Work Order Concession). The work order concession will cover all amendments you need to make to the work order, and will remain in force until you close the change request (status 90). Change type 99 (Catch All) does not cover work order concessions.

Create Details (F19)

Use this to create an order with a status of Confirmed and:

- Increment the On Order quantity on the Inventory stock balance
- Create the operation and input records from the specified route, if this is a standard order

If you use this function for an existing planned order, its status changes to Confirmed.

Text (F21)

Use this to display the Maintain Text window, on which you can add, change and delete text.

Display Outputs (F24)

This function is only displayed when you are editing an existing order for a process group item. Use this to display the Output Quantity Maintenance pop-up.

Press Enter to validate your entries and then select **Update Order (F8)** to save your data.

Output Quantity Maintenance Pop-up

To display this pop-up, select either **Redistribute Qty (F15)** or **Display Outputs (F24)** on the Production Order Header Maintenance window.

This pop-up displays all of the outputs from the standard route, for a Standard Order, the individual Output Quantities being based on the Order Quantity of the Process Group on the Production Order Header. Here you can maintain the Output Quantities required for the Order.

When booking production information, you do not necessarily have to enter amounts against the main item of the process in order to reflect that quantities of co-products, waste products and by-products exist.

Output Items with a standard quantity of zero are known as ‘As-produced Outputs’. Quantities of these Outputs need only be booked as and when actually produced by the process.

Outputs defined with zero quantities issue a warning, but you are not prevented from entering other Output Type detail. Outputs with zero quantity are treated as ‘as-produced’ outputs.

If Extended Stockroom Security is active, if the user is not authorised to any of the output Stockrooms, then the Stockroom Authorisation error window is displayed and the creation or maintenance may not proceed.

Fields

Output Item

This field displays the item code of each output item.

Output Type

This field displays the output type of each output item.

Quantity

The software calculates the quantities for each output item, from the quantities defined on the route. You can amend these quantities in this field.

Prmy

Use this field to indicate which co-product is the primary output item by entering **1** in this field against the appropriate item. The software defaults to this automatically if you have already defined the primary output item within the Routes/Structures task.

UOM

This field displays the unit of measure of each output item.

Stkrm

This field displays the Route Output Stockroom of the Output Item.

Select **Update (F8)** to save the details and return to the Production Order Maintenance Details window.

Note: *If you are creating a new order, selecting* ***Update (F8)*** *will create a confirmed order.*

Production Order Maintenance – Inputs View Window

To display this window, select **Amend Details (F18)** on the Production Order Maintenance Details window.

Use this window to amend the order details by amending the route being used. You can:

- Maintain operations - add new operations, amend or delete existing operations
- Maintain inputs - add new inputs, amend or delete existing inputs
- Copy operations and inputs from another order
- Copy operations and inputs from another route
- Re-sequence the operations and inputs

Caution: You cannot amend or delete an operation if this or subsequent operations are active or complete.

Fields

Enter Sequence to Maintain

To maintain an operation, enter the operation sequence number in the first field.

To maintain an input, enter the operation sequence number in the first field and the input sequence number in the second field.

Or Position to Operation

Enter an operation sequence number to position the window display at that operation. This is useful if you have a long list of operations and inputs and you want to maintain an operation or an item that is not shown on the current display.

Options

Maintain

Use this to maintain an operation. This displays the Production Order Maintenance Operation window, in Update mode.

Use this to maintain an input. This displays the Input Item Maintenance pop-up, in Update mode.

For more details on the fields and functions within these maintenance options, refer to Routes/Structures section in the Production Definition Maintenance product guide.

Functions

Update (F8)

Save changes and return to the Production Order Header Maintenance window.

Copy Order/Route (F17)

Use this to copy all or part of an existing item/route or order to the order you are currently maintaining.

Re-sequence (F19)

Use this to re-sequence the Operations and Inputs so that they are numbered in steps of 10.

Maintain Outputs (F20)

Use this to access the Production Order Maintenance - Outputs View Window.

Maintain Inputs & Outputs (F21)

Use this to display the Process Route Maintenance - Inputs and Outputs View Window, which lists the Inputs and Outputs side by side.

Select **Update (F8)** to save all of the changes made from the maintenance options and return to the Production Order Header Maintenance Window.

Note: *For more details on the fields and functions within these maintenance options, refer to the Routes/Structures task within the Production Definition Maintenance product guide.*

Production Order Maintenance – Copy Order/Route Window

To display this window, select **Copy Order/Route (F17)** on the Production Order Maintenance Inputs window.

You can copy all or part of an existing item/route or production order to the order you are currently maintaining.

Use this window to select either a route or production order from which to copy details.

Fields

Include at Sequence No.

Enter the operation sequence number at which you want to add or insert the new details.

Copy From Item/Route

You can enter an item code in the first Copy From Item/Route field. You can also enter an existing route for the item in the second field.

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

OR

Order Number

Alternatively, you can enter a production order number to copy details from that order.

You can use the prompt facility on this field to select from the Production Order Selection pop-up.

Explode Phantoms

Use this field to specify how the details of phantom items are copied. You can only use this for production routes.

Use this checkbox as follows:

Unchecked - To copy only the details of the parent phantom item to the works order you are maintaining

Checked (default) - To copy the details of all of the components of the phantom item

Press Enter to display the Production Order Maintenance Copy From Another Order window.

Production Order Maintenance Copy From Another Order Window

To display this window, complete the Include at Sequence Number and Order Number fields on the Production Order Maintenance Inputs Copy window and then press Enter. (These fields are

displayed when you select **Copy Order/Route (F17)** on the Production Order Maintenance Inputs window.)

This window displays the details of the item/route or production order you selected on the previous window. You use this window to select the operations you want to copy.

Fields

Copy Details From Operation Sequence/To Operation Sequence

You can enter the range of operations to be copied. Both the From and To operations and their inputs are included.

OR Position Display at Operation Seq

You can use this field to enter the operation to position at the top of the display.

Enter the operations you want to copy in the Copy Details From Operation Sequence and To Operation Sequence fields and then press Enter to re-display the Production Order Maintenance Inputs window, with the operations copied in.

Production Order Operation Maintenance Window

To display this window either select Maintain against an Operation on the Production Order Maintenance - Inputs View window, Outputs View window, or Inputs and Outputs View window, or enter an existing or new operation sequence number and then press Enter.

Fields

Work Station

If Extended Stockroom Security is active, if you enter a Work Station and you are not authorised to both the WIP Stockroom and the Floor Stockroom, then the maintenance is disallowed and the Stockroom Authorisation error window appears.

Production Order Operation Additional Values Maintenance Pop-up

Production Order Input Item Maintenance Pop-up

To display this pop-up either select Maintain against an input on the Production Order Maintenance Inputs window or enter an existing operation sequence number and an existing or new input sequence number and press Enter.

Use this pop-up to add a new Input, or amend or delete an existing Input. Inputs you add here will only be added to the Production Order you are maintaining. Use the Routes/Structures task in Production Definition Maintenance to add Inputs permanently to the Route Operations.

Note: *You cannot delete an input for which stock has been issued.*

Fields

Operation

This field displays the selected operation sequence.

Input Seq

This field displays the selected input sequence.

Input Item

Enter the item code of the material input required. It must already exist in the Item Detail file. The same input may be used more than once in an operation if you set the flag in the company profile to allow for this.

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

Input Type

This field displays the material type code and description associated with the entered input item code.

Issuing Stockroom

Enter the code of the stockroom from which this input is to be issued. If this field is left blank, the primary stockroom as defined in the Item Master file is used. Any MRP run using this route places a demand for this input at this stockroom.

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

If Extended Stockroom Security is active, if you enter a Stockroom or an Item with an Issuing Stockroom to which you are not authorised, then the Stockroom Authorisation error window appears, and maintenance is disallowed.

Quantity

Enter the quantity required for the input item for this production order.

Fixed Quantity Per

Use this field to specify whether or not the quantity entered in the Quantity field is a fixed quantity, regardless of the lot size of its parent.

Use this checkbox as follows:

Unchecked - If the previous quantity is not a fixed quantity

Checked - If the previous quantity is a fixed quantity

Shrinkage %

Enter the material shrinkage percentage for the standard quantity expected to be lost or scrapped in this operation.

This is different from the operational shrinkage. It is used to calculate the extra material required so that the standard quantity per can be produced. This additional material is included in the item cost.

In any operation there can be both operational and input shrinkage, in which case both are used in material requirement calculations.

Reference

Use this field to group together items that are amended, deleted, or added as a result of a change in the production process. You must enter upper case characters.

Effective From Date/Effective To Date

Enter or select the effectivity dates. If these fields are left blank, the dates default to 000000 and 999999 respectively, indicating a permanently effective route.

MPS/MRP and Product Costing only include this material if the control date is later than or equal to the From Date and earlier than the To Date.

UOM Conversion Factor

This field displays the unit of measure conversion factor for the input item.

Substitution Allowed

Use this field to specify whether you can use substitute items when this input item is not available, for example, when it is out of date.

Use this checkbox as follows:

Unchecked - If substitute items are not allowed for this input item

Checked - If substitute items are allowed if this input item is not available

Key Input Item

This field is only applicable if the parent item or process group is lot-controlled. The input must have a material control policy of 3 (issue to floor stock).

The key input item is the item in a route whose lot number is used to track work-in-process and finished goods lots.

You can only define one effective key input item per route. This means that you can only flag more than one item as a key input as long as the effectivity dates do not overlap. You do not need to define key inputs at the same level operation.

You use key input items to set the last available and expiry dates of the parent item as well as aid the tracking of input lots through the production process.

Select one of the following:

0 or blank - If this is not a key input item

1 - If the lot number of the WIP is set to the lot number of the key input item after the operation in which the key input item is included

In this case, the last available and expiry dates of the parent are set to those of the key input item. You cannot amend them. The lot number of the parent item is set to that of the key input item; however, you can change this in the outputs pop-up when recording a booking.

2 - If the lot number of the WIP is set to the lot number of the key input item after the operation in which the key input item is included

In this case, the last available and expiry dates of the parent are set to those of the key input item. You cannot amend them. The lot number of the parent item becomes the same as the key input item.

Press Enter to save any additions or amendments made and display the Input Item Maintenance Demand pop-up.

Production Order Input Item Maintenance Demand Pop-up

To display this pop-up, press Enter on the Input Item Maintenance pop-up.

This is the second Input Item Maintenance pop-up. You can use this pop-up to specify what to do with an Input Quantity that is left outstanding at a completed operation.

Use this to manage MPS and MRP planning in the situation where an input requirement is partially issued to a Production Order Operation. You can complete the operation without the outstanding requirement being issued, and the outstanding demand can either be planned, or ignored, by MPS and MRP.

If you ignore the outstanding demand, the input requirement will be considered complete.

You may also define Material Policy Overrides for input Items.

Fields

Ignore Demand at Completed Ops

Use this field to specify whether you want MPS and MRP to ignore demand outstanding when an input requirement is partially issued to a completed Production Order Operation.

Use this checkbox as follows:

Unchecked (default) – Do not ignore outstanding demand

Use this to include outstanding demand in MPS and MRP.

Checked - Ignore outstanding demand

Use this if you want outstanding demand to be ignored and the input requirement to be considered complete, along with the operation.

Press Enter to save the changes and return to the Production Order Maintenance – Inputs View window.

Material Policy

You can specify a Material Control Policy for the Production Order Input. This does not have to be defined, but if it is, it overrides any value defined at the Production Route Input, Production Item Overrides or Production Item details level.

A blank value is valid, and indicates that there is no override at this level.

Use the Material Control Policy Selection pop-up to select from a list of allowed values.

The available material Control Policies are:

0 – Formal Issue

1 – Backflush

2 – Multi-level Backflush

3 – Shop Floor Stock

Production Batch Balancing [2/PCM]

Use this task to:

- Perform batch balancing if it is not performed via the Order Release task
- Amend batch-balanced items

You should always clear existing allocations before making amendments.

Lot Balancing Example

Lot Size = 100

Balancing Quantity = 110

Input A - 100 kg with standard potency of 50%

Input B - 10 kg (filler)

Production Order raised for 100 kg

The following lots of item A are available:

- Lot L714 with a potency of 40%
- Lot L715 with a potency of 75%

To make the order of 100 kg with a potency of 50% requires 50 potency units,

One way in which this may be done is to:

Use Lot L714: 50 kg at 40% = 20 potency units

Use Lot L715: 40 kg at 75% = 30 potency units

Total of 90 kg = 50 potency units

Filler needed: 20 kg to make up quantity to batch balancing total of 110 kg

Batch Balancing in a Location-controlled Stockroom

When potent 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: *Refer to the Production Order Booking section for more information on the Enter Location Balances pop-up.*

Note: *Refer to the Processing Within a Location-controlled Stockroom section in the Inventory Management product guide for more information on location control.*

Lot Balancing Maintenance Selection Window

To display this window, select the Batch Balancing task.

You use this window to enter the production order number for which you want to review lot balancing.

Fields

Production Order Number

Enter the production order number for which to perform lot balancing.

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

Press Enter to display the Lot Balancing Window pop-up.

Lot Balancing Window Pop-up

To display this pop-up, enter or select a works order number and then press Enter on the Lot Balancing Maintenance Selection window.

Use this pop-up to select the item for which you want to perform lot balancing.

The details displayed include:

- The item number
- The standard potency number, as specified in the Inventory Item Details file

- The potency range, as specified on the route
- The outstanding unallocated potency (the software calculates this from the order)

Options

Lot Selection

Use this to display the Potent Lot pop-up with details of available lots.

Existing Allocations

Use this to displays the Existing Lot Allocations Enquiry pop-up.

This shows the lot number, available and allocated quantities and the stockroom in which the item is held. Allocations can be cleared and reselected.

Press Enter to confirm your selection.

Potent Lot Pop-up

To display this pop-up, select Lot Selection against an item on the Lot Balancing Window pop-up.

Use this pop-up to select available lots for allocation to the production order specified on the Lot Balancing Maintenance Selection window.

For each lot, this pop-up displays:

- From the previous window, the item number, standard potency, potency range, item unit of measure
- The outstanding potency units required (O/S Pot Un)
- The assigned lot number
- The actual potency of this lot
- The physical quantity required
- This is calculated as: (Potency Units Required/Actual Potency %) x 100.
- The allocated number of potency units
- This field is blank initially, but displays a value after selection
- The available potency units in this lot (Avl Pot Un)
- Lots with available potency units shown as 0 have been used, and are not available.
- The issuing stockroom

***Note:** Only lots available on the start date of the order are displayed.*

If any lot selected is past its Last Available Date, the software displays a warning. You can still select the lot by using **Update (F8)** to override the warning.

If the quantity contained in the lot is greater than the quantity required, only the quantity required is selected, leaving the balance as available.

When you have made the allocations, the Allocated field is updated and the number outstanding potency units required is decreased. When this happens, the software re-calculates the physical quantity required for the remaining lots, for the new outstanding potency unit requirements, if any.

Options

Select

Use this to select a lot for the order.

It will update the allocated quantity, and reduce the outstanding potency units and available units for the item lot. You can allocate the whole lot if required.

Lot Maintenance

Use this to select only a portion of the available quantity for a selected input lot.

Lot Header Enquiry

Use this to display the Lot Header Parameters Enquiry pop-up for the selected lot.

Functions

All Stockrooms (F14)

Use this to toggle the display between displaying all stockrooms for this item and displaying only the issuing stockroom.

Issuing Stockroom (F15)

Use this to display the potent lot information for the issuing stockroom only.

Existing Allocations (F16)

Use this to display all existing lot allocations for the item.

Clear Allocations (F18)

This function is displayed if you have made any lot reservations in this session. Use this to clear the reservations, and make way for new ones.

Select **Update (F8)** to update the selections.

If you have defined a filler on the route, the Filler Requirements pop-up is displayed; otherwise you will return to the Lot Balancing Maintenance Selection window.

Release Orders [3/PCM]

Use this task to:

- Amend confirmed production orders
- Trial kit confirmed production orders

- This simulates the issue of materials to production orders and highlights potential stock shortages. These would result in negative stocks if you were to release the order.
- Release confirmed orders to the shop floor
- This may allocate material to the order, depending on the company profile setting, and allows transactions to be processed against it.
- Print order documentation (this is optional)
- Assign default order priority
- Issue materials to the first or all operations (this is optional)
- Invoke lot balancing where appropriate
- Create warehouse requirements (this is optional)
- Carry out order maintenance
- Check on availability of inputs for a single order or for a number of orders in a session

Note: *An audit report is automatically produced when an order is released.*

Production Order Release Selection Window

To display the first Production Order Release window, select the Order Release task.

You use this window to select the production orders you want to release. You can only release production orders if their status is Confirmed.

You can either select a single production order or enter selection criteria to select a range of orders.

Fields

Production Order

To select a single Production Order, enter the Order Number.

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

Note: *If the Order has been stopped, an error message is presented and you may not release it.*

OR Select By

You can select a range of production orders using the following selection criteria:

If Multi-plant is active, then either a Stockroom or a Plant (Organisational Model) must be selected.

The Production Orders that are presented for release are selected on the basis that the Receiving Stockroom on the Production Order Header matches the selected Stockroom or is in the selected Plant.

Stockroom

If Extended Stockroom Security is active, and a Stockroom is selected, the user must be authorised to that Stockroom. Otherwise the Stockroom Authorisation error window appears and the selection is disallowed.

Plant

If a Plant (Organisational Model) is selected, the user must be authorised to the whole Plant. If the user is not authorised to any of the Stockrooms in the Plant, then the Stockroom Authorisation error window appears and the selection is not allowed. The first unauthorised Stockroom found in the Plant is displayed in the error window.

If the Central Model is selected, the user must be authorised to all Stockrooms in all Plant Models for the selection to be allowed.

Item/Group

Enter the Item or Process Group to select confirmed orders for that Item or Group.

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

Reference

Enter a Reference to select confirmed Orders with that Reference.

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

Orders Due From/To

Enter or select a date range for the confirmed Orders you want to select. The default in both fields is the current date, but you can change them to any date in the past or future.

Functions

Review Orders (F16)

Specify your selection criteria and then use this to release, maintain text for or trial kit multiple confirmed orders on the Production Order Release Orders window.

Enter a Production Order Number and then press Enter to display the Production Order Release Details window for a single Production Order.

Production Order Release Details Window

To display this window, enter or select an order number and then press Enter on the Production Order Release Selection window.

Use this window to release, amend or trial kit a single confirmed order.

The following are displayed at the top of the window for information:

- Production order number
- Order type

- Finished item number and description
- Route
- Order quantity
- Order start and due dates
- Order references

Fields

Order Priority

Use this field to set the priority of the order. This priority is passed down to the operations and is used to sequence production at work stations.

The value must be in the range 0 to 9 inclusive, with 0 having the highest priority. The highest priority orders are processed first.

The default value for this field is set via the Order Priority Default Value field in the Production company profile.

Inspection Orders

Caution: If this appears, then it should be ignored. No function is affected by any value entered here.

Issue Materials

Use this field to specify whether you want to issue stock only to the first operation on the order, or to all operations. The default from the production company profile is displayed, but you can amend it here.

Note: *You cannot automatically issue items stored in a location-controlled stockroom at production order release. If you check this field, any location-controlled items are ignored and must be issued using the Issue Materials task.*

Select one of the following:

No (0) - Not to issue automatically

All Operations (1) - To issue the required quantity of material to all operations automatically, as long as they are not bulk issue items

First Operation Only (2) - To issue the required quantity of material to the first operation automatically, as long as they are not bulk issue items

Print Shop Documentation

You can print order documentation as a separate task. Order documentation consists of work instructions and pick lists. The default from the production company profile is displayed, but you can amend that.

Use this checkbox as follows:

Unchecked - Not to print order documentation

Checked - To print order documentation

Create Warehouse Requirements

If the materials are warehouse-controlled, you can set this field to allow the stock to be allocated in the warehouse.

Use this checkbox as follows:

Unchecked - Not to generate warehouse requirements

Checked - To generate requirements

Functions

Amend Order (F17)

Use this to amend the order on the Production Order Maintenance Details window.

Trial Allocate (F18)

Use this to trial allocate, or trial kit, materials to be issued to the order. You can trial kit several orders during the release task. Select **Exit (F3)** to end the simulation. No materials are issued by this process.

Text (F21)

Use this to maintain order header text.

Lot Balancing (F22)

Use this for lot balancing of lot-controlled items. This displays the Lot Balancing pop-up.

Note: *If you issue material using this task, and there is actually insufficient stock of the material available, the software will display a warning message. You can override this message if you have checked the Negative Stock Allowed field for the relevant stockroom. You do this when you maintain stockroom profiles within the Inventory Company Profile maintenance task.*

Select **Release Order (F8)** to confirm release of the selected order.

The Production Order Release function bypasses the negative stock validation for Multi-level Backflush Inputs.

Multi-level Backflush Inputs are not allocated unless they are Warehouse controlled.

The Material Issue background process, which automatically issues materials after Production Order Release, uses the Material Control Policy to determine the level of issue that is required for each Production Order Input.

In each of the above cases, the value for the Material Policy is determined by the standard hierarchy for finding the Material Control Policy for Production Order Inputs.

Lot Balancing Pop-up

To display this pop-up, select **Lot Balancing (F22)** on the Production Order Release Details window.

Use this pop-up to select the item for which you want to perform lot balancing.

The details displayed include:

- The item number
- The standard potency number, as specified in the Inventory Item Details file
- The potency range, as specified on the route
- The outstanding unallocated potency (the software calculates this from the order)

***Note:** If you have checked the Allocation of Materials At Order Release field in the production company profile, allocation takes place when you complete the release.*

***Note:** If the item being balanced is a key ingredient, this causes an allocation to take place in floor stock.*

Options

Lot Selection

Use this to display the Potent Lot pop-up with details of available lots.

Existing Allocations

Use this to display the Existing Lot Allocations Enquiry pop-up.

This shows the lot number, available and allocated quantities and the stockroom in which the item is held. Allocations can be cleared and reselected.

Select **Update (F8)** to confirm your selection and return to the Production Order Release Details window.

Potent Lot Pop-up

To display this pop-up, select Lot Selection against a line on the Lot Balancing pop-up.

Use this pop-up to select available lots for allocation to the production order entered on the Production Order Release Selection window.

For each lot, this pop-up displays:

- From the previous window, the item number, standard potency, potency range, item unit of measure
- The outstanding potency units required (O/S Pot Un)

- The assigned lot number
- The actual potency of this lot
- The physical quantity required
- This is calculated as: (Potency Units Required/Actual Potency %) x 100.
- The allocated number of potency units
- This field is blank initially, but displays a figure after selection.
- The available potency units in this lot (Avl Pot Un)
- Lots with available potency units shown as zero have been used, and are not available.
- The issuing stockroom

Note: *Only lots available on the start date of the order are displayed.*

If any lot selected is past its Last Available Date, the software displays a warning. You can still select the lot by using **Update (F8)** to override the warning.

If the quantity contained in the lot is greater than the quantity required, only the quantity required is selected, leaving the balance as available.

When you have made the allocations, the Allocated field is updated and the number of outstanding potency units required is decreased. When this happens, the software re-calculates the physical quantity required for the remaining lots, for the new outstanding potency unit requirements, if any.

Options

Select

Use this to select a lot for the order.

It will update the allocated quantity, and reduce the outstanding potency units and available units for the item lot. You can allocate the whole lot if required.

Lot Maintenance

Use this to only select a portion of the available quantity for a selected input lot.

Lot Header Enquiry

Use this to display the Lot Header Parameters Enquiry pop-up for the selected lot.

Functions

All Stockrooms (F14)

Use this to toggle the window between displaying all stockrooms for this item and displaying only the issuing stockroom.

Issuing Stockroom (F15)

Use this to display the potent lot information for the issuing stockroom only.

Existing Allocations (F16)

Use this to display all existing lot allocations for the item.

Clear Allocations (F18)

This function is displayed if you have made any lot reservations in this session. Use this to clear the reservations, and make way for new ones.

The ‘Clear Allocations’ phase of the Lot Balancing skips Multi-level Backflush controlled Inputs.

Select **Update (F8)** to return to the Lot Balancing pop-up.

If you have defined a filler on the route, when you select **Update (F8)**, the Filler Requirements pop-up is displayed.

Filler Requirements Pop-up

To display this pop-up, select **Update (F8)** on the Potent Lot pop-up if you have defined a filler on the route.

Use this pop-up to confirm the amount of filler required by the order to attain the batch balancing quantity. A filler is necessary when the physical quantity of lot-balanced items falls short of the target physical quantity required to meet the batch balancing quantity.

The filler must be defined on the route. In addition, at least a minimal quantity of the filler must be required as a standard input to the parent item. Flagging an item as a filler on the Input Item Maintenance pop-up, in the Production Definition Maintenance Routes/Structures task, indicates that the quantity required may be increased so as to meet a physical demand. This increase is unrelated to the quantity per requirement.

Fields

Required Qty

Enter the quantity of filler required or accept the default calculated. This is the production order equivalent balancing quantity, minus the sum of the quantity allocated and issued for all potent items, and the quantity of filler issued to-date. Care should be taken to ensure that the physical quantity of allocated lots, plus the filler, do not exceed the balancing quantity for this order.

Select **Confirm (F8)** to complete the transactions and display the Potent Lot pop-up.

Production Order Release Orders Window

To display this window, select **Review Orders (F16)** on the Production Order Release Selection window.

If you enter selection criteria on the Production Order Release Selection window to view a range of production orders, this window displays all orders that satisfy these criteria.

You can use this window to perform the following actions for one or more confirmed orders:

- Select for release
- Maintain text
- Trial kit

Fields

Order Priority

Use this field to set the priority of the order. This priority is passed down to the operations and is used to sequence production at work stations.

The value must be in the range 0 to 9 inclusive, with 0 having the highest priority. The highest priority orders are presented first.

The default value for this field is set via the Order Priority Default Value field in the Production company profile.

Inspection Orders

Caution: If this appears, then it should be ignored. No function is associated with this.

Issue Materials

Use this field to specify whether you want to issue stock only to the first operation on the order, or to all operations. The default from the production company profile is displayed, but you can amend it here.

Note: *You cannot automatically issue items stored in a location-controlled stockroom at production order release. If you check this field, any location-controlled items are ignored and must be issued using the Issue Materials task.*

Select one of the following:

No (0) - Not to issue automatically

All Operations (1) - To issue the required quantity of material to all operations automatically, as long as they are not bulk issue items

First Operation Only (2) - To issue the required quantity of material to the first operation automatically, as long as they are not bulk issue items

Print Shop Documentation

You can print order documentation as a separate task. Order documentation consists of work instructions and pick lists. The default from the production company profile is displayed, but you can amend that.

Use this checkbox as follows:

Unchecked - Not to print order documentation

Checked - To print order documentation

Create Warehouse Requirements

If the materials are warehouse-controlled, you can set this field to allow the stock to be allocated in the warehouse.

Use this checkbox as follows:

Unchecked - Not to generate warehouse requirements

Checked - To generate requirements

Options

Select for Release

Select the Production Orders you want to release and then use **Release Order(s) (F8)** to release them.

Text

Select the Production Orders for which you want to maintain order header text and then press Enter to maintain the text.

Trial Kit

Select the Production Orders for which you want to perform trial allocation and then press Enter to display the Material Availability Enquiry window.

This simulates the issue of materials to the order and highlights potential shortages. These would result in negative stocks if you released the order with the Issue Materials option set to **First Operation** or **All Operations.**

For more details on this facility, refer to the Enquire on Material Availability section in the Production Order Enquiries and Reports chapter of this product guide.

Functions

Release Order(s) (F8)

Release all selected Production Orders for production.

F10=Select All/Deselect All

This selects all listed Production Orders for release.

This function acts as a toggle, so that once all orders have been selected, a subsequent use will deselect all Orders listed.

Select **Previous (F12)** to return to the Production Order Release Selection window.

Generate Warehouse Requirements [4/PCM]

You can use this task to generate warehouse requirements for production orders. Warehouse requirements can also be generated via the Release Orders task.

The Order Release task can be used in the normal manner when there are warehouse-controlled items. There is an extra field at the foot of the second Production Order Release window that generates warehouse requirements if you **check** it.

Use this task for production orders with warehouse-controlled items that are not currently being processed by Warehousing. The orders are displayed on the Generate Warehouse Requirements window, subject to selection parameters.

Once you accept the order, you cannot carry out any further extraction for an order line until you have issued stock to this line from the Warehousing application.

You can also alter the recommended quantity to reflect the real issue units from the warehouse. For example, you require 3 caps: issue a box of 200, and return 197 to the warehouse.

Caution: You cannot manually issue warehouse-controlled items to a production order using the Issue Materials task. You must use the Order Release task or the Generate Warehouse Requirements task instead.

Note: *Generating warehouse requirements creates a stock allocation in the warehouse stockroom.*

Generate Warehouse Requirements Window

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

You use this window to enter selection criteria for the production orders for which you want to generate warehouse requirements.

You can enter selection ranges in the To and From fields. If you leave the From field blank, the software selects warehouses from the beginning of the file. If you leave the To field blank, the software selects warehouses to the end of the file.

Fields

From Warehouse/To Warehouse

Enter a range of warehouses for material issue in these fields.

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

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

From Finished Item/To Finished Item

Enter a range of finished items whose input requirements will be displayed on the next window.

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

From Reference/To Reference

Enter a range of references to select orders that fall in the range. The input requirements for these orders will be displayed on the next window.

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

From Op Start Date/To Op Start Date

Enter or select a date range in these fields to review requirements for the items needed for operations starting within the range of dates specified.

From Order/To Order

Enter a range of orders whose input requirements will be displayed on the next window.

You can use the prompt facility on these fields to select from the Production Order Selection pop-up.

From Operation/To Operation

Enter a range of operations whose input requirements you want to view.

Include Zero Balances

Use this field to indicate whether or not you want to display input items with no outstanding balance. Normally, you would not display items with a zero balance on the Create Material Requirements window. However, if you do display those items, you will be able to enter unplanned requirements for them.

Use this checkbox as follows:

Unchecked - Not to display zero balance items

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

Press Enter to display the Create Material Requirements window.

Create Material Requirements Window

To display this window, enter your selection criteria and then press Enter on the Generate Warehouse Requirements window.

This window displays a list of orders with warehouse-controlled materials or quantities awaiting allocation in Warehousing. The list is based on the selection criteria entered on the previous window.

Fields

Select (Untitled)

Select one of the following:

Process (1) - To create and process the input requirements through Warehousing

Issue Requirements (5) - Use this and press Enter to display details of the material requirements already requested

Conf. Qty

Use this field to confirm the quantity required. This field displays, by default, the outstanding quantity of the input item needed for the order shown. You can increase or decrease this quantity, but you cannot set it to a negative value.

The Generate Warehouse Requirements for Production Order Inputs transfers each Item's Material Control Policy to the Order Line Type on the equivalent Warehouse Pick detail record.

If multiple requirements are consolidated onto a single pick, then the Order Line Type is inherited from the first Component record.

Select **Update and Submit Job (F8)** to submit the batch job for processing and leave the task.

Print Order Documentation [5/PCM]

Order documentation consists of:

- Pick lists - providing details of all inputs needed for each operation on each released production order
- Work instructions - providing details of each operation, including a description on each production order, and including operational text if required

You control the use of order documentation by the settings in the Production company profile. The actual printing is controlled by one of three methods:

- Automatically, by checking the Print Shop Documentation at Order Release Time field in the Production company profile
- Manually, by leaving the Print Shop Documentation at Order Release Time field unchecked in the Production company profile and checking the Print Shop Documentation field in the Release Orders task
- Manually, by leaving the Print Shop Documentation at Order Release Time field unchecked in the Production company profile and using this task to select orders for documentation printing

If you have set the company profile field to print in batch, when you leave these tasks the documents are sent to the job queue and printed when the batch job is processed.

If you have set the company profile field to print interactively, the documents are processed immediately. If you select large numbers of documents, there may be a delay before you can use the window again.

Note: *Reprinted documents have ***REPRINT shown in the top right-hand corner.*

Print Order Documentation Option Window

To display this window, select the Print Order Documentation task.

You use this window to select the status of the production orders you want to print.

Note: *This window will open in batch print or interactive print mode, depending on the setting of the Print Shop Documentation at Order Release Time field in the Production company profile.*

Fields

Option

Select one of the following:

Select From Unprinted Orders (1) - To display the Print Order Documentation Selection window with all unprinted production orders

Select From All Orders (2) - To display the Print Order Documentation Selection window with all orders stored on the system

Print All Unprinted Released/Active Orders (3) - To print all the previously unprinted, released orders automatically

This submits a job that runs either interactively or in batch, depending on the value of the Issuing/Printing Interactive or Batch field in the Production company profile.

Print All Released/Active Orders (4) - To print or re-print all released and active orders automatically, regardless of their print status

This submits a job that runs either interactively or in batch, depending on the value of the Issuing/Printing Interactive or Batch field in the Production company profile.

Stockroom

Stockroom and Model selection options are available on the Print Order Documentation selection panel.

If Extended Stockroom Security is active, if the user enters a Stockroom, they must be authorised to that Stockroom, otherwise the Stockroom Authorisation error window appears and the selection is disallowed.

If the user enters a Model, then they must be authorised to the whole Model. If they are not authorised to any of the Stockrooms in the Model, then the Stockroom Authorisation error window appears and the selection is not allowed. The first unauthorised Stockroom encountered within the Model is displayed in the error window.

If Multiplant is active, then either a Stockroom or a Model must be selected. If the Model selected is the Central Model, the user needs to be authorised to all Stockrooms in all Plant Models for the selection to be allowed.

The Production Orders that are presented for documentation printing are selected on the basis that the Receiving Stockroom on the Production Order Header is included in the Stockroom or list of Stockrooms selected.

Press Enter to display the next window or select **Exit (F3)** to leave the task.

Print Order Documentation Selection Window

To display this window, select Select From Unprinted Orders or Select From All Orders in the Option field on the Print Order Documentation Option window.

You use this window to select the production orders you want to print. The status of the orders displayed depends on the value you chose on the Print Order Documentation Option window.

Fields

Option (O)

Select one of the following:

Print as original - To duplicate the documentation originally produced for the order selected

Print as outstanding - To adjust the documentation to represent the current state of the order

Note: *When Already awaiting printing is displayed, this means the order has already been selected and is waiting to be printed.*

Print Status

This field displays one of the following:

Blank - If documentation has not yet been printed for the order

Printed - If documentation has already been printed for the order

You can still select the order for re-printing.

Selected - If the order has been selected, but the documentation has not yet been printed

This situation can arise when printing is submitted as a batch job.

Functions

Print All Released Orders (F8)

Use this to print order documentation for all released orders, including those previously not printed.

Expand Detail (F22)

Use this to toggle between displaying more or less detail for each order. The additional details displayed are the Order Type, Route Code, Start Date, and Due Date.

Select the orders for printing and then press Enter to submit the job and re-display the Print Order Documentation Option window.

The Documentation printing process uses the Material Control Policy to determine whether to print each Production Order Input. It excludes multi-level backflush inputs.

Order Completion [6/PCM]

You can complete orders in either of two ways:

- By booking at the last operation and indicating that the order is complete

  This reduces the WIP value and increases the inventory stock level. This should be considered as the normal method of completing orders.

- By selecting this task

  You can close down the order, either completely or operation by operation, in production order control only. This does not update the physical stock in Inventory Management and therefore the goods remain as WIP. You can then re-open the order, either entirely or for selected operations, or cancel it through the same facility.

The file updates effected by carrying out order completion by either method are as follows:

Action	Production Orders	Inventory
On completion of an Individual Operation	Operation status is changed to Completed. Completion date is recorded. Inputs' status changed to Complete.	The inputs' allocated stock is reduced by any outstanding amount (quantity required less quantity issued) and therefore available stock is increased. To allow this, in the Production company profile, the Allocation of Materials At Order Release field must be checked.
On completion of an Order	Header status changes to Complete. Completion date is recorded. Status of all operations and inputs is changed to Complete.	The parent item's on order balance is reduced by the order quantity. The inputs' allocated stock is updated as above for all operations.

Re-opening an order reverses the transactions made on the original completion.

Note: *When you complete an operation, any related work station schedules will also be completed. Alternatively, when you re-open an operation, any related work station schedules will also be re-opened.*

The effects of cancelling an order are:

- The status is set to cancelled
- The completion date is not recorded
- The order cannot be re-opened

Production Order Completion Selection Window

To display this window, select the Order Completion task.

You use this window to select the production orders you want to complete.

You can enter a specific production order number or enter selection criteria to view a list of orders that match those criteria.

Fields

Production Order

Enter the number of the production order you want to complete.

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

You can only select orders that are released or active.

Press Enter to display the Production Order Completion Details window.

OR Select By

You can complete the remaining fields and select **Review Orders (F16)** to display all the existing orders that meet the selection criteria.

Stockroom

Stockroom and Model selection options are available on the Production Order Completion selection parameters panel.

If Extended Stockroom Security is active, if the user enters a Stockroom, they must be authorised to that Stockroom, otherwise the Stockroom Authorisation error window appears and the selection is disallowed.

If the user enters a Model, then they must be authorised to the whole Model. If they are not authorised to any of the Stockrooms in the Model, then the Stockroom Authorisation error window appears and the selection is not allowed. The first unauthorised Stockroom encountered within the Model is displayed in the error window.

If Multiplant is active, then either a Stockroom or a Model must be selected. If the Model selected is the Central Model, the user needs to be authorised to all Stockrooms in all Plant Models for the selection to be allowed.

The Production Orders that are presented for completion are selected on the basis that the Receiving Stockroom on the Production Order Header is included in the Stockroom or list of Stockrooms selected.

Item/Group

Enter the item or process group code for the orders you want to complete.

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

Reference

Enter a reference code for the orders you want to complete. This limits the orders you can select from to those with the same code in the Reference 1 field on the order header.

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

Orders Due From/To

Enter or select a date range for the orders you want to complete. This limits the orders you can select from to those with a due date within the range entered.

Note: *Both of these fields default to the current system date.*

Functions

Review Orders (F16)

Use this to display a list of orders that meet the selection criteria that you have entered. This displays the Production Order Completion Select Order window.

Enter a production order number and then press Enter to display the Production Order Completion Details window.

Production Order Completion Select Order Window

To display this window, select **Review Orders (F16)** on the Production Order Completion Selection window.

This window displays a list of all released and active orders and allows you to select any of them for processing. The details displayed include:

- The order status
- The order type (type 1 is for standard orders, and 2 for non-standard orders)
- The due date for the order
- The original order quantity for the finished product
- The original order quantity, less any receipts into stock

Options

Select Order

Use this to select an order for completion. This displays the Production Order Completion Details window with details of that order.

Text

Use this to enter, display or edit the header text for an order.

Use Select Order against a line to display the Production Order Completion Details window.

Production Order Completion Details Window

To display this window, use Select Order against a line on the Production Order Completion Select Order window.

Alternatively, enter or select a production order number and then press Enter on the Production Order Completion Selection window.

This window displays the header details and all operations for the selected order. The details shown for your information include:

- The status of the operation

  An operation can have any one of the following statuses:

  3 - Released Operation

  4 - Active Operation

  8 - Complete Operation

  9 - Cancelled Operation
- The Recorded Completion Date if the status of the Production Order is 8 (Complete).
- The operation sequence number
- The recorded start date for this operation and the due date for completion
- The scheduled quantity of the item to be produced at this operation
- The quantity recorded as completed through operation bookings
- The difference between the scheduled and completed quantity

Options

Complete Operation

Use this to flag an operation as completed.

Re-open Operation

Use this to re-open a completed operation.

Text

Use this to enter, display or edit the operational text.

Functions

Complete Order (F8)

Use this to complete the whole order, regardless of the status of the individual operations. The status of all operations is amended to **8** (Complete).

Cancel Order (F11)

Use this to cancel the order. This is only valid for released orders. You will have to confirm this request before it is actually carried out. The order remains on file but cannot be updated in any way. The status of the operations is amended to **9** (Cancelled).

Caution: This facility should be used with care, as the order cannot be re-opened.

Re-Select Order (F12)

Use this to return to the Production Order Completion Selection window.

Re-Open Order (F13)

When you are reviewing a completed order, use this to re-open it. The status of the operations is amended to **4** (Active).

Additional Balances (F19)

Use this to display additional detail about the operations. These details show the re-work, held and scrap quantities for each operation.

Header Text (F21)

Use this to enter, display or edit the header text for an order.

Production Order Completion de-allocates any remaining allocated Inventory in the Floor Stockroom for Production Order Inputs that are Floor Stock controlled.

The value for the Material Policy is determined by the standard hierarchy for finding the Material Control Policy for Production Order Inputs.

Note: *When you carry out a particular action, the window is displayed again with the appropriate status detail updated.*

Select **Complete Order (F8)** to complete the production order.

Generate Inspection Orders [7/PCM]

This option is superseded in System21. QS is no longer available for Production Orders. QM is available for quality management.

Order Stop/Restart [8/PCM]

You use this task to halt the production of a work order. This means you can suspend production on work orders without having to close or complete them. You can select one or more work orders and stop them, giving a reason for doing so. You can also re-start work orders that have been stopped with this task.

The Production Order Control options check that the work order has not been stopped before allowing it to be progressed. Bookings and material issues cannot be made against stopped works orders. It is still possible to use the Order Maintenance task to change, complete or cancel the work order.

Note: *Planning and work station scheduling do not recognise the stopped status of a work order.*

Production Order Stop/Restart Selection Window

To display this window, select the Order Stop/Restart task.

Use this window to enter the selection criteria for the work orders you want to stop or restart.

You can select orders in the following ways:

- Enter a single works order.
- Select a range of works orders by parent item, route, reference, order type, order status, due date.
- Select a range of works orders by input item and due date.

Note: *These three selection methods are mutually exclusive.*

Fields

Production Order

Enter the works order you want to stop or re-start.

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

Or Select By

Item

Enter the parent item for which you want to review works orders.

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

Leave this field blank for all parent items.

Route

Enter the route for which you want to review works orders.

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

Enter **1** in the second field for all routes.

Reference

Enter the reference for which you want to review works orders.

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

Leave this field blank for all references.

Order Type

Select one the following to indicate the order type for which you want to review works orders:

Blank - For all order types

Standard (1) - For standard order types only

Non-standard (0) - For non-standard order types only

Order Status

Leave this field blank for all order statuses.

Alternatively, select one of the following:

Suggested

Planned (1)

Confirmed (2)

Released (3)

Active (4)

Cancelled (9)

Complete (8)

Orders Due From/To

Enter or select the range of dates for which you want to review works orders.

Select Stopped Only

Use this field to specify whether you want to review all works orders or only works orders that are currently stopped.

Use this checkbox as follows:

Unchecked - To display on the Production Order Stop/Restart Order Review window all orders that meet the criteria entered in the other selection fields

Checked - To display on the Production Order Stop/Restart Order Review window only those works orders that are currently stopped

OR Select By

Input

Enter the input item for which you want to review works orders.

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

Leave this field blank to display all works orders with input items.

Required From/To

Enter or select the range of dates for which you want to review works orders.

Functions

Review Orders (F16)

Use this to display the Production Order Stop/Restart Order Review window with works orders that match the criteria in the Item, Route, Reference, Order Type, Order Status and Orders Due From/To fields.

Review by Input (F17)

Use this to display the Production Order Stop/Restart Order Review window with works orders that match the criteria in the Input and Required From/To fields.

If you enter a single works order, press Enter to display one of the confirmation pop-ups.

If you enter selection criteria for the parent item or input item, select **Review Orders (F16)** to display the Production Order Stop/Restart Order Review window.

If you enter selection criteria for an input item or input item, select **Review by Input (F17)** to display the Production Order Stop/Restart Order Review window.

Production Order Stop/Restart Order Review Window

To display this window, enter selection criteria for parent items and then select **Review Orders (F16)** on the Production Order Stop/Restart Selection window.

Alternatively, enter selection criteria for input items and then select **Review by Input (F17)** on the Production Order Stop/Restart Selection window.

You use this window to select the works order you want to stop or re-start.

Depending on the selection criteria you entered on the previous window, this window displays:

- Works orders for parent items
- Works orders for input items

Fields

Position To

Enter a line number to position the display at that line on the window.

Select

Select one of the following:

Stop - Against all the orders you want to stop

Restart - Against all works orders you want to re-start

Order Header Text - To display the Text Maintenance window on which you can maintain text for the works order

Order Enquiry - To display the Production Order Enquiry Detail window with information for the selected works order

Reason

You can enter individual work order stop reason codes against each works order. If you leave this field blank, the software will use the default work order stop reason code entered in the Reason Code field.

Note: *You do not have to enter a reason code when you are re-starting an order.*

Reason Code

Enter a default work order stop reason code. The software will use this reason code for individual work orders where the Rsn field has been left blank.

You can use the prompt facility on this field to select from the WSRN Work Order Reason Code pop-up.

Note: *You do not have to enter a reason code when you are re-starting an order.*

Functions

Stop Orders (F10)

Use this to stop all works orders with **Stop** displayed against them.

Restart Orders (F14)

Use this to re-start all works orders with **Restart** displayed against them.

Expand/Contract (F22)

Use this toggle the information displayed about the works orders.

Select Stop against the orders you want to stop and then select **Stop Orders (F10).** The Production Order Stop Confirmation pop-up is displayed.

Alternatively, select Restart against the orders you want to re-start and then select **Restart Orders (F14)**. The Production Order Restart Confirmation pop-up is displayed.

Production Order Stop Confirmation Pop-up

To display this pop-up, enter a works order in the Production Order field on the Production Order Stop/Restart Order Selection window.

You use this pop-up to enter a reason code and stop the works order entered on the Production Order Stop/Restart Selection window.

Fields

Reason Code

Enter a works order stop reason code.

Alternatively, use the prompt facility to select from the WSRN Work Order Reason Code pop-up.

Functions

Stop Order (F10)

Use this to stop the works order.

Select **Stop Order (F10)** to stop the works order and return to the Production Order Stop/Restart Order Selection window.

Production Order Restart Confirmation Pop-up

To display this pop-up, enter a stopped works order in the Production Order field on the Production Order Stop/Restart Order Selection window.

You use this pop-up to enter a reason code and re-start the works order entered on the Production Order Stop/Restart Selection window.

Functions

Restart (F14)

Use this to re-start the works order.

Select **Restart (F14)** to re-start the works order and return to the Production Order Stop/Restart Order Selection window.

Chapter 3 Transactions

3

Issue Materials to Production [11/PCM]

There are four methods of issuing materials:

- Automatically on order release, for the first operation only or for all operations

  This method is quick but may result in negative stocks. However, a warning message is displayed if this should happen and you can override the issuing request. You can also run order shortage reports to find out if this has happened. For batch-controlled items, you have to select a batch number as part of order release. This task is not available if the Warehouse application is in use.

- By issuing the items manually in Inventory Management

  However, if you use this method, there is no record of actual material issues in Production Control; therefore production does not record any actual material costs.

- By backflushing items with Material Policy specified as ‘Backflush’ or ‘Multi-level backflush’. This setting may be on the Production Order Input itself, or it may be derived from the Production Item Master or the Production Item/Stockroom Override for the Input Item.

  Backflushing is the automatic issue of production inputs using calculated standard quantities when production activity is recorded.

- By manually issuing the items in Production Control

  Use this method to record actual material issue quantities to the Production Order, or to the Shop Floor for Schedule controlled production. This allows actual costs to be captured from the actual issues and reduces the Inventory Issuing Stockroom balances by the actual quantities consumed.

There are two activities defined for the purpose of multi-level backflushing.

These both use reporting type **01**, and are equivalent to PRODRP and WORDRP, the difference being that they are automatically recorded by the system instead of being entered by users.

The types by default are:

PRODBF - Production Backflush

WORDBF - Work Order Backflush

These activity types should be assigned sequence numbers higher than PRODRP and WORDRP to prevent them from appearing as the defaults in Production Booking and Production Order Booking.

For WORDBF, the Work Order Required Flag should be set to **1** (Mandatory).

For PRODBF, the Work Order Required Flag should be set to **2** (Prohibited).

Floor Stock

You can define items as floor stock items to reserve them individually, or control them before they are used in WIP. This allows the use of controlled items in less rigidly controlled environments. You can issue items to floor stock stockrooms to track lot-controlled items in a scheduled environment. You can also issue non-lot-controlled items from a floor stock stockroom.

To define an item as floor stock, on the Production Details set the material control policy to Floor Stock Issue by setting the Material Policy field to **3** (Shop Floor Stock). Material Control Policies are set up in the Inventory Descriptions file under Major Type BLKI.

The following items should have their Material Control Policy set to **3** (Shop Floor Stock):

- Items to be controlled by floor stock issuing
- All lot-controlled key ingredient items

You should decide which inventory stockrooms you want to use to hold floor stock. You must link the floor stock stockrooms to your work stations using the Maintain Work Station Locations task in Production System Utilities.

You can use the Issue Material tasks for both production orders and schedules to issue these materials from a raw material stockroom to a floor stock stockroom. This reduces the Inventory material stock and increases the floor stock. The floor stock is shown as fully allocated because normally there is no freely available stock in the floor stock stockroom. However, it is possible to over or bulk issue items to the floor stock stockroom. The Daily Requirements Pull List routines net any excess that is free stock against new scheduled requirements.

If items are not formally manually issued, when you book the next count point operation, the reservation or allocation is backflushed out of the floor stock stockroom. Scheduled requirements are de-allocated in FIFO sequence when shop floor stock is consumed.

Issuing Materials from a Location-controlled Stockroom

If you issue materials from a location-controlled stockroom, the Enter Location Balances pop-up is displayed so that you can enter location details for the issue.

Note: *Refer to the Production Order Booking section for more information on the Enter Location Balances pop-up.*

Note: *Refer to Processing Within a Location-controlled Stockroom in the Inventory Management product information for more information on location control.*

Issue Materials Selection Window

To display this window, select the Issue Materials to Production task.

You use this window to select the production orders you want to maintain.

You can enter a specific production order number or enter selection criteria to view a list of orders that match those criteria.

You can issue material for all operations on a production order or for a specific operation.

Fields

Production Order

Enter the order number against which issues will be recorded.

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

You can only select orders with a status of Released or Active.

Note: *If the order has been stopped, the software displays an error message and prevents you from issuing materials for the order.*

Operation Sequence

You can optionally enter the number of the operation to which you want to issue inputs. Leave this field blank to display all operations and inputs for the selected order.

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

Date

Enter or select the date on which issues will be made.

Work Station

Enter the work station to which the inputs will be issued. You can use this field to record material issues to work stations other than those defined on a route, or specified during order booking, operator booking, or both. If you enter a work station here, it overrides the one stated on the route. If you leave this field blank, the software assumes the work station defined on the route for the operation.

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

Shift

Enter a specific shift from the shift profile for the work station to which materials are to be issued. This can be the work station on the route or the override work station entered on this window. Alternatively, you can accept the default value in this field.

Or

You can complete the remaining fields and select **Review Orders (F16)** to display all the existing orders that meet the selection criteria.

Item/Group

Enter an item code to display all orders for this finished item, subject to the next three selection criteria.

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

Leave this field blank to display all orders for all finished items, again subject to the next three selection criteria.

Reference

Use this to select orders based on the entries made in the Reference 1 field on the Production Order Maintenance Details window.

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

Orders Due From/To

Enter or select the date range for the orders on which you want to enquire. The default date in both fields is the current system date.

Stockroom

If Extended Stockroom security is active, the selected/entered Production Order is validated to ensure that the user is authorised to the Receiving Stockroom. If they are not, then the Stockroom Authorisation Error window appears, and access to the Material Issues panel is not granted.

Functions

Review Orders (F16)

Use this to display a list of orders on the Production Order Selection pop-up, based on the criteria in the selection fields.

Enter a production order number and then press Enter to display the Record Issues and Adjustments window.

Production Order Selection Pop-up

To display this pop-up, select **Review Orders (F16)** on the Issue Materials Selection window.

This pop-up lists all orders that match the selection criteria entered on the Issue Materials Selection window. The following details are shown:

- Text field

  Note: *An asterisk is displayed in the field if text has been entered against the order.*
- The current status of the order. The following may be displayed:
  - 1 - Released Order
  - 2 - Active Order
- The order quantity
- The unit of measure defined for the item
- The primary stockroom for the item
- The due date for the order

- The route code used
- The order reference

Options

Select Order

Use this to display the Record Issues and Adjustments window for the selected order.

Maintain Text

Use this to enter new text for the order or amend the existing text.

Note: *This option is only displayed if you complete the Item/Group field on the Issue Materials window and then select* ***Review Orders (F16)****.*

Functions

Expand/Contract (F22)

Use this to toggle between displaying basic and additional details of the orders. The additional details are the process group name and order type.

Select a production order and then press Enter to display the Record Issues and Adjustments window.

Record Issues and Adjustments Window

To display this window, enter a production order on the Issue Materials window and then press Enter.

Alternatively, select a production order on the Production Order Selection pop-up.

When completing this window, you should consider the following:

- The Type and Reference fields are optional.
- You must enter a valid lot or serial number if the input is subject to lot, batch, or serial control. You can use the prompt facility to display a list of numbers.
- An asterisk (*) shown beside an Issue Qty field means that there is insufficient stock in the displayed stockroom. You can either issue stock from another stockroom or override the asterisk, resulting in negative stock in the displayed stockroom.
- A less than (<) symbol shown beside an Issue Qty field means that the item is designated as backflushed. You should not formally issue the item and the field should be left blank.

Fields

Select (S)

Enter one the following:

1 - To select (then use **Confirm Selected Issues (F9)** to confirm the item for issue)

2 - To display the Substitutes pop-up

5 - To display the Item/Stock Details Enquiry window

This uses the item and stockroom from the line selected. Please refer to the Inventory Management product guide for further details.

Note: *This option is only available if you are authorised to the Inventory Item/Stockroom Enquiry task.*

Issue Qty

Enter the quantity you want to issue to the order. The field displays the default quantity needed to complete the order. If it is blank, it could mean:

- All current requirements are met for formal issue items.

  Or

- Backflushed items have not been issued. The field is blank because their requirements are met automatically on receipt of a parent item at the count point on an operation routing where they are consumed.

If an item is subject to batch or lot balancing as part of the order release procedure, the physical quantity calculated by batch balancing is shown below the Issue Qty. A corresponding lot number is shown below the line in the Batch field. You must issue all the material lots to the appropriate stockroom.

The lot numbers and physical quantities displayed below the line numbers have been reserved in the issuing stockroom. The software checks that the issues you actually make are not from a different lot **or a quantity greater than the reserved quantity.**

If you are not issuing key ingredients to floor stock, you cannot book receipts at the operation where they are required, as it is a mandatory requirement to select lots at that time. Reserved lots are not made available for subsequent selection.

If you are using a substitute, you must specify a quantity before the software invokes the substitution routine. You cannot substitute more than has been already issued.

Note: *If the work order relates to a route and item that are subject to change control and the Work Order Amend field in the Maintain Change Management Parameters task has been checked, you cannot substitute a material specified as an input on the work order unless you have raised an express change request type 72 (Work Order Concession). The work order concession will cover all amendments you need to make to the work order and will remain in force until you close the change request (status 90). A change request type 99 (Catch All) does not cover work order concessions.*

To make an adjustment indicating a return to stock, enter a negative quantity. To do this, enter a quantity with a minus sign suffix, for example, **2-**.

When a negative quantity is entered for Production Order Material Issue, validation ensures that only material that was issued can be returned.

The resulting issued quantity cannot be less than zero. The resulting total issued from any Lot, Batch, or Serial number cannot be less than zero.

Return to the same Lot in a different Stockroom is allowed.

The Lot has to exist in the receiving Stockroom for the return to be valid.

UOM

This field displays the default issuing unit of measure of the item. You can change this.

ST

This field displays the default issuing stockroom. For lot-controlled floor stock items, this is the Inventory stockroom when reserved, but this changes to the floor stock location when consumed during order booking.

If the material being issued is a floor stock item, the stockroom displayed changes to the designated floor stock stockroom for the relevant work station and operation.

When the prompt facility is used on the Stockroom field, a list of the available stockrooms for the item is displayed with a summary of the balances in each. This is only available if the original stockroom is not a warehouse. Depending on the user's authority to the Inventory Item/Stockroom Enquiry, an additional selection option appears on this window allowing selection of any of the item/stockroom combinations for enquiry.

If Extended Stockroom Security is active, the validation checks that the user is authorised to the Issuing Stockroom on each selected line of the Issuing list. If the user is not authorised to the Stockroom on any line, then the Stockroom Authorisation Error window is displayed and the update cannot proceed.

Type

For each item, you can designate a specific transaction type in preference to the default issue transaction type.

Note: *A transaction type is used for Inventory analysis and does not change item balances. You define transaction types in the Inventory Descriptions file under type TRAN.*

Reference

You can assign to each item issue a specific reference that overrides the default issue reference.

Lot

For all lot-controlled items, you must enter the lot, batch or serial number for the item to be issued.

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.

Add Input Fields

You can add an input to the list by entering details in the Reference, Transaction Type, Date and W/S fields at the bottom of the window.

Reference

This defaults to the production order number, but you can override this and assign a different reference.

Transaction Type

You can assign a transaction type to each issue.

You can use the prompt facility on this field to select from the TRAN Movement Reference Type pop-up.

Date

This field defaults to the date entered on the Issue Materials Selection window, but you can enter or select another issue date.

W/S

If you specified an operation sequence on the first Issue Materials Selection window, you can enter a work station to which to issue.

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

The default is the work station you originally entered.

Functions

Confirm All Issues (F8)

Use this to confirm the issue of all the items on the window.

Note: *If you are issuing a Production Catchweight item, when you select* ***Confirm All Issues (F8)*** *a pop-up is displayed showing the item's secondary unit of measure and values. Press Enter to update the data and confirm the issues.*

Confirm Selected Issues (F8)

Use this to issue selected items only. Enter **1** against the items and use this to confirm the issues.

Unplanned Issues (F19)

Use this to display the Record Unplanned Issue pop-up.

Note: *This function is only available for packaging or utility material types when using lot balancing.*

Expand/Contract (F22)

Use this to display additional details for each input. These details include the description of the input, quantity issued to date, lot details and sequence number.

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

Stockroom Balances Pop-up

To display this pop-up, use the prompt facility against a stockroom on the Record Issues and Adjustments window.

This uses the item from the line selected

Options

Select

Use this to select the item/stockroom.

Stock Enquiry

Use this to display the Item/Stock Details Enquiry window.

This uses the item and stockroom from the line selected. Please refer to the Inventory Management product guide for further details.

Note: *This option is only available if you are authorised to the Inventory Item/Stockroom Enquiry task.*

Select the required item/stockroom to return to the Record Issues and Adjustments window.

Substitutes Pop-up

To display this pop-up, enter 2 against an input and then press Enter on the Record Issues and Adjustments window.

You can display the substitute items that have been defined for the selected item.

Note: *You define substitutes within the Production Details task.*

Options

Select

Use this to select a substitute and change the quantity to be issued.

Press Enter and then select Issue **Substitute (F8)** to issue the substitute quantities to the order.

View Stock

Use this to display the stockroom balances for the substitute.

Note: *You cannot use substitutes when the Issue Qty field is zero; that is when the full quantity has already been issued.*

Note: *If the Work Order Amend field in the Maintain Change Management Parameters task has been checked, you are prevented from substituting a material specified as an input in a work order raised against a route and item that are subject to change control. To overcome this, you must raise and authorise an express change request type 72 (Work Order Concession). The work order concession will cover all amendments you need to make to the work order and will remain in force until you close the change request (status 90). A change request type 99 (Catch All) does not cover work order concessions.*

Functions

Issue Substitutes (F8)

Use this to issue the substitute quantities to the order.

Select Issue **Substitute (F8)** to issue the substitute quantities and return to the previous window.

Record Unplanned Issue Pop-up

To display this pop-up, select **Unplanned Issues (F19)** on the Record Issues and Adjustments window.

Caution: This pop-up is only available for packaging or utility material types if you are using lot balancing.

Use this pop-up to record the issue of inputs that are not found on the route used for the order.

Fields

Operation Sequence

Enter the operation sequence at which you will issue the material. If you do not enter an operation, when you press Enter, the field defaults to the first operation on the route.

Unplanned Input

Enter the input item that you want to issue.

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

Note: *If the Work Order Amend field in the Maintain Change Management Parameters task has been checked, you are prevented from issuing an unplanned material to a work order raised against a route and item that are subject to change control. To overcome this, you must raise and authorise an express change request type 72 (Work Order Concession). The work order concession will cover all amendments you need to make to the work order and will remain in force until you close the change request (status 90). A change request type 99 (Catch All) does not cover work order concessions.*

Quantity

Enter the quantity of the input that you want to issue.

UOM

Enter a valid issuing unit of measurement, as defined to Inventory, for the input. If you leave this field blank, it will default to the UOM in the primary stockroom when you press Enter.

You can use the prompt facility on this field to select from the UNIT Unit Descriptions pop-up.

Stockroom

Enter a valid stockroom for the input. If you leave this field blank, it will default to the primary stockroom for the item when you press Enter.

You can use the prompt facility on this field to select from the Stockroom Balances pop-up.

Batch

If the input is lot-controlled, you must enter a lot reference number.

Alternatively, use the prompt facility to select from the Select Location/Batch pop-up.

Reference

The default issue reference displayed for the item is the work order number. However, you can override the default with a specific item reference.

Transaction Type

For each item, you can designate a specific transaction type in preference to the default issue transaction type.

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

Date

You can optionally enter or select an issue date. If you do not specify a date, the field defaults to the current system date for all issues.

Reason Code

You must enter a reason code for the issue. This is an analysis code that can be used in variance reports.

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

Functions

Confirm Issue (F8)

Use this to confirm the issue after you have entered all the appropriate data.

Select **Confirm Issue (F8)** to confirm the issue and return to the previous window.

Bookings

You use production booking to capture information that can be meaningfully associated with activities and events involving productive resources. This includes, for example, information about operators, work stations, materials and subcontractors.

The activity type that you select for the booking session determines which data is mandatory, optional or prohibited.

As well as the activity type definition, there are settings in the company profile, organisational model and route against which a booking is made that qualify the format, interpretation and use of prompted details.

When making bookings, you can enter, review, or amend crew, input, output, scrap and held details in a pop-up associated with the specific bookings.

There are two methods of booking production orders:

- Production Order Booking
- Operator Booking

Note: *For warehouse-controlled materials, you must follow a series of picking or issue routines in Warehousing to issue the materials before you begin the transaction booking.*

Production Order and Operator Booking and WorkStation Schedule Relief

If the Relieve Item and Work Station Schedules field in the Maintain Activity Control task has been set to **1** for the activity that you are using, the booking tasks allow you to override the system date with the date when the original work was produced. This is so that the correct firm work station schedule can be relieved.

You can do this if Relieve Item and Work Station Schedules has been activated against any activity using reporting type 34. This includes SCRAP.

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.

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 Maintenance product guide.

Catchweight in Production Warehousing

When warehoused input items are issued through the booking tasks, because they are backflushed or floor stock items, the software checks to see if they are defined as Catchweight items. If they are, the secondary value and unit of measure (UOM) is calculated. The software displays a pop-up for Catchweight items of type 1 or 2 and you can override their secondary values, UoMs, or both. These details then update the component usage records.

Issuing Lot-controlled Backflush Items

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

To issue the missing lots for the backflush items subsequently, use the booking tasks. 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.*

Production Order Booking [12/PCM]

You can use this task to book activities performed on a number of production orders by an operator or crew, without having to re-input information about them for every order or activity.

You can book activities such as set-up, production booking or scrap reporting.

When booking production information, you do not have to enter amounts against the main process group item to reflect that quantities of co-products, waste products and by-products exist. Outputs defined with 0 quantities are highlighted as warnings, but do not prevent the entry of other output type detail.

If the activity is defined as a detail record in the MLBW parameter, it is not allowed for manual production bookings. An error message will appear, telling the user that the activity is reserved for automatic production reporting.

In effect, this prevents the user from recording manual bookings using WORDBF, 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, inputs with a material policy of **2** (BLKI04) are treated in the same way as inputs with a material policy of **1**, as long as multi-level backflushing is activated for the item's Production Control Policy (SCHC04) in the related Parameter file entry (MLBW for Work Orders and MLBS for Schedules).

Caution: If the multi-level backflushing parameter (MLBW or MLBS) is not activated, the input is treated in the same way as those with material policy 0, as they were before this function change.

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. The 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 an order, you would not expect to see the warning message that insufficient stock exists.

Order Booking 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 issue.

Order booking in a Bonded Warehouse

When an output of a production order is booked into a bonded warehouse the Add/Amend Output pop-up must be invoked for that output.

Production Order Booking Header Window

To display this window, select the Production Order Booking task.

You use this window to enter the header details for a production order 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, unless you amend it at a later stage.

Shift

You can optionally 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 Production Order 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.

Note: *If the activity type you are using allows it, this field may be left blank.*

Note:*The activity type is displayed in the Activity field on the Production Order Booking Details window.*

Work Station

You can optionally 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 production order.

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, then 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.

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

If extended Stockroom Security is active, and 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 Production Order Booking main panel is not allowed.

Dept

You can optionally enter a department code against which the booking will be made.

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 can use the prompt facility on this field to select from the DEPT Department pop-up.

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 optionally enter an operator code identifying the person who performed the work.

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

You can specify an operator or a crew, but not both.

Crew (Cr)

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

Alternatively, use the prompt facility to select from the List/Select Crew Codes Window pop-up.

You can specify 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 the Production Order Booking Details window to modify the time on an individual basis.

Press Enter to display the Production Order Booking Details window.

Production Order Booking Details Window

To display this window, press Enter on the Production Order Booking Header window.

You use this window to enter the details of a production order booking. You should be aware that the definition of the organisational model might change the fields displayed on this window.

This window displays the header details that were entered on the previous window. You can change them on this window if you want to book to a different set of details.

Fields

Header Details

Date

This field displays the date entered on the previous window. You can change it here.

Shift

This field displays the shift entered on the previous window. You can change it here.

Work Station

This field displays the work station entered on the previous window. You can change it here.

You can use the prompt facility on this field 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 the booking is not permitted.

If no Work Station is entered, then the validation determines whether the user is authorised to the standard Work Station on the booked Production Order Operation.

If a Work Station is entered that is not the standard Work Station on the entered Production Order Operation, then the validation determines whether the user is authorised to both the entered Work Station and the standard Work Station. If the user is not authorised to any of those Stockrooms then the Stockroom Authorisation error window appears and the booking cannot proceed.

Dept

This field displays the department entered on the previous window. You can change it here.

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

Operator

This field displays the operator entered on the previous window. You can change it here.

You can use the prompt facility on this field to select from the List/Select Operator Codes pop-up.

Crew (Cr)

This field displays the crew entered on the previous window. You can change it here.

You can use the prompt facility on this field to select from the List/Select Crew Codes Window pop-up.

Booking Details

Activity

You can optionally enter the code of the activity type that you want to report. You must first define the activity type within the Production Activity Control File maintenance 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.

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

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 activity 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.

Work Order

Enter the production order number against which you are making the booking. The order must be at a status of Released or Active, or an error message will be displayed.

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

Operation

Enter the operation for this booking.

Alternatively, use the prompt facility to select from the Select Operation 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 successfully between count point operations, it is essential 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 field within Operation Maintenance to **0** (Count Point Operation) 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 field on the operation to **1** (Backflushed Operation), 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 in the organisational model, standard task 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: *Tips: 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 a final lot when received into inventory.

If you have **checked** the WIP Lot Tracking field in 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.

You can use the prompt facility on this field to select from the Scan Lot Numbers pop-up.

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 in the organisational model.

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

If the Time Reporting Policy field is set to **1** (Time In, Time Out), 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 depends on certain field settings that are explained below:

- The Quantity Reporting Policy field in 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 field in 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 software 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 field on the route header qualifies the quantity you enter. The field can be set to:
  - **0** (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 output quantities.
  - **2** (No Validation) - The process group quantity should be booked and individual outputs confirmed.
- 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, then 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 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 software automatically prompts with Operation Complete. Press Enter to continue.

Scrap

Enter the quantity scrapped at this operation. The software 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 in the organisational model.

You can use the prompt facility on this field to select from the MOVR Movement Reason Code pop-up.

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 good.

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 in 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 Held 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 specified in the organisational model.

You can use the prompt facility on this field to select from the MOVR Movement Reason Code pop-up.

Operation Complete

Note: *This field is automatically prompted after you have entered a good quantity, where the booked WIP inventory is equal to the planned operation quantity. If the operation is complete, press Enter to confirm this. The status of the operation is then updated to Complete. You cannot then make further bookings or material issues for the operation.*

Use this field to indicate whether or not further bookings are expected at this operation.

Use this checkbox as follows:

Unchecked - If the operation is not complete and further booking is expected

Checked - If the operation is complete and no further booking is expected

The total booked may be less than or greater than planned.

Note: *You can set an operation or order to Complete and re-open a complete operation or order, using the Order Completion task.*

Order Complete

Note: *This field is automatically prompted following entry of a good quantity at the final operation, where the booked WIP inventory is equal to the order output quantity. If the order is complete, press Enter to confirm this. The status of the order is then updated to Complete. You cannot then make further bookings or material issues for the operation.*

Use this field to indicate whether or not any further bookings of outputs are expected.

Use this checkbox as follows:

Unchecked - If the order is not complete and further booking is expected

Checked - If the order is complete and no further booking is expected

The total booked may be less than or greater than planned.

The quantity booked as good at the final operation on the route is transferred to Inventory and recorded against either the finished goods or the receiving, stockroom for the item. This is defined on the planning route for the item. Otherwise, it is booked against the stockroom displayed on the Outputs pop-up. If you do not want to transfer the finished items to Inventory at the booking stage, you can hold the items and they can then be released later as required.

Note: *The software displays a warning message if you check this field, but book less than the planned quantity at the final operation.*

Functions

Crew Details (F13)

Use this to display the Crew Details pop-up. You can only use 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 Order Booking process determines whether the material 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. It also forces the window if any of the Inputs are to be issued from Stockrooms that do not allow negative stock.

In each case, the value for the Input's Material Policy is determined by the standard hierarchy for finding the Material Control Policy for Production Order Inputs.

Outputs (F16)

Use this to display the Outputs pop-up. This pop-up will be displayed automatically when booking the last operation on a route.

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.

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.

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 Booking Details pop-up.

Note: *If the order has been stopped, the software displays an error message and prevents you from completing the booking.*

Production Order Booking Warning Pop-up

This warning pop-up is displayed automatically when you are using Production Order Booking Details window for the booking where no material issue or operation booking have been made.

When receipts are made against a Production Order, production control tries to ensure that the activities performed to make the product have actually been recorded. To this end, the program detects whether any material issue and operational bookings have been made for the order being received. If not, an error message is issued to inform the user that no supporting bookings for the receipt have been recorded.

When booking the final operation of a work order within Item Booking or Operator Booking, checks are made to ensure that bookings have been made against operations and materials that will not be automatically generated by the booking being made. If there are any other count point operations on the order, the software will check that there is at least one operation booking for the order. If there are any non-backflush materials on the order, it will ensure that at least one material issue transaction exists for the order. If either is missing, a warning message is issued, 'Previous material and/or operation bookings have not been entered'. The user is able to override the message and continue with the transaction.

Caution: Bookings entered previously, which are either within the current booking session or are awaiting processing by Transaction Manager, are not considered.

Function

Cancel (F12)

Use this if you do not wish to proceed.

Process Transaction (F14)

Use this to continue to process the transaction.

Select **Process Transaction (F14)** to proceed with the booking.

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

Key in 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

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 that the Held Inventory Tracking field in the company profile be set 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 Production Order Booking Details window.

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

Fields

Operator

You can optionally enter the names of the individual crew members.

Time-In

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

Time-Out

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

Elapsed

If you have set the Time Reporting Policy field 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 activity only. Press Enter and then select **Confirm Deletion (F11)** to confirm the 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 Production Order 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 being booked. You can make any necessary amendments to the standard quantities expected for this booking. You should not use this pop-up for issuing materials with a Material Type of **0** (Formal Issue) on production orders.

The following details are displayed:

- The component name
- 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

Select

Use this field to select an input detail for lot definition or amendment.

Enter one of the following:

1 - To select lots consumed for lot-controlled inputs

3 - To amend a line quantity or stockroom

Add/Amend

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.

***Note:** If the Work Order Amend field in the Maintain Change Management Parameters task has been checked, you cannot add an unplanned material to a work order if the associated route is subject to change control. To overcome this, you must raise and authorise an express change request type 72 (Work Order Concession). The work order concession will cover all amendments you need to make to the work order and will remain in force until you close the change request (status 90). Change type 99 (Catch All) does not cover work order concessions.*

Component

You can optionally enter an item code in this field.

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

Operation

Enter the operation in this field.

Quantity

Enter the quantity in this field.

When reversal bookings are made, resulting in negative quantities for material issues, validation ensures that only material that was issued can be returned.

If there are Lot controlled materials to be returned, then the Lot window must be selected before a quantity can be confirmed.
The Lot window validates that the Lots and quantities being returned have been previously issued to the Production Order, and that they have not been returned already.

Stockroom

You can optionally enter the stockroom code in this field.

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

Validation determines whether the user is authorised to both the standard Production Order Input Stockroom and the Actual Input Stockroom entered for each non-zero line entered.

If the Production Order Input window is not displayed, then the validation is deferred to the Transaction Manager processing.

Input Lot Selection Pop-up

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

Lot

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.

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

Outputs Pop-up

To display this pop-up, select **Outputs (F16)** on the Production Order Booking Details window.

This pop-up is automatically displayed:

- For lot-controlled items
- When booking the final operation

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

***Note:** When booking an output into a bonded warehouse you must use option 1 and complete the booking via the Add/Amend Output pop-up.*

Options

Select

Use this to display output details for the item on the Add/Amend Output pop-up, where you can make amendments.

***Note:** The Add/Amend Output Pop-up must be invoked for any output to a stockroom that is a bonded warehouse.*

Caution: You will not be able to complete the Production Booking until you have visited the Add/Amend Output Pop-up for all outputs to stockrooms that are bonded warehouses.

Autoreceive

This also displays 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 to maintain the ratio defined in the route.

Autoreceive is the highest priority amendment for quantities. You can select a line for amendment on its own using either **Select** or **Ignore**. If you then select a process group using **Autoreceive**, the quantities are revised for these lines again.

Note: *Function not allowed if the stockroom is a bonded warehouse*.

Ignore

This automatically changes the quantity for an output to zero. This means that the Inventory stock held for this product is not updated.

Complete

This only applies to production orders. It sets the field on the order to **1**, to signify that the order is complete. Nothing more is expected to be booked against it.

Lot Details

Use this to display the Select Location/Batch pop-up.

Note: *Function not allowed if the stockroom is a bonded warehouse*.

Functions

Receive Sel (F9)

Use **Select** and then use this function to part receive the selected lines into Inventory, with the displayed quantities.

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 existing 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 after 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.

Location

This field displays the item's default location.

Operation

This field displays the operation.

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.

Total

These fields display 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 and is displayed 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 displays the batch, lot or serial number reference for your selected item in the top section of the pop-up.

Middle Section

Location

This field displays the locations you have selected for use for this transaction. During Sales Order Processing Interactive Confirmation of Despatch, the pop-up will be pre-filled with the locations and balances printed on the pick note.

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

This is where you 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 in all circumstances except during Confirmation of Despatch when it is blank. You can prompt 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. This initially defaults to the full transaction amount in all circumstances except during Confirmation of Despatch, but you can change it if required.

UoM (Unit of Measure)

This field displays the default unit of measure for the transaction quantity. You can prompt 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 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. 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. This 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 required.

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 required.

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.

Options

Amend

Use this against an existing line to re-display those details in the line entry fields at the bottom of the pop-up to amend them. Press Enter to re-display those amended details in the middle of the window.

Delete

Use this against an existing line to delete the details.

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 use 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, use Select or Autoreceive 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 a display field 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.

If stockroom is a bonded warehouse, quantity must be an integer multiple of the items stock unit of measure.

UOM

For additions or amendments, enter the unit of measure in which the output item is stocked.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

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.

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

If Extended Stockroom Security is active, validation determines whether the user is authorised to both the standard Production Order Output Stockroom and the Actual Output Stockroom entered

for each non-zero line entered. If not, the Stockroom Authorisation error window appears and the booking may not be confirmed.
In the Unplanned Output window, the validation determines whether the user is authorised to the entered Stockroom. If not, the Stockroom Authorisation error window appears and the booking may not be confirmed.

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

Variant

Enter a valid variant of the output item, if the stockroom is a bonded warehouse.

Note: *Field only displayed if bond is active for the company.*

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

You can use the prompt facility on this field to select from the Select Location/Batch pop-up.

If stockroom is a bonded warehouse, a valid rotation number must be specified.

Reason

Enter a reason code for the addition.

This field is mandatory if you are entering an unplanned output.

You can use the prompt facility on this field to select from the MOVR Movement Reason Code pop-up.

Note: *If stockroom is a bonded warehouse, this must be a valid bond receipt type.*

Narrative

You can optionally 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 production order with the operation when processing orders. The software uses the relevant default if you add an unplanned output, but do not specify any narrative.

Transaction Type

You can optionally 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.

You can use the prompt facility on this field to select from the TRAN Transaction 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, select Lot Details 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

Stockroom

Enter the receiving stockroom for the output. The default is the receiving stockroom defined on the output details pop-up on the route.

Options

Select

Use this to select a lot for review.

Functions

Expand/Contract (F13)

Use this for each lot to toggle 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 Production Order 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 Production Order 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 optionally enter the quantity of scrap relating to this reference.

Reason

You can optionally 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 Production Order Booking Details window.

Note: *If you are using Held WIP Tracking, you must enter the required reference, quantity and reason codes on this pop-up.*

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

The total held quantity from the Booking Details window

The quantity of the total held WIP that is not yet accounted for

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 optionally enter the quantity of held WIP relating to this reference.

Reason

You can optionally 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 Production Order Booking Details window.

This pop-up is displayed and updated after each operation booking has been completed.

The software displays a message asking you to confirm that the operation or order is complete. The pop-up then lists the existing bookings. It shows the order numbers against which the bookings have been made, booked operation sequence numbers, quantities booked as good and the task type of the booking. After you have updated the details in the pop-up, the entry fields on the Production Order 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)*** *on the Production Order 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 Production Order 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 Production Order Booking Header window.

Operator Booking [13/PCM]

The reporting facilities for operator booking are similar to those for production order booking. However, with this task you can enter an order reference for booking, without having to enter the order heading details again. You can then book multiple events that relate to this item and order.

Operator Booking 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 issue.

Note: *Refer to the Production Order Booking section for more information on the Enter Location Balances pop-up.*

Note: *Refer to the Production Order Booking section for more information on the Rework Held References Pop-up.*

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

Operator Booking Header Window

To display this window, select the Operator Booking task.

You use this window to enter the header details for operator booking.

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 specify, unless you amend it at a later stage.

Shift

You can optionally enter the shift number that the booking relates to. This provides a more precise time frame for recording booking, if you do not enter a start and finish time on the Production Order 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.

Note: *If the activity type you are using allows it, this field may be left blank.*

Note: *The activity type is displayed in the Activity field on the Production Order Booking Details window.*

Work Station

You can optionally 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 production order.

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.

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

If Extended Stockroom Security is active, and a Work Station is entered, 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 Production Operator Booking main panel is not allowed.

Dept

You can optionally enter a department code against which the booking will be made.

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 can use the prompt facility on this field to select from the DEPT Department pop-up.

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.*

Work Order

Enter the order number against which you are making the booking. The order must be at a status of Released or Active, or an error message will be displayed.

Operation

Enter the operation for this booking.

Alternatively, use the prompt facility to select from the Production Order Selection 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 successfully between count point operations, it is essential 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 field 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 field on the operation to **1** (Backflushed), you can only book scrap details, held details, operator, crew and work station time and operation rework activity by certain activity type codes.

If you have **checked** the Generate Cost Recovery field in 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 for it 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 a final lot when received into inventory.

If you have **checked** the WIP Lot Tracking field in 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 be 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.

You can use the prompt facility on this field to select from the Scan Lot Numbers pop-up.

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.

You use this window to enter operator booking details.

Fields

Header Details

Date

This field displays the date entered on the previous window. You can change it here.

Shift

This field displays the shift entered on the previous window. You can change it here.

Work Station

This field displays the work station entered on the previous window. You can change it here.

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

If Extended Stockroom Security is active, if no Work Station is entered, then the validation determines whether the user is authorised to the standard Work Station on the entered Production Order Operation.
If a Work Station is entered, then the validation determines whether the user is authorised to the WIP and Shop Floor Stockrooms on both the entered Work Station and the standard Work Station on the Production Order Operation. If the user is not authorised to any of those Stockrooms then the Stockroom Authorisation error window appears and the booking cannot proceed.

Dept

This field displays the department entered on the previous window. You can change it here.

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

Work Order

This field displays the work order entered on the previous window. You can change it here.

You can use the prompt facility on this field to select from the Production Order Selection pop-up.

Operation

This field displays the operation entered on the previous window. You can change it here.

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

Lot Number

This field displays the lot number entered on the previous window. You can change it here.

You can use the prompt facility on this field to select from the Select Location/Batch pop-up.

Booking Details

Activity

You can optionally enter the code of the activity type that you want to report. You must first define the activity type within the Production Activity Control File Maintenance 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.

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

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, then 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 activity 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/output quantities are reported as negative. When displayed in the Booking Details pop-up, the associated order number is highlighted.

When a reversal bookings are made, resulting in negative quantities for material issues, validation ensures that only material that was issued can be returned.

If there are Lot controlled materials to be returned, then the Lot window must be selected from the Input Details window before a quantity can be confirmed.

The Lot window validates that the Lots and quantities being returned have been previously issued to the Production Order, and that they have not been returned already.

Operator

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

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

You can specify 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 List/Select Crew Codes Window pop-up.

You can specify 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 in the organisational model.

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

If the Time Reporting Policy field is set to **1** (Time In, Time Out), 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 depends on certain field settings that are explained below:

- The Quantity Reporting Policy field in 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 field in 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 software 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 field on the route header qualifies the quantity you enter. The field can be set to:
  - **0** (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 output quantities.
  - **2** (No Validation) - The process group quantity should be booked and individual outputs confirmed.
- 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, then 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 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 software automatically prompts with Operation Complete. Press Enter to continue.

Scrap

Enter the quantity scrapped at this operation. The software 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, then record the balance as held. Enter a reason code for the held quantity to indicate that it will be scrapped.

Scrap Reason

You must enter a reason code if you have reported a scrap quantity. The default displayed is the one held in the organisational model.

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

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. 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 in 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 Held Inventory task within WIP Inventory Control. Alternatively, you can scrap held WIP inventory using the Scrap Held Inventory task.*

Held Reason

You must enter a reason code if you have reported a held quantity. The default displayed is the one held in the organisational model.

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

Operation Complete

Note: *This field is automatically prompted after you have entered a good quantity, where the booked WIP inventory is equal to the planned operation quantity. If the operation is complete, press Enter to confirm this. The status of the operation is then updated to Complete. You cannot then make further bookings or material issues for the operation.*

Use this field to indicate whether or not further bookings are expected at this operation.

Use this checkbox as follows:

Unchecked - If the operation is not complete and further booking is expected.

Checked - If the operation is complete and no further booking is expected

The total booked may be less than or greater than planned.

Note: *You can set an operation or order to Complete and re-open a complete operation or order using the Order Completion task.*

Order Complete

Note: *This field is automatically prompted following entry of a good quantity at the final operation, where the booked WIP inventory is equal to the order output quantity. If the order is complete, press Enter to confirm this. The status of the order is then updated to Complete. You cannot then make further bookings or material issues for the operation.*

Use this field to indicate whether or not any further bookings of outputs are expected.

Use this checkbox as follows:

Unchecked - If the order is not complete and further booking is expected

Checked - If the order is complete and no further booking is expected

The total booked may be less than or greater than planned.

The quantity booked as good at the final operation on the route is transferred to Inventory and recorded against either the finished goods, or receiving, stockroom for the item. This is defined on the planning route for the item. Otherwise, it is booked against the stockroom displayed in the Outputs pop-up. If you do not want to transfer the finished items to Inventory at the booking stage, you can hold the items and they can then be released later as required.

Note: *The software displays a warning message if you check this field, but book less than the planned quantity at the final operation.*

Functions

Crew Details (F13)

Use this to display the Crew Details pop-up. You can only use 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 Component Details pop-up also allows you book unplanned materials against the work order.

The Production Order Booking process determines whether the material 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. It also forces the window if any of the Inputs are to be issued from Stockrooms that do not allow negative stock.

In each case, the value for the Input's Material Policy is determined by the standard hierarchy for finding the Material Control Policy for Production Order Inputs.

If Extended Stockroom Security is active, in the Component Details Pop-up, the validation determines whether the user is authorised to both the standard Production Order Input Stockroom and the Actual Input Stockroom entered for each non-zero line entered.

If the Production Order Input window is not displayed, then the validation is deferred to the Transaction Manager processing.

Note: *If the Work Order Amend field in the Maintain Change Management Parameters task has been checked, you cannot add an unplanned material to a work order if the associated route is subject to change control. To overcome this, you must raise and authorise an express change request type 72 (Work Order Concession). The work order concession will cover all amendments you need to make to the work order and will remain in force until you close the change request (status 90). Change type 99 (Catch All) does not cover work order concessions.*

Input Lot Selection Pop-up

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

Lot

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.

Outputs (F16)

Use this to display the Outputs pop-up. This pop-up will be displayed automatically when booking the last operation on a route.

If Extended Stockroom Security is active, the validation determines whether the user is authorised to both the standard Production Order Output Stockroom and the Actual Output Stockroom entered for each non-zero line entered. If not, the Stockroom Authorisation error window appears and the booking may not be confirmed

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

If the Production Order Output 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.

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.

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 Booking Details pop-up.

Note: *If the order has been stopped, an error message appears and prevents you from completing the booking.*

Operator Booking Detail Warning Pop-up

This warning pop-up is displayed automatically when using Operator Booking Details window for a booking where no material issue or operation booking have been made.

When receipts are made against a Production Order, production control tries to ensure that the activities performed to make the product have actually been recorded. To this end, the program detects whether any material issue and operational bookings have been made for the order being received. If not, an error message is issued to inform the user that no supporting bookings for the receipt have been recorded.

When booking the final operation of a work order within Item Booking or Operator Booking, checks are made to ensure that bookings have been made against operations and materials that will not be automatically generated by the booking being made. If there are any other count point operations on the order, the software will check that there is at least one operation booking for the order. If there are any non-backflush materials on the order, it will ensure that at least one material issue transaction exists for the order. If either is missing, a warning message is issued, 'Previous material and/or operation bookings have not been entered'. The user is able to override the message and continue with the transaction.

Caution: Bookings entered previously, which are either within the current booking session or are awaiting processing by Transaction Manager, are not considered.

Function

Cancel (F12)

Use this if you do not wish to proceed.

Process Transaction (F14)

Use this to continue to process the transaction.

Select **Process Transaction (F14)** to proceed with the booking.

Backflush Production Receipts [14/PCM]

Use this task to record the receipt of finished items and to backflush the equivalent input issues without using the control mechanism of a production order.

The main aims of this task are to:

- Receive quantities of finished items into Inventory
- Backflush bulk issue components using a specified route
- Calculate costs of receipts using standard routes and standard issues

Note: *You do not normally use this task when production is controlled by production orders.*

Note: *This task does not backflush components of phantoms.*

Backflushing 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 issue.

Note: *Refer to the Production Order Booking section for more information on the Enter Location Balances pop-up.*

Note: *Refer to the Processing Within a Location-controlled Stockroom section in the Inventory Management product guide for more information on location control.*

Backflush Receipts Selection Window

To display this window, select the Backflush Production Receipts task.

You use this window to enter the item you want to backflush.

Fields

Item

Enter the item you want to backflush.

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

Select an item or enter an item and then press Enter to display the Backflush Receipts Detail window.

Backflush Receipts Detail Window

To display this window, select an item or enter an item and then press Enter on the Backflush Receipts Selection window.

You use this window to enter the details of the item you want to backflush.

Fields

Item

This field displays the item to be backflushed.

Quantity Received

Enter the quantity of the finished item being received into Inventory. This is used in conjunction with the lot size, unit of measure, shrinkage and quantity per fields on the route to determine the quantities to be backflushed. You can enter a negative quantity to record and backflush an adjustment.

UOM

Enter the units of measure in which the received quantity is expressed. The default displayed is the issue unit of measure defined for the stockroom on the planning route of the parent item, or defined for the primary stockroom. Any conversion for the calculation of quantities is performed to the unit of measure in the backflushing route stockroom.

You can use the prompt facility on this field to select from the UNIT Unit Description pop-up.

Stockroom

The default displayed is the stockroom held on the planning route for the item, or the primary stockroom held on the item master. You can change it to any valid stockroom for this item, for which a valid route exists.

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

If Extended Stockroom Security is active, validation determines whether the user is authorised to the entered Stockroom. If not, then the standard Stockroom Authorisation error window is displayed and the booking may not continue.

Reference

You can optionally enter a reference for this receipt. The default reference is the current system date, but you can change this. Any reference you enter is recorded on all the Inventory movements for the finished item receipt and component issues.

Transaction Type

You can optionally enter a transaction type for production purposes. The movement type recorded in Inventory Management is taken from the Inventory Processing Profile definition for the movement.

You can use the prompt facility on this field to select from the TRAN Transaction Reference Type pop-up.

Transaction Date

Enter or select the date of the receipt. Each of the issues backflushed carries the same date and this is used to check the effectivity of inputs. The field defaults to the current system date.

Backflush Route

Enter the route to be used by the backflush process. This must be a route that is defined for the received item. The default displayed is the planning route for the item as defined on the Production Details. If this does not exist, the software does not allow the transaction unless you enter a valid alternative route.

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

The software displays a message to inform you when the backflushing has been completed normally. It also produces an audit report that:

- Lists the receipts made and the resulting costs, using backflush issues
- Lists the components that were not backflushed because they were not specified as bulk issue on the item master, or are batch-controlled
- Recommends that you perform a manual adjustment and suggests an issue/adjustment quantity

Press Enter to validate your entries. If the backflush will result in negative stock, a warning message is displayed. Press Enter again to update the transaction.

For materials that are controlled using Lot Headers, material backflushing always selects the Lots that will go out of date first i.e. the Lot(s) with the earliest Last Available Date(s). If this requires backflushing multiple Lots, even when there may be individual Lots with quantities sufficient for the full booking, then multiple Lots are backflushed.

The rule above only applies if the Shelf Life Validation Parameter is activated.

The Backflush Production Receipts uses the Material Policy in determining which items to process.

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

Subcontractor WIP Shipper [15/PCM]

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 Maintenance section within 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 completed WIP back 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 order number, operation and quantity shipped 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 it.

Shift

You can optionally 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.

If Extended Stockroom Security is active, and a WIP Location is entered, then the user must be authorised to it.

The user must also be authorised WIP Stockroom of the standard Work Station for the Production Order Operation WIP that is being shipped.

The user must be authorised to the Organisational Model's Subcontract Stockroom.

If the user is not authorised to any of the above Stockrooms, then 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 activated in 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 whom you will send the WIP inventory. You must have already defined the operation, route and subcontractor code as a valid combination in the Subcontractors maintenance 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 on this field 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 in 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 on this field 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 within Purchase Management, you can enter one to indicate the method of transport or the transporter used to move the shipment.

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

Shipper Details

Order

Enter the production order number against which the shipment will be recorded.

Alternatively, use the prompt facility to select from the Production Order Selection 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 Select Operation pop-up.

Note: *If the item needs re-work, you should enter the actual subcontracted operation and check the Rework Indicator field. Until you have done this, you cannot review the available stock status using* ***Order Stock Status (F16).***

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 Scan Lot Numbers 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.

You can use the prompt facility on this field to select from the Scan PO Number 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 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 using this field.

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 software 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 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 - To make 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

Order Stock Status (F16)

Once you have entered an order number and operation, you can use this to review the WIP inventory balances at the operation, that is, the WIP locations. This opens the WIP Location Stock Status pop-up. For more details on the pop-up, refer to the Total Stock Status Enquiry within 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.

Note: *If the order has been stopped, the software displays an error message and prevents you from completing the booking.*

Shipper Details Pop-up

To display this pop-up, select **Shipper Details (F19)** on the Subcontractor WIP Shipper window.

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.

Select

Use this to display a record on the Subcontractor WIP Shipper Entry window.

Delete

Use this to delete a record.

Use Select against an existing WIP shipper record to return to the Subcontractor WIP Shipper Entry window with these details displayed.

Subcontractor Material Shipper [16/PCM]

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: *Refer to the Production Order Booking section for more information on the Enter Location Balances pop-up.*

Note: *Refer to the Processing Within a Location-controlled Stockroom section in the Inventory Management product guide for more information on location control.*

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

Shipper Header

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 it.

Shift

You can optionally 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.

The user must also be authorised to the entered Organisational Model's Subcontractor Stockroom.

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.

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.

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 in 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 on this field 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.

Shipper Details

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.

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

Lot Number

If the material is lot-controlled, you must enter a valid lot reference. Any returns of material are validated against the shipped lot, as well as the shipper number, if Shipper Tracking is used.

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

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 to indicate whether the materials are being shipped to or received from the subcontractor.

Use this checkbox as follows:

Unchecked - 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 [17/PCM]

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.

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: *Refer to the Production Order Booking section for more information on the Enter Location Balances pop-up.*

Note: *Refer to the Processing Within a Location-controlled Stockroom section in the Inventory Management product guide for more information on location control.*

Subcontractor Order 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 optionally 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 subcontract WIP location. This should be the 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.

The software 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.

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

If Extended Stockroom Security is active, the user must be authorised to the WIP Location entered.

The user must be authorised to the standard WIP Stockroom for the Work Station on the Production Order Operation received.

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.

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, the software displays an error message.

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 optionally 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

Order

Enter the production order number to which the receipt relates.

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

Rev

Use this field to indicate whether the goods are being received from or returned to the subcontractor.

Use this checkbox as follows:

Unchecked (default) - To receive 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 Select Operation pop-up.

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 Scan Lot Numbers 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 Scan PO Number 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 field to indicate whether or not this receipt is the last shipment to be recorded against the entered shipper number.

Use this checkbox as follows:

Unchecked - If this receipt is not the last shipment from the subcontractor and 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 on this field 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 in 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 re-work. If you do send the items back for re-work, this held balance is reduced by the re-work quantity, so that on completion at a later date it can be received once more. If you have **checked** the Held Inventory Tracking field in 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 the WIP Inventory Control section. Releasing held WIP makes it available for further operations. Alternatively, held WIP can be scrapped by 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 in the organisational model.

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

Op Complete

Use this field to specify whether or not all receipts relating to this operation on this work order are complete.

Use this checkbox as follows:

Unchecked - If further receipts relating to this operation on this order are expected

Checked - If all receipts relating to this operation on this order have been received

Order Complete

Use this field to specify whether or not all receipts relating this work order are complete.

Use this checkbox as follows:

Unchecked - If the order is not complete

Checked - If the order is complete

Note: *If the subcontracted operation is the final operation on the route, you can set the order status to complete.*

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 use this if you want to override the standard input requirements.

The process determines whether the material window is forced to appear based on the Material Control Policies of the various Inputs of the booked Operation.

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

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 use this if you want to override the standard outputs received.

Scrap (F17)

Use this to display the Scrap WIP Details pop-up, on which 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, on which 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.

Note: *If the order has been stopped, the software displays an error message and prevents you completing the booking.*

Component Details Pop-up

To display this pop-up, select **Input Details (F14)** on the Subcontractor Order Receipts Entry window.

You use this pop-up to select the input lots you want to receive.

Fields

Add/Amend

Use these two fields to add an input item to the receipt or to amend an existing input entry.

If you select **Amend** against an existing input, the details are transferred to these fields, where you can amend the quantity.

Options

Select

Use this to select the input.

Amend

Use this to transfer the details to the two Add/Amend fields at the bottom of this pop-up.

Press Enter to accept the input lots you have selected.

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

Output Details Pop-up

To display this pop-up, select **Output Details (F16)** on the Subcontractor Order Receipts Entry window.

Use this pop-up to display and amend the details of the outputs you want to receive.

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.

2 - This also displays 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 to maintain the ratio defined in the route.

Autoreceive 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.

3 - This automatically changes the quantity for an output to zero. This means that the Inventory stock held for this product is not updated.

4 - This only applies to production orders. It sets the field on the order to 1, to signify that the order is complete. Nothing more is expected to be booked against it.

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.

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 with a valid Inventory stockroom for the additional window to be accepted.

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

If Extended Stockroom Security is active, the user must be authorised to both the standard Stockroom and the actual Stockroom for the Output entered. If not authorised to either of the

Stockrooms, then the standard Stockroom Authorisation error window is displayed and the booking cannot be confirmed.

***Note:** If the output is a Production Catchweight item, then 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.*

Add/Amend Outputs Pop-up

To display this pop-up, enter 1 or 2 in the Selection field and then press Enter on the Output Details pop-up.

Use this pop-up to make amendments to the output quantities.

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 a display field 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 in 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.

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 on the Outputs pop-up, the Lot Maintenance pop-up is displayed, on which 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 optionally 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 production order with the operation when processing orders. The software uses the relevant default if you add an unplanned output, but do not specify any narrative.

Tran Type

You can optionally 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 Transaction Reference Type pop-up.

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

Scrap Pop-up

To display this pop-up, select **Scrap (F17)** on the Subcontractor Order Receipts Entry window.

Use this pop-up to record scrap quantities of goods returned from subcontractors.

You can optionally enter a scrap quantity, a reference and a reason code. This is useful when there are quantities of items that are scrapped for more than one reason.

Fields

Reference

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

Quantity

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

Reason

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

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

Held Pop-up

To display this pop-up, select **Held (F18)** on the Subcontractor Order Receipts Entry window.

Use this pop-up to record held quantities of goods returned from subcontractors.

You can optionally enter a held quantity, a reference and a reason code. This is useful when there are quantities of items that are held for more than one reason.

Fields

Reference

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

Quantity

You can optionally enter the quantity of held WIP relating to this reference.

Reason

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

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

Receipt Details Pop-up

To display this pop-up, select **Receipt Details (F19)** on the Subcontractor Order Receipts Entry window.

You use this pop-up to select existing subcontractor receipts for modification.

Options

Amend

Use this to display a record on the Subcontractor WIP Shipper Entry window.

Delete

Use this to delete a record.

Select an existing subcontractor receipt and then press Enter to return to the Subcontractor Order Receipts Entry window with these details displayed.

Streamlined Receipt Booking [21/PCM]

This task enables streamlined booking of receipts in the production order environment

From selection criteria entered by the user, work orders due on the selected dates are included. Any incomplete work orders due on earlier dates are also included if the Include Overdue field is **checked**. Work orders for items that are designated as Multi-level Backflush are not included in the list. All lines initially appear as confirmed.

Note: *Only work orders with a status of Released or Active which have an outstanding quantity are included.*

Work Order Receipts - Selection Window

To display this window, select the Streamlined Receipt Booking task.

Use this window to enter for selections to limit the work orders to be extracted. You can select by:

- Plant (Organisational Model)
- Date range
- WIP location range
- Stockroom range
- Production order range
- Item range

You can also choose to include overdue orders

Note: *Bookings that result in outputs into a bonded warehouse must be performed via detailed entry.*

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.

Activity

This field defaults to the standard Production Order Booking activity. This can be changed to any other activity that has a reporting type of **01**, except 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.

Date Range/To

Any date range is allowed. It is used to select the due dates of the orders and therefore is not necessarily the date of actual production. The default is the current date.

Include Overdue

If this field is **checked**, all production orders with an outstanding quantity earlier than the selected dates are also extracted.

Work Stations From/To

These fields can be used to limit the selection to a range of production lines. The values are used to select production based on the final work station on the lines (orders).

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

If Extended Stockroom Security is active, if a range of Work Stations is entered, then the user must be authorised to the WIP Stockrooms of all of the Work Stations in the range.

Stockrooms From/To

The Stockrooms are used to select using the Receiving Stockrooms for the Items. WIP Locations are not included in the selection.

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

If Extended Stockroom Security is active, if a range of Stockrooms is entered, then the user must be authorised to all of the Stockrooms in the range.

If the user is not authorised to any one of the Stockrooms above, then 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 orders that are extracted for the booking session.

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

Production Orders From/To

These fields can be used as a further restriction for the orders that are extracted for the booking session.

You can use the prompt facility on these fields to select from the Production Order Selection pop-up.

If Extended Stockroom Security is active, if a range of Production Orders is entered, then the user must be authorised to the Receiving Stockrooms of all the Production Orders in the range.

Enter your selection criteria and then press Enter to display the Production Activity Booking window.

Production Order Activity Booking Window

To display this window, enter your selection criteria and then press Enter on the Work Order Receipts - Selection window.

This window displays a list of production orders for which you can confirm, override or cancel receipt bookings.

Production Order Streamlined Receipt Booking excludes Production Orders for Multi-level Backflush Parent Items.

The value for the Parent Item's Material Policy is taken from the Production Item/Stockroom Override for the Output Item and the Production Order Output Stockroom, if it is not blank. Otherwise the value is taken from the Output Item's Production Item Master.

Note: *If Catchweight is active, a different window is displayed. See the Work Order - Catchweight Booking Window section for further details.*

Fields

Option (Opt)

Use this field to confirm, amend or cancel a booking for this work order.

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 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 work order quantity. The field only becomes available for amendment if the Amend function is activated.

Lot

This field is only input capable for those lot-controlled or batch-controlled items where the lot or batch numbering policy is **Entered by user**. The same is true for serial-controlled items, where the policy is **Entered by user** or **First entered, remainder generated**.

Note: *For serial-controlled items where the policy is First entered, remainder generated, the first serial number may be displayed if the system is able to generate a suggestion for it. This will occur where stock already exists for the item in the same stockroom.*

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.

Lot or batch numbers are generated using a unique date and time stamp. See the Configure Streamlined Booking section for more information on the structure of serial numbers.

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 a location 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.

Display Items (F17)

Use this to switch between displaying the work order numbers and the items.

Select **Submit (F8)** to confirm the bookings.

Work Order - Catchweight Booking Window

To display this window, enter your selection criteria and then press Enter on the Work Order Receipts - Selection window when Catchweight is active.

This window displays a list of production orders for which you can confirm, override or cancel receipt bookings.

Fields

The fields are the same as those on the Work Order 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 Work Order Receipt Booking window.

Select **Submit (F8)** to confirm the bookings.

Streamlined Activity Booking [22/PCM]

This task enables streamlined activity booking in the production order environment.

From selection criteria entered by the user, work orders scheduled for the selected dates are included. Any incomplete work orders due on earlier dates are also included if the Include Overdue field is **checked**. Work orders for items that are designated as Multi-level Backflush are not included in the list. All lines initially appear as confirmed.

Note: *Only work orders with a status of Released or Active which have an outstanding quantity are included.*

Production Order Activity - Selection Window

To display this window, select the Streamlined Activity Booking task.

Use this window to enter for selections to limit the work orders to be extracted. You can select by:

- Plant (Organisational Model)
- Date range
- WIP location range
- Stockroom range
- Production order range
- Item range

You can also choose to include overdue orders

If the configuration requires a single date and/or a single work station, a single entry field is available.

The selection window is used to determine which Confirmed Work Station Daily Loadings are to be extracted. Only Work Order Operation loadings are selected.

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 schedules, so that only the outstanding quantities will be presented, not the full original quantities.*

Backflush Operation 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 Operation 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.

Orders From/To

These fields allow a range of work orders to be selected for the booking session.

You can use the prompt facility on these fields to select from the Production Order Selection pop-up.

If Extended Stockroom Security is active,, if a range of Production Orders is entered, then the user must be authorised to the Receiving Stockrooms of all of the Production Orders in the range.

Work Stations

This field can be used to limit the selected work station loadings.

You can use the prompt facility on this field 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.

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**.

Sequence By

Use this field to specify whether you want to sequence by work station or by order.

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.

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

WIP Locations From/To

The WIP locations are used to select based on the WIP locations defined for the work stations. Only operations at work stations with a WIP location in the selected range will be included.

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

This selection option is not displayed if Streamlined Activity Booking is configured to select a single work station.

Enter your selection criteria and then press Enter to display the Production Activity Booking window.

Production Order Activity Booking Window

To display this window, enter your selection criteria and then press Enter on the Production Order Activity - Selection window.

This window displays a list of work orders for you to confirm, override or cancel receipt bookings for the selections made on the previous window. Items that are designated as Multi-level Backflush are not included in the list. 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.

Production Order Streamlined Activity Booking excludes Production Orders for Multi-level Backflush Parent Items.

The value for the Parent Item's Material Policy is taken from the Production Item/Stockroom Override for the Output Item and the Production Order Output Stockroom, if it is not blank. Otherwise the value is taken from the Output Item's Production Item Master.

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:

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.

The scheduled production order operation quantities are displayed 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. The machine and labour times are taken from the values on the confirmed Work Station Daily Loading records that are used to create the list.

If the reporting type of the selected activity is **03** (Setting), the Quantity field is not displayed.

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 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)

This causes 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.

Display Items (F17)

Use this to switch between displaying the production order numbers and the items.

Select **Submit (F8)** to confirm the bookings.

Chapter 4 Enquiries and Reports

4

Enquire on Orders [1/PCE]

This enquiry task:

- Reviews orders by status, item or user reference
- Displays the order header details
- Displays summaries and details of material issues, operation bookings and finished goods receipts

Production Order Enquiry Selection Window

To display this window, select the Enquire on Orders task.

You use this window to enter the selection criteria for the orders on which you wish to enquire.

You can select a single order by entering a production order number.

You can select a production order from a list by entering selection criteria and using one of the functions to display the Production Order Selection window, showing the selected orders that conform to the selection criteria you enter.

Fields

Order Number

If you want on which to enquire a specific order, enter the order number in this field.

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

Reference

Enter a reference code on which to enquire orders with that reference code.

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

Item

Enter an item to display all orders for that item.

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

Route

For a single route, enter its code in the first field.

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

For all routes, select **All routes** in the second field.

Orders Due From/To

Enter or select a date range for the orders on which you wish to enquire. The default in both fields is the current date, but you can change it.

Include Status

Use these fields to select the status of orders on which you wish to enquire. You can select more than one status.

Use these checkboxes as follows:

Planned

Check this to display all orders with a status of Planned.

Confirmed

Check this to display all orders with a status of Confirmed.

Released

Check this to display all orders with a status of Released.

Active

Check this to display all orders with a status of Active.

Completed

Check this to display all orders with a status of Complete.

Functions

By Item (F16)

Use this to make a search using any of the above criteria.

Enter or select an order and then press Enter to display the Production Order Enquiry Detail window.

Production Order Selection Window

To display this window, select **Review Orders (F16)** on the Production Order Enquiry Selection window.

This window displays the production orders that meet the selection criteria entered on the Production Order Enquiry Selection window.

Options

Select Order

Use this to select an order and display the details.

Maintain Text

Use this to maintain text.

Functions

Key (F19)

Use this to display a key for symbols used on this window.

Expand/Contract (F22)

Use this to toggle between displaying more or less information about each order. The following additional information is displayed:

- The order type
- The route code
- The start and due dates

Select a production order and then press Enter to display the Production Order Enquiry Detail window.

Production Order Enquiry Detail Window

To display this window, either enter or select a production order number on the Production Order Enquiry Selection window or use Select Order against a line on the Production Order Selection window.

This window displays the current header details for the selected production order. You can select functions to display further information, if it is available.

If the selected order has a status of between 4 (Started) and 8 (Completed), the actual recorded start and completion dates are displayed on the Order Enquiry Header, if they are present. The Date Started and Date Completed fields are only displayed if they contain valid dates. If they are both valid dates and the Date Started is later than the Date Completed, the Date Started is not displayed. The Date Completed is only displayed if the status is 8 and the literal '**OVERDUE**' is not displayed.

Functions

Reselect (F13)

Use this to re-display the Production Order Enquiry Selection window, on which you can enter new selection criteria for the enquiry.

Operations (F14)

Use this to display the operation details on the Order Enquiry Operations Review window.

Material (F15)

Use this to display the Order Enquiry Materials Review window.

Receipts (F16)

Use this to display the Order Enquiry Receipts/Adjustments window.

Reservations (F17)

Use this to review reservations against the order.

Note: *This function is only displayed if the works order is reserved against a sales order raised in the Advance Order Entry application.*

Outputs (F20)

Use this to review the outputs for process groups.

Note: *This function is only displayed when the order is for a Process Group.*

WIP (F23)

Use this to display the Order Enquiry WIP Review window with details of any existing WIP Inventory for the order.

Note: *Qty Complete means the quantity transferred to the finished item inventory stockroom.*

Press Enter to re-display the Production Order Selection window.

Order Enquiry Operations Review Window

To display this window, select **Operations (F14)** on the Production Order Enquiry Detail window.

This window displays a summary of details for each operation defined on the selected order. The following information is displayed:

- The operation number and description
- The current status of the operation
- The scheduled work station for this operation
- The scheduled quantity required, allowing for shrinkage during this and later operations

- The quantity produced during this operation

This is either from a direct booking against this operation, or from a backflush resulting from a booking against a previous operation.

- The outstanding quantity

This is the difference between the quantity scheduled and the quantity completed, representing the remaining workload.

Fields

Option

Select one of the following:

Select (1) - To display operations booking details for the operation

Text (2) - To display operation text for the operation

Functions

Reselect (F13)

Use this to re-display the Production Order Enquiry Selection window, on which you can enter new selection criteria for the order on which you wish to enquire.

Material Review (F14)

Use this to display the Order Enquiry Materials Review window.

Display Qty Started (F18)

Use this to toggle the display to show the quantity scheduled or the quantity started.

Additional Balances (F19)

Use this to display additional details below each line. These are quantities for re-work, held and scrap.

Select **Previous (F12)** to return to the Production Order Enquiry Detail window.

Order Enquiry Operation Bookings Window

To display this window, use Select in the Option field and then press Enter on the Order Enquiry Operations Review window.

This window lists transactions generated from operation bookings and backflushed operations.

Transaction Types

There are many transaction type codes used to identify the various bookings made and processed by Transaction Manager. These booking codes may form the basis of the extraction of cost data into the General Ledger through the AFI (Advanced Financial Integrator).

The following are the most common codes:

Booking Movement	Transaction Type Code	File
Standard Material	01	PCP62
Actual Material	02	PCP62
Transfer to Floor Stock	03	PCP62
Actual Labour	11	PCP59
Standard Labour	12	PCP59
Actual Work Station Booking	21	PCP59
Standard Work Station Booking	22	PCP59
Actual Scrap Production	31	PCP93
Rework	32	PCP93
Indirect Labour	50	PCP58
Indirect Machine	51	PCP58
Indirect Material	52	PCP58
Setting Labour	60	PCP58
Setting Machine	61	PCP58
Setting Material	62	PCP58
Standard Setting	63	PCP58
Subcontract Shipper WIP	41	PCP53
Subcontractor Receipt	42	PCP53
Subcontractor Material Shipper	43	PCP53
Subcontractor Material Return	44	PCP53
WIP Movement	70	PCP56
Held WIP Movement	71	PCP56
Actual Output (Co-product single item)	72	PCP62
Standard Output (Co-product single item)	73	PCP62
Actual By-product/Waste	74	PCP62
Standard By-product/Waste	75	PCP62

Booking Movement	Transaction Type Code	File
Standard Cost Recovery	00	PCP52

Functions

Reselect (F13)

Use this to display the Production Order Enquiry Selection window, on which you can select another order for enquiry.

Operation Review (F14)

Use this to re-display the Order Enquiry Operations Review window.

Order Review (F15)

Use this to re-display the Production Order Enquiry Detail window.

Select **Exit (F3)** to leave the task.

Order Enquiry Materials Review Window

To display this window, select **Material (F15)** on the Production Order Enquiry Detail window or select **Material Review (F14**) on the Order Enquiry Operations Review window.

This window displays a summary line for each input or component. The inputs are listed in component sequence number order within operation sequence number order. The following details are displayed:

- The issuing stockroom and unit of measure for the input
- The original quantity of the input needed to fulfil the schedule, including the appropriate allowance for shrinkage
- The quantity of the input issued to the operation
- The outstanding quantity
- This is the difference between the quantity required and the quantity issued.

Options

Select

Use this to display the Order Enquiry Material Movements window, which contains information about the movements of the selected input.

Functions

Reselect (F13)

Use this to re-display the Production Order Enquiry Selection window, on which you can enter new selection criteria for the order on which you wish to enquire.

Review Operations (F14)

Use this to re-display the Order Enquiry Operations Review window.

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

Order Enquiry Material Movements Window

To display this window, use Select against a line on the Order Enquiry Materials Review window.

This window gives further details of the selected component item, including a list of all inventory stock movements booked against it. The following details are displayed:

- The date and time of the movement
- The inventory movement type

  This may be manual, automatic, backflush, or W for adjustment, that is, negative issue or returns.
- The issuing or receiving stockroom for the movement
- The quantity recorded for the movement

  A negative value indicates an issue. A positive value indicates a return to stock or an adjustment.
- The issuing or receiving bin or lot number

  This is only relevant if you are using batch controls.
- The ID of the user responsible for the stock movement

Functions

Reselect (F13)

Use this to re-display the Production Order Enquiry Selection window, on which you can enter new selection criteria for the order on which you wish to enquire.

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

Order Enquiry Receipts/Adjustments Window

To display this window, select **Receipts (F16)** on the Production Order Enquiry Detail window.

This window displays a summary line for each finished goods receipt made into Inventory against this order. The following details are displayed:

- The date and time of the receipt
- The inventory movement transaction type
- The quantity booked into the receiving stockroom
- The receiving stockroom and the unit of measure in which the receipt was made
- The receiving bin or lot number

  This is only displayed if you are using batch controls.

Functions

Reselect (F13)

Use this to re-display the Production Order Enquiry Selection window, on which you can enter new selection criteria for the order on which you wish to enquire.

Review Material (F14)

Use this to re-display the Order Enquiry Materials Review window.

Receipt Details (F16)

Use this to display the actual costs that have been generated for the receipts.

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

Receipts Details Window

To display this window, select **Receipt Details (F16)** on the Order Enquiry Receipts/Adjustments window.

This window displays a summary line for each finished goods receipt made into Inventory against this order. The following details are displayed:

- The date of the receipt
- The inventory movement transaction type
- The quantity booked into the receiving stockroom
- The work station where the work was last performed
- The actual cost made up from transaction types AA to AO
- The transaction number

Options

Select

Use this to display the Cost Elements pop-up.

Functions

Reselect (F13)

Use this to re-display the Production Order Enquiry Selection window, on which you can enter new selection criteria for the order on which you wish to enquire.

Review Materials (F14)

Use this to re-display the Order Enquiry Materials Review window.

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

Cost Elements Detail Pop-up

To display this pop-up, use Select against a line on the Receipts Details window.

This pop-up displays an analysis of the cost elements generated for this transaction.

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

Enquire on Archived Orders [2/PCE]

Use this task to make detailed enquiries on archived orders, if you have kept detailed data on them. Order header information is always archived and available for review. These archived orders are not available in the normal order enquiry and reporting facilities.

Note: *Cancelled orders are not archived. They are deleted from the database during archiving.*

Archived Production Order Enquiry Selection Window

To display this window, select the Enquire on Archived Orders task.

Use this window to enter the selection criteria for the archived production orders on which you wish to enquire.

Fields

Order Number

If you want on which to enquire a specific archived order, enter the order number in this field.

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

Reference

Enter a reference code on which to enquire.

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

Item

Enter an item on which to enquire.

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

Orders Due From/To

Enter or select a date range for the archived orders on which you wish to enquire. The default in both fields is the current date, but you can change it.

Functions

Review Orders (F16)

Use this to display a list of all archived orders for an item, from which you can select orders for review.

For further details on this enquiry, refer to the Enquire on Orders section.

Enter or select an order number and then press Enter to display the Production Order Enquiry Detail window.

Enquire on Production Input Requirements [3/PCE]

Use this task to:

- Display confirmed released and active production orders that have a requirement for a specified input
- Display the balances at each of the input stockrooms
- Identify orders that require a particular input

  This is useful if you want to withdraw or change the input, or where there is a problem in obtaining it.

Production Input Requirements Selection Window

To display this window, select the Enquire on Production Input Requirements task.

You use this window to enter the input item and date range on which you wish to enquire.

Fields

Input

Enter the input item on which you wish to enquire.

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

Requirement From

Enter or select the date from which you want to enquire. If you do not enter a date, the software assumes the current date.

Requirement To

Enter or select the date up to which you want to enquire. If you do not enter a date, the software displays records to the end of the file.

Press Enter to display the Production Input Requirements Detail window.

Production Input Requirements Detail Window

To display this window, enter your selection criteria and then press Enter on the Production Input Requirements Selection window.

This window displays the production orders associated with the selected input. The following details are displayed:

- The works order number
- The status of the order
- The input sequence number on the route used
- The scheduled earliest start date of the operation for which the input is required
- The scheduled input requirement for the operation, including any shrinkage, actually issued to the operation
- The amount scrapped during the operation
- The amount outstanding (the difference between the amount required and the amount issued so far)

Functions

Stock Balances (F17)

Use this to display the Stock Room Balances pop-up.

Expand/Contract (F22)

Use this to toggle between displaying and hiding additional details. The additional details displayed are:

- The route code on which the order was based
- The date from which the input is effective on the displayed route
- The date from which the input is no longer effective on the displayed route

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

Stock Room Balances Pop-up

To display this pop-up, select **Stock Balances (F17)** on the Production Input Requirements Detail window.

This pop-up displays the stockroom balances relating to this input.

Functions

Expand/Contract (F22)

Use this to toggle between displaying and hiding additional details. They are:

- The amount of frozen stock
- The amount of stock in transit
- The amount of stock on order

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

Enquire on Material Availability [4/PCE]

Use this task to:

- Enquire on the availability of materials for production orders
- Perform trial allocation, or trial kitting for confirmed production orders

This simulates the issue of materials to production orders and highlights potential stock shortages. These stock shortages would result in negative stocks if you release of the order.

Material Availability Enquiry Selection Window

To display this window, select the Enquire on Material Availability task.

Use this window to enter the selection criteria for the particular orders on which you wish to enquire.

Fields

Order Number

Enter an order number if you want on which to enquire a specific production order.

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

Item

Enter an item code to display all orders for that item.

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

Route

Enter a route to display all orders for that route.

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

Ignore Effectivity

Use this field to specify whether or not you want to ignore the input effectivity dates.

Use this checkbox as follows:

Unchecked - Not to ignore effectivity

In this case, the enquiry considers only inputs effective at the date entered.

Checked - To ignore effectivity

In this case, the enquiry considers all inputs effective for the item and route.

As At

Enter or select the control date for the input effectivity.

Quantity Required

Enter the required quantity. Leave this field blank for the economic order quantity from the route.

Include Materials

Use this field to specify the inputs on which you wish to enquire.

Select one of the following:

All Operations (1) - To view material availability for inputs of all operations

First Operation Only (2) - To view material availability for inputs for the first operation only

This is useful to see if it is feasible to start work on a production order.

Functions

Review Orders (F16)

Use this to display the Material Availability Enquiry Select Order window.

Press Enter to display the Material Availability Detail window.

Material Availability Enquiry Select Order Window

To display this window, select **Review Orders (F16)** on the Material Availability Enquiry Selection window.

The following details are displayed:

- The production order number
- The status of the order
- The order type
- The input item
- The production route
- The scheduled start and due dates
- The production quantity

Note: *An asterisk (*) indicates that some text has been entered against the order.*

Options

Select Order

Use this to select a production order to display the input details on the Material Availability Enquiry Detail window.

Order Text

Use this to display order header text for the selected production order.

Use Select Order against a production order to display the Material Availability Enquiry Detail window.

Material Availability Enquiry Detail Window

To display this window, use Select Order against a production order on the Material Availability Enquiry Select Order window.

The window displays order and route details at the top and input details at the bottom. The following details are displayed:

- The operation number
- The material item code and description
- The quantity needed for the operation
- The On Hand quantity

  For planned and confirmed orders, this is the available stock in the issuing stockroom or all stockrooms, depending on the setting of the **All Stores (F15)** function. For released and active orders, the quantity on hand is the physical balance in the issuing stockroom or all stockrooms depending on the setting of the **All Stores (F15)** function.

Note: *An asterisk (*) against an operation indicates that some text has been entered against that operation.*

Note: *Two asterisks (**) against a quantity indicate that there is insufficient stock to meet the requirement.*

Options

Select Material

Use this to display the Material Availability Enquiry Trial Allocations window.

Operation Text

Use this to display the operation text.

Stock Enquiry

Use this to display the Item/Stock Details Enquiry window.

This uses the item and stockroom from the line selected. Please refer to the Inventory Management product guide for further information on this window.

Note: *This option is only available if you are authorised to the Inventory Item/Stockroom Enquiry task.*

Functions

All Stores (F15)

Use this to toggle between displaying input stock balances in the issuing stockroom and in all stockrooms.

Allocate to Trial Kit (F17)

This function uses the input requirements shown to assess whether there is sufficient material to meet requirements. You can allocate several orders to trial kits. This temporarily reduces the stock available balance. However, no actual stock movement takes place as a result of allocating to trial kits. It is merely a simulation exercise.

Order Text (F21)

Use this to display text entered on the order header.

Use **Select Material** against an operation to display the Material Availability Enquiry Trial Allocations window.

Material Availability Enquiry Trial Allocations Window

To display this window, use Select Material against an operation on the Material Availability Enquiry Detail window.

This window displays the details from the stockroom record in Inventory and the results of the trial allocation.

Options

Stock Enquiry

Use this to display the Item/Stock Details Enquiry window.

This uses the item and stockroom from the line selected. Please refer to the Inventory Management product guide for further information on this window.

Note: *This option is only available if you are authorised to the Inventory Item/Stockroom Enquiry task.*

Functions

Order Text (F21)

Use this to display text entered on the order header.

Detail (F22)

Use this to toggle between displaying more or less detail. The additional details are the frozen and on order quantities.

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

Enquire on Work Station Production List [5/PCE]

Use this enquiry to:

- View the operations currently scheduled to run at a particular work station

The operations are listed in priority order and due date order within each priority level.

- View a summary display showing the current status and current job at each work station
- Manipulate shop floor schedules in the following ways:
  - Change the priority of uncompleted operations
  - Switch operations that are released, but not yet active, to other work stations

Work Station Production List Selection Window

To display this window, select the Enquire on Work Station Production List task.

You use this window to enter selection criteria for the work station production lists you want to view.

Fields

Work Station

Enter the work station on which you wish to enquire.

Alternatively, use the prompt facility to select from the Work Station Production List window.

Include Operations Starting By

You can optionally enter a starting date for the operations. If you enter a date, the enquiry includes only those operations with a start date on or after the date entered. If you leave this field blank, all operations will be displayed.

Include Operation Status

You can include any combination of Confirmed, Released or Active operations.

Use these checkboxes as follows:

Confirmed

Check this to include operations with a Confirmed status.

Released

Check this to include operations with a Released status.

Active

Check this to include operations with an Active status.

Functions

Review Work Stations (F4)

Use this to display a list of work stations on which you can enquire.

Use the prompt facility on the Work Station field to display the Work Station Production List window.

Work Station Production List Window

To display this window, use the prompt facility on the Work Station field on the Work Station Production List Selection window.

This window displays a list of all work stations available on which to enquire. For each work station, the following details are displayed:

- The work station number and description
- The cost centre attached to the work station
- The current production order number and operation sequence running at this station

  For work stations where there are schedules in operation the operation number and status are displayed.
- The current status, which is set by the last operation booking made at the work station

  For example:

  - **Inactive** indicates that the latest booking was the completion of maintenance, set up procedures, or an entire operation.
  - **Set Up** indicates that the latest booking was the starting of a set up procedure.
  - **Running** indicates that the latest booking was the start of a job or partial completion booking.
  - **Down** indicates that the latest booking was the start of work station maintenance.

Options

Select Work Station

Use this to select a work station about which to enquire.

This displays the Work Station Production List Operations window.

Work Station Text

Use this to enter new text, display or amend existing work station text.

Note: *An asterisk (*) indicates that some text has been entered against a work station.*

Use Select Work Station to select a work station and display the Work Station Production List Operations window.

Work Station Production List Operations Window

To display this window, use Select Work Station against a line on the Work Station Production List window.

The window lists the operations currently running or scheduled to be performed at the selected work station. The operations are in due date sequence within priority order for the work station. The following details are displayed:

- The standard efficiency and average efficiency

  This is defined in the Work Station Master file and does not directly affect the load or scheduling. It can be used in the Capacity Requirements Planning application.

- The order priority

  The default is the value set in the company profile but can be changed under certain conditions by selecting the operation for review. Priority must be between 0 (highest) and 9 (lowest).

- The earliest date at which the operation is due to start
- The quantity scheduled for this operation, allowing for shrinkage

  This is the amount of work to be performed to produce the required order quantity.

- The quantity to be completed during this operation
- The operation status, which is determined by the work to be completed during this operation

  For example:

  - **Not Arrived** - No bookings have been made against this operation yet. The order is still at an earlier operation.
  - **Running** - The job is currently active.
  - **Complete** - The operation has been booked as completed.
  - **Ready** - A confirmed or released order that is not yet active.
  - **Started** - The job is active.

Options

Select

Use this to select an operation for review.

This displays the Work Station Production List Detail window, with details of the selected operation.

Operation Text

Use this to enter new text, display or amend existing operation text.

Note: *An asterisk (*) indicates that some text has been entered against an operation.*

Use Select against an operation to display the Work Station Production List Detail window.

Work Station Production List Detail Window

To display this window, use Select against an operation on the Work Station Production List Operations window.

This window shows details of the selected operation. The following information is displayed:

- The earliest date and week at which the operation is due to start
- The recorded operation start date and week if the operation has started, or the latest start date as determined by back scheduling from the due date and week, if the operation has not begun
- The scheduled date and week of completion

Note: *If the due date is before today's date, **Overdue** is displayed alongside the Due Finish date.*

Fields

Change Priority To

Use this field to change the running priority of the operation at this work station, but only if work has not yet started. The range is 0 (highest) to 9 (lowest).

Move to Work Station

Use this field to transfer the operation to another work station. You can only do this if work has not yet started. This is for orders with a status of Confirmed or Released.

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

Select Update **Work Station (F8)** to validate and update your entries and return to the previous window.

Enquire on Batch Balancing [6/PCE]

Use this task to:

- Review the lots reserved for a production order for potent items
- Enquire on orders that have already been balanced on release, but not yet had materials issued to them
- Make enquiries on lot balancing for process group items

Batch Balancing Enquiry Selection Window

To display this window, select the Enquire on Batch Balancing task.

Fields

Production Order Number

Enter the production order number for which you want to enquire on lot balancing.

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

Press Enter to display the Lot Balancing Window pop-up. This is the same pop-up as that described in the Production Batch Balancing section of the Production Order Maintenance chapter of this product guide. Refer to that section for more information.

Report on Subcontract Shipper Schedule [11/PCE]

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 Subcontract Shipper Schedule task.

Use this window to select the shipping schedules about which you wish 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 to which you want to restrict the report. A work station here could either be on site, or 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 field to indicate whether or not you want to include material requirements on the report.

Use this checkbox as follows:

Unchecked (default) - Not to include the material requirements in the report

In this case, you will print only the subcontract details (both planned and outstanding).

Checked - To include the material requirements in the report

In this case, 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 [12/PCE]

Use this task to print (and re-print) despatch notes to accompany subcontract shipping transactions. The transactions can 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 Suppler 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 on this field to select from the Scan Subcontract Shipper pop-up.

Shipper Form

Use this field to indicate the paper type on which you want to print the shipper note.

Select one of the following:

Print titles (default) - To print on plain paper and include the headings, titles, quantities and numbers

Print on form - To print quantities and numbers only on a special form

Reprint

Use this field to indicate whether or not the shipper note has been printed before.

Use this checkbox as follows:

Unchecked (default) - To print the note for the first time

Checked - To re-print a shipper note

Select **Submit Job (F8)** to validate your entries, submit the job for processing and leave the task.

Report on Stock [13/PCE]

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 on Stock 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

You can optionally 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 these fields to select from the Stockroom Selection pop-up.

Note: These WIP locations 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.

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

Operation Sequence

Enter the operation from which the stock is shipped to the subcontractor(s).

You can use the prompt facility on this field to select from the Scan Operation Sequence pop-up.

Include Valuation

Use this field to indicate if the report should include the value of the stock at the subcontractor.

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

In this case, you need to check the Generate Cost Recovery field in 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 checked the Reports Include Shrinkage 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 field to indicate if the report should include the 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 the Shipper Tracking field in the company profile to 0 or 2. If you set the fields to 1 or 3, the default here is checked.*

Include Receipt Details

Use this field to indicate if you want to print receipts from the subcontractor.

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 field to indicate the order in which you want the report.

Select one of the following:

By Subcontractor (1)

The report sequence is the subcontractor first, then item operation, valuation (if requested), shipper details and associated receipt details (if requested).

By Item/Operation (2)

The report sequence is item operation first, then the 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 Receipts Schedule [14/PCE]

This report task 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 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 these fields to select from the Stockroom Selection pop-up.

Note: *These WIP locations 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 software validates the code you enter here 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 these fields 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.

Report by Order Status [21/PCE]

This report shows the current status of production orders. You can use this to make a comparison between the original schedule and component requirement.

Production Order Status Report Window

To display this window, select the Report by Order Status task.

You use this window to enter the criteria to determine what is printed on the report.

Fields

Report Sequence

Use this field to indicate how you want to sequence the orders on the report.

Select one of the following:

By Item (1) - To print the report in finished item sequence

By Order (2) - To print the report in production order sequence

Finished Item/To

Enter the range of finished items required or leave these fields blank for all items.

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

Order Number/To

Enter the range of order numbers required or leave these fields blank for all orders.

You can use the prompt facility on these fields to select from the Production Order Selection pop-up.

Include Order Status

Use these fields to select the statuses to include in the report.

Use these checkboxes as follows:

Planned

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Confirmed

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Released

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Active

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Completed

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Press Enter to validate your entries and submit the job for processing.

Report by Material Status [22/PCE]

This report shows the effect of production order input requirements on current stock levels. If inputs are automatically issued at order release, you should run this report regularly to see if any stocks have become negative.

Material Availability Report Window

To display this window, select the Report by Material Status task.

You use this window to enter the criteria to determine what is printed on the report.

Fields

Report Sequence

Use this field to indicate the way in which you want to sequence the items on the report.

Select one of the following:

Input Sequence by Operation Start (1) - To sequence the report by the earliest operation start date

Input Sequence by Order Start (2) - To sequence by earliest start date of the production order

Order Sequence (3) - To sequence by production order number

Input Item From/To

Enter the range of input items for which you want to produce the report or leave these fields blank to include all input items.

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

Order Number From/To

Enter the range of production order numbers for which you want to produce the report or leave these fields blank for all orders.

You can use the prompt facility on these fields to select from the Production Order Selection pop-up.

Order Status

Use these checkboxes as follows:

Planned

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Confirmed

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Released

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Miscellaneous

Include Issuing Stockroom Only

Use this field to indicate whether all stockrooms should be considered when calculating requirement shortages, or just the issuing stockroom.

Use this checkbox as follows:

Unchecked - To show all stockroom balances for the selected items

Checked - To show only the issuing stockroom balance

Print Shortages Only

Use this field to indicate whether you want to report on all items, or only those where a shortage in available stock has been identified.

Select one of the following:

All Orders (0) - To show both excess availability and shortages

Orders Exceeding Available (1) - To include shortages only

Exclude Frozen Stock

Use this field to indicate whether or not you want to include frozen stock in the report.

Use this checkbox as follows:

Unchecked - To exclude frozen stock from the report

Checked - To include frozen stock in the report

Include up to Start Date

Enter or select a cut-off date to limit the orders included in the report. The report will include only orders with an earliest start date that is before the date you enter.

When you have completed all necessary details, press Enter to validate your entries and submit the job for processing.

Report on Work Station Production List [23/PCE]

This report shows all work outstanding for the work stations you specify.

Work Station Production List Report Selection Window

To display this window, select the Report on Work Station Production List task.

You use this window to enter the selection criteria for the work stations for which you want to produce the report.

Fields

Latest Operation Start Date

Enter or select the latest operation start date to limit the operations that you want to review. The report will only include operations with an earliest start date that is before the date you specify. Leave this field blank for all operations.

From Work Station/To Work Station

Enter the range of work stations that you want to review, or leave these fields blank for all work stations.

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

Include Order Status

Use these checkboxes as follows:

Confirmed

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Released

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Active

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Include Work Station with No Jobs

Use this field to indicate whether or not you want to include work stations that have no jobs scheduled.

Use this checkbox as follows:

Unchecked - Not to include work stations with no jobs scheduled

Checked - To include work stations with no jobs scheduled

Material Control Policy

The Work Station Production List updates the Floor Stockroom value on the Production Order Input record for any Input that it finds that is Floor Stock controlled.

The value for the Material Policy is determined by the standard hierarchy for finding the Material Control Policy for Production Order Inputs.

When you have completed all necessary details, press Enter to validate your entries and submit the job for processing.

Report on WIP Valuation [24/PCE]

This report lists the total value of Work In Progress relating to open Production Orders travelling through the manufacturing process. For the purposes of this report WIP is defined as the total value of material issued and activity booked against Production Orders, less the total value of product received into Inventory for the same Production Orders. The costs are accumulated by Production Order or by Item.

For each production order, the report calculates the difference between the total cost of work activity reported and the total cost of work completed and received into Inventory. The difference between these values is the WIP value. The grand total of all the costs is calculated and printed on the report.

The report prints the WIP cost in three columns:

- **Started** - The cost of the materials and production activity booked to the Production Orders, with the total cost broken down into the various cost elements of which it is composed.

  The material cost is the purchase cost, plus any production costs incurred, if the material is processed before being used to produce the parent item.

- **Completed** - The cost of the completed manufactured items on the Production Order.

  This includes the cost of lower-level manufactured items.

- **WIP Value** - The cost of work started minus the cost of work completed.

The WIP Valuation contains data derived from the records generated by Transaction Manager processing of production bookings for both standard and actual costed items. The costs of material movements are derived from the Inventory/Work In Progress Movements file (PCP62). If the total costs are also broken down into their constituent cost elements (because the appropriate system setting was active when the movements occurred), then the costs are extracted at elemental level, and these costs are accumulated into the appropriate cost elements in the report. If the elemental cost breakdown is not present, then the single total cost is accumulated into the Direct Material Cost Element.

For actual material issue movements, the elemental costs are stored on the ‘CA’ – ‘CO’ series of Transaction Types. However, these record the actual quantities extended by the standard cost at elemental level. Therefore the total actual cost of a movement is derived from the equivalent Transaction Type ‘02’ record.

For standard material issue movements, the elemental costs are derived from the ‘DA’ – ‘DO’ series of Transaction Types. If these are not present then the total standard cost is derived from the equivalent Transaction Type ‘01’ record

For actual product receipt movements, the elemental costs are stored on the ‘AA’ – ‘AO’ series of Transaction Types. The total costs of receipts are stored at elemental level on the PCP63 file. The total actual cost of a receipt is derived from the Element level record (PCP63).

For standard product receipt movements, the elemental costs are derived from the ‘BA’ –- ‘BO’ series of Transaction Types. If these are not present then the total standard cost of a receipt is derived from the equivalent Transaction Type ‘73’ record.

Production Order activity costs are derived from the Labour/Work Station movement file (PCP59), and the Overhead/Setting Movement file (PCP58).

Actual Labour costs are derived from Transaction Type ‘11’. These are accumulated with any additional Labour costs accruing from subassembly inputs.

Standard Labour Costs are derived from Transaction Type ‘12’. These are accumulated with any additional Labour costs accruing from subassembly inputs.

Actual Machine costs are derived from Transaction Type ‘21’. These are accumulated with any additional Machine costs accruing from subassembly inputs.

Standard Machine costs are derived from Transaction Type ‘22’. These are accumulated with any additional Machine costs accruing from subassembly inputs.

Actual Set Up costs are derived from Transaction Type ‘60’. These are accumulated with any additional Setting costs accruing from subassembly inputs.

Standard Set Up costs are derived from Transaction Type ‘63’. These are accumulated with any additional Setting costs accruing from subassembly inputs.

Overheads are held on the records to which the Overhead is related.

Subcontract costs are derived from Transaction Type ‘42’ These are accumulated with any additional Subcontract costs accruing from Subassembly inputs..

The cost elements included in the report are determined by the default company controls set in the company profile, but you can override these settings by selecting **Cost Presentation (F18)**.

Work in Progress Valuation Report Window

To display this window, select the Report on WIP Valuation task.

Use this window to enter your selection criteria for the report.

Fields

Summarise By

Use this field to indicate whether or not you want to print item totals.

Select one of the following:

Works Order Detail (0)

Item/Work Order Detail and Item Summary (1)

Item Summary Only (2)

Functions

Cost Presentation (F18)

Use this to override the default cost element settings in the company profile.

Select **Submit (F8)** to submit the job.

Cost Presentation Pop-up

To display this pop-up, select **Cost Presentation (F18)** on the Work In Progress Valuation Report window.

Use this pop-up to override the default cost element settings in the company profile for this report.

Fields

Order

The Order fields are displayed for the 16 cost elements. These fields default from the company profile, but you can change them for individual reports.

Enter a number to specify the order in which the cost elements will be presented on the report. If you do not enter a number, the cost element is not displayed or printed.

This facility allows you to report only those costs that are relevant to your business.

Add To

The Add To fields are displayed for the 16 cost elements. These fields default from the company profile, but you can change them for individual reports.

Use these fields to amalgamate different costs into a common reporting element.

You can enter a cost element number here, for example 02 (Direct Material), that specifies which element this cost is added into for this report.

The element entered in this field must have an order sequence and must not have an order number.

Note: *The Order and Add To fields are mutually exclusive.*

Roll To

This field is displayed for the four user cost elements. These fields default from the company profile and cannot be changed here.

These fields display the standard cost elements into which the user-defined costs are rolled. This preserves costs for user-defined elements entered at a particular level.

If you leave the field blank, user-defined costs are rolled up and totalled at each level. Therefore this cost definition is lost, except at the lowest level of a structure.

Note: *A special code 99 can be used to indicate a cost that should not be rolled into a higher level.*

Note: *You enter user-defined costs in Item Cost Maintenance. The costs are then rolled up by item re-cost routines.*

Fixed Cost

This field is displayed for the four user cost elements. It allows you to flag each user-defined element as a fixed or variable cost. The values default from the company profile and cannot be changed here.

1 is displayed against a user-defined cost that is fixed and not modified by quantities or shrinkage on a production route. This field is blank if the cost varies with the material usage and batch volumes.

You can use this to distinguish between costs not directly related to production, for example design costs, and those that are, for example material handling.

Description

This field is displayed for the 16 cost elements. The values default from the company profile and cannot be changed here.

You must enter a cost element description if you want to report on this element. Any element without a description is not reportable although costs are calculated for it. Your description is displayed against the cost, rather than the default element description, displayed on the left of the window.

Functions

Save (F15)

Use this to save the order in which the cost elements are entered.

Select **Save (F15)** to validate your entries and then press Enter to return to the previous window.

Report by Material Yield [25/PCE]

This report calculates the ratio of inputs to outputs on a route for a process group.

The percentage yield of a process is defined as:

(output quantity/input quantity) x 100

A process is defined as an activity or series of activities that convert inputs to outputs.

Standard yield is the standard output quantity of an item on a route, as a percentage of the total of the standard input quantities of items defined as yield items.

Note: *You must first define items that will be included in the calculation as yield items. Do this in the Production Definition Maintenance in the Production Details task on the Additional Parameters pop-up.*

Production Yield Variance Report Selection Window

To display this window, select the Report by Material Yield task.

You use this window to enter the selection criteria for the report.

Fields

Work Stations From/To

Enter the range of work stations for which you want to produce the report, or leave these fields blank to include all work stations.

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

Input Item Range From/To

Enter the range of input items for which you want to produce the report, or leave these fields blank to include all input items.

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

Output Item Range From/To

Enter the range of output items for which you want to produce the report, or leave these fields blank to include all outputs.

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

Date Range From/To

Enter or select the date range for which you want to produce the report.

Note: *The date range fields default to the current system date.*

Material Standard Cost

Use this field to specify where you want the material standard cost values to be taken from.

Select one of the following:

Production (1) - To take the material standard cost values from the production records

Inventory (2) - To take the material standard cost values from the cost held on the primary item, stockroom record, against the item's default costing method

The default costing method can be standard, latest, average, or FIFO. The costing method is defined in the item's details in Inventory Management.

Outputs Summary Report

Use this field to indicate whether or not you want an outputs summary report.

Use this checkbox as follows:

Unchecked - Not to produce an outputs summary report

Checked - To produce an outputs summary report

Press Enter to validate your entries and submit the job for processing.

Report by Labour Efficiency [26/PCE]

For this report, the software calculates the efficiency of the labour bookings by measuring the actual bookings against standard values. Labour efficiency is the earned standard hours divided by the actual hours worked.

Labour Efficiency Report Selection Window

To display this window, select the Report by Labour Efficiency task.

You use this window to enter the selection criteria for the report.

Fields

Work Stations From/To

Enter the range of work stations for which you want to produce the report, or leave these fields blank to include all work stations.

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

Date Range From/To

Enter or select a date range on which to base the report.

Note: *The date range fields default to the current system date.*

Press Enter to validate your entries and submit the job for processing.

Report by Order Variance [27/PCE]

You can use this report to:

- Generate material and operational variances sequenced by order or finished item
- Show the variance between standard and actual costs

Production Order Variance Report Selection Window

To display this window, select the Report by Order Variance task.

You use this window to enter the range of production orders for which you want to produce the report.

Fields

Production Order From/To

Enter the range of order numbers for which you want to produce the report, or leave these fields blank to include all orders.

You can use the prompt facility on these fields to select from the Production Order Selection pop-up.

Finished Item From/To

Enter the range of item numbers for which you want to produce the report, or leave these fields blank to include all items.

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

Default to Standard Times

Use this checkbox as follows:

Unchecked - To use only the actual bookings

Checked - To default standard times when insufficient actual bookings have been made

Press Enter to validate your entries and submit the job for processing.

Report by Planning Variance [28/PCE]

This report shows, by work station and date range, cost variances between output quantities and equivalent quantities on the standard planning route.

Work Station Production Variance Report Selection Window

To display this window, select the Report by Planning Variance task.

You use this window to enter the selection criteria for the report.

Fields

Work Stations From/To

Enter the range of work stations for which you want to produce the report, or leave these fields blank to include all work stations.

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

Date Range From/To

Enter or select the date range for which you want to produce the report. The default in both fields is the current system date.

Include Order Status

Use these checkboxes as follows:

Confirmed

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Released

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Active

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Completed

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Material Standard Cost

Specify where you want the material standard cost values to be taken from. Enter one of the following:

Production (1) - To take the material standard cost values from the production records

Inventory (2) - To take the material standard cost values from the cost held on the primary item, stockroom record, against the item's default costing method

The default costing method can be standard, latest, average, or FIFO. The costing method is defined on the item details in Inventory Management.

Press Enter to validate your entries and submit the job for processing.

Report by Production Variance [29/PCE]

Use this report to compare actual values from inputs, outputs and operations booked against work stations, with either:

- Standard production values, taken from the route

Or

- Planned production values, taken from production orders

If you choose to compare actual values to the standard costs from the route, then the route is exploded using one of the following tasks:

- The order quantities (that is, the scheduled production quantities on those orders that actual values have been booked against)
- The receipt quantities

Work Station Production Variance Report Selection Window

To display this window, select the Report by Production Variance task.

You use this window to enter the selection criteria for the report.

Fields

Work Stations From/To

Enter the range of work stations you want to include in the report, or leave these fields blank to select all work stations.

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

Date Range From/To

Enter or select the date range for which you want to produce the report. The default in both fields is the current system date.

Output Item/Group

Select a specific item or process group on which to report, or leave this field blank to select all items.

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

Include Order Status

Use these checkboxes as follows:

Active

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Complete

Unchecked - To exclude orders with this status from the report

Checked - To include orders with this status in the report

Route Option

Use this field to select the standard route task for the comparison with actual values.

Select one of the following:

Order Route (0) - Use the route on the production order

Planning Route (1) - Use the planning route of the item

Costing Route (2) - Use the costing route of the item

Material Standard Cost

Use this field to specify where you want the material standard cost values to be taken from.

Select one of the following:

Production (1) - To take the material standard cost values from the production records

Inventory (2) - To take the material standard cost values from the cost held on the primary item/stockroom record, against the item's default costing method

The default costing method can be standard, latest, average, or FIFO. The costing method is defined on the item details in Inventory Management.

Compare Actual With

Use this field to specify whether you want to make the comparison with standard costs or production orders.

Choose from the following:

Standard (Routes) - Based on Order Qtys (1) - To compare the actual values with standard costs based on order quantities

Standard (Routes) - Based on Receipt Qtys (2) - To compare the actual values with standard costs based on receipt quantities

Planned (Orders) (3) - To compare the actual values with planned values

Press Enter to validate your entries and submit the job for processing.

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.