



Infor System21 Style Production Control

Product Guide

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About this guide

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

Intended audience

The guide is intended for any users of the P4 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 the "Contacting Infor" section.

Contacting Infor

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

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Introduction

[Style](#) Production has been developed specifically to meet the needs of organisations engaged in the production of items such as clothes (apparel), footwear and soft furnishings, where, although the products are diverse, the manufacturing requirements are similar.

In common with other System21 applications, a single copy of [Style](#) Production can be operated for any number of companies, the [characteristics](#) of each being determined by a number of control parameters. These parameters are held in the [Style](#) Production [company profile](#) and in the [Organisational Model](#).

Overview of System

[Style](#) Production comprises the following integrated applications:

- Production Definition Management
- (Production Planning) Forecasting
- (Production Planning) Master Production Scheduling
- (Production Planning) Material Requirements Planning
- Production Control

Production Definition Management (PDM)

This may be run in stand-alone mode if required, and offers a self-contained environment for the definition and management of products, processes, [resources](#) and [costs](#). It is the source of control parameters and reference information for all [Style](#) Production applications.

The maintenance functions of PDM enable the creation and amendment of reference information critical to the functioning of [Style](#) Production. Once this data has been [set up](#), PDM is enabled to generate product [costs](#) (standard and non-standard) and provide extended analysis of product definitions and processes.

(Production Planning) Forecasting

This provides the facility to forecast [demand](#) to [style/colour](#)/size level, with products optionally grouped into product families. Such forecast [demand](#) is then input into [MPS](#) and [MRP](#) processing.

(Production Planning) Master Production Scheduling

This provides a top-level [master production schedule \(MPS\)](#) for your critical production items.

(Production Planning) Material Requirements Planning

This provides a detailed material plan for your business via a [material requirements planning \(MRP\)](#) run.

Production Control

This controls and maintains all aspects of the production cycle; from the manual creation and/or maintenance of [suggested production orders](#), through material issuing, to [work-in-progress](#) reporting ([booking](#)), to the receipt of finished goods into inventory.

Production Control also provides comprehensive enquiries and reports to monitor not only the progress of individual [production orders](#), but also the performance of your factory/production unit(s).

The Production System Applications

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

Company Profile

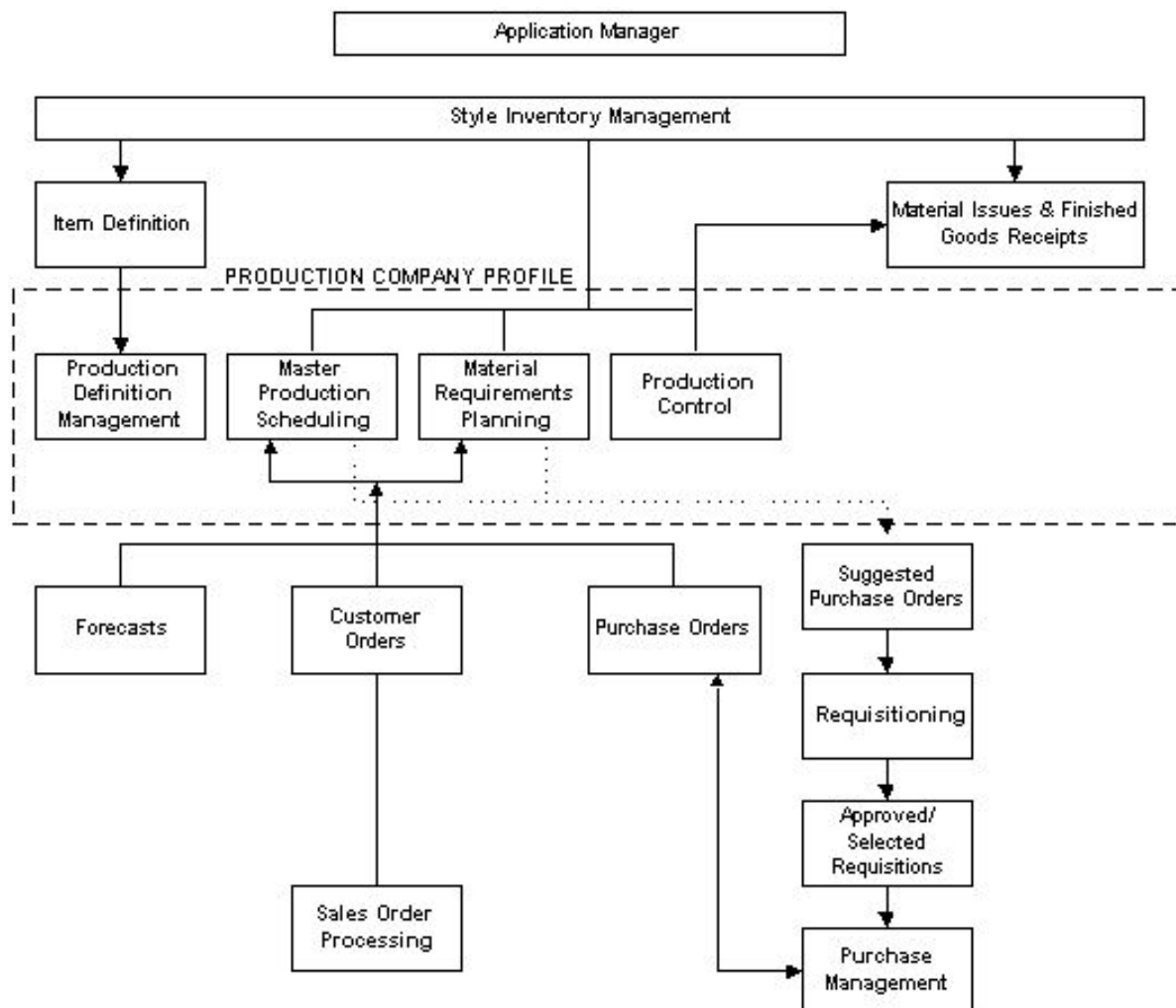
The Production system, in common with all System21 applications, operates within a multi-company environment.

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 will 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.

In addition, further parameters effecting control over how the system operates are found within the [organisational model](#).

The Production System (Figure 1-1)



The Operation Management Cycle

The [Operation](#) Management cycle addressed by the Production system is summarised in Figure 1-2.

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

The [capacity](#) of the facility to implement the high level plan may then be checked using the inherent [Capacity Planning](#) facility.

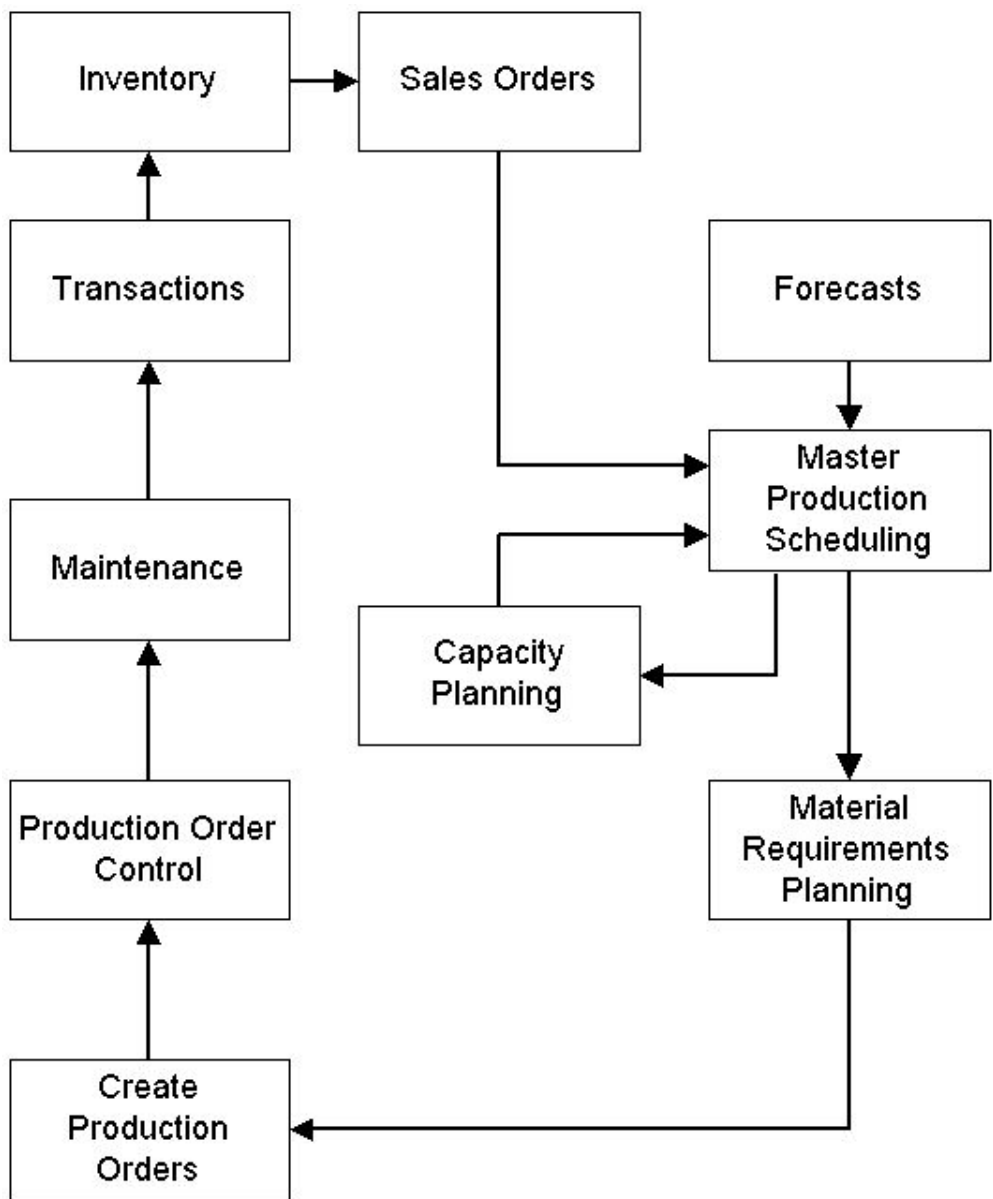
Once a plan is agreed, the suggested orders output from the [MPS](#) cycle are then combined with associated [component](#) items and raw materials to create a [demand](#) input to the [Material Requirements Planning \(MRP\)](#) application. [MRP](#) reconciles existing production commitments with

the revised [MPS demand](#) to create a detailed purchase order plan. This plan suggests all purchase orders relevant to a user-defined [planning horizon](#).

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 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. Additional facilities enable 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.

The Operation Management Cycle (Figure 1-2)



Production Definition Management

[Style](#) Inventory Management is the source of the primary item database within the overall system environment for both purchased and production items. Every item to be referenced within Production must first be defined to Inventory.

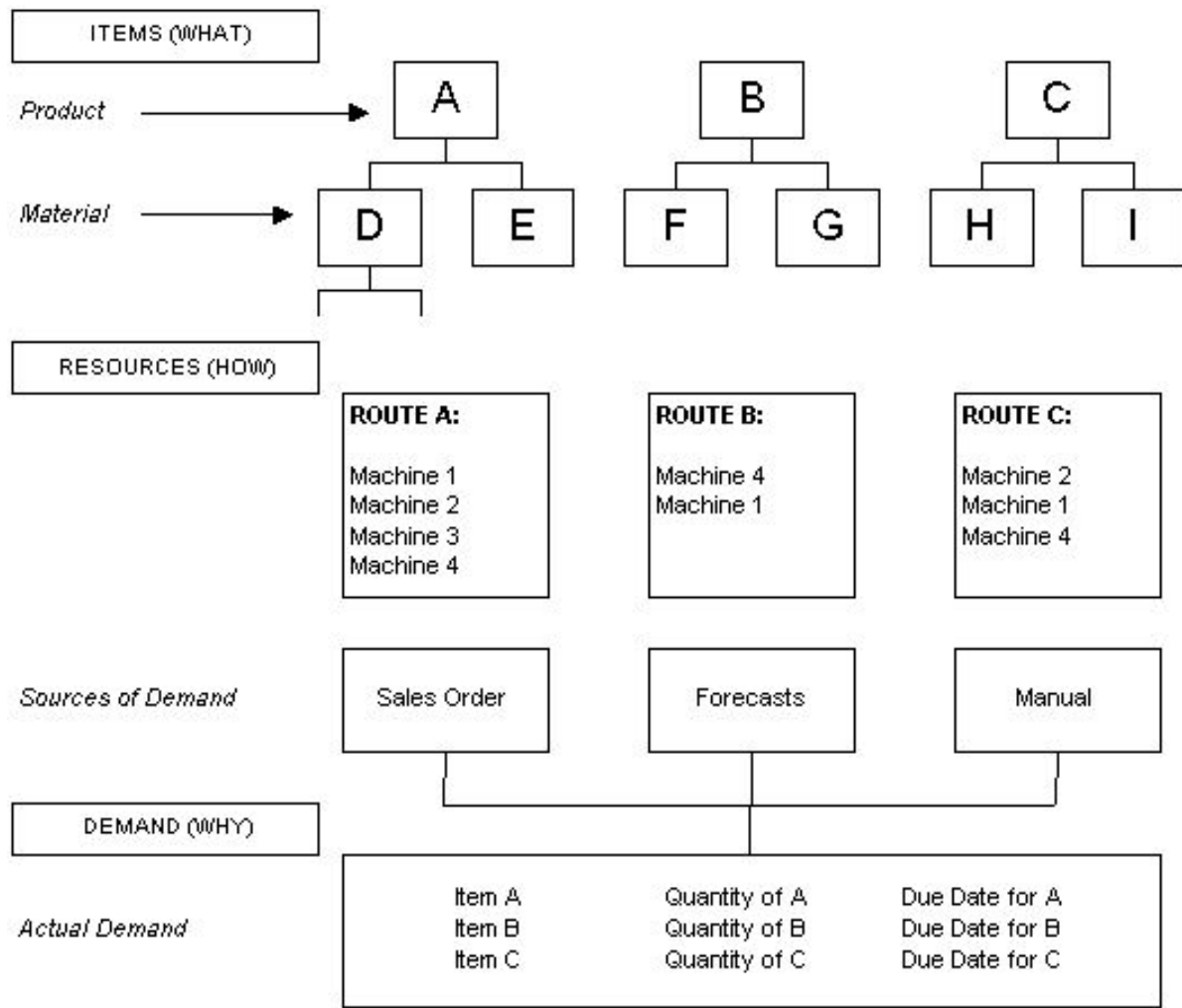
Production Definition Management (PDM), Figure 1-3, manages the Production database which contains extended, production-specific details of all items that will be used by the Production applications; holds definitions of the [resources](#) that will be used to combine materials into finished products; and provides facilities to [cost](#) products.

[Resources](#) are classified as [machines](#) (which may be grouped to form [work centres](#)), the [cost](#) basis of each [machine](#) being defined by an assigned [cost centre](#), [departments](#), [labour skills](#) and profiles, operators and teams, and subcontractors.

Single level production [routes](#) entered within PDM define the [operations](#) required to make an item, the [machines](#) at which the work will be carried out, and the materials necessary to complete the [operation](#). The end result, or output, of a production [route](#) may be multiple items, such as different [colours](#) and sizes of jumpers, shirts or pairs of shoes, or a [component](#) (for use in the manufacture of a finished product). The single level production [routes](#) are automatically extended into full multi-level structures by the system where required.

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

Production Definition Management (Figure 1-3)



Master Production Scheduling

The Master Production [Scheduling \(MPS\)](#) application, Figure 1-4, produces a high-level production plan for manufactured items. The system then matches the projected [demand](#) for designated products to the ability to [supply](#) based on user-defined [planning models](#) and [planning horizons](#).

[Demand](#) is a function of sales orders, forecast, and/or manual entries or a user-defined combination. The ability to [supply](#) is a function of the availability of associated items and [resources](#) defined within the Production Definition Management application. The resulting plan will, where necessary, suggest amendments to current [production orders](#); and/or suggest the generation of new production and purchase orders. The calculation process for the respective plan generations is simply:

[Demand](#) - Availability = Requirement

A [demand](#) forecast may be determined using a simple annual forecast defined within [MPS](#).

[MPS](#) is a time-based plan of suggestions to meet customer due dates. The plan is derived by the system by working backwards from the customer due date specified, taking account of product [lead times](#), to suggest a latest [start date](#) that will achieve completion by the due date.

In each case, a plan is derived that includes [suggested purchase orders](#) and Production resource requirements across the chosen time horizon. [Production orders](#) may be individually confirmed or may be confirmed en masse and purchase orders can be automatically passed through to the Requisitioning application for subsequent confirmation and transfer to the Purchase Management application in advance of further [MRP](#) planning, if required.

[MPS](#) also incorporates [capacity planning](#). This may use summary routings to determine the [loading](#) in hours on the Production facility [resources](#) relative to their [capacity](#) in hours. It takes account of [machine](#) capacities when assessing the [demand](#) proposed by [MPS](#) plans and determines a [loading](#) factor for each [machine](#). [Capacity planning](#) also determines [labour loading](#).

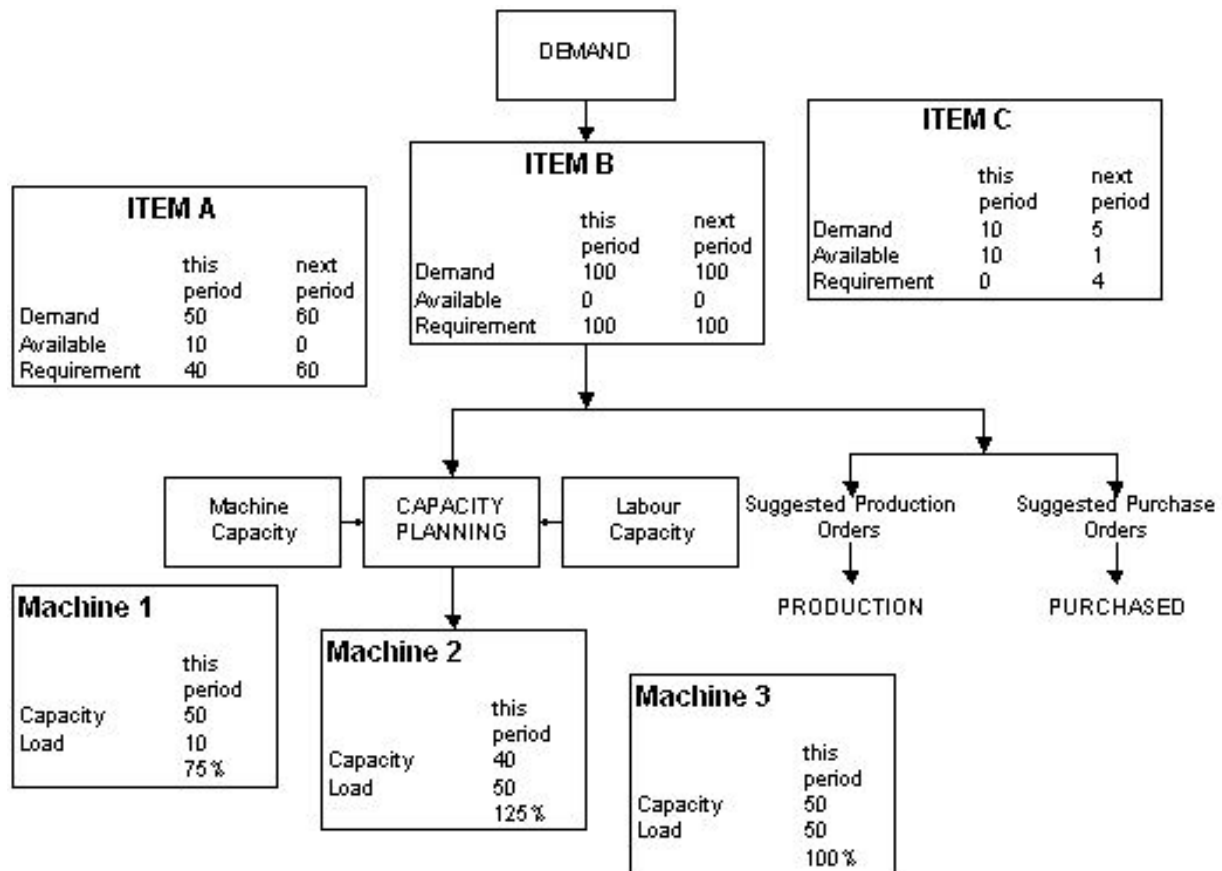
Item [planning route](#) information is accessed to convert [demand](#) (in quantities) into the number of hours required (the [load](#)) at each [machine](#).

Planned [supply](#) dates are used to schedule these required hours into appropriate weekly production time slots at each [machine](#), with reference to [machine](#) standard capacities and with due regard to planned [down times](#) and non-working days affecting the planning [run timescales](#).

Reports and enquiries are [available](#) which compare the weekly [machine/work centre](#) hours required and [available](#) within the planning [run timescales](#), so that it is possible to determine whether over or under [load capacity](#) situations at [machines](#) and for [labour skills](#) occur and thus to decide on action(s) required.

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

MPS (Figure 1-4)



Material Requirements Planning

[Material Requirements Planning \(MRP\)](#), Figure 1-5, produces a detailed plan for the purchase of all the lower level items, sub-parents and raw materials. Planning is again based upon user-defined models.

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

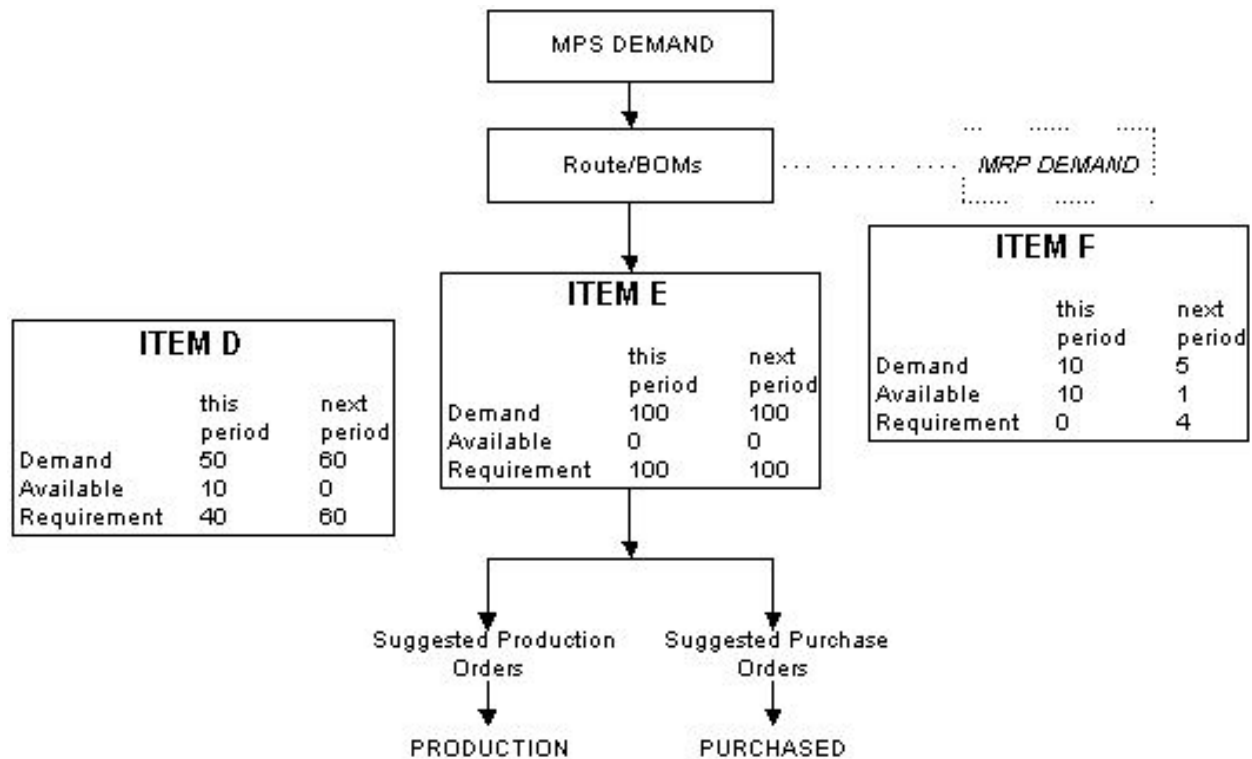
- Regenerative - Plan for all items across all structures
- Selective - Plan only selected items and hence selected structures

[MRP](#) and [MPS](#) are autonomous applications. Either may be used stand-alone. However, [MRP](#) is normally driven by [MPS demand](#) as shown in Figure 1-5. A separate [MRP demand](#) may be used to enhance the requirements for dependant [MRP](#) items.

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

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

MRP (Figure 1-5)



Production Control

Production Control, Figure 1-6, provides the means to record the 'real world' implementation of the production plan and permits [operational](#) transactions to be made against the plan.

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

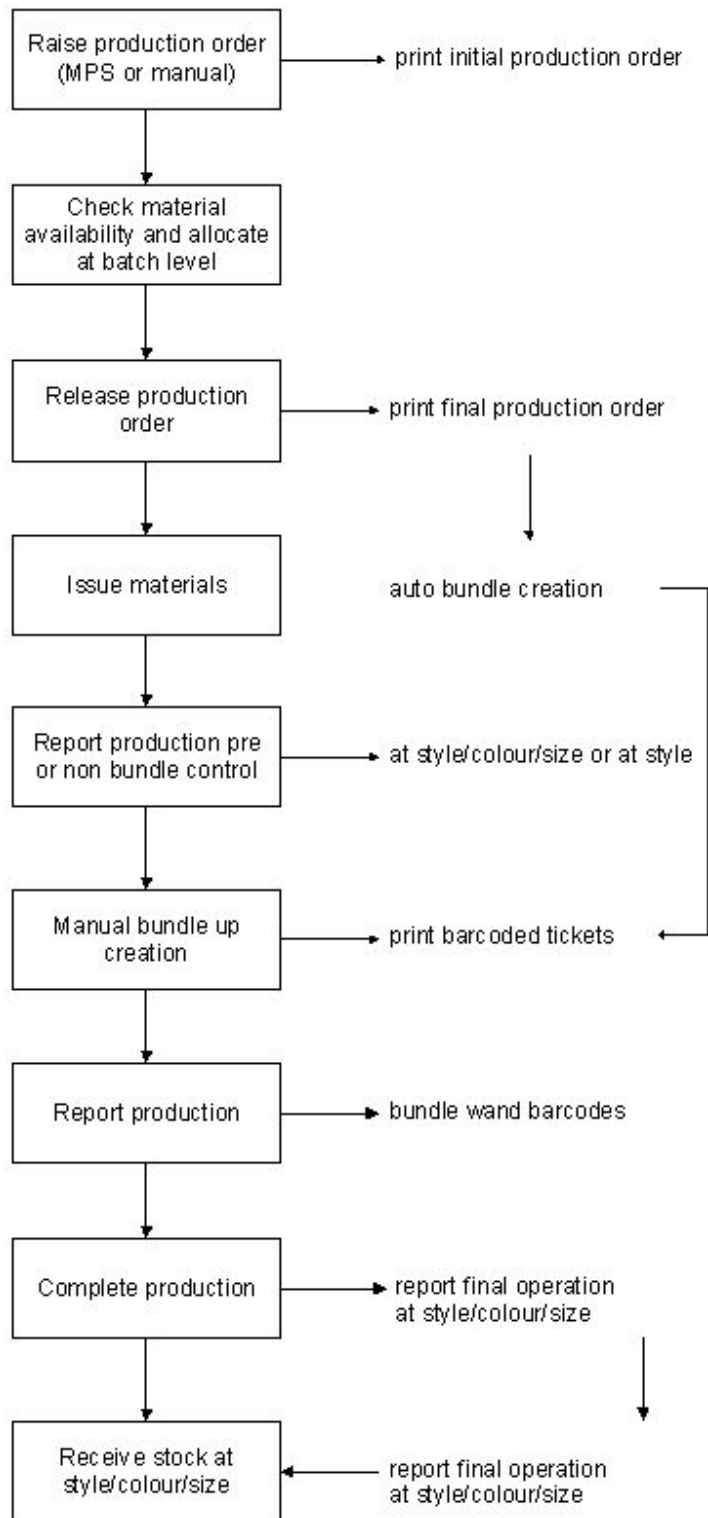
- Suggested
- Planned
- Confirmed
- Released
- Active

- Completed
- Cancelled

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

Facilities are [available](#) to assist in the management of [machines](#), [work-in-progress](#) inventory ([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.

Production Control Figure 1-6



Implementation

This section provides an overview of the critical path to follow in setting up a [Style](#) Production company, managing data take-on and ultimately shipping your finished goods to a customer.

The path described also assumes you are working within a fully comprehensive, integrated system, where the following applications are [available](#):

- Style Inventory Management
- Style Sales Order Processing
- Style Purchase Management
- (and by implication: Accounts Payable/Purchase Ledger)

If your system is not as complex as this, non-relevant stages and data definitions may be skipped.

A full description of each data element may be found within this guide, or within associated product guides, prepared specifically for the integrated applications.

The Critical Path to Production

Each of the following stages is numbered consecutively in the order in which data definition should take place.

Note: Do not assume that you must complete all prior stages before lower level stages can be started. This is a guide, not an absolute order.

You may want to hold discussions with your system consultant with regard to an implementation procedure specific to your requirements.

The Critical Path to Production

Step	Description	Menu	Option(s)
	Prior to Style Production		
1)	Create a new company via Application Manager.	STRM400	
2)	Authorise the user(s) to the new company in Style Distribution as necessary.	STRM400	
3)	Copy the company in Style Distribution.	STCO	6
4)	Maintain the Style Sales Order Processing, company profile. Set the Style Production in Use flag to 1 (Yes).	STCO	1
5)	Maintain the Style Inventory Management company profile. Create stockroom records, including work-in-progress (WIP) locations and subcontractor materials stockroom.	STCO	2

Step	Description	Menu	Option(s)
6)	Maintain the Style Purchase Management, company profile.	STCO	3
7)	Create suppliers, including subcontractors, in Accounts Payable (Purchase Ledger).	APM	1
8)	Create colours for each company.	STINM	2
9)	Create sizes for each company.	STINM	3
10)	Create Style Inventory Management calendars.	STINM	10
11)	Create Style Inventory Management periods.	STINM	11
12)	Create search families.	STINM	12
13)	Create size masks.	STINM	4
14)	Create inventory descriptions.	STINM	1
Style Production			
15)	Authorise user(s) to Style Production.	STRM400	
16)	Maintain the Style Production company profile.	P1U	1
17)	Create Organisational Models.	P1U	6
18)	Create company parameters: planner codes and production stages.	P1U	2
19)	Create styles and materials.	P1M	1
20)	Create cost centres.	P1M	30
21)	Create calendars.	P1M	31
22)	Create shift profiles.	P1M	32
23)	Create departments.	P1M	33
24)	Create machines.	P1M	34
25)	Create work centres.	P1M	35
26)	Create labour skills.	P1M	37
27)	Create labour profiles.	P1M	38
28)	Create bundle ticket types.	P1M	36
29)	Create resource capacity profiles.	P1M	21
30)	Create critical resources.	P1M	20
31)	Create standard operations.	P1R	1
32)	Create style route/BOMs.	P1R	2

Step	Description	Menu	Option(s)
33)	Create price list profiles.	STOEM	5
34)	Create customers.	STOEM	2
35)	Create price lists.	STOEM	6
36)	Enter sales orders.	STOEP	2
37)	Create MPS planning models.	P2M	1,2
38)	Create style forecasts.	P1F	13
39)	Spread forecasts to variants.	P1F	15
40)	Create supply sourcing rules.	P2M	3
41)	Run MPS.	P2M	11
42)	Review MPS.	P2M	15
43)	Review capacity.	P2M	22
44)	Confirm suggested orders.	P2M	14
45)	Create MRP planning models.	P3M	1,2
46)	Run MRP.	P3M	11
47)	Review MRP.	P3M	13
48)	Create purchase orders from suggestions.	STRQP STPMR	2,11,21,31 1
49)	Create purchase orders manually.	STPMP STPMR	1 1
50)	Enter raw material receipts.	STPMP	3
51)	Transfer purchasing costs.	P1C	3
52)	Full cost roll up.	P1C	1
53)	Create activity types.	P1U	31
54)	Create operators.	P1M	39
55)	Create teams.	P1M	40
56)	Define user authority levels.	STPMM	7
57)	Create manual production orders.	P4M	1
58)	Allocate lot materials.	P4E	2
59)	Release production orders.	P4M	2
60)	Issue materials.	P4T	1

Step	Description	Menu	Option(s)
61)	Report (book) production.	P4T	2,3,4
62)	Enter subcontractor WIP shippers.	P4T	6
63)	Progress subcontractor work.	P4T	7
64)	Receive from subcontractor.	P4T	8
65)	Receive into finished goods.	P4T	2,3,4
66)	Enter supplier invoices.	APP	1,2,3
67)	Match invoices to GRNs.	STPMP	6
68)	Despatch to customer.	STOEP	8

Production Orders

A [production order](#) is a document that details the manufacture of a specific quantity of one [style](#).

[Production orders](#) originate from two sources:

- MPS/MRP suggested orders
- These are orders with quantities and dates suggested by MPS and MRP. You must confirm these orders within MPS and MRP, before you can maintain them within Production Control.
- Manually created orders
- You can raise the following types of orders within Production Control:

- Standard

These are based on a standard pre-defined style route. All MPS/MRP suggested orders are also standard orders.

- Amended Standard

You have made changes to a standard route to satisfy a particular demand or circumstance.

You can maintain any of the [production orders](#) within Production Control and [MPS Review](#) or [MRP Review](#). You can adjust due or [start dates](#), quantities, or change the associated [route](#) or [BOM](#). Some of these changes are validated against the [order status](#).

The software can calculate the [start date](#) of an order, using the [available](#) hours, entered on the [machine](#) definition and the number of [available machines](#).

If you change the status of the order, the software generates a transaction.

An order can have several statuses:

Suggested (SUG)

This is an order suggested by [MPS](#) or [MRP](#) processing. You cannot enter suggested orders. When you confirm the orders, the status changes to Confirmed. Suggested orders only appear in Master Production [Scheduling](#) and [Material Requirements Planning](#).

The orders are for a specific [style](#) and [stockroom](#) and have a [planning route](#), due date and a quantity.

Planned (PLN, 1)

A planned order has material and resource requirements based on the selected [route](#) or [BOM](#) and represents an intended [supply](#) of [variants](#) of a finished [style](#). However, the order does not create any [demand](#) for materials. These orders are shown as [On Order](#) in [Style](#) Inventory Management. You must confirm a planned order.

These orders are for the same as suggested orders.

Confirmed (CON, 2)

If you specified in the [company profile](#) that you allocate at confirmation, when you confirm an order, the material is allocated in the issuing [stockroom warehouse](#). For standard orders, the software uses the details on the specified [route](#). For amended standard orders, the software uses any entered specific requirements.

The orders have the same [characteristics](#) as suggested orders but with full [route](#) or [BOM](#) details and resource requirements.

Released (REL, 3)

If you specified in the [company profile](#) that you allocate at release, when you release an order, the material is allocated in the issuing [stockroom warehouse](#). Once you have released an order you cannot change the quantity, but you can change the dates and item details. You can now make issue, [bookings](#), and finished item receipts.

Active (ACT, 4)

Once you record any production activity against an order, it becomes active.

Complete (FIN, 8)

Once you have released an order, you can complete it; you do not need to report any activity. If you reported no [bookings](#), you can return the order to Active, or Released status. You can set an order to complete when you receive the planned quantity; you can receive more than the planned quantity or complete the order with less than the planned quantity.

Once you have completed an order you can archive it and then purge it. You cannot make issues or [bookings](#) against these orders.

Cancelled (CNL, 9)

Before you allocate materials, you can cancel an order by deleting it. You can then purge and archive these orders. You cannot access or maintain these orders in any way.

Order Documentation

For each order, you can print the [Production order](#) and the [bundle tickets](#).

Production Order Documentation

The content of the documentation is affected by several [company profile](#) settings:

- The Print Operations on Production Order field determines whether each operation is printed.
- The Print Operation Text on Production Order field determines whether any additional text held against operations is printed.

- The Print Pick Lists field determines whether materials will be printed.
- The Suppress Backflush Items on Pick List and Production Order field determines whether bulk issue (backflush) items are printed on production orders.
- The Suppress Warehouse Items on Pick Lists and Production Order field determines whether warehouse-controlled items are listed on production orders. This field does not affect pick lists produced by Style Warehousing.

The Style Production Interface to Style Warehousing

[Style](#) Production interfaces with the [Style](#) Warehousing application in two ways:

- Issuing materials from a warehouse inventory into production
- Receiving finished styles from production into a warehouse inventory

Creating the Warehouse/Item Profile

For each [style](#) or material that you wish to keep in a [warehouse](#) location, use the Item/[Warehouse](#) Profile task within [Style](#) Warehousing to create the link between [style](#)/material and [warehouse](#). You have to put in these associations for each [style variant](#) and material [variant](#).

Committing is the [warehouse](#) equivalent of allocation in [Style](#) Inventory Management. When you run the [Pick List](#) for Production task in [Style](#) Warehousing, this task commits specific elements of stock in the [warehouse](#) locations to the [production order](#). This reduces the [available stock](#) in these locations.

You can define:

- Stock rotation rules
- Physical position
- Picking locations
- Default pack type
- Put-away conditions
- Rules to use for committing

Note: *If you wish to use warehousing rules rather than lot allocation, you must arrange for commitment to take place using rotation date rather than [picking](#) location. Therefore, switch on date rotation and leave the [pick face](#) blank.*

Note: *If you change the commitment details on the item/[warehouse](#) profile, the changes only affect subsequent un-generated material requirements for [production orders](#).*

Issuing Materials from a Warehouse

[Warehouse](#)-controlled materials are issued from [Style](#) Warehousing rather than from [Style](#) Inventory Management. The interface allows you to pass on material requirements from [Style](#) Production to [Style](#) Warehousing.

The [warehouse](#) requirements are printed on a [pick list](#), [picked](#) and issued. The [Style](#) Warehousing issuing process mirrors closely the [Style](#) Production issuing process.

Caution: Avoid setting up floor stock and subcontract stockrooms as warehouses.

In [Style](#) Inventory Management, [backflush](#) materials are issued from the [booking](#) programs. In [Style](#) Warehousing, you must issue [backflush](#) materials from the Issue Materials task in the same way as non-[backflush](#) materials.

The issuing [stockroom](#) for a material determines whether the material is controlled by [Style](#) Inventory Management or [Style](#) Warehousing. The issuing [stockroom](#) is [set up](#) in the Sourcing [Warehouse](#) field in the [Styles](#) maintenance task.

If you specify lots in [Style](#) Inventory Management for a [warehouse](#)-controlled material, these lots override the warehousing lot rules.

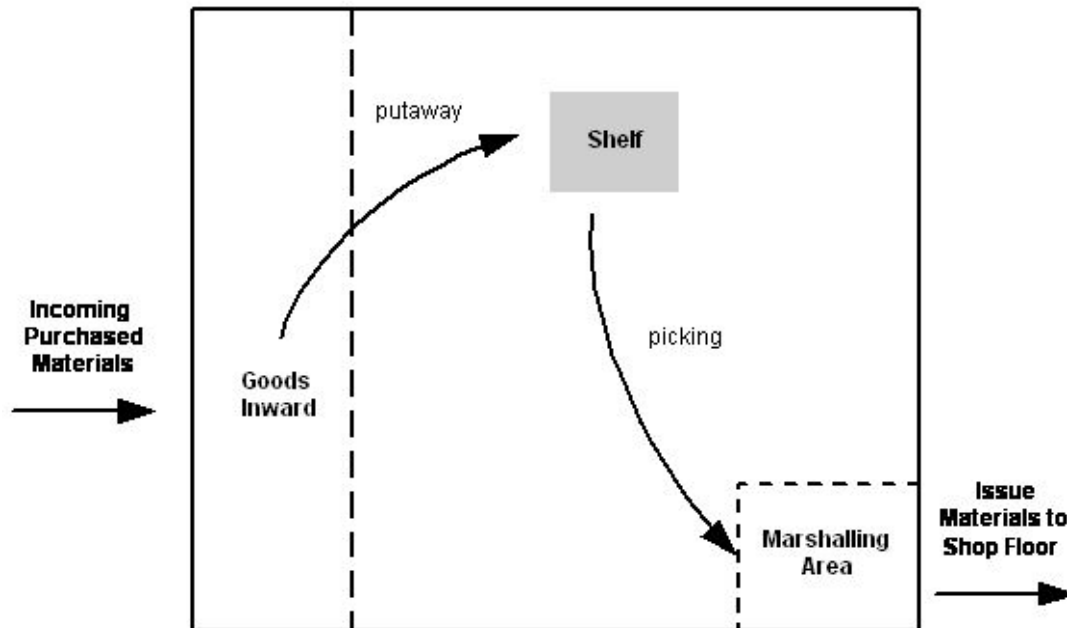
To generate a requirement for [warehouse](#)-controlled material, use one of the following tasks:

- Release Orders
- **Check** the Create Warehouse Requirements field on the Production Order Release Detail window. This task generates warehouse requirements for lot-controlled materials only.
- Generate Warehouse Requirements
- Use this task if you wish to leave a gap before generating material requirements. In addition, you can manipulate warehouse requirements for non-lot controlled materials and incorporate warehousing rules.

The procedure to follow for moving [warehouse](#)-controlled materials from the [warehouse](#) to the production floor is given below:

- 1 Print a [pick list](#).
- 2 Confirm [picking](#).
- 3 Confirm issue for production.

Warehouse



Print a Pick List

Use the [Pick List](#) for Production task within [Style](#) Warehousing to pull together the generated material requirements and produce a [pick list](#) and marshalling list:

- Pick List
- The pick list contains a number of lists, one per order/schedule. Within each list are all the warehouse-controlled components required, their quantities, locations within the warehouse and if appropriate lot details.
- Marshalling List
- The marshalling list simply shows all of the pick lists generated, together with details of which order/schedule and issue they satisfy, the finished goods associated with that order/schedule and the due date.

To decide which rules to apply to each material, this task uses the details [set up](#) in the [warehouse/item](#) profile and any information you entered when you generated the requirement.

The lots to be [picked](#) from the [pick list](#) are present as a result of one of the following:

- Material may have been allocated already from a stock inventory using either the Release Orders task or the Material Availability with Allocation task.
- The lots may have been determined as a result of the warehousing rules but not yet allocated within inventory. If this is the case, the Material Availability with Allocation task shows the material that is unallocated until you confirm the pick.

Confirm Picking

Use the Confirm [Pick](#) task within [Style](#) Warehousing to record:

- What has been picked
- Which lots have been picked
- The picking location
- The quantity picked

This task transfers [picked warehouse](#) materials from their stored locations to the [marshalling area](#).

If the lot was [picked](#) using [warehouse](#) rules, new lot [allocations](#) can be created within inventory. Likewise, any changes in the [pick](#) from the lot printed on the [pick list](#) result in a corresponding change of [allocations](#) within inventory.

If a different lot is [picked](#) and an allocation exists for the original suggested lot:

- The allocation decreases by the quantity picked.
- A new allocation is created for the lot picked.

Likewise, a picked lot that has no allocation because it was generated as a result of using warehouse rules can be allocated in lot inventory, if required. This requirement is determined by the Allocation of Materials At field on the Maintain Company Profile Production Order Options window being set to **Confirm** and the level of allocation on the material being set to **Confirm**, denoting that allocation at a stock inventory level has already occurred during order confirmation or release.

Note: *It is not possible to use this task to over-[pick](#). Over-[picking](#) should be done via the relevant Generate [Warehouse](#) Requirements task.*

Confirm Issue for Production

Use the Confirm Issue for Production task within [Style](#) Warehousing to issue the [picked warehouse](#) materials from the [marshalling area](#).

The task:

- Reduces the physical stock balances in the warehouse inventory stockroom
- Records the issued quantity against the production order WIP or increases the physical and allocated floor stock

You can change the issue details (quantities and lot) and issue the material. As you issue material, [allocations](#) decrease in the same way as standard Inventory. Inventory updates mirror closely Issue Materials updates in [Style](#) Production.

You cannot issue from another stockroom. If an order is not active, you can change the stockroom from an inventory stockroom to a warehouse stockroom by selecting **Amend Order (F18)** on the Production Order Maintenance Detail window. Alternatively, change the stockroom in the Issue Materials task.

If there is a lot of that particular material already in the [marshalling area](#), you can decide to issue that lot instead of the [picked](#) lot. In this case, [Style](#) Warehousing displays a warning if the material in that lot is allocated to another [production order](#). Any unallocated material that is issued is offset against any un-issued allocated material, thus ensuring that all inventory is de-allocated to the level of issue.

Note: *Stock that is [picked](#) but not issued to an order will remain in the [marshalling area](#) and will not be [available](#) for issue to other orders.*

Note: When material issues are completed in [Style Warehousing](#), you can de-allocate any un-issued material from [warehouse](#) inventory by entering a 3 to force completion. To de-allocate material in stock/lot inventory, you should use the Material Completion facility in the Issue Materials task to bring the [allocations](#) back into line. If you do not do this, the material is freed eventually when you complete the [production order](#).

Unplanned Issues

To carry out [unplanned issues](#), use the Issue Materials task. This task takes the material out of the [warehouse marshalling area](#).

It is your responsibility to reconcile stock levels by transferring the equivalent material from the appropriate location into the [marshalling area](#).

Note: Do not make unplanned [backflushed](#) issues from a [warehouse](#).

Returning Material to the Warehouse

To return material, use the Issue Materials task. This task puts the material back into the [warehouse marshalling area](#) and enters a negative quantity against that material on the [production order](#).

It is your responsibility to transfer the material from the [marshalling area](#) to an appropriate location within the [warehouse](#). If necessary, you should re-apply a commitment to production.

Unlike [finished goods receipts](#), no paperwork, such as the put-away list and labels, is issued at this point.

Receiving Finished Styles into a Warehouse

The [receiving stockroom](#) for a [style](#) determines whether the finished [style](#) is [put away](#) into a [warehouse](#)-controlled Inventory [stockroom](#). The [receiving stockroom](#) is [set up](#) in the Sourcing [Warehouse](#) field in the [Styles](#) maintenance task.

Note: For an individual [route](#), you can override the [receiving stockroom](#) on the [Style Route](#) Header window in the [Route/Bill of Material](#) task.

When [booking](#) the final [operation](#) on a [production order](#), you can change the [receiving stockroom](#) to a non-[warehouse](#)-controlled Inventory [stockroom](#).

If you confirm that the [receiving stockroom](#) is [warehouse](#)-controlled, [Style](#) Warehousing requires you to specify a [pack type](#) such as box or pallet for each [variant](#).

The procedure to follow for moving finished [styles](#) from the production floor to a [warehouse](#) is:

- 1 Complete the order.

- 2 Use the Process Receipts for Put-away task within [Style](#) Warehousing to move the finished [styles](#) into the [Receipt Area](#). Alternatively, to carry out this task automatically, start the [Style](#) Warehousing subsystem.
- 3 Use the Put-away Labels task within [Style](#) Warehousing to produce put-away labels. These labels specify the finished [styles](#)' movements from the [Receipt Area](#) to the recommended locations. Alternatively, to carry out this task automatically, start the [Style](#) Warehousing subsystem.
- 4 Stick the labels onto the boxes and [put away](#) the finished [styles](#) into their appropriate locations within the [warehouse](#).
- 5 Use the Confirm Put-away task to confirm to [Style](#) Warehousing that you have put the finished [styles](#) away correctly. Therefore, [Style](#) Warehousing can expect to find the finished [styles](#) at the locations specified in the put-away list, unless you amended the put-away list.

For more information about the put-away process, refer to the [Style](#) Warehousing product guide.

Returning Finished Styles to WIP

To return finished [styles](#) to [WIP](#) for re-work, use one of the transaction [booking](#) tasks to process a negative receipt.

However, because there are different rules as to where the finished [styles](#) are [put away](#), a negative receipt always decreases the [receipt area](#) within the [warehouse](#).

It is your responsibility to transfer the finished [styles](#) back to the [warehouse receipt area](#) to reconcile the figures.

Maintain Orders [1/P4M]

Use this task to create or modify a [production order](#) and to modify or confirm [production orders](#) previously created on a back-to-back basis for a sales order.

Material Allocations

Material allocation can be set up to be automatic on confirmation of the production order. To do this, set the Allocation of Materials At field to **Confirm** on the Maintain Company Profile Production Order Options window.

If the material requirements change, the [allocations](#) change to meet the new specification. This can be done before or after the release of the [production order](#). If over or under [allocations](#) occur when material requirements decrease, a warning message is displayed.

MRP

The following applies only if [MRP](#) is online and the Order Maintenance reason code is active.

If ad hoc updates fall outside planned changes and affect the planned [demand](#) of the materials attached, you can arrange to generate [triggers](#) for the next [net change MRP run](#).

The following factors can generate a [trigger](#) for the ordered [style](#) for an [MRP](#) item or generate a [trigger](#) for the [MRP components](#) if it is an [MPS item](#):

- Creation of an unplanned production order
- Change of date in an existing production order
- Change in quantity in an existing production order

Route Maintenance

[Route](#) maintenance does not allow the deletion of a [SKU](#) that is on the existing Orders database (apart from cancelled orders). This is to protect the integrity of [costing](#). If the Derivation of Standards field in the [company profile](#) is set to [cost](#) using the [route](#) values and the [SKU](#) is longer on the [route](#), [costing](#) will not be able to produce accurate [costing](#) information.

This may cause a constraint to users who, for example, change [colours](#) seasonally and remove last season's [colours](#) from the [route](#). In order to allow the removal of these [SKUs](#), the orders that contain these [SKUs](#) must be deleted from the Orders database using the purge routines.

Production Order Maintenance Selection Window

To display this window, select the Maintain Orders task.

Use this window either to select the [production order](#) or to enter a range of selection parameters.

Fields

Production Order

Enter the [production order](#) number you want to maintain.

Alternatively, use the prompt facility to select from the [Production Order](#) Selection pop-up.

OR Select By

Use the following fields to enter selection criteria.

Style

Enter a [style](#), [style/colour](#) or [SKU](#).

You can use the prompt facility to select from the [Routes](#) & Items pop-up.

Route

Enter the [route](#) to find orders relating to a specific [route](#).

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

All Routes

Leave the previous field blank and **check** this field to select all [routes](#).

Reference

Enter the order reference. The search will find orders with the same reference.

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

Orders Due From/To

Enter or select the due date range for the orders.

Functions

Create New Order (F8)

Use this to display the Production Order Maintenance Detail window.

Review Orders (F16)

Use this to display the Production Order Selection pop-up.

Press Enter to display Production Order Maintenance Detail window.

Production Order Selection Pop-up

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

Use this pop-up to select the [production order](#) you want to maintain. The pop-up displays all of the orders that match the selection criteria entered on the Production Order Maintenance Selection window.

Fields

Text

An asterisk in this field indicates that there is text attached to the order.

Order

This field displays the [production order](#) number.

Item/Group

This field displays the item or group.

Status

This field displays the status of the order.

Order Qty

This field displays the order quantity.

UOM

This field displays the [unit of measure](#).

Stockroom (St)

This field displays the [stockroom](#).

Due Date

This field displays the due date.

Route

This field displays the [route](#).

Reference

This field displays the order reference.

Options**Select**

Use this to select the [production order](#).

Text

Use this to display the associated text for the order.

Select an order to display the [Production Order](#) Maintenance Detail window.

Production Order Maintenance Detail Window

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

Alternatively, select **Create New Order (F8)** on the Production Order Maintenance Selection window.

Use this window to create or maintain an order header for a [production order](#).

Fields**Production Order**

For a new order, enter the [production order](#) number. If the Order Number to be System Generated field is **checked** in the [company profile](#), the order number will be generated automatically with the prefix of W.

Note: *The order number can only be changed when the order is being created, after which it is fixed.*

Status

This field displays the [order status](#).

Note: *Orders with a status of Cancelled and Complete are not displayed, as they are not maintainable.*

Order Type

This field displays the order type.

Style

Enter the [style](#) to be produced by the order. This field can only be changed when you are creating an order.

Matrix processing is invoked if style is entered for a 2-dimensional item.

Matrix processing is invoked if [style](#) or [style/colour](#) is entered for 3-[dimensional](#) or 4-[dimensional](#) items.

Matrix processing is bypassed for 2-[dimensional](#) and 3-[dimensional](#) items if a 12-character part number or the full 15-character part number respectively is entered.

The matrix will be bypassed if entry is made at full product level, or will be restricted to single [colour](#) if appropriate.

Warnings are given if the order breaks the planning rules, but these can be overridden.

You can use the prompt facility on this field to select from the Routes & Items pop-up.

Route Code

Enter the [route](#). The [route](#) must be valid for the [style](#) entered.

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

Note: *If a change is made to the [route code](#) and not all the [SKUs](#) are defined on the new [route](#), a warning message is displayed.*

Split Order

Check this field to split the order.

A reduced quantity must be entered. When you select **Update (F8)**, the Production Order Split pop-up is displayed.

Note: *To split an order and increase the total quantity of the original order over and above the original quantity, you must first split the order with a reduced quantity. The original order quantity can then be increased using the normal order amend function.*

Caution: If the production order is split from within MPS/MRP Review or Capacity Planning Review, the MPS/MRP files will be updated. If the production order is split from this task, the MPS/MRP files will not be updated.

UOM

This field displays the [unit of measure](#) defined on the [style route](#).

Quantity

Enter the order quantity. The quantity cannot be changed once the order has been released, although it is possible to produce and book more or less than the planned quantity before completing the order. You can reduce or increase the quantity on a previously created back-to-back order, but a warning message is displayed and is written to the [Demand](#) Exceptions report.

Note: During amendment of quantities on an existing order for a 4-[dimensional](#) item, select just the [colour](#) or [colours](#) requiring a change. Other [colours](#) will remain on the order unless they are selected and the quantities removed.

Note: If multiple sales orders are attached to a [production order](#), you cannot reduce the quantity; an error message is displayed.

Note: The [style matrix](#) is displayed so that you can enter the distribution of the order quantity down to [SKU](#) level.

Stockroom

This field displays the [receiving stockroom](#) defined on the [style route](#).

Due Date

Enter or select the date by which the order must be completed. Alternatively, leave this field blank to calculate automatically from the [start date](#) by forward [scheduling](#), assuming a [start date](#) of the current date.

Note: Press Enter to calculate the Due Date, [Start Date](#) and Latest [Start Date](#) fields automatically. The software uses the [production calendar](#) from the [company profile](#). If a different calendar is required, make sure you enter it in the Calendar Code field before requesting automatic calculation.

Note: You can push the [production order](#) due date past the due date for any sales orders that are reserved against this [production order](#). A warning message is displayed and the action is written to the [Demand Exceptions](#) report.

Due Week

The number of the week in which the order must be completed is displayed. The format NNYY is used, where NN is the week number, and YY the year.

Start Date

Enter or select the earliest date on which work can begin in order to meet the due date. Alternatively, enter or select the date on which you want to start work. Leave this field blank to calculate automatically from the due date by backward [scheduling](#).

Start Week

This field displays the number of the week in which the order is due to start. The format NNYY is used, where NN is the week number, and YY the year.

Latest Start Date

This field displays the date calculated from the due date by backward [scheduling](#). This date represents the latest date on which it is possible to start the order and still meet the due date based on the [lead time](#) of the order.

If the [lead time](#) is greater than the time [available](#) to complete the order, the latest [start date](#) may conceivably be in the past. In this case, a warning message is displayed.

Latest Start Week

This field displays the latest start week.

Calendar Code

Enter the [production calendar](#) you want to use, if it is different from the company default.

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

Note: This calendar does not override the [machine](#) definition default during backward [scheduling](#).

Production Stage

This field can be used for two purposes:

- To change descriptions associated with the Reference 1 and Reference 2 fields
- To control batch allocation of lot-controlled materials

Planning Filter

This field specifies the item's default re-[scheduling](#) policy during [MPS](#) and [MRP](#) processing. These re-[scheduling](#) policies can be used to determine whether [production orders](#) at a particular status can be re-scheduled, or if the order quantity can be increased or decreased.

[Planning filters](#) also provide the facility to exclude recommendations for insignificant or unworkable changes to the quantity or due date of the [supply](#) (order).

Enter one of the following:

Blank - If no special conditions apply

Non-blank - If a [planning filter](#) is generated by using a [planning filter](#) alphanumeric character as a suffix to the [production order status](#)

[Production order status](#) codes are as follows:

41=Planned

42=Confirmed

43=Released

44=Active

The status/filter combination refers to a particular set of quantity and date rules that must be obeyed in preference to the default rules by [MPS](#) and [MRP](#) processing. Each filter character must be specifically defined against each [order status](#).

For example, if a [planning filter](#) character of **S** is entered, when a [production order](#) is confirmed, it will have a status of **42S**. The effect this has on [MPS](#) and [MRP](#) recommendations depends on how **S** has been defined. It can be defined as **Confirmed, Cannot Cancel or No Changes Allowed**. Filters are specific to an [order status](#), but can be applied to any item. If a filter is not defined, entering a code here will have no effect on the planning process. [Planning filters](#) are defined in the [Parameter file](#), under major type WTYP.

You can use the prompt facility on this field to select from the WTYP Planning Filter pop-up.

Print Order

Use this checkbox as follows:

Unchecked - Not to print the order

Checked - To print the order

The default is [set up](#) using the Print Documentation at Confirmation/Release field in the [company profile](#).

Reference 1

Enter the reference for the order. This field allows orders to be grouped by a common factor, for example, customer. The reference can be used to select orders when releasing, issuing materials and completing orders; or when making enquiries and requesting reports. Enter upper case characters only.

Reference 2

Enter a second reference for the order, usually any memorandum reference text that is stored with the order header. Enter upper case characters only.

Functions

Add New Order/Update Order (F8)

Use this to create a planned order. For an [MRP](#) suggested order, use this to create an order number for the order and change the status to Planned.

Delete (F11)

Use this to delete an order that has a Planned or Confirmed status (but materials have not been allocated). If materials have been allocated to the order and the order has been confirmed, use the Complete Orders task to cancel the order.

Reservations (F17)

Use this to display the Reservations Enquiry pop-up, on which you can view any sales orders or contracts that are reserved against the selected [production order](#).

Note: Reservations (F17) is only [available](#) where there is a reserved quantity against an existing [production order](#).

Amend Order (F18)

Use this to display the [Production Order](#) Maintenance Detail Order window, which allows you to change standard [route](#) details. The order type is then updated from Standard to Amended Standard

This function is only displayed when you are maintaining a confirmed order.

Confirm/Amend Details (F19)

Use this to create material and resource requirements and change the [order status](#) to Confirmed.

Confirm (F19) is displayed when you are creating an order.

If the Allocation of Materials At field in the [company profile](#) is set to **Confirm**, the software automatically allocates all material requirements as per the production [route](#). If the allocation would cause stock to go negative, or increase an already negative [balance](#), a warning message is displayed.

If the Allocation of Materials At field is set to **Release**, allocation does not take place until you release the order.

Amend Details (F19) is displayed when you are maintaining a planned order.

Create Text (F21)

Use this to enter or amend text against the order header.

Variant Spread (F24)

Use this to maintain a confirmed order [variant spread](#) of which the total quantity is comprised. The [Variant](#) Quantities pop-up is displayed.

Select **Update Order (F8)** to save the information.

Production Order Split Pop-up

To display this pop-up, check the Split Order field and then select **Update (F8)** on the Production Order Maintenance Detail window.

This pop-up defaults to the original order details for any remaining quantity.

Fields

Production Order

A new order number will be assigned by the system on update or it can be manually assigned.

Route Code

This field can be changed.

Remaining Quantity

The quantity can be further reduced or increased.

Due Date/Start Date

These fields can be amended. Processing will calculate new start/due dates if either date is left blank, using standard start/due date calculations.

Calendar Code

You can optionally enter an alternative calendar code.

Planning Filter

You can optionally enter a new [planning filter](#) code. This is required in order to specify that the [Production order](#) is in a firm planned status and cannot be amended by the [MPS](#) run if the include auto [planning filters](#) are selected. The [planning filter](#) code is validated against parameter type WTYP in the [Parameter file](#).

Functions

Refresh (F5)

Use this to re-display the initial values.

Update (F8)

If this is selected, the original outputs are re-apportioned over the [SKUs](#), any rounding being adjusted on the last [SKU](#). If the quantity in the Split Order pop-up has been further changed, the matrix will be displayed, showing the apportioned quantities remaining, as if **Qty Breakdown (F20)** had been selected.

Note: If the [route code](#) is changed and there are [SKUs](#) on the original order which are not defined on the new [route](#), **Update (F8)** is not allowed. Qty Breakdown (F20) must be selected to enter a full [SKU](#) breakdown.

Qty Breakdown (F20)

Use this to display the matrix pop-up with the original outputs for the original order.

Quantity Breakdown Pop-up

To display this pop-up, select **Qty Breakdown (F20)** on the Production Order Split pop-up.

The matrix with the original outputs for the original order is displayed.

Note: If the original order was for only one [SKU](#), **Qty Breakdown (F20)** is not [available](#). To add new [SKUs](#) to either order, you must remove the [colour](#)/size detail from the original order header window as well as entering the split flag and reducing the original quantity. This will then allow **Qty Breakdown (F20)** to be selected in order to enter a full [SKU](#) breakdown.

The matrix can be adjusted to give the breakdown for the original order. Quantities can be changed and new [SKUs](#) added. [SKUs](#) which are to be moved to the new order should be removed.

The matrix is then displayed for the new order with the remaining [balances](#) for each [SKU](#). The [SKUs](#) can then be adjusted and new ones added.

Caution: If **Previous (F12)** is selected on the second matrix pop-up, the second order is not created, but the first order is updated as usual.

Caution: Updates are performed by the background processor if it is switched on for Production Orders.

Caution: If Include Auto Planning Filters is selected for the MPS run, the new split planned order must be created with a planning filter specifying that no changes can be made by the MPS run for that production order.

Production Order Changes

Changes to the matrix entry are restricted to only those [colours](#) and size/fit combinations valid for the entered [route](#).

The retention of [colours](#) is left unmodified during amendment of quantities for 4-[dimensional styles](#).

It is possible to select new [colours](#) and [SKUs](#) that have been added to a [route](#) when amending a planned order.

Order Entry or **Route Code** Changes

Entries into the matrix are limited to the [SKUs](#) defined on the [route](#). [Colours](#) and/or sizes not defined are input inhibited.

Variant Quantities Pop-up

To display this pop-up, select **Variant Spread (F24)** on the Production Order Maintenance Detail window.

This pop-up shows the [variant](#) quantities.

If a change to the [route code](#) is made and not all the [SKUs](#) are defined on the new [route](#), a warning message is displayed.

Quantity Amendments

During amendment of quantities on an existing order for a 4-[dimensional](#) item, select just the [colour](#) or [colours](#) which require a change. Other [colours](#) will remain on the order unless they are selected and the quantities are removed.

Press Enter to confirm the details and return to the Production Order Maintenance Detail window.

Production Order Maintenance Detail Order Window

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

Note: You can also use the Release Orders task to amend an order. However, the materials are maintained at the material [variant](#) ([SKU](#)) level and the total quantity required - not the [quantity per](#) - is input/updated.

Use this window to change a standard [route](#) to suit a requirement particular to this order.

If a material is added or amended on a confirmed order, the Material to [Style Characteristics](#) function is changed in the same way as in [route](#) maintenance. See the [Route/BOM](#) Maintenance chapter in the [Style](#) Production Definition Management product guide for details.

Fields

Order

This field displays the order number.

Quantity

This field displays the quantity.

Route

This field displays the [route](#).

Style

This field displays the [style](#).

Opsq

This field displays the [operation](#) sequence.

Input Sequence (Insq)

This field displays the material sequence for the order.

Material

This field displays the material code.

Opcode

This field displays the [operation](#) code.

Stockroom (St)

This field displays the [stockroom](#).

Description

This field displays the [operation](#) text description.

Quantity Per

This field displays the quantity required.

UOM

This field displays the [unit of measure](#).

Wst %

This field displays the wastage percentage.

Options**Maintain Record**

Use this to amend details.

Add Operation Before

Use this to add an [operation](#) before this one.

Add Operation After

Use this to add an [operation](#) after this one.

Delete Operation/Material

Use this to delete an [operation](#).

Associate Style/Material

You can only use this for a material.

This displays the Associate pop-up for you to link individual [style variants](#) with their material [characteristics](#).

Material Quantity Requirements

You can only use this for a material.

This displays the Material Quantity Requirements pop-up.

Add Material

Use this to add material to an [operation](#).

Relate Material to Style

This displays the Relate Material to Style Characteristics pop-up.

Functions

Position To (F13)

Use this to start the display from a particular position.

Select **Update (F8)** to save the information.

Reservations Enquiry Pop-up

To display this pop-up, select **Reservations (F17)** on the Production Order Maintenance Detail window.

Note: Reservations (F17) is only [available](#) where there is a reserved quantity against an existing [production order](#).

Use this pop-up to view the sales orders that are reserved against the selected [production order](#).

Options

Matrix

To view the reserved quantities down to [SKU](#) level

Sales Order Enquiry

To select a [SKU](#) to run a sales order line enquiry

Select **Previous (F12)** to re-display the Production Order Maintenance Detail window.

Release Orders [2/P4M]

Use this task to release confirmed orders for production.

You can also use the task for the following:

- Allocating materials at stockroom
- Allocating materials at batch/lot level
- Generating a requirement for allocated warehouse lot-controlled materials
- Printing order documentation
- Issuing materials
- Creating bundles

Note: To generate a requirement for unallocated [warehouse](#) lot-controlled materials, use the Generate [Warehouse](#) Requirements task.

Three reports are produced as part of the release procedure:

- Order Release report
- Materials Issues Exceptions report
- Purchase Order Creation from Production report

Note: If a sales order attached to a [production order](#) has been cancelled or suspended or is a quote, this task allows you to examine the order before confirming release.

Allocate Materials at Stockroom

For automatic allocation at order release, set the Allocation of Materials At field to **Release** on the Maintain Company Profile Production Order Options window. If this field is set to **Confirm**, materials will have already been allocated at order confirmation.

If the allocation causes negative stock, a warning message is displayed. Material issues are not affected by allocation. If issues are required, they take place regardless of allocation requirements.

Allocate Material at Batch/Lot Level

This function also allows access to material availability displays, order amendment, trial allocation, actual allocation of lot materials, and [trial kitting](#) routines.

Print Order Documentation

Order documentation can be printed either by batch or interactive jobs, depending on the setting of the Issuing/Printing Interactive or Batch field in the [company profile](#).

Issue Materials

The automatic issuing of materials to the first or all [operations](#) has default values set in the [company profile](#), but these can be overridden for individual or a range of orders.

- Material issues will be actioned in either batch or interactive mode, depending on the setting of the Issuing/Printing Interactive or Batch field in the company profile.
- Material issues will be actioned immediately if you are issuing in interactive mode. The message "Materials are being issued, please wait" is displayed if you are issuing in interactive mode. Until the issue is complete, no further processing can be done.

- An error message is displayed if issues cause stock to go negative, or increase an already negative balance. It is not possible to cause a lot-controlled balance to go negative; stock is issued up to the balance and then issuing stops. You must subsequently issue materials on a manual basis when the stock balance is suitable.

Create Bundles

The automatic creation of bundles has default values set in the [company profile](#), but these can be overridden for individual or a range of orders.

There are two ways to release an order:

- Enter an order number directly for a production order at status Confirmed. This method offers the immediate option to maintain an order:
 - To release a series of orders in this way, select an order, set the parameters, release the order and then select **Previous (F12)** to return to the Production Order window. Enter a new order number and re-iterate this process until all required orders are released. **Exit (F3)** will then start the documentation printing, issuing and bundle creation tasks where appropriate
 - If the order is being maintained at the time release is requested, the software displays an error message stating: "This order is currently being maintained by user xxx at terminal nnn. Maintenance started at *time*. This user must complete maintenance before release is allowed."
- Select **Review Orders (F16)** to display a list from which any number of orders can be selected and released together.

Order Release Report

The [Order Release](#) report is produced automatically when orders are released and it identifies all orders that have had their status changed from Confirmed to Active.

It also identifies all the orders where the [available stock](#) of materials has been set to negative or whose already negative stock [balance](#) has been increased.

Material Issues Exceptions Report

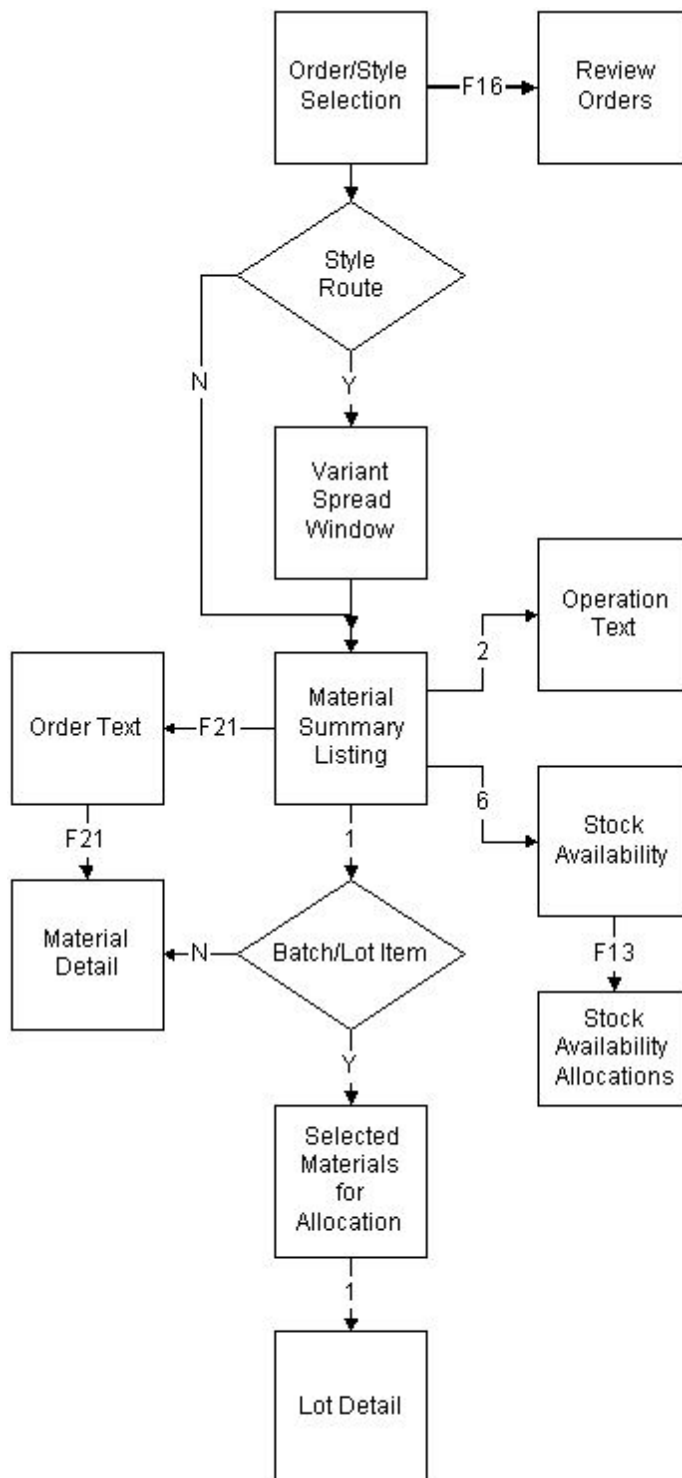
The Material Issues Exceptions report is produced automatically when orders are released and it identifies material issues that could not be made because of a zero or negative stock [balance](#).

The report will not be produced if all material issues were successful or if automatic material issue was not selected.

Purchase Order Creation from Production Report

The Purchase Order Creation from Production report is produced automatically when orders are released, if there are [operations](#) flagged as requiring subcontract orders, and it identifies all new purchase order/lines created for [subcontract operations](#).

Order Release Functionality



This diagram provides a route map to the windows and pop-ups available in Order Release. The boxes indicate the relevant function. *Fn* indicates a function. *n* on a line indicates the option number.

System Updates:

On update:

- A transaction with an activity type of STATUP (Order Status Update) and a transaction type of **51** (Change Production Order Status) is generated.
- If materials are issued, a transaction with an activity type of WOMISS (Issue to Production Order) and a reporting type of **02** (Issue to Production Order) is generated.
- If any materials with a Material Control Policy of 3 (Issue to Floor Stock) are issued, a transaction with an activity type of FLORIS (Issue to Floor Stock) and a reporting type of **10** (Issue to Floor Stock) is generated.

Production Order Release Selection Window

To display this window, select the Release Orders task.

Use this window to select the order that you want to release.

Fields

Production Order

Enter the number of the [production order](#) you want to release.

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

OR Select By

Use the following fields to enter selection criteria:

Style

Enter a [style](#), [style/colour](#) or [SKU](#).

Alternatively, use the prompt facility to select from the Routes & Items pop-up.

Reference

Enter a reference. This is matched with the Reference 1 field on the order header.

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

Orders Start Date From/To

Enter or select the range of [start dates](#).

Stockroom

Enter a [stockroom](#).

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

Planner From/To

Enter a range of [planners](#).

You can use the prompt facility on these fields to select from the PLAN Planner Code pop-up.

Functions

Review Orders (F16)

Use this to display the Production Order Release Multiple Orders window, with a list of all orders that match the selection criteria.

Enter an order and then press Enter to display the Production Order Release Detail window.

Production Order Release Detail Window

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

Use this window to review the order details and to confirm the [order release](#).

Fields

Order Number

This field displays the selected order number.

Order Type

This field displays the order type.

Style

This field displays the [style on order](#).

Route

This field displays the [route](#) for the order.

Order Quantity

This field displays the order quantity.

UOM

This field displays the [unit of measure](#) in which the quantity is displayed.

Order Date

This field displays the order date.

Start Date

This field displays the [start date](#).

Latest Start Date

This field displays the latest [start date](#).

Due Date

This field displays the order due date.

Reference 1

This field displays the reference 1, if applicable.

Reference 2

This field displays the reference 2, if applicable.

Order Priority

Enter the order [priority](#) in the range **0-9**, where **0** is the highest [priority](#). The [priority](#) code is passed down to the [operations](#) and is used to sequence production at [machines](#). The default is [set up](#) using the Order [Priority](#) Default Value field in the [company profile](#).

Print Documentation

Use this checkbox as follows:

Unchecked - Not to print the order documentation when the order is released

Checked - To print the order documentation when the order is released

There are various fields in the [company profile](#) that affect the order documentation printed and the default value of this field:

- The Print Documentation at Confirmation/Release field determines the default value of this field
- The Issuing/Printing Interactive or Batch field specifies whether the documentation is printed interactively or is submitted as a batch job when releasing the order.
 - If the field is set to **Batch**, the printing is submitted as a batch job, minimising the delay, as control is returned immediately to the operator following submission.
 - If the field is set to **Interactive**, the documentation is printed immediately, which may cause some delay before control is returned to the operator, as no further processing can be actioned until the print has completed.
- The Print Operations on Production Order field determines whether or not each operation is printed on the production order.
- The Print Operation Text on Production Order field determines whether or not any additional text held against operations is printed on the production order.
- The Print Pick Lists field indicates whether or not materials are included on the order print.
- The Suppress Backflush Items on Pick List and Production Order field indicates whether or not bulk issue (backflush) items should be printed on production orders
- The Suppress Warehouse Items on Pick Lists and Production Order indicates whether or not warehouse-controlled items are to be listed on production orders. This field does not affect pick lists produced by the Style Warehousing application.

Issue Materials First Operation Only

Use this checkbox as follows:

Unchecked - Not to issue materials for the first [operation](#)

Checked - To issue materials automatically for the first [operation](#)

Issue Materials All Operations

Use this checkbox as follows:

Unchecked - Not to issue materials for all [operations](#)

Checked - To issue materials automatically for all [operations](#)

The default value for this field is set in the Materials to be Issued at [Order Release](#) field in the [company profile](#).

For non-lot-controlled items, a warning message is displayed if the issue would result in, or increase, negative stock; confirmation of issue is then required.

Lot-controlled items are issued in [FIFO style](#) until stock is exhausted, when issue will cease.

[Floor stock](#) items are transferred directly to the [floor stock location](#).

Auto Bundle Create First Stage

Use this checkbox as follows:

Unchecked - Not to create first stage [bundle tickets](#) automatically when the order is released

Checked - To create first stage [bundle tickets](#) automatically when the order is released

Auto Bundle Create All Stages

Use this checkbox as follows:

Unchecked - Not to create [bundle tickets](#) for all stages automatically when the order is released

Checked - To create [bundle tickets](#) for all stages automatically when the order is released

This field is only displayed if the Automatic Bundle Creation at [Order Release](#) field in the [company profile](#) is set to **1st Stage**; the default value set there will also be displayed in this field.

Create Warehouse Requirements

Use this checkbox as follows:

Unchecked - To use the Generate [Warehouse](#) Requirements task at a later date to create material requirements for [warehouse](#)-controlled materials

Checked - To create material requirements for [warehouse](#)-controlled materials automatically at [order release](#)

The default value for this field is [set up](#) using the [Warehouse](#) Issue Requirements at Release field on the Maintain [Company Profile](#) Further Production Order Options window.

Functions

Release Order (F8)

Use this to release the order.

Amend Order (F17)

Use this to make changes to the order. The initial window displayed is the Order Header window.

Mat. Avail (F18)

Use this to display the Material Availability Enquiry, which allows you to allocate material lots manually and to perform a trial allocation for the order.

Text (F21)

Use this to display the Text pop-up.

Prod Distribution (F24)

Use this to display the [variant spread](#) associated with the order.

Select **Release Order (F8)** to submit the batch job for processing.

Production Order Release Multiple Orders Window

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

Use this window to review orders that can be selected for release. You can review stock availability, update text, and select a range of one or more orders to release. This window displays the orders that meet the selection criteria entered on the Production Order Release Selection window.

Fields

Option (Opt)

Enter one of the following:

1 - To select an order for release

Following release, the Option field is replaced by the RLS indicator, to show that the order has been released.

2 - To maintain order text

Orders that already have text entered against them are marked with an asterisk (*)

3 - To run a material availability enquiry

4 - To amend an order prior to release

If you select multiple orders to be amended, they will be processed in turn.

Order

This field displays the order number.

TP

This field displays the order type.

Style

This field displays the [style on order](#).

RT

This field displays the [route](#).

Start Date

This field displays the [start date](#).

Due Date

This field displays the due date.

Quantity

This field displays the order quantity.

UoM

This field displays the [unit of measure](#).

Prod Stage

This field displays the stage of the order.

Order Priority

This field displays the order [priority](#), but can be changed.

Print Documentation

This field can be changed.

Use this checkbox as follows:

Unchecked - If the order documentation is not to be printed when the order is released

Checked - If the order documentation is to be printed when the order is released

Issue Materials First Operation Only

This field can be changed.

Use this checkbox as follows:

Unchecked - If materials will not be issued for the first [operation](#)

Checked - If materials will be issued automatically for the first [operation](#)

Issue Materials All Operations

This field can be changed.

Use this checkbox as follows:

Unchecked - If materials will not be issued for all [operations](#)

Checked - If materials will be issued automatically for all [operations](#)

Auto Bundle Create First Stage

This field can be changed.

Use this checkbox as follows:

Unchecked - If first stage [bundle tickets](#) are not to be created automatically when the order is released

Checked - If first stage [bundle tickets](#) are to be created automatically when the order is released

Auto Bundle Create All Stages

This field can be changed.

Use this checkbox as follows:

Unchecked - If [bundle tickets](#) are not to be created for all stages automatically when the order is released

Checked - If [bundle tickets](#) are to be created for all stages automatically when the order is released

Create Warehouse Requirements

This field can be changed.

Use this checkbox as follows:

Unchecked - To use the Generate [Warehouse](#) Requirements task at a later date to create material requirements for [warehouse](#)-controlled materials

Checked - To create material requirements for [warehouse](#)-controlled materials automatically at [order release](#)

Functions

Release All Selected (F7)

Use this to release all those orders that have been previously selected and accepted. This function is [available](#) when you return to this window after entering **4** in the Option field against an order and making amendments.

Select **Release Order(s) (F8)** to submit the batch job for processing.

Material Availability Enquiry with Allocation Selection Window

To display this window, select **Mat. Avail. (F18)** on the Production Order Release Detail window or select an order with **3** on the Production Order Release Multiple Orders window.

Use this window to compare material availability with material requirements.

Fields

Prod Order

This field displays the [production order](#) number.

Style

This field displays the [style](#).

Route

This field displays the [route](#).

As At

This field displays the effective date for the [route](#).

Order Type

This field displays the order type.

Select (Sel)

Enter one of the following:

2 - To display [operational](#) text

An asterisk (*) adjacent to the Option field indicates that [operation](#) text has been entered.

6 - To review stock availability for the material

Oper

This field displays the [operation](#) number at which the material is required.

Material

This field displays the material.

Outstanding

This field displays the quantity outstanding.

Allocated

This field displays the allocated quantity.

Issuing Store Only Physical

This field displays the [physical stock](#) quantity for the issuing [stockroom](#) only.

Issuing Store Only Available

This field displays the [available stock](#) quantity for the issuing [stockroom](#) only.

Lot Flag (Untitled)

L in this field indicates that the item is lot-controlled.

Insufficient Stock Flag (Untitled)

* or ** in this field indicates that there is not enough stock to meet the requirements. The quantity [available](#) is shown as a negative stock [balance](#).

Functions**All Stores (F15)**

Use this to display the physical and [available stock](#) for all [stockrooms](#).

Lot Allocation (F18)

Use this to display the Lot Allocations window.

Expand/Contract (F22)

Use this to toggle between the expanded and non-expanded windows.

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

Lot Allocations Window

To display this window, select **Lot Allocation (F18)** on the Material Availability Enquiry with Allocation Selection window.

This window displays the stock situation for the selected material and provides access to manual or auto allocation.

Fields

Prod Order

This field displays the [production order](#) number.

Style

This field displays the [style](#) code and description.

Route

This field displays the [route](#) number.

As At

This field displays the effectivity date.

Order Type

This field displays the order type.

Select (Sel)

Enter one of the following:

- 1 - To display the expanded lot detail window for the selected material
- 2 - To display [operational](#) text

An asterisk (*) adjacent to the Selection field indicates that [operation](#) text has been entered.

- 5 - To allocate the material automatically

Operation

This field displays the [operation](#) number.

Material

This field displays the material used.

Outstanding

This field displays the quantity outstanding.

Allocated

This field displays the allocated quantity.

Issuing Store Only Physical

This field displays the [physical stock](#) quantity for the issuing [stockroom](#) only.

Issuing Store Only Available

This field displays the [available stock](#) quantity for the issuing [stockroom](#) only.

Functions**Expand/Contract (F22)**

Use this to toggle between the expanded and non-expanded windows.

Select a material with 1 (Manual Allocate) and then press Enter to display the Lot Detail pop-up.

Lot Detail Pop-up

To display this pop-up, select a material with 1 (Manual Allocate) and then press Enter on the Lot Allocations window.

Use this pop-up to allocate and de-allocate individual lots.

Fields**Material**

This field displays the material.

Qty Reqd.

This field displays the quantity required.

Qty Alloc.

This field displays the quantity allocated.

Lot

This field displays the lot number.

Allocated

Enter the quantity of the lot to allocate to the order. This updates both the quantity allocated of the material and the quantity [available](#) of the lot. Leave this field blank if you selecting **Alloc Req** or **Alloc All**.

Seq

Enter the sequence in which lots are to be used.

B

You can optionally enter a banding indicator.

Available

This field displays the quantity [available](#) of the lot.

Options

Alloc Req

Use this to allocate the required quantity for the order from the lot.

This reduces the [available](#) quantity of the lot by this amount. The quantity allocated of the material is increased by this quantity.

Display Alloc

Use this to display [allocations](#) from this lot.

Alloc All

Use this to allocate the total [available](#) quantity of the lot to the order.

This reduces the [available](#) quantity of the lot to zero. The quantity allocated of the material is increased by the original [available](#) quantity of the lot.

Lot Attrib

Use this to display the lot attributes for this lot.

Select **Update (F8)** to process the updates and return to the Lot Allocations window.

Lot Allocations Pop-up

To display this pop-up, select a material with Display Alloc on the Lot Detail pop-up.

This pop-up shows all [allocations](#) to [production orders](#) for the selected batch.

Fields

Lot No

This field displays the lot number.

Order

This field displays a [production order](#) that has [allocations](#).

Quantity

This field displays the quantity allocated to the order.

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

Lot Attribute Details Enquiry Pop-up

To display this pop-up, select a material with Lot Attrib on the Lot Detail pop-up.

Fields

Item

This field displays the item number.

Lot No

This field displays the lot number.

Attributes

The fields displayed here will vary, as they are dependent upon the attribute profile assigned to the Item.

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

Expanded Lot Detail Pop-up

To display this pop-up, select a material on the Lot Allocations pop-up. This pop-up will only be displayed when the Lot Attribute is L01.

An expanded lot allocation window is displayed. You can allocate and de-allocate individual lots.

Fields

Material

This field displays the material.

Strc

This field displays the [stockroom](#) from which the material is to be issued.

Qty Per

This field displays the [quantity per](#).

Qty Reqd

This field displays the quantity required.

Qty Alloc

This field displays the quantity allocated.

Qty Avail

This field displays the quantity [available](#).

Select (Sel)

Enter one of the following:

1 - To allocate the required quantity for the order from the lot

This reduces the [available](#) quantity of the lot by this amount. The quantity allocated of the material is increased by this quantity.

3 - To display [allocations](#) from this lot

5 - To allocate the total [available](#) quantity of the lot to the order

This reduces the [available](#) quantity of the lot to zero. The quantity allocated of the material is increased by the original [available](#) quantity of the lot.

7 - To display the lot attributes for this lot

Qty Alloc

Enter the quantity of the lot to allocate to the order. This updates both the quantity allocated of the material and the quantity [available](#) of the lot. Leave this field blank when you are entering **1** or **5** in the Select field.

Seq

Enter the sequence in which lots are to be used.

B

You can optionally enter a banding indicator.

Lot No

This field displays the lot number.

Qty Avail

This field displays the [available](#) quantity of this batch.

Width

This field displays the width.

Shade

This field displays the shade.

Taper

This field displays the taper.

Locn

This field displays the location.

Ship

This field displays the shipment reference.

Subtotal

This field displays subtotals by shipment/shade/taper.

Functions

Position To (F7)

Use this to display a Position To pop-up.

Unallocable Lots (F14)

Use this to view all lots for the item that have not yet been shaded.

Expand/Contract (F16)

Use this to display the remaining fields from the Lot Attributes.

Group Allocns (F18)

Use this to display all lot [allocations](#) for the item based on the selection made.

Select **Update (F8)** to process the updates.

Expanded Lot Detail Position To Pop-up

To display this pop-up, select **Position To (F7)** on the Expanded Lot Detail pop-up.

Fields**Lot No**

Enter a lot number on which to position, or leave this field blank and enter a ship reference.

Shipment

Enter a shipment reference on which to position, or leave this field blank and enter a lot number.

Select **Previous (F12)** to return to the Expanded Lot Detail window.

Unallocable Lots Pop-up

To display this pop-up, select **Display Unallocable Lots (F14)** on the Expanded Lot Detail pop-up.

This pop-up shows all lots for the item that have not yet been shaded.

Fields**Lot No**

This field displays the lot number.

Qty Avail

This field displays the [available](#) quantity of this batch.

Width

This field displays the width.

Taper

This field displays the taper.

Locn

This field displays the location.

Ship

This field displays the shipment reference.

Subtotal

This field displays a subtotal for each ship reference.

Select **Previous (F12)** to return to the Expanded Lot Detail pop-up.

Group Allocations Pop-up

To display this pop-up, select **Group Allocns (F18)** on the Expanded Lot Detail pop-up.

Use this pop-up to select by shipment or shade.

Fields

Ship

Enter a shipment reference or leave this field blank and enter a shade.

Shade

Enter a shade or leave this field blank and enter a shipment reference.

Press Enter to display the Allocated Lots pop-up or select **Previous (F12)** to return to the Expanded Lot Detail pop-up.

Allocated Lots Pop-up

To display this pop-up, press Enter on the Group Allocations pop-up.

This pop-up displays all lot [allocations](#) for the item based on the selection made.

Fields

Position To

Enter a lot number on which to position.

Lot No.

This field displays the lot number.

Width

This field displays the width.

Shade

This field displays the shade.

Taper

This field displays the taper.

Locn

This field displays the location.

Ship

This field displays the shipment reference.

Weft

This field displays the weft.

Order No

This field displays the [production order](#) number to which the stock is allocated.

Qty Alloc.

This field displays the quantity allocated.

Select **Previous (F12)** to return to the Expanded Lot Detail pop-up.

Selected Materials for Allocation Pop-up

To display this pop-up, enter 1 against a batch-controlled or lot-controlled material on the Material Availability Enquiry with Allocation Selection window.

This pop-up displays the required and allocated quantities for the selected material. A summary lot number is determined by the setting in the Parameter file for the production stage attached to the order. The summary lot number is an accumulation of actual lot numbers where the first n characters are the same. The value of n is held in the Parameter file under Type VPOL where the Code is the production stage of the order.

Fields**Select (Untitled)**

Enter 1 to select a lot. The Lot Detail pop-up is displayed.

Material

This field displays the selected material.

Lot

This field displays the lot numbers for the material.

Strc

This field displays the [stockroom](#).

Qty Reqd

This field displays the quantity required.

Qty Alloc

This field displays the quantity allocated.

Qty Avail

This field displays the quantity [available](#).

Select a lot with 1 to display the Lot Detail pop-up.

Lot Detail Pop-up

To display this pop-up, select a lot with 1 on the Selected Material for Allocation pop-up.

This pop-up displays all the lot numbers that have been grouped together under the selected summary lot. You can allocate and de-allocate individual lots.

Fields

Material

This field displays the material.

Qty Reqd

This field displays the quantity required.

Qty Alloc

This field displays the quantity allocated.

Select (Untitled)

Enter **5** to allocate the total [available](#) quantity of the lot to the order. This reduces the [available](#) quantity of the lot to zero. The quantity allocated of the material is increased by the original [available](#) quantity of the lot.

Lot

This field displays the lot number.

Allocated

Enter the quantity of the lot to allocate to the order. This updates both the quantity allocated of the material and the quantity [available](#) of the lot.

Available

This field displays the [available](#) quantity.

Select **Update (F8)** to save the changes and to return to the Selected Materials for Allocation pop-up.

Generate Warehouse Requirements [3/P4M]

Use this task to request [warehouse](#) materials to be issued either from a single [warehouse](#) or from a range of [warehouses](#).

Use this task:

- If long operation times are involved
- You can avoid materials moving to the marshalling area before they are required on the production order.
- To avoid allocating materials exclusively to one order when, in practice, the materials should be shared between all orders ready to consume them

Use this task to alter the quantity recommended to reflect the real issue units from the warehouse, for example, require **30** buttons, issue a box of **200**, return **170** to the warehouse.

Generating [warehouse](#) requirements creates a stock allocation in the [warehouse stockroom](#).

Note: This task is only accessible if [Style Warehousing](#) is live.

Processing the Requirements within Style Warehousing

To process the requirements generated by this task, you need to carry out the following in [Style Warehousing](#):

- Print a pick list.
- Confirm picking.
- Confirm issue for production.

For more information, refer to the Issuing Materials from a [Warehouse](#) section.

Generate Warehouse Requirements Window

To display this window, select the Generate [Warehouse](#) Requirements task.

Use this window to enter the selection criteria for the [production orders](#) and material requirements.

Fields

From Warehouse/To Warehouse

Enter a range of [warehouses](#) for material issue.

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

From Finished Item/To Finished Item

Enter a range of [styles](#).

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. This is the reference that you enter when creating or maintaining a [production order](#) in the Reference 1 field on the Production Order Maintenance Detail 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 range of dates containing the [start dates](#) of the [operations](#) for which you want to review material requirements.

From Order/To Order

Enter a range of [production orders](#).

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](#).

Include Zero Balances

Use this checkbox as follows:

Unchecked - Not to include zero [balances](#)

Checked - To include zero [balances](#)

Check this field to generate unplanned requirements.

This field determines whether the next window displays materials for which [demand](#) has been fully satisfied.

Apply Warehouse Rules When No Lot Allocations Exist

For each material that has no lot [allocations](#), this field sets the default value of the Use Whs field on the Create Material Requirements window. The value in the Use Whs field determines whether to use [warehouse](#) rules in deciding which lots to [pick](#). On the Create Material Requirements window, you can override this value for individual materials.

Use this checkbox as follows:

Unchecked - Not to use [warehouse](#) rules

If lot [allocations](#) do not exist, material requirements are not generated.

Checked - To use [warehouse](#) rules to determine which lots to [pick](#)

In this case, you must have [set up](#) these rules already in the Item/[Warehouse](#) Profile task in [Style](#) Warehousing.

Press Enter to display the Create Material Requirements window.

Create Material Requirements Window

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

This window displays the materials that match the selection criteria entered on the Generate Warehouse Requirements window. The window displays the materials in a list of [production orders](#) that have outstanding [warehouse](#)-controlled material requirements that are awaiting allocation.

Once accepted, no further extraction for an order line can be carried out until stock has been issued to this line from [Style](#) Warehousing.

If no materials match the selection criteria on the Generate Warehouse Requirements window, a message is displayed explaining why no materials match.

Fields

Select (Untitled)

Enter one of the following:

- 1 - To generate [warehouse](#) requirements for the material
- 5 - To display the Issue Requirement Details pop-up

Order/Fin. Item

These fields display the [production order](#) number and the finished [style](#).

Status (S)

The field displays one of the following to indicate the status:

- 1 - Created
- 2 - Confirmed
- 3 - Released
- 4 - Active
- 8 - Completed

Opsq

This field displays the [operation](#) sequence number of the [operation](#) that requires the material.

Wh

This field displays the [warehouse](#) that controls the material.

Start/Reference

These fields display the [start date](#) and reference of the [operation](#) for which the material is required.

Component/Description

These fields display the material code and description.

Lot

This field displays the lot description for lot-controlled materials only.

Confirmed Quantity (Conf. Qty)

This field defaults to the quantity that has not yet been generated.

If you do not want to meet this requirement fully, enter a smaller quantity. If the material is unallocated, you can also exceed the default quantity.

Use Whs

Use this field to specify whether to use [warehouse](#) rules in making a decision about which lots to [pick](#).

Enter one of the following:

0 - Not to use [warehouse](#) rules

Material requirements will not be generated.

1 - To use [warehouse](#) rules to generate material requirements

Note: If lot [allocations](#) exist for a material, this field is not [available](#).

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

Issue Requirement Details Pop-up

To display this pop-up, enter 5 in the Select field on the Create Material Requirements window.

This pop-up displays the material requests already generated and indicates whether they are issued.

Fields

No

This field displays the number of the issue requirement.

Date

This field displays the date.

Sts

This field displays the status.

Required

This field displays the required quantity.

Issued

This field displays the issued quantity.

Select **Previous (F12)** to return to the Create Material Requirements window.

Bundles

Bundles are used to track work in process at a more detailed level. With bundles you can specify how many of each [colours](#) and sizes have completed each [operation](#). The information is also [available](#) by bundle number.

Bundling up is where you gather a number of pieces of each of the [components](#), such as fronts, backs and sleeves. You would normally bundle at [operations](#) such as the cutting table or at a marry-up point (that is, where a series of [parallel operations](#) or processes come together).

You can create bundles for a single [colour](#) or size, or for all [colours](#) or all sizes.

You can print [bundle tickets](#) which include bar-coded stubs for each [operation](#). If you attach these to the bundle, you can use each stub to feed back information on the progress through each [operation](#) and record the operator who performed the work.

You can create bundles either manually or automatically.

Note: You must check the Allow [Bundle Tracking](#) field in the [company profile](#) to create bundles.

Create Manual Bundles [4/P4M]

Use this task to create bundles and [bundle tickets](#) for a selected [production order](#).

You can select a [production order](#) and an [operation](#) or a lot number for bundling.

A [colour](#)/size matrix display allows you to enter a bundle quantity and the number of bundles per [colour](#)/size or [colour](#) only or size only.

All [operations](#) after the bundle-up [operation](#), up to the next bundle-up [operation](#), are released for the bundle quantity. This includes any [parallel operations](#).

Bundle records are created for each [bundle ticket](#) type, including parallel, for example, fronts, backs and sleeves.

You can print the [bundle tickets](#) (bar-coded) either interactively, bundle by bundle, or in batch when all batches have been defined, depending on the setting of the Bundle Creation Method field in the [company profile](#).

The following restrictions apply:

- You can only record bundling at pre-defined operations on an order.
- The total quantity must not exceed the completed quantity at the previous operation.

Note: This task is only accessible if the Bundle Creation Method field in the [company profile](#) is set to 1 (Manual).

Manual Bundle Creation Selection Window

To display this window, select the Create Manual Bundles task.

Use this window to select the order for which you want to create bundles.

Fields

Order

Enter the [production order](#) number. This must be a valid order number with a status of either Released or Active.

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

Operation

Enter the [operation](#) number.

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

Note: The [operation](#) must exist on the selected order and be a bundle-up [operation](#).

Lot Number

Enter the lot number. This field is mandatory if the [WIP](#) Lot Tracking field on the [Organisational Model](#) is **checked** and the [style](#) on the [production order](#) is lot-controlled.

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

Press Enter to display the Manual Bundle Creation Detail window.

Manual Bundle Creation Detail Window

To display this window, press Enter on the Manual Bundle Creation Selection window.

Use this window to enter the bundle details down to [SKU](#) level.

Fields

Order

This field displays the selected order number.

Operation

This field displays the selected [operation](#).

Lot Number

This field displays the selected lot number.

Outstanding Quantity

This field displays the outstanding quantity. The quantity is the total quantity [available](#) for bundling up on this [production order](#) for the [operation](#)/lot number; it is equal to the total of all

individual [available](#) quantities at the [style/colour](#), [style/size](#) or [style/colour/size](#) level. The quantities of all bundles created within this task reduce this quantity.

Bundles Created This Session

This field displays the number of bundles created this session.

Number of and Quantity per Bundle Entry for Bundle

Bundles

Enter the number of bundles to be created for the quantity entered below. If you leave this field blank and enter a [quantity per](#) bundle below, the software assumes that one bundle is to be created.

Qty Per

Enter the quantity of each bundle to be created. If you have made an entry in the Bundles field, you must enter a quantity in this field.

Functions

Review (F7)

Use this to display the Bundle Creation Review window.

Available to Bundle (F9)

Use this to display quantities [available](#) for bundling at this [operation](#) in the relevant matrix format.

Scrap (F17)

Use this to book the scrap quantities.

Held (F18)

Use this to book the held quantities.

Select **Create Bundles (F8)** to submit the batch job for processing to create the bundles. A bundle summary record is created for each [bundle ticket](#) type within the [operations](#) released. The next [available](#) bundle number in the range **00000001** to **99999999** is selected, incrementing by 1 for each bundle summary created.

Processing will also [trigger](#) the bundle printing function.

Bundle Creation Pop-up

To display this pop-up, select **Review (F7)** on the Manual Bundle Creation Detail window.

This pop-up displays the bundles that have been entered, but not yet created. It shows the [colour](#) or size codes (or both) and descriptions for each bundle waiting to be created. Bundles are displayed in [colour](#) and size code sequence, not in the sequence of entry.

Fields

Select (S)

Enter **4** to delete the entry. This deletes the entry from this pop-up and temporary file, and reverses the values in the Outstanding Qty and Bundles Created This Session fields on the Manual Bundle Creation Detail window.

Colour

These fields display the [colour](#) code and text description.

Size

These fields display the size code and text description.

Quantity

This field displays the quantity.

Select **Create Bundles (F8)** to submit the bundle creation batch job for processing.

Available Operations Pop-up

To display this pop-up, enter an order with multiple bundle-up [operations](#) and then press Enter on the Manual Bundle Creation Selection window.

This pop-up displays the [operations](#) defined as bundle-up stages for the selected order.

Fields**Select (S)**

Enter **1** to display the required [operation](#).

Opsq

This field displays the [operation](#) sequence.

OpCode

This field displays the [operation](#) code.

Operation Description

This field displays the [operation](#) description.

Select **Previous (F12)** to return to the Manual Bundle Creation Selection window.

Create Automatic Bundles [5/P4M]

Use this task to release all [available](#) quantities of a product at the bundle-up [operation](#) automatically. You can use this task if you always use the same bundle sizing rules to create bundles.

You can select by [production order](#) and [operation](#) number.

If there is more than one bundle-up [operation](#) on the [route](#), you can release either the first bundle on the [route](#) only or all bundles.

Bundle records are created for each [bundle ticket](#). The parameters from the [variant Bundle Ticket](#) Type are used in determining bundle sizes.

You can print [bundle tickets](#) interactively or in batch. You can also re-print [bundle tickets](#).

If called from Release Orders, this task releases all [operations](#) between bundle-up points, including bundled and non-bundle-controlled [operations](#).

System Updates

A bundle summary record is created, using the rules of the [bundle ticket](#) type related to the [operations](#) following the bundle-up [operation](#). Rules for bundle default quantity, bundle quantity [variance](#) and last bundle policy will determine the size of each bundle.

If called via Create Automatic Bundles, the quantities [available](#) to be bundled are physical [WIP balances](#) at the [operation](#) prior to the bundle-up [operation](#), minus any bundles already created.

Depending on the window option chosen, either bundles for the first bundle-up stage or all bundle-up stages are created. If all stages are chosen, bundles for the order quantity are created.

If called via Release Orders, the quantities [available](#) to be bundled are the [production order](#) quantities.

Processing calls the Bundle Print function as described in the Print Order Documentation section.

Note: This task is only accessible if the Bundle Creation Method field in the [company profile](#) is set to Automatic.

Automatic Bundle Creation Selection Window

To display this window, select the Create Automatic Bundles task or check the Auto Bundle Create field on the Production Order Release Detail window.

Use this window to select the order for which you want to create bundles.

Fields

Order

Enter the [production order](#) number.

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

Operation

Enter the [operation](#) number.

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

Note: The [operation](#) must exist on the selected order and be a bundle-up [operation](#).

Lot Number

Enter the lot number. This field is mandatory if the [WIP Lot Tracking](#) field on the [organisational model](#) is **checked** and the [style](#) on the [production order](#) is lot-controlled.

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

Create Bundles For

Enter one of the following:

Selected Bundle Up Stage Only (1) - To create bundles for the selected bundle-up stage only

All Bundle Up Stages (2) - To create bundles for all bundle-up stages

Select **Submit (F8)** to submit the batch job for processing.

Print Order Documentation [6/P4M]

Use this task to print or re-print order documentation for selected orders. If a [production order](#) is linked to one or more sales orders, the printed documentation shows the associated sales orders.

Documentation may already have been printed as part of the confirmation or release procedures; or as a consequence of creating [bundle tickets](#).

Note: *The Issuing/Printing Interactive or Batch field specifies whether the documentation is printed interactively or is submitted as a batch job.*

Shop Documentation Order Selection Window

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

Use this window to select the order for which you want to print the documentation.

Fields

Order Number

Enter the order number for which you want to print the documentation.

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

Press Enter to submit the print documentation batch job for processing.

Maintain Bundle Details [7/P4M]

Use this task to maintain the expected [receiving stockroom](#), and the [colour](#) and size of the bundles for a specific order.

Bundle Detail Maintenance Window

To display this window, select the Maintain Bundle Details task.

Use this window to select the [style](#) for which you want to maintain bundles.

Fields

Style

Enter the [style](#).

Alternatively, use the prompt facility to select from the Routes & Items pop-up.

Order

Enter the [production order](#) number.

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

Bundle Number

Enter the relevant [bundle ticket](#) number.

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

Press Enter to display the Bundle Detail Maintenance pop-up.

Bundle Detail Maintenance Pop-up

To display this pop-up, press Enter on the Bundle Detail Maintenance window.

This pop-up displays the current settings for the selected bundle. From this pop-up, you can change the [stockroom](#), [colour](#) and size for the bundle.

Fields

Bundle

This field displays the selected bundle number.

Order

This field displays the selected order number.

Style

This field displays the selected [style](#).

Good Quantity

This field displays the good quantity.

Scrapped Quantity

This field displays the scrapped quantity.

Held Quantity

This field displays the held quantity.

Receiving Stockroom

This field displays the existing [stockroom](#).

Enter the new [stockroom](#). This must be a valid [stockroom](#) for the [style](#).

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

Colour

This field displays the existing [colour](#).

Enter the new [colour](#) for the bundle. This must be a valid [colour](#) for the [production order](#).

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

Size

This field displays the existing size.

Enter the new size for the bundle. This must be a valid size for the [production order](#).

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

Select **Update (F8)** to save any changes and to return to the Bundle Detail Maintenance window.

Complete Orders [8/P4M]

Use this task to:

- Change the status of released orders to Complete
- Change the status of active orders to Complete
- Cancel a released order
- Mark up a completed quantity on an operation as over or short
- Close or re-open selected operations
- View and amend any text associated with the order or any of its operations.

Note: If [MRP](#) is online and the Order Maintenance reason code is active, completing a [production order](#) can generate a [trigger](#) for the next [MRP](#) run for any [MRP](#) materials on the order that have an issue quantity less than the required quantity (that is, not all the material has been consumed).

Note: If [Style Warehousing](#) is live, there must be no outstanding [pick](#) requests for [warehouse-controlled materials](#) to the order.

Back-to-back Orders

If you complete a [production order](#) with the reserved quantity still outstanding, this task displays a warning and reports the action on the [Demand](#) Exceptions report.

This task gives a warning if any of the following conditions are met:

- A sales order attached to the production order is a quote.
- A sales order attached to the production order has been cancelled or suspended.
- A line reserved for an attached sales order is cancelled.

You can override the warning.

Completing an Operation Over or Short

You can complete an [operation](#) where the total quantity booked over all transactions is either over or short. It is assumed that any held quantity will be released and is therefore included in the new [planned production order](#) quantity.

For example:

Planned quantity: **100**

Operation: Complete: **60**

Operation: Held: **+20**

New PO planned quantity: **80**

Re-work activities are ignored.

When an [operation](#) is completed over or short and the quantity adjustment conditions are met, [Style](#) automatically updates [planned production order](#) quantities and re-calculates durations and work station [loadings](#). The adjustments take account of:

- Wastage on both material and operations
- Sales order or Contract reservations on production orders
- Raw material allocations on inventory and lot inventory

Material Cost Recovery Variance Report

At production order completion, this task automatically prints a Material Cost Recovery Variance report for FIFO costed styles. The Costing Method field for the style must be set to **FIFO** (FIFO costed). In addition, the FIFO Receipt Costing Method must be set to **Actual** on the Maintain Company Profile Production Order Options window.

The report shows:

- Planned order and receipt quantities for the style and its outputs
- Planned, issued and recovered quantities for each material
- Material costs for the quantities above with issued versus recovered cost variance

The report values for each material are calculated as follows:

Planned Quantity	The material requirements
Issued Quantity	The quantity issued
Recovered Quantity	If the production order was over-manufactured, the material quantity issued is shown here. If the production order was under-manufactured or made according to plan, the quantity of material that is assumed used based on the production order and material requirements quantities is shown here.
Planned Cost	The total standard cost for the material requirements
Issued Cost	The total movements cost for all issues against the material using the costing method to determine which type of costs to use
Recovered Cost	The material cost according to the costing method based on the Recovered Quantity given above
Variance Cost	(Issued Cost) - (Recovered Cost)

Production Order Completion Selection Window

To display this window, select the Complete Orders task.

Use this window to select the order you want to complete.

Fields

Production Order

Enter the order number.

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

To select from a range of orders, leave this field blank, set the selection parameters and then select **Review Orders (F16)**.

OR Select By

The following fields are search criteria for an order review. The fields can be used independently.

Style

Enter a [style](#).

Alternatively, use the prompt facility to select from the Routes & Items pop-up.

Reference

Enter a reference. An entry in this field limits the selection to those orders that match entries made 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 range of order due dates. These fields limit the orders selected to those with a due date after that entered in the From field and before the date entered in the To field.

Percentage Complete

Enter the percentage complete. If you enter a percentage and then select **Review Orders (F16)**, the orders where the percentage completed is equal to or greater than that entered are displayed.

Functions**Review Orders (F16)**

Use this to display a list of orders that fall within the entered search criteria.

Press Enter to display the Production Order Completion Detail window.

Review Completed Orders Window

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

Use this window to select the order that you want to complete.

Fields**Option (Opt)**

Enter one of the following:

- 1 - To select the order you want to complete
- 3 - To display the Text Maintenance window

Order

This field displays the order number.

Status

This field displays the [order status](#).

Type

This field displays the order type.

Item

This field displays the item code.

Route

This field displays the [route code](#).

Due

This field displays the due date.

Order Qty

This field displays the quantity.

Qty O/S

This field displays the outstanding quantity.

Functions**Select All (F15)**

Use this to select all of the orders that do not have status of completed. **1** is displayed against each line.

Note: If [Style Warehousing](#) is installed and a [warehouse pick list](#) exists or the order has lot-controlled materials, manual completion must be carried out.

Note: Select **Complete (F8)** to complete those order selected with **1** automatically. Any orders which fail the completion will be displayed on the Production Order Completion Detail window.

Note: Reasons for failure are:

Note: The order is currently in use in another task.

Note: The order is already completed.

Note: A [warehouse pick list](#) is open for the order.

Note: Lot-controlled materials on the order require manual completion within the [Style Warehousing](#) application.

Select **Complete (F8)** to change the [order status](#) to complete.

Production Order Completion Detail Window

To display this window, press Enter on the Production Order Completion Selection window.

This window displays the header details of the selected order together with all its associated [operations](#).

From this window you can:

- Mark an operation as Complete
- Re-open an operation that has been marked as Complete
- Mark the completed quantity on an operation as over or short
- Mark an order as Complete
- Display the status of each variant on the order
- View the quantities that have been re-worked, held and scrapped and the original planned production order quantity

- Review any text associated with the order
- Open bundle tickets
- Mark bundle tickets as Complete

Fields

Order Number

This field displays the selected order number.

Route

This field displays the [route](#) number.

Order Type

This field displays the order type.

Status

This field displays the status.

Style

These fields display the [style](#) code and text description, the [colour](#) and the size.

Qty Ordered

This field displays the quantity ordered.

Qty Received

This field displays the quantity received.

Qty Outstanding

This field displays the quantity outstanding.

Stockroom

This field displays the [stockroom](#).

Start Date

This field displays the [start date](#).

Week

This field displays the start week.

Due Date

This field displays the due date.

Week

This field displays the due week.

Option (Opt)

Enter one of the following:

1 - To close an operation that is currently at a status of Released or Active

The status of the [operation](#) changes to **8** (Complete) and the outstanding quantity is set to **0**.

If the following conditions are met, the quantity completed is marked as over or short as appropriate:

- The quantity completed has been entered already through a transaction booking (see the Production Order Booking, Manual Timesheet Booking, Progress at Subcontractor and Receive from Subcontractor sections in the Production Order Transactions chapter of this product guide).
- The operation is marked as one that requires production order adjustments. Do this by setting the Operation Type for this operation to **8** on the Additional Operation Values pop-up in the Style Production Definition Management application.
- The quantity completed falls outside the complete tolerances given in the CTOL parameter. The calculation assumes that any quantity held will be released and therefore included in the new planned production order quantity. To find out more about the CTOL parameter, refer to the Style Production Definition Management product guide.

If the [Operation](#) Type for this [operation](#) is not set to **8**, you can still mark the quantity completed as over or short by entering **8** in the Option field.

Marking the quantity completed as over or short has the effect of re-calculating durations, [allocations](#), reservations, material requirements and [machine loading](#).

This can be done on both planned and unplanned complete short or over [operations](#).

Note: Completing an [operation](#) sets the quantity outstanding to 0 but does not alter the quantity completed.

2 - To change the status of the [operation](#) back to its status before completion

Only completed [operations](#) can be re-opened

Note: Re-opening an [operation](#) restores the quantity outstanding to the quantity scheduled minus the quantity completed.

3 - To review operation text

8 - To mark an [operation](#) as over or short when the following conditions are met:

- The Reporting Level field for the operation is set to the highest level possible for the style's dimensions. This field is set up on the Style Route Operations Details window in route maintenance in Style Production Definition Management.
- The Reporting Type field for the operation is set to **0** or **1**. This field is set up on the Style Route Operations Details window in route maintenance in Style Production Definition Management.
- The quantity completed has been entered already through a transaction booking (see the Production Order Booking, Manual Timesheet Booking, Progress at Subcontractor and Receive from Subcontractor sections in the Production Order Transactions chapter of this product guide).
- The quantity completed falls outside the Complete tolerances given in the CTOL parameter. The calculation assumes that any quantity held will be released and therefore included in the

new planned production order quantity. To find out more about the CTOL parameter, refer to the Style Production Definition Management product guide.

Status

One of the following statuses is displayed:

2 - Confirmed (with [allocations](#))

3 - Released

4 - Active

8 - Complete

Oper

This field displays the [operation](#) number.

Opcode

This field displays the [operation](#) code.

Description

This field displays the [operation](#) text description.

Start

This field displays the [start date](#).

Due

This field displays the due date.

Scheduled

This field displays the scheduled quantity.

Received

This field displays the received quantity.

O/standing

This field displays the outstanding quantity.

Functions**Complete Order (F8)**

Use this to set the [order status](#) to Complete.

Complete Next (F9)

Use this to confirm the remaining selected orders.

Cancel Order (F11)

Use this to set the [order status](#) to Cancelled. It cannot be re-activated. Only released orders can be cancelled.

Note: When you cancel a [production order](#), this task deletes any reservations for attached sales orders or contracts and reports the action on the [Demand Exception](#) report. You should go into the Order Amend task to [set up](#) another back-to-back [production order](#) against the sales order.

Re-select Order (F12)

Use this to select a new order number.

Re-open Order (F13)

Use this to set the [order status](#) to Released or Active. If this is used in conjunction with option **2**, only the selected and all those following [operations](#) are re-opened. If **2** has not been entered, all [operations](#) are re-opened.

Products (F14)

Use this to display the Order Outputs Status pop-up.

Reservations (F17)

Use this to display the sales orders reserved against the [production order](#). This function is only [available](#) if the selected [production order](#) is linked to one or more sales orders or contracts.

Additional Qtys (F19)

Use this to display a second line of detail that includes the quantities that have been re-worked, held and scrapped and the original [planned production order](#) quantity of each [operation](#).

Text (F21)

Use this to view any attached text.

Bundles (F22)

Use this to display the Bundle Review pop-up.

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

Order Outputs Status Pop-up

To display this pop-up, select **Products (F14)** on the Production Order Completion Detail window.

This pop-up displays the ordered, received and outstanding quantities for all [variants](#) on the order.

Fields

Output

This field displays the output.

Type

This field displays the type.

Ordered

This field displays the ordered quantity.

Received

This field displays the received quantity.

Scrapped

This field displays the scrapped quantity.

Graded

This field displays the graded quantity.

O/standing

This field displays the outstanding quantity.

St

This field displays the status.

Options**Order Progress**

Use this to display the progress of the selected [variant](#) on the [production order](#).

Functions**Refresh (F5)**

Use this to update the pop-up.

Expand (F22)

Use this to display the original quantity ordered for each [variant](#).

Select Order Progress against a line to display the Order Progress by Bundle Ticket Type pop-up.

Order Progress by Bundle Ticket Type Pop-up

To display this pop-up, select Order Progress against a line on the Order Outputs Status pop-up.

This pop-up displays the progress of the selected [variant](#) on the [production order](#).

Fields**Style**

This field displays the [style](#).

Colour

This field displays the [colour](#) (or the second [style dimension](#)).

Size

This field displays the size (or the third [style dimension](#)).

Order Number

This field displays the order number.

Due Date

This field displays the due date.

###

This indicates the percentage of the [variant](#) that has been completed.

""

This indicates the percentage of the [variant](#) that is [available](#) for production.

Next Product (F16)

Use this to display the next product details.

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

Bundle Review Pop-up

To display this pop-up, select **Bundle Review (F22)** on the Production Order Completion Detail window.

Use this pop-up to:

- List all bundles for the production order
- Set the status of a bundle to Complete
- Re-open a closed bundle

Fields

Sts

This field displays the status.

Bundle Number

This field displays the bundle number.

Ticket Type

This field displays the ticket type.

Last/Next Operation

This field displays the last or next [operation](#).

Original Quantity

This field displays the original quantity.

Current Quantity

This field displays the current quantity.

Colour

This field displays the [colour](#).

Size

This field displays the size.

Options

Complete Bundle

Use this to complete a bundle.

Reopen Bundle

Use this to re-open a bundle.

Select **Previous (F12)** to return to the Production Order Completion Detail window.

You can report or book work carried out against [production orders](#) through a number of similar activities.

Material Issues

You can:

- Enter planned and unplanned material issues (a planned issue is one that is derived from the bill of material for the style)
- Review the current status of orders
- Identify and issue substitute materials
- Issue materials to subcontractors

Production Bookings

Use production [bookings](#) to book times and quantities against one or more [operations](#) on a single order.

You can use [production order bookings](#) to book any event in the production area. For the quickest data entry, [booking](#) everything for one [machine](#) or [department](#) consecutively and use the [production order](#) number.

You do not need to book everything against a [production order](#). You can record activities such as cleaning, maintenance and supervision.

Operator Bookings

You can book the same type of information as [production order booking](#) but by [production order](#) and operator, not [machine](#).

Manual Timesheet Booking

You can also enter a manual timesheet [booking](#). You should try to group this information by individual timesheets. You can enter a single elapsed time for a series of activities. The software spreads the actual time pro-rata across all of the activities carried out during the timeframe covered by the timesheet.

Bundle Timesheet Booking

Bundle timesheet [booking](#) is similar to Manual Timesheet [Booking](#). However, you can use bundle timesheet [booking](#) when the operator processes bundles rather than [booking](#) against a [production order](#) number.

Subcontract Bookings

You can also use:

- Subcontractor WIP Shipper to record WIP inventory sent to a subcontractor
- Progress at Subcontractor to record the progress from operation to operation of WIP inventory at a subcontractor. Use this if you subcontract multiple consecutive operations on the same production order.
- Receive from Subcontractor to record WIP inventory received back from a subcontractor

Transaction Reviews

You can review the transactions using the following activities:

- Transaction enquiry: use this to review the details of any transactions entered on window.
- Transaction audit report: use this to print the details of selected transactions.

Activity Codes

You must make all [bookings](#) against an activity type. Each activity type has a reporting type showing the updates carried out by the transaction. As well as reporting [WIP available](#) (good), held and scrap quantities at [count point operations](#), you can book a range of other activities:

- Down time
- Set up time and materials
- Indirect overheads
- Re-work
- Off standard hours
- Labour and machine time at non count point operations
- Scrap at non-count point operations

Down Time

To book machine and operator (team) down time, enter time against an activity type with a reporting type of **05** (Down Time). You can review time and costs associated with down time on the Down Time report.

Set Up Time and Materials

To book set up labour time, enter time against an activity type with a reporting type of **03** (Set Up). You can enter any materials used by the set up process by adding an unplanned material issue. If you do not record the materials, they do not contribute to the set up cost. You can review these times and costs on the Set Up Cost report.

Indirect Overheads

Indirect overheads are production costs not directly attributable to the production process, for example, cleaning. They do not contribute to the cost of items; but they may need to be covered by the direct overheads defined at cost centre level. To book indirect overheads against labour, machines and materials, enter time against an activity type with a reporting type of **06** (Indirect Overhead). You can enter any indirect material costs by adding an unplanned material issue. You can review these overheads on the Indirect Overhead report.

Rework

You can enter two sorts of re-work:

- Re-work held WIP
- This is where you book a quantity as Held, re-work it to comply with the quality standards and then make the quantity good or available. To record labour and machine time to complete the work, book time against an activity type with a reporting type of **04** (Re-work Held WIP).
- Re-work at non-count point operation
- Although you cannot record quantities against non-count point operations, you can still spend time re-working inventory that would otherwise be missed by the backflushing process. To record this labour and machine time, book time against an activity type with a reporting type of **11** (Re-work at Non-count Point Operation).

Both of the re-work types are listed as grouped re-work on the Scrap and [Rework](#) Analysis report. However, if you use different [activity types](#) for each reporting type, the [Rework](#) Activity Code Analysis report lists them separately.

Off Standard Hours

You can refer to work booked against production as [on standard](#) hours, and time used for training as [off standard](#) hours.

You can identify off standard hours using the Manual Timesheet Booking task when you book time against any activity code other than those with a reporting type of **01** (Production Reporting) or **05** (Down Time). You normally use an activity type with a reporting type of **07** (Re-work).

Labour and Machine Time at Non-count Point Operations

Although you can record actual material [costs](#) at [operations](#) using the material issues functions, you must specifically enter actual [labour](#) and [machine time](#) at non-[count point operations](#) against the [operation](#).

To record this time, enter time against an activity type with a reporting type of **07** (Labour/Machine at Non-count Point Operation) at the non-count point operation. The software makes sure that you do not enter any WIP inventory quantities.

Scrap at Non-count Point Operations

To record the scrapping of WIP inventory at non-count point operations, book the scrap quantity against an activity type with a reporting type of **34** (Scrap at Non-count Point Operation). This scrap value then contributes to the actual production costs of the order.

Note: When you first book an activity, the status of the order changes to Active.

Material and Lot Allocation

[Style](#) uses [allocations](#) to make inventory reservations for [production orders](#). You can issue any material to any [production order](#).

Material Allocation

Material allocation helps you to track [demand](#) of material within stock inventory. An allocation shows the quantity of an item allocated either to customer or [production orders](#).

[Style](#) holds [allocations](#) at four levels:

- 1 All material is individually allocated.
- 2 The sum of [allocations](#) for a particular material is held within stock inventory for the material/[stockroom](#).
- 3 An allocation for lot-controlled material is held as a lot allocation and the sum is held within lot inventory for the lot/[stockroom](#).
- 4 Changes to the material [allocations](#) are reflected automatically in stock inventory. Changes to the lot [allocations](#) are reflected automatically in lot inventory.

From [allocations](#), you can calculate [available](#) quantity.

For materials on [production orders](#), [Style](#) holds [allocations](#) in three places:

- Against material used on a production order (as in the Enquire on Orders task)
- Within stock inventory (as in the Full Stock Position enquiry stock)
- Within lot inventory (as in the Part/Stockroom enquiry task)

You can arrange to allocate materials automatically from the issuing [stockroom](#), either at order confirmation or [order release](#). When you allocate materials automatically, the allocated quantity within stock inventory increases automatically.

The allocated quantity decreases when one of the following events occurs:

- Materials are issued onto the shop floor.
- The production order is marked as Complete.
- The material is marked as Complete.

Lot Allocation

You can change [allocations](#) for lot-controlled inventory following [production order](#) confirmation, and before or after [production order release](#).

To change lot-controlled [allocations](#), use the Material Availability with Allocation task. Alternatively, you can access the Material Availability function from the Release Orders task.

The [allocations](#) made at this stage may differ from the original stock [allocations](#) made. The sum of lot [allocations](#) is reflected within stock inventory at [stockroom](#) level where it exceeds the material requirements.

If the sum of the allocated lot quantity is lower or the same than the material required, no change is made to the material's allocated quantity where it already exists. This is because the quantity required is still the minimum amount of material to be issued on the [production order](#). Typically, this situation may occur when not all the material has arrived from the [supplier](#).

Material Required	Material Allocated	Prod Order Lots Allocated	Stock Inventory Allocation	Lot Inventory Allocation
100	100	80	+100	+80

However, if the allocated quantity is greater than the material required, stock inventory reflects the over-allocation.

Material Required	Material Allocated	Prod Order Lots Allocated	Stock Inventory Allocation	Lot Inventory Allocation
100	120	120	+120	+120

Production Order Amend

After allocation, you can amend a [production order](#).

If you change material requirements, then:

- Allocations need to be brought back in line.
- Stock inventory must also change to reflect a change to allocations.
- Lot allocations and lot inventory remain unchanged.

	Material Required	Material Allocated	Prod Order Lots Allocated	Stock Inventory Allocation	Lot Inventory Allocation
Before	100	120	120	+100	+120
After	150	150	120	+50	+0

Production Order Release

To arrange for automatic allocation at order release, set the Allocation of Materials At indicator on Maintain Company Profile Production Order Options window to **2**. The allocated quantity for each material is set to the material requirements.

Prior to release, you can change allocations by amending the production order or adding, amending and deleting lot allocations. To amend the production order, select **Amend Order (F17)** on the Production Order Release Detail window. To change lot allocations, select **Mat. Avail. (F18)** on the same window.

Material issues may also occur for either the first or all [operations](#). [Allocations](#) will decrease in line with the quantities issued. Lot [allocations](#) reduced to zero are deleted.

Material Issue

There are two ways of issuing non-[backflush](#) material from the raw material [stockroom](#):

- During the release of the production order via the Release Orders task
- Through the Issue Materials task

[Floor stock](#) and subcontract materials transfer to the [floor stock](#) or subcontract [stockrooms](#) respectively.

At this stage, all standard issues decrease the material's allocation as the issue quantity increases. Thus, the allocated quantity on the material always reflects that portion of stock inventory allocated to the material. This is done regardless of whether the material is stock or [lot controlled](#).

	Material Required	Material Issued	Material Allocated	Prod Order Lots Allocated	Stock Inventory Allocation and Physical	Lot Inventory Allocation and Physical
Non-lot	100	80	20		-80	
Lot	100	80	20	0	-80	0

Where an over-issue occurs, the allocated quantity reduces down to zero.

	Material Required	Material Issued	Material Allocated	Prod Order Lots Allocated	Stock Inventory Allocation and Physical	Lot Inventory Allocation and Physical
Non-lot	100	120	0		-100	
Lot	100	120	0	0	-100	-100

[Floor stock](#) and subcontract material is treated in a slightly different manner. As the material in these cases transfers to another [stockroom](#), the allocated quantity remains in place and transfers to the [floor stock](#) or subcontract [stockroom](#) in the stock inventory. Likewise, any lot [allocations](#) also transfer and may split where there is only a partial transfer of material.

	Mat'l Req'd	Mat'l Issued	Mat'l Alloc'd	Prod Order Lots Alloc'd	From Stockroom Allocation and Physical	To Stockroom Allocation and Physical	Lot Inv'tory Alloc'n
Non-lot	100	80	100		-80	+80	
Lot	100	80	120	40 & 80	-80	+80	+0

[Backflush](#) material is not issued until [bookings](#) are made and therefore [allocations](#) remain unchanged at this stage.

Negative issues increase the allocated quantity as the issued quantity decreases on non-[backflush](#), [floor stock](#) and subcontract materials.

Material Completion

If you over-issue, that is allocate more materials than are actually needed, the [allocated stock](#) is brought down to zero. If you under-issue, the free stock remains allocated, giving a misleading picture of the [demand](#) on the inventory.

To de-allocate materials prior to production order completion, use the Complete Materials indicator on the Issue Materials window and **De-allocate (F14)** on Record Issues and Adjustments window, via the Issue Materials task.

The result of the de-allocation is that all remaining material [allocations](#) are set to zeros and stock inventory adjusted accordingly.

	Material Required	Material Issued	Material Allocated	Prod Order Lots Allocated	Stock Inventory Allocation	Lot Inventory Allocation
Non-lot	100	80	0		-20	
Lot	100	80	0	0	-20	-20

Any remaining lots are deleted also with a warning that lot de-allocation is to occur.

You can use the Complete Materials indicator to re-allocate material.

Lot allocation is a purely manual process. If lot material exists on the [production order](#) requiring re-allocation and lot allocation is not done prior to the re-allocation process, then lot-controlled materials are treated as ordinary stock.

	Mat'l Req'd	Mat'l Issued	Material Alloc'd	Prod Order Lots Alloc'd	Stock Inv'y Allocation	Lot Inv'y Allocation
Non-lot						
Before de-allocation	100	80	20		20	
After de-allocation	100	80	0		-20	
After re-allocation	100	80	20		+20	
Lot						
Before de-allocation	100	80	120	120	120	120
After de-allocation	100	80	0	0	-120	
After re-allocation	100	80	20	0	+20	0

Complete Operation Short/Over

If you complete an [operation](#) short or over, [production order](#) and material quantities are changed for all [operations](#) following the selected [operation](#). The material [allocations](#), including issue quantities, are brought in line with the new planned quantities. You must manually re-allocate any lots allocated to the [production order](#).

Production Order Completion

When you complete a production, outstanding [balances](#) against materials on the [production order](#) are de-allocated on stock and lot inventory.

	Material Required	Material Issued	Material Allocated	Prod Order Lots Allocated	Stock Inventory Allocation	Lot Inventory Allocation
Non-lot	100	80	0		0	
Lot	100	80	0	0	0	0

As with re-allocation at point of issue, you can only re-allocate at stock level and not inventory lot level when you re-open a [production order](#). Therefore, you must manually allocate lots.

Issue Materials [1/P4T]

Use this task to issue material on one order or a range of orders. Such orders may be:

- First time issues for orders not automatically actioned as part of the order release procedure
- This can be for the whole order, or for all operations other than the first operation that was issued at release.
- Lot-controlled items that were out of stock at the time of the automatic issue request
- Additional sundry issues
- Substitute material issues

You can issue material to an [operation](#) on a [production order](#) or to a [machine](#) that is not defined on the [route](#). You can include [subcontract operations](#).

Each issue is recorded against a default reference, [transaction type](#) and date; however, an override facility is provided to record a reference and [transaction type](#) against each item if required.

Note: When more materials are issued than the required quantity, the [available stock](#) for these items changes. To compensate, if [MRP](#) is online and the [Unplanned Issues](#) and Receipts reason code is active, a [trigger](#) is created for the next [MRP](#) run.

Issue Materials Window

To display this window, select the Issue Materials task.

Use this window to issue materials from stores (that is, [stockrooms](#)) to a [production order](#). Enter a [production order](#) number. Alternatively, search for an order by entering selection criteria (for example, [style](#), reference, order due date).

Fields

Production Order

Enter the [production order](#) to which you want to issue materials. To select from a range of orders, leave this field blank, set the selection parameters and then select **Review Orders (F16)**.

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

Operation Sequence

Enter an [operation](#) to which to restrict the issue. Leave this field blank to include all [operations](#).

Date

Enter or select the date on which issues are to be made. The default is the current date.

Machine

Enter the [machine](#) for which you want to record material issues.

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

Leave this field blank to use the [route's](#) default [machine](#).

Shift

Enter a shift. The shift entered must be within the shift profile defined for the [machine](#) on the [route](#) during which the issues are to be made.

Complete Materials

Select one of the following:

No (0 or blank) - Not to complete or re-open material [allocations](#)

Complete (1) - To complete or de-allocate the material

A warning message informs you that de-allocation is to occur.

Reopen (2) - To re-open or re-allocate the material

Caution: If you are re-allocating unused material, lots previously deleted during material completion will not be re-allocated automatically.

Note: Material can be allocated over more than one [stockroom](#). This may occur in the case of subcontract or [floor stock](#) materials that may have been transferred to another [stockroom](#) but have not yet been issued.

Style

Enter a [style](#).

Alternatively, use the prompt facility to select from the Routes & Items pop-up.

Reference

Enter a reference. An entry limits the selection to those orders that match entries made 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 range of order due dates. These fields limit the orders selected to those with a due date after that entered in the From field, but prior to the date entered in the To field.

Functions

Review Orders (F16)

Use this to display a list of all orders that match the selection criteria.

Press Enter to display the Record Issues and Adjustments window.

Record Issues and Adjustments Window

To display this window, select a [production order](#) or enter a [production order](#) and then press Enter on the Issue Materials window.

This window shows the current status of material issues against a specific [production order](#).

You can use this window to carry out material issues. [Style](#) allocates material and adjusts stock inventory.

If you mark the issue as complete (set the Complete Materials field to **Complete** on the Issue Materials window). [Style](#) de-allocates or re-allocates material, as appropriate.

If you set Complete Materials field to **Reopen**, you can use this window to de-allocate material that you have already issued. You can also re-allocate material without carrying out a material issue.

For de-[allocations](#), [Style](#) deletes any lot [allocations](#) and adjusts stock and lot inventory.

Caution: Before carrying out a re-allocation, make sure that you carry out any lot allocations. Otherwise, [Style](#) treats lot-controlled materials as ordinary stock.

Fields

Production Order

This field displays the selected order number.

Operation

This field displays the selected [operation](#).

Date

This field displays the date.

Machine

This field displays the [machine](#).

Shift

This field displays the shift number.

Style

These fields display [style](#) code and text description.

Order Quantity

This field displays the order quantity.

UOM

This field displays the [unit of measure](#).

Option (Opt)

Enter one of the following:

1 - To action a selective issue using **Confirm Selected Issues (F9)**

You can select multiple materials.

2 - To display the Substitute Materials pop-up

Input

This field displays the input.

Transfer/Issue Qty

This field displays the quantity required to complete the order or [operation](#). If this field is blank, all current requirements are met. A rider on this is that [backflushed](#) materials have not been issued but show a zero requirement, as the requirement is met automatically on receipt of a parent item at [count points](#). If an item is to be substituted, a quantity must be specified before the substitution routine is invoked. It is not possible, however, to substitute more than has been issued.

To make an adjustment indicating a return to stock, enter a negative quantity. To do this, enter a quantity with a minus sign suffix, not a prefix, for example, **2-**.

Stock

This system-maintained field displays the following exception flags:

* - This indicates there is not enough stock to meet the requirement. Issuing is allowed for non lot-controlled items, for which negative stock [balances](#) are allowed. Issuing is not allowed for lot-controlled items that cannot hold negative [balances](#).

< - This indicates that it is a [backflushed](#) material and cannot be issued manually.

UOM

This field displays the issuing [unit of measure](#) of the material, but you can change it.

Stockroom

This field displays the issuing [stockroom](#), but you can change it.

Type

This field displays the [transaction type](#) for the material issue, but you can change it.

A [transaction type](#) is used for analysis of inventory stock; it does not effect changes to item [balances](#).

[Transaction types](#) are defined in the Inventory [Descriptions file](#), under major type TRAN.

Reference

This field displays the material reference, but you can change it.

Lot

Enter the lot, batch or serial number of the material to issue. This field is mandatory for lot-controlled items.

Reference

This field displays the default issue reference, but you can change it. The default is the [production order](#) number.

Transaction Type

This field displays the default [transaction type](#), but you can change it. A [transaction type](#) is used for inventory analysis; it does not effect changes to item [balances](#).

Date

Enter or select an issue date. The default is the current date.

Mach

This field is only displayed if you specified an [operation](#) on the selection parameters window. The default is that originally entered.

Functions**Confirm All Issues (F8)**

Use this to confirm issue of all outstanding requirements. Any items that cannot be issued due to unavailability or no lot selected are highlighted, and can subsequently be re-selected if the constraint is met.

Confirm Selected Issues (F9)

Use this to issue those items that have been specifically requested by entering **1** against them in the Option field.

De-allocate/Re-allocate (F14)

Use this to de-allocate materials that have already been issued or to re-allocate materials for a previous issue.

Note: If you are de-allocating materials and the [production order](#) includes [floor stock](#) or subcontract materials which have been transferred to a different [stockroom](#) but not yet consumed, material in both [stockrooms](#) is de-allocated. Likewise, unconsumed [backflush](#) materials are also de-allocated.

Note: The de-allocation process automatically deletes any existing lot [allocations](#). The re-allocation process does not rebuild them. This is a manual task.

Unplanned Issue (F19)

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

Expand/Contract (F22)

Use this to display extended information for each issue: order quantity, quantity issued to-date, quantity outstanding, [key material](#) flag, (item) description, [operation](#) sequence and material input sequence.

Select an input with 1 and then select **Confirm Selected Issues (F9)** to display the Issue Lots pop-up.

Issue Lots Pop-up

To display this pop-up, select an input with 1 and then select **Confirm Selected Issues (F9)** on the Record Issues and Adjustments window.

Use this pop-up to select or amend the lots to be issued.

Fields

Select

Enter **3** to display existing [allocations](#) for this item.

Lot

Enter or amend the lot number.

Issue Qty

Enter or amend the quantity to be issued.

Seq

This field displays the sequence number.

UOM

This field displays the issuing [unit of measure](#) of the material, but you can change it.

Stockroom

This field displays the issuing [stockroom](#), but you can change it.

Type

This field displays the [transaction type](#) for the material issue, but you can change it.

A [transaction type](#) is used for analysis of inventory stock; it does not effect changes to item [balances](#).

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

Reference

This field displays the material reference, but you can change it.

Select a lot with 3 and then press Enter to display the Lot Allocations pop-up.

Lot Allocations Pop-up

To display this pop-up, select a lot with 3 and then press Enter on the Issue Lots pop-up.

Use this pop-up to see [allocations](#) against this lot.

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

Substitute Materials Pop-up

To display this pop-up, enter 2 in the Select field and then select **Confirm Selected Issues (F9)** on the Record Issues and Adjustments window.

Use this pop-up to review [alternative materials](#) that can be used as a substitute for a material that is planned to be issued against a [production order](#).

Alternative parts are linked through the Alternative Parts task (6/STINM), which allows the specification of alternates at [Style](#) or [SKU](#) Level. In order for Substitutes to function, alternates must be specified at [SKU](#) level.

If a common material has been defined as an alternate for a matrixed material, or vice versa, or a [style](#) has been defined against a [SKU](#), these will not be presented in the substitution pop-up.

Allocations will be reduced in line with the requested reduction of the original requirement, except for lot-controlled materials, where the usual rules apply: if any requirement remains, lot allocations will be retained; otherwise, they will be released.

Fields

Orig Item

This field displays the original item.

Quantity Required

This field displays the quantity outstanding.

Total to be Issued

This field displays the selected quantity for the substitute to be issued.

St

This field defaults to the issuing [stockroom](#) of the original material if the substitute is defined there. Where this field is blank, a [stockroom](#) must be selected using **View Stock** before issuing can take place.

UOM

This field displays the issuing [unit of measure](#) of the material.

Avail

This field displays the [available balance](#) in the [stockroom](#).

Qty to be Issued

This shows any quantities input using **Select**. A running total is also displayed.

Options

Select

Use this for the system to prompt for a quantity to be issued, defaulting to the difference between the original requirement and the quantity already selected to be issued (but not less than zero).

Issues can be made from more than one substitute. The system will also prompt for a lot number if required.

View Stock

Use this to view stock (of the material in all issuing [stockrooms](#)).

The physical, allocated and [available balance](#) for each [stockroom](#) is displayed, with the option given to select a different [stockroom](#).

Functions

Issue Substitute (F8)

Use this to confirm issue of all substitute quantities. A pop-up is displayed:

The quantity is defaulted from the lower of the original requirement or the total quantity to be issued, and can be changed (but cannot be greater than the original requirement). Press Enter to issue the required quantities, reduce the original requirement and return to the Record Issues and Adjustments window.

Note: If the [operation](#) is subcontract or the substitute material is defined as [floor stock-controlled](#), a transfer is done in place of an issue and the material will be presented for [backflushing](#) in the [Production Order Booking](#) functions.

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

Record Unplanned Issue Pop-up

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

Use this pop-up to record the issue of unplanned materials to a [production order](#).

Any issue recorded here is subsequently displayed on the Material Issues Summary Listing window.

Note: A reason code is a mandatory requirement for the completion of an [unplanned issue](#). Make sure that you have previously defined a suitable code before using this function.

Fields

Operation Sequence

Enter the [operation](#) at which the issue is required. If you do not enter an [operation](#), the first [operation](#) on the [route](#) is used.

Unplanned Input

Enter the material to issue, down to [SKU](#) level.

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

Quantity

Enter the quantity to issue.

UOM

Enter the issuing [unit of measure](#).

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Leave this field blank to use the [stockroom](#) default.

Stockroom

If this field is left blank, it will default to the issuing [stockroom](#), but you can change it.

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

Batch

Enter a batch or lot reference. This field is mandatory if the material is lot-controlled.

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

Reference

Enter a reference for the material.

Transaction Type

You must enter the [transaction type](#).

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

A [transaction type](#) is used for inventory analysis; it does not effect changes to item [balances](#).

Date

Enter or select the date. The default is the current date.

Reason Code

You must enter the reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Select **Confirm Issue (F8)** to confirm the issue of materials to the [production order](#).

Production Order Booking [2/P4T]

Use this task to book times and quantities against one or more [operations](#) on several [production orders](#).

You can also mark [operations](#) as Complete.

Use the [booking](#) procedure to un-book previously booked work if mistakes or errors have been made in an earlier [booking](#) session.

Prerequisites

Before using this task you must [set up](#) all base input data referring to [machines](#), [departments](#), [operations](#), teams and so on.

If you require scrap and held references, you must define valid reason codes in the [Style Inventory Descriptions file](#), under major type MOVR.

Completing an Operation Over or Short

This task allows you to complete an [operation](#) where the total quantity booked over all transactions is either over or short. It is assumed that any held quantity will be released and is therefore included in the new [planned production order](#) quantity.

For example:

Planned quantity:	100
Operation complete:	60
Operation held:	+20
New PO planned quantity:	80
Re-work activities are ignored.	

When an [operation](#) is completed over or short and the quantity adjustment conditions are met, [Style](#) automatically updates [planned production order](#) quantities and re-calculates durations and work station [loadings](#). The adjustments take account of:

- Wastage on both material and operations
- Sales order or Contract reservations on production orders
- Raw material allocations on inventory and lot inventory

Activity Types

The activity type you select determines the range of fields prompted and whether these fields are optional or mandatory. For this reason, it is not possible to state against every field whether or not it is a mandatory requirement to complete it. You can define [activity types](#) via the Maintain Activity Control File task.

In addition to the activity type definition, the format of, interpretation of, and use of details is further qualified by flag settings in the [company profile](#), [organisational model](#) and [route](#) against which the order is being progressed.

Note: When more is received against a [production order](#) than the original order quantity, the [available stock](#) for these items changes. To compensate, if [MRP](#) is online and the [Unplanned Issues](#) and Receipts reason code is active, a [trigger](#) is created for the next [MRP](#) run.

Production Order Booking Selection Window

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

Use this window to select the order to which you want to book details.

Fields

Date

Enter or select the date. The default is the current date.

Shift

Enter the shift number. This provides a more precise time frame for recording [booking](#) if a start and finish time are not entered (that is, elapsed time only is recorded).

For example, if the [booking](#) has an elapsed time of 3 hours, this could be linked to shift 2, running from 16:00 to 24:00. If entered, this should be a shift number on the shift profile in force, on the [booking](#) date, at the [machine](#) at which the [booking](#) is made.

Shift numbers can be used as a selection parameter on performance reports.

Machine Type

Enter a [machine](#).

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

Note: If you enter a [department](#) but not a [machine](#), the standard [machine](#) defined for the [operation](#) on the production [route](#) is used. The [machine](#) would usually be the [machine](#) assigned to the [operation](#) on the production [route](#).

If a non-standard (that is, not the [machine](#) on the [route](#)) [machine](#) is entered, any [WIP inventory](#) resulting from the [booking](#) is allocated to the [WIP location](#) associated with the nominated [machine](#); which may differ from that on the production [route](#).

If the [WIP location](#) differs, a pop-up is displayed stating: "Reported [WIP location](#) is not the standard for this [operation](#). Continuation must be manually confirmed".

If the [operation booking](#) involves [utilisation](#) of [floor stock](#) items, any non-standard [machine](#) must be associated with the same [floor stock location](#) in order to issue materials. If it is not, a materials transfer must be actioned to the new location.

Dept

Enter a [department](#).

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

[Departments](#) are used as an analysis tool and do not effect any constraints over [WIP inventory booking](#). For each [booking](#), a [machine](#) or [department](#) must be entered.

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

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

If you do not enter a [department](#), but the operator has been assigned a [department](#) via the Operators maintenance task, the software defaults to and displays that [department](#) when you press Enter to validate the header details.

[Departments](#) are user-defined and entered via the [Departments](#) maintenance task. They are also held in the [Parameter file](#), under major type DEPT.

Operator

Enter an operator code identifying the person who performed the work. If you leave this field blank, you must enter a team code.

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

Team

Enter a team code identifying the people who performed the work. Operator and team codes are mutually exclusive.

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

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

Press Enter to display the Production Order Booking Detail window.

Production Order Booking Detail Window

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

Use this window to enter production [bookings](#) against the selected order.

Fields

Header Details

Date

This field displays the selected date, but you can change it.

Shift

This field displays the selected shift, but you can change it.

Machine Type

This field displays the selected [machine](#) type, but you can change it.

Dept

This field displays the selected [department](#), but you can change it.

Operator

This field displays the selected operator, but you can change it.

Team

This field displays the selected team, but you can change it.

Activity

Enter the activity. The activity type defines what kind of information can be entered and which fields are mandatory, optional or excluded.

In addition, it defines how the [booking](#) effects updates to the main database.

[Activity types](#) are defined via the Maintain Activity Control File task, which also determines the default type displayed, and the sequence in which alternative types are displayed when the prompt facility is used.

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

Reversal Indicator (Rev Ind)

Use this checkbox as follows:

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

Checked - For a reversal

All quantities booked are un-booked and all times entered result in a reduction of time spent at this [operation](#). When transferred to the [Booking](#) Details Summary pop-up, the associated order number is displayed in reverse.

Prod Order

Enter the order number against which the [booking](#) is to be made. The order must be at a status of Released or Active.

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

Grade

Enter the grade code to indicate the garment is sub-standard.

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

If a grade code is entered, Held and Scrap quantities cannot be entered.

Note: A grade code can only be entered on the order's final [operation](#) and on activities for [reporting types](#) 01 (Production [Booking](#)) and 04 (Re-work).

Operation

Enter the [operation](#) to which the time or quantity (or both) relates.

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

The [machine](#) and [operation](#) relationship determines the [WIP location](#) used to ascertain and maintain [WIP inventory balances](#). This is usually that defined on the [route](#), but as work can be reported at non-standard [machines](#), [WIP inventory](#) can be recorded as being held at different [WIP locations](#) for the same order.

For successful [backflushing](#) of [WIP inventory](#) it is essential that all inventory pertaining to an order is recorded as existing in the standard [WIP location](#). This is achieved by always [booking](#) at the standard [machine](#); [booking](#) against a different [machine](#) with the same [WIP location](#); or transferring [WIP inventory](#) from the non-standard to standard [WIP locations](#).

To book [WIP inventory](#), the Reporting Type flag on the [route operation](#) must be set to **0** or **1** ([Count Points](#)). By making a [booking](#), you:

- Update WIP inventory balances at the booking operation
- Backflush all operations back to but excluding the previous count point operation

If the Reporting Type flag is set to **2** or **3** ([Backflushed](#)), operator, team and [machine time](#) and [operation](#) re-work activity can be booked, together with scrap and held details.

If the [operation](#) is subcontracted, no [booking](#) can be made against it; in this circumstance, the facility is effectively replaced by the Progress at Subcontractor or Receive from Subcontractor tasks.

If the [operation](#) is the last [operation](#) on the [route](#), it must be a [count point](#).

Transfer Stockroom (T/sr)

Enter a valid [stockroom](#) for the [style](#). This can only be entered on the final [operation](#) of the [production order](#).

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

The value in this field can be entered on the first [booking](#) of a session; after this it cannot be changed until **Update (F8)** is selected. (This is to ensure that all [bookings](#) within a session have the same destination [stockroom](#).)

Reversals are not permitted when a transfer [stockroom](#) has been entered.

A unique document reference number (Transfer Number) is assigned to each [booking](#) transfer session (that is, a new number is assigned when **Update (F8)** is selected to process entered [bookings](#)).

Update (F8) prints a list of transfers. The report contains:

- Transfer number
- Receiving stockroom
- Production order

- Item code and description
- Sending stockroom
- Quantity and unit of measure

Lot Number

Enter a lot number relating to the [WIP](#) being booked. This is only ever a memorandum field for non-lot-controlled items. The number need not be that entered as a final lot when the item is received into inventory.

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

This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked** and the quantity booked at an [operation](#) must be less than or equal to the quantity booked against the same lot number at the previous [count point](#).

If [WIP](#) lot tracking is not used, a number need not be entered, even for lot-controlled items at this point. However, one must be entered when the item is received into inventory.

If the [Key Operation](#) flag on the [operation](#) is set to **4** (Prompt for Entry of Lot Number), the software makes you change the lot reference at this point. This can be used, for example, if you want to track inventory produced using a particular dye lot.

If a [key material](#) is input to an [operation](#), the lot number should be left blank, as selection of the [key material](#) lot from the [floor stock](#) inserts the required lot number. This function occurs irrespective of the [WIP](#) Lot Tracking field setting.

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

Variant-Colour

Enter the [colour variant](#) code.

Size/Fit

Enter the size and fit code combination.

Note: The [colour/size/fit](#) combination must be a valid output for the [reporting level](#) of the [operation](#) being booked.

Booking Details

Oper Elapsed

Enter the time spent by an operator or a team.

Note: It is only possible to specify a maximum of 24 hours per [booking](#); and the time entered is synonymous with [labour time](#) when producing [costings](#).

The format used to enter times is dependent on two flag settings on the [organisational model](#):

If the [Time Reporting Policy](#) flag is set to **0** (Elapsed Time Entered), a single entry specifying time spent needs to be entered. This field is further qualified by the [Time Booking Policy](#) flag, which determines whether time should be booked in decimal hours (for example, 1 hour 30

minutes equates to **1.50**) or hours and minutes (for example, 1 hour 30 minutes equates to **1.30**).

It is essential that you understand which policy is in [operation](#) before [booking](#) time.

If the [Time Reporting Policy](#) flag is set to **1** (Time In, Time Out) a start and finish time must be entered in 24-hour clock format. System21 calculates the resultant time spent.

Time spent is allocated to the operator, if specified, or alternatively to each member of the team.

Mach Elapsed

Enter the [machine usage](#) time. This can be more or less than the operator (team) time.

Note: *It is only possible to enter a maximum of 24 hours per [booking](#): see above for details.*

Quantity

Total

Enter a total quantity for the [operation](#), including the scrap and held quantities that you enter in the Scrap and Held fields.

[Style](#) calculates the good quantity as Total - (Scrap + Held).

If you are using [WIP](#) lot tracking, enter a quantity that is less than or equal to the quantity reported at the prior [count point operation](#) for the lot number you enter in the Lot Number field.

If the total quantity this session and the quantities booked to-date equal the planned quantity, System21 prompts with [Operation](#) Complete. Press Enter to continue.

T. Type

Enter the transaction reference type.

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

Scrap

Enter the quantity scrapped at this [operation](#). System21 assumes that the full quantity of materials, [labour](#) and [machine time](#) required to make an equivalent good quantity is also consumed in the production of scrap.

Reason

Enter a scrap reason code. The default is taken from the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Held

Enter the quantity held at this [operation](#). Quantities can be held, for example, for re-work or quality inspection.

If a re-work [operation](#) is being booked, a held quantity equal to that re-worked can be recorded in [WIP inventory](#) at the [WIP location](#) where the re-work is being actioned. This does not apply to

re-work associated with extra time at an [operation](#). Held quantities are subsequently reduced when the re-work is booked good.

To make held inventory subsequently [available](#), you must use the Release Inventory task. Alternatively, held inventory can be scrapped using the Scrap Held Inventory task.

Reason

Enter a held reason code. The default code is taken from the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Op Complete

This is automatically displayed following entry of a quantity good that causes [WIP inventory](#) to equal planned [operation](#) quantity. This flag indicates whether or not any further [bookings](#) are expected at the [operation](#).

Use this checkbox as follows:

Unchecked - If the [operation](#) is not complete

Further [booking](#) is expected.

Checked - If the [operation](#) is complete

No further [booking](#) is expected. The total booked can be less than or greater than planned.

For a completed [operation](#), if the following two conditions are met, the quantity completed is marked as over or short as appropriate:

- The operation is marked as one that requires production order adjustments. This is achieved by setting the Operation Type for this operation to **8** on the Additional Operation Values pop-up in the Style Production Definition Management application.
- The quantity completed falls outside the complete tolerances given in the CTOL parameter. The calculation assumes that any quantity held will be released and therefore included in the new production order quantity. To find out more about the CTOL parameter, refer to the Style Production Definition Management product guide.

Marking the quantity as over or short has the effect of re-calculating durations, [allocations](#), reservations, material requirements and [machine loading](#).

This can be done on both planned and unplanned complete short or over [operations](#).

Order Complete

This is automatically displayed if the last [operation](#) books a good quantity that causes [WIP inventory](#) to equal planned output quantity. This flag indicates whether or not any further [bookings](#) against the order are expected.

Use this checkbox as follows:

Unchecked - If the order is not complete

Further [booking](#) is expected.

Checked - If the order is complete

No further [booking](#) is expected. The total booked can be less than or greater than planned. If the product is [FIFO costed](#), [Style](#) produces a [Cost Variance](#) report, detailing any material [usage variances](#). This report shows:

- Planned order and receipt quantities for the style and its outputs
- Planned, issued and recovered quantities for each material
- Material costs for the quantities above with issued versus recovered cost variance

Note: *You can close or re-open an order via the Order Completion task.*

Functions

Team Details (F13)

Use this to display the Team Details pop-up, from which you can change team member details and [labour time](#) allocation between individuals.

Materials (F14)

Use this to display the Material Details pop-up, from which you can specify [backflushed](#) materials.

Receipt Details (F16)

Use this to display the Inventory Receipts pop-up, on which you can specify finished product [variants](#).

Note: *This function only applies to the last [operation](#) of an order that has multiple [variants](#).*

Scrap (F17)

Use this to display the Scrap [WIP](#) Details pop-up, on which you can specify detailed scrap references and reason codes for scrapped items.

Hold (F18)

Use this to display the Held [WIP](#) Details pop-up, on which you can specify detailed held references and reason codes for held items. This pop-up is only displayed when the Held Reference Tracking flag on the [organisational model](#) is **checked**.

Booking Details (F19)

Use this to display the [Booking](#) Details Summary pop-up.

Press Enter to display the Product Distribution Total pop-up.

Team Details Pop-up

To display this pop-up, select **Team Details (F13)** on the Production Order Booking Detail window.

Use this pop-up to indicate the following:

- Team members working for different lengths of time
- Team members not working on this operation for this booking session

- An operator who does not usually work in the team, but has been drafted in for a duration during this booking session

The pop-up lists the [labour](#) hours allocated to each member of the team; this is equal to the elapsed time or time in, time out entered.

Fields

Operator

Enter the operator code you want to add to the team.

Time In

Enter the time in.

Time Out

Enter the time out.

Elapsed

Enter the time elapsed.

Options

Delete

Use this to delete an operator from the team.

Press Enter to accept the details and update the team.

Material Details Pop-up

To display this pop-up, **select Materials (F14)** on the Production Order Booking Detail window.

Use this pop-up to:

- Override the operation sequence, quantity and issuing stockroom and standard material requirements
- Record additional, unexpected material usage
- Record set-up and indirect overhead material usage

This pop-up displays:

- Materials that are to be backflushed at this operation as a consequence of booking
- Materials that have been transferred to floor stock and require formal issue at this point
- Standard quantities required, as determined by the production route

Note: *If you do not make amendments via this pop-up, [Style backflushes](#) standard material requirements automatically.*

The pop-up highlights any [key material](#) requirement. If the [key material](#) has not been transferred to the [floor stock](#), [booking](#) is not permitted.

Any [booking](#) to a non-standard [machine](#) (that is, not the [machine](#) defined on the [route](#)) only prompts for materials [available](#) in [floor stock](#) for the [floor stock location](#) assigned to the non-standard [machine](#). To book to a non-standard [machine](#), either issue new material to the relevant [floor stock location](#) or transfer material from the standard [floor stock location](#).

Note: *Materials that have been formally issued to the order are not displayed.*

Fields

Add/Amend

Material (Untitled)

Enter the material code. The item does not have to be a [backflushed](#) material. If you are making an amendment, the material is displayed but you can change it.

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

Sequence (Untitled)

Enter the [operation](#) sequence. The sequence number must be either the current [operation](#) or an [operation](#) subsequent to the previous [count point operation](#). Do not enter a future [operation](#). If you are making an amendment, the [operation](#) sequence is displayed but you can change it.

Quantity (Untitled)

Enter the quantity issued. If you are making an amendment, the quantity is displayed but you can change it.

Stockroom

Enter the issuing [stockroom](#).

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

Reason

Enter a reason code identifying one of the following:

- Why the additional unplanned material has been issued
- Why changes have been made to the standard backflush requirements

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Options

Select Lots

Use this to select lots.

If you are using [WIP](#) lot tracking, the lot number you select is the lot number against which you must make all subsequent [bookings](#) until order completion.

Amend

Use this to make amendments to the material, [operation](#) sequence and/or quantity.

The details are displayed in the fields at the bottom of the window ready for amendment.

Press Enter to accept and save the details.

Inventory Receipts Pop-up

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

Note: *If the planned [receiving stockroom](#) is [warehouse](#)-controlled, this pop-up is displayed automatically.*

Use this pop-up to select the [style](#) for which you want to amend the [operation variant spread](#), where the spread differs from that expected by reason of the [production order](#) details.

Fields

Production Order

This field displays the [production order](#) number.

Colour

This field displays the [colour](#).

Size

This field displays the size.

Fit

This field displays the fit.

Quantity

This field displays the quantity.

Stockroom

This field displays the [stockroom](#) code.

Grade

This field displays the grade code.

Graded Item

This field displays the graded item code.

Options

Select

Use this to display the Add/Amend Receipt pop-up, allowing you to override receipt details.

Functions

Unplanned Receipt (F14)

Use this to display the Add/Amend Receipt pop-up, on which you can enter details of unplanned, unexpected receipts.

Select **Confirm (F8)** to accept and save the details.

Add/Amend Receipt Pop-up

To display this pop-up, select **Unplanned Receipt (F14)** on the Inventory Receipts pop-up.

Use this pop-up to:

- Enter unplanned variants produced at an operation

You must enter a reason code and a product code.

- Record the receipt of planned variants into stockrooms other than the default

Initially, this pop-up displays the default, standard details.

You can access this pop-up only when [booking](#) work against the final [operation](#) on a [production order](#).

Note: Use this pop-up to receive [variants](#) into a [stockroom](#) that is not the default, as defined on the production [route](#). For example, seconds (sub-standard) [variants](#) may have been produced and then stocked in different [stockrooms](#) (whether physical or logical).

Fields

Item

Enter the [style](#) code for the finished [style](#) that you are receiving into stock.

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

If you are amending a receipt, this field is for display only, showing the inventory item listed on the select down to [SKU](#) level.

Quantity

This field displays the quantity that you entered on Production Order Booking Detail window. If necessary, you can amend this value to reflect the actual quantity produced. You can increase or decrease this quantity to any positive value.

Stockroom

This field displays the default [receiving stockroom](#) for the finished [style](#). You can amend this [stockroom](#) to a [warehouse](#) or [Style](#) Inventory [stockroom](#).

If you enter a [warehouse](#)-controlled [stockroom](#) in this field, the Warehouse Details pop-up is displayed automatically, so that you can enter a [pack type](#) for each [style variant](#).

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

Lot

If the item is lot-controlled, you must enter a lot number. The default is the production lot.

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

Reason

This field is only [available](#) if you are entering an [unplanned receipt](#), and entry is mandatory.

You can use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Grade Code

This field displays the grade code, but you can change it.

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

Narrative

This field defaults to the [production order](#) and [operation](#) sequence number. This field allows for specific narrative to be associated with this item in inventory. The default narrative is one of the following:

- The WIP lot number for the style/operation booking
- A combination of the production order number and operation sequence number for non-lot-controlled styles

If you do not enter a receipt, [Style](#) uses the relevant default.

Tran Type

If you are using [WIP](#) lot tracking this field is mandatory, as [Style](#) needs to be able to track according to location and [usage](#). [Transaction types](#) are used for inventory analysis and do not effect any changes to the database.

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

Press Enter to save the information and return to the Inventory Receipts pop-up.

Warehouse Details Pop-up

To display this pop-up, select a [warehouse](#)-controlled [stockroom](#) in the [Stockroom](#) field on the Add/Amend Receipt pop-up.

Use this pop-up to enter a [pack type](#) for each [style variant](#).

Fields**Pack Type**

Enter a [pack type](#), such as a box or pallet.

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

Scrap WIP Details Pop-up

To display this pop-up, select **Scrap (F17)** on the Production Order Booking Detail window.

Use this pop-up to enter details of the reasons for scrapping items.

Fields

Reference

Enter a reference (using up to 15 alphanumeric characters) in upper case.

Quantity

Enter the scrap quantity.

Reason

Enter the scrap reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Options

Full Product

Use this to display the matrix, where you can distribute scrap quantity down to [SKU](#) level.

Press Enter to accept and save the information.

Held WIP Details Pop-up

To display this pop-up, select **Held (F18)** on the Production Order Booking Detail window.

Use this pop-up to enter the reasons for holding the selected items.

Note: This pop-up is displayed automatically if the [Held Inventory Tracking](#) flag in the [organisational model](#) is checked.

Fields

Reference

Enter a reference (using up to 15 alphanumeric characters) in upper case.

Quantity

Enter the held quantities.

Reason

Enter the scrap reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Options

Full Product

Use this to display the matrix, where you can enter quantities down to [SKU](#) level.

Press Enter to accept and save the information.

Product Distribution Total Pop-up

To display this pop-up, press Enter on the Production Order Booking Detail window.

Use this pop-up to enter a quantity for each [SKU](#).

Fields

Variant Quantity (Untitled)

Enter the quantity for each [SKU](#).

Functions

Change Matrix (F10)

Use this to change the size of the matrix display.

There are two display modes for the matrix: **10** sizes with inputs up to **99999**, **15** sizes with inputs up to **999**. Use this to change the display from the default to the alternative display.

Press Enter to display the Booking Details pop-up.

Booking Details Pop-up

To display this pop-up, press Enter on the Product Distribution Total pop-up and then select **Booking Details (F19)**.

Use this pop-up to:

- Review bookings made during the current session
- Modify incorrect booking details before updating the database

This pop-up displays summary information of all [bookings](#) made during the current session. The pop-up is displayed after your first [booking](#) and remains on display for the rest of the session.

Reversal [bookings](#) are displayed in reverse. (For more information, refer to the Rev Ind field description in the Production Order Booking Detail Window section.)

As you complete each production [booking](#), [Style](#) adds the [booking](#) details to this pop-up. At this point, [Style](#) does not update the [production order](#). However, to allow you to make further [bookings](#), [Style](#) removes the [booking](#) details you entered on Production Order Booking Detail window.

Fields

Prd Order

This field displays the [production order](#) number.

Opsq

This field displays the [operation](#) sequence.

Quantity

This field displays the quantity.

Act.

This field displays the action.

Options**Amend**

[Style](#) writes *AMEND on the [booking](#) line and displays the original transaction in Production Order Booking Detail window. You can amend any details relating to the transaction.

Delete

[Style](#) writes *DELETE on the [booking](#) line and discards the [booking](#).

Select **Update (F8)** to save the information.

Operator Booking [3/P4T]

Use this task to record times and quantities against one or more [operations](#) on a single [production order](#). This saves you having to re-input the order heading details for every [operation](#).

You can also un-book previously booked work if mistakes or errors have been made in an earlier [booking](#) session.

The completion and validation of fields is the same as that for [Production Order Booking](#); the task varies only in the header details prompted.

Before using this task:

- You must set up all base input data referring to machines, departments, operations, teams and so on.
- If you require scrap and held references, you must define valid reason codes in the Style Inventory Descriptions file, under major type MOVR.

Activity Types

The activity type you select determines the range of fields prompted and whether these fields are optional or compulsory. For this reason, it is not possible to state against every field whether or not it is a mandatory requirement to complete it. [Activity types](#) are defined via the Maintain Activity Control File task.

In addition to the activity type definition, the format of, interpretation of and use of details is further qualified by flag settings in the [company profile](#), [organisational model](#) and [route](#) against which the order is being progressed.

Operator Booking Selection Window

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

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

Fields

Date

Enter or select the date. The default is the current date.

Shift

Enter the shift number. This provides a more precise time frame for recording [booking](#) if a start and finish time are not entered (that is, elapsed time only is recorded). For example, if the [booking](#) has an elapsed time of **3** hours, this could be linked to shift **2**, which runs from **16:00** to **24:00**. If a value is entered, this should be a shift number on the shift profile in force on the [booking](#) date at the [machine](#) at which the [booking](#) is made.

Shift numbers can be used as a selection parameter on performance reports.

Machine

Enter a [machine](#).

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

A [machine](#) or [department](#) (or both) must be recorded against each [booking](#).

If a [machine](#) is not entered, but a [department](#) is, [booking](#) details assume the standard [machine](#) defined for the [operation](#) on the production [route](#). The [machine](#) would usually be the [machine](#) assigned to the [operation](#) on the production [route](#).

If a non-standard (that is, not the [machine](#) on the [route](#)) [machine](#) is entered, any [WIP inventory](#) resulting from the [booking](#) is allocated to the [WIP location](#) associated with the nominated [machine](#); which may differ from that on the production [route](#).

If the [WIP location](#) differs, a pop-up is displayed stating: "Reported [WIP location](#) is not the standard for this [operation](#). Continuation must be manually confirmed".

If the [operation booking](#) involves [utilisation](#) of [floor stock](#) items, any non-standard [machine](#) must be associated with the same [floor stock location](#) in order to issue materials. If it is not, a materials transfer must be actioned to the new location.

Dept

[Departments](#) are an analysis tool and do not effect any constraints over [WIP inventory booking](#). For each [booking](#), a [machine](#) or [department](#) must be entered.

If a [machine](#) is entered, but not a [department](#), the [machine's](#) default [department](#) is used.

If a [department](#) is entered, but not a [machine](#), the [operation's](#) default [machine](#) is used.

If a [department](#) is not entered, but the operator has been assigned a [department](#) via the Operators task, this is used.

[Departments](#) are user-defined and entered via the [Departments](#) task. They are also held in the [Parameter file](#), under major type DEPT.

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

Order

Enter the order number against which the [booking](#) is to be made. The order must be at a status of Released or Active.

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

Op N

Enter the [operation](#) to which the time or quantity (or both) relates.

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

The [machine](#) and [operation](#) relationship determines the [WIP location](#) used to ascertain and maintain [WIP inventory balances](#). This is usually that defined on the [route](#), but as work can be reported at non-standard [machines](#), [WIP inventory](#) can be recorded as being held at different [WIP locations](#) for the same order.

For successful [backflushing](#) of [WIP inventory](#), it is essential that all inventory relating to an order be recorded as existing in the standard [WIP location](#). This is achieved by always [booking](#) at the standard [machine](#); [booking](#) against a different [machine](#) with the same [WIP location](#); or transferring [WIP inventory](#) from the non-standard to standard [WIP locations](#).

To book [WIP inventory](#), the Reporting Type flag on the [route operation](#) must be set to **0** or **1** ([Count Points](#)). By making a [booking](#), you:

- Update WIP inventory balances at the booking operation
- Backflush all operations back to but excluding the previous count point operation

If the Reporting Type flag is set to **2** or **3** ([Backflushed](#)), operator, team and [machine time](#), and [operation](#) re-work activity can be booked, together with scrap and held details.

If the [operation](#) is subcontracted, no [booking](#) can be made against it; in this circumstance, the facility is effectively replaced by the Progress at Subcontractor or Receive from Subcontractor task.

If the [operation](#) is the last [operation](#) on the [route](#), it must be a [count point](#).

Lot Number

Enter a lot number relating to the [WIP](#) being booked. This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked**.

Alternatively, use the prompt facility to select from the Scan Lot Number pop-up.

If [WIP](#) lot tracking is not used, a number need not be entered, even for lot-controlled items at this point. However, one must be entered when the item is received into inventory.

If the [Key Operation](#) flag on the [operation](#) is set to **4** (Prompt for Entry of Lot Number), you must change the lot reference at this point.

This can be used, for example, if you want to track inventory produced using a particular dye lot.

If a [key material](#) is input to an [operation](#), the lot number should be left blank, as the required lot number is inserted when you select the [key material](#) lot from the [floor stock](#). This occurs irrespective of the [WIP](#) Lot Tracking field setting.

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

Press Enter to display the Operator Booking Detail window.

Operator Booking Detail Window

To display this window, press Enter on the Operator Booking Selection window.

Use this window to book production details for an operator.

Fields

Header Details

Date

This field displays the selected date, but you can change it.

Shift

This field displays the selected shift, but you can change it.

Machine Type

This field displays the selected [machine](#) type, but you can change it.

Dept

This field displays the selected [department](#), but you can change it.

Order

This field displays the selected order, but you can change it.

Operation

This field displays the selected [operation](#), but you can change it.

Lot Number

This field displays the selected lot number, but you can change it.

Activity

Enter the activity.

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

The activity type defines what type of information can be entered; which fields are mandatory, optional or excluded.

In addition, it defines how the [booking](#) effects updates to the main database.

[Activity types](#) are defined via the Maintain Activity Control File task, which also determines the default type displayed automatically, and the sequence in which alternative types are displayed when prompted.

Reversal Indicator (Rev Ind)

Use this checkbox as follows:

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

Checked - For all quantities booked to be un-booked and all times entered to result in a reduction of time spent at this [operation](#)

In this case, when the details are transferred to the Booking Details Summary pop-up, the associated order number is displayed in reverse.

Operator

Enter an operator code identifying the person who performed the work. If this field is left blank, a team code must be entered.

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

Team

Enter a team code identifying the people who performed the work. Operator and team codes are mutually exclusive.

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

Grade

Enter the grade code.

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

Transfer Stockroom (T/sr)

Enter a valid [stockroom](#) for the [style](#). This can only be entered on the final [operation](#) of the [production order](#).

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

A value can be entered in this field on the first [booking](#) of a session; after this it cannot be changed until **Update (F8)** is selected. (This is to ensure that all [bookings](#) within a session have the same destination [stockroom](#).)

Reversals are not permitted when a transfer [stockroom](#) has been entered.

A unique document reference number (Transfer Number) is assigned to each [booking](#) transfer session (that is, a new number is assigned when **Update (F8)** is selected to process entered [bookings](#)).

Update (F8) prints a list of transfers. The report contains:

- Transfer number
- Receiving stockroom
- Production order
- Item code and description
- Sending stockroom
- Quantity and unit of measure

Variant-Colour

Enter the [colour variant](#) for the [style](#).

Size/Fit

Enter the size/fit combination for the [style](#).

Booking Details

Oper Elapsed

Enter the time spent by an operator or a team.

Note: *It is only possible to specify a maximum of 24 hours per [booking](#); and the time entered is synonymous with [labour time](#) when producing [costings](#).*

The format used to enter times is dependent on two flag settings on the [organisational model](#):

If the [Time Reporting Policy](#) flag is set to **0** (Elapsed Time Entered), you must enter the time spent. This field is further qualified by the [Time Booking Policy](#) flag, which determines whether time should be booked in decimal hours (for example, 1 hour **30** minutes equates to **1.50**) or hours and minutes (for example, 1 hour **30** minutes equates to **1.30**).

If the [Time Reporting Policy](#) flag is set to **1** (Time In, Time Out) a start and finish time must be entered in 24-hour format. System21 calculates the resultant time spent.

Time spent is allocated to the operator, if specified; alternatively to each member of the team.

Mach Elapsed

Enter the [machine usage](#) time.

This can be more or less than the operator (team) time.

Note: *It is only possible to enter a maximum of 24 hours per [booking](#).*

Quantity

Total

Enter a total quantity for the [operation](#), including the scrap and held quantities that you enter in the Scrap and Held fields.

[Style](#) calculates the Good quantity as Total - (Scrap + Held).

If you are using [WIP](#) lot tracking, enter a quantity that is less than or equal to the quantity reported at the prior [count point operation](#) for the lot number you enter in the Lot Number field.

If the reported quantity this session and the quantities booked to-date equal the planned quantity, a message is displayed: "[Operation](#) complete: press Enter to continue".

T. Type

Enter the [transaction type](#).

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

Scrap

Enter the quantity scrapped at this [operation](#).

Reason

Enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Held

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

Reason

Enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Op Complete

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

In this case, the total booked can be less than or greater than planned.

For a completed [operation](#), if the following two conditions are met, the quantity completed is marked as over or short as appropriate.

- The operation is marked as one that requires production order adjustments. This is achieved by setting the Operation Type for this operation to **8** on the Additional Operation Values pop-up in the Style Production Definition Management application.
- The quantity completed falls outside the complete tolerances given in the CTOL parameter. The calculation assumes that any quantity held will be released and therefore included in the new production order quantity. To find out more about the CTOL parameter, refer to the Style Production Definition Management product guide.

Marking the quantity as over or short has the effect of re-calculating durations, [allocations](#), reservations, material requirements and [machine loading](#).

This can be done on both planned and unplanned complete short/over [operations](#).

Order Complete

This field is automatically displayed if the last [operation](#) books a good quantity that causes [WIP inventory](#) to equal planned output quantity. This flag indicates whether or not any further [bookings](#) against the order are expected.

Use this checkbox as follows:

Unchecked - If the order is not complete and further [booking](#) is expected

Ch - If the order is complete and no further [booking](#) is expected

The total booked can be less than or greater than planned. If the product is [FIFO costed](#), [Style](#) produces a [Cost Variance](#) report, detailing any material [usage variances](#). This report shows:

- Planned order and receipt quantities for the style and its outputs
- Planned, issued and recovered quantities for each material
- Material costs for the quantities above, with issued versus recovered cost variance

Functions**Team Details (F13)**

Use this to display the Team Details pop-up.

Materials (F14)

Use this to display the Material Details pop-up.

Receipt Details (F16)

Use this to display the Inventory Receipts pop-up.

Scrap (F17)

Use this to display the Scrap WIP Details pop-up.

Held (F18)

Use this to display the Held WIP Details pop-up.

Booking Details (F19)

Use this to display the Booking Details Summary pop-up.

Press Enter to display the Product Distribution Total pop-up.

Timesheet Bookings

To make a timesheet [booking](#), use one of the following tasks:

- Manual Timesheet Booking
- Use this task to make bookings for an operator, or a team, from a timesheet on which there is a single elapsed time for a series of activities.

- Bundle Timesheet Booking
- Use this task if you want to book bundles rather than book against one particular production order number.

Manual Timesheet Booking [4/P4T]

Use this task to book time for an operator or team from a timesheet, on which there is a single elapsed time for a series of activities. For performance analysis, [Style](#) spreads this time pro-rata across all the activities carried out during the timeframe that the timesheet covers.

The completion and validation of fields is the same as that for [Production Order Booking](#).

Completing an Operation Over or Short

You can use this to complete an [operation](#) where the total quantity booked over all transactions is either over or short. It is assumed that any held quantity will be released and is therefore included in the new [planned production order](#) quantity.

For example:

Planned quantity: **100**

Operation: Complete: **60**

Operation: Held: **+20**

New PO planned quantity: **80**

Re-work activities are ignored.

When an [operation](#) is completed over or short and the quantity adjustment conditions are met, [Style](#) automatically updates [planned production order](#) quantities and re-calculates durations and work station [loadings](#). The adjustments take account of:

- Wastage on both material and operations
- Sales order or Contract reservations on production orders
- Raw material allocations on inventory and lot inventory

Note: *You cannot amend the header details once they have been confirmed.*

Timesheet Booking Selection Window

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

Use this window to enter the header details for the timesheet [booking](#).

Fields

Date

Enter or select the date. The default is the current date.

Shift

Enter the shift number.

This provides a more precise time frame for recording [booking](#) if you do not enter a start and finish time (that is, elapsed time only is recorded).

For example, if the [booking](#) has an elapsed time of **3** hours, this could be linked to shift **2**, which runs from **16:00** to **24:00**. If a value is entered, this should be a shift number on the shift profile in force on the [booking](#) date at the [machine](#) at which the [booking](#) is made.

Shift numbers can be used as a selection parameter on performance reports.

Machine Type

A [machine](#) or [department](#) (or both) must be recorded against each [booking](#).

If you enter a [department](#) but not a [machine](#), [booking](#) details use the default [machine](#) for the [operation](#).

If a non-standard (that is, not the [machine](#) on the [route](#)) [machine](#) is entered, any [WIP inventory](#) resulting from the [booking](#) is allocated to the [WIP location](#) associated with the nominated [machine](#); which may differ from that on the production [route](#).

If the [WIP location](#) differs, a pop-up is displayed stating: "Reported [WIP location](#) is not the standard for this [operation](#). Continuation must be manually confirmed".

If the [operation booking](#) involves [utilisation](#) of [floor stock](#) items, any non-standard [machine](#) must be associated with the same [floor stock location](#) in order to issue materials. If it is not, a materials transfer must be actioned to the new location.

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

Dept

Enter a [department](#).

[Departments](#) are an analysis tool and do not effect any constraints over [WIP inventory booking](#). For each [booking](#), you must enter a [machine](#) or [department](#).

If you enter a [machine](#) but not a [department](#), the default [department](#) for the [machine](#) is used.

If you enter a [department](#), but not a [machine](#), the default [machine](#) of the [operation](#) is used.

If you do not enter a [department](#), the operator's default [department](#) is used.

[Departments](#) are user-defined and entered via the [Departments](#) maintenance task in [Style](#) Production Definition Management. They are also held in the [Parameter file](#), under major type DEPT.

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

Operator

Enter an operator. If you leave this field blank, you must enter a team code.

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

Team

Enter a team code identifying the people who performed the work. Operator and team codes are mutually exclusive.

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

Time**Oper Elapsed**

Enter the elapsed time covered by the timesheet if it relates to an operator.

Alternatively, enter the start and finish times in the Time On/Time Off fields.

Mach Elapsed

Enter the elapsed time covered by the timesheet if it relates to a [machine](#).

Alternatively, enter the start and finish times in the Time On/Time Off fields.

Functions**Team Details (F13)**

Use this to display the Team Details pop-up.

Press Enter to display the Timesheet Booking Detail window.

Timesheet Booking Detail Window

To display this window, press Enter on the Timesheet Booking Selection window.

Use this window to enter timesheet [booking](#) details.

Fields**Header Details****Date**

This field displays the selected date.

Shift

This field displays the selected shift.

Machine Type

This field displays the selected [machine](#) type.

Dept

This field displays the selected [department](#).

Operator

This field displays the selected operator.

Team

This field displays the selected team.

Activity

Enter the activity.

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

The activity type defines what type of information can be entered; which fields are mandatory, optional or excluded.

In addition, it defines how the [booking](#) effects updates to the main database.

[Activity types](#) are defined via the Maintain Activity Control File task, which also determines the default type displayed automatically, and the sequence in which alternative types are displayed when prompted.

Rev Ind

Use this checkbox as follows:

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

Checked - If all quantities booked are un-booked and all times entered result in a reduction of time spent at this [operation](#)

In this case, when transferred to the [Booking](#) Details Summary pop-up, the associated order number is displayed in reverse.

Prod Order

Enter the [production order](#) number against which the [booking](#) is to be made. The order must be at a status of Released or Active.

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

Grade

Enter the grade code for the item.

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

Operation

Enter the [operation](#) to which the time or quantity (or both) relates.

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

The [machine](#) and [operation](#) relationship determines the [WIP location](#) used to ascertain and maintain [WIP inventory balances](#). This is usually that defined on the [route](#), but as work can be reported at non-standard [machines](#), [WIP inventory](#) can be recorded as being held at different [WIP locations](#) for the same order.

For successful [backflushing](#) of [WIP inventory](#), it is essential that all inventory relating to an order be recorded as existing in the standard [WIP location](#). This is achieved by always [booking](#) at the standard [machine](#); [booking](#) against a different [machine](#) with the same [WIP location](#); or transferring [WIP inventory](#) from the non-standard to standard [WIP locations](#).

To book [WIP inventory](#), the Reporting Type flag on the [route operation](#) must be set to **0** or **1** ([Count Points](#)).

By making a [booking](#), you:

- Update WIP inventory balances at the booking operation
- Backflush all operations back to but excluding the previous count point operation

If the Reporting Type flag is set to **2** or **3** ([Backflushed](#)), operator, team and [machine time](#), and [operation](#) re-work activity can be booked; together with scrap and held details.

If the [operation](#) is subcontracted, no [booking](#) can be made against it; in this circumstance, the facility is effectively replaced by the Progress at Subcontractor task or the Receive from Subcontractor task.

If the [operation](#) is the last [operation](#) on the [route](#), it must be a [count point](#).

Transfer Stockroom (T/sr)

Enter a valid [stockroom](#) for the [style](#). This can only be entered on the final [operation](#) of the [production order](#).

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

A value can be entered in this field on the first [booking](#) of a session; after this it cannot be changed until **Update (F8)** is selected. (This is to ensure that all [bookings](#) within a session have the same destination [stockroom](#).)

Reversals are not permitted when a transfer [stockroom](#) has been entered.

A unique document reference number (Transfer Number) is assigned to each [booking](#) transfer session (that is, a new number is assigned when **Update (F8)** is selected to process entered [bookings](#)).

Update (F8) prints a list of transfers. The report contains:

- Transfer number
- Receiving stockroom
- Production order
- Item code and description
- Sending stockroom
- Quantity and unit of measure

Lot Number

Enter a lot number relating to the [WIP](#) being booked. This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked**.

Alternatively, use the prompt facility to select from the Scan Lot Number pop-up.

If the [Key Operation](#) flag on the [operation](#) is set to **4** (Prompt for Entry of Lot Number), you can change the lot reference at this point. This can be used, for example, if you want to track inventory produced using a particular dye lot.

If a [key material](#) is input to an [operation](#), the lot number should be left blank, as the required lot number is inserted when you select the [key material](#) lot from the [floor stock](#). This occurs irrespective of the [WIP](#) Lot Tracking field setting.

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

Variant-Colour

Enter the [colour variant](#) for the [style](#).

Size/Fit

Enter the size/fit combination for the [style](#).

Booking Details

Oper Elapsed

Enter the off-standard or [down time](#) spent by an operator or a team. Any actual time for on-standard production work is automatically calculated for the timesheet.

Note: You can specify a maximum of 24 hours per [booking](#); and the time entered is synonymous with [labour time](#) when producing [costings](#).

The format used to enter times is dependent on two flag settings on the [organisational model](#):

If the [Time Reporting Policy](#) flag is set to **0** (Elapsed Time Entered), you must enter the time spent.

This field is further qualified by the [Time Booking Policy](#) flag that determines whether time should be booked in decimal hours (for example, **1.50** means **1** hour **30** minutes) or hours and minutes (for example, **1.30** means **1** hour **30** minutes) It is essential that you understand which policy is in [operation](#) before [booking](#) time.

If the [Time Reporting Policy](#) flag is set to **1** (Time In, Time Out) a start and finish time must be entered in 24-hour clock format. The resultant time spent is calculated.

Time spent is allocated to the operator if specified, or alternatively to each member of the team.

Mach Elapsed

Enter the off-standard or [down time machine time](#). Any actual time for standard production work is automatically calculated for the timesheet. This can be more or less than the operator (team) time.

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

Quantity

Total

Enter a total quantity for the [operation](#), including the scrap and held quantities that you enter in the Scrap and Held fields.

[Style](#) calculates the Good quantity as Total - (Scrap + Held).

If you are using [WIP](#) lot tracking, enter a quantity that is less than or equal to the quantity reported at the prior [count point operation](#) for the lot number you enter in the Lot Number field.

If the reported quantity this session and the quantities booked to-date equal the planned quantity, a message is displayed: "[Operation](#) complete: press Enter to continue".

T. Type

Enter the [transaction type](#).

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

Scrap

Enter the quantity scrapped at this [operation](#).

Reason

Enter a reason code. The initial code displayed is that held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Held

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

Reason

Enter a reason code. The initial code displayed is that held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Op Complete

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

In this case, the total booked can be less than or greater than planned.

For a completed [operation](#), if the following two conditions are met, then the quantity completed is marked as over or short as appropriate:

- The operation is marked as one that requires production order adjustments. This is achieved by setting the Operation Type for this operation to **8** on the Additional Operation Values pop-up in the Style Production Definition Management application.
- The quantity completed falls outside the complete tolerances given in the CTOL parameter. The calculation assumes that any quantity held will be released and therefore included in the

new production order quantity. To find out more about the CTOL parameter, refer to the Style Production Definition Management product guide.

Marking the quantity as over or short has the effect of re-calculating durations, [allocations](#), reservations, material requirements and [machine loading](#).

This can be done on both planned and unplanned complete short or over [operations](#).

Order Complete

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 can be less than or greater than planned.

Functions

Materials (F14)

Use this to display the Material Details pop-up.

Receipt Details (F16)

Use this to display the Inventory Receipts pop-up.

Press Enter to display the Product Distribution Total pop-up.

Bundle Timesheet Booking [5/P4T]

Use this task to process timesheet [bookings](#) in bundles rather than [booking](#) against a single [production order](#) number.

By using a bar-code reader attached to a PC, [Style](#) can read the bar-coded stubs from the [bundle tickets](#).

[Style](#) spreads the total actual time across each of the individual activities booked. When analysing operator performance, [Style](#) compares the time booked with the standard times you have [set up](#) for the [operations](#).

Note: *Because the routine is designed specifically for [booking](#) time for an operator or team during a stated timeframe, it is not possible to amend the header details once they have been confirmed.*

Bundle Booking Selection Window

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

Use this window to enter the period covered by the timesheet, together with the [machine](#) and/or [department](#).

Fields

Header Details

Date

Enter or select the date. The default is the current date.

Shift

Enter the shift number.

This provides a more precise time frame for recording [booking](#) if you do not enter a start and finish time (that is, elapsed time only is recorded). For example, if the [booking](#) has an elapsed time of **3** hours, this could be linked to shift **2** that runs from **16:00** to **24:00**. If entered, this should be a shift number on the shift profile in force on the [booking](#) date at the [machine](#) at which the [booking](#) is made.

Shift numbers can be used as a selection parameter on performance reports.

Machine Type

A [machine](#) or [department](#) must (or both) be recorded against each [booking](#).

If you enter a [department](#) but not a [machine](#), [booking](#) details use the default [machine](#) for the [operation](#).

If a non-standard (that is, not the [machine](#) on the [route](#)) [machine](#) is entered, any [WIP inventory](#) resulting from the [booking](#) is allocated to the [WIP location](#) associated with the nominated [machine](#), which may differ from that on the production [route](#).

If the [WIP location](#) differs, a pop-up is displayed stating: "Reported [WIP location](#) is not the standard for this [operation](#). Continuation must be manually confirmed".

If the [operation booking](#) involves [utilisation](#) of [floor stock](#) items, any non-standard [machine](#) must be associated with the same [floor stock location](#) in order to issue materials. If it is not, a materials transfer must be actioned to the new location.

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

Dept

Enter a [department](#).

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

[Departments](#) are an analysis tool and do not effect any constraints over [WIP inventory booking](#). For each [booking](#), a [machine](#) or [department](#) must be entered.

If you enter a [machine](#) but not a [department](#), the default [department](#) for the [machine](#) is used.

If you enter a [department](#) but not a [machine](#), the default [machine](#) of the [operation](#) is used.

If you do not enter a [department](#), the operator's default [department](#) is used.

[Departments](#) are user defined and entered via the [Departments](#) maintenance task. They are also held in the [Parameter file](#), under major type DEPT.

Operator

Enter an operator. If you leave this field blank, you must enter a team code.

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

Team

Enter a team code identifying the people who performed the work. Operator and team codes are mutually exclusive.

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

Time**Oper Elapsed**

Enter the elapsed time covered by the timesheet if it relates to an operator.

Alternatively, enter start and finish times in the Time On/Time Off fields.

Mach Elapsed

Enter the elapsed time covered by the timesheet if it relates to a [machine](#).

Alternatively, enter start and finish times in the Time On/Time Off fields.

Functions**Team Details (F13)**

Use this to display the Team Details pop-up.

Press Enter to display the Bundle Booking Detail window.

Bundle Booking Detail Window

To display this window, press Enter on the Bundle Booking Selection window.

Use this window to enter production [bookings](#) against a bundle timesheet.

Fields**Header Details****Date**

This field displays the selected date.

Shift

This field displays the selected shift.

Machine Type

This field displays the selected [machine](#) type.

Dept

This field displays the selected [department](#).

Operator

This field displays the selected operator.

Team

This field displays the selected team.

Booking Details**Activity**

This field displays the activity.

The activity type defines what type of information can be entered; which fields are mandatory, optional or excluded.

In addition, it defines how the [booking](#) effects updates to the main database.

[Activity types](#) are defined via the Maintain Activity Control File task, which also determines the default type displayed automatically, and the sequence in which alternative types are displayed when prompted.

Reversal Indicator (Rev Ind)

Use this checkbox as follows:

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

Checked - If all quantities booked are un-booked and all times entered result in a reduction of time spent at this [operation](#)

In this case, on the Booking Details Summary pop-up, the associated order number is displayed in reverse.

Bundle

Enter the [bundle ticket](#) against which to book.

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

Operation

Enter the [operation](#) to which the time or quantity (or both) relates.

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

The Bundle/[Operation](#) fields can be entered via a bar-code reader by scanning the bar-coded stub from the [bundle ticket](#). The bar-coded stub is unique and cannot be recorded twice unless the second entry is a reversal.

If the first entry includes a quantity in the Split field, the defaulted quantity is the quantity split away from the bundle on the first [booking](#).

The [machine](#) and [operation](#) relationship determines the [WIP location](#) used to ascertain and maintain [WIP inventory balances](#). This is usually that defined on the [route](#), but as work can be

reported at non-standard [machines](#), [WIP inventory](#) can be recorded as being held at different [WIP locations](#) for the same order.

For successful [backflushing](#) of [WIP inventory](#), it is essential that all inventory relating to an order be recorded as existing in the standard [WIP location](#). This is achieved by always [booking](#) at the standard [machine](#); [booking](#) against a different [machine](#) with the same [WIP location](#); or transferring [WIP inventory](#) from the non-standard to standard [WIP locations](#).

To book [WIP inventory](#), the Reporting Type flag on the [route operation](#) must be set to **0** or **1** ([Count Points](#)). By making a [booking](#), you:

- Update WIP inventory balances at the booking operation
- Backflush all operations back to but excluding the previous count point operation

If the Reporting Type flag is set to **2** or **3** ([Backflushed](#)), operator, team and [machine time](#), and [operation](#) re-work activity can be booked, together with scrap and held details.

If the [operation](#) is subcontracted, no [booking](#) can be made against it; in this circumstance, the facility is effectively replaced by the Progress at Subcontractor task or the Receive from Subcontractor task.

If the [operation](#) is the last [operation](#) on the [route](#), it must be a [count point](#).

Grade

Enter the grade code for the bundle.

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

Lot Number

This system-maintained field displays the lot number, where applicable, from the bundle record.

Time

Oper Elapsed

Enter the off-standard or [down time](#) spent by an operator or a team. Any actual time for on-standard production work is automatically calculated for the timesheet.

Note: You can specify a maximum of 24 hours per [booking](#); and the time entered is synonymous with [labour time](#) when producing [costings](#).

The format used to enter times is dependent on two flag settings on the [organisational model](#):

If the [Time Reporting Policy](#) flag is set to **0** (Elapsed Time Entered), a single entry specifying time spent needs to be entered.

This field is further qualified by the [Time Booking Policy](#) flag, which determines whether time should be booked in decimal hours (**1.50** means **1** hour **30** minutes), or hours and minutes (**1.30** means **1** hour **30** minutes). It is essential that you understand which policy is in [operation](#) before [booking](#) time.

If the [Time Reporting Policy](#) flag is set to **1** (Time In, Time Out) you must enter a start and finish time in **24** hour clock format. The resultant time spent is automatically calculated.

Time spent is allocated to the operator if specified, or alternatively to each member of the team.

Mach Elapsed

Enter the off-standard or [down time machine time](#). Any actual time for standard production work is automatically calculated for the timesheet. This can be more or less than the operator (team) time.

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

Quantity

Total

Enter a total quantity for the bundle, including the scrap and split quantities that you enter in the Scrap and Split fields.

[Style](#) calculates the Good quantity as Total - (Scrap + Split).

If you are making a second or subsequent [booking](#) for the same bundle, the Total + Scrap + Split quantities that you enter must equal the quantity entered in the Split field in the previous [booking](#).

If the reported quantity this session and the quantities booked to-date equal the planned quantity, the message "[Operation](#) complete, press Enter to continue" is displayed.

Scrap

Enter the quantity scrapped at this [operation](#).

Reason

Enter a scrap reason code. The initial code displayed is that held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Split

Enter the quantity of the bundle or [operation](#) that has not been worked on by the operator or team. This quantity is then [available](#) to be booked by another operator or team. You can split a bundle or [operation](#) over many operators or teams.

Held

This indicator determines whether the bundle is held back, for example, for re-work or quality inspection. You can hold a whole bundle, but not part of a bundle.

Use this checkbox as follows:

Unchecked - If the bundle is not held

Checked - To mark the bundle as held at this [operation](#)

Subsequently, to make held inventory [available](#), use the Release Inventory task. Alternatively, to scrap the held inventory, use the Scrap Held Inventory task.

This field is mandatory if the [Held Inventory Tracking](#) flag on the [organisational model](#) is **checked**.

Reason

Enter a held reason code. The initial code displayed is that held on the [organisational model](#).

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Functions**Team Details (F13)**

Use this to display the Team Details pop-up.

Materials (F14)

Use this to display the Material Details pop-up.

Bundle Maintenance (F15)

Use this to display the Bundle Maintenance pop-up.

Receipt Details (F16)

Use this to display the Inventory Receipts pop-up.

Scrap (F17)

Use this to display the Scrap WIP Details pop-up.

Held (F18)

Use this to display the Held WIP Details pop-up.

Booking Details (F19)

Use this to display the Booking Details Summary pop-up.

Press Enter to display the Product Distribution Total pop-up.

Bundle Maintenance Pop-up

To display this pop-up, select **Bundle Maintenance (F15)** on the Bundle Booking Detail window.

Use this pop-up to maintain a selected bundle.

Fields**Bundle**

This field displays the selected bundle number.

Order

This field displays the selected order number.

Style

This field displays the [style](#).

Good Quantity

This field displays the current good quantity.

Scrapped Quantity

This field displays the current scrapped quantity.

Held Quantity

This field displays the current held quantity.

Receiving Stockroom

Enter the [receiving stockroom](#).

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

Colour

This field displays the existing [colour](#).

Enter the new [colour](#) for the bundle. This must be a valid [colour](#) for the [production order](#).

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

Size

This field displays the existing size.

Enter the new size for the bundle. This must be a valid size for the [production order](#).

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

Select **Update (F8)** to save the details and return to the Bundle Booking Detail window.

Subcontractor WIP Shipper [6/P4T]

Use this task to:

- Ship WIP to subcontractors
- Return unsatisfactory inventory for re-work

Note that when a group of [subcontract operations](#) are defined on an order for a subcontractor, a subcontract re-work transaction can only be booked at the final [subcontract operation](#) in the group. The quantity booked cannot exceed that on hand at the [operation](#).

- Correct errors in previous shipment documentation by processing a reversal
- Accept returned inventory from the subcontractor

The level of validation [triggered](#) by the procedure depends on the setting of the [Shipper Tracking](#) flag on the [organisational model](#), which determines whether shipments and receipts are to be tracked by [shipper number](#) (despatch note) and whether shipping documentation (notes) is produced.

If you are recording the shipment of re-work, which must be actioned from the operation *prior* to that designated subcontracted, the quantity to be shipped must be equal to or less than the quantity defined as Held at the subcontracted operation. Shipping re-work reduces the held quantity at the next operation.

This window is only used to record the shipment of WIP. If materials are being sent with the WIP, they should be recorded via the Issue Materials task *after* using this task.

Subcontractor Shipper/Return Entry Window

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

Use this window to enter the shipper details.

Fields

Shipper Header

Date

Enter or select the date. The default is the current date.

Shift

Enter the shift from which the item(s) is/are to be shipped. This provides a more precise time frame for recording the shipment on the stated date.

WIP Location

Enter the [WIP location](#). A [WIP location](#) can indicate a physical or a logical area of the shop floor, and is defined as being a [stockroom](#).

If you do not enter a [WIP location](#), the [operation's](#) default location is used, after all other prompted details have been validated and you have selected **OK**.

Several [WIP locations](#) can be valid for an [operation](#) if work is booked against non-standard (not [route](#) designated) [machines](#) with different [WIP locations](#).

If [WIP](#) Lot Tracking is in use and the [balance](#) at this location is not compatible with the shipment requested (that is, there is insufficient inventory), an error message is displayed and continuation is prevented.

Subcontractor

Enter the subcontractor to whom the inventory is to be shipped.

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

If you leave this field blank, the subcontractor defined for the [style/route/operation](#) is used.

Shipper Number

Enter a [shipper number](#).

Alternatively, use the prompt facility to select from the Scan Subcontract Shipper pop-up.

When you record receipts from the subcontractor, the relevant [shipper number](#) must be quoted; this is used to validate the receipt against the quantities shipped.

A duplicate number can be entered against a range of items, [operations](#) or orders, if multiple despatches to the same subcontractor are to be recorded on the same shipment and printed on the same document (shipper note).

Ship Via

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

Shipper Details

Order

Enter the [production order](#) number against which the shipment is to 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 if the item(s) is being shipped for the first time.

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

Note: If the item(s) is to be re-worked, the subcontracted [operation](#) should be specified. You cannot review the stock status using **Order Stock Status (F16)** until the [Rework](#) field is checked.

Lot Number

If the item being shipped is lot-controlled, and [WIP](#) Lot Tracking is enabled, enter the lot to be shipped. The number and quantity to be shipped must already have been booked at the [operation](#) prior to shipping.

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

Variant-Colour

Enter the [colour variant](#) code.

Size/Fit

Enter the size and fit code combination.

PO Number

Enter the purchase order number against which the shipment is being made. This is validated against orders in the [Style](#) Purchase Management application. If you leave this field blank, the default purchase order number created during [Order Release](#) is used.

PO Line Number

Enter the purchase order line number. If you leave this field blank, the default purchase order line number created during [Order Release](#) is used.

Quantity

Shipped

Enter the quantity to be shipped.

T. Type

Enter the transaction reference type.

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

Due Date

You can optionally enter or select the date on which completion and return from the subcontractor is expected. The due date is displayed in enquiries and printed on reports.

Reversal

This field can be used to correct an error made in a previous shipment detail, or to book back inventory that was not used by the subcontractor.

Use this checkbox as follows:

Unchecked - If this is a standard shipment

Checked - If the [booking](#) is to be a corrective or returns transaction

Rework

If the inventory is being returned to the subcontractor because it is faulty or does not meet quality standards, but can be re-worked, this should be indicated by 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

In this case, a check is carried out to make sure that there is sufficient held quantity at the receiving [operation](#) to warrant the return. An error message is displayed if there is insufficient to ship.

Functions

Order Stock Status (F16)

Use this to display the [WIP inventory](#) at an item/[operation](#).

Shipper Details (F19)

Use this to amend [booking](#) details.

Select **Update (F8)** to save the information.

Progress at Subcontractor [7/P4T]

Use this task to progress [WIP](#) from [operation](#) to [operation](#) when consecutive subcontracted [operations](#) have been defined on the [route/BOM](#). [WIP inventory](#) is only received from the subcontractor using the Receive from Subcontractor task.

Completing an Operation Short

This task allows you to complete an [operation](#) where the total quantity booked over all transactions is short. It is assumed that any held quantity will be released and is therefore included in the new [planned production order](#) quantity. For example:

Planned quantity: **100**

Operation: Complete: **60**

Operation: Held: **+20**

New PO planned quantity: **80**

Re-work activities are ignored.

When an [operation](#) is completed short and the quantity adjustment conditions are met, [Style](#) automatically updates [planned production order](#) quantities and re-calculates durations and work station [loadings](#). The adjustments take account of:

- Wastage on both material and operations
- Sales order or Contract reservations on production orders
- Raw material allocations on inventory and lot inventory

Note: Subcontracted [operations](#) can only be completed short and not over.

Subcontractor Progress Entry Window

To display this window, select the Progress at Subcontractor task.

Use this window to enter the progress details.

Fields

Progress Header

Date

Enter or select the date on which [WIP inventory](#) is to be progressed. The default is the current date.

Shift

Enter a shift. This provides a more precise time frame for recording the progression on the stated date.

WIP Location

This field displays the [WIP inventory balance](#) that is to be updated when quantities are entered. This is the subcontractor [balance](#) at the [WIP location](#).

Subcontractor

Enter the subcontractor carrying out the [operation](#).

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

Progress Details

Order

Enter the [production order](#) number.

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

Operation

Enter the [operation](#) on which to report.

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

Lot Number

Enter a lot number if [WIP](#) Lot Tracking is required.

Alternatively, use the prompt facility to select from the Scan Lot Number pop-up.

Variant-Colour

Enter the [colour variant](#) code.

Size/Fit

Enter the size and fit code combination.

Note: The [colour/size/fit](#) combination must be a valid output for the [reporting level](#) of the [operation](#) being booked.

Shipper Number

Enter the original [shipper number](#) if [Shipper Tracking](#) is being used.

Alternatively, use the prompt facility to select from the Scan Subcontract Shipper pop-up.

Quantity

Total

Enter the quantity [available](#) for progress to the next [operation](#).

T. Type

Enter the transaction reference type.

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

Scrap

Enter any scrap quantity.

Reason

Enter a scrap reason code, if you entered a scrap quantity.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Reversal

Use this checkbox as follows:

Unchecked - If this is a [standard operation](#), not a reversal

Checked - If the [booking](#) is a corrective or returns transaction

Op Complete

Use this checkbox as follows:

Unchecked - If the [operation](#) is not complete and more quantities can be booked

Checked - If the [operation](#) is complete and all quantities are booked

For a completed [operation](#), if the following two conditions are met, then the quantity completed is marked as short.

- The operation is marked as one that requires production order adjustments. This is achieved by setting the Operation Type for this operation to **8** on the Additional Operation Values pop-up in Style Production Definition Management.
- The quantity completed falls outside the complete tolerance given in the CTOL parameter. The calculation assumes that any quantity held will be released and therefore included in the new production order quantity. To find out more about the CTOL parameter, refer to the Style Production Definition Management product guide.

Marking the quantity as short has the effect of re-calculating durations, [allocations](#), reservations, material requirements and [machine loading](#).

This can be done on both planned and unplanned complete short [operations](#).

Functions**Material Details (F14)**

Use this to display the Material Details pop-up.

Scrap (F17)

Use this to display the Scrap WIP Details pop-up, on which you can specify detailed scrap references and reason codes for scrapped items.

Progress Details (F19)

Use this to amend [booking](#) details.

Select **Update (F8)** to save the information.

Receive From Subcontractor [8/P4T]

Use this task to book in [WIP inventory](#) received from a subcontractor.

Completing an Operation Over or Short

This task allows you to complete an [operation](#) where the total quantity booked over all transactions is either over or short. It is assumed that any held quantity will be released and is therefore included in the new [planned production order](#) quantity. For example:

Planned quantity: **100**

Operation: Complete: **60**

Operation: Held: **+20**

New PO planned quantity: **80**

Re-work activities are ignored.

When an [operation](#) is completed over or short and the quantity adjustment conditions are met, [Style](#) automatically updates [planned production order](#) quantities and re-calculates durations and work station [loadings](#). The adjustments take account of:

- Wastage on both material and operations
- Sales order or Contract reservations on production orders
- Raw material allocations on inventory and lot inventory

Note: The level of validation invoked by the procedure depends on the setting of the [Shipper Tracking](#) flag in the [company profile](#). This determines whether or not receipts are to be tracked by [shipper number](#) so that any receipt must relate to a recorded shipment ([shipper number](#)).

Note: Subcontracted work is received into [operations](#) defined as subcontracted and [WIP inventory balances](#) at that [operation](#) are updated accordingly.

Subcontractor Order Receipts Entry

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

Use this window to enter the receipt information.

Fields

Advice Note Header

Date

Enter or select the date on which [WIP inventory](#) was received. The default is the current date.

Shift

Enter the shift during which the item(s) was received. This provides a more precise time frame for recording the receipt on the stated date. If entered, this should be a shift number on the shift profile in force on the receipt date at the [machine](#) defined at the [subcontract operation](#).

WIP Location

Enter the [WIP location](#). This should be the location defined for the default [machine](#) entered on the production [route](#) for the subcontracted [operation](#), not the prior [operation](#) from which the inventory was originally shipped.

If [WIP Lot Tracking](#) is in use and the receipt quantity is not compatible with the shipment inventory (that is, there is insufficient inventory), an error message is displayed and continuation is prevented.

Subcontractor

Enter the subcontractor from which the inventory has been received.

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

If [Shipper Tracking](#) is effective, the quantity received against a subcontractor/order/[operation/shipper number](#) must be less than or equal to that recorded as shipped. An error message is displayed if a quantity in excess of that recorded as shipped is entered.

If this field is left blank but you enter an order, [operation](#) and [shipper number](#), the system defaults to and accepts the subcontractor entered at shipment time.

Advice Note No

This is a free format field used to record the document number accompanying the received items; this would usually be an [advice note](#) 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 quantity relates.

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

Operation

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

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

Lot Number

Enter the lot number of the original consignment, if the shipment was lot-controlled.

Alternatively, use the prompt facility to select from the Scan Lot Number pop-up.

If the [Key Operation](#) flag on the [operation](#) was set to **3** (Raise a Purchase Order for Subcontracted Work and Prompt for Lot Number), you can change the lot number, irrespective of [WIP Lot Tracking](#). This allows you to track specific lots returned from a subcontractor. The new reference must be used at subsequent [operations](#).

PO Number

Enter the purchase order number against which the work was carried out.

Alternatively, use the prompt facility to select from the Order Header by CON Window pop-up.

PO Line Number

Enter the corresponding line number on the purchase order.

Shipper Number

Enter the number of the shipper.

Alternatively, use the prompt facility to select from the Scan Subcontract Shipper pop-up.

Close

Use this checkbox as follows:

Unchecked - If more receipts are expected

Checked - If no more receipts are to be recorded and details of the shipments can be purged from the database via the Delete [Subcontractor Shipper](#) task

Quantity**Total**

Enter the total quantity of items received in satisfactory status, which are then [available](#) for the next [operation](#). Over-[bookings](#) are allowed; however, a shipment to the subcontractor must have been made before a progress/receipt can be booked.

T. Type

Enter the transaction reference type.

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

Scrap

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

Reason

Enter a reason code to classify why the item was scrapped.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Held

Enter any held quantity. If items are subsequently re-worked, this figure is reduced by the re-work quantity so that on completion it can be received once more.

If the Held [WIP](#) Tracking flag on the [organisational model](#) is **checked**, once a held quantity has been entered, a held details reference must also be entered.

Held quantities can be released by the Release Inventory task. Releasing Held [WIP](#) makes it [available](#) for further [operations](#). Alternatively, Held [WIP](#) can be scrapped via the Scrap Held Inventory task.

Reason

Enter a reason code to classify why the item is being held.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Reversal

Use this checkbox as follows:

Unchecked - If this is a standard receipt

Checked - If the [booking](#) is to be a corrective transaction

Op. Complete

Use this checkbox as follows:

Unchecked - If the [operation](#) is not complete

Checked - If the [operation](#) is complete

This field should be **checked** when all receipts relating to this [operation](#) on this order have been received.

For a completed [operation](#), if the following two conditions are met, the quantity completed is marked as over or short as appropriate.

- The operation is marked as one that requires production order adjustments. This is achieved by setting the Operation Type for this operation to **8** on the Additional Operation Values pop-up in Style Production Definition Management.
- The quantity completed falls outside the complete tolerances given in the CTOL parameter. The calculation assumes that any quantity held will be released and therefore included in the new production order quantity. To find out more about the CTOL parameter, refer to the Style Production Definition Management product guide.

Marking the quantity as over or short has the effect of re-calculating durations, [allocations](#), reservations, material requirements and [machine loading](#).

This can be done on both planned and unplanned complete short or over [operations](#).

Order Complete

Use this checkbox as follows:

Unchecked - If the order is not complete

Checked - If the order is complete

If the subcontracted [operation](#) is the final [operation](#) on the [route](#), the order can be flagged as complete.

Functions

Material Details (F14)

Use this to display the Material Details pop-up.

Receipt Details (F19)

Use this to display the Booking Details Summary pop-up.

Select **Update (F8)** to save the information.

Enquire on Transactions [11/P4T]

Use this task to enquire upon transactions.

You can review transactions entered on a specific date, by a particular user or all users.

Where an [operation](#) has been booked over or short, you can view the new [style](#) and [SKU](#) planned quantities.

However:

- The changed quantities displayed may not be accurate if transactions are being processed at the time the quantity change activity QTYCHG is written. Use the quantities displayed for information only, and not for calculating the new planned quantity.
- The quantities shown do not include any quantity adjustments on the route subsequent to the operation.

Transaction Input Enquiry Selection Window

To display this window, select the Enquire on Transactions task.

Use this window to enter the selection parameters for the enquiry.

Fields**User ID**

Enter the user ID for which you want to view transactions. Leave this field blank to include all users.

Organisational Model

Enter the [organisational model](#).

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

Transaction Range/To

Enter a transaction range. Leave these fields blank to include all transactions.

Machine Range/To

Enter a [machine](#) range. Leave these fields blank to include all [machines](#).

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

WIP Location Range/To

Enter a [WIP location](#) range. Leave these fields blank to include all locations.

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

Reporting Type Range/To

Enter a reporting type range. Leave these fields blank to include all [reporting types](#).

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

Production Order Range/To

Enter a [production order](#) number range. 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.

Activity Type

Enter a specific activity type. Leave this field blank to include all activities.

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

Transaction Date

You must enter or select the transaction date. The default is the current date.

Processing Status

Select one of the following:

Any Status (*) - To include transactions of any status

In Progress (Blank) - To include transactions that are unprocessed

Complete (1) - To include the in progress orders

Unprocessed (2) - To include the complete orders

Press Enter to display the Transaction Input Enquiry Detail window.

Transaction Input Enquiry Detail Window

To display this window, press Enter on the Transaction Input Enquiry Selection window.

This window displays a summary of the selected transactions.

Fields**User**

This field displays the selected user.

Organisation Model

This field displays the selected [organisational model](#).

Transaction Number/To

These fields display the selected transaction range.

WIP Loc/To

These fields display the selected [WIP location](#) range.

Machine/To

These fields display the selected [machine](#) range.

Rpt Typ/To

These fields display the selected reporting type range.

Production Order/To

These fields display the selected range of [production orders](#).

Activity

This field displays the selected activity.

Status

This field displays the selected processing status.

Date

This field displays the selected date.

Table

Activity

This field displays the activity code.

Mach

This field displays the [machine](#).

Item

This field displays the item.

Operator

This field displays the operator.

Time

This field displays the time.

Quantity Good

This field displays the good quantity.

Quantity Scrap

This field displays the scrap quantity.

Quantity Held

This field displays the held quantity.

Status

This field displays the transaction status.

Options**Select**

Use this against a transaction to display the Transaction Input Enquiry Further Detail window.

Select a transaction to display the Transaction Input Enquiry Further Detail window.

Transaction Input Enquiry Further Detail Window

To display this window, select a transaction on the Transaction Input Enquiry Detail window.

This window displays the selected transaction exactly as it was input.

Fields**Transaction****Number**

This field displays the [transaction number](#).

Status

This field displays the transaction status.

User

This field displays the user name.

Activity

This field displays the activity.

Rev Ind

This field displays the reversal indicator.

Reporting Type

This field displays the reporting type.

Entry Date/Time

This field displays the date and time of entry.

Transact Elapsed

This field displays the transaction time elapsed.

Transaction Date

This field displays the transaction date.

Shift

This field displays the shift number.

Operator

This field displays the operator.

Crew

This field displays the crew.

Work Station

This field displays the workstation.

Model

This field displays the [organisational model](#).

Department

This field displays the [department](#) code.

WIP Locn

This field displays the [WIP location](#).

Item

This field displays the item code.

Route

This field displays the [route](#).

Operation

This field displays the [operation](#) number.

Lot Number

This field displays the lot number, if relevant.

Quantity and Time Tab

Oper Elapsed

This field displays the elapsed [operation](#) time.

W/S Elapsed

This field displays the elapsed workstation time.

Good

This field displays the quantity booked as good.

Scrap

This field displays the quantity booked as scrap.

Reason

This field displays the reason for the scrap quantity.

Held

This field displays the held quantity.

Reason

This field displays the reason for the quantity being held.

Production Order Tab**Prod. Order No**

This field displays the [production order](#) number.

Prod. Order Status

This field displays the [production order status](#).

Order Complete

One of the following is displayed:

0 - If the order is not complete

1 - If the order is complete

Workstation Status

This field displays the work station status.

Operation Status

This field displays the [operation](#) status.

Operation Code

This field displays the [operation](#) code.

Grade

This field displays the grade code.

WIP Tab**Inventory Status**

This field displays the inventory status.

Scrap Reference

This field displays the scrap reference.

Held Reference

This field displays the held reference.

Functions

Crew (F13)

Use this to display the Crew Details pop-up.

Components (F14)

Use this to display the Component Details pop-up.

Scrap (F17)

Use this to display the Scrap WIP Details pop-up.

Held (F18)

Use this to display the Held WIP Details pop-up.

Sub-Contract (F19)

Use this to display the Sub Contract Details pop-up.

Outputs (F20)

Use this to display the Outputs pop-up.

Select **Exit (F3)** to leave the enquiry.

Outputs Pop-up

To display this pop-up, select **Outputs (F20)** on the Transaction Input Enquiry Further Detail window.

Use this pop-up to view output and lot details for the selected transaction.

Fields

Output

This field displays the output number.

Quantity

This field displays the quantity.

UOM

This field displays the [unit of measure](#).

ST

This field displays the [stockroom](#).

Lot Number

This field displays the lot number where appropriate.

RS

This field displays the reason code.

Graded Item

This field displays the graded item number.

Narrative

This field displays any narrative attached to the output.

Options**Select**

Use this to display lot details.

Select **Previous (F12)** to return to the Transaction Input Enquiry Further Detail window.

Transaction Audit Report [12/P4T]

Use this task to produce a list of selected transactions. You can view only those transactions that have user input, or that are confirmed.

This task does not display system-generated transactions or system-calculated fields.

Where an [operation](#) has been booked over or short, you can view the new [style](#) and [SKU](#) planned quantities. However:

- The changed quantities displayed may not be accurate if transactions are being processed at the time the quantity change activity QTYCHG is written. Use the quantities displayed for information only, and not for calculating the new planned quantity.
- The quantities shown do not include any quantity adjustments on the route subsequent to the operation.

Transaction Input Audit List Window

To display this window, select the Transaction Audit Report task.

Use this window to enter the selection criteria for the report.

Fields**User ID**

Enter the user ID for which you want to create the report. Leave this field blank to include all users.

Organisational Model

Enter the [organisational model](#).

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

Transaction Range/To

Enter a transaction range. Leave these fields blank to include all transactions.

Machine Range/To

Enter a [machine](#) range. Leave these fields blank to include all [machines](#).

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

WIP Location Range/To

Enter a [WIP location](#) range. Leave these fields blank to include all locations.

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

Reporting Type Range/To

Enter a reporting type range. Leave these fields blank to include all [reporting types](#).

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

Production Order Range/To

Enter a [production order](#) number range. 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.

Activity Type

Enter a specific activity type. Leave this field blank to include all activities.

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

Reference Date

You must enter or select the reference date. The default is the current date.

Processing Status

Select one of the following:

Any Status (*) - To include transactions of any status

Unprocessed (Blank) - To include transactions that are unprocessed

In Progress (1) - To include the in progress orders

Complete (2) - To include the complete orders

Detail Level

You must select one of the following:

1 Line per Transaction (1) - To print one line per transaction

2 Lines per Transaction (2) - To print two lines per transaction

3 Lines per Transaction (3) - To print three lines per transaction

4 Lines per Trans. & All Other Details (4) - To print three lines per transaction and all of the other transaction details

Select **Submit (F8)** to submit the batch job to create the report.

Enquire on Orders [1/P4E]

Use this task to review one or more [production orders](#). You can use the selection parameters to limit the orders that you review.

You can open additional pop-ups to review material issues and [operation bookings](#) details.

Production Order Enquiry Selection Window

To display this window, select the Enquire [on Orders](#) task.

Use this window to enter the selection criteria for the enquiry.

Fields

Order Number

Enter the order number for which you want to run the enquiry.

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

Note: *If you enter an order number, leave the other fields blank and then select **By Order (F14)**.*

Reference

Enter a reference.

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

Note: *If you enter a reference, leave the other fields blank and then select **By Reference (F15)**.*

Style

Enter a [style](#), [style/colour](#) or [SKU](#).

Alternatively, use the prompt facility to select from the [Routes](#) & Items pop-up.

Note: *If you enter a [style](#), leave the other fields blank and then select **By Style (F16)**.*

Orders Due From/To

Enter or select a range of dates for the enquiry.

Include Status

Use the following fields to indicate which orders you want to include in the enquiry.

Planned

Use this checkbox as follows:

Unchecked - To exclude planned orders

Checked - To include planned orders

Confirmed

Use this checkbox as follows:

Unchecked - To exclude confirmed orders

Checked - To include confirmed orders

Released

Use this checkbox as follows:

Unchecked - To exclude released orders

Checked - To include released orders

Active

Use this checkbox as follows:

Unchecked - To exclude active orders

Checked - To include active orders

Completed

Use this checkbox as follows:

Unchecked - To exclude completed orders

Checked - To include completed orders

Functions

By Order (F14)

Use this to display the Production Order Enquiry Detail window.

By Reference (F15)

Use this to display a list of all orders matching the selected reference.

By Style (F16)

Use this to display a list of all orders matching the selected [style](#).

Press Enter to display the Production Order Enquiry Detail window.

Production Order Enquiry Selection Window by Order

To display this window, select **By Order (F14)** or use the prompt facility on the Order Number field on the Production Order Enquiry Selection window.

Use this window to enter the selection criteria for the enquiry.

Fields

Position to Order

Enter a valid order number to position to that order within the status range. Entry of an invalid order number will result in a search for the nearest valid number to the one selected within the first status range selected.

Selections will work either forwards or backwards.

Position to Status

Enter a valid status to position the list to the first record within that status.

You can then position to an order as described above.

Caution: It is not possible to position to both order number and status at the same time. If you attempt to do so, an error message will be displayed.

Options

Select Order

Use this to select an order for enquiry.

Select an order to display the Production Order Enquiry Detail window.

Production Order Enquiry Detail Window

To display this window, select an order on the Production Order Enquiry Selection window.

This window displays current details of the selected [production order](#).

Fields

Production Order

This field displays the selected [production order](#) number.

Status

This field displays the [order status](#).

Type

This field displays the order type.

Style

These fields display the [style](#) code and text description.

Route

This field displays the production [route](#).

Revision Level

This field displays the revision level.

Order Quantity

This field displays the order quantity.

UOM

This field displays the [unit of measure](#).

Receiving Stockroom

This field displays the [receiving stockroom](#).

Quantity Complete

This field displays the quantity that is complete.

Original Quantity

This field displays the original quantity planned rather than the quantity being produced. This field is only displayed when the completed quantity has been adjusted through one or more [operations](#) being marked as over or short.

Qty Outstanding

This field displays the quantity outstanding.

Latest Start Date

This field displays the latest [start date](#).

Due Date

This field displays the due date.

Reference 1

This field displays reference 1.

Reference 2

This field displays reference 2.

Production Stage

This field displays the stage of production of the order.

Functions

Review Operations (F14)

Use this to display the Order Enquiry Operations Review window. This function is not displayed for orders at Planned status.

Review Materials (F15)

Use this to display the Order Enquiry Materials Review window.

Review Receipts (F16)

Use this to display the Review Receipts window.

Reservations (F17)

Use this to view any sales orders or contracts reserved against the [works order](#).

Order Progress (F18)

Use this to display the Order Progress by Bundle Ticket Type pop-up.

Bundle Review (F19)

Use this to display the Order Enquiry Bundle Review window.

This function is only displayed if the Allow [Bundle Tracking](#) field in the [company profile](#) is **checked**.

Review Output (F20)

Use this to display the Order Outputs Status pop-up.

Text (F21)

Use this to display any additional text attached to the order.

WIP Review (F23)

Use this to display the Order Enquiry WIP Review window.

Press Enter to return to the Production Order Enquiry Selection window.

Order Enquiry Operations Review Window

To display this window, select **Review Operations (F14)** on the Production Order Enquiry Detail window.

This window displays a list of the [operations](#) and statuses for the selected [production order](#).

Fields**Order Number**

This field displays the selected order number.

Type

This field displays the order type.

Status

This field displays the [order status](#).

Style

These fields display the [style](#) code and text description.

Order Quantity

This field displays the order quantity.

Complete

This field displays the quantity complete.

Outstanding

This field displays the outstanding quantity.

Option (Opt)

Enter one of the following:

1 - To display [booking](#) details

Any number of [operations](#) can be selected before selecting **OK**. These are then displayed one after the other when **OK** is selected following review of an [operation's](#) details.

2 - To display any text entered against the [operation](#)

An asterisk (*) indicates if there is text attached.

3 - To view a breakdown if the order is at Released status

Oper

This field displays the [operation](#) number.

Tkt

This field displays the [bundle ticket](#) number.

Opcode

This field displays the [operation](#) code.

Description

This field displays the [operation](#) text description.

Sts

This field displays the status, which is one of the following:

CON - Confirmed

REL - Released

ACT - Active

FIN - Complete

CNL - Cancelled

Mach

This field displays the [machine](#) code.

Qty Sched/Qty Started

The Quantity Scheduled field toggles with an additional Quantity Started field when you select **Display Qty Started/Scheduled (F18)**.

- Quantity scheduled is the operation quantity required to make the required number of variants, including additional requirements due to expected wastage defined for the operation or any other subsequent operations on the order.
- Quantity started is the quantity available to commence work at the operation; that is, the quantity booked good (available) at the previous operation as held in the prior operation WIP location. If it is the first operation, it is equal to the scheduled quantity.

Qty Comp

The completed quantity is the quantity booked good at the [operation](#).

Qty O/S

The outstanding quantity is the difference between the quantity scheduled and the quantity completed.

Functions**Reselect (F13)**

Use this to select a new [production order](#).

Material Review (F14)

Use this to display the Order Enquiry Materials Review window.

All Ops (F15)

Use this to toggle the display between the [key operations](#) only, or all [operations](#).

Display Qty Started/Display Qty Scheduled (F18)

Use this to toggle the display between the quantity [available](#) at prior [operation](#) and quantity required to meet the order requirement.

+/- Additional Qtys (F19)

Use this to display the following additional [balances](#) at each [operation](#): quantities re-worked, held and scrapped.

Enter 1 against an [operation](#) to display the Transaction Input Enquiry window.

Transaction Input Enquiry Window

To display this window, enter 1 against an [operation](#) on the Order Enquiry Operations Review window.

This window displays a summary listing of the production [bookings](#) and material issues, which have been made against a selected [operation](#) on a [production order](#).

Where applicable, use **Page Up** and **Page Down** to scroll through the display.

Fields

User

This field displays the user name.

Org. Model

This field displays the [organisational model](#).

Transaction Number/To

These fields display the transaction range.

WIP Loc/To

These fields display the [WIP location](#) range.

Mach/To

These fields display the range of [machines](#).

Rpt Typ/To

These fields display the reporting type range.

Production Order/To

These fields display the range of [production order](#) numbers.

Activity

This field displays the activity.

Status

This field displays the processing status.

Date

This field displays the date.

Table

Activity

This field displays the activity type associated with the [operation](#). **WOMISS** ([Production Order](#) Material Issue) and **STATUP** (Status Update) are system-dependent codes. **PRODRP** (Production Reporting) is a user-defined code. No more than one type can be recorded against the [operation](#).

Mach

This field displays the [machine](#) code.

Item

This field displays the item, down to [SKU](#) level.

Operator

This field displays the operator.

Time

This field displays the time.

Quantity Good

This field displays the good quantity.

Quantity Scrap

This field displays the scrap quantity.

Quantity Held

This field displays the held quantity.

Status

One of the following transaction statuses is displayed:

Blank - Unprocessed

1 - Part processed

2 - Processed

Options**Select**

Use this to select an activity to display the Transaction Input Enquiry Detail window.

Select an activity to display the Transaction Input Enquiry Detail window.

Transaction Input Enquiry Detail Window

To display this window, select an activity on the Transaction Input Enquiry window.

This window displays full production details for the selected activity.

Fields**Transaction****Number**

This field displays the [transaction number](#).

Status

This field displays the transaction status.

User

This field displays the user name.

Activity

This field displays the activity.

Rev Ind

This field displays the reversal indicator.

Reporting Type

This field displays the reporting type.

Entry Date/Time

This field displays the date and time of entry.

Transact Elapsed

This field displays the transaction time elapsed.

Transaction Date

This field displays the transaction date.

Shift

This field displays the shift number.

Operator

This field displays the operator.

Crew

This field displays the crew.

Work Station

This field displays the workstation.

Model

This field displays the [organisational model](#).

Department

This field displays the [department](#) code.

WIP Locn

This field displays the [WIP location](#).

Item

This field displays the item code.

Route

This field displays the [route](#).

Operation

This field displays the [operation](#) number.

Lot Number

This field displays the lot number, if relevant.

Quantity and Time Tab**Oper Elapsed**

This field displays the elapsed [operation](#) time.

W/S Elapsed

This field displays the elapsed workstation time.

Good

This field displays the quantity booked as good.

Scrap

This field displays the quantity booked as scrap.

Reason

This field displays the reason for the scrap quantity.

Held

This field displays the held quantity.

Reason

This field displays the reason for the quantity being held.

Production Order Tab**Prod. Order No**

This field displays the [production order](#) number.

Prod. Order Status

This field displays the [production order status](#).

Order Complete

One of the following is displayed:

0 - If the order is not complete

1 - If the order is complete

Workstation Status

This field displays the work station status.

Operation Status

This field displays the [operation](#) status.

Operation Code

This field displays the [operation](#) code.

Grade

This field displays the grade code.

WIP Tab

Inventory Status

This field displays the inventory status.

Scrap Reference

This field displays the scrap reference.

Held Reference

This field displays the held reference.

Functions

Crew (F13)

Use this to display the Crew Details pop-up.

Components (F14)

Use this to display the Component Details pop-up.

Scrap (F17)

Use this to display the Scrap Details pop-up.

Held (F18)

Use this to display the Held Details pop-up.

Sub-Contract (F19)

Use this to display the Sub Contract Details pop-up.

Outputs (F20)

Use this to display the Outputs pop-up.

Select **Previous (F12)** to return to the Transaction Input Enquiry window.

Crew Details Pop-up

To display this pop-up, **select Crew (F13)** on the Transaction Input Enquiry Detail window.

Use this pop-up to view the crew details.

Fields

Operator ID

This field displays the operator ID.

Time-in

This field displays the time in.

Time-out

This field displays the time out.

Elapsed

This field displays the elapsed time.

Select **Previous (F12)** to return to the Transaction Input Enquiry Detail window.

Component Details Pop-up

To display this pop-up, select **Components (F14)** on the Transaction Input Enquiry Detail window.

Use this pop-up to view [component](#) details.

Fields**Component**

This field displays the [component](#) code.

Lot Number

If the [component](#) is lot-controlled, this field displays the lot number.

Quantity

This field displays the quantity.

Store

This field displays the store code.

Select **Previous (F12)** to return to the Transaction Input Enquiry Detail window.

Scrap Details Pop-up

To display this pop-up, select **Scrap (F17)** on the Transaction Input Enquiry Detail window.

Use this pop-up to view scrap details.

Fields**Reference**

This field displays the reference code.

Quantity

This field displays the quantity.

Reason

This field displays the reason for scrapping the items.

Select **Previous (F12)** to return to the Transaction Input Enquiry Detail window.

Held Details Pop-up

To display this pop-up, select **Held (F18)** on the Transaction Input Enquiry Detail window.

Use this pop-up to view held details.

Fields

Reference

This field displays the held reference.

Quantity

This field displays the quantity being held.

Reason

This field displays the held reason.

Select **Previous (F12)** to return to the Transaction Input Enquiry Detail window.

Sub Contract Details Pop-up

To display this pop-up, select **Sub-Contract (F19)** on the Transaction Input Enquiry Detail window.

Use this pop-up to view sub contract details.

Fields

Shipper Number

This field displays the [shipper number](#).

Ship Via

This field displays the location if the order is to be shipped via a specific point.

Subcontractor

This field displays the subcontractor code.

Advice Note

This field displays the [advice note](#).

Shipping Details**PO Number/Line**

This field displays the purchase order number and the line number.

Due Date

This field displays the due date.

Rework Indicator

This field displays the re-work indicator.

Ship Close

This field indicates whether the shipment is complete.

Select **Previous (F12)** to return to the Transaction Input Enquiry Detail window.

Outputs Pop-up

To display this pop-up, select **Outputs (F20)** on the Transaction Input Enquiry Detail window.

Use this pop-up to view the status of the order outputs.

Fields**Output**

This field displays the output number.

Quantity

This field displays the quantity.

UOM

This field displays the [unit of measure](#).

ST

This field displays the [stockroom](#).

Lot Number

This field displays the lot number where appropriate.

RS

This field displays the reason code.

Graded Item

This field displays the graded item number.

Narrative

This field displays any narrative attached to the output.

Options

Select

Use this to display lot details.

Select **Previous (F12)** to return to the Transaction Input Enquiry Detail window

Order Enquiry Materials Review Window

To display this window, select **Material Review (F15)** on the Production Order Enquiry Detail window.

This window displays all materials which have been issued to the [production order](#), in [operation](#) sequence.

Fields

Order Number

This field displays the [production order](#) number.

Type

This field displays the order type.

Status

This field displays the status.

Style

These fields display the [style](#) code and text description.

Order Quantity

This field displays the order quantity.

Complete

This field displays the quantity complete.

Outstanding

This field displays the outstanding quantity.

Receiving Stockroom

This field displays the [receiving stockroom](#).

Opsq

This field displays the [operation](#) sequence.

Cseq

This field displays the [component](#) sequence, which indicates the material sequence within [operation](#); four character numbers relate to material [variants](#).

Material

This field displays the material.

St

This field displays the [stockroom](#).

UOM

This field displays the [unit of measure](#).

Qty Required

This field displays the quantity required.

Qty Issued

This field displays the quantity issued.

Qty O/S

This field displays the quantity outstanding.

Options**Select**

Use this to display the Order Enquiry Materials Movements window.

Functions**Reselect (F13)**

Use this to re-select a [production order](#) for enquiry.

Review Operations (F14)

Use this to display the Order Enquiry Operations Review window.

Original Qty/Qty Required (F18)

Use this to toggle the display between the original planned order quantities and the quantity being produced. This function is only displayed when the completed quantity has been adjusted through one or more [operations](#) being marked as over or short.

Select an [operation](#) to display the Order Enquiry Material Movements window.

Order Enquiry Material Movements Window

To display this window, select an [operation](#) on the Order Enquiry Materials Review window.

This window displays the material issues and returns which have been made against a selected material on a [production order](#).

Fields

Order Number

This field displays the order number.

Type

This field displays the order type.

Status

This field displays the [order status](#).

Item

These fields display the item code and text description.

Operation

This field displays the [operation](#) number.

Addn'l Seq.

This field displays the additional sequence.

Cost

This field displays the [cost](#).

Component

These fields display the [component](#).

Qty Required

This field displays the quantity required.

Issued

This field displays the quantity issued.

O/S

This field displays the quantity outstanding.

Change Ref

This field displays the change reference.

From Date/To Date

This field displays the date range.

Date

This field displays the date.

Time

This field displays the time.

Type

One of the following types is displayed:

G - Frozen transfer out

I - Transfer in

K - Frozen issue

M - Production issue

O - Transfer out

W - Production adjustment

The types are [set up](#) in the Inventory [Descriptions file](#), under major type MVTP.

Movement Qty

This field displays the movement quantity.

Store

This field displays the [stockroom](#) code.

UOM

This field displays the [unit of measure](#).

Batch Ref

This field displays the batch reference.

User

This field displays the user name.

Functions

Reselect (F13)

Use this to select another order on which to run the enquiry.

Press Enter to display the Order Enquiry Materials Review window.

Reservations Enquiry Pop-up

To display this pop-up, select **Reservations (F17)** on the Production Order Enquiry Detail window.

Use this pop-up to view any reservations for the selected order.

Fields

Select (Sel)

Enter one of the following:

1 - To display the [style matrix](#)

3 - To display the Demand Enquiry window

Reference

This field displays the order reference.

Type

This field displays the order type.

Due Date

This field displays the due date.

Allocated

This field displays the allocated quantity.

Select **Previous (F12)** to return to the Production Order Enquiry Detail window.

Order Progress by Bundle Ticket Type Pop-up

To display this pop-up, select **Order Progress (F18)** on the Production Order Enquiry Detail window.

This pop-up displays the progress of the [production order](#) by [bundle ticket](#) types. Use the enquiry in two ways:

- In a parallel operation production environment, to identify the total quantity available for assembly (marry-up)
- To highlight the components/bundle ticket types that are causing the most problems

Fields

Order Number

This field displays the [production order](#) number.

Due Date

This field displays the due date.

indicates that this percentage of the [bundle ticket](#) type/[component](#) has been completed.

"" indicates the percentage of this [bundle ticket](#) that is [available](#) for production. This is only shown as the first non-parallel [bundle ticket](#) following a group of parallel [bundle tickets](#).

Select **Previous (F12)** to return to the Production Order Enquiry Detail window.

Bundle Review Pop-up

To display this pop-up, select **Bundle Review (F19)** on the Production Order Enquiry Detail window.

This pop-up displays a list of the bundles with their status, for the selected [production order](#).

Fields

Sts

This field displays the status.

Bundle Number

This field displays the bundle number.

Ticket Type

This field displays the ticket type.

Last Operation/Next Operation

These fields display the last and next [operations](#) performed.

Original Quantity

This field displays the original quantity.

Current Quantity

This field displays the current quantity.

SKU Characteristics

These fields display the [colour](#) and size.

Options**Review Bundle Booking**

Use this to display bundle [booking](#) details.

Select Review Bundle [Booking](#) against a line to display the Order Enquiry Bundle Review window.

Order Enquiry Bundle Review Window

To display this window, select Review Bundle [Booking](#) against a line on the Bundle Review pop-up.

This window displays a list of the production [bookings](#) that have been made against the selected bundle on a [production order](#).

Fields**Order Number**

This field displays the [production order](#) number.

Type

This field displays the order type.

Status

This field displays the [order status](#).

Style

This field displays the [style](#).

Bundle Number

This field displays the bundle number.

Characteristics

These fields display the [colour](#) and size.

Date

This field displays the date.

Oper

This field displays the [operation](#) number.

Operator/Team

These fields display the operator or team.

Machine

This field displays the [machine](#) code.

Start

This field displays the start time.

End

This field displays the end time.

Duration

This field displays the duration.

Quantity

This field displays the quantity.

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

Order Outputs Status Pop-up

To display this pop-up, select **Review Output (F20)** on the Production Order Enquiry Detail window.

This pop-up displays the status of all [variants](#) on the [production order](#).

Fields

Output

This field displays the output.

Type

This field displays the type.

Ordered

This field displays the quantity ordered.

Received

This field displays the quantity received.

Scrapped

This field displays the quantity scrapped.

Graded

This field displays the graded quantity.

O/standing

This field displays the quantity outstanding.

St

This field displays the status.

Options**Order Progress**

Use this to display the progress of the [variant](#) on the order by [bundle ticket](#) types.

Functions**Refresh (F5)**

Use this to update the pop-up.

Expand (F22)

Use this to expand the pop-up view to display an additional line, providing a full description for each [variant](#).

Select Order Progress against a line to display the Order Progress by Bundle Ticket Type pop-up.

Order Enquiry WIP Review Window

To display this window, select **WIP Review (F23)** on the Production Order Enquiry Detail window.

This window displays the quantities in [WIP](#) at the [operations](#) on the [production order](#).

The system maintains three [balances](#) at [operation](#) level: On-hand, Held and Subcontractor. [Available](#), which is the quantity booked good at an [operation](#), is not recorded as a [balance](#), but is derived from On-hand minus Held minus Subcontractor.

Fields

Order Number

This field displays the [production order](#) number.

Type

This field displays the order type.

Status

This field displays the [order status](#).

Style

These fields display the [style](#) code and text description.

Order Quantity

This field displays the order quantity.

Complete

This field displays the complete quantity.

O/S

This field displays the outstanding quantity.

Operation/Description (Untitled)

These fields display the [operation](#) code and description.

Report Level

This field displays the report level, for example down to [SKU](#) level.

Available

This field displays the [available](#) quantity.

Held

This field displays the held quantity.

Subcontract

This field displays the subcontract quantity.

Options

WIP Location Stock

Use this against an [operation](#) to display a breakdown of the [operation](#) quantities at all of the [WIP locations](#) at which it exists. Multiple [operations](#) can be selected.

Functions

Planning Enquiry (F15)

Use this to access the [MPS](#) or [MRP](#) enquiry depending on whether the [style](#) is defined as an [MPS](#) or [MRP](#) item.

Select [WIP Location](#) Stock against a line to display the WIP Location Stock Status pop-up.

WIP Location Stock Status Pop-up

To display this pop-up, select [WIP Location](#) Stock against a line on the Order Enquiry WIP Review window.

This pop-up displays a breakdown of the entire [WIP inventory](#) at a given [operation](#) on an order. It shows individual [balances](#) for each of the [WIP locations](#) where it exists. The information is presented at [style](#) level.

Fields

Order

This field displays the [production order](#) number.

Operation

You can enter the [operation](#) number for which you want to display details.

Loc

This field displays the location.

Avail

This field displays the [available](#) quantity.

Held

This field displays the held quantity.

Subcontractor

This field displays the subcontractor.

Functions

Lot Enquiry (F16)

Use this to display lot details of individual lots held at the location, for lot-controlled items only.

Subcontractor (F17)

Use this to display additional subcontractor details for subcontracted [operations](#).

Held (F19)

Use this to display any held inventory references.

Select **Previous (F12)** to return to the Order Enquiry WIP Review window.

Enquire on Order Progress [2/P4E]

Use this task to review the progress of a [production order](#) by [bundle ticket](#) types. Use the enquiry in two ways:

- In a parallel operation production environment, to identify the total quantity available for assembly (marry-up)
- To highlight the components/bundle ticket types that are causing the most problems

Order Progress Enquiry Selection Window

To display this window, select the Enquire [on Order](#) Progress task.

Use this window to enter the selection criteria for the enquiry.

Fields

Order

Enter the [production order](#) number on which you want to run the enquiry.

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

Reference

Enter the entry made in the Reference 1 field on the [production order](#).

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

Style

Enter the [style](#) on which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Routes & Items pop-up.

Detail Level

Select one of the following:

[Style](#) (1) - To produce the enquiry at [style](#) level

Full Product (2) - To produce the enquiry down to [SKU](#) level

Functions

Prompt by Style (F16)

Use this to display a list of [available styles](#).

Select [Style](#) in the Detail Level field and then press Enter to display the Order Progress by Bundle Ticket Type pop-up.

Order Progress by Bundle Ticket Type Pop-up

To display this pop-up, select [Style](#) in the Detail Level field and then press Enter on the Order Progress Enquiry Selection window.

This pop-up displays the order progress by [bundle ticket](#) type.

Fields

Order Number

This field displays the order number.

Due Date

This field displays the due date.

indicates that this percentage of the [bundle ticket](#) type/[component](#) has been completed.

"" indicates the percentage of this [bundle ticket](#) that is [available](#) for production. This is only shown as the first non-parallel [bundle ticket](#) following a group of parallel [bundle tickets](#).

Select **Previous (F12)** to return to the Order Progress Enquiry Selection window.

Item Selection Pop-up

To display this pop-up, select Full Product in the Detail Level field and then press Enter on the Order Progress Enquiry Selection window.

Use this pop-up to select the [style](#) down to [SKU](#) level.

Fields

Matrix

Enter 1 to select a [style dimension](#) to display more details.

Select a [style dimension](#) with 1 to display the Order Progress by Bundle Ticket Type pop-up.

Enquire on Material Requirements [3/P4E]

Use this enquiry to display [production orders](#) that require a specific material.

Material Requirements Selection Window

To display this window, select the Enquire on Material Requirements task.

Use this window to select the material on which you want to enquire.

Fields

Material

Enter the material on which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Works Orders Components pop-up.

The software checks that the item is used as a material input on a live production [route](#) and displays an error message if it is not.

Requirement From/To

Enter or select the range of dates for which you want to run the enquiry. [Production orders](#) are only selected if their requirement for the material falls within the date range. Leave these fields blank to include all dates.

Functions

Item Search (F16)

Use this to display a list of all [available](#) items.

Press Enter to display the Material Requirements Detail window.

Material Requirements Detail Window

To display this window, press Enter on the Material Requirements Selection window.

This window displays the requirements for the selected material.

Fields

Material

This field displays the selected material.

Planner

This field displays the [planner](#).

UOM

This field displays the [unit of measure](#).

Requirement From/To

This field displays the date range.

Total So Far/Grand Total

This field displays the total so far on each page of a multi-page enquiry as a summary total. The grand total is displayed on the last window.

Order

This field displays the [production order](#) number.

Sts

This field displays the status.

Insq

This field displays the sequence number.

Due Date

This field displays the due date.

Required

This field displays the required quantity.

Issued

This field displays the issued quantity.

Scrapped

This field displays the scrapped quantity.

Outstanding

This field displays the outstanding quantity.

Functions**Stock Balances (F17)**

Use this to display the Stock Room Balances pop-up.

Expand/Contract (F22)

Use this to display an additional line beneath each order showing the [route](#), effectivity dates and any reference details.

Select **Stock Balances (F17)** to display the Stock Room Balances pop-up.

Stock Room Balances Pop-up

To display this pop-up, select **Stock Balances (F17)** on the Material Requirements Detail window.

This pop-up displays the [stockroom balances](#).

Fields**Stockroom**

This field displays the [stockroom](#) code.

Physical Stock

This field displays the [physical stock](#) the [stockroom](#) contains.

Allocated Stock

This field displays the [allocated stock](#).

Available Stock

This field displays the [available stock](#).

Functions

Expand/Contract (F22)

Use this to display additional [balances](#) of: **Frz** ([frozen stock](#)), **Tran** (stock which is currently being transferred between [stockrooms](#)) and **Ord** (quantity [on order](#)).

Select **Previous (F12)** to return to the Material Requirements Detail window.

Material Availability with Allocation [4/P4E]

Use this enquiry to test material availability against:

- A production order
- You can:
 - Check if enough materials are available to satisfy demands made by the order
 - Allocate material lots
 - Restrict the enquiry to the first operation only
 - Include or exclude wastage
- A style route/BOM
- You can:
 - Test alternative configurations of a product for material availability
 - Check material availability for Planned status orders (those orders that do not yet have firm operational and material requirements)

A trial allocation can be actioned without effecting permanent changes to the database. As each material is included in a [trial kit](#), a work file keeps a record of the effect. For a particular material, [balances](#) at each [stockroom](#) can be reviewed, together with the quantities assigned to the [trial kit](#). Exiting the task de-allocates the trial material quantities.

For the purpose of the allocation routine, orders at Released and Active status use on-hand stock, whilst confirmed orders and those enquiries based on a [route](#) use [available stock](#).

Material Availability Enquiry with Allocation Selection Window

To display this window, select the Material Avail. with Allocation task.

Use this window to enter the selection criteria for the enquiry.

Fields

Prod Order

Enter the [production order](#) number on which you want to run the enquiry. To select from a range of orders, leave this field blank, set the other selection parameters and then select **Review Orders (F16)**.

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

Style

Enter the [style](#), [style/colour](#) or [SKU](#) on which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Routes & Items pop-up.

Route

Enter the [route](#) on which you want to run the enquiry.

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

Reference

If you are selecting orders for review, you can limit the orders presented to those whose Reference 1 entries (as entered on the order header) match the entry specified here.

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

Quantity

Enter a quantity. Leave this field blank to use the default [economic order quantity \(EOQ\)](#) on the relevant [route](#).

Note: A quantity should only be entered for a [route/BOM](#) enquiry.

Ignore Effectivity

Use this checkbox as follows:

Unchecked - To include effectivity dates

Checked - To ignore effectivity dates

As At

Enter or select an effectivity date. The default is the current date.

Include Materials

Select one of the following:

All [Operations](#) (1) - To review all materials

First [Operation](#) Only (2) - To review materials at the first [operation](#) only

Functions**Review Orders (F16)**

Use this to display a list of orders that match the selection criteria.

Press Enter to display the Material Availability Enquiry with Allocation Detail window.

Material Availability Enquiry with Allocation Detail Window

To display this window, press Enter on the Material Availability Enquiry with Allocation Selection window.

This window shows material requirements for the [production order](#).

The letter **L** against a material indicates that the material is lot-controlled.

Fields

Prod Order

This field displays the [production order](#).

Style

These fields display the [style](#) code and text description.

Route

This field displays the [route](#) number.

Effectivity

This field displays the effectivity as being **On** or **Off**.

As At

This field displays the as at date.

Order Type

This field displays the order type.

Option (Sel)

Enter one of the following:

2 - To display the Text pop-up

6 - To display the Stock Availability Enquiry Detail window

Oper

This field displays the [operation](#) number.

Material

This field displays the material.

Required

This field displays the quantity outstanding.

Allocated

This field displays the quantity allocated.

Physical

This field displays the physical quantity for all stores or the issuing store.

Available

This field displays the [available](#) quantity for all stores or the issuing store.

Functions

All Stores/Issuing Stockroom (F15)

Use this to toggle the display between all stores and the issuing [stockroom](#).

Temporary Allocate (F17)

Use this to run a [trial kitting](#) session. This allows you to see how much stock is [available](#) once allocated.

***Note:** You can only do either a temporary or permanent allocation in each session; once a permanent allocation has been started, the Temporary Allocate function is not displayed.*

***Note:** Once **Temporary Allocate (F17)** has been selected, the temporary allocation session will stay in force until **Exit (F3)** is selected. A pop-up will give you the opportunity to end the [trial kitting](#) session.*

Lot Allocation (F18)

Use this to display the Lot Allocation window.

Review Trial Kitting (F19)

Use this to display the Review Kitting pop-up. This is displayed after selection of **Temporary Allocate (F17)**.

Expand/Contract (F22)

Use this to expand or contract the detail shown.

Select **Exit (F3)** to leave the enquiry or select **Lot Allocation (F18)** for items that are lot-controlled.

Lot Allocation Window

To display this window, select **Lot Allocation (F18)** on the Material Availability Enquiry with Allocation Detail window.

Use this window to view lot allocation details.

Fields

Prod Order

This field displays the selected [production order](#).

Style

This field displays the selected [style](#).

Route

This field displays the [route](#).

Effectivity

This field displays the effectivity as being **On** or **Off**.

As At

This field displays the as at date.

Order Type

This field displays the order type.

Select (Sel)

Enter one of the following:

1 - To display the Lot Detail pop-up

2 - To add [operational](#) text

5 - To allocate lots automatically

The earliest lot is allocated first.

Operation

This field displays the [operation](#) number.

Material

This field displays the material code.

Outstanding

This field displays the outstanding quantity.

Allocated

This field displays the allocated quantity.

Issuing Store Only Physical

This field displays the physical quantity.

Issuing Store Only Available

This field displays the [available](#) quantity.

Functions

Expand/Contract (F22)

Use this to expand or contract the view.

Select a lot-controlled item with 1 and then press Enter to display the Lot Allocation pop-up.

Lot Allocation Pop-Up

To display this pop-up, select a lot-controlled item with 1 on the Lot Allocation window.

Use this window to view [available](#) lots.

Fields

Allocated

This field displays the quantity to be allocated. If **Alloc Req** is used, this field should be left blank.

Sequence (Seq)

This sequences the lots on the order documentation in an order to be used. Sequence numbers are optional, in the range 01-99.

Banding (B)

Set this to **1** for material to be used for banding/strip cutting. This prints on the order.

Set this to **0** if this is not required.

Options**Alloc Req**

Use this to allocate the quantity required.

Display Alloc

Use this to display [allocations](#) already made.

Alloc All

Use this to make an allocation.

Select **Update (F8)** to update the [allocations](#) selected.

Review Kitting Pop-up

To display this pop-up, select **Review Trial Kitting (F19)** on the Material Availability Enquiry with Allocation Detail window.

This pop-up displays a list of orders that have temporary [allocations](#) in the [trial kitting](#) session.

Fields**Order**

This field displays the order number.

Item

This field displays the item code.

Route

This field displays the [route](#) number.

Quantity

This field displays the quantity.

Select **Previous (F12)** to return to the Material Availability Enquiry with Allocation Detail window.

Enquire on Machine Production List [5/P4E]

Use this task to view which [operations](#) are currently scheduled to run at a selected [machine](#), displayed in [priority](#) and date sequence. Incomplete [operations](#) can have their priorities changed; [operations](#) that are at a status of Released can be moved to other [machines](#).

An additional Review [Machines](#) enquiry shows the current work [load](#) status of each [machine](#).

Work Station Loading Review Selection Window

To display this window, select the Enquire on [Machine](#) Production List task.

Use this window to enter the selection criteria for the enquiry.

Fields

Machine

Enter the work station or [machine](#) you want to review.

Alternatively, use the prompt facility to select from the Machine Loading window.

Include Operations Starting By

Enter or select the [start date](#). [Operations](#) are included if their earliest [start date](#) is less than or equal to the one entered. Leave this field blank to include all [operations](#).

Include Operation Status

Confirmed

Use this checkbox as follows:

Unchecked - To exclude confirmed [operations](#)

Checked - To include confirmed [operations](#)

Released

Use this checkbox as follows:

Unchecked - To exclude released [operations](#)

Checked - To include released [operations](#)

Active

Use this checkbox as follows:

Unchecked - To exclude active [operations](#)

Checked - To include active [operations](#)

Press Enter to display the Work Station Loading Review Detail window.

Work Station Loading Review Detail Window

To display this window, press Enter on the Work Station Loading Review Selection window.

This window displays the selected [machine's](#) details.

Fields

Machine/Work Stn

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

Cost Centre

This field displays the [cost centre](#).

Calendar

This field displays the calendar being used.

Department

This field displays the [department](#) code.

Std Efficiency

This field displays the [standard efficiency](#).

Av. Efficiency

This field displays the average [efficiency](#).

Foreman

This field displays the foreman.

Text Indicator (Untitled)

An asterisk (*) in this field indicates that [operation](#) text exists.

Pty

This field displays the [priority](#) code.

Start

This field displays the earliest date on which this [operation](#) is scheduled to start.

Order

This field displays the order number.

Oper

This field displays the [operation](#) number.

Item

This field displays the item.

Qty Sched

This field displays the quantity scheduled at this [operation](#), inclusive of wastage, as defined by the [production order](#) quantity.

Qty O/S

This field displays the quantity yet to be completed at this [operation](#). This will reduce with each [operation](#) quantity good [booking](#).

Op. Status

One of the following [operational](#) statuses is displayed for the order:

Not Arriv - [WIP](#) still at prior [operation](#)

Running - Currently active

Started - Currently active

Set-up - [Set up](#) booked

Complete - [Operation](#) flagged as complete

Options

Select

Use this to display the Work Station Loading Review Further Detail window.

Operation Text

Use this to display [operation](#) text for review.

Select an [operation](#) to display the Work Station Loading Review Further Detail window.

Work Station Loading Review Further Detail Window

To display this window, select an [operation](#) on the Work Station Loading Review Detail window.

This window displays an individual [operation](#) in detail, where you can change the order [priority](#) and for Released orders, move work to a different [machine](#).

Fields

Machine/Work Stn

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

Cost Centre

This field displays the [cost centre](#).

Department

This field displays the [department](#) code.

Std Efficiency

This field displays the [standard efficiency](#).

Av. Efficiency

This field displays the average [efficiency](#).

Calendar

This field displays the calendar being used.

Foreman

This field displays the foreman.

Order

This field displays the [production order](#) number.

Status

This field displays the [order status](#).

Operation

This field displays the [operation](#) number.

Item

These fields display the item code and text description.

Oper. Status

This field displays the [operation](#) status.

Qty Scheduled

This field displays the quantity scheduled.

Priority

This field displays the [priority](#).

Qty Outstanding

This field displays the quantity outstanding.

Actual Start

This field displays the date on which this [operation](#) is scheduled to start.

Latest Start

This field displays the latest date on which this [operation](#) can start.

Due Finish

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

Change Priority To

Enter the [priority](#). Changing the [priority](#) affects the order in which work is scheduled at a [machine](#).

Move to Machine/Work Station

Enter the [machine](#) or work station to which you want to move the [operation](#).

Select **Update Work Station/Machine (F8)** to save any changes you have made.

Enquire on Archived Orders [6/P4E]

Use this enquiry to review orders that have been archived via the Select Orders to Archive task.

Windows, options and functions are similar to those in the Enquire [on Orders](#) task, except that all orders are at a status of Complete.

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 enquiry.

Fields

Order Number

Enter the number of the [production order](#) on which you want to run the enquiry.

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

Reference

Enter the reference of the order on which you want to run the enquiry.

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

Style

Enter the [style](#) on which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Routes & Items pop-up.

Orders Due From/To

Enter or select the range of dates that you want to be included in the enquiry.

Functions

By Order (F14)

Use this to display a list of all orders.

By Reference (F15)

Use this to display a list of all references.

By Style (F16)

Use this to display a list of all [styles](#).

Note: When the selection criteria are entered, the enquiry is run in the same way as the standard enquiry. Please refer to the [Enquire on Orders](#) section for window and field details.

Press Enter to display the Production Order Enquiry Detail window.

Shipper Schedule [11/P4E]

Use this report to:

- List all item operations scheduled to be performed by a subcontractor
- View the operations that have enough WIP inventory ready to be sent (where the prior operation quantity exists in WIP inventory as available inventory)
- View standard material requirements needed by the subcontractor to complete the operations

If materials are requested, inventory details coupled with basic production data are printed for each item/[operation](#) listed as being due for shipment. These details apply to the materials that are used during the [subcontract operation](#). For each material, the report lists its item code and description, quantity required, stocking UOM, the [stockroom](#) from which it can be resourced and the quantity currently [available](#) in the [stockroom](#).

Subcontract Shipping Schedule Report Window

To display this window, select the Shipper Schedule task.

Use this window to set the parameters for the report.

Fields**Organisational Model**

Enter the [organisational model](#).

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

Subcontractor From/To

Enter the range of subcontractors to include in the report. Leave these fields blank to include all subcontractors or [machines](#).

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

This report considers production due to be completed by a certain date. Such planning details are held for each [machine](#) in terms of its firmed work [load](#). The [machine](#) referenced is that defined for the parent [style route](#) at the subcontracted [operation](#). This field allows the report to be limited to a range of [machines](#). A [machine](#) can be an on-site reference, or could be used to indicate a specific or group of subcontractors.

Shipping Date

Enter or select the date for which the report is to be printed; this is the date on which [WIP](#) is due to be shipped.

Include Material in Schedule

Use this checkbox as follows:

Unchecked - To exclude material requirements from the report

Checked - To include material requirements in the report

Order Range From/To

Enter a range of orders to include in the report. If you enter a range of orders, the report reflects the planned subcontract shipments, on the date entered, to meet the [production order](#) range requirements.

Press Enter to submit the batch job for processing and create the report.

Shipper Notes [12/P4E]

Use this task to print and re-print shipper (despatch) notes to accompany subcontractor [WIP](#) shipping transactions.

Subcontractor Shipper Print Window

To display this window, select the Shipper Notes task.

Use this window to enter the selection criteria for the shipper notes to print.

Fields

You must enter one of the selection fields.

Organisational Model

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

WIP Location Range/To

Enter a [WIP location](#) range. Leave these fields blank to include all locations. These are the [WIP locations](#) from which inventory is to be shipped, that is, the [operations](#) prior to those designated subcontracted.

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

Subcontractor

You can optionally enter a subcontractor to limit the shipper notes.

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

Production Order

You can optionally enter a [production order](#) to limit the shipper notes.

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

Shipper Number

You can optionally enter a [shipper number](#) to limit the printing.

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

Shipper Form

Select one of the following:

Print Titles (0) - To print the report on plain paper

Headings, titles, quantities and numbers are included.

Print on Form (1) - To print the report on pre-printed stationery

Only quantities and numbers are printed.

Reprint

Use this checkbox as follows:

Unchecked - To print for first time

Checked - To re-print the shipper notes

Select **Submit Job (F8)** to submit the batch job for processing.

Subcon Stock Report [13/P4E]

Use this report to print details of [WIP inventory](#) and materials at subcontractors. Optionally, a [cost](#) analysis of [WIP](#) and materials can be produced. Additionally, the report can include shipper and receipt information.

Subcontractor Stock Status Report Window

To display this window, select the Subcon Stock Report task.

Use this window to enter the parameters for the report.

Fields

Selection

Organisational Model

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

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

WIP Location Range/To

You can optionally enter a [WIP location](#) range. Leave these fields blank to include all locations. These are the [WIP locations](#) assigned to [machines](#) at [operations](#) prior to those designated subcontracted.

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

Subcontractor

You can optionally enter a subcontractor to restrict the report.

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

Item Number Range/To

You can optionally enter a [style](#) range to restrict the report. Leave these fields blank to include all [styles](#).

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

Operation Sequence

You can optionally enter an [operation](#) sequence to restrict the report.

Report Basis

Include Valuation

Use this checkbox as follows:

Unchecked - Not to print material and [WIP inventory](#) values

Checked - To print the valuation

Include Shipper Details

Use this checkbox as follows:

Unchecked - Not to print shipper details

Checked - To print shipper details

The details printed are: [shipper number](#), shipped quantity, received quantity, due dates, [production order](#) and line numbers and the status of the shipment.

Note: *The field default is unchecked if the [Shipper Tracking](#) flag on the [organisational model](#) is set to 0 or 2 ([Shipper Tracking](#) Not Required), but if the tracking flag is set to 1 or 3 ([Shipper Tracking](#) Required), the default is checked.*

Include Receipt Details

Use this checkbox as follows:

Unchecked - To exclude receipt details

Checked - To include receipt details

The additional details printed are: [advice note](#) number, received date and received quantity.

Sequence

Select one of the following:

By Subcontractor (1) - To sequence the report by subcontractor and [style](#) code sequence within subcontractor

By Item/[Operation](#) (2) - To sequence the report by [style](#) code and subcontractor sequence within [style](#) code

Select **Submit Job (F8)** to submit the batch job for processing.

Subcon Receipts Schedule [14/P4E]

Use this report to print details of the [WIP inventory](#) expected back from subcontractors. The report is printed in subcontractor sequence. For each planned receipt, the report shows the:

- Style/operation number and description
- Quantities due, back grouped according to the MPS reporting profile
- Total in the last column

If the date range is not completely covered by the eight [buckets](#), the eighth [bucket](#) quantity refers to all expected receipts from its [start date](#) to the end of the date range.

For example:

- Date range: 1/11 - 31/12 = 61 days
- Reporting policy: seven days per bucket
- Eighth bucket starts 20/12, normally finishes 26/12, however, because it is the eighth bucket, it covers to 31/12

Subcontractor Receipts Schedule Report Selection Window

To display this window, select the Subcon Receipts Schedule task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a [WIP location](#) range. Leave these fields blank to include all [WIP locations](#). These are the locations into which inventory is to be received; that is, the locations assigned to the [machines](#) at the subcontracted [operations](#).

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

Subcontractor

You can optionally enter a subcontractor to restrict the report. Leave this field blank to include all subcontractors.

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

Items From/To

You can optionally enter a range of items ([styles](#)) to restrict the report. Leave these fields blank to include all [styles](#).

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

Date Range From/To

You can optionally enter or select a range of dates to restrict the report. Leave these fields blank to include all dates.

Select **Submit Job (F8)** to submit the batch job for processing.

Order Status Report [21/P4E]

Use this report to compare the current status of [production orders](#) to the original schedule and material requirements. The report lists statistics for each [operation](#) as well as details of the order header.

Production Order Status Report Window

To display this window, select the [Order Status](#) Report task.

Use this window to enter the selection criteria for the report.

Fields

Report Sequence

Select one of the following:

By [Style](#) (1) - To print the report in [style](#) sequence

By Order (2) - To print the report in order sequence

Finished Style/To

You can optionally enter a range of finished [styles](#) to restrict the report. Leave these fields blank to include all [styles](#).

You can use the prompt facility on these fields to select from the Routes & Items pop-up.

Order Number/To

You can optionally enter a range of order numbers to restrict the report. 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.

Include Order Status

Planned

Use this checkbox as follows:

Unchecked - Not to include planned orders in the report

Checked - To include planned orders in the report

Confirmed

Use this checkbox as follows:

Unchecked - Not to include confirmed orders in the report

Checked - To include confirmed orders in the report

Released

Use this checkbox as follows:

Unchecked - Not to include released orders in the report

Checked - To include released orders in the report

Active

Use this checkbox as follows:

Unchecked - Not to include active orders in the report

Checked - To include active orders in the report

Completed

Use this checkbox as follows:

Unchecked - Not to include completed orders in the report

Checked - To include completed orders in the report

Include Operations

Select one of the following:

Key Only (0) - To report [key operations](#) only

All (1) - To report all [operations](#)

Press Enter to submit the job for batch processing.

Machine Production List [23/P4E]

Use this report to produce a detailed list of [operations](#) scheduled at each [machine](#).

Despatch List Report Selection Window

To display this window, select the [Machine](#) Production List task.

Use this window to enter the selection criteria for the report.

Fields

Latest Operation Start Date

You can optionally enter an [operation](#) cut-off date. Leave this field blank to include all [operations](#).

From Work Station/To Work Station

You can optionally enter a range of work stations to restrict the report. Leave these fields blank to include all [machines](#).

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

Include Order Status

Confirmed

Use this checkbox as follows:

Unchecked - To exclude confirmed orders in the report

Checked - To include confirmed orders in the report

Released

Use this checkbox as follows:

Unchecked - To exclude released orders in the report

Checked - To include released orders in the report

Active

Use this checkbox as follows:

Unchecked - To exclude active orders in the report

Checked - To include active orders in the report

Press Enter to submit the job for batch processing.

WIP Valuation Report [24/P4E]

Use this report to value [work-in-progress](#) using actual [costs](#), and lists the following [costs](#) for each issued, received and [WIP](#) value (issued less received):

- Material
- Labour
- Machine
- Subcontract
- Overheads
- Others: variable, setting, fixed, miscellaneous and total
- The report shows a summary total for all orders/items.

To calculate material [costs](#), you can choose to use either production [costs](#) or inventory [costs](#).

- Production costs
- Material costs for manufactured materials are based on the selected cost route.
- Inventory costs
- It uses the cost held against the material, based on the setting of the Costing Method field on the Product Maintenance Costing Details window. For more information, refer to the Styles section in the Maintenance chapter of the Style Inventory Management product guide.

For both types, you can choose whether to print [costs](#) at [operation](#) level.

Operation Detail Not Required

This multiplies the material [cost](#) by the material quantity issued against the [production order](#).

Operation Detail Required

The unconsumed [cost](#) and [cost](#) per unit must be maintained for each [operation](#). An example of this is given below under [Operation](#) Level Material [Costs](#).

To obtain the [cost](#) per unit, the total [cost](#) of materials at the [operation](#) is divided by the [production order](#) quantity. These [costs](#) are then added to the total [cost](#) of unconsumed materials and total [cost](#) per unit respectively. The total unconsumed [costs](#) to be carried forward are calculated as:

- (Qty complete at this operation less WIP at this operation) x total cost per unit

The [cost](#) of material at this [operation](#) is calculated as:

- Unconsumed from previous operation minus costs carried forward.

Operation Level Material Costs - Example

Below is an example of the calculations required for material costs for a production order where the ordered quantity is **200**:

Materials Issued	Operation	Total Cost
Fabric	10	£100
Trim	20	£50

The status is:

Operation	Complete Qty	WIP
10	150	50
20	100	50
30	50	50
40	0	0

The material [WIP costs](#) are:

Operation **10**:

- 1 (Oper complete - Oper [WIP](#)) x (Op Material [cost](#) / Order qty) = Carried forward
 - 2 (Material [cost](#) b/forward + Op material [cost](#)) - Carried forward = Material [cost](#) at [operation](#)
- $(150 - 50) * (100 / 200) = £50$ carried forward
 $(£0 + £100) - £50 = £50$ material [cost](#) at [operation](#) 10

Operation 20:

- 1 (Oper complete - Oper [WIP](#)) x (Previous material [cost](#) + [Op material [cost](#) / Order qty]) = Carried forward
 - 2 (Material [cost](#) b/forward + Op material [cost](#)) - Carried forward = Material [cost](#) at [operation](#)
- $(100 - 50) * (£50 + [£50 / 200]) = £37.50$ carried forward
 $(£50 + £50) - £37.50 = £62.50$ material [cost](#) at [operation](#) 20

Operation 30:

- 1 (Oper complete - Oper [WIP](#)) x (Previous material [cost](#) + [Op material [cost](#) / Order qty]) = Carried forward
 - 2 (Material [cost](#) b/forward + Op material [cost](#)) - Carried forward = Material [cost](#) at [operation](#)
- $(50 - 50) * (0.75 + [0 / 200]) = £0$ carried forward
 $(£37.50 + £0) - £0 = £37.50$ material [cost](#) at [operation](#) 30

Work in Progress Valuation Window

To display this window, select the [WIP](#) Valuation Report task.

Use this window to set the parameters for the report.

Fields

Report Sequence

Select one of the following:

By Order (1) - To sequence the report by [production order](#) number

By Item (2) - To sequence the report by [style](#)

Operation Detail

Use this checkbox as follows:

Unchecked - To print three lines of [cost](#): at issue, [WIP](#) and completed

The calculation for the completed line is:

For materials:

(Issued [cost](#)) x ([production order](#) completed quantity / [production order](#) quantity)

For non-materials:

([Production order](#) completed quantity) x (cumulative [unit cost](#) for [production order](#))

Checked - To print [costs](#) at [operation](#) level for [costs](#) at [WIP](#) only

Use Style Cost Route

Use this checkbox as follows:

Unchecked - To enter a different [cost route](#) in the [Cost Route](#) field below

Checked - Use the [cost route](#) defined for the [style](#)

Cost Route

Enter a [cost route](#). You only need to complete this field if you have left the Use [Style Cost Route](#) field on this window **unchecked**.

Note: If the [style](#) is non-manufactured, leave this field blank.

Cost Set

Select one of the following:

Production (0) - To use production [costs](#)

Inventory (1) - To use inventory [costs](#)

Material Costs

Enter the [cost](#) set you want to use. Leave this field blank to use a blank [cost](#) set.

Order Number/To

Enter an order range. 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.

Style/To

Enter a range of [styles](#) to restrict the report. Leave these fields blank to include all [styles](#).

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

Include Order Status

Select one of the following:

Active (1) - To include active orders

Complete (2) - To include complete orders only

Both (3) - To include both active and complete orders

Press Enter to submit the job for batch processing.

Report by Labour Efficiency [25/P4E]

Use this report to compare actual [labour](#) used to standard [labour](#) derived from the [planning route](#). [Efficiency](#) is reported by [route](#), and summarised by [machine](#) for a selected date range.

Labour Efficiency Report Selection Window

To display this window, select the Report by [Labour Efficiency](#) task.

Use this window to enter the selection criteria for the report.

Fields

Work Stations From/To

You can optionally enter a range of work stations to restrict the report. Leave these fields blank to include all [machines](#).

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

Date Range From/To

You can optionally enter or select a cut-off date range to limit the orders included in the report. Leave these fields blank to include all orders.

Press Enter to submit the job for batch processing.

Order Variance Report [26/P4E]

Use this report to compare standard times and [costs](#), for each [costing](#) element, with booked time and associated [costs](#) for a user-defined range of [production orders](#).

Production Order Variance Report Selection Window

To display this window, select the Order [Variance](#) Report task.

Use this window to select the [production orders](#) you want to include in the report.

Fields

Production Order From/To

You can optionally enter a [production order](#) number range to restrict the report. 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.

Press Enter to submit the job for batch processing.

Planning Variance Report [27/P4E]

Use this report to list, by [machine](#) and date range, [cost variance](#) between output quantities and equivalent quantities on the standard [planning route](#). Material [costs](#) can be taken from either [Style](#) Production or [Style](#) Inventory Management.

Work Station Production Variance Report Selection Window

To display this window, select the Planning [Variance](#) Report task.

Use this window to enter the selection criteria for the report.

Fields

Work Stations From/To

You can optionally enter a range of work stations to restrict the report. Leave these fields blank to include all work stations.

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

Date Range From/To

You can optionally enter or select a date range to restrict the report. The default is the current date.

Include Order Status

Confirmed

Use this checkbox as follows:

Unchecked - To exclude confirmed orders from the report

Checked - To include confirmed orders in the report

Released

Use this checkbox as follows:

Unchecked - To exclude released orders from the report

Checked - To include released orders in the report

Active

Use this checkbox as follows:

Unchecked - To exclude active orders from the report

Checked - To include active orders in the report

Completed

Use this checkbox as follows:

Unchecked - To exclude completed orders from the report

Checked - To include completed orders in the report

Material Standard Cost

Select one of the following:

Production (1) - To use [Style](#) Production material [costs](#)

Inventory (2) - To use [Style](#) Inventory Management [stockroom costs](#)

Press Enter to submit the job for batch processing.

Production Variance Report [28/P4E]

Use this report to compare actual material [usage](#), finished goods and [operations](#) booked against [machines](#) with standard or planned production.

Machine Type Production Variance Report Selection Window

To display this window, select the Production [Variance](#) Report task.

Use this window to enter the selection criteria for the report.

Fields

Machine Types From/To

You can optionally enter a [machine](#) range to restrict the report. Leave these fields blank to include all [machines](#).

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

Date Range From/To

You can optionally enter a date range to restrict the report. The default is the current date.

Style

You can optionally enter a [style](#) to restrict the report. Leave this field blank to include all [styles](#).

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

Include Order Status

Active

Use this checkbox as follows:

Unchecked - To exclude active orders from the report

Checked - To include active orders in the report

Complete

Use this checkbox as follows:

Unchecked - To exclude complete orders from the report

Checked - To include complete orders in the report

Route Option

Select one of the following:

Order [Route](#) (0) - To use the order [route](#) for the report

[Planning Route](#) (1) - To use the [planning route](#) for the report

[Costing Route](#) (2) - To use the [costing route](#) for the report

Material Standard Cost

Select one of the following:

Production (1) - To use [Style](#) Production material [costs](#)

Inventory (2) - To use [Style](#) Inventory Management [stockroom costs](#)

Compare Actual With

Select one of the following:

Standard ([Routes](#)) - Based [on Order](#) Quantities (1) - To compare actual with standard based [on order](#) quantities

Standard ([Routes](#)) - Based on Receipt Quantities (2) - To compare actual with standard based on receipt quantities

Planned (Orders) (3) - To compare actual with planned

Press Enter to submit the job for batch processing.

Production Mix Report [29/P4E]

Use this report to compare order [variant](#) (spread) quantities with the actual [variant](#) quantities produced.

Production Mix Report Selection Window

To display this window, select the Production Mix Report task.

Use this window to enter the selection criteria for the report.

Fields

Order From/To

You can optionally enter a range of [production orders](#) to include in the report. 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.

Style

You must enter a [style](#) to restrict the report.

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

Order Due Date From/To

You can optionally enter or select a range of due dates to restrict the report. Leave these fields blank to include all dates

Minimum Variance %

You can optionally enter a minimum [variance](#) to percentage report.

Operations to be Included

Select one of the following:

[Key Operation](#) Only (1) - To include the [key operation](#) only in the report

All [Count Point Operations](#) (2) - To include all [count point operations](#) in the report

Colour Details Required

Use this checkbox as follows:

Unchecked - If [colour](#) details are not required in the report

Checked - If [colour](#) details are required in the report

Mode

Select one of the following:

Graphical Representation (0) - To produce a graphical report

Numerical Representation (1) - To produce a numerical report

Press Enter to submit the job for batch processing.

Report of Lost/Late Bundles [30/P4E]

Use this report to list lost or late bundles.

Lost/Late Bundle Report Window

To display this window, select the Report of Lost/Late Bundles task.

Use this window to enter the parameters for the report.

Fields**Select (Untitled)**

Check one of these fields to select one of the following criteria for the report

You can only select one value and you must enter a date against the one you have selected.

Bundle Not Moved Since

Enter or select a cut-off date to consider for non-movement of bundles.

Bundle Late As At

Enter or select a cut-off date at which bundles are to be considered late.

Press Enter to submit the job for batch processing.

Report by Receipts Requiring Manual GRN [31/P4E]

Use this report to list receipts from subcontractors which have been booked against purchase order numbers other than those recorded against [WIP inventory](#) shipments.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Consolidated Pick List by Range [32/P4E]

Use this task to produce a consolidated list of material requirements for selected orders. The following criteria are used to select which orders are included:

- Production Order Receiving Stockroom
- Material Issuing Stockroom
- Order Status
- Order Start Date
- Order Number

The [pick list](#) is printed in the following sequence:

- Stockroom - either the orders receiving or issuing stockroom
- This is selected on the Consolidated Pick List by Range window
- Material Item
- Production Order Number or Order Operation Start Date
- This is selected on the Consolidated Pick List by Range window

Exclusions from the [pick list](#):

- Materials that are handled through a warehouse-controlled stockroom
- Backflushed items, if this option is set in the company profile

Consolidated Pick List by Range Window

To display this window, select the Consolidated [Pick List](#) - Range task.

Use this window to select the orders you want to consolidate onto the [pick list](#).

Fields

Select Stockrooms

Production Order Receiving Stockroom

You can optionally enter the [receiving stockroom](#) for the [production orders](#).

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

Leave this field blank to select all [stockrooms](#).

Material Issuing Stockroom

You can optionally enter the [stockroom](#) for issuing material.

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

Leave this field blank to select all [stockrooms](#).

Pick List Sequence

Stockroom

Select one of the following:

Receiving SR (1) - To sequence the [pick list](#) primarily by the [Production Order Receiving Stockroom](#)

Issuing SR (2) - To sequence the [pick list](#) primarily by the Material Issuing [Stockroom](#)

Production Order

Select one of the following:

Order Number (1) - To sequence the material requirements by order number

Op [Start Date](#) (2) - To sequence the material requirements by [operation start date](#)

Select Status and Ranges

Confirmed Orders

Use this checkbox as follows:

Unchecked - Not to include confirmed orders

Checked - To include confirmed orders

Released Orders

Use this checkbox as follows:

Unchecked - Not to include released orders

Checked - To include released orders

Active Orders

Use this checkbox as follows:

Unchecked - Not to include active orders

Checked - To include active orders

Order Start Date From/To

Enter or select the range of order [start dates](#) to be included.

Production Order From/To

Enter the range of [production orders](#) to be included.

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

Press Enter to validate the data and then **select Submit (F8)** to submit the batch job for processing.

Consolidated Pick list by Order [33/P4E]

Use this task to produce a consolidated list of material requirements for the selected orders.

The [pick list](#) is printed in the following sequence:

- Stockroom - either the orders receiving or issuing stockroom

This is selected on the Consolidated Pick List by Range window.

- Material Item
- Production Order Number or Order Operation Start Date

This is selected on the Consolidated Pick List by Range window.

Exclusions from the [pick list](#):

- Materials that are handled through a warehouse-controlled stockroom
- Backflushed items, if this option is set in the company profile

Consolidated Pick List by Order Window

To display this window, select the Consolidated [Pick List](#) - Order task.

Use this window to select the orders you want to include on the [pick list](#).

Fields

Select Stockroom

Material Issuing Stockroom

Enter the [stockroom](#) for issuing material.

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

Pick List Sequence

Stockroom

Select one of the following:

Receiving SR (1) - To sequence the [pick list](#) primarily by the [Production Order Receiving Stockroom](#)

Issuing SR (2) - To sequence the [pick list](#) primarily by the Material Issuing [Stockroom](#)

Production Order

Select one of the following:

Order Number (1) - To sequence the material requirements by order number

Op [Start Date](#) (2) - To sequence the material requirements by [operation start date](#)

Enter List of Production Orders

Enter the list of [production order](#) numbers that you want to include on the consolidated [pick list](#).

Press Enter to validate your entries and then select **Submit (F8)** to submit the batch job for processing.

WIP Inventory Management

You manage [WIP Inventory](#) by making a series of [booking](#) transactions to adjust inventory [balances](#). Inventory levels can also change as a result of other events, such as scrapping inventory, and physical inventory checks.

You can use the Hold Inventory task to prevent inventory booked as good but then subsequently found to be faulty, from being moved. Once you have [reworked](#) or re-tested the inventory, you can then release or scrap it, using the Release Inventory or Scrap [Available](#) Inventory tasks.

You can book inventory to [WIP locations](#) other than the standard or expected location. If you need to re-locate inventory to the standard location in order to generate proper [costing](#) and movement records, use the Transfer Location task.

You can also re-allocate [WIP](#) from one [production order](#) to another and adjust the inventory [balance](#) at a [WIP location](#).

Note: You cannot manipulate [available WIP](#) after the last [operation](#) on a [route](#). If you book [WIP inventory](#) as held, you have to release the inventory at the last [operation](#).

Calculation of Actual Time

After you have defined all productive work against the entered hours, the software calculates the assumed actual time for each activity. This time is posted on each individual transaction record and is used in performance analysis. The actual time is calculated as follows:

$$\frac{\text{Standard Time for activity}}{\text{Total Standard Time}} \times (\text{Elapsed Time} - (\text{Off Std Hrs} + \text{Down Time}))$$

Where:

Standard Time for Activity is the standard time for the activity calculated from the production [route](#).

Total Standard Time is the sum of all the standard times for the activities recorded on the timesheet.

Elapsed Time is the number of hours entered on the timesheet header.

Off Std Hrs is the number of labour hours on the timesheet booked to activities other than those with reporting types of **01** (Standard Production) or **05** (Down Time).

Down time is any time booked against an activity type with a reporting type of **05** (Down Time).

WIP Locations

[Style](#) associates each [machine](#) with a [work-in-progress \(WIP\)](#) location. The [WIP location](#) can be a physical location where [WIP](#) is stocked or palleted, or it can be a virtual location for identification within [Style](#) Production.

During production, work in progress is booked against a [WIP location](#). You can use enquiries and reports to review the progress of work associated with a particular [production order](#).

Each [WIP location](#) holds three [balances](#): On-hand, Held and Subcontracted.

A status of Held indicates that the work is not ready to move to the next [operation](#). For example, work can be held whilst waiting for a quality inspection. Subsequently, held work can be either released, thereby becoming [available](#), or scrapped.

[Style](#) calculates quantity [available](#) as:

- Available = On-Hand - Held - Subcontracted

Booking Work against a WIP Location

Work can be booked in at those [operations](#) designated as [count points](#). [Operations](#) that are not [count points](#) are called [backflushed operations](#); the [operation](#) gets booked in automatically at the next [count point operation](#).

There are four levels at which you can book in [WIP](#) at a [count point operation](#):

- Style - At this level, you report a single quantity.
- Style/colour - At this level, you report each colour variant. For example, you might break down a quantity of 20 into 5 blue, 5 red, 5 green and 5 black.
- Style/size - At this level, you report each size variant. For example, you might break down a quantity of 20 into 5 extra large, 5 large, 5 medium and 5 small.
- Style/colour/size - At this level, you report each colour and size variant. For example, you might break down a quantity of 14 into 2 blue/large, 2 red/large, 3 blue/medium, 3 red/medium, 2 blue/small, and 2 red/small.

Backflushed Operations

It is time-consuming to book in [WIP](#) at every [operation](#).

An alternative to [booking](#) at each [operation](#) is to [backflush](#) work quantities and times at [operations](#). You cannot report against a [backflushed operation](#), other than to book activities such as:

- Actual labour time
- Machine down time
- Additional material issues
- Additional machine time
- Additional labour time

You could choose to not book any [work-in-progress](#) at any [operations](#), [booking](#) completed work at the final [operation](#) only. However, this is unusual. You are more likely to [backflush](#) certain [operations](#) along the [route](#).

If a [backflushed operation](#) requires materials, the next [booking](#) at a [count point operation](#) takes materials out of [stockrooms](#) back to the previous [count point](#).

Pay gets booked via the [bundle tickets](#).

Held Inventory Tasks

The tasks described below allow you to perform the following activities with [WIP inventory](#):

Task	Purpose
Hold Inventory	Hold WIP inventory that you have already booked in as good.
Release Inventory	Release WIP inventory previously booked as held.
Scrap Held Inventory	Scrap WIP inventory booked in previously as held.

Hold Inventory [1/P4W]

Use this task to hold [WIP inventory](#) that was booked in previously as good ([Available](#)) at an [operation](#). By marking inventory as Held, you prevent the inventory's movement to the next [operation](#).

You must record all transactions against [count point operations](#).

WIP Inventory Hold Entry Window

To display this window, select the Hold Inventory task.

Use this window to select the inventory you want to put on hold.

Fields

Date

Enter or select a transaction date. The default is the current date.

Shift

Enter the shift number. The shift number must be on the shift profile in force at the relevant [machine](#) on the day specified.

WIP Location

Enter the [machine WIP location](#) at which the [WIP inventory](#) transaction is being recorded.

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

The software validates any quantity against the [available](#) (on-hand minus held minus subcontractor) [balance](#) at this location; it is essential that the [machine WIP location](#) should relate to the order or [operation](#) at which the transaction is being recorded.

This is of particular importance when [bookings](#) have been made to more than one [machine](#) with different associated [WIP locations](#).

Order

Enter the [production order](#) number.

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

Operation

Enter the [operation](#) sequence.

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

Note: When an [operation](#) has been entered, you can select **Held WIP Inventory Details (F19)** to review [WIP inventory](#) currently held at the designated [WIP location](#).

Variant-Colour

Enter the [colour variant](#) code.

Size/Fit

Enter the size and fit code combination.

Lot Number

Enter the lot number.

Alternatively, use the prompt facility to select from the Scan Lot Number pop-up.

This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked**.

Quantity

Enter the quantity to be held.

- The quantity must be less than or equal to the available quantity at the order/operation at the WIP location specified.
- Quantities must also correlate to lot control references (that is, WIP Lot Tracking) and held references (that is, Held Inventory Tracking) where used.
- The quantity entered must be in the same unit of measure as the booked WIP inventory.

Functions

Held WIP Inventory Details (F19)

Use this to display the Held WIP Inventory Details pop-up.

Press Enter to display the Held Reference pop-up.

Held WIP Inventory Details Pop-up

To display this pop-up, select **Held WIP Inventory Details (F19)** on the WIP Inventory Hold Entry window.

This pop-up displays the [stockroom](#), [lot control](#) number, [booking](#) date and held quantity for each held reference.

Fields

Select (S)

Enter **1** to see the full product details.

Stockroom (S/r)

This field displays the [stockroom](#).

Lot Number

This field displays the lot number.

Reference

This field displays the held reference.

Date

This field displays the held date.

Held Qty

This field displays the quantity on hold.

Reason

This field displays the reason code for the goods being on hold.

Select **Previous (F12)** to return to the WIP Inventory Hold Entry window.

Held Reference Pop-up

To display this pop-up, press Enter on the WIP Inventory Hold Entry window.

Use this pop-up to split down the quantity to be held by reference.

Fields

Style

This field displays the selected [style](#).

Oper

This field displays the [operation](#) number.

Quantity Held

This field displays the quantity held.

Remaining

This field displays the quantity remaining.

Select (S)

Enter **1** for full product details.

Reference

Enter a reference of up to 15 alphanumeric characters in upper case. This field is mandatory if the [Held Inventory Tracking](#) field on the Maintain Organisational Model Details window is checked.

Quantity

Enter the quantity.

Reason

Enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the matrix. Select down to [SKU](#) level and then select **Update (F8)**.

Release Inventory [2/P4W]

Use this task to release [WIP inventory](#) previously booked as held, either at an [operation](#) or via the Hold Inventory task. This task releases [WIP inventory](#) at the appropriate [reporting level](#).

All transactions must be recorded against [count point operations](#).

By releasing the inventory, you allow the inventory to move to the next [operation](#).

WIP Held Inventory Release Entry Window

To display this window, select the Release Inventory task.

Use this window to select the inventory that you want to release.

Fields

Date

Enter or select a transaction date. The default is the current date.

Shift

Enter the shift number. The shift number must be on the shift profile in force at the relevant [machine](#) on the day specified.

WIP Location

Enter the [machine WIP location](#) at which the [WIP inventory](#) transaction is being recorded.

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

The software validates the quantity you enter against the held [balance](#) at this location.

Caution: It is essential that the machine WIP location should relate to the order or operation at which the transaction is being recorded. This is of particular importance when bookings have been made to more than one machine with different associated WIP locations.

Order

Enter the [production order](#) number.

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

Operation

Enter the [operation](#) sequence.

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

Note: When an [operation](#) has been entered, you can select **Held WIP Inventory Details (F19)** to review [WIP inventory](#) currently held at the designated [WIP location](#).

Variant-Colour

Enter the [colour variant](#) code.

Size/Fit

Enter the size and fit code combination.

Lot Number

Enter the lot number. This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked**.

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

Bundle

Enter the bundle number.

Held Reference

Enter a reference of up to 15 alphanumeric characters in upper case. This field is mandatory if the [Held Inventory Tracking](#) flag on the [organisational model](#) is **checked**.

Grade

Enter the grade.

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

Quantity

Enter the quantity to release.

- The quantity must be less than or equal to the quantity recorded as held at the order or operation at the WIP location specified.
- Quantities must also correlate to lot control references (WIP Lot Tracking) and held references (Held Inventory Tracking), where used.
- The quantity entered must be in the same unit of measure as the booked WIP inventory.

Reason Code

Enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Functions

Output (F16)

Use this to display the Inventory Receipts pop-up. This is only valid for the last [operation](#) of an order with multiple [variants](#).

Held WIP Inventory Details (F19)

Use this to display the Held WIP Inventory Details pop-up.

Select **Output (F16)** to display the Inventory Receipts pop-up.

Inventory Receipts Pop-up

To display this pop-up, select **Output (F16)** on the WIP Held Inventory Release Entry window.

Note: If the planned [receiving stockroom](#) is [warehouse](#)-controlled, this pop-up is displayed automatically.

Use this pop-up to override the [variant spread](#) produced at an [operation](#), where the spread differs from that expected from the [production order](#) details.

If the planned [receiving stockroom](#) is [warehouse](#)-controlled, use this pop-up to override the [receiving stockroom](#) and other receipt information. For example, you can change the [receiving stockroom](#) so that the finished [styles](#) are no longer [warehouse](#)-controlled.

Note: If you do not make amendments, [Style](#) makes receipts to standard [stockrooms](#) and lot numbers automatically.

Fields

Select (S)

Enter one of the following:

- 1 - To display the Add/Amend Receipt pop-up, allowing you to override receipt details

2 - To indicate that you do not want to book further quantities against the selected [variant](#) or make any further changes

Functions

Unplanned Receipt (F14)

Use this to display the Add/Amend Receipt pop-up, on which you can enter details of [unplanned receipts](#).

Select **Confirm (F8)** to accept and save the details.

Scrap Held Inventory [3/P4W]

Use this task to scrap [WIP inventory](#) booked in previously as Held at an [operation](#) or via the [WIP Held Inventory Release Entry](#) task.

This task scraps [WIP inventory](#) at the appropriate [reporting level](#).

All transactions must be recorded against [count point operations](#).

WIP Held Inventory Scrap Entry Window

To display this window, select the Scrap Held Inventory task.

Use this window to select the Held inventory that you want to scrap.

Fields

Date

Enter or select a transaction date. The default is the current date.

Shift

Enter a shift number. The shift number must be on the shift profile in force at the relevant [machine](#) on the day specified.

WIP Location

Enter the [machine WIP location](#) at which the [WIP inventory](#) transaction is being recorded.

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

The software validates the quantity you enter against the held [balance](#) at this location. It is essential that the [machine WIP location](#) should relate to the order or [operation](#) at which the transaction is being recorded. This is of particular importance when [bookings](#) have been made to more than one [machine](#) with different associated [WIP locations](#).

Order

Enter the [production order](#) number.

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

Operation

Enter the [operation](#) sequence.

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

Note: When an [operation](#) has been entered, you can select [Held WIP Inventory Details \(F19\)](#) to review [WIP inventory](#) currently held at the designated [WIP location](#).

Variant-Colour

Enter the [colour variant](#) code.

Size/Fit

Enter the size and fit code combination.

Lot Number

Enter a lot number. This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked**.

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

Bundle

Enter the bundle number.

Held Reference

Enter up to 15 alphanumeric characters in upper case. This field is mandatory if the [Held Inventory Tracking](#) flag on the [organisational model](#) is **checked**.

Quantity

Enter the quantity to scrap.

- The quantity must be less than or equal to the quantity recorded, as held at the order or operation at the WIP location specified.
- Quantities must also correlate to lot control references (WIP Lot Tracking) and held references (Held Inventory Tracking) where used.
- The quantity entered must be in the same unit of measure as the booked WIP inventory.

Reason Code

Enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Functions

Held WIP Inventory Details (F19)

Use this to display the Held WIP Inventory Details pop-up.

Press Enter to display the Product Distribution pop-up.

Scrap Available Inventory [4/P4W]

Use this task to scrap [WIP inventory](#) that is currently [available](#) (that is either booked in previously as good or released after being held). In doing so, you allow the [WIP inventory balance](#) to be decreased.

This task scraps [WIP inventory](#) at the appropriate [reporting level](#).

[WIP](#) can be scrapped at any [operation](#), irrespective of its reporting type. That is, non-[count point operations](#) can be selected.

- At a count point operation, only existing, available WIP can be scrapped. The transaction reduces the available balance at the operation.
- At non-count point operations (backflush), the balance is reduced at the prior count point if there is one. Materials are backflushed and costs recovered for the operations after the previous count point up to and including the operation at which scrap is recorded.

Note: This task does not scrap [held WIP inventory](#). Use the [WIP Held Inventory Scrap Entry](#) window instead.

WIP Inventory Scrap Entry Window

To display this window, select the Scrap [Available](#) Inventory task.

Use this window to select the inventory that you want to scrap.

Fields

Date

Enter the transaction date. The default is the current date.

Shift

Enter a shift number. The shift number must be on the shift profile in force at the relevant [machine](#) on the day specified.

WIP Location

Enter the [machine WIP location](#) for which the [WIP balance](#) is to be reduced because of scrap occurring.

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

The location can be any location where order or [operation balances](#) are held.

If the [operation](#) to be entered is not a [count point](#), the [WIP location](#) should exist at a prior [count point operation](#).

Order

Enter the [production order](#) number.

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

Operation

Enter the [operation](#) sequence. The order or [operation](#) must exist and have a recorded [WIP balance](#).

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

The transaction will assume that the activity associated with the [operation](#) has taken place, and will [backflush](#) materials and recover [costs](#) accordingly.

[WIP](#) scrap can be recorded for any valid [operation](#):

If it is a count point, the available WIP balance will be reduced for that operation.

If it is not a count point, the balance will be reduced at the previous count point, and materials and costs will be recovered for all operations following the count point operation up to and including the operation at which the booking is made.

Variant-Colour

Enter the [colour variant](#) code.

Size/Fit

Enter the size and fit code combination.

Lot Number

Enter a lot number. This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked**.

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

Scrap Reference

Enter a scrap reference.

Quantity

Enter the total quantity to scrap.

- The quantity must be less than or equal to the available quantity at the order/operation at the WIP location specified.
- Quantities must also correlate to lot control references (WIP Lot Tracking) where used. Enter the quantity in the same unit of measure as the booked WIP inventory.

Reason Code

Enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the Product Distribution pop-up.

Transfer Location [5/P4W]

Use this task to move [WIP inventory](#) from one [WIP location](#) to another. You can transfer both [available](#) (that is, booked good) and [held WIP inventory](#).

This task is useful if you want to use a different work station with different [WIP locations](#) on the next [operation](#).

This task moves [WIP inventory](#) at the appropriate [reporting level](#).

WIP Location Transfer Window

To display this window, select the Transfer Location task.

Use this window to select the inventory that you want to transfer.

Fields

Date

Enter or select a transaction date. The default is the current date.

Shift

Enter a shift number. The shift number must be on the shift profile in force at the relevant [machine](#) on the day specified.

From Location

You must enter the [WIP location](#) from which inventory is to be transferred.

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

To Location

You must enter the [WIP location](#) to which inventory is to be transferred.

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

Order

Enter the [production order](#) number.

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

Operation

Enter the [operation](#) sequence. The order or [operation](#) must exist and have a recorded [WIP balance](#).

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

Lot Number

Enter the lot number. This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked**.

Inventory Status

Select one of the following:

[Available](#) (0) - To transfer the [available](#) inventory

Held (1) - To transfer the held inventory

Held Reference

Enter a reference in upper case. This field is mandatory if the [Held Inventory Tracking](#) flag on the [organisational model](#) is **checked** and transfer of Held [WIP](#) is requested.

Note: *The reference entered must be an existing reference relating to the inventory being transferred.*

Quantity

Enter the total quantity to transfer.

- If you are transferring held inventory, enter a quantity less than or equal to the held quantity at the order or operation at the WIP location specified.
- If you are transferring available inventory, enter a quantity less than or equal to the Good quantity at the order or operation at the WIP location specified.
- Quantities must also correlate to lot control references (WIP Lot Tracking) and held references (Held Inventory Tracking) where used.
- Enter a quantity in the same unit of measure as the booked WIP inventory.

Reason Code

Enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the Product Distribution pop-up.

Reallocate Inventory [6/P4W]

Use this task to transfer [WIP inventory](#) from one [production order](#) to another.

For example, this task is useful where inventory has become redundant or trapped at a [WIP location](#). (This situation can occur when the [production order](#) against which the inventory is booked closes via [booking](#) routines or the order completion facility.)

To re-allocate [WIP](#), the two [production orders](#) must:

- Have the same product code
- Have the same reporting level
- Use the same planning route
- Be of order type **1** (standard orders)

In addition:

- The de-allocate order must be at status **8** (Closed).
- The re-allocate order must be at status **3** (Released) or **4** (Active).

De-allocation is carried out on an [operation-by-operation](#) basis, creating a free [WIP balance](#). You can re-allocate the [balance](#) on the same basis to a different order.

WIP Inventory Re-allocation Window

To display this window, select the Re-allocate Inventory task.

Use this window to select the inventory that you want to re-allocate.

Fields

Date

Enter or select a transaction date. The default is the current date.

Shift

Enter a shift number. The shift number must be on the shift profile in force at the relevant [machine](#) on the day specified.

From WIP Location

Enter the [machine WIP location](#) from which you want to de-allocate the inventory.

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

To WIP Location

Enter the [machine WIP location](#) to which you want to re-allocate the inventory.

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

From Order

Enter the [production order](#) from which you want to de-allocate inventory. The order must have an order type of **1** (Standard Order) and a status of **8** (Complete).

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

To Order

Enter the [production order](#) to which you want to re-allocate inventory. The order must:

- Have an order type of **1** (Standard Order)
- Have a status of at least Released
- Be for the same parent style and route as the de-allocated order

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

From Operation

Enter the [operation](#) from which you want to de-allocate [WIP inventory](#).

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

To Operation

Enter the [operation](#) to which you want to re-allocate [WIP inventory](#).

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

You must allocate [WIP inventory](#) by item/lot/[operation](#).

From Lot Number

Enter the lot number of the inventory you are de-allocating. This field is mandatory if the [WIP Lot Tracking](#) flag on the [organisational model](#) is **checked**.

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

To Lot Number

Enter the lot number of the inventory you are re-allocating. This field is mandatory if the [WIP Lot Tracking](#) flag on the [organisational model](#) is **checked**.

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

Quantity

Enter the quantity of [WIP inventory](#) to re-allocate.

Reason Code

Enter the reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to display the Product Distribution pop-up.

Adjust Inventory [8/P4W]

Use this task to increase or decrease the [balance](#) of [available](#) or [held WIP inventory](#) or subcontractor inventory.

Make your adjustments at product code/lot/[operation](#) level.

Note: Use this task to [set up WIP balances](#) when you first install the system, as part of initial stock take-on.

WIP Inventory Adjustments Window

To display this window, select the Adjust Inventory task.

Use this window to select the inventory that you want to adjust.

Fields

Date

Enter or select a transaction date. The default is the current date.

Shift

Enter the shift number. The shift number must be on the shift profile in force at the relevant [machine](#) on the day specified.

WIP Location

Enter the [machine WIP location](#) for which the [WIP balance](#) is to be adjusted.

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

The location will usually be the location associated with the [machine](#) on the production [route](#) of the order [operation](#) to be entered.

For subcontracted [balances](#), the [WIP location](#) will be that at the [operation](#) prior to that designated as subcontracted.

Order

Enter the [production order](#) number.

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

Operation

Enter the [operation](#) sequence.

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

- The order or operation must exist and have a recorded WIP balance.
- For the final operation on a route, you can adjust held WIP balances only.
- Quantities booked as good or available at these operations are automatically transferred to inventory and so do not remain in WIP.
- For subcontractor balance adjustments, you must enter the operation prior to that designated as subcontracted. This operation will have two relevant balances:
 - WIP booked at the operation
 - Subcontractor balance generated as a result of moving inventory via Subcontractor WIP Shipper

To update the former [balance](#), enter an [operation](#) sequence without a subcontractor code.

To adjust the latter [balance](#), enter a subcontractor code.

Product Code

Enter the product code for the product for which [WIP inventory](#) needs adjusting.

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

The product code has three parts:

- Style
- Colour
- Size

The product code must be in the same format required by the [reporting level](#).

Note: You can adjust only one [variant](#) at one time. This is because you can adjust [WIP inventory](#) up and down.

Lot Number

Enter the lot number. This field is mandatory if the [WIP](#) Lot Tracking flag on the [organisational model](#) is **checked**.

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

Subcontractor

Enter the subcontractor code if the subcontractor [balance](#) is to be adjusted.

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

Shipper Number

Enter the [shipper number](#). This field is mandatory if the [Shipper Tracking](#) flag on the [organisational model](#) is **checked**.

Inventory Status

Enter one of the following:

0 - To adjust [available](#) inventory

1 - To adjust held inventory

Note: You cannot adjust held inventory if a subcontractor has been entered, as no held [balance](#) exists for subcontracted [WIP inventory](#)

Held Reference

Enter a reference in upper case. This field is only relevant if an adjustment is being made to held inventory. This field is mandatory if the [Held Inventory Tracking](#) flag on the [organisational model](#) is **checked**.

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

Note: The reference entered must be an existing reference relating to the inventory [balance](#) being adjusted.

Quantity

Enter the quantity by which to adjust the [WIP inventory balance](#).

Enter a positive quantity to increase the [balance](#), or a negative quantity to decrease the [balance](#).

Note: A negative quantity must be entered with a trailing minus sign (-) suffix not prefix; for example enter 20-.

If the adjustment is negative, the software checks that the same unsigned quantity is less than or equal to the current appropriate [balance](#) to be updated.

Unit of Measure

Enter the [unit of measure](#).

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

Leave this field blank to use the default issuing UOM.

Reason Code

Enter a reason code.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to update the WIP Inventory balance.

Total Stock Status Enquiry [11/P4W]

Use this task to review [WIP inventory](#) and [stockroom balances](#).

Total Stock Status Enquiry Selection Window

To display this window, select the Total Stock Status Enquiry task.

Use this window to select the [organisational model](#) and product for which you want to run a stock status enquiry.

Fields

Org. Model

Enter the [organisational model](#).

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

Product Code

Enter a product code down to [SKU](#) level for the product that you want to review.

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

The product code must be in the format required by the [reporting level](#).

Select a product or enter a product code and then press Enter to display the Total Stock Status Enquiry Detail window.

Total Stock Status Enquiry Detail Window

To display this window, select a product or enter a product code and then press Enter on the Total Stock Status Enquiry Selection window.

The top section of this window displays [available](#) and held inventory [balances](#) in [stockrooms](#). [Available](#) is calculated as On-hand minus Frozen minus Allocated. Held is equal to the frozen quantity.

The lower section of the window displays [Available](#), Held and also Subcontractor [WIP inventory balances](#) by [operation](#).

Options

WIP Location Stock Status

Use this to review [WIP inventory](#) in detail.

This displays the WIP Location Stock Status pop-up, which shows [balances](#) by [WIP location](#) and provides further functions to display lot numbers, held references, [operation](#) schedule and subcontractor details. [Available](#) is On-hand minus Held minus Subcontractor.

WIP Inventory Movements

Use this to display the WIP Inventory Movements window.

Functions

MPS/MRP Inquiry (F15)

Use this to access an [MPS](#) or [MRP](#) enquiry, depending on whether the [Planning Type](#) flag for the item has been set to **0** ([MRP](#)) or **1** ([MPS](#)).

Item Stockroom Enquiry (F16)

Use this to display the Stockroom Balances pop-up.

Inventory Availability (F17)

Use this to display the Inventory Availability Enquiry Detail window.

Select **Previous (F12)** to return to the Total Stock Status Enquiry Selection window.

WIP Location Stock Status Pop-up

To display this pop-up, select [WIP Location](#) Stock Status against an [operation](#) on the Total Stock Status Enquiry Detail window.

Use this pop-up to view the [WIP location](#) stock status.

Fields

Operation

This field displays the selected [operation](#), but you can change it.

Loc

This field displays the location.

Available

This field displays the [available](#) quantity.

Held

This field displays the quantity held.

Subcontractor

This field displays the subcontractor quantity.

Functions**Lot Enquiry (F16)**

Use this to display the Lot Enquiry pop-up.

Subcontractor (F17)

Use this to display the Subcontract Details pop-up.

Held Detail (F19)

Use this to display the Held Details pop-up.

Select **Previous (F12)** to return to the Total Stock Status Enquiry Detail window.

Enquire on Subcontract Stock [12/P4W]

Use this task to review subcontractor [WIP inventory](#).

Subcontract Stock Status Enquiry Selection Window

To display this window, select the Enquire on Subcontract Stock task.

Use this window to select the [organisational model](#) and subcontractor for which you want to run a stock status enquiry.

Fields**Org. Model**

Enter the [organisational model](#).

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

Subcontractor

Enter the subcontractor code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.
Press Enter to display the Subcontract Stock Status Enquiry Detail window.

Subcontract Stock Status Enquiry Detail Window

To display this window, press Enter on Subcontract Stock Status Enquiry Selection window.

This window displays the stock status for the selected subcontractor.

Fields

Org Model

This field displays the selected [organisational model](#), but you can change it.

Subcontractor

This field displays the selected subcontractor, but you can change it.

Select (Untitled)

Enter one of the following:

- 1 - To display the Receipts Details pop-up
- 2 - To display the Subcontractor Shipper Enquiry window

Item

This field displays the item code.

Operation

This field displays the [operation](#) number.

Lot Number

This field displays the lot number, if applicable.

Quantity

This field displays the quantity for each item.

Functions

Total Stock Status (F14)

Use this to display the total stock status.

Press Enter to submit the batch job to process your selection.

Receipts Details Pop-up

To display this pop-up, select an item with 1 on the Subcontract Stock Status Enquiry Detail window.

This pop-up displays the date on which the inventory was received, the quantity received and any [advice note](#) entered.

Fields

Shipper Balance Qty

This field displays the Shipper [Balance](#) Quantity. This is the difference between the quantity shipped and received.

Receipt Date

This field displays the receipt date.

Quantity

This field displays the quantity.

Advice Note No

This field displays the [advice note](#) number, if applicable.

Select **Previous (F12)** to return to the Subcontract Stock Status Enquiry Detail window.

Subcontractor Shipper Enquiry Window

To display this window, select an item with 2 on the Subcontract Stock Status Enquiry window.

This window displays individual shippers associated with the item/operation/lot selected. To identify open and closed shippers, look at the Status field, which shows **0** (Open) or **1** (Closed) against each shipper.

Fields

Model

This field displays the selected [organisational model](#).

Subcontractor

This field displays the selected subcontractor.

Start Date

Enter a [start date](#) to restrict the number of shippers displayed.

Item

This field displays the item code.

Operation

This field displays the [operation](#) number.

Lot Number

This field displays the lot number, if applicable.

Quantity

This field displays the quantity.

Select (Untitled)

Enter **1** against a shipper to display a detailed receipt enquiry.

Shipper No

This field displays the [shipper number](#).

Total Quantity

This field displays the total quantity.

Received Quantity

This field displays the received quantity.

Due Date

This field displays the due date.

Shipped Date

This field displays the shipped date.

PO No

This field displays the [production order](#) number.

Line No

This field displays the line number.

Status

This field displays the inventory status.

Select **Previous (F12)** to return to the Subcontract Stock Status Enquiry Detail window

Enquire on Inventory Availability [13/P4W]

Use this task to review the availability of inventory.

Inventory Availability Enquiry Selection Window

To display this window, select the Enquire on Inventory Availability task.

Use this window to select the product for which you want to run an availability enquiry.

Fields

Org. Model

Enter the [organisational model](#).

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

Product Code

Enter the product code (down to [SKU](#) level if required) for the inventory for which you want to review availability.

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

Note: The product code must be in the format required by the [reporting level](#).

Note: All of the other fields are populated after the product code has been selected and you have selected OK.

Press Enter to display the Inventory Availability Enquiry Detail window.

Inventory Availability Enquiry Detail Window

To display this window, select a product or enter a product and then press Enter on the Inventory Availability Enquiry Selection window.

This window displays details of the inventory availability for the selected product.

Fields**Org Model**

This field displays the selected [organisational model](#), but you can change it.

Item

This field displays the selected item, but you can change it.

Available Quantity

This field displays the [available](#) quantity.

Held Quantity

This field displays the held quantity.

Date Available

This field displays the date from which the item will be [available](#).

Planned Quantity

This field displays the planned quantity.

Status

This field displays the status.

Earliest Quantity

This field displays the earliest quantity.

Hours O/S

This field displays the number of hours outstanding.

Last Operation Completed

This field displays the [operation](#) number and description of the [operation](#) that was last completed.

Select **Exit (F3)** to leave the enquiry.

Enquire on Inventory Movements [14/P4W]

Use this task to review [WIP inventory](#) movements. You can look at the movements for an item down [SKU](#) level.

The transactions are displayed by date, [transaction number](#) and reporting type sequence.

WIP Inventory Movements Selection Window

To display this window, select the Enquire on Inventory Movements task.

Use this window to enter the selection criteria for the enquiry.#

Fields

Org Model

Enter the [organisational model](#).

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

Product Code

Enter the product code (down to [SKU](#) level if required) for the product whose movements you want to review.

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

Operation

You can optionally enter an [operation](#).

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

Leave this field blank to include all [operations](#).

Trans Type

Select one of the following:

On-hand (1) - To generate by routines associated with a [transaction type](#) of **70** ([WIP Movement](#)).

On-hand = [Available](#) plus Held plus Subcontractor [balances](#).

Held (2) - To generate by routines associated with a [transaction type](#) of **71** ([Change Held Balance](#)).

Reporting Type

Enter the reporting type.

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

[Reporting types](#) are system-defined and action specific updates to the database. The default reporting type for the selected activity is used.

Each reporting type is linked to a set of pre-defined [transaction types](#) which are used by the [Transaction Manager](#) to perform required updates to the database.

Note: *A reporting type may be associated with more than one activity type, although an activity type can only be linked to one reporting type.*

Reporting type descriptions are displayed against each listed transaction.

Date Range/To

You can optionally enter or select a range of dates to be included in the enquiry. Leave these fields blank to include all dates.

WIP Loc Range/To

You can optionally enter a [WIP location](#) range. Leave both fields blank to include all locations.

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

Press Enter to display the WIP Inventory Movements Detail window.

WIP Inventory Movements Detail Window

To display this window, enter the selection criteria and then press Enter on the WIP Inventory Movements Selection window.

This window displays the inventory movements for the selected parameters.

Fields

Org Model

This field displays the selected [organisational model](#), but you can change it.

Item

This field displays the selected item, but you can change it.

Operation

This field displays the selected [operation](#), but you can change it.

Trans Type

This field displays the selected [transaction type](#), but you can change it.

Reporting Type

This field displays the selected reporting type, but you can change it.

Date Range/To

This field displays the selected date range, but you can change it.

WIP Loc Range/To

This field displays the [WIP location](#) range, but you can change it.

Select (Untitled)

Enter **1** next to a date to display the detailed [WIP inventory](#) movement.

Date

This field displays the transaction date.

Trans No

This field displays the transaction (audit) number.

Reporting Type

This field displays the reporting type description.

Activity

This field displays the activity type.

WIP Loc

This field displays the [WIP location](#) at which the movement was recorded.

Op Seq

This field displays the [operation](#) sequence.

Movement Quantity

This field displays the movement quantity. Negative values indicate a transfer out of the [WIP location](#).

Select a date with **1** and then press Enter to display detailed [WIP Inventory](#) Movement.

Stock Status and Valuation Report [21/P4W]

Use this task to create a report for [work-in-progress](#) inventory [balances](#) at [machine WIP locations](#). [WIP balances](#) are held at [count point operations](#) defined on production [routes](#). Three [balances](#) are maintained at each order or [operation](#):

- On-hand
- Held
- Subcontractor

The last two can optionally be printed on the report.

If a [count point operation](#) is the last [operation](#) on a [route](#), it can only have a [WIP Held balance](#); that is, no On-hand or Subcontractor.

If [WIP](#) valuation is requested, the [balances](#) will be valued using the [standard operation costs](#) on the [costing route](#) for the On-hand quantities.

Stock Status Report Selection Window

To display this window, select the Stock Status and Val. Report task.

Use this window to enter the selection criteria for the report.

Fields

Selection

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a [WIP location](#) range. Leave both of these fields blank to include all locations.

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

Product Code From/To

You can optionally enter a product range down to [SKU](#) level. Leave both of these fields blank to include all [styles](#).

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

Order/To

You can optionally enter a range of [production orders](#) to include. Leave both of 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.

Report Basis

Include Subcontract Details

Use this checkbox as follows:

Unchecked - Not to include subcontract details

Checked - To include subcontract details

Include Held Details

Use this checkbox as follows:

Unchecked - Not to include held details

Checked - To include held details

The held total is included in the on-hand [balance](#) and has no effect on the valuation of [work-in-progress](#).

Include Valuation

Use this checkbox as follows:

Unchecked - To exclude valuations

Checked - To include valuations

The value of a [WIP balance](#) is calculated by multiplying the [on-hand quantity](#) at the [operation](#) by the [standard operation cost](#) on the [costing route](#).

If the report is sequenced by item, the value of all [operation balances](#) for the item will be added together and one total printed

If the report is sequenced by [WIP location](#), the value of all [operation balances](#) for each item at the [WIP location](#) will be added together and a total printed for each item.

Only Report Negative Inventory

Use this checkbox as follows:

Unchecked (default) - To report on all inventory

Checked - To report negative [balances](#) only

Sequence

Check one of these fields to select one of the following sequences:

- By WIP Location
- By Item
- By Order

Press Enter to validate your entries and then press Enter again to submit the batch job for processing.

Held Inventory Report [22/P4W]

Use this task to create a report displaying [held WIP inventory balances](#) at [machine WIP locations](#) for a selected product. [Balances](#) are held at [count point operations](#) defined on the [style's](#) production [route](#).

If you select valuation, [balances](#) are valued using the [standard operation costs](#) on the [style's](#) defined [costing route](#).

Held WIP Inventory Stock Status Report Selection

To display this window, select the Held Inventory Report task.

Use this window to enter the selection criteria for the report.

Fields

Include Valuation

Use this checkbox as follows:

Unchecked (default) - To exclude valuation

Checked - To include valuation

The value of the [balance](#) is calculated by multiplying the held quantity at the [operation](#) by the [standard operation cost](#) on the [costing route](#).

Selection

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a range of [WIP locations](#). Leave both of these fields blank to include all locations.

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

Product Code From/To

You can optionally enter a range of products down to [SKU](#) level. Leave both of these fields blank to include all products.

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

Operation Sequence

You can optionally enter an [operation](#). Leave this field blank to include all [operations](#).

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

Report Basis

Include Held Details

Use this checkbox as follows:

Unchecked - To exclude held details

Checked - To include held details

Sequence

Select one of the following:

Item/[Operation](#) (1) - To sequence the report by item and [operation](#)

This must be the setting if [WIP](#) valuation is required.

Date/Held Reference Number (2) - To sequence the report by date and held reference number

This can only be selected if the Include Held details field is **checked**.

Press Enter to validate your entries and then press Enter again to submit the batch job for processing.

Inventory Movements Report [23/P4W]

Use this task to create a report detailing [WIP inventory](#) movements for a selected item.

WIP Movements History Report

To display this window, select the Inventory Movements Report task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

You can optionally enter the [organisational model](#).

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

Item Range From/To

You can optionally enter a range of items down to [SKU](#) level. Leave both of these fields blank to include all items.

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

Operation Sequence

You can optionally enter an [operation](#). Leave this field blank to include all [operations](#).

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

Reporting Type

You can optionally enter the reporting type.

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

A reporting type is never prompted or entered directly during any [booking](#) or reporting routine but is invoked as a consequence of the activity type to which it is linked.

Each reporting type is linked to a set of pre-defined [transaction types](#) which are used by the [Transaction Manager](#) to perform required updates to the database.

A reporting type may be associated with more than one activity type, although an activity type can only be linked to one reporting type

WIP Loc. Range/To

You can optionally enter a range of [WIP locations](#). Leave both of these fields blank to include all locations.

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

Date Range

You can optionally enter or select a range of dates. Leave both of these fields blank to include all dates.

Week Number

You can optionally enter a week number to which to restrict the report.

Note: The week number is taken from the [Style Inventory Management calendar](#), not the [Style Production calendar](#).

Period Number

You can optionally enter a period number to which to restrict the report.

Note: The period number is taken from the [Style Inventory Management calendar](#), not the [Style Production calendar](#).

Report Sequence

Select one of the following:

Date/Time (1) (default) - To sequence the report by date/time

[WIP Location](#) (2) - To sequence the report by [WIP location](#)

Reporting Type (3) - To sequence the report by reporting type

Detail Level

Select one of the following:

1 Line per Transaction (1) (default) - To print one line per transaction on the report

2 Lines per Transaction (2) - To print two lines per transaction on the report

Balance Level

Select one of the following:

On-hand (1) (default) - If these are generated by routines associated with a [transaction type](#) of **70** ([WIP](#) Movement).

On-hand = [Available](#) plus Held plus Subcontractor [balances](#).

Held (2) - If these are generated by routines associated with a [transaction type](#) of **71** (Change Held [Balance](#))

Press Enter to submit the batch job for processing.

Review Machine Load [1/P4L]

Use this task to view the [capacity](#) and [load](#) for a [machine](#). You can view the details from a specific date and for the following seven working days.

Machine Loading Window

To display this window, select the Review [Machine Load](#) task.

Use this window to enter the selection criteria for the [machine load](#) enquiry.

Fields

Start Date

Enter or select the date from which you want to start the review.

Capacity Basis

Select one of the following:

Standard (1) - To display the [standard capacity](#), from the [machine](#) definition

Standard x [Efficiency](#) (2) - To display the [standard capacity](#) multiplied by the [standard efficiency](#) factor, from the [machine](#) definition

Select By

Enter one of the following fields:

Work Centre

Enter the [work centre](#) for which to run the review.

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

Machine Type

Enter the [machine](#) type for which to run the review.

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

Press Enter to display the Machine Load Enquiry window.

Machine Load Enquiry Window

To display this window, enter your criteria and then press Enter on the Machine Loading window.

This window displays the [capacity](#) and [load](#) for a [work centre](#), commencing at the specified [start date](#). The first time [bucket](#) displayed is for the [start date](#) selected.

Fields

Work Centre

This field displays the selected [work centre](#), but you can change it.

Start Date

This field displays the selected [start date](#), but you can change it.

Loading (Untitled)

The enquiry window displays [loading](#) as a series of bars (vertical columns). The degree of [loading](#) is reflected by the characters which comprise the bar:

- **LD** - Indicates load is equal to capacity
- **UL** - Indicates capacity exceeds load
- **OV** - Indicates load exceeds capacity

The characters displayed can be defined in the [Parameter file](#) under major type CBAR.

Select (Sel 1)

Enter **1** against a date to display the [loading](#) of each [machine](#) in the [work centre](#) commencing on the specified date.

Select a date with 1 to display the Machine Load Enquiry Detail window.

Machine Load Enquiry Detail Window

To display this window, select a date with 1 on the Machine Load Enquiry window.

This window displays the number of hours of over or under [load](#) for each [machine](#) in the selected [work centre](#).

Fields

Loading (Untitled)

The window displays [loading](#) as a series of bars (vertical columns). The degree of [loading](#) is reflected by the characters which comprise the bar:

- **LD** - Indicates load is equal to capacity
- **UL** - Indicates capacity exceeds load
- **OV** - Indicates load exceeds capacity

The characters displayed can be defined in the [Parameter file](#) under major type CBAR.

Select

Enter **1** against a [machine](#) to display the Machine Type Schedule Review window.

Enter **1** to select a [machine](#) and display the Machine Type Schedule Review window.

Machine Type Schedule Review Window

To display this window, enter **1** to select a [machine](#) on the Machine Load Enquiry Detail window or press Enter on the Machine Type Schedule Selection window.

This window displays the schedules for the selected [machine](#).

Fields**Machine**

This field displays the selected [machine](#), but you can change it.

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

Org Model

This field displays the selected [organisational model](#).

Firming End Date

This field displays the firming end date.

Start Date

This field displays the selected [start date](#), but you can change it.

Scheduled Date

This field displays the scheduled date.

Sequence

This field displays the sequence number.

Order

This field displays the order number.

Opsq.

This field displays the [operation](#) sequence.

Opcode

This field displays the [operation](#) code.

Mach Type

This field displays the [machine](#) type.

Std Hours

This field displays the standard hours figure.

Scheduled Quantity

This field displays the quantity.

Status

This field displays the status.

Options

WIP Stock Status

Use this to display the WIP Location Stock Status pop-up.

MPS/MRP Enquiry

Use this to display the [MPS](#) or [MRP](#) enquiry.

Reschedule Orders

Use this to display the Order/Operation Rescheduling pop-up.

Functions

Machine Type Capacity (F14)

Use this to display the [machine capacity](#).

Select **Update (F8)** to save the information.

Manage Machine Load [2/P4L]

Use this task to:

- View the production orders at operation detail level, by loads on a machine and by start date
- Re-schedule work

Machine Type Schedule Selection Window

To display this window, select the Manage [Machine Load](#) task, or select a date with 1 on the [Machine](#) Type Schedule Review window.

Use this window to select the [machine](#) that you want to review.

Fields

Machine

You must enter the [machine](#) you want to review.

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

Org. Model

This field displays the live [organisational model](#) and is maintained by the software.

Firming End Date

This field displays the firming end date.

Start Date

Enter the [start date](#) for the review. The default is the current date.

Note: All of the other fields are populated when a [machine](#) is selected and you press Enter.

Options**WIP Stock Status**

Use this to display the WIP Location Stock Status pop-up.

MPS/MRP Enquiry

Use this to display the [MPS](#) or [MRP](#) enquiry.

Reschedule Orders

Use this to display the Order/Operation Rescheduling pop-up.

Press Enter to display the Machine Type Schedule Review window.

WIP Location Stock Status Pop-up

To display this pop-up, select a [works order](#) with [WIP](#) Stock Status on the Machine Type Schedule Review window.

This pop-up displays the [WIP Location](#) against which [work-in-progress](#) has been recorded, and the appropriate [Available](#), Held and Subcontractor [balances](#).

Fields**Operation**

This field displays the selected [operation](#), but you can change it.

Loc

This field displays the location.

Available

This field displays the [available balance](#).

Held

This field displays the held [balance](#).

Subcontractor

This field displays the subcontractor [balance](#).

Functions

Lot Enquiry (F16)

Use this to display the lot [balances](#) for the [Available WIP balance](#).

Subcontractor (F17)

Use this to display the details for the Subcontract [WIP balance](#).

Operation Schedule (F18)

Use this to display the [operation](#) schedule.

Held Detail (F19)

Use this to display held references for the Held [WIP balance](#).

Select **Previous (F12)** to return to the Machine Type Schedule Review window.

Order/Operation Re-scheduling Pop-up

To display this pop-up, select a [works order](#) with Reschedule Orders on the Machine Type Schedule Review window.

Use this pop-up to re-schedule an [operation](#) on a [production order](#).

Fields

Order

This field displays the work order number.

Operation

This field displays the [operation](#) number.

Planned

This field displays the planned [balance](#).

Firm

This field displays the firm [balance](#).

Unplanned

This field displays the unplanned [balance](#).

Due Date

This field displays the due date.

Date

This field displays the date. If a line is being amended, the date on which the work is currently due to take place is displayed and can be changed.

Work Station

This field displays the work station, but you can change it in amend mode.

Quantity

This field displays the quantity, but you can change it in amend mode.

Time

The time required for the quantity specified is automatically calculated and displayed using the [operation](#) details on the standard [planning route](#). A different duration can be entered in amend mode.

Typ

One of the following types is displayed:

0 - For [set up time](#)

1 - For [operation](#) time

Options**Select**

Use this to select an order or [operation](#) for amendment.

Insert Setting Prior

Use this to enter a set-up time.

Delete

Use this to delete a line.

You will have to select **Confirm Deletion (F11)** to complete the deletion.

Functions**Inp Avail (F16)**

Use this to display the material availability.

Select **Update (F8)** to save any changes.

Work Station Capacity Pop-up

To display this pop-up, select **Machine Type Capacity (F14)** on the Machine Type Schedule Review window.

This pop-up displays the [machine capacity](#) for the selected working day. The [capacity](#) denotes the total number of hours [available](#) for work at the [machine](#).

Note: [Standard capacity](#) may be set to vary on each working day in a week.

Fields

Date

This field displays the date.

Shift Profile

This field displays the shift profile.

Length

This field displays the [shift length](#).

Shift

This field displays the shift number.

Start

This field displays the start time.

End

This field displays the end time.

Length

This field displays the [shift length](#).

Std Capacity

This field displays the [standard capacity](#) for the shift.

Max Capacity

This field displays the [maximum capacity](#) of the shift.

Select **Previous (F12)** to return to the Machine Type Schedule Review window.

Review Labour Load [3/P4L]

Use this task to view [labour loading](#), starting at the date selected, and continuing for the next nine working days.

The windows display [loading](#) as a series of bars (vertical columns). The degree of [loading](#) is reflected by the characters which comprise the bar:

- **LD** - Indicates load is equal to capacity
- **UL** - Indicates capacity exceeds load
- **OV** - Indicates load exceeds capacity

You can re-define the characters displayed in the [Parameter file](#), under major type CBAR.

Labour Loading Selection Window

To display this window, select the Review [Labour Load](#) task.

Use this window to enter the selection criteria for the [labour load](#) review.

Fields

Start Date

Enter or select the date from which to start the review.

Capacity Basis

Select one of the following

Standard (1)

Standard x [Efficiency](#) (2)

Select By

Labour Department

Enter a [labour department](#).

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

Labour Skill

Enter a skill.

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

Note: You must enter either a [labour department](#) or a [labour skill](#), but not both.

Press Enter to display the Labour Load Enquiry window.

Labour Load Enquiry Labour Department Window

To display this window, enter or select a [labour department](#) and then press Enter on the Labour Load Selection window.

This window displays a bar chart. The bar chart shows [load](#) on a [labour department](#), commencing at the specified date.

Fields

Labour Department

This field displays the selected [labour department](#), but you can change it.

Start Date

This field displays the selected [start date](#), but you can change it.

Loading (Untitled)

The enquiry windows display [loading](#) as a series of bars (vertical columns). The degree of [loading](#) is reflected by the characters which comprise the bar:

- **LD** - Indicates load is equal to capacity
- **UL** - Indicates capacity exceeds load
- **OV** - Indicates load exceeds capacity

The characters displayed can be defined in the [Parameter file](#) under major type CBAR.

Select (Sel)

Enter one of the following:

- 1 - To display a detailed breakdown of [labour load](#) by skill for the day
- 2 - To display the Labour Schedule Review window

Select a date with 1 to display the Labour Load Enquiry Department Detail window.

Labour Load Enquiry Department Detail Window

To display this window, select a date with 1 on the Labour Load Enquiry Labour Department window.

This window displays [labour load](#) details for the selected date.

Fields

Select

Enter one of the following:

- 1 - To display the Re-allocate Operators pop-up, which lists the operators who have performed this skill previously

This can be used in conjunction with option **2**.

- 2 - To limit the list of operators to those who are currently allocated to this skill

This can only be used in conjunction with option **1**.

- 3 - To open the Assigned Operators pop-up, which lists the operators currently assigned to the [operation](#)

Select a [labour](#) skill with 1 to display the Re-allocate Operators pop-up.

Re-allocate Operators Pop-up

To display this pop-up, select a [labour](#) skill with 1 on the Labour Load Enquiry Department Detail window.

This window displays the operators who have previously undertaken the selected skill. Re-allocation back to that skill is allowed, from the selected date until a specified date. Any changes made here will automatically update the [available capacity](#) for both skills affected.

Fields

Load

This field displays the total [load](#) in hours for the base skill for the selected date.

Capacity

This field displays the total [capacity](#) in hours for the base skill for the selected date.

Over/Underload

If the [load](#) is greater than [capacity](#), this will be over [load](#). If [capacity](#) is greater than the [load](#), this will be under [load](#).

Select (S)

Enter **1** to select the operator for allocation to the skill listed at the top of the window.

Operator Name

This field displays the operator's name.

Skill

This field displays the skill the operator can perform.

Date Last Performed

This field displays the date on which the skill was last performed by the operator.

Effective Date

This field displays the effective date.

Perform

This field displays the average performance percentage of [labour](#) within the [department](#).

Caution: The Load, Capacity and Over/Underload fields are re-calculated automatically if any operators are re-allocated to this skill.

Select **Update (F8)** to save any changes.

Assigned Operators Pop-up

To display this pop-up, select a [labour](#) skill with 3 on the Labour Load Enquiry Department Detail window.

Use this pop-up to review all operators currently assigned to a skill category.

Fields

Skill

This field displays the skill code and description.

Date

This field displays the date.

Oper Code

This field displays the [operation](#) code.

Operator Name

This field displays the names of operators currently assigned to this skill.

Operators are displayed in ascending effective date sequence.

Effective To

This field displays the date up to which the operator is effective on this skill.

Select **Previous (F12)** to return to the Labour Load Enquiry Department Detail window.

Labour Load Enquiry Labour Skill Window

To display this window, enter or select a [labour](#) skill and then press Enter on the Labour Loading Selection window.

This window displays a bar chart. The bar chart shows the [load](#) on a [labour](#) skill, commencing at the specified date.

Fields

Labour Skill

This field displays the selected [labour](#) skill, but you can change it.

Start Date

This field displays the selected [start date](#), but you can change it.

Loading

This window displays [loading](#) as a series of bars (vertical columns). The degree of [loading](#) is reflected by the characters which comprise the bar:

- **LD** - Indicates load is equal to capacity
- **UL** - Indicates capacity exceeds load
- **OV** - Indicates load exceeds capacity

The characters displayed can be defined in the [Parameter file](#) under major type CBAR.

Select (1)

Enter **1** against a date to display the Labour Schedule Review window.

Select a date with 1 to display the Labour Schedule Review window.

Labour Schedule Review Window

To display this window, select a date with 1 on the Labour Load Enquiry Labour Skill window or select a date with 2 on the Labour Load Enquiry Labour Department window.

Use this window to review the [labour](#) schedule for the selected [department](#) or skill and [start date](#).

Fields

Department/Skill

The selected [department](#) or skill is displayed, but you can change it.

***Note:** This field is [Department](#) if a date was selected with 2 on the Labour Load Enquiry Labour Department window. It is [Skill](#) if the date was selected with 1 on the Labour Load Enquiry Labour Skill window.*

Org. Model

This field displays the selected [organisational model](#).

Start Date

This field displays the selected [start date](#), but you can change it.

Firming End Date

This field displays the firming end date.

Scheduled Date

This field displays the scheduled date.

Sequence

Enter the sequence number.

Order

This field displays the order reference.

Skil

This field displays the skill level.

Opsq

This field displays the [operation](#) sequence number.

Opcod

This field displays the [operation](#) code.

Labour Std Hours

This field displays the number of standard hours of [labour](#).

Scheduled Qty

This field displays the scheduled quantity.

Status

This field displays the status.

Options

WIP Stock Status

Use this to display the WIP Location Stock Status pop-up.

MPS/MRP Enquiry

Use this to display the [MPS](#) or [MRP](#) enquiry.

Reschedule Orders

Use this to display the Order/Operation Rescheduling pop-up.

Select **Update (F8)** to save the information.

Maintain Machine Status [4/P4L]

Use this task to change the status of a [machine](#) by assigning a task to an [operation](#).

Machine Status Maintenance Selection Window

To display this window, select the Maintain [Machine](#) Status task.

Use this window to enter the selection criteria for the [machine](#) maintenance.

Fields

Machine

You must enter the [machine](#) to which the status is to apply.

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

Task

Select one of the following:

Start [Operation](#) (1)

Complete [Operation](#) (3)

Start Setting (4)

Complete Setting (5)

Start Maintenance (6)

Complete Maintenance (7)

Order

Enter the [production order](#) number against which the status is being recorded.

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

The order must have a Released status.

You must enter an order number if you do not enter an item.

Item

Enter an item code.

Enter a code and then select **Review Orders (F16)** to display all [production orders](#) raised for the item.

You must enter an item if you do not enter an order.

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

Operation

Enter the [production order operation](#) sequence.

Alternatively, use the prompt facility to select from the Scan Operation Sequence pop-up.

Reason

Enter the reason code for the status setting.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Functions

Review Orders (F16)

Use this to review all [production orders](#) for the criteria entered.

Press Enter to change the status of the machine on the works order at the selected operation.

Factory Loading Report [11/P4L]

Use this task to produce a report that:

- Identifies daily work load on work centres, machines or labour departments
- Displays:
 - Major and minor production sequence
 - Style and description
 - Colour and size

- Production order number and status
- Quantity
- Unit of measure
- Work content
- Capacity and work load
- Resulting under and overload values

Daily Factory Loading Report Selection Window

To display this window, select the Factory [Loading](#) Report task.

Use this window to enter the selection criteria for the report.

Fields

Time Basis

Select one of the following:

Hours (1) - To report using hours

Minutes (2) - To report using minutes

You [set up](#) the default time basis in the [company profile](#).

Operation Start Date From/To

Enter or select a cut-off date range.

Work Centre From/To

Enter a range of [work centres](#) or leave both fields blank to include all [work centres](#).

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

Machine From/To

Enter a range of [machines](#) or leave both fields blank to include all [machines](#).

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

Labour Department From/To

Enter a range of [labour departments](#) or leave both fields blank to include all [labour departments](#).

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

Press Enter to submit the batch job for processing and produce the report.

Reviewing Production Performance

There are three report categories that can be used to review the performance of your production facility:

- Machines
- Labour
- Scrap and Re-work

Machines

You can use this group of reports to book the activities of [labour](#) as well as [machines](#). A [machine](#) can also represent one or more operators. The [machine](#) reports are:

- Machine Efficiency
- Machine Utilisation
- Set Up Cost
- Direct Overhead Variance
- Down Time
- Indirect Overhead

Labour

Use the [Direct Labour Variance](#) report to analyse performance using the actual and standard hours booked.

Scrap and Re-work

Use the following reports to review why [WIP inventory](#) has been scrapped and held inventory re-worked:

- Scrap and Rework Analysis
- Scrap Reason Code Analysis
- Rework Activity Code Analysis

Machine Efficiency [1/P4P]

Use this report to produce an analysis of how well the production [resources](#) are performing against the production standard on the [planning route](#). The report details can help to identify the [machines](#) that are failing to meet the standard.

The report also shows information on the [costs](#) of non-conformance arising from [efficiency variances](#).

You can:

- Produce the report for any time period, providing machine information has been retained for the date range selected
- Restrict information to a single shift in the period
- Include or exclude re-work from the report
- Analyse machine efficiency in terms of labour or machine performance

Work Station Efficiency Report Selection Window

To display this window, select the [Machine Efficiency](#) task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter the range of [WIP locations](#). Leave these fields blank to include all locations.

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

Work Stations From/To

You can optionally enter the range of [machines](#). Leave these fields blank to include all [machines](#).

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

Shift Number

You can optionally enter the shift number to which to restrict the report. Only [bookings](#) made against this shift in the selected date range are extracted for inclusion on the report. Leave this field blank to include all shifts.

Date Range From/To

You can optionally enter or select a range of dates for the report. The default is the current date.

Report Basis

Select one of the following:

[Machine](#) (1) - To produce the report for the comparison of standard [machine](#) hours to actual [machine](#) hours booked

[Labour](#) (2) (default) - To produce the report for the comparison of standard [labour](#) hours to actual [labour](#) hours booked

Include Rework

Use this checkbox as follows:

Unchecked - To exclude re-work activity form the report

Checked (default) - To include re-work activity in the report

If you **check** this field, the report extracts [bookings](#) for all activities with a reporting type of **04** (Re-work Held [WIP](#)) and **11** (Re-work [Operation](#)). This has the effect of increasing the total time taken to produce the same quantity of output, and therefore decreases the [efficiency](#) of the [machine](#) compared with a report excluding re-work.

Note: To obtain an analysis of the different reasons for re-work, run the [Rework](#) Activity Code Analysis task.

Note: By printing both types of report for the same [machines](#) and date range, you can quantify the effect of re-work [efficiency](#).

Press Enter to submit the batch job to create the report.

Machine Utilisation [2/P4P]

Use this report to analyse how much the production [capacity](#) is being used.

The information can help to identify the [machines](#) that are not being used to their full potential. This will highlight the areas where increased production volumes can be attained.

Non-[usage](#) of production [resources](#) usually represents overhead [costs](#) that are not directly related to the goods normally produced using them. [Machine utilisation](#) can be analysed in terms of either [labour](#) or [machine](#) performance.

Machine Utilisation Report Selection

To display this window, select the [Machine Utilisation](#) task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter the range of [WIP locations](#). Leave these fields blank to include all locations.

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

Machines From/To

You can optionally enter the range of [machines](#). Leave these fields blank to include all [machines](#).

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

Date Range From/To

You can optionally enter or select the date range. The default is the current date.

Item

You can optionally enter the [style](#) for which you want the report to be produced. The [bookings](#) made against the [style](#) in the selected date range are accumulated and the total printed as a proportion of the total [machine capacity](#). Leave this field blank for all [styles](#).

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

Utilisation Basis

Select one of the following:

[Machine](#) (1) - To produce the report for the comparison of standard [machine](#) hours to actual hours booked to [machines](#)

[Labour](#) (2) (default) - To produce the report for the comparison of standard [labour](#) hours to actual hours booked to operators or teams

Press Enter to submit the batch job to create the report.

Setup Cost [3/P4P]

Use this report to produce details of indirect overheads incurred by set-up time. The report lists actual [labour](#) and [machine time](#), together with [labour](#), [machine](#) and material [costs](#).

- Set-up time is recorded when a booking is made against an activity type with a reporting type of **03** (Set-up).
- Set-up material costs are recorded when material items and quantities are entered in the Materials pop-up during a set-up activity booking session.

Set-up Cost Report Selection Window

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

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter the range of [WIP locations](#). Leave these fields blank to include all locations.

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

Items From/To

You can optionally enter a range of [styles](#). Leave these fields blank to include all [styles](#).

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

Date Range From/To

You can optionally enter or select a range of dates. The default is the current date.

Press Enter to submit the batch job to create the report.

Direct Overhead Variance [4/P4P]

Use this report to compare actual variable overheads incurred for a production quantity at an [operation](#), with standard variable overheads expected for the same quantity. The difference is referred to as the direct overhead [variance](#). Because all overheads are recorded at standard [cost](#), there is no calculation of rate [variance](#); only the total [variance](#) is shown.

Direct overheads are a function of the cost centre associated with the machines at which work takes place. The cost centre definition determines whether **Overhead 1** or **Overhead 2** costs (or both) are incurred; and if so, the method used to calculate them. **Overhead 1** is always defined as a variable cost, whereas **Overhead 2** can be variable or fixed.

Where defined, direct overheads are calculated and accrued automatically as a consequence of booking work. Indirect overheads can be entered manually through the same routines, by booking against an activity type with an associated reporting type of **06** (Indirect Overhead); they can be reviewed via the Indirect Overhead report.

Direct Overhead Variance Report Selection Window

To display this window, select the Direct Overhead [Variance](#) task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a range of [WIP locations](#). Leave these fields blank to include all locations.

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

Work Stations From/To

You can optionally enter a range of [machines](#). Leave these fields blank to include all [machines](#).

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

Items From/To

You can optionally enter a range of [styles](#). Leave these fields blank to include all [styles](#).

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

Date Range From/To

You can optionally enter or select a range of dates. The default is the current date.

Include Rework

Use this checkbox as follows:

Unchecked - To exclude re-work activity from the report

Checked (default) - To include re-work activity in the report

The report extracts [bookings](#) for all activities with a reporting type of **04** (Re-work Held [WIP](#)) and **11** (Re-work [Operation](#)). This has the effect of increasing the total time taken to produce the same quantity of output, and therefore decreases the [efficiency](#) of the [machine](#) compared with a report excluding re-work.

Note: To obtain an analysis of the different reasons for re-work, run the [Rework](#) Activity Code Analysis task.

Note: By printing both types of report for the same [machines](#) and date range, you can quantify the effect of re-work [efficiency](#).

Press Enter to submit the batch job to create the report.

Down Time [5/P4P]

Use this report to analyse the periods that [machines](#) were not [operational](#).

A line is printed for each period of inactive time, giving the date and the number of hours down. This is also expressed as a percentage of the total [available](#) time and has a [cost](#) associated with it.

[Available](#) hours are calculated from the shift profile for the [machine](#) and date, and accumulating shift hours; or the default hours if no shift profile has been set.

- Down time is recorded when a booking is made against an activity type with a reporting type of **05** (Down Time).

Work Station Downtime Report Selection Window

To display this window, select the [Down Time](#) task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a range of [WIP locations](#). Leave these fields blank to include all locations.

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

Work Stations From/To

You can optionally enter a range of [machines](#). Leave these fields blank to include all [machines](#).

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

Date Range From/To

You can optionally enter or select a range of dates. The default is the current date.

Reason Code

You can optionally enter a reason code to produce the report for a single reason.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Press Enter to submit the batch job to create the report.

Indirect Overhead [6/P4P]

Use this report to produce a list of indirect overheads incurred for an [operation](#).

- Indirect overheads are recorded when a booking is made against an activity with a reporting type **06** (Indirect Overhead).
- Indirect material costs are recorded when material items and quantities are entered in the Materials pop-up during an indirect overhead activity booking session.

Indirect Overhead Report

To display this window, select the Indirect Overhead task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a range of [WIP locations](#). Leave these fields blank to include all locations.

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

Items From/To

You can optionally enter a range of [styles](#). Leave these fields blank to include all [styles](#).

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

Date Range From/To

You can optionally enter or select a range of dates. The default is the current date.

Press Enter to submit the batch job to create the report.

Direct Labour Variance [11/P4P]

Use this report to analyse performance with regard to actual and standard hours booked.

Direct Labour

[Direct labour](#) is defined as hours booked to operators/teams against an activity type of:

- **01** (Production Reporting)

- **04** (Re-work Held WIP)
- **07** (Labour Booking) at non count point operations
- **11** (Re-work at Non-count Point Operations)
- **60** (On-std Bundle Bookings)
- **61** (Off-std Bundle Bookings)
- **62** (Own Re-work Bundle Bookings)
- **63** (Others' Re-work Bundle Bookings)

Total Labour Variance

The total [labour variance](#) is the difference between the standard [labour cost](#) at an [operation](#) and the actual [labour cost](#). This is broken down into a rate [variance](#) and an [efficiency variance](#). [Variances](#) can arise because of differences between the standard and actual rate for the actual number of [labour](#) hours booked.

Rate Variance

Rate [variance](#) is the difference between the standard [labour](#) rate and the actual rate for the actual number of hours booked.

Actual Labour Rate

Actual [labour](#) rate is the average rate calculated from the [bookings](#) made in the date range.

Labour Efficiency Variance

[Labour efficiency variance](#) is the difference between the standard [labour](#) hours for the actual production and actual hours, valued at the standard [labour](#) rate

Variance Totals

[Variance](#) totals are printed for individual [operations](#) and are accumulated for each [machine](#). The following information is calculated for each [machine](#):

Value Calculated	Equals
Actual Rate	Actual Cost/Actual Hours
Standard Rate	Std Cost/Std Hours
Rate Variance	(Std Rate - Actual Rate) x Actual Hours
Performance Variance	(Std Hours - Actual Hours) x Std Rate
Total Variance	Rate Variance + Performance Variance Or Std Cost - Actual Cost

Direct Labour Variance Report

To display this window, select the [Direct Labour Variance](#) task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a range of [WIP locations](#). Leave these fields blank to include all locations.

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

Work Stations From/To

You can optionally enter a range of [machines](#). Leave these fields blank to include all [machines](#).

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

Items From/To

You can optionally enter a range of [styles](#). Leave these fields blank to include all [styles](#).

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

Date From/To

You can optionally enter or select a range of dates. The default is the current date.

Include Rework

Use this checkbox as follows:

Unchecked - To exclude re-work activity from the report

Checked (default) - To include re-work activity in the report

This has the effect of increasing the total time taken to produce the same quantity of output, and therefore decreases the [efficiency](#) of the [machine](#) compared with a report excluding re-work. The report extracts [bookings](#) for all activities with the following [reporting types](#):

- **04** (Re-work Held WIP)
- **11** (Re-work at Non-count Point Operation)
- **62** (Own Re-work Bundle Bookings)
- **63** (Others' Re-work Bundle bookings)

Note: By printing both types of report for the same [machines](#) and date range, you can quantify the effect of re-work [efficiency](#).

Note: To obtain an analysis of the different reasons for re-work, run the [Rework](#) Activity Code Analysis task.

Press Enter to submit the batch job to create the report.

Scrap and Rework Analysis [21/P4P]

Use this report to analyse the quantities of scrap and re-work produced by [operations](#) over a range of dates.

- Re-work is recorded when a booking is made against an activity with the following reporting types:
 - **04** (Re-work Held WIP)
 - **11** (Re-work at Non-count Point Operation)
 - **62** (Own Re-work Bundle Bookings)
 - **63** (Others' Re-work Bundle bookings))
- Scrap is recorded when a booking is made against an activity with the following reporting types:
 - **01** (Production Reporting) if a scrap quantity is entered
 - **34** (Scrap at Operation) if scrap is recorded at a non-count point operation
 - **32** (Scrap Held WIP) if WIP inventory booked as held is subsequently scrapped
 - **33** (Scrap WIP) if WIP inventory booked good is then scrapped
 - **60** (On-std Bundle Bookings)
 - **61** (Off-std Bundle Bookings)

Re-work and scrapped quantities can be recorded against any of the [booking](#) routines.

Scrap and Rework Analysis Selection Window

To display this window, select the Scrap & [Rework](#) Analysis task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a range of [WIP locations](#). Leave these fields blank to include all locations.

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

Items From/To

You can optionally enter a range of [styles](#). Leave these fields blank to include all [styles](#).

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

Date Range From/To

You can optionally enter or select a range of dates. The default is the current date.

Press Enter to submit the batch job to create the report.

Scrap Reason Code Analysis [22/P4P]

Use this report to provide a breakdown of scrapped production by reason code. Whenever scrap is reported, the software requires a reason code to be entered; this can be a default for the entire quantity, or can be specific to a [variant](#) quantity.

Totals by reason code are broken down further to give a total scrapped quantity for a reason by item or [operation](#) within a user defined date range.

This report helps you to identify processes that are yielding an abnormally high quantity of scrap material.

Scrap quantities can be entered:

- Directly through standard booking routines
- By scrapping held WIP
- By scrapping WIP previously booked as good

Totals are reported for each reason within [WIP location](#).

Scrap Reason Code Analysis Report Selection Window

To display this window, select the Scrap Reason Code Analysis task.

Use this window to enter the selection criteria for report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a range of [WIP locations](#). Leave these fields blank to include all locations.

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

Items From/To

You can optionally enter a range of [styles](#). Leave these fields blank to include all [styles](#).

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

Date Range From/To

You can optionally enter or select a range of dates. The default is the current date.

Reason Code

You can optionally enter a reason code to produce the report for a single reason.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

Only scrap recorded against the selected code is included on the report. Leave this field blank to include all scrap reasons.

Press Enter to submit the batch job to create the report.

Rework Activity Code Analysis [23/P4P]

Use this report to provide a breakdown of re-work by activity type. [Activity types](#) can be defined for different types of re-work.

- Re-work is recorded when a booking is made against an activity with the following reporting types:
 - **04** (Re-work Held WIP)
 - **11** (Re-work at Non-count Point Operation)
 - **62** (Own Re-work Bundle Bookings)
 - **63** (Others' Re-work Bundle Bookings)

These totals are broken down further to give a total re-work quantity for an activity by [operation](#). The report identifies production stages that are requiring an abnormally high amount of processing.

Rework Activity Code Analysis Report Selection Window

To display this window, select the [Rework](#) Activity Code Analysis task.

Use this window to enter the selection criteria for the report.

Fields

Organisational Model

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

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

WIP Locations From/To

You can optionally enter a range of locations. Leave these fields blank to include all locations.

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

Items From/To

You can optionally enter a range of [styles](#). Leave these fields blank to include all [styles](#).

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

Date Range From/To

You can optionally enter a range of dates. The default is the current date.

Activity Code

You can optionally enter an activity code to produce the report for a single activity.

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

Only re-work recorded against the selected code is included on the report. Leave this field blank to include all activity codes.

Press Enter to submit the batch job to create the report.

Appendix A Glossary



Active Production Order

A [production order](#) which has associated [work-in-progress](#)

Activity Types

These are user definitions of activities to be reported. [Activity types](#) can be system dependent or user-defined. System dependent [activity types](#) are mandatory for the system to function. You may define user-defined [activity types](#) to suit your requirements. [Activity types](#) are linked to a System21 reporting type that defines how the activity effects updates to the database.

Advanced Financial Integrator

This processes transactions generated by production [bookings](#), using user-defined Journal rules, to create auditable General Ledger account postings for production activities.

Advice Note

A document received from a subcontractor giving details of goods delivered

AFI

An acronym for [Advanced Financial Integrator](#)

Allocated Stock

This is the quantity of a [style](#) or material that is allocated to customer orders or [production orders](#). This quantity is expressed as a [balance](#) at both item/[stockroom](#) level and item/[stockroom](#)/lot level.

Allocations

This is inventory currently reserved against a [production order](#). [Allocations](#) can change and an allocated material may become [available](#) again and then allocated to another [production order](#). [Style](#) uses [allocations](#) to calculate how much material is currently [available](#).

Alternative Material

This is a material nominated as an alternative for a material used in production, when stock of the original material is insufficient. You can issue [alternative material](#) in whole or part to a [production order](#).

Amortised Fixed Costs

This is a 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.

Automatic Batch Allocation

This is the process of allocating batches/lots of materials against a [production order](#). The allocation is done by grouping together a number of batches according to a common identification code.

Available

This is the quantity calculated by Planning to represent current availability on a given day 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 [Style](#) 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 which are included in this calculation are defined by the [usage profile](#).

Backflush

This is the automatic generation of standard material issues based on production quantities reported. This is usually done for low [cost](#) materials. For example, a shirt has 7 buttons. If you make 100 shirts, you require 700 buttons. Instead of counting out the buttons, you can make a [backflush](#) issue from a [bucket](#) of 1000. When the [operation](#) is complete, [Style](#) accounts for taking 700 buttons out of stock automatically.

Backflush Item

An item that is designated to be automatically issued in production recording

Backflushed Operation

A [backflushed operation](#) is a non-[count point operation](#). The [operation](#) gets booked in automatically at the next [count point operation](#).

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](#).

Batch Control

See [Lot Control](#).

Bill of Material

The definition of the materials required to make a product

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](#)

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 [machine](#) that is compared with its [load](#). It represents the [capacity](#) you expect to obtain from a [machine](#). This can be 100% of stated [capacity](#) or a factor above or below 100% (see [Standard Capacity](#)).

Bundle Ticket

This is a document printed by Production Control that is attached to a bundle on the factory floor. It has bar-coded stubs which can be wanded in directly by the operator or are attached to the operator's timesheet. It identifies the [production order](#), [style](#), [colour](#), size and quantity to be processed.

Bundle Tracking

This is the method of identifying the stage that a bundle has reached in the production process. In addition, the processes that have been completed are also identified.

Bundling-Up Point

This is an [operation](#) at which the materials are bundled together, prior to the issuing of [bundle tickets](#).

Cancelled Production Order

This is a [production order](#) which has been aborted, and cannot be reopened.

Capacity

This is the amount of time that a [machine](#) or [work centre](#) or [labour](#) skill or [labour department](#) is [available](#) for work in a given period.

Capacity Planning

This is the option of calculating [machine](#) and [labour 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 Requirement

The time required at a [machine](#) (or for a [labour](#) skill) by a particular piece of work

Characteristic

[Characteristics](#) are related to the [dimensions](#) you define for a [style](#) or material. For example, if you define [colour](#) as a [dimension](#), then red, black and blue might be [characteristics](#) of that [dimension](#).

Characteristic Mix

This describes the rules that determine the level of detail that exists for a bundle - single [colour](#), unknown size, single size, unknown [colour](#), single [colour](#), single size.

Colour

Throughout [Style](#) Production, [colour](#) generally refers to the [colour](#) code you may have specified for a [style](#) under the [Style](#)/Material Details task.

Company Profile

This is 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

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 Centre

This is a functional or organisational area defined for the purposes of defining production [costs](#). Each [cost centre](#) defines standard rates for [labour](#), [machine](#), [set up](#) and overheads. A [cost centre](#) is assigned to a [machine](#) and is used to calculate all standard production [costs](#) associated with that [machine](#).

Cost Elements

15 [cost elements](#) are [available](#) to analyse [costs](#). These are: fabric, trim, packaging, [labour](#), [machine](#), [set up](#), subcontract, variable overhead 1, variable overhead 2 (variable), overhead 2 (fixed), user-defined 1-4 and wastage.

Cost Roll-up

This is 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

The [route](#) designated for an item to calculate its [unit cost](#) within a [stockroom](#)

Count Point

This is an [operation](#) at which [WIP inventory](#) is counted or reported. A [count point operation](#) helps to identify how the [production order](#) is progressing.

Creation Date

The date on which a [production order](#) is entered

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](#).

Demand

The forecast or actual requirement for an item

Demand Policy

This is the policy which controls the comparison of [sales forecasts](#) with sales orders, and [dependent demand](#) to arrive at the [demand](#) to drive [MPS](#) or [MRP](#). This may be: no forecast, [independent demand](#) only, dependent and [independent demand](#), [dependent demand](#), make to forecast only or total [demand](#).

Department

This is a collection of [labour skills](#) that have been grouped together for [capacity requirement](#) analysis purposes. [Departments](#) also define certain parameters to allow the calculation of [capacity](#), namely: standard hours per day; absenteeism rate, [utilisation](#) %; standard performance %

Dependent Demand

[Demand](#) for an item which is derived from the manufacture of a parent

Descriptions File

This is a file maintained within the [Style](#) Inventory Management application which defines a number of parameter codes and their descriptions.

Dimension

A [style](#) always has at least one [dimension](#), which is the [style](#) itself. A [style](#) may have additional [dimensions](#), such as [colour](#), size and fit. Each [style](#) can have up to 4 [dimensions](#).

Materials such as fabric and trim may also have more than one [dimension](#).

Direct Labour

Operatives used in production of an item in terms of performing work on [operations](#)

Down Time

This is the amount of time that a [machine](#) is out of action. The application provides the facility to record both planned and Actual [Down Time](#).

Duration Calculation Basis

This is the method by which the duration of an [operation](#) is calculated for [scheduling](#) purposes. This may be: [set up time](#) only; [machine time](#) + [set up time](#); [direct labour](#) time + [set up time](#); [machine time](#) + [direct labour](#) time + [set up time](#); greater of [machine time](#) or [direct labour](#) time + [set up time](#).

This can be set at [Company Profile](#), [Machine](#) or [Route Operation](#) level.

Dye-lot Control

See [Lot Control](#).

Economic Order Quantity

This is an optimum quantity of a [style](#) to be produced by a [style route](#) or supplied on an order. It may be entered for each [style route](#) and may be used as the basis of apportioning [fixed costs](#) for an item.

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 the 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.

EOQ

See [Economic Order Quantity](#).

Exception Events

Transactions which are likely to cause a change in the [supply](#) and [demand](#) status of an item

Fabric Type

Production classification used in [MRP](#) as a selection parameter for a Selective [MRP](#) run

FIFO

This is an acronym for First In First Out - one of the [costing methods available](#) in the [Style](#) 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.

Finished Goods Receipt

This is the receipt of a quantity of a production item into an Inventory [stockroom](#), as a result of a [production order](#).

Firm Planned Production Order

This is 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.

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 pre-defined size.

Fixed Quantity Per

Any material to a [bill of material](#) whose requirement will not vary with batch size

Floor Stock

This is inventory which is issued to a designated [floor stock location](#) (logical or [physical stockroom](#)) on the shop floor rather than directly for immediate consumption. [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.

Forecast Level

This is the level at which forecasts can be maintained at; or the level to which a family forecast can be spread to. It is defined within the production Details of a [style](#). The [available](#) levels are: [style](#), [style/colour](#), [SKU](#) or full product.

Frozen Stock

This is the quantity of an item which is designated as 'frozen' and thus not [available](#) for issue or allocation. It is expressed as a [balance](#) quantity at item/[stockroom](#) level, or item/lot level.

Generated Demand

See [Dependent Demand](#).

Goods Inward

This is an area within a [warehouse](#) in which incoming materials are received, prior to being [put away](#) in their [warehouse](#) locations.

Goods Receipt Note

This is a document produced when receiving work back from a subcontractor which provides details of the goods received.

GRN

Acronym for [Goods Receipt Note](#)

Gross Requirement

The total [demand](#) for an item in a given time period before stock on-hand and supplies are netted

Held Inventory Tracking

This is a regimen imposed by the system to force entry of a reference code/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 which 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 end item (finished product or [style](#)) or sub-assembly, showing all the levels of materials, each of which is displayed indented one position from its immediate parent.

Indented Cost Roll-up

This is a method of simulating the [cost](#) of an end item (finished product or [style](#)) 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 materials and [operations](#).

Indented Where-Used

This is the inverse of the [indented bill of material](#). It shows the parent item of a material. Each parent item is indented one position from the level below. The analysis can be multi-level, and identifies the parents, grandparents, great grandparents, etc., of a material.

Independent Demand

This is [demand](#) for an item originating from sales orders or forecasts. That is, direct [demand](#) for the item itself.

Indirect Labour

This is work performed in a factory that is not directly linked to the production of items, for example, cleaning, sweeping or polishing.

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

This is a [Style](#) Inventory Management classification used in Production Forecasting to define the [product family](#) to which an item belongs.

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 [Style](#) Inventory Management.

Item Type

Within [Style](#) Production, [Item Type](#) classifies items into made items (manufactured or produced), bought out items, consumable tools and purchased items.

Use Production Details under the [Style](#)/Material Details task to set the [Item Type](#) for a [style](#) or material to one of the following:

M - Production Items ([styles](#) or intermediates used in the production of a [style](#))

P - Purchased items (examples are materials such as lace, leather and silk)

B - Bought out items (examples are buttons, zips, hangers, suit covers and packaging materials such as boxes and labels)

T - Consumable tools (examples are knitting needles, blades and pins)

You can override [Item Type](#) for an individual [route](#) on Style/Route Override Maintenance window 2 under the [Style Route/Bill of Materials](#) task.

Change [Item Type](#) descriptions through the PITP parameter under the Maintain [Parameter File](#) task.

Key Material

This is a specific material on a [route](#) that is used to control the lot [characteristics](#) of the finished product. Only one material per [route](#) may be defined.

Key Operation

This is an [operation](#) on a [route](#) identified as a special progress point; used in various enquiries and reports to limit the number of [operations](#) shown. It can additionally be used to specify that non-stock purchase orders should be created for [subcontract operations](#).

Labour

Work performed by operators

Labour Profile

A [Labour Profile](#) defines a group of [labour skills](#) that work together in a team. It is linked to an [operation](#) on a [style route](#) to enable the calculation of [labour capacity requirements](#).

Labour Skills

An operator's skill that is required to perform an [operation](#)

Labour Time

The length of time required by an [operation](#) in terms of [labour](#)

Landed Costs

These are [costs](#) in the receiving of purchased items. These are user-defined [costs](#) such as freight, carriage or insurance.

Latest Cost

This is one of the [Costing Methods available](#) in the [Style](#) 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 a [style](#) or material. For production items, [lead time](#) is derived from the sum of the [lead times](#) of the individual [operations](#) required to produce the item and any sub-assemblies. [Lead time](#) also relates to procurement times for purchased items. See also Production and [Cumulative Lead Times](#).

Load

This is the [capacity requirement](#) on a [machine](#) or [work centre](#) or [labour](#) skill or [labour department](#) in terms of time arising from an [operation](#) scheduled at that [machine](#) or against a [labour profile](#).

Logical Stockroom

This is a [stockroom](#) which does not physically exist but is used as a reference for the recording of [WIP inventory](#), or [floor stock](#). Recordings may be made to [physical stockrooms](#) if they exist; [logical stockrooms](#) are simply an alternative.

Lot Control

This is a level of stock control to ensure that fabric is issued out of a common batch, indicating that the fabric has been dyed in the same dye vessel. Also referred to as [batch control](#), [dye-lot control](#), [piece control](#), [shade control](#), [roll control](#) and [merge](#).

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

A piece of equipment upon which or with which work is performed, and [capacity requirements](#) are measured

Machine Schedule

A daily work plan for a [machine](#), containing item and order quantities and duration of [set up](#) and operating hours

Machine Time

The length of time consumed by an [operation](#) in terms of [machine](#) work

Marshalling Area

An area within a [warehouse](#) that stores materials temporarily when they have been [picked](#) from their [warehouse](#) locations but have not yet been sent out

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 Route

The [route](#) to be exploded in [indented bill of material](#) functions for identified materials to establish lower level materials

Material Type

This is a parameter used to determine an item's [material type](#). This may be: fabric, trim, packaging, fabric group, trim group or packaging group.

Material Usage Policy

This is a parameter which determines how the material quantity is determined when an item is specified on a [bill of material](#). This may be: [quantity per](#) based or ratio based.

Material Wastage

The planned or anticipated percentage of a quantity of material that will be unusable when it is issued to the production process

Material Where-Used

The identification of where a material is used in assemblies and sub-assemblies

Matrix Type

This is the display mode of the matrix for a [style](#), this can be: a maximum of 15 sizes with quantities up to 999; a maximum of 10 sizes with quantities up to 99,999; a maximum of 6 sizes with quantities up to 99,999.999.

Maximum Capacity

The theoretical [capacity](#) of a [machine](#) 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 [machine](#), if for example, the [machine](#) consists of several [machines](#) or multiple operators. For example, if the [machine](#) 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](#). This may be set manually for each item.

Merge

See [Lot Control](#).

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 or cool down or dry out after an [operation](#) has been performed and before the following [operation](#) can start. This 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](#)

Multi-plant

Use [multi-plant](#) planning to share the [load](#) between different plants or factories.

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](#) equals 110, [multiple order quantity](#) equals 20, required equals $110/20=5.5$, which would convert to 6 batches.

Net Change MRP Run

A [net change MRP run](#) considers only those materials that have had any changes to their [demand](#) or [supply](#) since the last [MRP](#) run. A [net change MRP run](#) is shorter than a full [MRP](#) run and therefore allows you to run [MRP](#) more frequently.

Net Change Reason Code

Identifies the transactions that can generate [triggers](#) for [net change MRP runs](#)

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

Off Standard

This is production work that is performed by a piecework paid Operator who is not being paid 100% of the standard minutes for the [operation](#). There are many reasons for work being [off standard](#), such as training, unfamiliar work etc.

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 Standard

Production work that is performed by a piecework-paid operator who will be paid 100% of the standard minutes for the [operation](#)

On-Hand Quantity

This is the quantity shown in Inventory as being physically in stock. For [WIP inventory](#) this is calculated as the sum of the [Available](#) + Subcontractor + 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 Wastage

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](#) or 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. The status may be one of the following: suggested, planned, confirmed, released, active, cancelled or 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 definition of certain procedures and policy issues which will be implemented at resource group level. To use this facility, [machines](#) must be defined to an [organisational model](#).

Overdue Days (Planning)

Indicates the number of days of overdue [supply](#) and [demand](#) to be considered in [MPS/MRP](#) runs

Overhead Rate

This is the rate per hour or % 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, materials or outputs in terms of values or quantities.

Overload

The condition where a [machine](#) has more work scheduled to be performed than it has [available](#) time in a given period

Pack Type

A category of standard outer packing, such as a box or a pallet, used for storing finished [styles](#) within a [warehouse](#)

Parallel Operations

As an alternative to consecutive [operations](#), certain tasks may be carried out in parallel, for example, completing fronts, backs, sleeves and collars for shirts and then marrying up at a subsequent [operation](#) for completion.

Parallel Processing

This is the method of enabling groups of [operations](#) within the same [production order](#) to be active at the same time. This is also used to reduce the overall duration [lead time](#) for an [operation](#).

Parameter File

Contains system and user-defined codes which set control parameters or allow the amendment of standard code descriptions

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

The process of issuing materials from a [warehouse](#) to a [production order](#)

Pick Face

Within a [warehouse](#), a fixed location from which most [picking](#) takes place for a material

Pick List

This is an instruction document detailing how much material is required and where it should be [picked](#). This is also referred to as a pulling list.

Piece Control

See [Lot Control](#).

Planned Available

The quantity calculated to be [available](#) at any point in time if [MRP](#) or recommendations are implemented

Planned Material Scrap Rate

This is another way of expressing [material wastage](#).

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 material and [operation](#) details, and is based on a standard production [route](#).

Planner

There are two types of [planner](#): firstly, a production [planner](#) is responsible for planning production of [styles](#) and secondly, a buyer is responsible for who plans a group of items and is linked to [styles](#).

Planning Filter

This filter determines the sensitivity of [MPS](#) and [MRP](#) rescheduling logic when balancing [supply](#) and [demand](#). [Set up planning filters](#) against the WTYM parameter under the Maintain [Parameter File](#) task. Allocate a [planning filter](#) to a [style](#) on the Production Details window under the [Style/Material](#) Details task. To override a [planning filter](#) on an individual [route](#), use the [MPS/MRP](#) Filter field on [Style/Route](#) Override Maintenance window 3 from the [Style Route/Bill of Material](#) task.

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](#) nominated for a [style](#). The [planning route](#) is used to plan materials and schedule manufacturing dates and times in [MPS](#) and [MRP](#). For a centralised plant, you can nominate the [planning route](#) on the Production Details window under the [Style](#)/Material Details task.

For [multi-plant MPS](#) planning, however, multiple plants can have different [planning routes](#). Therefore, [Style](#) establishes a link between the [Receiving Stockroom](#) nominated for a [route](#) and the [stockrooms](#) nominated for each plant's [planning model](#).

Planning Type

This indicates whether the item is [MPS](#) or [MRP](#) controlled. This field is [set up](#) in Production Details under the [Style](#)/Material Details task.

Primary Operation

This is a standard method for processing one part of the [route](#). The [primary operation](#) is used for all the [style variants](#), unless you have [set up variant operations](#). The [primary operation](#) is used to calculate [costs](#) for the [style](#).

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 a material must be its [primary stockroom](#).

Priority

This is the relative importance of an order in the workflow. It is used to control the sequence of jobs queuing at [machines](#).

Process Route

This is a definition of the processes ([operational](#) stages) and materials required to produce an item or set of items. It may also be referred to as a production [route](#).

Product Family

A [product family](#) is a group of similar items whose [demand](#) follows a similar pattern. Group codes are defined on the [Style](#) Inventory Management, [Descriptions File](#), and entered against items in the [Style](#) Inventory Management Product Group Minor field.

It is possible to maintain forecasts against families, thereby achieving reduced maintenance combined with an equivalent level of forecast accuracy.

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](#), [Machines](#) and [MPS/MRP reporting profiles](#).

Production Lead Time

This is the amount of manufacturing time required to produce an item from its immediate materials and [operations](#). No reference is made to the [lead time](#) of its materials.

Production Order

This is a document which sets out the details of the production of a specific [style](#) in specific quantities and which is used as an authority to carry out the work. It is also known as a [works order](#).

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](#)

Put Away

For incoming materials, this is the process of moving the materials from the [goods inward](#) area in a [warehouse](#) to a location area within the [warehouse](#). For received finished [styles](#), this is the process of moving the [styles](#) from the [receipt area](#) in a [warehouse](#) to a location area within the [warehouse](#).

Quantity Per

This is the standard quantity of a material that is required to make its standard parent lot size.

Queue Time

This is the length of time that a job will wait on average at a [machine](#) after arrival before it is worked upon. This 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. This may be set manually. [Safety stock](#) is taken from the production item master file.

Receipt Area

An area within a [warehouse](#) in which finished [styles](#) are stored initially after production until they are [put away](#) in a [warehouse](#) location

Receiving Stockroom

Used in [multi-plant MPS](#) planning to link a [planning route](#) with the [stockroom](#) associated with a specific plant

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 which re-plans every [MRP](#) controlled item, regardless of its [demand](#) and [supply](#) status

Released Production Order

This is a [production order](#) which has been released to the production (shop floor) process. Materials 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.

Reporting Level

This is the level at which an [operation](#) will be reported. This may be [style](#), [style/colour](#), [style/size](#) or [style/colour/size](#).

Reporting Profile

Although [MPS](#) and [MRP](#) calculate [demand/supply](#) 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 Types

This is a set of predefined [transaction types](#) which [Transaction Manager](#) uses to perform required updates. Examples are [WIP](#) scrap, [down time](#), [set up time](#) and subcontractor [rework](#).

Resources

These are the facilities which contribute to the production of items. Within the Production system, these comprise: [cost centres](#), [machines](#), [work centres](#), [production calendars](#), [shift profiles](#), [labour skills](#), operators, teams and subcontractors.

Rework

Work that is necessary to correct a sub-standard item rejected during/after its manufacture

Roll Control

See [Lot Control](#).

Route

A definition of the [operational](#) stages involved in producing an item, sequenced in order of manufacture, and specifying the materials 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/BOM

Defines both the [route](#) (production stages) and material requirements ([BOM](#), recipe, formula) 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/MRP](#) calculations to determine the [net demand](#) to be met by production. This is dependent upon the [Demand Policy](#) code set for the item.

Scheduled Receipt

A planned [supply](#) in [MPS/MRP](#); this may be a released or active production or purchase order

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

Search Family

This is linked to a [style](#). It defines the descriptions for each of the [style's dimensions](#), i.e., [colour](#) and size.

Seasonal Profile

Use a [seasonal profile](#) to represent seasonal variations in forecasting. To create and update [seasonal profiles](#), use the Maintain Seasonal Indices task. The Profile Code field under this task identifies each [seasonal profile](#). To allocate a [seasonal profile](#) to a [style](#), enter the Profile Code in the [Seasonal Profile](#) field under the [Style/Material Details](#) task.

Serial Number Control

A form of [lot control](#) which maintains single, uniquely identified (serialised) units

Set Up

This is the option 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 [machine](#). This is expressed as a [labour time](#).

Shade Control

See [Lot Control](#).

Shift Length

The duration of an individual working shift for a [machine](#)

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 [machine](#); or a shift profile assigned to each working day within a week at a [machine](#). 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

Simulated Cost

A function which projects product [costs](#) by applying variables to the [cost](#) structure to ascertain likely future [costs](#), or by changing materials to ascertain the [cost](#) impact of the changes

Single Level Enquiry

A one level explosion of a [bill of material](#) and [route](#) which [costs](#) the materials and [operation](#) processes required to make the parent item

Size Mask

This is linked to a [style](#) and is a group of sizes (in sequence) in which the [style](#) is produced.

SKU

Acronym for Stock Keeping Unit - an individual [stock item](#)

For [styles](#) of more than one [dimension](#), the [SKU](#) represents the lowest level of definition for a [style](#). For example, a 3-[dimensional](#) skirt (i.e. skirt/[colour](#)/size) may have various [SKUs](#) including black size 10, black size 12, black size 14, red size 10, red size 12, red size 14 and so on.

An [SKU](#) is also called a [variant](#).

You can control production at the [SKU](#) level.

Smoothing Policy

A planning policy which smoothes sale forecast [demand](#) to provide a level [production schedule](#)

Standard Capacity

The daily [capacity](#) in hours of a [machine](#) when operating at its normal rate, and normal shift patterns

Standard Capacity Factor

This is a number that you can specify against a shift profile. This number is multiplied by the total number of hours defined in the shift profile to calculate the [standard capacity](#) of a [machine](#). For example, for a shift profile of 8 hours at a [machine](#) where 2 persons operate, you would enter a factor of 2 to indicate a [standard capacity](#) of 16 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 materials. They form the yardstick for performance measurement in a given period.

Standard Efficiency

This is the percentage of the [standard capacity](#) of a [machine](#) 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 material quantities and [operation](#) times are expressed in a [route/BOM](#)

Standard Operation

This is an [operation](#) that can be included in individual [style routes](#). The [operation](#) belongs to a [standard operation group](#).

Standard Operation Group

These are [standard operations](#) that are grouped together, for example, a group of cutting [operations](#). A [standard operation group](#) might also contain a generic sequence of [operations](#). You can include one or more [standard operations](#) in individual [style routes](#).

Standard Production Orders

[Production orders](#) which are based on a standard [route](#) to obtain material requirements and [operation](#) details

Start Date

The scheduled release date of a production or purchase order

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 Item

See [SKU](#).

Stock Movement

This is a movement of a quantity of an item into or out of a [stockroom](#). More particularly, this will refer to the recording of such a movement in the application, and the transaction record created as a result.

Stockroom

This is a discrete area where stock for an item is recorded and controlled separately from other company stocks. [Stockroom](#) codes are also used to define 'logical' [stockrooms](#) used to hold [WIP inventory](#), and [Floor Stock Locations](#) which may be physical or [logical stockrooms](#).

Stockroom Balance

See [Balance](#) and [Item Stockroom](#).

Style

[Style](#) has two definitions. Firstly, [Style](#) is the System21 [Style](#) product. Secondly, a [style](#) is an end product with one or more [dimensions](#).

Style Matrix

The [style matrix](#) is fundamental to System21 [Style](#) and occurs throughout System21 [Style](#) Distribution and System21 [Style](#) Production. A [style matrix](#) can have a maximum of 4 [dimensions](#).

The first [dimension](#) of every matrix is always the [style](#) or the product itself. The second [dimension](#) (e.g. [colour](#)) sits on the X-axis of the matrix. The third and fourth [dimensions](#) (e.g. size, fit) sit on the Y-axis of the matrix.

Each cell in the matrix represents a single [stock item](#) or [SKU](#) (e.g. a size 12 black skirt).

The big advantage of the [Style matrix](#) is that, once the matrix is defined, the individual cells of the matrix are automatically created as the [SKUs](#). Therefore, the [Style matrix](#) enables you to define vast numbers of individual [stock items](#) quickly and efficiently.

You can also make sensible decisions at the level of the [style matrix](#) rather than having to deal with each individual stock keeping unit.

Subcontract Operation

This is work on the production of an item that is carried out by another manufacturer. This 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 [machine WIP location](#).

Subcontractor Shipper

A document that goes out, together with the partly completed goods, to the subcontractor

Suggested Production Order

An [MPS](#) or [MRP](#) recommendation to create a [production order](#) to satisfy a shortage identified by the planning process

Suggested Purchase Order

An [MPS](#) or [MRP](#) recommendation to create a purchase order to satisfy a shortage identified by the planning process

Sundry Issue

Any receipt of materials that is unrelated to either a purchase order or a [production order](#)

Sundry Receipt

Any receipt of materials that is unrelated to either a purchase order or a [production order](#)

Supplier

A code representing the vendor/[supplier](#)

Supply

The planned receipt of item quantity from a purchase order or [production order](#)

Team Size

The standard number of operatives scheduled to work on an [operation](#), either as [direct labour](#) or [set up labour](#)

This Level

The final level of manufacture for an item with a multi level [route/BOM](#), as opposed to 'lower' levels of manufacture such as sub-assemblies

Time Basis Code

This is a code indicating how [operation](#) times are expressed on a [route](#). These 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 is a parameter set on the [Organisational Model](#) to control the time [booking](#) format in Production reporting. This 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

The date which the schedule is fixed no recommendations are made by [MPS](#) or [MRP](#) to change existing production or to 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 is a parameter set on the [Organisational Model](#) to control the format in which operator and [machine times](#) at an [operation](#) are entered. This 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. This is defined on the [Company Profile](#) and can be in hours or minutes.

Transaction Manager

This is the function that processes production and [WIP inventory](#) transactions, generating 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

This is a method of simulating material allocation to a [production order](#) or [route](#) to assess availability to meet the requirements. It is also known as Material Availability Enquiry.

Trigger

Marks a change to the [demand](#) or [supply](#) of a [Style](#) item since the last [net change MRP run](#)

Unit Cost

The amortised [cost](#) of a single unit of an item

Unit of Measure

The unit in which a [balance](#) quantity or [unit cost](#) is expressed

Unplanned Issue

Issue of materials 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](#), that is, 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 [machine](#) 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

Variant

These are the different [colours](#) and sizes which make up a [style](#) or material. A [variant](#) is equivalent to a [SKU](#). Each [variant](#) has a cell in the [Style matrix](#).

Variant Operation

This is an [operation](#) that produces one or more [style variants](#) in a different way to the [primary operation](#). [Style](#) calculates [costs](#) separately for [style variants](#) produced by a [variant operation](#). [Scheduling](#) of work is also done separately for these [style variants](#).

Variant Spread

This is a distribution of [variant](#) quantities that is used to break down a total quantity for the [style](#). For example, if you wish to make twice as many red shirts as green shirts, you can enter 2 under red and 1 under green. Then, if blue shirts are ten times more popular than green shirts, you need to enter 10 under blue. [Style](#) uses this [variant spread](#) to distribute a forecast down to [variant](#) level. In addition, when you create a [production order](#), [Style](#) distributes the total quantity amongst the [variants](#) according to this [variant spread](#).

Warehouse

If you have Warehousing installed, you can use [warehouses](#) to stock materials and finished goods.

Wastage (Material)

The planning factor applied to any material on a [route](#) to reflect expected loss

Wastage (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.

Wastage Cost

This is the amount of item [unit cost](#) attributable to [operational](#) or [material wastage](#) in the production process. It is held by [Cost](#) Element and can optionally be consolidated into the item [cost elements](#). A wastage element can be configured to display the total [wastage cost](#).

WIP

Acronym for [Work-in-Progress](#)

WIP Inventory

[Work-in-progress](#) inventory - transparent to [Style](#) Inventory Management, but accessible through enquiries in Production [WIP Inventory](#) Control

WIP Location

A [WIP location](#) defines a location, either logical or physical, on the shop floor where inventory is stored between [operations](#). The location may be associated with one or more [machines](#).

Initially, inventory [balances](#) at a given [WIP location](#) are maintained as a result of [booking](#) inventory against a [count point operation](#). Quantities may be entered for good, scrap and held inventory. [WIP Inventory](#) Management allows inventory to be changed in a variety of ways prior to its reaching the next [operation](#) in the [route](#).

WIP Shipper

See Subcontract Shipper.

Work Centre

This is a collection of [machines](#) grouped together for [capacity requirements](#) analysis. [Work centres](#) are not used in planning or [machine scheduling](#).

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, [WIP](#) valuation is calculated as the value of material and work material less the value of receipts made into stock. [Work-in-progress \(WIP\)](#) can be valued at standard or [current cost](#).

Works Order

See [Production Order](#).