Infor System21 Production Support

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 Support Module.

Intended audience

The guide is intended for any users of the MJ Production Support business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 7.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at https://concierge.infor.com/ and create a support incident.

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Chapter 1 Overview

Introduction to Workstation Management

Production Support facilities assist in the management of workstations, work-in-progress (WIP), and inventory stocks.

They allow the entry of transactions and interrogation of the database through enquiry windows. The application also generates production-related reports (that is, performance reports) which show costing and efficiency information. The accuracy of these reports is dependent on maintaining good discipline in booking operations.

Introduction to WIP Inventory Control

WIP Inventory Control facilities are available for the management of work-in-progress (WIP) inventory. WIP inventory is made up of part-processed items at various operation stages on the shop floor.

Note: *WIP inventory does not update Inventory Management. It is a Production system function only.*

WIP Inventory Management

It is sometimes necessary to adjust WIP inventory balances or to report changes in location (physical or logical). In addition, the status of WIP inventory may change from Available to Held or Scrap. WIP reporting consists of tasks that support these types of WIP inventory movements.

Note: *Except for scrap inventory, only count point operations relate to WIP inventory.*

Note: *In this product guide, the Route field applies to flow route operations only. In addition, the terms production orders and works orders are used synonymously.*

Introduction to Production Performance Reports

There are a number of useful performance measurement tools available that give you the flexibility to request performance measures over any range of selected dates.

You can use the user-defined activity definitions and the underlying System21 reporting types to:

- Configure activities and events to be reported
- Tailor the data elements required in reporting each activity. This flexibility supports Activity Based Costing (ABC) allocation information within the transaction database.

You can use many of the performance reports, without modification, to summarise overheads and resource cost allocations for ABC environments.

All reports include a printed heading that lists the selection criteria for the report.

The reports are grouped on menu /MJR by:

- Item
- Workstation
- Labour
- Scrap and rework

Some of these reports have been enhanced to increase the precision of the consolidated production costs that are posted to the General Ledger. These reports calculate and display costs up to five decimal places.

Chapter 2 Work Station Management

Confirm Work Station Schedule [1/MJW]

Use this task to confirm MPS and MRP work station and related item schedules during the Confirm Work Station processing routine. A schedule reference number is generated for each suggested supply. This number is automatically passed to the dependent work station schedules, so that a work station schedule can be linked directly to the generating item schedules.

This function deletes all firm and unplanned work station schedules (status 2 and 3) that are beyond the end date of the specified firming period. This applies to schedule-controlled items only. The exception is for flow route schedules that are after the firming end date, but which have related schedules that are before or on the firming end date.

Note: *Flow routes have operations that are chained together and only the last operation may be a count point.*

Note: *You must run the Create Work Station Schedule task for the live MRP model in order to create the suggested schedules.*

Create Firm Work Station Schedule Window

To display this window, select the Confirm Work Station Schedule task.

Use this window to select a date range within which the work station schedules should be firmed.

Fields

Organisational Model

You must enter the live organisational model.

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

The records generated depend on the suggested and planned work station schedules that already exist for the model specified.

From Date/To Date

Enter or select the start and end dates within which you want to firm suggested schedules.

Note: *This task deletes firm and unplanned schedules beyond the end date.*

Confirm Item Schedules

Use this to specify whether or not you want to confirm related MPS or MRP item schedules.

Use this checkbox as follows:

Unchecked - Not to confirm the item schedules

In this case, their status remains at SS (Suggested).

Checked - To confirm the item schedules

In this case, their status changes to CS (Confirmed).

Caution: You can specify a range of dates that overlap the previously defined firm period. If you do this, the function requires confirmation of the dates entered.

Caution: Any previously firmed dates that are included again within the firm date range are fully refreshed with current suggested daily schedules. This means you could lose schedule details you have previously manipulated.

Note: *Any manipulated item that is re-confirmed in this way is not set back to the suggested quantity if it is dependent on a previous operation that is already confirmed.*

Select **Confirm (F8)** to submit the job for processing and leave the task.

Review Work station Load [2/MJW]

Use this task to view the scheduled load, in graphical form, for any work station from a selected date. You can also access the Manage Work station Load window from this task.

Review Work Station Load Window

To display this window, select the Review Work Station Load task.

Use this window to display a bar chart showing the load upon a selected work station.

Fields

Work Station

Enter a work station to enquire on its load.

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

Start Date

The capacity and loads are displayed for the day you enter or select in this field, followed by the same information for the next seven working days. Enter or select a new start date and then press Enter to change the eight-day period displayed. The default start date is the current date. Use **Page Up** and **Page Down** for previous and new displays.

Capacity Basis

Use this field to indicate whether the capacity field should display the standard or maximum capacity of the work station, as defined in the Work Stations maintenance task.

Select one of the following:

Std (1) - To display standard capacity

Max (2) - To display maximum capacity

Note: *The Firming End Date is system-maintained, and is the last date for which firm work station schedules have been created.*

Note: *For the start date and the next seven working days, the work station's capacity is displayed (in hours). The amount of work (load in hours) currently scheduled is displayed alongside. This provides a visual bar chart comparison of capacity and load.*

The columns showing the work scheduled are as follows:

- The green column shows the capacity available.
- The yellow columns represent the firm schedules. If the firm schedule quantity is less than the current suggested schedule quantity, the red section at the top of the column indicates this. This is called the 'Unplanned Quantity'. It indicates that a firm schedule on that date was changed to a smaller quantity or deleted. Use **Include Unplanned (F15)** to view any existing unplanned schedules.
- Suggested schedules that are beyond the firm period end date, but not firmed, are shown in light blue. Firm schedule quantities may have been manually scheduled beyond the end of the firm period. If so, the firm schedules are shown at the bottom and any suggested schedules at the top of the right-hand column.

Caution: The colours used on the display may be changed by the user and may not be the colours described above.

Select

Enter one of the following options beneath a column:

1 - To display the Manage Work Station Load window

For more details on this, refer to the Manage Work Station Load section.

2 - To display the Work Station Capacity pop-up

For more information, refer to the Work Station Capacity Pop-up section.

Functions

Include Unplanned (F15)

Use this to change the display to include unplanned schedules.

Key (F19)

Use this to display the key for the colours currently used on this window.

Press Enter to display the schedule load relating to the requested work station.

Manage Work Station Load [3/MJW]

Use this task to confirm your work station schedules. You can:

- Amend schedule quantities, dates and work station assignments to achieve any production pattern you want
- Amend or manipulate firmed daily work station schedules only
- Compare firmed schedules with current suggested work station schedules

This task displays the schedules for a selected work station. You can also access the following from this window:

- Work station re-scheduling windows
- MPS/MRP review function
- WIP Stock Status/Operation Schedule enquiry
- Work Station Capacity pop-up
- Individual item schedule review

Manage Work Station Load Window

To display this window, either select the Manage Work Station Load task, or enter 1 in the Select field on the Review Work Station Load window.

The details displayed on this window include:

- The scheduled date, displayed against the first line of each day's schedule production
- The item scheduled for production, or the production order number for an item
- The route code for the item produced at this work station
- The operation sequence to which each line relates
- The work station load in hours represented by each schedule, on each date, including shrinkage factors

The remaining, or original, quantity of the item due to be processed on each schedule, on each date (based on the **Inc. Complete/Exc. Complete (F7)** setting)

- The issuing unit of measure

- The status code, which could be one of the following:

  1 - Suggested (you cannot re-schedule suggested schedules)

  2 - Firm

  3 - Unplanned

When reviewing work stations that include production order loading:

Status Code 1 - Confirmed production order

Status Code 2 - Released or active production order

Fields

Work Station

Enter a work station to enquire on its load.

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

Start Date

Enter or select the start date for the review. This is the start point of the information displayed. This field defaults to the current system date.

Sequence

The value in this field on the loading comes from the minor sequence on the item. If you have several lines on the same schedule date, you can amend the sequence of the lines. Enter the chosen sequence in this field for every line you want to change, and then select **Update (F8)** to re-sequence the lines.

Options

Review Work Station Load

Use this to display the Review Work Station Load window.

For more information on this window, refer to the Review Work Station Load section.

Reschedule

Use this to re-schedule the line

This is only available if the line is a firm schedule (status 2) or unplanned (status 3).

If the line is not for a flow route, the Re-schedule Item/Operation pop-up is displayed.

If the line is for a flow route, the Maintain Line Schedule window is displayed.

WIP Location Stock Status

Use this to display the WIP Stock Location Status pop-up.

Select Order

Use this to display the Re-schedule Order/Operation window is displayed. This option is not available for schedules, unless you generate an order for a schedule-controlled item.

Review MPS/MRP

Use this to make MPS or MRP enquiries on the item. The Master Production Planning and Material Requirements Planning product guides explain these enquiries, under the Review MPS and Review MRP sections.

Review Individual Item Schedule

Use this to display details of the scheduled supply. If you select an item, the Review Item Schedule window is displayed.

Functions

Inc. Complete/Exc. Complete (F7)

Use this to toggle the display between the original and outstanding schedule quantities. The default is to exclude them; that is, the remaining schedule quantity is presented.

Add Schedule (F10)

Use this to add another schedule line for a flow route.

W. Station Capacity (F14)

Use this to display the Work Station Capacity pop-up.

Inc. Unplanned/Exc. Unplanned (F15)

Use this toggle to include or exclude unplanned quantities on the display.

Select **Previous (F12)** to return he previous window or select **Exit (F3)** to leave the task.

Re-schedule Item/Operation Pop-up

To display this pop-up, select Reschedule against a non-flow route schedule on the Manage Work Station Load window.

Use this pop-up to re-schedule items. You can also use it to split a work station schedule. The split may be:

- Over more than one date
- Over more than one work station
- Over more than one date and work station

Options

Select

Use this to select a schedule line and display the line detail at the bottom of the pop-up, ready for amendment.

You can also add another operation schedule record by entering directly into the input line at the bottom of the window.

Insert Setting Prior

Use this to display an input line at the bottom of the window to define the setting hours.

This also inserts a setting schedule line before the selected line.

Delete

Use this to delete a schedule line.

Split

Use this to split the schedule by displaying the selected details at the bottom of the window for amendment.

This is the same as **Select** but will leave any quantity not transferred to a new schedule on the original.

Functions

Issue UOM/Receipt UOM (F15)

Use this to view required and completed quantities, using the receipt or issue unit. The receipt unit may be different on each detail line, whereas the issue unit will be the same across all lines. You can only update receipt units.

Input Availability (F16)

Use this to display the Component Availability pop-up, which shows the WIP inventory position of the component(s) for the parent items.

For each line you maintain, press Enter to validate the new data and then press Enter again to clear the input line and display the updated data.

When you have completed all your changes, select **Update (F8)** to update the file and return to the Manage Work Station Load window.

Component Availability Pop-up

To display this pop-up, select **Input Availability (F16)** on the Re-schedule Item/Operation pop-up.

This pop-up displays:

- The available WIP inventory position of the item being scheduled, at the previous count point operation
- The components needed for this operation
- The available quantity of this component at the stockroom defined on the planning route for the parent item

This information cannot be amended here.

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

Maintain Line Schedule Window

To display this window, select **Add Schedule (F10)** or select Reschedule against a flow route schedule on the Manage Work Station Load window.

Use this window to:

- Add new schedule lines for the item
- Re-schedule flow route items

  You can amend quantities, dates, or both for the schedule of an existing flow route item. Any changes made take immediate effect. There is no need to rerun MPS.

Considerations:

- The parent items may be either MPS or MRP schedule-controlled items.
- Only the last operation on a flow route may be a count point.

Caution: When you use this task to move items to another flow line route, the status of each item changes to Firm on the new route. This happens regardless of the date range chosen for the firm period using the Confirm Work Station Schedule task.

The following information is displayed for the schedule lines:

- **Requirements UOM** - The unit of measure for the item being made

  This is always the issue unit from the item master.

- **Production Route**
- **Quantity Complete** - The completed quantity from bookings

  This quantity is only displayed on existing schedules if the activity code has been set up to relieve firm work station schedules. Refer to the Maintain Activity Control section in the Production System Utilities chapter of the Product Definition Management product guide for more information on activity codes.

- **Quantity Required/Complete UOM** - The unit of measure for the item being made.

  This defaults to the receipt unit, but you can use **Issue UOM/Receipt UOM (F15)** to toggle the display between issue and receipt units.

- **Start Date** - This will always be calculated from the entered due date and will reflect the lead-time of the route, based on the quantity required.
- **Due Date** - The due date for the schedule
- **Supply Date** - This is always calculated from the entered due date and will reflect any release lead-time. That is to say, *due date + release lead-time = the date on which the schedule can satisfy the demand.*
- The finished goods stockroom from the route
- The MPS/MRP model, or the plant or cell for multi-plant or cellular environments

Fields

Item

Enter the item for which you want to maintain the schedule.

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

Options

Input Availability

This is reserved for future development. It will be used to display the current availability of all inputs required on this flow route.

View Work Station Times

Use this to display the Work Station Times pop-up.

Functions

Issue UOM/Receipt UOM (F15)

Use this to view required and completed quantities in the receipt or issue unit. The receipt unit may be different on each detail line, whereas the issue unit will be the same across all lines. Updates can only be carried out on receipt units.

Key (F19)

Use this to display a key to the symbols used on this window.

Select **Update (F8)** to save your data and leave the task.

Work Station Times Pop-up

To display this pop-up, select View Work Station Times against a line on the Maintain Line Schedule window.

This pop-up shows, for the scheduled quantity, how much time is spent on the work station for each operation.

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

WIP Location Stock Status Pop-up

To display this pop-up, select WIP Location Stock Status against a line on the Manage Work Station Load window.

This pop-up displays the available, held, and subcontractor stock at the WIP location for the selected work station.

Fields

Operation

Enter the sequence number for the operation on which you want to enquire. The default is the operation selected on the previous window. You can override this by entering another operation number in this field and then pressing Enter.

Functions

Lot Enquiry (F16)

Use this to display the Lot Control Enquiry pop-up.

Subcontractor (F17)

Use this to display the Subcontractor Enquiry pop-up. This shows details of WIP at subcontractor operations along the displayed route. It also shows the WIP lot number and quantity at the subcontractor for the selected operation.

You can also access shipper details from this pop-up.

Operation Schedule (F18)

Use this to display the Operation Schedule pop-up.

Held Detail (F19)

Use this to display the Held WIP Inventory Details pop-up. This shows details of all held WIP inventory for the selected production order and operation, or scheduled item and operation. It also shows the held references and lot control numbers.

For more details on this function, please refer to the Total Stock Status Enquiry section in the WIP Inventory Control chapter of this product guide.

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

Reschedule Order/Operation Window

To display this window, select Order against a line on the Manage Work station Load window.

Use this window to re-schedule production orders on the selected work station. This task is only available for production orders. The production order must be at status **2** (Firm). You can also re-schedule production orders using the Maintain Orders task.

This task is not valid for schedules. However, it is valid for production orders generated for schedule-controlled items.

Options

Select

Use this to select a line and display the line detail at the bottom of the pop-up, ready for amendment.

You can also add another line by entering directly into the input line at the bottom of the pop-up.

Insert Setting Prior

Use this to display an input line at the bottom of the pop-up to define the setting hours.

This also inserts a setting schedule line before the selected line.

Delete

Use this to delete a line.

Split

Use this to split a line by displaying the selected details at the bottom of the window for amendment. This is the same as **Select** but will leave any quantity not transferred to a new line on the original line.

Functions

Input Availability (F16)

Use this to display the Order Input Availability pop-up, which shows the WIP inventory position of the component(s) for the parent items.

For each line you maintain, press Enter to validate the new data and then press Enter again to clear the input line and display the updated data. When you have completed all of your changes, select **Update (F8)** to update the file and return to the Manage Work Station Load window.

Work Station Capacity Pop-up

To display this pop-up, select **W. Station Capacity (F14)** on the Manage Work Station Load window.

This pop-up displays details of the work station capacity hours available, and shift profile information, if defined. Details include:

- The sequence of shifts within the shift profile
- The start and end times of the shift, using the 24-hour clock
- The duration of the shift, calculated from the start and end times
- The standard (or budget) effective capacity of the work station
- The maximum capacity of the work station
- The system calculates this from the profile capacity factor that you set when you maintain the work station.

Select **Previous (F12)** to return to the Manage Work Station Load window.

Maintain Work Station Status [4/MJW]

Use this task to update manually the operational status of the work station.

Work Station Status Maintenance Window

To display this window, select the Maintain Work Station Status task.

Use this window to update the status of a work station. A status may be allocated either to an order/operation or to an item/operation.

Fields

Work Station

Enter the work station.

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

Status

Use this to specify the recorded status of the order or item.

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 setting will be recorded. This must be a valid released order.

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

Note: *You must enter either a production order number or an item number, but not both.*

Item

Enter the item number against which the status setting will be recorded.

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

Operation

Enter the operation sequence for the order or item against which the status setting will be recorded.

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

The system checks that there is work firmed against the work station for this order or item. If there is no work firmed, the software displays an error message.

Reason

Enter an appropriate reason code for the status setting.

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

Functions

Review Orders (F16)

If you cannot remember the order you want, you can enter the item number and use this to display a list of work orders for the selected item.

Press Enter to update the data and leave the task.

Production Order Selection Window

To display this window, select **Review Orders (F16)** on the Work Station Status Maintenance window.

This window lists the orders that match the selection criteria entered on the previous window. You can select any order here and view its additional details.

Note: *The Reference1 and Reference2 fields show any reference codes that you have entered on the order headers.*

Options

Select Order

Use this against an order to view it in detail.

Functions

More/Less Detail (F22)

Use this to display the additional details for the selected order(s).

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

De-allocate Shop Floor Material [11/MJW]

Use this to de-allocate out of date floor stock. This removes allocations that have not been consumed by production booking from the shop floor stockroom. The Daily Material Pull List netting calculation is then based only on current production allocations.

You should run this task before the Daily Material Pull List task.

Note: *Do not use this task if you are using Location Control, as it does not delete the location control event allocations. Floor stock is de-allocated by the Daily Material Pull List task.*

De-allocate Shop Floor Materials Window

To display this window, select the De-allocate Shop Floor Material task.

Use this window to de-allocate out of date floor stock that has not been taken from the shop floor stockroom by production bookings.

Fields

From Stockroom/To Stockroom

Enter a stockroom range.

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

Leave these fields blank to include all stockrooms.

From Item/To Item

Enter an item range.

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

Leave these fields blank to include all floor stock items.

From Route/To Route

You can optionally enter a route range.

Leave these fields blank to include all routes.

From Operation/To Operation

You can optionally enter an operation range.

Leave these fields blank to include all operations.

De-allocate Requirements up to Date

Enter a date up to and inclusive of which floor stock allocations not consumed by production are de-allocated and become free floor stock. This defaults to the current system date.

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

Daily Material Pull List [12/MJW]

This report produces a list, by stockroom, of materials needed to support the firm work station schedule within a date range. You can run the report for a stockroom, range of stockrooms, or WIP location(s).

The stores personnel can tell from this report what materials are needed by the selected work station within the selected date range.

The report either prints material quantities as integers, or includes decimal values where appropriate, according to the rounding policy setting for the item's issuing unit of measure. You define this in the Parameter file, under type UNIP.

The scheduled daily requirements for floor stock inputs are allocated in the related WIP location, or shop floor stockroom. Free stock in the shop floor stockroom is netted against the work station's outstanding scheduled requirement, and only the net requirement for additional material is included.

Daily Material Pull List Report Window

To display this window, select the Daily Material Pull List task.

Use this window to request a report of the materials required to support the firm work station schedule.

Fields

Organisational Model

Enter the organisational model code.

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

Issuing Stockroom From/To

Use these fields to specify which stockrooms to include in the report.

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

WIP Locations From/To

Use these fields to specify which WIP locations to include on the report.

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

Work Stations From/To

Use these fields to specify which work stations to include on the report.

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

Date From/To

Enter or select the dates for which you are generating the report. These fields default to the current system date.

Print Shop Floor Items Only

Use this checkbox as follows:

Unchecked - To print details from all stockrooms (including floor stock items) in the range selected

Checked - To print details of floor stock items only

Include Production Order Requirements

Use this checkbox as follows:

Unchecked (default) - To exclude production order requirements from the report

Checked - To include material needed for production orders as well as material requirements for schedules

The Production Review Scheduled Requirements – Create Daily Material Requirements, and the Daily Pull List generation functions detect whether Input Items are Shop Floor controlled. If they are, the Material Control Policy is transferred from the material Item's setting to the Material Requirement (PCP84).

If a Production Order is being processed, the Input Item's Material Control Policy is determined based on the hierarchy rules for Production Order Inputs.

If a Production Route is being processed, the Input Item's Material Control Policy is determined based on the hierarchy rules for Production Route Inputs.

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

Production Shortage Report [13/MJW]

This report shows when the on-hand inventory for items will be exhausted, based on the existing demand requirements from MPS/MRP. Scheduled replenishments are not considered; in other words, the report excludes any receipts that are due to arrive into inventory when comparing and consuming the available stock against the present and future demands.

It is intended as a short-term scheduling aid, typically covering the current date and the next few days. The horizon of the report can be extended by the optional use of the Planning Model Period Profile, but the number of periods that appear on the report is restricted. If the Planning Period Profile is not used, each of the periods will consist of a single day.

The Material Availability report is currently provided for use in a Production Order environment. This report is an equivalent for a Production Schedule environment. The report caters for both a schedule-only and a mixed environment. Since the requirements for materials come from the planning results, the information required for either environment will be readily available.

The report is sequenced by Plant (if Multi-plant is in use) and Planner. Within those, additional sequences can be defined using any combination of Stock Run-out Date, Supplier, and Item.

Report breaks are automatic by Plant (if Multi-plant is in use), and can be requested by Planner.

Production Shortage Report Item Selection Window

To display this window, select the Production Shortage Report task.

Use this window to make the selections for the shortage report.

The items to be included on the report are taken from MPS and/or MRP, depending on the selection made.

The items that appear on the report are those where the opening stock is less than the total demand in the selected date range.

The opening stock of an item is the total of the current physical balances for all the stockrooms that the item occupies, provided that the stockroom belongs to the Planning Model.

Demands are taken from the MPS and MRP results. Only demands that are within the ranges selected and are equal to or between the Demand Start Date and the Demand Cut-off Date are included. Demand types that are identified as excluded in the Parameter file are omitted (Type = PDSC).

The report periods are either daily or, if a model profile is selected, they are set up according to the numbers of days defined in the profile. For each period for an item, the Opening Available Quantity, the Period Demand Quantity and the Closing Available Quantity are printed.

The date or period where the Closing Available Quantity goes negative is highlighted in bold.

Fields

Planning Model

This field displays the live model from the company profile. The live model data is always used for producing the report.

MPS/MRP Items

Select from one of the following:

Both (0) (default) - For both MPS items and MRP items

MPS Only (1) - For MPS items only

MRP Only (2) - For MRP items only

Sequence and Select By

Plant Model From/To

These fields are only available if multi-plant is activated in the company profile.

Enter a model or a range of models.

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

Planner From/To

You can optionally enter a planner or a range of planners.

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

Supplier From/To

You can optionally enter a supplier or a range of suppliers

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

Item From/To

You can optionally enter an item or a range of items.

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

Sequence

The report is sequenced by Plant (if multi-plant is in use) and Planner.

Further sequencing can be selected on Stock Run-out Date, Supplier and Item.

Sequence entries of 2, 3, and 4 are required.

Break

Page breaks can be selected when the Demand Plant changes for multi-plant.

Use this checkbox as follows:

Unchecked - Not to have a page break

Checked - To have a page break

Select By

Primary Stockrooms From/To

You can optionally enter a primary stockroom or a range of primary stockrooms.

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

Item Class From/To

You can optionally enter an item class or a range of item classes.

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

Item Type From/To

You can optionally enter an item type or a range of item types.

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

Item Group Major From/To

You can optionally enter a major group or a range of major groups.

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

Item Group Minor From/To

You can optionally enter a minor group or a range of minor groups.

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

Model Reporting Profile

The report consists of 11 columns of dates. These can be daily or periodic, based on the model type selected. The period number of days defined there will be used to define the periods used to accumulate the report column totals. If a reporting profile is not selected, each report column will be one day.

Select one of the following:

Daily (0) (default) - Daily

MPS (1) - MPS profile

MRP (2) - MRP profile

Demand Start Date

Enter or select the date for the report to start looking at demand. This defaults to earliest date of the last MPS or MRP run. Any date you specify restricts the demands selected.

Demand Cut off Date

Enter or select the date for the report to stop looking at demand. This defaults to latest date of the last MPS or MRP run. Any date you specify restricts the demands selected.

Note: Although *demands* within these dates are considered when selecting items to be included in the report, not all *demands* and stock detail will be printed if they extend beyond the number of columns *available*.

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

Report by Daily Work Station Production Schedule [21/MJW]

This report provides an up to date view of work station schedules. By default, the software lists unfinished jobs from the previous day first, and lists the set-up before the run task to which it relates.

For each work station, the report prints:

- The total resource hours needed for each day
- The work station's outstanding schedule quantity

The reports may include either firm or suggested schedules.

Daily Work Station Production Schedule Report Selection Window

To display this window, select the Report by Daily Work Station Production Schedule task.

Use this window to produce a report showing the current status of selected work station schedules.

Fields

Organisational Model

You must enter the live organisational model.

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

Date From/To

You must set the date range for which the report is to be generated. The default range restricts the report to the current date, but you can override this.

WIP Locations From/To

You can optionally specify which WIP locations to include on the report. If you leave both fields blank, the report covers all WIP locations. If you only complete the From field, the report considers all WIP locations alphabetically, starting from this location. Similarly, if you only complete the To field, the report considers all WIP locations alphabetically, up to and including this location.

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

Work Stations From/To

You can optionally specify which work stations to include in the report. If you eave both fields blank, the report includes all work stations that are in the selected organisational model.

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

Schedule Status

Use this field to specify the type of schedules you want to include in the report.

Select one of the following:

Suggested (1) - To include suggested work station schedules only

Select this if you have run the Create Work Station Schedule task within MRP, but not the Confirm Work Station Schedule task in Production Control for the date range selected.

Firm (2) - To limit the report to firm work station schedules

You can select either option to produce a report if you have run the Confirm Work Station Schedule task for this date range.

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

Report by Short Term Labour/Machine Load [22/MJW]

This report provides a view of work station loading within the organisational model. It gives a short-term picture and is limited to a date range of between one and 30 days. You can select labour or machine loading.

If you select labour loading, the report prints the setting and run loads and the total load, for each day in the date range and for each department in the model. The department load is the sum of all work station labour loads in the department.

If you select machine loading, the report prints the machine load details separately for each work station in the planning model. The report prints the run and setting loads and the total compared to capacity on each day in the range. The report also includes the discrete differential for each day and a cumulative differential.

You can select either suggested or firm schedules for inclusion. Suggested schedules are schedules generated by MRP. Firm schedules are those that have been confirmed from suggested schedules. You can amend confirmed schedules.

Both suggested and firm schedules can exist at the same time. You can produce reports for comparison of load against schedules for either status.

Short Term Labour/Machine Load Report Window

To display this window, select the Report by Short Term Labour/Machine Load task.

Use this window to display work station loading for selected work stations within an organisational model.

Fields

Organisational Model

You must enter the live organisational model.

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

Work Centre

You can optionally enter a work centre here to refer to an associated group of work stations. This limits the report to these work stations only.

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

Note: *You can either enter a work centre, or complete the Work Station fields, but not both.*

Work Station From/To

You can optionally specify which work stations to include on the report.

If you do not enter a work centre, and you leave both the Work Station fields blank, the report considers all work stations.

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

From Date/To Date

You must enter or select the first and the last date to be included in the report. The date range may be between one and 30 days. The default in both fields is the current system date.

Schedule Status

Select one of the following:

Suggested Load (1)

Firm Load (2)

Report Type

You can base the report on either machine or labour load.

Select one of the following:

Machine Load (1) - For the software to calculate a daily work station load for each work station in the model and compare it to capacity

Labour Load (2) - For the software to calculate a daily load for each department by adding together the labour loads of each work station in a department

Percentage Overload

This applies to planning for machine loads only. Enter the maximum percentage variance allowed from standard capacity.

The report generates a list of only those work stations whose load, at some stage over the selected time frame, exceeds the capacity by this percentage or more.

The default setting is **0** for all work stations on the report.

Capacity Basis

Use this field to indicate the capacity basis.

Select one of the following:

Standard (1) - To use the standard capacity of the work station

Maximum (2) - To use maximum capacity

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

Report by Schedule Adherence [23/MJW]

This report compares actual hours booked with scheduled hours, for schedules meeting the selection parameters entered.

Suggested daily work station schedules:

- Are created from schedules calculated by MRP
- Define the production task needed to support the demands driving MRP
- May be amended after you convert them to firm status

You control the process of firming suggested daily work station schedules by selecting the organisational model and the range of dates for which you want to firm schedules.

If you do amend a firm schedule, the software keeps the original suggested schedule and can compare the suggested schedules with firmed schedules if required.

Schedule Adherence Report Selection Window

To display this window, select the Report by Schedule Adherence task.

Use this window to compare booked hours with scheduled hours for a range of selected schedules.

Fields

Organisational Model

Enter the live organisational model.

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

WIP Locations From/To

You can optionally specify which WIP locations to include on the report. If you leave both fields blank, the report considers all WIP locations.

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

Work Centre

You can optionally enter a work centre in this field to refer to an associated group of work stations. This limits the report to those work stations only.

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

Note: *You can either enter a work centre, or complete the Work Station fields, but not both.*

Work Stations From/To

You can optionally specify which work stations to include on the report.

If you do not enter a work centre and you leave both work station fields blank, the report considers all work stations.

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

Items From/To

You can optionally specify which items to include on the report.

If you leave both fields blank, the report considers all items.

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

Date Range From/To

You must enter or select the first and last date to be included in the report. The default in both fields is the current system date, but you can override this.

Over Production %

Enter the lowest percentage of over production to be included on the report. The report generates a list of schedules whose actual quantity booked exceeds the quantity originally scheduled by this percentage or more. The default is **0** and this means that the report includes all schedules.

Under Production %

Enter the lowest percentage of under production to be included on the report. The report generates a list of schedules whose actual quantity booked falls below the quantity originally scheduled by this percentage or more. The default is **0** and this means that the report includes all schedules.

Note: *You can use the Over Production % and Under Production % fields to limit the report to specific schedules.*

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

Report by Compare Suggested & Firm Load [24/MJW]

This report:

- Shows situations where firm work station schedules no longer match suggested schedules
- Provides a basis for the review of specific firm work station schedules
- Compares suggested and firm work station schedules (for final schedule operations) on a day-to-day basis, for the selected date range
- Shows any discrepancy between the task levels needed to support demands, and firm scheduled production on a daily and cumulative basis

It is important to be alerted to inconsistencies between requirements and schedules. There may be differences between suggested and firm schedules - for example, when you:

- Amend firm work station schedules if the suggested schedules, which reflect current requirements, indicate that the firm schedule is no longer appropriate
- Refresh suggested MRP schedules with revised schedules from each run

Suggested vs Firm Operation Schedule Variance Report Window

To display this window, select the Report by Compare Suggested & Firm Load task.

Use this report to highlight situations where suggested schedules are inconsistent with firm schedules.

Fields

Model

You must enter the live organisational model.

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

Work Centre

You can optionally enter a work centre here to refer to an associated group of work stations. This limits the report to these work stations only.

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

Note: *You can either enter a work centre, or complete the Work Station fields, but not both.*

Work Station Range/To

You can optionally specify which work stations to include on the report.

If you do not enter a work centre, and leave both Work Station fields blank, the report considers all work stations.

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

Date Range

You must enter or select the first and the last date to be included in the report. The default in both fields is the current system date, but you can override this.

Variance %

The report includes only those schedules whose firm schedule varies from the suggested schedule by this percentage or more, in terms of both under and over production.

The default is **0**, which results in the report including all schedules.

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

Chapter 3 WIP Inventory Control

Holding, Releasing and Scrapping Held Inventory

You can change the status of WIP inventory from available to Held or Scrap using the **Hold Inventory** task.

Holding WIP inventory will exclude it from WIP availability. You hold WIP inventory of questionable quality, pending a quality inspection.

Following inspection, sorting, or re-work, you can use the **Release Held Inventory** task to make previously held WIP inventory available again.

If you need to scrap held inventory; you can use the **Scrap Held Inventory** task.

Hold Inventory [1/MJI]

Use this task to change the status of available WIP inventory to Held and thus to exclude it from WIP availability. You can apply this to WIP inventory of questionable quality, pending a quality inspection.

WIP Inventory Hold Entry Window

To display this window, select the Hold Inventory task.

Use this window to put inventory WIP on hold, so that it is temporarily out of use.

Fields

Date

You must enter or select the date on which this transaction will take place, or took place. This field defaults to the current system date.

Shift

You can optionally enter the shift code associated with this transaction.

WIP Location

Enter the work station WIP location at which you will record the held quantity. The system validates any quantity entered against the on-hand quantity at this location.

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

The WIP location balance must relate to the order/operation or item/operation at which the transaction is being recorded. This is important for bookings made at more than one work station with different associated WIP locations.

Item

This field is only relevant for schedule-controlled items. Any item code you enter here must have the Schedule Controlled field set to **1**. You set this on the Additional Parameters pop-up within the Production Details maintenance task.

In a works order environment, you need a work order and operation sequence to locate WIP inventory.

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

Order

This field is only relevant for works orders. Enter a valid order number.

In a schedule environment, you need an item and operation sequence to locate WIP inventory.

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

Operation

Enter the operation sequence number at which the available WIP will be held. WIP balances exist at operation level, so you must enter a standard count point operation, as defined on the planning route for the item entered. WIP balances only exist at count point operations.

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

Lot Number

If the item is lot-controlled, record the number of the lot you want to adjust. You must enter the lot number if you have **checked** the WIP Lot Tracking field in the organisational model.

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

Held Reference

You must enter a value in this field if you have **checked** the Held Inventory Tracking field in the organisational model. You can use this unique reference as a QA (quality assurance) control number, a container ID, or simply as a functional notation.

Quantity

Enter the quantity to be held here. The quantity must be less than or equal to the available quantity at the WIP location specified for the item or operation.

Note: *When you release or scrap held inventory, the quantity you specify must be less than or equal to the quantity recorded as held at the WIP location specified for the item or operation.*

Quantities must correlate to any lot control references (WIP Lot Tracking) and held references (Held Lot Tracking) previously assigned. The quantity you enter must be in the same unit of measure as the booked WIP inventory.

Unit of Measure

Enter the UOM (unit of measure) in which the held quantity will be expressed. This should be a valid unit of measure for the item. The software converts the quantity to the equivalent of the issuing UOM, as defined in the primary stockroom of the item.

You can use the prompt facility on this field to select from the Purchase/Issue Unit Selection pop-up.

Reason Code

You must enter a reason code to indicate why the inventory is being held.

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

Functions

Held WIP Inventory Details (F19)

Use this to display the Held WIP Inventory Details pop-up, which shows existing held WIP inventory details for the item, order, or operation you have entered.

Press Enter to validate your entries. Press Enter a second time to update the database. You can then continue with additional transactions or select **Exit (F3)** to leave the task.

Held WIP Inventory Details Pop-up

To display this pop-up, select **Held WIP Inventory Details (F19)** on the WIP Inventory Hold Entry window.

Use this pop-up to display details of held WIP inventory for the item or order you selected. The pop-up contains details of the route for the held WIP, the work order number if relevant, the WIP location, the lot reference of the held WIP, the date when the WIP was held, the quantity of WIP that was held and the unit of measure.

Select **Previous (F12)** to return to the WIP Inventory Hold Entry window.

Release Held Inventory [2/MJI]

Use this task to make previously held WIP inventory available again. This might occur following inspection, sorting, or re-work.

Releasing Inventory from a Location-controlled Stockroom

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

Note: *Refer to the Production Order Booking section in the Production Order Transactions chapter of the Production Order Control product guide for more information on the Enter Location Balances pop-up.*

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

WIP Held Inventory Release Entry Window

To display this window, select the Release Held Inventory task.

Use this window to release WIP inventory that has previously been held, so that it becomes available again.

Fields

Date

You must enter or select the date on which this transaction will take place, or took place. This field defaults to the current system date.

Shift

You can optionally enter the shift during which the held, released or scrapped quantity will be recorded. This provides a more precise time frame for recording the quantity on the stated date.

The shift number should be on the shift profile in force at the work station on the date specified.

WIP Location

Enter the work station WIP location that the held quantity will be released from. The system validates any quantity against the on-hand quantity at this location.

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

The WIP location balance must relate to the order/operation or item/operation at which the transaction is being recorded. This is important for bookings made at more than one work station with different associated WIP locations.

Item

This field is only relevant for schedule-controlled items. Any item code you enter here must have the Schedule Controlled field set to **1**. You set this on the Additional Parameters pop-up within the Production Details maintenance task.

In a works order environment, you need a work order and operation sequence to locate WIP inventory.

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

Route

Enter the route code against which the held WIP is being released. This field is only relevant for schedule-controlled MPS items produced on flow routes.

A prompt facility is available.

Order

This field is only relevant for works orders. Enter a valid order number.

In a schedule environment, you need an item and operation sequence to locate WIP inventory.

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

Operation

Enter the operation sequence number at which the held WIP quantity will be released. WIP balances exist at operation level, so you must enter a standard count point operation, as defined on the planning route for the item entered.

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

Lot Number

If the item is lot-controlled, record the number of the lot you want to release. You only need the lot number if you have **checked** the WIP Lot Tracking field in the organisational model.

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

Held Reference

You must enter a value in this field if you have **checked** the Held Inventory Tracking in the organisational model. You can use this unique reference as a QA control number, container ID, or simply as a functional notation.

Quantity

Enter the quantity you want to release from the held balance. Use a positive quantity to make this decrease.

Note: *The quantity you release must be less than or equal to the held quantity. Use* ***Held WIP Inventory Details (F19)*** *to view held inventory after you enter the item or order.*

Unit of Measure

Enter the UOM in which the released quantity will be expressed. This should be a valid unit of measure for the item. The software converts the quantity to the equivalent of the issuing UOM, as defined in the primary stockroom of the item.

You can use the prompt facility on this field to select from the Purchase/Issue Unit Selection pop-up.

Reason Code

Enter a reason code to indicate why the inventory is being released.

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

Functions

Output (F16)

Use this to display the Outputs pop-up for process group items. You can maintain outputs from this pop-up. If you are releasing the held WIP inventory from the last operation, use this function to view the resulting inventory receipts.

Held WIP Inventory Details (F19)

Use this to display the Held WIP Inventory Details pop-up.

Press Enter to validate your entries. Press Enter a second time to update the database. You can then continue with additional transactions or select **Exit (F3)** to leave the task.

Scrap Held Inventory [3/MJI]

Use this task to scrap previously held WIP inventory that cannot be re-worked.

WIP Held Inventory Scrap Entry Window

To display this window, select the Scrap Held Inventory task.

Use this window to enter the details of the held WIP inventory you want to scrap.

Fields

Date

You must enter or select the date on which this transaction will take place, or took place. This field defaults to the current system date.

Shift

You can optionally enter the shift during which the held, released, or scrapped quantity will be recorded. This provides a more precise time frame for recording the quantity on the stated date.

The shift number you enter should be on the shift profile in force at the work station on the day specified.

WIP Location

Enter the WIP location from which the held WIP quantity will be scrapped. The system validates any quantity against the on-hand quantity at this location.

The work station WIP location balance must relate to the order/operation or item/operation at which the transaction is being recorded. This is important for bookings made at more than one work station with different associated WIP locations.

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

Item

This field is only relevant for schedule-controlled items. Any item code you enter here must have the Schedule Controlled field set to **1**. You set this on the Additional Parameters pop-up within the Production Details maintenance task.

In a works order environment, you need a work order and operation sequence to locate WIP inventory.

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

Route

Enter the route code against which the held WIP is being scrapped. This field is only relevant for schedule-controlled MPS items produced on flow routes.

A prompt facility is available.

Order

This field is only relevant for works orders. Enter a valid order number.

In a schedule environment, you need an item and operation sequence to locate WIP inventory.

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

Operation

Enter the operation sequence number at which the held WIP quantity will be released. WIP balances exist at operation level, so you must enter a standard count point operation, as defined on the planning route for the item entered.

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

Lot Number

If the item is lot-controlled, record the number of the lot you want to release. You only need the lot number if you have **checked** the WIP Lot Tracking field in the organisational model.

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

Held Reference

You must enter a value in this field if you have **checked** the Held Inventory Tracking in the organisational model. You can use this unique reference as a QA control number, container ID, or simply as a functional notation.

Quantity

Enter the quantity you wish to scrap from the held balance. Use a positive quantity to make this decrease.

Note: *Use* ***Held WIP Inventory*** ***Details (F19)*** *to view held WIP inventory after entering item/operation or order/operation.*

Unit of Measure

Enter the UOM in which the scrap quantity is expressed. This should be a valid unit of measure for the item. The software converts the quantity to the equivalent in the issuing UOM, as defined in the primary stockroom of the item.

You can use the prompt facility on this field to select from the Purchase/Issue Unit Selection pop-up.

Reason Code

Enter a reason code to indicate why the inventory is being scrapped.

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

Functions

Held WIP Inventory Details (F19)

Use this to display the Held WIP Inventory Details pop-up.

Press Enter to validate your entries. Press Enter a second time to update the database. You can then continue with additional transactions or select Exit (F3) to leave the task.

Scrap Available Inventory [4/MJI]

Use this task to record scrapped WIP (work in progress). You can scrap WIP at any operation (except the last one) whether or not it is a count point.

At count point operations, you can scrap only existing WIP balances. The transaction reduces the on-hand and available balances at the operation.

If the operation is not a count point, the on-hand and available balances are reduced at the previous count point if there is one.

Materials are backflushed and costs are recovered for the operations that follow the previous count point, up to and including the operation at which the scrap is recorded.

Caution: This transaction is the only exception to the rule that only count point operations relate to WIP inventory.

WIP Inventory Scrap Entry Window

To display this window, select the Scrap Available Inventory task.

Use this window to record any WIP inventory that you have scrapped.

Fields

Date

You must enter or select the date on which this transaction will take place, or took place. This field defaults to the current system date.

Shift

You can optionally enter the shift during which the scrapped quantity will be recorded. This provides a more precise time frame for recording the scrap quantity on the stated date. The shift number you enter should be on the shift profile in force at the work station on the day specified.

WIP Location

Enter the WIP location at which the WIP quantity will be scrapped. The WIP location can be any location where balances of the entered item or operation exist. If the operation entered is not a count point, the WIP location you enter should be a WIP location where there is a balance at the previous count point operation for the item.

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

Item

This field is only relevant for schedule-controlled items. Any item code you enter here must have the Schedule Controlled field set to **1**. You set this on the Additional Parameters pop-up within the Production Details maintenance task.

In a works order environment, you need a work order and operation sequence to locate WIP inventory.

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

Order

This field is only relevant for works orders. Enter a valid order number.

In a schedule environment, you need an item and operation sequence to locate WIP inventory.

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

Operation

Enter the operation sequence number at which the scrap occurred. You must enter an operation that is defined on the planning route for the item. The software assumes that the task you enter has occurred and backflushes materials and recovers costs accordingly.

You can record WIP scrap for any valid operation. If it is a count point, the software reduces the available WIP balance for the operation. If it is backflush, the software reduces the balance at the previous count point, and recovers materials and costs for all operations that follow the

previous count point operation. This is up to and including the operation at which you make the scrap booking.

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

Lot Number

If the item is lot-controlled, record the number of the lot you want to scrap. You only need the lot number if you **checked** the WIP Lot Tracking field in the organisational model.

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

Scrap Reference

You can optionally enter a reference that identifies this scrap transaction.

Subcontractor

If the scrap has been produced at a subcontract operation, then enter the code of the subcontractor where the scrap occurred. There should be a subcontractor balance at the operation. This is the balance currently at the subcontractor. It does not become a balance at the subcontract operation itself until it has been received back from the subcontractor.

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

Shipper Number

Enter the shipment reference number for which the scrap took place.

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

Quantity

Enter the quantity scrapped at the WIP location. The quantity must be less than or equal to the available quantity at the operation, at the WIP location specified.

Quantities must also correlate to lot control references if you use WIP lot tracking and must be in the same unit of measurement as the booked WIP inventory.

Unit of Measure

Enter the UOM in which the scrap quantity is to be expressed. This should be a valid unit of measure for the Item. The software converts the quantity to the equivalent in the issuing UOM, as defined in the primary stockroom of the item.

You can use the prompt facility on this field to select from the Purchase/Issue Unit Selection pop-up.

Reason Code

You must enter a reason code to if you report a scrap quantity. If you associate scrap transactions with a reason code, the Scrap Reason Code Analysis Report analyses the quantities of scrapped items, detailed by reason code.

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

Press Enter to validate your entries. Press Enter a second time to update the database. You can then continue with additional transactions or select Exit (F3) to leave the task.

Transfer Location [5/MJI]

Use this to transfer WIP inventory from one WIP location to another. You can transfer held inventory.

WIP Location Transfer Window

To display this window, select the Transfer Location task.

Use this window to transfer held or available WIP inventory from one location to another.

Fields

Date

You must enter or select the date on which this transaction will take place, or took place. This field defaults to the current system date.

Shift

You can optionally enter the shift during which the transfer will be recorded. This provides a more precise time frame for recording the transfer on the stated date. The shift number you enter should be on the shift profile in force at the work station on the day specified.

From Location

Enter the WIP location from which the inventory will be moved. If the transaction makes the WIP balance negative, the software displays a warning message.

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

To Location

Enter the WIP location to which the inventory will be transferred.

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

Item

This field is only relevant for schedule-controlled items. Any item code you enter here must have the Schedule Controlled field set to **1**. You set this on the Additional Parameters pop-up within the Production Details maintenance task.

In a works order environment, you need a work order and operation sequence to locate WIP inventory.

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

Order

This field is only relevant to works orders. Enter a valid order number.

In a schedule environment, you need an item and operation sequence to locate WIP inventory.

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

Operation

Enter the operation sequence number of the held WIP inventory to be transferred. WIP balances exist at operation level, so you must enter a standard count point operation, as defined on the planning route for the item entered.

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

Lot Number

If the item is lot-controlled, record the number of the lot you want to transfer. You only need the lot number if you **checked** the WIP Lot Tracking field in the organisational model.

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

Inventory Status

Use this field to set the status of the quantity you are adjusting. This determines whether the available or the held balance will be updated.

Select one of the following:

Available (0)

Held Inventory (1)

Held Reference

You must enter a value here, if you have:

- Set the Inventory Status field to **Held Inventory**

and

- **Checked** the Held Inventory Tracking field in the organisational model

You can use this reference as a QA control number, container ID, or simply as a functional notation.

You can use the prompt facility on this field to select from the Held WIP Inventory Details pop-up.

Quantity

Enter the quantity you want to transfer. Enter a positive quantity to transfer, or a negative quantity to reverse a previous transfer movement.

Unit of Measure

Enter the UOM in which the adjusted quantity will be expressed. This should be a valid unit of measure for the item. The software converts the quantity to the equivalent in the issuing UOM, as defined in the primary stockroom of the item.

You can use the prompt facility on this field to select from the Purchase/Issue Unit Selection pop-up.

Reason Code

Enter a reason code to indicate why you are making the transfer.

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

Press Enter to validate your entries. Press Enter a second time to update the database. You can then continue with additional transactions or select **Exit (F3)** to leave the task.

WIP Inventory Allocations [6/MJI]

Use this task to allocate any available stock manually. If you want to use this task for inventory that is already allocated to an existing production order, you must first de-allocate the inventory. It then becomes free stock that you can re-allocate.

Note: *This is a production order facility only.*

WIP Inventory Allocations Window

To display this window, select the WIP Inventory Allocations task.

Use this window to allocate any available and unallocated WIP inventory to a production order.

Fields

Date

You must enter or select the date on which this transaction will take place, or took place. This field defaults to the current system date.

Shift

You can optionally enter the shift during which the allocation will be recorded. This provides a more precise time frame for recording the transaction on the entered date. The shift number you enter should be on the shift profile in force at the work station on the day specified.

WIP Location

Enter the WIP location at which the free WIP inventory is located.

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

Item

Enter the parent item of the order.

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

Operation

Enter the operation sequence number at which the allocation will be made.

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

Lot Number

If the inventory item is lot-controlled, record the number of the lot you want to allocate. You only need the lot number if you **checked** the WIP Lot Tracking field in the organisational model.

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

Order

Enter the production order number to which the inventory is being allocated. The order must have an order type of **1** (Standard), a status of at least **3** (Released), and be for the same parent item as the order from which inventory has been de-allocated. See the WIP Inventory De-allocations section for further information.

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

Quantity

Enter the quantity of free WIP inventory for the item to be allocated to the order. The software checks that the quantity is less than or equal to the free standing balance.

Reason

Enter a reason code to indicate why you are allocating the inventory. The reason code must first be defined in the Inventory Descriptions file.

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

Reversal

Use this field to reverse an unwanted or inaccurate allocation.

Use this checkbox as follows:

Unchecked - To make a normal allocation

Checked - To reverse a previous allocation

Press Enter to validate your entries. Press Enter a second time to update the database. You can then continue with additional transactions or select **Exit (F3)** to leave the task.

WIP Inventory De-allocations [7/MJI]

Use this task to de-allocate manually any items remaining as allocated against a completed production order. This increases the available stock of the item.

Note: *This is a production order facility only.*

Note: *The order must have a status of Complete, but must not be archived.*

De-allocate Inventory Window

To display this window, select the WIP Inventory De-allocations task.

Use this window to de-allocate any items still allocated to a completed production order.

Fields

Date

You must enter or select the date on which this transaction will take place, or took place. This field defaults to the current system date.

Shift

You can optionally enter the shift during which the transaction will take place, or took place.

WIP Location

Enter the WIP location against which you will record the de-allocated WIP inventory.

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

***Note:** When allocating to another order, the system looks for de-allocated inventory in the WIP location entered.*

Order

Enter the production order number from which you will de-allocate inventory. The order must have an order type of **1** (Standard) and a status of **8** (Complete).

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

Operation

Enter the sequence number of the operation at which you are de-allocating the inventory.

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

Lot Number

If the inventory item is lot-controlled, record the number of the lot you want to de-allocate. You only need the lot number if you **checked** the WIP Lot Tracking field in the organisational model.

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

Reason

Enter a reason code to indicate why you are de-allocating the inventory.

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

Select **Update (F8)** to validate your entries, process the de-allocation and leave the task.

Adjust Available Inventory [8/MJI]

Use this task to make amendments to the WIP quantity.

WIP inventory adjustments increase or decrease WIP balances. You can also use this to determine WIP balances when the system is first installed, as part of the initial stock take-on. You can adjust any of these three types of WIP inventory balances: available, held and subcontract.

WIP Inventory Adjustments Window

To display this window, select the Adjust Available Inventory task.

Use this window to adjust the quantities of available, held or subcontract WIP.

Fields

Date

Enter or select the date on which this transaction will take place, or took place. This field defaults to the current system date.

Shift

You can optionally enter the shift during which the adjustment will be recorded. This provides a more precise time frame for recording the adjustment on the stated date. The shift number you enter should be on the shift profile in force at the work station on the day specified.

WIP Location

Enter the WIP location at which the WIP balance will be adjusted. Normally this is the WIP location associated with a work station on the planning route of the item and operation entered.

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

Item

This field is only relevant for schedule-controlled items. Any item code you enter here must have the Schedule Controlled field set to **1**. You set this on the Additional Parameters pop-up within the Production Details maintenance task.

In a works order environment, you need a work order and operation sequence to locate WIP inventory.

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

Route

Enter the route code for the item or order for which you are adjusting inventory.

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

Order

This field is only relevant for works orders.

In a schedule environment, you need an item and operation sequence to locate WIP inventory.

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

Operation

Enter the operation sequence number for the WIP balance to be adjusted. WIP balances exist at operation level, so you must enter a standard count point operation, as defined on the planning route for the item entered.

You cannot adjust WIP balances for the final operation on a route. Quantities produced at these operations are automatically transferred to inventory and do not remain in WIP, unless they are held. If they are held, you must make adjustments using the Release Held Inventory or Scrap Held Inventory tasks.

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

Lot Number

If the inventory item is lot-controlled, record the number of the lot you are adjusting. You only need the lot number if you **checked** the WIP Lot Tracking field in the organisational model.

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

Subcontractor

Enter the subcontractor here, if you are adjusting the subcontract balance. You must define the item/operation/subcontractor combination in the Subcontractor file.

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

Shipper Number

You must enter a value in this field if you are adjusting the subcontract balance.

You must enter the shipper number if you **checked** the Shipper Tracking Flag field in the organisational model.

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

Inventory Status

Use this field to set the status of the quantity you are adjusting. This determines whether the available or the held balance will be updated.

Select one of the following:

Available (0)

If you enter a subcontractor, this field must be set to **Available** because subcontractor inventory cannot be held until it is returned.

Held Inventory (1)

Held Reference

You must enter a value here, if you have:

- Set the Inventory Status field to **Held Inventory**

and

- **Checked** the Held Inventory Tracking field in the organisational model

You can use this reference as a QA control number, container ID, or simply as a functional notation.

You can use the prompt facility on this field to select from the Held WIP Inventory Details pop-up.

Quantity

Enter the quantity by which you want to adjust the WIP inventory balance. Enter a positive quantity to increase the balance, or a negative quantity to reduce it.

Unit of Measure

Enter the UOM in which the adjustment quantity is expressed. This should be a valid unit of measure for the item. The software converts the quantity to the equivalent of the issuing UOM, as defined in the primary stockroom of the item.

You can use the prompt facility on this field to select from the Purchase/Issue Unit Selection pop-up.

Reason Code

Enter a reason code to indicate why you are making the adjustment.

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

Press Enter to validate your entries. Press Enter a second time to update the database. You may then continue with additional transactions or select **Exit (F3)** to leave the task.

Enquire on Total Stock Status [11/MJI]

Use this enquiry to see Inventory Management stock levels, as well as the available, held and subcontractor WIP inventory balances.

Note: *Both available stock and held stock are company-wide, not model-specific.*

Total Stock Status Enquiry Selection Window

To display this window, select the Enquire on Total Stock Status task.

Use this window to enquire upon the current stock levels of WIP inventory and the stock balances in Inventory Management.

Fields

Org Model

Enter the live organisational model.

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

Item

Enter an item on which you want to enquire.

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

Press Enter to display the Total Stock Status Details window.

Total Stock Status Enquiry Details Window

To display this window, press Enter on the Total Stock Status Enquiry Selection window.

The software calculates the inventory figures, displayed as follows:

Available stock - This is on-hand stock minus the frozen and allocated stock.

Held stock - This is the same as frozen stock.

Available WIP - This is on-hand WIP minus held and subcontractor WIP balances.

Options

WIP Location Stock Status

Use this to display the WIP Location Stock Status pop-up.

Inventory Movements

Use this to display the WIP Inventory Movements window.

Functions

Review MPS/MRP (F15)

Use this to make MPS or MRP enquiries on the item. The Master Production Planning and Material Requirements Planning product guides explain these enquiries, under the Review MPS and Review MRP sections.

Item Stockroom Enquiry (F16)

Use this to display the Stockroom Balances pop-up.

Inventory Availability (F17)

Use this to display the Inventory Availability Enquiry window.

Select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the task.

WIP Location Stock Status Pop-up

To display this pop-up, select WIP Location Stock Status against a line on the Total Stock Status Enquiry Details window.

This pop-up shows all the WIP for the item, irrespective of the WIP location.

Fields

Operation

Enter the sequence number for the operation you want to enquire on. The default is the selected operation from the previous window. You can override this by entering another operation number in the Operation field and pressing Enter.

Functions

Lot Enquiry (F16)

Use this to display the Lot Control Enquiry pop-up.

Subcontractor (F17)

Use this to display the Subcontractor Enquiry pop-up. This shows details of WIP at subcontractor operations along the displayed route. It also shows the WIP lot number and quantity at the subcontractor for the selected operation. You can also access shipper details from this pop-up.

Operation Schedule (F18)

Use this to display the Operation Schedule pop-up.

Held Detail (F19)

Use this to display the Held WIP Inventory Details pop-up. This shows details of all held WIP inventory for the selected production order and operation, or scheduled item and operation. It also shows the held references and lot control numbers.

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

Lot Control Enquiry Pop-up

To display this pop-up, select **Lot Enquiry (F16)** on the WIP Location Stock Status pop-up.

This pop-up shows details of WIP inventory for any lot-controlled items at the operations on the route displayed. For each WIP location, the pop-up lists the available, held and subcontractor balances.

Fields

Operation

Enter the sequence number for the operation you want to enquire on. The default is the selected operation from the previous window. You can override this by overtyping the operation field with another operation and pressing **Enter**.

Functions

Include/Exclude Zero Balance Lots (F15)

This toggles between displaying those lots with and without zero WIP balances.

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

Operation Schedule Pop-up

To display this pop-up, select **Operation Schedule (F18)** on the WIP Location Stock Status pop-up.

Note: *Operation Schedules are not displayed for process group items.*

This pop-up shows current operation schedules for the selected operation. Schedules are displayed in scheduled date sequence for the item and operation selected, irrespective of work station.

Note: *The Seq field shows the sequence assigned to the scheduled line on the work station, on that date. In addition, where applicable, the pop-up shows the production order to which the schedule line is attached.*

Fields

Operation

Enter the sequence number for the operation on which you want to enquire. The default is the selected operation from the previous window. You can override this by overtyping the operation field with another operation and pressing **Enter**.

Options

Work Station Load Enquiry

Use this to display the Review Work Station Load window. This shows, in graphical form, the work requirements of the work station, as compared with standard capacity. For further details, refer to the Review Work Station Load section.

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

WIP Inventory Movements Window

To display this window, select Inventory Movements against a line on the Total Stock Status Enquiry Details window.

This window shows the WIP inventory movement transactions booked against an item and operation, and processed by the Transaction Manager.

Note: *The Trans No field shows the processing reference assigned to the movement by Transaction Manager update routines.*

You can use the parameters provided to make the enquiry very specific, or cover a range of transactions. You can also use them to search for a particular transaction.

Fields

Org Model

Enter a live organisational model. You can have more than one in a multi-plant environment.

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

Item

Enter an item on which to enquire.

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

Operation

Enter the operation sequence number to display specific operation WIP balances. The default is the selected operation from the previous window, but you can override this. Leave the field blank to display WIP at all operations.

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

Trans Type

Use this field to specify the production WIP transaction movements that you want to display.

Transaction types (codes) are a means of identifying updates to the main database. They are system-defined and linked to appropriate reporting types, which are themselves linked to task types.

Select one of the following:

All - To display all WIP transaction movements

Onhand (default) - To display on-hand

Held - To display held WIP inventory transactions

Subcontract - To display subcontract transactions

Reporting Type

You can optionally enter a reporting type.

Reporting types are system-defined, and action specific updates to the database. A reporting type is never prompted for or entered directly during any booking or reporting routine. The software invokes it as a consequence of the activity type to which it is linked. Certain activity types are user-defined, and can be specified during booking. Others are actioned automatically.

Reporting type descriptions are displayed against each listed transaction. Note that not all affect WIP inventory. In addition, a reporting type can be associated with more than one activity type. However, an activity type can only be linked to one reporting type. For a list of reporting types, see the Maintain Activity Control section in the Production System Utilities chapter of the Product Definition Management product guide.

***Note:** All activity types have a defined reporting type. For example, reporting type 01 is for activity types WORDRP and PRODRP.*

Date Range/To

You can optionally enter or select a range of dates for your enquiry in the Date Range and To fields. The default is the current system date, but you can change this.

WIP Loc Range/To

You can optionally enter a range of stockrooms in the WIP Loc Range and To fields. The default is blank, which means all WIP inventory at all locations.

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

Note: *WIP inventory* is usually held in the *WIP locations* associated with the *work stations* defined on the *planning route* or production order *route*, depending on the origin of the inventory. However, you can book *WIP* at other *work stations* with different *WIP locations*. You can do this, for example, if you want to identify all non-standard *WIP balances*.

Options

Select

Use this to display additional details for the selected line. Details include the exact transaction time, and the work station used.

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

Stockroom Balances Pop-up

To display this pop-up, select **Item Stockroom Enquiry (F16)** on the Total Stock Status Enquiry window.

This pop-up displays the detailed inventory balances that make up the total Available stock figure (Stockroom Inventory) on the Total Stock Status Enquiry window.

Options

Select/Stock Enquiry

Use these to display the Item/Stockroom Enquiry window. For more information, see Item/Stockroom Enquiry section in the Inventory Enquiries chapter of the Inventory Management product guide.

Functions

Expand (F22)

Use this to display additional details.

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

Inventory Availability Enquiry Window

To display this window, select **Inventory Availability (F17)** on the Total Stock Status Enquiry window.

This window displays the current inventory position of the item. It also gives a time-phased view of item schedules, WIP inventory, and estimated item availability. Other details displayed include:

- The schedule status

  1 indicates suggested, **2** indicates firm, and **3** indicates an unplanned quantity.

- The calculated hours outstanding to complete the WIP inventory quantity (Hours Reqd)

The hours do not include work performed on this WIP material, but do include work to be booked beyond the last reported operation.

- The planned available date

The software estimates this completion date for any existing WIP by forward scheduling the remaining operations for On Hand (physical) inventory.

Fields

Org. Model

Enter a live organisational model.

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

Item

Enter an item on which to enquire.

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

Note: *The message 'End of Firm Schedule' is printed at the firm period end date.*

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

Enquire on Subcontract Stock [12/MJI]

This task displays the stock status by subcontractor for both WIP and materials shipped.

You can also access the Enquire on Total Stock Status task from this task.

Subcontractor Stock Status Enquiry Selection Window

To display this window, select the Enquire on Subcontract Stock task.

You use this window to select the subcontractor on whom you want to enquire.

Fields

Org Model

Enter the organisational model containing the subcontractor on whom you want to enquire.

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

Subcontractor

Enter the subcontractor about whom you want to enquire.

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

Press Enter to display the Subcontractor Stock Status Enquiry Details window.

Subcontractor Stock Status Enquiry Details Window

To display this window, press Enter on the Subcontractor Stock Status Enquiry Selection window.

This window displays the details of works orders and materials for this subcontractor.

Options

Active Shippers

Use this to display shipper numbers where more receipts are expected on the Subcontractor Shipper Enquiry window.

Shipper History

Use this to display shipper numbers with and without expected receipts on the Subcontractor Shipper Enquiry window.

Note: *You can manually close shipper numbers before a zero balance is achieved. For material rather than WIP shipments, no returns are expected.*

Total Stock Status

Use this to display the Total Stock Status Enquiry window.

Select **Exit (F3)** to leave the task.

Subcontractor Shipper Enquiry Window

To display this window, select Active Shippers against a line on the Subcontractor Stock Status Enquiry Details window.

Alternatively, select Shipper History against a line on the Subcontractor Stock Status Enquiry Details window.

This window displays the shipments against the selected item or order.

If you selected **Active Shippers** on the Subcontractor Stock Status Enquiry Details window, this window displays open shipments.

If you selected **Shipper History** on the Subcontractor Stock Status Enquiry Details window, this window displays all shipments, whether open or closed.

The following information is displayed for each shipment:

- The shipper number
- The total quantity of the shipment
- The quantity received by the subcontractor
- The due date and the shipped date
- The purchase officer number
- The shipping note line number
- The status of the shipment

Options

Shipper Receipts

Use this to display the Receipts Details pop-up. It shows details of receipts against shipments from the subcontractor. The details are the receipt date, quantity, and advice note number.

Open

Use this to open a shipment that is closed.

Close

Use this to close an open shipment.

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

Enquire on Available Inventory [13/MJI]

This enquiry shows:

- Inventory availability
- A time-phased view of item schedules, current WIP position and estimated item availability
- The outstanding work station schedule quantity

For this enquiry, the software calculates a planned completion date for any existing WIP balances by forward scheduling remaining operations for these balances.

The enquiry displays the WIP inventory as a time-phased summary, on the basis of availability dates that have been calculated as defined above.

Inventory Availability Enquiry Window

To display this window, select the Enquire on Available Inventory task.

For details on this window, refer to the Inventory Availability Enquiry Window section within the Enquire on Total Stock Status section.

Select **Exit (F3)** to leave the task.

Inventory Movements Enquiry [14/MJI]

This task provides details of WIP inventory movement transactions booked against an item and operation, and processed by the Transaction Manager.

You can use the parameters provided to make the enquiry very specific, or cover a range of transactions. You can also use them to search for a particular transaction.

Inventory Availability Enquiry Window

To display this window, select the Enquire on Available Inventory task.

For window details, refer to the WIP Inventory Movements window section within the Enquire on Total Stock Status section.

Select **Exit (F3)** to leave the task.

Report on Stock Status and Valuation [21/MJI]

This report prints WIP balances at WIP locations. You can hold WIP balances for completed quantities at count point operations defined on item routes.

You can also run this report for negative WIP balances only.

WIP locations can have available, held and subcontract balances. You can exclude the last two from the report. If a count point operation is the last operation on a route, it can only have a held WIP balance. If you do not hold production from the last operation, it is automatically booked into finished goods inventory.

If you select WIP valuation, the balances are valued using the standard operation costs for the available quantities.

You can sequence the report by item, WIP location, or order (for production orders only). If you sequence the report by item, it prints all WIP balances for each item and operation together.

If the report is sequenced by WIP location, it prints all item/operation balances at WIP locations together.

Stock Status Report Selection Window

To display this window, select the Report on Stock Status and Valuation task.

Use this window to print the current WIP inventory balances at a selected range of WIP locations.

Fields

Selection

Organisational Model

Enter the live organisational model.

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

The model controls the WIP locations for which WIP balances are printed on the report. You assign WIP locations to organisational models using the Workstation/WIP Locations task.

WIP Locations From/To

Enter a range of WIP locations. Leave these fields blank to include all locations. The locations you enter must exist in the model specified.

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

Item From/To

If you want to restrict the scope of the report to an individual item or a range of items, enter the lowest and highest items to be included in the From and To item selections. To include all items, leave these fields blank. Only those items that have operation WIP balances in the WIP locations defined to the specified model appear on the report.

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

Order/To

Enter the range of order numbers required on the report. This is for production orders only.

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 field to indicate whether or not you want to include WIP balances at subcontractors on the report.

Check this field to include subcontract details in the report.

Include Held Details

Check this field to print details of held balances.

The on-hand balance includes the held quantity, and has no effect on the valuation of WIP.

Include Valuation

Use this field to indicate whether or not to print WIP balance values on the report.

If this field is **checked**, the software calculates the WIP balance value by multiplying the on-hand quantity at the operation by the standard operation cost

Note: If you sequence the report by item, the values of all *operation balances* for the item are grouped together and the total printed. If you sequence it by *WIP locations*, the values of all *operation balances* for each item in the *WIP location* are grouped together and a total is printed for each item.

Only Report Negative Inventory

Use this field to indicate whether or not to restrict the scope of the report to negative WIP inventory balances.

Use this checkbox as follows:

Unchecked - If negative inventory is not required on the report

Checked - If negative inventory is required on the report

Sequence

By WIP Location

Use this field to indicate whether or not you want to sequence the report by WIP location.

If you **check** this field, the report will be sequenced by WIP location.

You must leave the By Item and By Order fields **unchecked**. All WIP balances at a WIP location are grouped together, detailed by item and operation. Total item values by WIP location are printed.

By Item

Use this field to indicate whether or not you want to sequence the report by item.

If you **check** this field, the report will be sequenced by item.

You must leave the By WIP Location and By Order fields **unchecked**. WIP balances for all operations for an item are grouped together. Total item values are printed.

By Order

Note: *This field is only relevant to environments running production orders.*

Use this field to indicate whether or not you want to sequence the report by production order number.

If you **check** this field, the report will be requested by order.

You must leave the By Item and By WIP Location fields **unchecked**.

WIP balances for all operations for an item are grouped together. Values are printed every time the item changes.

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

Report by Held WIP Stock Status [22/MJI]

This report provides details of any held WIP inventory items. You can check it to make sure items are not held any longer than necessary, but are progressed in a timely way.

Held WIP Inventory Stock Status Report Selection Window

To display this window, select the Report by Held WIP Stock Status task.

Use this window to print details of held WIP inventory items.

Fields

Include Valuation

Use this field to indicate whether or not to print held balance values on the report.

Use this checkbox as follows:

Unchecked (default) - To exclude valuation

Checked - To include valuation

You must **check** the Hold Operation Cost field in the organisational model. The software will then have the cost accounting date needed to provide a valuation on WIP inventory.

The software calculates the value of the balance by multiplying the held quantity at the operation by the standard operation cost on the costing route.

The software uses the Standard costs for production, and includes shrinkage if you **checked** the Include Shrinkage in Reports field in the company profile. You can only use this setting with a report sequence of item/operation.

Selection

Organisational Model

Enter the live organisational model.

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

WIP Location From/To

Enter a WIP location range, or 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.

Item From/To

Enter an item range, or leave these fields blank to include all items.

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

Operation Sequence

Enter an operation, or 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 - Not to include held reference details on the report

Checked - To include held reference details on the report

Sequence

Use this field to specify the report sequence for the report.

Select one of the following:

Item/Operation (1) - To sequence by item/operation

You must set this for a report including WIP valuation.

Date/Held Reference Number (2) - To sequence by date/held reference

You can only select this if you **checked** the Include Held Details field.

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

Report by WIP Movements History [23/MJI]

This report provides a printed version of the inventory movement transactions.

WIP Movements History Report Window

To display this window, select the Report by WIP Movements History task.

Use this window to print a list of WIP inventory movements.

Fields

Organisational Model

Enter the live organisational model.

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

Item Number Range/To

Enter the item number range required, or leave these fields blank for all items.

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

Operation Sequence

Enter an operation to report a specific WIP balance, or leave this field blank to include WIP at all operations.

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

Reporting Type

Enter the reporting type to be covered by the report. Reporting types are system defined and action specific updates to the database. The software invokes the reporting type as a consequence of the task type to which it is linked. For a list of reporting types, see the Maintain Activity Control section in the Production System Utilities chapter of the Product Definition Management product guide.

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

WIP Loc Range/To

You can optionally enter a range of stockrooms in the WIP Loc Range and To fields. The default is blank, which means all WIP inventory at all locations.

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

Note: *WIP inventory* is usually held in the *WIP locations* associated with the *work stations* defined on the *planning route* or production order *route*, depending on the origin of the inventory. However, you can book *WIP* at other *work stations* with different *WIP locations*. You can do this, for example, if you want to identify all non-standard *WIP balances*.

Date Range/To

Enter or select the date range required.

Week Number

You can optionally enter a week number (defined in Inventory Management), to restrict the reporting of movements to the specified week.

Period Number

You can optionally enter a period number (defined in Inventory Management), to restrict the reporting of movements to the specified period.

Report Sequence

Use this field to indicate the sequence in which the details should be reported.

Select one of the following:

Date/Time (1)

WIP Location (2)

Reporting Type (3)

Detail Level

Use this field to indicate the level of detail required.

Select one of the following:

1 Line per Transaction (1)

2 Lines per Transaction (2)

Balance Level

Use this field to specify whether to display transactions (movements) affecting on-hand or held WIP inventory.

Select one of the following:

On-Hand (1) (default)

Held (2)

Select **Submit Job (F8)** to submit the report and leave the task.

Appendix A Glossary

Active Production Order

This is a production order, which has associated work-in-progress.

Activity Types

These are user definitions of activities to be reported and are linked to a System21 reporting type. There are system-dependent activity types that are mandatory for the system to function; and user-defined activity types which may be defined to suit user requirements. The associated reporting type defines how the activity will affect updates to the database.

Actual Down Time

See Down Time.

AFI

Acronym for Advanced Financial Integrator

Allocated Stock

This is the quantity of an item which has been allocated to customer orders, production orders or schedules. It is usually expressed as a balance at item and stockroom level.

Allocations

This is the reservation of inventory for consumption in a production order or schedule. The material can be issued to any order, but this reservation enables the application to calculate available quantities.

Amended Standard Production Orders

Production orders, which are based on a standard route and only differ in detail

Amortised Fixed Costs

This is the method of spreading fixed production costs over a designated batch size to ascertain the effect on unit product costs of the economies of scale production. See also Fixed Costs.

Archived Production Orders

These are production orders which have been saved in an archive file and removed from the live order database. They are available for detailed enquiry.

Available

This is the quantity calculated by Planning to represent current availability on a given day. It is equal to:

Previous period available + supply - demand

Available Stock

This is the quantity calculated by subtracting allocations from the physical stock balance. It represents uncommitted inventory, which may be used to satisfy production demand.

Average Cost

This is a costing method employed by Inventory Management, whereby the weighted average unit cost of an item is recalculated every time a stock receipt is made.

Average Usage

This is the average usage per week/period of an item in a stockroom. The weeks or periods included in this calculation are defined by the usage profile.

Backflush

The automatic generation of standard material issues based on production quantities reported

Backflush Item

An item that is designated to be issued automatically in production recording

Backschedule

The calculation of operation and order start dates from the due date, using the lead time elements of the operations

Balance

This may be used either to signify a database record holding summary information, such as a stockroom balance, or a single summary quantity field on such a record, such as allocated stock.

Base Edition

System21 Production is available in two editions, Base and Extended. The Base edition delivers functionality equivalent to that which was available in Version 2.0. The Extended edition provides additional function, notably scheduled, or repetitive, production and process industry features such as co-products and potency.

Batch Balancing

This is a method of ensuring that the correct quantity and potency mix of materials is used in a production batch.

Bill of Material

This is the definition of the inputs that are required to make a product. It is also known as a Product Structure, Recipe or Formula.

BOM

Acronym for Bill of Material

Booking

Work-in-progress reporting

Booking History

A record of all material and production transactions posted during the progress of a production order or production schedule

Bottleneck

This term is generally used to refer to a position on a production line, where the production flow is constrained in some way. This can lead to build-ups of work and potentially have an adverse effect on the efficiency of a line or plant, and ultimately on profitability.

Bucket

In MPS and MRP, the period of time for which supply and demand are summarised for presentation

Bucketless

This describes the MPS/MRP review process, which balances supply and demand on the date it is scheduled, rather than accumulating it into greater time periods.

Budget Capacity

This is the capacity of a work station that is compared with its load. It represents the capacity you expect to obtain from a work station. This can be 100% of stated capacity or a factor above or below 100% (see Standard Capacity).

By-product

This is a product produced incidentally by a process which is primarily for the production of other products. It may have financial value, which will be deducted from the total costs of the mainstream product and will also be treated as a negative cost, displayed in the Relief Cost Element field.

Cancelled Production Order

A production order which has been aborted and cannot be reopened

Capacity

The amount of time that a work station is available for work in a given period

Capacity Planning

This is the activity of calculating work station capacity requirements by comparison of duration for planned work with the capacity available for the planning period. The work schedule or the capacity may then be adjusted to obtain a balanced work flow.

Capacity Planning Run

This is the main function of the Capacity Requirements Planning application. This process calculates the work station capacity load that is required to achieve a particular production schedule according to scheduling rules.

Capacity Requirement

The time required at a work station by a particular piece of work or production schedule

Cell

A group of stockrooms that are related for the purpose of material requirements planning

Cellular Planning

A planning method by which the demand and supply of materials are identified and satisfied at cell level rather than model level

Change Management

See Engineering Change Management.

Co-products

These are items that are necessarily produced together as a result of a production process. They share the burden of the cost of production.

Company Profile

A collection of control parameters specific to a Production company

Completed Production Order

These are production orders which have been completed. They cannot have bookings made against them. They may be reopened for further processing.

Component

Any item that is used in the production of another item (see Input)

Component Location Reference

A method whereby components may be categorised by their location and position within an assembly, structure or process

Confirmed Production Order

A production order with a firm commitment to produce an item, which cannot be changed in date or quantity except by explicit planner intervention

Cost

This is a value associated with an item in a stockroom, or a movement. It is usually a value related to a single item (a unit cost), but may refer to a quantity of items (a movement cost or value).

Cost Apportionment Method

This is the method used to calculate the proportion of production costs that are applied to each item, when co-products are produced from a process.

Cost Centre

This is a functional or organisational area defined for the purposes of defining production costs. Each cost centre defines standard rates for labour, work station, set up and overheads. A cost centre is assigned to a work station and is used to calculate all standard production costs associated with that work station.

Cost Elements

The following cost elements are available to analyse costs:

- Relief costs
- Direct material
- Packaging
- Utility
- Labour
- Set up
- Machine
- Subcontract
- Overhead 1

- Overhead 2 (fixed)
- Overhead 2 (variable)
- User defined 1-4
- Shrinkage

Cost Relief Apportionment

The method used to calculate any By-product Relief Costs that are applied to co-product costs in a co-product process

Cost Roll-up

The method of generating product costs by calculating and accumulating costs of materials and operations required at each level of manufacture

Costing Method

This refers to the method used to establish a cost for stock movements or stock balances. The methods available are latest, average, standard and FIFO (First In First Out).

Costing Route

This is the route designated for an item to calculate its unit cost within a stockroom. A unit cost may be calculated for each stockroom in which an item is stocked by designating a specific production route as a cost route.

Count Point

An operation at which WIP inventory is counted or reported

Count Reporting Policy

This policy determines the method by which production quantities are recorded during booking. This may be total quantity or start and end quantity.

Creation Date

The date on which a production order is entered

Crew Size

The standard number of operatives scheduled to work on an operation, either as direct labour or set up labour

CRP

Acronym for Capacity Requirements Planning

Cumulative Lead Time

This is the amount of time required to produce an item from scratch. It is based on a full explosion of the bills of material of the item and its sub-assemblies and includes the purchasing lead time of raw materials.

Current Cost

This is a category of cost. The application generates values for current and standard cost control. Current cost may be considered as the proposed standard cost for the next accounting period. See Standard Cost.

Current Date in Planning

This is the datum point of an MPS/MRP plan. The start date is determined by subtracting Overdue Days from this date. The Time Fence date is calculated from this date by adding the frozen Lead Time.

Customer Schedule

This is the forecast of a customer's expected delivery requirements. They can be at different statuses in different time periods.

Customer Shelf Life

This is the amount of time an item must have left in its life when it is delivered to the customer. If an item is lot controlled, this time will be deducted from the Expiry Date to calculate the Last Available Date.

Delivery Area

This is information which is used to identify the location to which items should be moved. It can be found on the Picking List.

Delivery Days Basis

This parameter is only pertinent to items which are not lot, batch or serial controlled. It allows delivery lead time to be taken into account during planning, and may be calculated using calendar days or working days. For lot-controlled items, the Release Lead Time is used.

Delivery Lead Time

The delivery lead time value expressed in terms of the Delivery Days Basis

Delivery Point

This is the exact position to which items should be moved within the Delivery Area. It can be found on Picking List.

Demand

The forecast or actual requirement for an item

Demand Policy

This is the policy that controls the comparison of sales forecasts with sales orders, customer schedules and dependent demand to arrive at the demand to drive MPS or MRP.

The demand policy can be any one of the following:

- No forecast
- Independent demand only
- Dependent and independent demand
- Dependent demand
- Explode forecasts to inputs
- Make to forecast only
- Total demand

Dependent Demand

Demand for an item, which is derived from the manufacture of a parent

Descriptions File

This is a file maintained within Inventory Management that defines a number of parameter codes and their descriptions.

Discrete Manufacturing

This is a production control method where individual pieces of work are identifiable. Usually, production orders are used to manage this.

Down Time

This is the amount of time that a work station is out of action. The application provides the facility to record both planned and actual down time.

DRP

Acronym for Distribution Requirements Planning

Duration Calculation Basis

This is the method by which the duration of an operation is calculated for scheduling purposes. It can be set at Company Profile, Work Station or Route Operation level.

The duration calculation basis can be any one of the following:

- Set up time only
- Machine time plus set up time
- Direct labour time plus set up time
- Machine time plus direct labour time plus set up time
- Greater of machine time
- Direct labour time plus set up time

Economic Order Quantity

This is an optimum quantity of an item to be produced by a process route or supplied on an order. It may be entered for each process route and may be used as the basis of apportioning fixed costs for an item.

Effectivity

This is a method of controlling product input configurations. The effectivity of an input is the time period when it can be used in an assembly. The application uses an effective start date and an effective finish date to control input configurations. The system will ignore the item outside the effectivity dates.

Efficiency

The ratio of standard to actual performance

Efficiency Variance

The difference between standard and actual performance in quantity and cost terms

End Date (Planning)

This is the last date to be considered by an MPS or MRP run. It can be entered or calculated as current date plus item cumulative lead time. It can be extended by setting a number of safety days.

Engineering Change Management

This is an integrated module that controls and audits, via change requests, the addition and deletion and amendment of:

- Items
- Route operations
- Inputs and outputs
- Production order route maintenance
- Issue of unplanned materials
- Issue of substitute materials.

It is used to record and monitor these changes and who made them.

Equivalent Physical Quantity

This is used where item lots have variable **potency**. For an item lot with non-**standard potency**, it is the equivalent quantity of the item at standard potency. It is calculated as:

Physical Quantity x Actual Potency/Standard Potency

Exception Events

These are transactions that are likely to cause a change in the **supply** and **demand** status of an item.

Expiry Date

The Expiry Date is calculated as ***Lot Creation Date*** **+** ***Shelf Life***. It represents the last date on which the item can be used. The item is still in stock but is deemed to be frozen after this date.

Extended Edition

System21 Production is available in two editions, Base and Extended. The **Base edition** delivers functionality equivalent to that which was available in Version 2.0. The Extended edition provides additional function, notably **scheduled**, or repetitive, production and process industry features such as **co-products** and **potency**.

FIFO

This is an acronym for First In First Out - one of the **costing methods** available in the Inventory Management application. Using this method, each stock receipt is valued at actual **cost**, and issues are valued using these receipt batch costs on a First In First Out basis.

Filler Item

An item that is used to make up the required physical of a production batch, but which has no effect on the properties of the item produced (see Balancing Quantity)

Finished Goods Receipt

The receipt of a quantity of a production item into an Inventory stockroom, as a result of a production order or schedule

Firm Planned Production Order

A production order which remains under the control of the planner in terms of timing and quantity and is not recommended for change by Planning functions, unless Planning Filters are set to allow this

Firming Period

The period for which firm work station schedules have been created

First Available Date

For a lot controlled item, this is equal to the Creation Date + Release Lead Time (Days). It is the first date the item can be used.

Fixed Cost

This is an element of item cost that does not vary with the volume of production.

Fixed elements of costs are:

- Set up
- Fixed overhead
- Fixed user-defined costs

Fixed Order Quantity

This is an ordering policy used by MPS and MRP to control suggested replenishment orders. It is used to generate suggested supplies of a predefined size.

Fixed Quantity Per

An input to a Bill of Material, whose requirement will not vary with batch size

Floor Stock

Floor stock is inventory, which is issued to a designated floor stock location on the shop floor, rather than being issued directly for immediate consumption. Floor stock locations can be logical or physical stockrooms. Floor stock is consumed as it is used at a particular operation.

Floor Stock Location

This is a logical or physical stockroom where items with a Material Control Policy of issue to floor stock are issued and consumed.

Flow Route

This is a route where the individual operations are dependent on each other. Changes to schedules on flow routes for one operation result in changes to the whole route.

Formula

See Bill of Material.

Frozen Stock

This is the quantity of an item which is designated as frozen and thus is not available for issue or allocation. It is expressed as a balance quantity at item and stockroom level, or item and lot level.

Generated Demand

See Dependent Demand.

Gross Requirement

The total demand for an item in a given time period before stock on-hand and supplies are netted

GT Family

This is the Group Technology code, is a user-defined classification which may be used as a selection parameter both on a Selective MRP run and MPS and MRP reports.

Held Inventory Tracking

This is a regimen imposed by the system to force entry of a reference code and description each time a WIP quantity is booked as Held. This reference may be for the whole booked quantity or specific to one or more items in the total quantity. Any further movements of Held WIP Inventory, for example, transfer or scrap, necessitate the specification of the Held Inventory Reference.

Held WIP Inventory

This is WIP inventory which is not available to progress to the next operation until released from held status. This may be because it is awaiting quality control inspection or rework.

In Transit

This is the quantity of an item that is currently in transit between two stockrooms. It is expressed as a balance quantity at the target item stockroom.

Indented Bill of Material

This is a multi-level explosion of an assembly or sub-assembly, showing all the levels of inputs, each of which is displayed indented one position from its immediate parent.

Indented Cost Roll-up

A method of simulating the cost of an assembly or sub-assembly with reference to its Bill of Material and manufacturing operations at all levels, and then rolling up the costs of all its inputs and operations.

Indented Where-Used

This is the inverse of the indented Bill of Material, and shows the parents of an input, each parent indented one position from its immediate children. The analysis is multi-level, and identifies the parents, grandparents, great grandparents, and so on, of an item.

Independent Demand

Demand for an item originating from sales orders or forecasts, that is, direct demand for the item itself

Ingredient

Any item which is used in the production of another item (see Input)

Input

This refers to any material, sub-component, sub-assembly or ingredient, specified on a bill of material. It is the standard term of reference to any material input.

Input Reference

This is the key used to access Component Location Reference information. It can also be used as a reference field in its own right (see Component Location Reference).

Input Reference Text

This holds additional text information relating to input references on input items and routes. It is used in conjunction with Component Location Reference.

Input Route

The mechanism describing the way that input items are identified and used on Bills of Material

Input Shrinkage

The planned or anticipated percentage of a quantity of material that will be unusable when it is issued to the production process

Input Where-used

The identification of where an input is used in assemblies and sub-assemblies

Inventory Audit Record

When a revaluation of Inventory takes place during a transfer of standard costs from Production, a control record is created for each stockroom revaluation.

Item Group Minor

Inventory Management classification used in Production Forecasting to define the product family to which an item belongs

Item Schedule

The planned production of an item expressed as quantities on Due Dates

Item Stockroom

This is the highest level at which costs and inventory balances are held. The item/stockroom record also defines stock management rules for an item in a stockroom used within Inventory Management.

Item Type

This provides a general classification of an item within the Production system. It may be:

- Made (manufactured/produced)
- Bought out
- Phantom
- Reusable tool
- Consumable tool
- Gauge
- Purchased

Just-in-Time

This is a scheduling and material management philosophy that relies on efficiently organised plants, educated and committed employees, and co-operative suppliers. Its objective is to reduce stock holding to a minimum and optimise the flow of production, synchronised to market demand, thus reducing lead times and increasing customer service. It is often abbreviated to JIT.

Key Ingredient

This is a specific ingredient input on a route that is used to control the lot characteristics of the finished product. Only one key ingredient per route may be defined.

Labour Time

The length of time required by an operation in terms of labour

LAD

Acronym for Last Available Date

Last Available Date

For a lot-controlled item, this is equal to the Expiry Date minus Customer Shelf Life. It represents the last date on which the item can be used. It is deemed to be frozen after this date.

Latest Cost

This is one of the Costing Methods available in the Inventory Management application. Using this method, each stock receipt is valued at actual cost and all issues are valued at this cost. In addition, total inventory is valued at this cost.

Lead Time

This is the amount of time required to produce or procure an item. For production items it is derived from the sum of the lead times of the individual operations required to produce the item and any sub-assemblies. It also relates to procurement times for purchased items. See also Production and Cumulative Lead Times.

Load

The capacity requirement on a work station in terms of time arising from an operation scheduled at that work station

Location Reference

See Component Location Reference.

Logical Stockroom

This is a stockroom which does not physically exist but is used as a reference for the recording of WIP inventory, phantom items or floor stock. Recordings may be made to physical stockrooms if they exist; logical stockrooms are simply an alternative.

Lot Balancing Policy

For lot-controlled items, an item may be defined such that its potency will determine the actual physical quantity to be issued.

Lot Control

This refers to a level of stock control lower than item and stockroom, also referred to as batch control, for which a group of items received into stock is given a code. Issues from the group require the classification of this code for audit tracking purposes.

Lot Traceability

Where stock control is specified at batch or lot level, this refers to the ability to trace the movement of stock at this detailed level.

Low Level Code

This is the lowest point in bills of material or production orders at which an item exists. It indicates the maximum level at which the item resides. It is used by MRP to determine when to plan the item in the fully exploded product sequence.

Machine Time

The length of time consumed by an operation in terms of machine work

Master Production Schedule

MPS calculates and balances demand and supply for master scheduled items, and generates a production schedule with suggested dates and quantities.

Material Control Policy

This parameter defines the method of item issues to production. This may be: formal issue, backflush or floor stock issue.

Material Requirements Planning

MRP calculates and balances demand and supply for purchased materials and lower level manufactured items and generates a suggested schedule for production and purchases, with suggested dates and quantities for actions.

Material Type

This parameter is used to determine an item's material type.

It may be:

- Direct material
- Packaging or utility

Maximum Capacity

The theoretical capacity of a work station in hours when working at its peak rate

Maximum Capacity Factor

This factor may be applied to a shift profile to allow calculation of the maximum number of hours available at a work station, if, for example, the work station consists of several machines or multiple operators. For example, if the work station has a standard shift profile which defines 8 working hours per day, applying a factor of 3 would indicate that 3 x 8 (24) hours are available.

Maximum Order Quantity

This is a value set for an item to control the suggested supply batch sizes suggested by MPS and MRP. It is an advisory parameter, and does not restrict the size of the suggested batch, but a warning is shown on the plan reports when a batch size exceeds it.

Maximum Stock

This is the preferred maximum stock balance of an item in a stockroom. It may be set manually for each item

Minimum Order Quantity

This is a control parameter set for an item to manage the suggested supply batch sizes recommended by MPS and MRP. It ensures that a supply is never less than the defined minimum order value.

Move Days

This is the length of time required to transport work to a given work station to perform an operation. It is an element of inter-operation time.

Movement Type

This refers to the classification of movements by type of transaction, for example, sundry receipts, customer order issues.

MPS

Acronym for Master Production Scheduling

MPS Item

This is an item which is under the scheduling and planning control of Master Production Scheduling. It is typically an end product, critical sub-assembly, or key material.

MRP

Acronym for Material Requirements Planning

Multiple Order Quantity

This is a control parameter set for an item to control the suggested supply batch sizes recommended by MPS and MRP. It defines the increments that are applied to a batch to meet a demand quantity. It sets a defined batch quantity and the ruling that a demand quantity must be supplied in whole batches of the set quantity. For example:

Demand = 110

Multiple order quantity = 20

Required = 110/20 = 5.5 (which would convert to 6 batches)

Net Change

This is an MRP planning method, which is driven by exception conditions in the supply and demand status of an item (cf. Regenerative).

Net Demand

Net demand equals gross demand less available stock, adjusted by demand policy parameters.

Net Requirements

The difference between net demand due on a day and the total suggested supplies planned to be available on that day, adjusted by pre-set Order Policy parameters

Non-Standard Production Orders

These are production orders that are not based on a standard production route, but are created by the user to represent non-standard production operations, resources or input requirements.

On Order

This is the quantity of an item for which outstanding purchase or production orders exist. It is expressed as a balance quantity at item/stockroom level.

On-Hand Quantity

This is the quantity shown in Inventory as being physically in stock. For WIP inventory it is calculated as the sum of the Available plus Subcontractor plus Held balances.

Operation

A stage in the production route of an item

Operation Costs

These are the costs specific to individual production stages. In the Extended edition of the software, costs can be held at route and operation level as well as item level.

Operational Shrinkage

This is the percentage loss of work-in-progress as a result of performing an operation.

Order Policy

Order policy is used by MPS and MRP when building a suggested schedule.

Policies may be:

- Discrete
- Discrete above minimum
- Fixed quantity
- Number of days supply
- Multiples above minimum

Order Release

This is the point at which a production order is made available for processing on the shop floor. Materials may be allocated and issued at this point.

Order Status

This identifies the stage that a production order has reached.

Possible statuses are:

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

Organisational Model

The organisational model is a control mechanism based on a view of production resources. The model enables the setting of important default values, and the definition of certain procedures and policy issues, which will be implemented at resource group level. To use this facility, work stations must be defined to an organisational model.

Output

This is an item produced as a result of a manufacturing process. It can be a single product, a co-product, by-product, waste or an unplanned product.

Overdue Days (Planning)

This indicates the number of days of overdue supply and demand to be considered in MPS and MRP runs.

Overhead Rate

This is the rate per hour or percentage rate applied to absorb production overhead costs in to the item unit cost. It is specified on Cost Centres together with an Overhead Recovery Method.

Overhead Recovery Methods

Different recovery methods are available based on production costs, process time, material inputs or outputs in terms of values or quantities.

Overlapped Operations

An operation is defined as an overlapped operation if the next operation can begin before completion of the full quantity at the operation.

For example, if 100 items are to be made at operation 10 in batches of 10 but operation 20 can start when 5 batches have been completed at operation 10, then an overlap situation occurs and operation 10 is defined as overlapped. This will be taken into account by planning and scheduling functions.

Overload

The condition where a work station has more work scheduled to be performed than it has available time in a given period

Parameter File

This contains system- and user-defined codes which set control parameters or allow the amendment of standard code descriptions.

Phantom Item

This represents a collection of inputs, which are collectively linked together via a 'phantom' item number. This is an item which is not physically stocked but which may be referred to as a generic route input, and will trigger the planning of its component parts via a phantom explosion.

Phantom Operation

A phantom Bill of Material is provided with a pseudo operation to link its inputs together on a route. This is a phantom operation, and it has no operational impact, although a work station may be assigned to the operation for the purpose of calculating material overheads when the phantom is introduced.

Physical Stock

This is the total quantity of an item in a stockroom. It is expressed as a balance quantity at item/stockroom level and also at item stockroom lot level.

Pick List

This is a document detailing the inputs required to be picked for a particular operation on an order or production schedule. It is also referred to as a pulling list.

Planned Available

The quantity calculated to be available at any point in time if MRP or recommendations are implemented

Planned Down Time

See Down Time.

Planned Material Scrap Rate

This is another way of expressing input shrinkage.

Planned Production Order

This is a production order that is not yet confirmed, but represents an intention to generate a supply. It does not have input and operation details, and is based on a standard production route.

Planner

A logical grouping of items for the purpose of planning

Planning Filter

This determines the sensitivity of MPS and MRP rescheduling logic when balancing supply and demand.

Planning Horizon

The end date of an item planning run in MPS or MRP

Planning Model

This is a method of defining a view of supply and demand for planning purposes. It is defined in terms of stockrooms. Multiple planning models may be defined to produce differing views of the production environment. One particular model must be defined as that from which MPS or MRP suggestions may be confirmed to production.

Planning Route

This is the route designated for an item to be used in the planning of its input materials and scheduled manufacturing dates and times in MPS and MRP.

Planning Type

The planning category of an item, MPS controlled or MRP controlled

Potency

A percentage defining the strength of an item in an inventory lot

Primary Co-product

The dominant item in a set of process group co-products, which is used to drive the planning for that group of outputs

Primary Process Group

For a co-product, which can be produced in a number of manufacturing process groups, this is the process group to be used as the preferred group in its costing calculation.

Primary Stockroom

This is the default stockroom for issuing and receipt of an item, when defining a route. On costing routes, the issuing stockroom for an input must be its primary stockroom.

Priority

This is the relative importance of an order in the work flow. It is used to control the sequence of jobs queuing at work stations.

Process Group Type

The parameter that indicates whether or not the item is a process group in which multiple co-products may be defined

Process Route

This is a definition of the processes, that is, operational stages, and materials required to produce an item or set of items. It may also be referred to as a production route.

Process Yield

This is the yield of a process route. It is calculated as the ratio of inputs to the route to outputs from the route.

Product Family

This is the grouping of related items for forecasting and planning purposes. Group codes are defined on the Inventory Management, Descriptions File, and entered against items in the Inventory Management Product Group Minor field.

Production Calendar

This is the definition of the production environment in terms of working days, non-working days, holidays and shutdown periods.

Production calendars, once defined may be assigned to:

- Company profile
- Work stations
- MPS/MRP planning profiles

Production Lead Time

This is the amount of manufacturing time required to produce an item from its immediate inputs and operations. No reference is made to the lead time of its inputs.

Production Schedule

The plan which contains the sequence and timings of items and operations to achieve the planned production output

Production Sequence (Major)

An item parameter, which controls the sequence in which items are planned in MPS and MRP

Production Sequence (Minor)

An item parameter which controls the sequence in which item operations are performed, recognising the need to make products in a preferred sequence due to, for example, colour change or set up costs

Quantity Per

This is the standard quantity of an input that is required to make its standard parent lot size.

Quantity Reporting Policy

This policy determines how a WIP inventory quantity booked is interpreted. The quantity recorded may represent the total quantity inclusive or exclusive of scrap and held values.

Queue Time

This is the length of time that a job will wait, on average, at a work station after arrival before it is worked upon. It is an element of inter-operation time, and should be reduced wherever possible.

Re-order Point

This is the quantity of an item in a stockroom which, when reached, should trigger a re-order action. It may be set manually. This Inventory value is used as the safety stock value when using cellular planning. In non-cellular planning, safety stock is taken from the production item master file.

Recipe

See Bill of Material.

Recommended Supply Orders

Suggested replenishments generated by MPS and MRP to support defined inventory stocking policies and to meet outstanding demand

Regenerative

An MRP planning method in which every MRP controlled item is re-planned, regardless of its demand and supply status

Release Lead Time

This is the time set against a lot controlled item to represent a standard delay between its manufacture or purchase date and its availability for further use or despatch. This lead time is expressed in its Release Lead Time Unit.

Release Lead Time Unit

This indicates the unit in which the Release Lead Time is measured.

It may be:

- Days
- Weeks
- Months
- Years

Released Lead Time Policy

This parameter is pertinent to lot controlled items and allows a set time delay to be taken into account during planning.

Released Production Order

This is a production order which has been released to the production process, that is, the shop floor. Inputs may be allocated and issued to it, and production activities may be booked against it. Any bookings of material or production will automatically change its status to Active.

Repetitive Manufacturing

This is the style of manufacturing in which high volumes of similar products are produced. Typically, production orders are *not* used in these environments but daily production is scheduled against work stations by item and quantity.

Reporting Profile

Although MPS and MRP calculate supply and demand on a daily basis, information pertaining to the production plan may be bucketed, that is, grouped into time slots, in accordance with a reporting profile defined for each planning model. Usually, this requires the grouping of data into small time periods at the start of the plan then longer time periods as the plan moves out into future periods.

Reporting Type

On a process route this indicates whether an operation is a count point for WIP inventory, or a backflush (non-count) operation. The last operation must be a count point.

They are a part of standard processing rules and transactions, which control the effects of booking production.

Resources

These are the facilities which contribute to the production of items.

Within the Production system, these comprise:

- Cost centres
- Work stations
- Work centres
- Production calendars
- Shift profiles
- Labour grades
- Operators
- Crews
- Subcontractors

Revision Level

Indicates the current revision level of a route/structure

Rework

This is work necessary to correct a sub-standard item rejected during or after its manufacture.

Rough Cut Capacity Planning

This is a method of testing the feasibility of an MPS plan by comparing the planned capacity requirements, that is, the load, with available capacity at the required production resources at the times required. This may be completed at early planning stages to highlight bottleneck or overload situations before firming or progressing the plan.

Rough Cut Route

This is the summary bill of capacity used in Rough Cut Capacity Planning, that is, a route or structure that may be set up purely for the purposes of rough cut capacity planning and may be an abridged version of the usual planning route.

Route

A definition of the operational stages involved in producing an item, sequenced in order of manufacture, and specifying the inputs required in terms of materials and resources

Route Code

This is the identification code representing an item structure and production method. There can be different routes created for an item. A preferred planning and cost route can be defined.

Route/Structure

This defines both the route, that is, the production stages, and material requirements, that is, the Bill of Materials required to produce an item.

Run Time

The length of time required by an operation

Safety Lead Time (Planning)

This is used to set an end date beyond the cumulative lead time of an item. The end date is calculated as item horizon plus safety lead time.

Safety Stock

The desired level of stockholding for an item to support a customer service or availability policy

Sales Forecast

This is a statement of the anticipated market demand for a product. It can be compared with actual sales orders, in MPS or MRP calculations to determine the net demand to be met by production. This is dependent upon the Demand Policy code set for the item.

Schedule

See Production Schedule.

Schedule Control

An environment in which item/work station schedules are used in preference to production orders - usually in a high volume, repetitive form of production

Schedule Controlled Item

This is an item that is schedule and not production order controlled in MPS and MRP processes. A production order can be raised if required.

Scheduled Receipt

This is a planned supply in MPS/MRP: it may be a released or active production or purchase order or a suggested or confirmed schedule.

Scheduling

The process of calculating and suggesting due dates, quantities and action dates for the supply of an item to meet required demand quantities and dates

Seasonal Profile

This is a method used to spread forecasts using indices for each forecast period and entering a total figure to spread. It can be used to speedily determine forecast values which display seasonal fluctuations.

Serial Number Control

A form of lot control, which maintains single, uniquely identified (serialised) units

Set Up

This is the activity of preparing machines or processes for production. Set up time forms part of the lead time of an operation.

Set Up Time

This is the duration of the set up for a work station. It is expressed as a labour time.

Shelf Life

The life of an item expressed in its Shelf Life Unit

Shelf Life Unit

This indicates the unit in which an item's shelf life is measured.

It may be:

- Days
- Weeks
- Months
- Years
- Unlimited

Shift Length

The duration of an individual working shift for a work station

Shift Profiles

These describe the pattern of shifts in a day. Shift profiles use effectivity dates to reflect planned changes in patterns. A default shift profile may be assigned to a work station, or a shift profile assigned to each working day within a week at a work station. The shift profile defines the number of productive hours available on a working day.

Shipper Number

A number assigned to each shipment of items to or from a subcontractor if Shipper Tracking is in use

Shipper Tracking

A method of tracking materials or WIP inventory to or from subcontractors

Shrinkage (Material)

The planning factor applied to an input on a route to reflect expected loss

Shrinkage (Operation)

This is the planning factor applied to an operation to reflect expected losses. Scheduling uses the factor to inflate the standard times to make the required lot size.

Shrinkage Cost

This is the amount of item unit cost attributable to operational or material shrinkage in the production process. It is held by Cost Element and can optionally be consolidated into the item cost elements. A shrinkage element can be configured to display the total shrinkage cost.

Simulated Cost

A function which projects product costs by applying variables to the cost structure to ascertain likely future costs, or by changing inputs to ascertain the cost impact of the changes

Single Level Enquiry

A one level explosion of a bill of material and route and which costs the inputs and operation processes required to make the parent item

Smoothing Policy

A planning policy which smoothes sale forecast demand to provide a level production schedule

Specification Ref

This refers to the way in which an item is specified.

Standard Capacity

The daily capacity in hours of a work station when operating at its normal rate, and normal shift patterns

Standard Capacity Factor

This may be applied to a shift profile to determine the standard number of hours available at a work station. In situations where the work station comprises multiple machines or personnel, the factor will represent the number of machines and people at that work station. For example, for a shift profile of 10 hours at a work station where 2 machines operate, a capacity factor of 2 would be entered, to indicate a standard capacity of 20 hours.

Standard Costs

This is a costing method available in Production and Inventory. Standard costs are calculated for items based on standard cost rates and operation times and the standard costs of inputs. They form the yardstick for performance measurement in a given period.

Standard Efficiency

This is the percentage of the standard capacity of a work station which you expect to achieve under normal operational circumstances. This percentage may be used in capacity planning enquiries and reports.

Standard Lot Size

Standard batch size in terms of which input quantities and operation times are expressed in a route/structure

Standard Potency

This is the standard strength of an item expressed as a percentage. It applies to lot-controlled items only.

Standard Production Orders

Production orders which are based on a standard route to obtain input requirements and operation details

Start Date

The scheduled release date of a production or purchase order or schedule

Start Date (Planning)

This is the first date considered by MPS and MRP Demand and Supply prior to this date is ignored. It is the Current Date less Overdue days set for the planning run.

Stock Forecast

A forecast used in MPS and MRP to plan variable levels of inventory availability to maintain desired customer service levels over and above standard safety stock.

Stock Monitor

This is an Inventory Management function, which maintains the integrity of lot-controlled stock availability. It determines whether a lot is available or has passed its Last Available Date or Expiry Date. All lots are frozen when the Last Available Date is passed.

Stock Run-out Policy

This controls the planning of requirements of an item based on its stock balance, rather than effective dates.

The available policies are:

- Use up stock and do not re-plan
- Use up stock and then use a nominated replacement item or items

Subcontract Operation

This is work on the production of an item that is carried out by another manufacturer. It entails sending materials or WIP, which are worked on by the subcontractor before being returned for further operations, or quality inspection or receipt into stock.

Subcontractor Stockroom

This is a logical stockroom, which holds all subcontractor material balances. Subcontractor WIP inventory balances are held as balances at operations in the associated work station WIP location.

Substitute

This is an item which has been designated as an allowable replacement for another item. It may be issued in whole or part to a production order, if there is insufficient stock of the primary item.

Substitution Policy

This is defined on a route/structure input item definition, indicating whether it is permissible to use a substitute item if there is a stock shortage of the primary item.

Suggested Production Order

An MPS or MRP recommendation to create a production order to satisfy a shortage identified by the planning process

Suggested Purchase

An MPS or MRP recommendation to create a purchase order to satisfy a shortage identified by the planning process

Supply

The planned or scheduled receipt of item quantity from a purchase order or production order or a production schedule item

Target Yield

Desired yield of a route

This Level

The final level of manufacture for an item with a multi level route/structure, as opposed to lower levels of manufacture such as sub-assemblies

Time Basis Code

This is the code indicating how operation times are expressed on a route.

Codes are:

- Time per lot
- Time each
- Quantity per hour
- Fixed time
- Time per 1000
- Time per 100
- Time per fixed batch

Time Booking Policy

This parameter is set on the Organisational Model to control the time booking format in Production reporting. It may be in decimal hours or hours and minutes. This policy is set only if the Time Reporting Policy is set to elapsed time.

Time Fence

This is the period between the current date and the time fence date. During this time fence, the schedule is fixed and no recommendations are made by MPS or MRP to change existing production or suggest new production.

Time Fence Days (Planning)

The number of days that are added to the Current Date to calculate the Time Fence Date

Time Fence Policy

Parameter set at item level indicating whether shortages occurring within the time fence should be ignored, or satisfied on the Time Fence Date

Time Reporting Policy

This parameter is set on the organisational model to control the format in which operator and work station times at an operation are entered. It may be set for entry as elapsed time or as work start time and stop time.

Time Units

These are the units in which operation times are expressed. They are defined in the company profile and can be in hours or minutes.

Total Shelf Life

This is the life of an item lot. The shelf life is added to the Creation Date to calculate the Expiry Date.

Transaction Manager

This is the function that processes production and WIP inventory transactions, generates movement records and updates balances. It runs in its own subsystem and may be started and stopped. It must be running in order to keep balances and transaction details up to date during production bookings.

Transaction Number

Each production booking entered on the system is allocated a system transaction number which may be accessed and displayed for subsequent reference in enquiries and reports.

Transaction Type

These are System21 transaction codes, which represent a particular balance update or movement generation. The transaction type calls a program, which ultimately updates the database.

Trial Kit

A method of simulating input allocation to a production order or route to assess availability to meet the requirements (also known as Material Availability Enquiry)

Trigger

This is the mechanism used to drive Net Change MRP. Item Triggers are created when transactions are recorded for unplanned events.

Triggers may be generated through:

- Maintenance changes
- Sales, purchase or production orders
- Set up changes
- Stock issues and receipts
- MPS/MRP schedule amendments

Trigger Tolerance

This is the percentage (above or below) of safety stock which, if breached by the projected available stock, will cause a net change trigger to be written for the item.

Unit Cost

The amortised cost of a single unit of an item

Unplanned Issue

Issue of inputs to a production order, which has not been previously allocated

Unplanned Receipt

Receipt into inventory of an item or items not expected at the booking operation, i.e., not standard on the route, or order.

Usage

The quantity of an item issued from a stockroom in a given period

Usage Profile

A user defined profile which specifies the pattern of periods to be included in the calculation of average usage

Utilisation

The extent to which the capacity of a work station is expended by actual work performed

Value/Usage

This is the value/usage setting for an item in Inventory. It positions the item in a matrix of value/usage. It is a selection criterion for selective MRP.

Variance

A difference between the standard cost or volume of a process and the actual recorded cost or volume

Waste Product

An output from a process route which does not have any intrinsic worth or saleable value and which may incur a cost in its disposal or shortage

WIP

Acronym for Work-in-progress (also known as Work-in-process)

WIP Inventory

Work-in-progress inventory, transparent to Inventory Management, but accessible through enquiries in Production WIP Inventory Control

WIP Location

A WIP location is a stockroom that has been logically associated with one or more work stations as the stockroom to hold WIP inventory balances produced at count point operations.

Work Centre

This is a collection of work stations that have been grouped together for capacity requirements analysis purposes. Work centres are not used in planning or work station scheduling.

Work Station

The standard production unit or facility for which capacity requirements are measured

Work Station Schedule

A daily work plan for a work station, containing item and order quantities and duration of set up and operating hours

Work-in-progress

This is the value of work currently underway in the factory in terms of the material issued, and the operations performed. For a given order or schedule, it is calculated as the value of material and work input less the value of receipts made into stock. Work-in-progress (WIP) can be valued at standard or current cost.

Yield Item

This is an item that is sensitive to yield either as an input or an output. Yield is the ratio of total quantity of outputs compared to the total quantity of inputs.