

---

***i* -Global System**

---

# Production Management Module User Manual



*i*-Global System

## **Copyright**

© 2004, *i*-Global Solutions Limited. All rights reserved.

Production Management Module User Manual -- Version: 1.03

This product and related documentation are protected by copyright and are distributed under licenses restricting their use, copying, distribution, and de-compilation. No part of this product or related documentation may be reproduced in any form by any means without prior written authorization of *i*-Global Solutions Limited.

## **Trademark**

*i*-Global System is a registered trademark of *i*-Global Solutions Limited.

Other product names mentioned in this manual may be a trademark or registered trademarks of their respective companies and are hereby acknowledged.

Printed in Hong Kong.

<b>Contents</b>	<b><u>Page</u></b>
<b><i>About This Manual .....</i></b>	<b><i>i</i></b>
<b><i>Conventions Used in This Manual .....</i></b>	<b><i>i</i></b>
<b><i>1 System Overview.....</i></b>	<b><i>1-1</i></b>
1.1 Introduction.....	1-1
1.2 Production Management Features .....	1-1
1.3 Terminology .....	1-1
1.4 System Login .....	1-1
1.5 Workspace Components .....	1-1
1.6 System Logout .....	1-1
1.7 Operation Modes of the System .....	1-1
<b><i>2 Master File Setup.....</i></b>	<b><i>2-1</i></b>
2.1 Item Master .....	2-1
2.2 Supply Tolerance Master.....	2-1
2.3 Purchase Type Master .....	2-1
2.4 W/O Type Master .....	2-1
2.5 Work Centre Master .....	2-1
2.6 Remark Master .....	2-1
2.7 Product Item-Category Define .....	2-1
2.8 Item-Category Define.....	2-1
2.9 Category Segment Define .....	2-1
<b><i>3 Master Production Schedule.....</i></b>	<b><i>3-1</i></b>
3.1 Work Centre Master .....	3-1

3.2	Resource Master.....	3-1
3.3	Standard Routing.....	3-1
3.4	Production Routing .....	3-1
3.5	Master Production Schedule.....	3-1
<b>4</b>	<b><i>Capacity Requirement Planning.....</i></b>	<b><i>4-1</i></b>
4.1	Work Centre Master .....	4-1
4.2	Labor Master .....	4-1
4.3	Capacity Time Table.....	4-1
4.4	Work Centre Capacity .....	4-1
4.5	Machine Maintenance Planning .....	4-1
4.6	Item Output Unit .....	4-1
4.7	Work Centre Capacity Loading.....	4-1
<b>5</b>	<b><i>Simulation Planning.....</i></b>	<b><i>5-1</i></b>
5.1	Simulation Maintenance.....	5-1
5.2	Simulation Capacity .....	5-1
5.3	Work Centre Capacity Loading.....	5-1
5.4	Master Production Schedule.....	5-1
<b>6</b>	<b><i>Purchase Requisition .....</i></b>	<b><i>6-1</i></b>
6.1	Purchase Requisition Maintenance .....	6-1
<b>7</b>	<b><i>Manufacturing Order .....</i></b>	<b><i>7-1</i></b>
7.1	M/O (Manufacturing Order) Maintenance .....	7-1
<b>8</b>	<b><i>Planned Work Order .....</i></b>	<b><i>8-1</i></b>
8.1	Plan W/O Maintenance .....	8-1

8.2	Plan W/O to W/O .....	8-1
<b>9</b>	<b>Work Order.....</b>	<b>9-1</b>
9.1	W/O (Work Order) Maintenance.....	9-1
<b>10</b>	<b>Work-In-Progress.....</b>	<b>10-1</b>
10.1	Routing Master.....	10-1
10.2	Routing Cost .....	10-1
10.3	Item Routing Setup .....	10-1
10.4	Item Routing Cost Setup .....	10-1
10.5	Work Order Routing Setup.....	10-1
10.6	Work Order Routing Cost Setup .....	10-1
10.7	WIP Transaction.....	10-1
<b>11</b>	<b>Enquiry.....</b>	<b>11-1</b>
11.1	Item Master Enquiry .....	11-1
11.2	Category Master Enquiry .....	11-1
11.3	S/O Transaction Enquiry .....	11-1
11.4	M/O Transaction Enquiry.....	11-1
11.5	W/O Transaction Enquiry .....	11-1
11.6	M/R Transaction Enquiry.....	11-1
11.7	Warehouse Transaction Enquiry.....	11-1
11.8	Inventory Transaction Code Enquiry .....	11-1
<b>12</b>	<b>Report.....</b>	<b>12-1</b>
<b>13</b>	<b>Number Prefix.....</b>	<b>13-1</b>

## About This Manual

This manual has been developed to guide you through the Production Management Module of *i-Global System* with comprehensive, step-by-step method of instruction. This manual was designed in a modular format for the purpose of grouping major topics, and placing emphasis on key product features.

This manual is organized as follows:


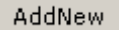
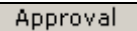

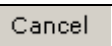


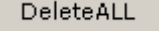
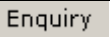



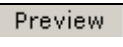
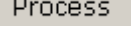
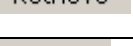
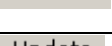
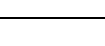
Section	Description
Chapter 1	System Overview: Overviews on the Production Management Module, highlights features and defines terminology.
Chapter 2	Master File Setup: Describes procedures how to set up the master records.
Chapter 3	Purchase Requisition (PR): Provides operation details to support Back-to-back order materials purchasing mode.
Chapter 4	Manufacturing Order (MO): Covers how MO is generated that based on Sales Order demands.
Chapter 5	Work Order (WO): Explains the detail operation of WO material issue and finished goods return.
Chapter 7	Work-In-Progress (WIP): Shows work-in-progress figures after defined the desire WIP check point(s) and input movement effects.
Chapter 8	Materials Requisition (MR): Describes operation details of additional material issue to a Work Order.
Chapter 9	Enquiry: Depicts how to enquire necessary information from the system.
Chapter 10	Report: Gives both operational and analysis report generation for operation and management purposes.
Chapter 11	Number Prefix: Defines the document number prefix for better control.

## Conventions Used in This Manual

The following typeface conventions are used throughout this manual:

<b>Bold</b>	Bold text indicates an option to choose or text to type. It usually appears in numbered steps.
<i>Italics</i>	Words are italicized for emphasis or to draw your attention to a new term.
Action → Option Name	<p>Whenever you see a reference to a menu option, the option is identified using the following notation:</p> <p>Menu Name → Option Name</p> <p>For example, “Type → Create”</p>

## Icon Function

Icon Name	Symbol	Function
Active Task		To show all active tasks opened in the system, current task is always on the top.
Add New		To add a new entry.
Approval		To approve a transaction process.
Cancel		To end current process.
Cancel		To cancel an entry.
Confirm		To confirm an entry.
Delete		To delete a record.
Delete All		To delete all records.
Enquiry		To begin an enquiry process.
Export		To export data into a specific format file.
Next		To next record.
Pop Up		To display the selection list.
Preview		To preview a retrieved data/report.
Process		To begin a process.
Retrieve		To retrieve a selected record.
Submit		To submit an entry.
Update		To update/amend a record.

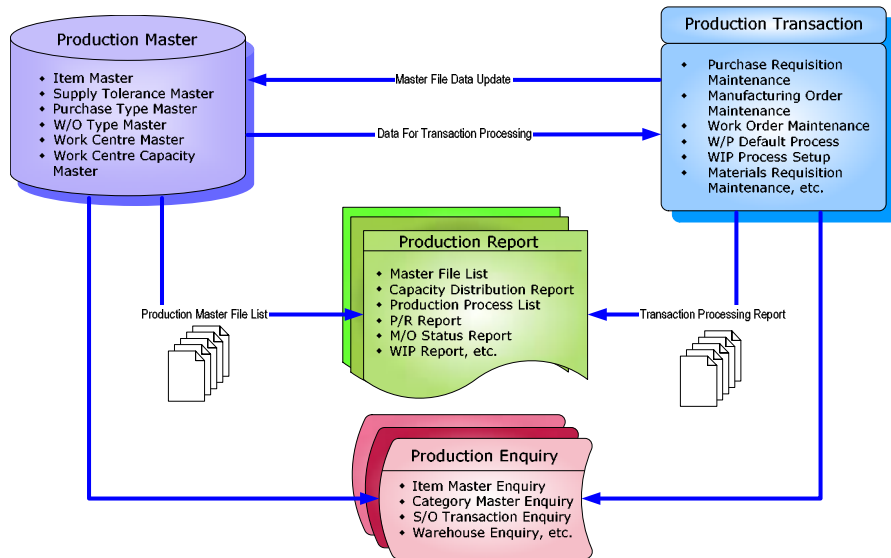


# 1 System Overview

## 1.1 Introduction

The Production Management Module encompasses the principles, approaches and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations.

Executing plan, reporting, and taking corrective actions when required, are the general objectives of Production Management. The Production Management Module interfaces with nearly all other manufacturing modules. It also provides valuable information to other functional areas including sales, engineering and accounting.



## **1.2 Production Management Features**

### **Manufacturing Order**

Manufacturing Order (MO) to be created to match Sales Order demand for Master Production Schedules.

### **Work Order**

Work Orders (WO) are orders released from Manufacturing Orders to help the actual production process management.

### **Work In Progress**

Work In Progress (WIP) monitoring is an optional function in the system. If required, user may create WIP check point(s) to monitor the production progress as desired.

## 1.3 Terminology

Terms and meanings of the production management are described as follows.

<b><u>Terms</u></b>	<b><u>Definitions</u></b>
<b>Component</b>	Any item used to make another item.
<b>Finished Goods</b>	Products ready for shipment and carried in inventory in anticipation of customer orders.
<b>Inventory</b>	Any stock at any stage in the supply chain. Inventory may consist of finished goods, intermediate products, or raw materials.
<b>Item</b>	Any manufactured or purchased part.
<b>Item Number</b>	An alphanumeric code that identifies an item. Every item must have a unique item number.
<b>Location</b>	A physical or logical stocking position or area within a warehouse.
<b>Raw Material</b>	Purchased material used in components or finished goods.
<b>Routings</b>	Set of information describing an items manufacturing method and sequence.
<b>Safety Stock</b>	Inventory used as a buffer against demand uncertainty.
<b>Scrap</b>	Anticipated loss within manufacture of product.
<b>Setup Time</b>	Work required to change a specific machine, resource, work center, or production line from one product to another.
<b>Work Order</b>	An order released or scheduled for release to the production floor.
<b>Work-in-Process</b>	Inventory within the manufacturing process.

## 1.4 System Login

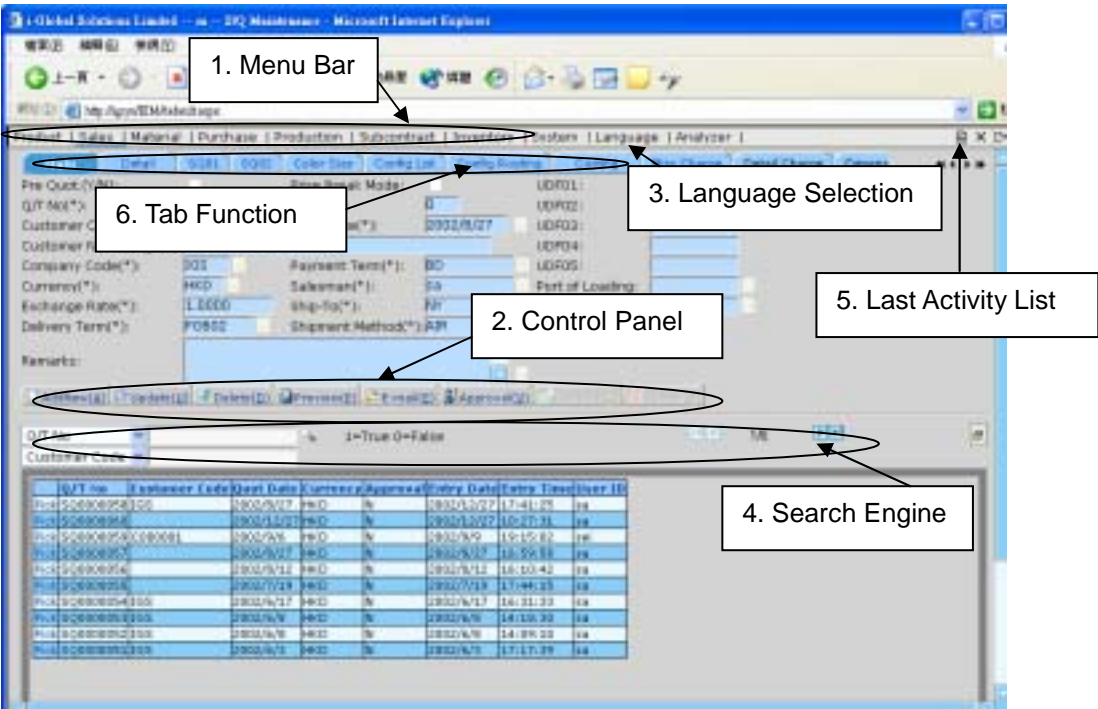


Steps:

- 1) Double click the System icon from the folder.
- 2) After the Login Screen is displayed, input your **User ID** and **Password**
- 3) Press <**Enter**>

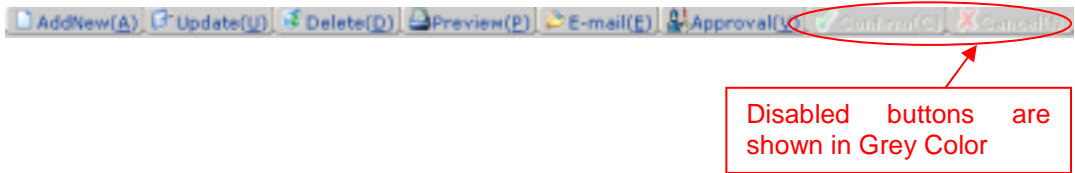
# 1.5 Workspace Components

Eg. Screen of Sales Quotation





## 2. Control Panel



At Control Panel, there are buttons for you to control the activities and processes that you want to make. The characters of buttons are in grey color while the buttons are disabled.

The most popular ones are:

- AddNew** Button : Add a new entry.
- Update** Button : Update a specific record and selection.
- Delete** Button : Delete an existing record.
- Confirm** Button : Confirm and Save a change or an addition of entry.
- Cancel** Button : Cancel a change or an addition of entry.

Others include:

- Preview** Button : Preview reports or print out.
- Approval** Button : Approval for documents, eg. Sales Quotation, Sales Order

## Functions

### *Update*

Steps:

- 1) View/pick the *record* that you want to update
- 2) To Update an existing *record*, click the **Update** button→ Update the fields you want→ Click **Confirm** button.
- 3) To Cancel the changes, Click **Cancel** button.

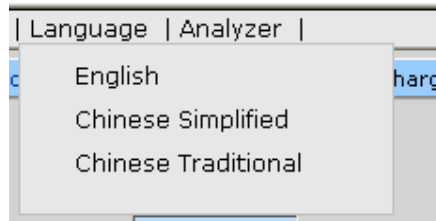
### *Delete*

Steps:

- 1) View the *record* that you want to delete
- 2) To delete an existing *record*, click the **Delete** button.
- 3) Click **Yes** button in the *Pop Up Message* to Confirm Delete, **No** button for Cancel the deletion.



### 3. Language Selector



At Language Selector, multi-languages are supported (English, Traditional and Simplified). You can choose the appropriate language as you like.

### 4. Search Engine



At Search Engine, you can select a specific Field from the Pull Down menu and type the search criteria to search a list of records.

#### *Search records*

##### **Method 1:**

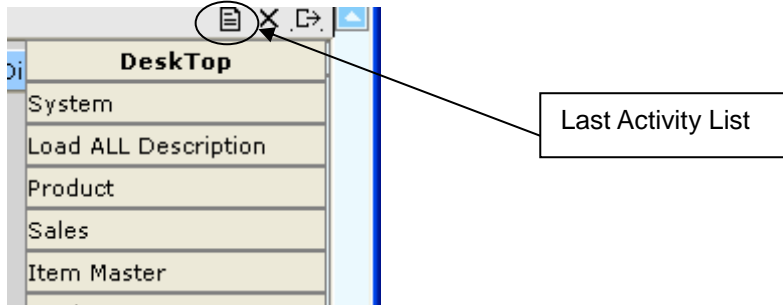
Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

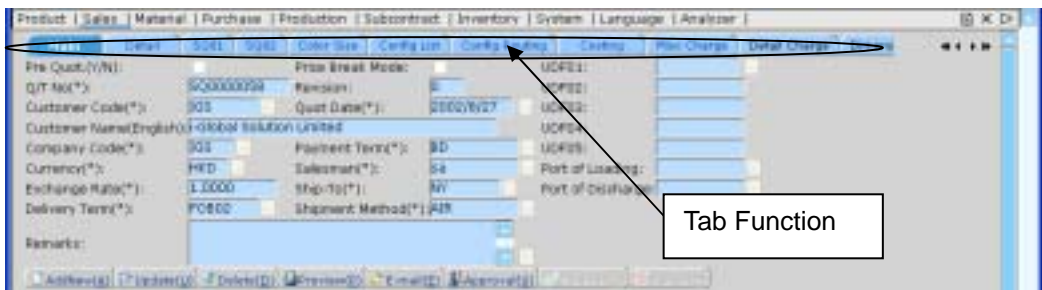
**Method 2:**

Step:

- 1) Click **the first page** button to find the records in the first page of the *Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Table*.

**5. Last Activity List**

Last Activity List shows the screens that you have viewed and edited. It gives a way for you to look back the activities that you have done. Click the Pull Down Menu and view the history.


**6. Tab Function**

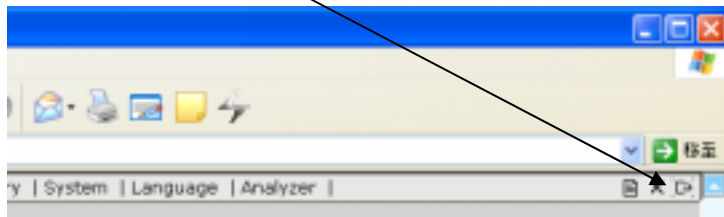
Information is divided under different Tab Functions. You can use Mouse to click the tab function or Press <Tab> buttons and <Enter> on your Keyboard to change the tab functions.

## 1.6 System Logout

When the Application System is finished, user may perform logout system to exit the system.

Steps:

- 1) At Menu Bar, Click  button to logout the system.



## 1.7 Operation Modes of the System

This section highlights the common operation procedures of the System.

### A. Mouse Operation

Users can access the system by simply using the Mouse to select the Function.

### B. Keyboard Operation

#### System Menu Operation

After the Login process users may use the <Alt> key to toggle to the System Menu then press the underlined character key for a Function.

#### Functional Screen Operation

When a System function is selected, a Functional Screen will be displayed which allows the user to perform specific application functions. Users can use <Alt- character key in ( )> to access the command Button. Click the Command Button “AddNew(A)” (or press <Alt-A>) to return the System into the Add Mode.

#### Examples:


Functions	Keys
AddNew( <u>A</u> )	<Alt-A>
Update( <u>U</u> )	<Alt-U>
Delete( <u>D</u> )	<Alt-D>
Confirm( <u>C</u> )	<Alt-C>
Cancel( <u>N</u> )	<Alt-N>

## 2 Master File Setup

### 2.1 Item Master

#### *Update an Item Number*

Steps:

- 1) In **Master File**, click **Item Master**.
- 2) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose → click **Update** button.
- 3) Update the **Mfg L/T**, **ABC Analysis Code**, **Min. Stock Qty**, **Max. Stock Qty**, **Opening Free Stock**, **Planner Code**, **W/O Type**, **PMC L/T** and **Supply Tolerance Code**.
- 4) Click **Confirm** button to confirm the input.

## 2.2 Supply Tolerance Master

The screenshot shows a web-based application window titled "i-Global Solutions Limited - m - Production - Microsoft Internet Explorer". The browser's address bar shows "http://localhost:8080/production/". The application has a menu bar with "Home", "Product", "Sales", "Material", "Purchase", and "Production". Below the menu, the "Production" tab is selected, and the "Supply Tolerance Master" form is displayed. The form has a "New:" button at the top left. It contains several input fields: "Supply Tolerance Code(\*)", "Day Delay", "Day Expedite", "User ID", "Entry Date", and "Entry Time". The "Entry Date" field is populated with "2008/1/8" and the "Entry Time" field is populated with "17:47:34". Below these fields are "Confirm(C)" and "Cancel(N)" buttons. At the bottom of the form, there is a table with a header row: "Supply Tolerance Code", "Day Delay", "Day Expedite", "Entry Date", and "Entry Time".

### *Create a new Supply Tolerance*

Steps:

- 1) In **Master File**, click **Supply Tolerance Master**.
- 2) Click **AddNew** button.
- 3) Type **Supply Tolerance Code**, **Day Delay** and **Day Expedite**.
- 4) Click **Confirm** button to confirm the input.

## 2.3 Purchase Type Master



### *Create a new Purchase Type*

Steps:

- 1) In **Master File**, click **Purchase Type Master**
- 2) Click **AddNew** button.
- 3) Type **Purchase Type** and **Description** → click **Confirm** button.

## 2.4 W/O Type Master

The screenshot shows a web browser window titled "iGlobal Solutions Limited - m - Production - Microsoft Internet Explorer". The browser's address bar shows "http://localhost:8080/production/". The page has a menu bar with "Home", "Add New", "Edit", "Delete", "Tools", and "Help". Below the menu is a navigation bar with "Product", "Sales", "Material", "Production", and "Sub". The main content area is titled "Production - W/O Type Master". It contains a form with the following fields: "W/O Type Code (\*)", "Description (\*)", "User ID", "Entry Date", and "Entry Time". The "Entry Date" field is set to "2004/1/8" and the "Entry Time" field is set to "21:55:37". There are "Confirm" and "Cancel" buttons. Below the form is a table with the following columns: "W/O Type Code", "Description", "Entry Date", "Entry Time", and "User ID".

### *Create a new W/O Type*

Steps:

- 1) In **Master File**, click **W/O Type Master**
- 2) Click **AddNew** button.
- 3) Type **W/O Type Code** and **Description** → click **Confirm** button.



## 2.5 Work Centre Master

The screenshot shows a web browser window titled "iGlobal Solutions Limited - Production - Microsoft Internet Explorer". The browser's address bar shows a URL. The page has a menu bar with options: 檔案 (File), 編輯 (Edit), 檢視 (View), 功能表 (Menu), 工具 (Tools), and 幫助 (Help). Below the menu bar is a navigation bar with icons and labels for various modules: 工廠 (Factory), Product, Sales, Material, Purchase, Production, and Subcontract. The main content area is titled "Production - Work Centre Master". It contains a form with the following fields and values:

Name	
Work Centre(*)	1-10-101
Description(*)	1 鋼板沖床
Address	3區
Capacity Unit	HRS
Default Daily Capacity	20.0000
Centre Type	AA
Shift A Group	A-GROUP
Shift B Group	B-GROUP
Shift C Group	
Free Time	0
Standard Time1	0
Standard Time3	0
Shift A Count	0
Shift B Count	0
Shift C Count	0
Free Time	0
Standard Time2	0
Standard Time4	0

At the bottom of the form, there is a "Remark" field and three buttons: "AddNew()", "Update()", and "Delete()".

### *Create a new Work Centre*

Steps:

- 1) In **Master File**, click **Work Centre Master**.
- 2) Click **AddNew** button.
- 3) Type **Work Centre**, **Description**, **Address**, **Capacity Unit** and **Daily Capacity**.
- 4) Optionally, input other information.
- 5) Click **Confirm** button.

## 2.6 Remark Master

The screenshot shows a web browser window titled "Global Solutions Limited - Production - Microsoft Internet Explorer". The browser's address bar shows "http://localhost:8080/Production/RemarkMaster.jsp". The page has a menu bar with "Home", "Product", "Sales", "Material", "Purchase", and "Production". Below the menu is a sub-header "Production - Remark Master". The main form area is titled "Main" and contains the following fields and controls:

- Remark Code(\*)**: A text box containing "COLOR01".
- Remark Name(\*)**: A text box containing "Color Box Description".
- Remark**: A multi-line text area containing:
  - 顏色 :
  - 顏色 :
  - 顏色 :
  - 顏色 :
- User ID**: A text box containing "sa".
- Entry Date**: A date picker showing "2003/1/11".
- Entry Time**: A text box showing "11:59:22".
- Buttons**: "AddNew(A)", "Update(U)", "Delete(D)", "Confirm(C)", and "Cancel(C)".

### *Create a Remark Master*

Steps:

- 1) In **Master File**, click **Remark Master**
- 2) Click **AddNew** button.
- 3) Type the **Remark Code** , **Remark Name**, and **Remark** Content.
- 4) Click **Confirm** button to confirm the input.

## 2.7 Product Item-Category Define

**Production - Product Item-Category Define**

**Main**

Category Code(\*): A  
 Description(\*): Assembly - Battery Isolator 電池片  
 Item Des. Field B1: ABC  
 Item Des. Field C1: ABC  
 User ID: SA  
 Entry Date: 2000/11/9  
 Entry Time: 17:08:17

[Confirm] [Cancel]

Category Code: A I=True O=False  
 Description: Assembly - Battery Isolator 電池片

Category Code	Description	Item Des. Field B1	Item Des. Field C1
Ask-AA	Assembly - Battery Isolator 電池片		
Ask-AB	Assembly - Washer 介子		
Ask-AC	Assembly - Plastic Tube/Box		
Ask-AD	Assembly - Plastic film 膠片		
Ask-AE	Assembly - Microchip 晶片		

### Define Product Item-Category Field

Steps:

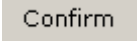
- 1) In **Master File**, click **Product Item-Category Define**.
- 2) **Pick** a *Category Code* from the browser
- 3) Click **Update** button.
- 4) Select **Item Des. Fields**.
- 5) Click **Confirm** button to confirm the input.

## 2.8 Item-Category Define

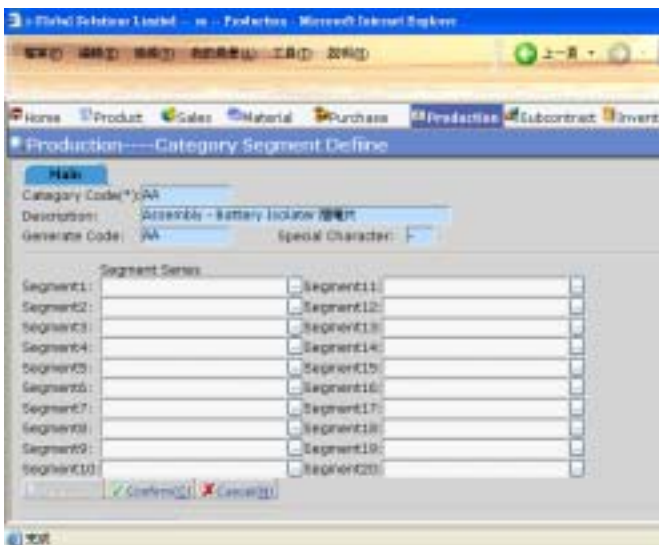
The screenshot shows a software window titled "Production---Item-Category Define". It features a menu bar with options: Home, Product, Sales, Material, Purchase, Production, Subcontract, and Inventory. Below the menu bar, there is a "Main" tab with several input fields: "Item No.\*", "Description", "UOM", "Category Code\*", and "Quantity Per.\*". The "Quantity Per.\*" field is currently set to "0.000000". There are "Confirm" and "Cancel" buttons. Below these fields, there are two dropdown menus for "Item No." and "Category Code", and a checkbox labeled "In True In False". At the bottom of the window, there is a table with columns "Item No.", "Category Code", and "Quantity Per.".

### *Define Item-Category Field*

Steps:

- 1) In **Master File**, click **Item-Category Define**.
- 2) Select an **Item No.**
- 3) Select **Category Code** of the Item.
- 4) Input **Quantity Per.**
- 5) Click  button to confirm the input.

## 2.9 Category Segment Define



### Define Category Segment

Steps:

- 1) In **Master File**, click **Category Segment Define**.
- 2) **Pick** a *Category Code* from the browser.
- 3) Select the *Segment Series* of each Segment.
- 4) Click **Confirm** button to confirm the input.

## 3 Master Production Schedule

### 3.1 Work Centre Master

#### *Create a new Work Centre*

Steps:

- 1) In **Master Production Schedule**, click **Work Centre Master**.
- 2) Click **AddNew** button.
- 3) Type **Work Centre**, **Description**, **Address**, **Capacity Unit** and **Daily Capacity**.
- 4) Optionally, input other information.
- 5) Click **Confirm** button.

## 3.2 Resource Master

**Production—Resource Master**

**Main**

Resource Code(\*): R000001  
 Resource Name(\*): R000001  
 Resource Type: Machine  
 Daily Capacity: 100.0000  
 Idle Time: 0.000  
 Prepare Time: 0.000  
 Prepare Time: 0.000  
 User ID: ss  
 Entry Time: 20:05:53  
 Capacity Unit: 1  
 Setup Time: 0.000  
 Prepare Time: 0.000  
 Prepare Time: 0.000  
 Entry Date: 2003/2/14

[AddNew] [Update] [Delete]

Resource Code: % I=True D=False  
 Resource Name: %

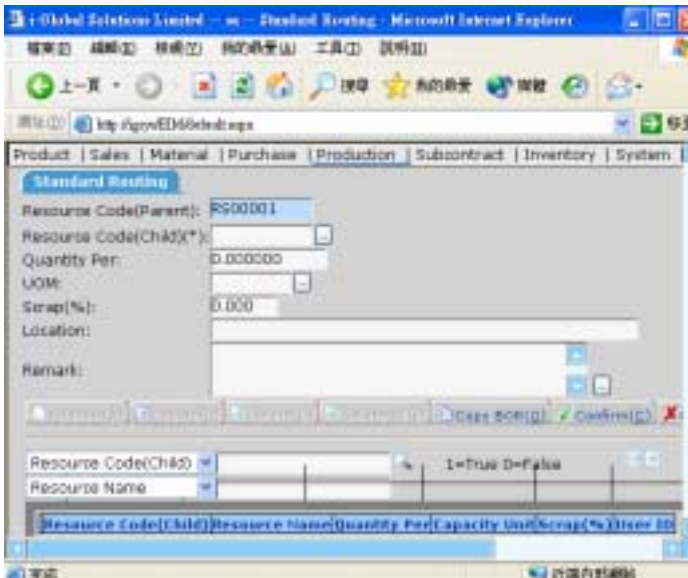
Resource Code	Resource Name	Resource Type	Daily Capacity	Idle Time	Setup Time	Prepare Time
R000001	R000001	Machine	100	0	0	0

### Create a new Resource Code

Steps:

- 1) In **Master Production Schedule**, click **Resource Master**.
- 2) Click **AddNew** button.
- 3) Type **Resource Code**, and **Resource Name**.
- 4) Select **Resource Type**; Input other necessary data.
- 5) Click **Confirm** button to confirm the input.

### 3.3 Standard Routing



#### Create a new Standard Routing

Steps:

- 1) In **Master Production Schedule**, click **Standard Routing**.
- 2) Select **Resource Code**→ Press **Read** button.
- 3) Click **AddNew** button.
- 4) Type **Resource Code(Child)**, and **Quantity Per**, **UOM**, **Scrap %** , **Location** and **Remark**.
- 5) Click **Confirm** button to confirm the input.



### 3.4 Production Routing

The screenshot shows a web-based application window titled "i-Riskel Software Limited - Production - Microsoft Internet Explorer". The application has a menu bar with options like "Home", "Production", "Sales", "Material", "Purchase", "Production", and "Subcontract". The "Production" menu is active, showing a sub-menu with "Production Routing". The "Production Routing" form is displayed, containing the following fields and values:

Field	Value
Assembly No. (*)	BLWPGY0040268200
Routing Code (*)	
Description	27x28 148 克厚王色面纸 色面纸
Sequence (*)	
Work Centre (*)	
Item No. (*)	
Default Daily Capacity (Per Day) (*)	1.0000
Quantity Per (*)	1.000000
Routing QTY	1.00
Routing Time	1.00

At the bottom of the form, there are two buttons: "AddNew" and "Confirm". Below the form, there are two dropdown menus: "Assembly No" and "Routing Code".

#### *Create a new Production Routing*

Steps:

- 1) In **Master Production Schedule**, click **Production Routing**.
- 2) Click **AddNew** button.
- 3) Select **Assembly No**, and **Routing Code**
- 4) Type the **Sequence**, **Work Centre**, **Item No.**, **Daily Capacity**, **Quantity Per**, **Routing QTY**, and **Routing Time**.
- 5) Click **Confirm** button to confirm the input.

### 3.5 Master Production Schedule

The screenshot shows a software window titled 'Master Production Schedule'. It contains a table with the following columns: 'Product Code', 'Product Name', 'Start Date', 'Request Date', and a Gantt chart area. The table lists several products with their respective start and request dates. The Gantt chart area shows horizontal bars representing the duration of each product's schedule.

Product Code	Product Name	Start Date	Request Date	Gantt Chart
000001	Product A	2008/1/1	2008/1/1	
000002	Product B	2008/1/1	2008/1/1	
000003	Product C	2008/1/1	2008/1/1	
000004	Product D	2008/1/1	2008/1/1	
000005	Product E	2008/1/1	2008/1/1	
000006	Product F	2008/1/1	2008/1/1	
000007	Product G	2008/1/1	2008/1/1	
000008	Product H	2008/1/1	2008/1/1	
000009	Product I	2008/1/1	2008/1/1	
000010	Product J	2008/1/1	2008/1/1	

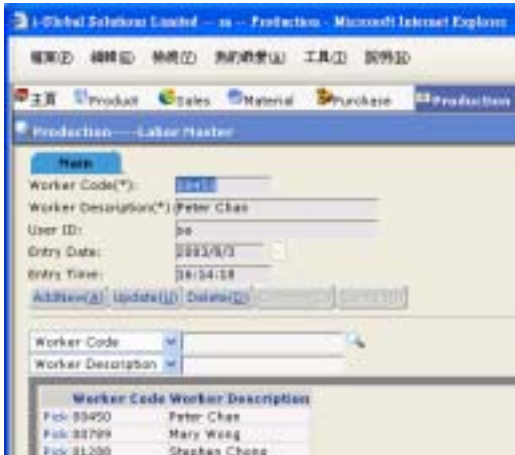
#### *View the Master Production Schedule*

Steps:

- 1) In **Master Production Schedule**, click **Master Production Schedule**.
- 2) Select **Start Date** and **Request Date**. (To show the schedule in daily format, tick the box **"Show Days"**).
- 3) Select other criteria.
- 4) Click **Process** button.
- 5) A schedule is shown.



## 4.2 Labor Master



### *Create a Worker Master*

Steps:

- 1) In **Capacity Requirement Planning**, click **Labor Master**
- 2) Click **AddNew** button.
- 3) Type the **Worker Code** and **Worker Description**.
- 4) Click **Confirm** button to confirm the input.

### 4.3 Capacity Time Table

The screenshot shows a web browser window titled "Production - Capacity Time Table". The form has the following fields and values:

Field	Value
Category Code(*)	0121
Work Centre(*)	CTR1
Line(*)	0
Type	Other
Week	Monday
Start Date	2002/12/1
End Date	2003/2/1
Capacity(*)	20,000
User ID	sa
Entry Date	2004/1/12
Entry Time	10:30:12

Buttons at the bottom: AddNew, Update, Delete, Confirm.

#### *Create a Capacity Time Table*

Steps:

- 1) In **Capacity Requirement Planning**, click **Capacity Time Table**.
- 2) Click **AddNew** button.
- 3) Input **Category Code**, **Work Centre**
- 4) Type the **Unit Capacity** and **Other Item**.
- 5) Select the **Type** and **Week** from the Pull Down Menu.
- 6) Enter the **Start Date**, **End Date** and **Capacity**
- 7) Click **Confirm** button to confirm the input.

## 4.4 Work Centre Capacity

Production - Work Centre Capacity

Run Generate Capacity Generate Loading

Work Centre(\*): 1-MACH02  
Default Daily Capacity: 20,0000  
Capacity Unit: PCS  
Req.Date(\*): 2003/5/1  
Capacity(\*): 10

Confirm Cancel

Work Centre  
Req.Date

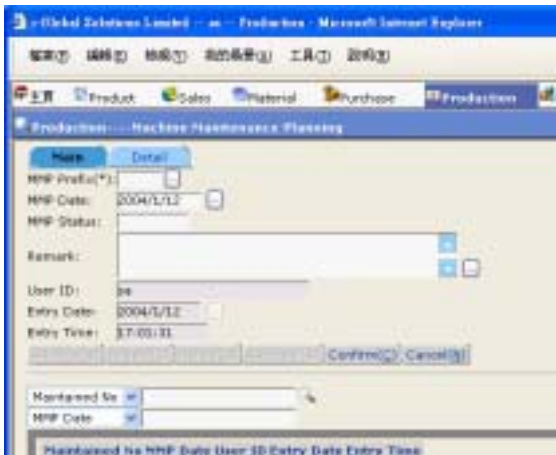
Work Centre	Req.Date	Capacity	Loading
Pick 1-MACH02	2003/5/1	8	8
Pick 1-MACH03	2003/5/2	10	8
Pick 1-MACH01	2003/5/3	10	8

### *Create a new Work Centre Capacity*

Steps:

- 1) In **Capacity Requirement Planning**, click **Work Centre Capacity**.
- 2) Click **AddNew** button.
- 3) Select **Work Centre**
- 4) Type the **Request Date** and **Capacity**
- 5) Click **Confirm** button.



## 4.5 Machine Maintenance Planning



### a) Main Tab

#### Create a new Machine Maintenance Planning

Steps:

- 1) In **Capacity Requirement Planning**, click **Machine Maintenance Planning**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **MMP Prefix** field → double click the **MMP Prefix** you want to choose. (Note: To setup MMP Prefix, please go to *Number Prefix* → *MMP Prefix*.)
- 4) Select **MMP Date** and input **MMP Status**.
- 5) Optionally, click the **Pop Up** button  from the **Remark** field → double click the **Remark** format you want to choose, and add required data.
- 6) Click **Confirm** button.

## 4.6 Item Output Unit



The screenshot shows a web browser window titled "Global Solutions Limited - Production - Microsoft Internet Explorer". The address bar shows "http://www.global-solutions.com/Production/ItemOutputUnit.aspx". The page has a navigation bar with links: 主頁, Product, Sales, Material, Purchase, and Production. Below the navigation bar is a section titled "Production - Item Output Unit". Inside this section is a "Main" area with the following fields and buttons:

- Customer Product No.: [text box]
- Item No. (\*): [text box with value "G708N3/2391R-6.5CL"]
- Work Centre (\*): [text box with value "1-MACH13"]
- Unit Capacity (Per HRS) (\*): [text box with value "500.0000"]
- Other Time (\*): [text box]
- User ID: [text box with value "11"]
- Entry Date: [text box with value "2003/5/3"]
- Entry Time: [text box with value "07:48:30"]
- Buttons: [AddNew], [Pop Up], [Confirm], [Cancel]

Below the "Main" area is a section titled "Item No." with a dropdown menu and a text box.

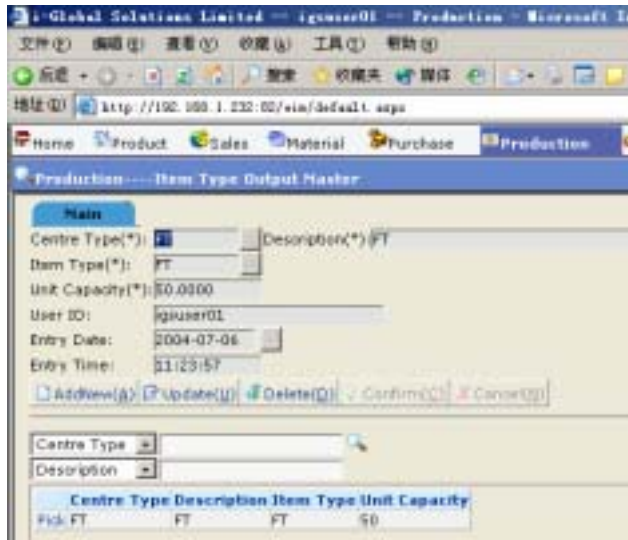
### Create a unit Capacity

Steps:

- 1) In **Capacity Requirement Planning**, click **Item Output Unit**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose
- 4) Click the **Pop Up** button  from the **Work Centre.** field → double click the **Work Centre** you want to choose
- 5) Type the **Unit Capacity** (Per HRS) and **Other Time**.
- 6) Click **Confirm** button to confirm the input.





## 4.7 Item Type Output Master



### *Create a new Item Type Output*

Steps:

- 1) In **Master File**, click **Item Type Output** .
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **Centre Type** field → double click the **Centre Type** you want to choose
- 4) Click the **Pop Up** button  from the **Item Type** field → double click the **Item Type** you want to choose.
- 5) Type the **Description** and **Unit Capacity**.
- 6) Click **Confirm** button to confirm the input.



## 4.8 Item To Centre Output

The screenshot shows a web browser window with the address bar displaying 'http://192.168.1.232:82/eim/default.asp'. The page title is 'Production - Item To Centre Type Output Master'. The form includes the following fields and buttons:

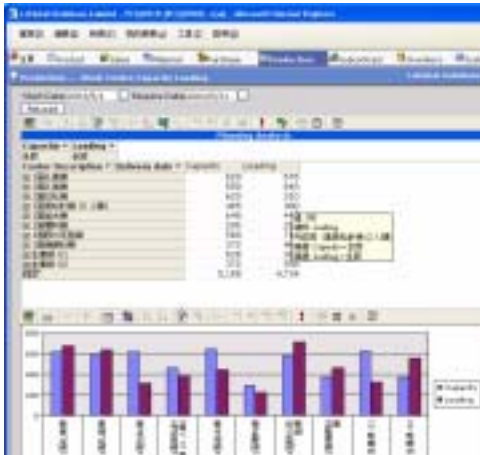
- Item No(\*): 01WFSY3143212382
- Centre Type(\*): FT
- Unit Capacity(\*): 0.0000
- User ID: jgsuser01
- Entry Date: 2004-07-06
- Entry Time: 11:52:42
- Buttons: AddNew(A), Update(U), Delete(D), Confirm(C), Cancel(K)
- Dropdowns: Centre Type, Description

*Create a new Item No.*

Steps:

- 1) In **Master File**, click **Item To Centre Type Output Master**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose
- 4) Click the **Pop Up** button  from the **Centre Type** field → double click the **Centre Type** you want to choose.
- 5) Type the **Description** and **Unit Capacity**.
- 6) Click **Confirm** button to confirm the input

## 4.9 Work Centre Capacity Loading



### *View the Work Centre Capacity*

Steps:

- 1) In **Capacity Requirement Planning**, click **Work Centre Capacity Loading**.
- 2) Select **Start Date** and **Require Date**.
- 3) Click **Reload** button.
- 4) A planning analysis is shown.

## 4.10 Process Type Master

The screenshot shows a web browser window with the URL 'http://100.1.100.100/defect1.aspx'. The page title is 'Production Management Module - Process Type Master'. The form contains the following fields:



- Process Type(\*): SUB-PRC
- To Process: A001
- Process Name(\*):
- To Process Name: Dressing & Bleaching
- Print Title:
- Company:
- User ID: 00
- Reserve(Y/N):
- Description(Chinese):
- Entry Date: 2008-08-07
- Entry Time: 08:36:50
- Buttons: Add, Edit, Delete, Cancel

Below the form is a table with the following data:

Process Type	Process Description	To Process	Print Title	Reserve (Y/N)	Company
Sub-PRC		A001	N		
Sub-TEST01		A001	N		

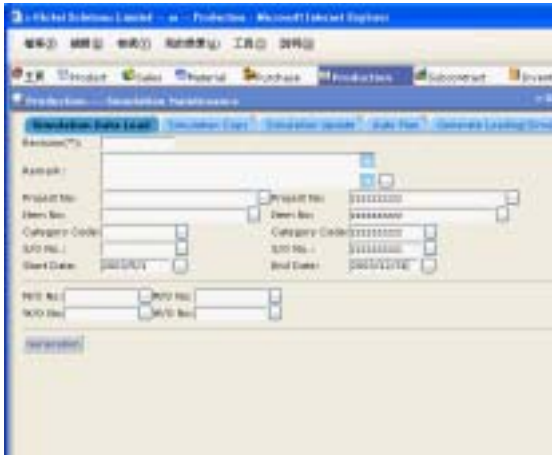
### Create a new Process Type

Steps:

- 1) In **Master File** , click **Process Type Master**.
- 2) Type the **Process Type** and **Process Name**
- 3) Click the **Pop Up** button  from the **To Process** field → double click the **Process** you want to choose
- 4) Click the **Pop Up** button  from the **To Process Name** field → double click the **To Process Name** you want to choose.
- 5) Type other information you need .

## 5 Simulation Planning

### 5.1 Simulation Maintenance



#### *Generate a Simulation Work Centre capacity*

Steps:

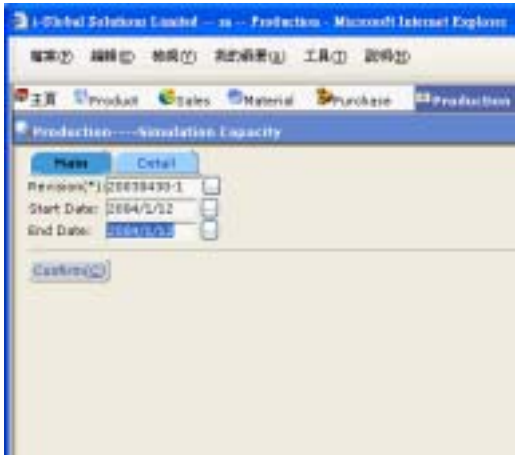
- 1) In **Simulation Planning**, click **Simulation Maintenance**.
- 2) Type the **Revision**, and other criteria.
- 3) Select the **M/O No** (From /To), and **W/O No**. (From/To)
- 4) Click **Generation** button.

#### *Update the Simulation Work Centre Capacity*

Steps:

- 1) In **Master File**, click **Simulation Work Centre Capacity**.
- 2) Go to **Simulation Update Tab**.
- 3) Select the **Revision**.--> Press **Read** button.
- 4) Click **Update** button and Amend the data.
- 5) Click **Confirm** button to confirm the input.

## 5.2 Simulation Capacity



### *Main Tab*

Steps:

- 1) In **Simulation Planning**, click **Simulation Capacity**.
- 2) Type the **Revision**, **Start Date** and **End Date**.
- 3) Go to **Detail** Tab.
- 4) Input the **Work Center**, **Request Date**, and **Capacity**.
- 5) Click **Confirm** button.

### 5.3 Work Centre Capacity Loading



#### *View the Work Centre Capacity*

Steps:

- 1) In **Capacity Requirement Planning**, click **Work Centre Capacity Loading**.
- 2) Select **Start Date** and **Require Date**.
- 3) Click **Reload** button.
- 4) A planning analysis is shown.

## 5.4 Master Production Schedule

产品代码	产品名	产品规格	计划数量	开始日期	请求日期
1000001	1000001	1000001	1000	2010/1/1	2010/1/1
1000002	1000002	1000002	1000	2010/1/1	2010/1/1
1000003	1000003	1000003	1000	2010/1/1	2010/1/1
1000004	1000004	1000004	1000	2010/1/1	2010/1/1
1000005	1000005	1000005	1000	2010/1/1	2010/1/1
1000006	1000006	1000006	1000	2010/1/1	2010/1/1
1000007	1000007	1000007	1000	2010/1/1	2010/1/1
1000008	1000008	1000008	1000	2010/1/1	2010/1/1
1000009	1000009	1000009	1000	2010/1/1	2010/1/1
1000010	1000010	1000010	1000	2010/1/1	2010/1/1

### *View the Master Production Schedule*

Steps:

- 1) In **Simulation Planning**, click **Master Production Schedule**.
- 2) Select **Start Date** and **Request Date**. (To show the schedule in daily format, tick the box **"Show Days"**).
- 3) Select other criteria.
- 4) Click **Process** button.
- 5) A schedule is shown.



## 6 Purchase Requisition




### 6.1 Purchase Requisition Maintenance





P/R No.	P/R Req Date	P/R Req Qty	Work Centre	Company Code	User ID
Pick-PR0003356	2002/4/29	288	CTR2	IGS	sa
Pick-PR0003357	2002/4/29	188	CTR1	IGS	sa
Pick-PT0000004	2002/1/7	38	C2F-B	IGS	sa

#### a) Master File

##### Create a new Purchase Requisition in Master File

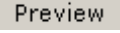
Steps:

- 1) In **Purchase Requisition**, click **P/R Maintenance**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **P/R Prefix** field → double click the **P/R Prefix** you want to choose.
- 4) Click the **Pop Up** button  from the **Company Code** field → double click the **Company Code** you want to choose.
- 5) Click the **Pop Up** button  from the **S/O No** field → double click the **S/O No.** you want to choose.

- 6) Click the **Pop Up** button  from the **S/O Line** field → double click the **S/O Line** you want to choose.
- 7) Click the **Pop Up** button  from the **Assembly No.** field → double click the **Item No.** you want to choose.
- 8) Type the **P/R Req Date**.
- 9) Click the **Pop Up** button  from the **Work Centre** field → double click the **Work Centre** you want to choose.
- 10) Type the **P/R Req Qty.**, **Remarks** if required.
- 11) Click  button.

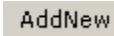


### ***Preview/Print a Purchase Requisition***

Steps:

- 1) To print a *Purchase Requisition*, click the **Pick** button on the left of the **P/R No.** you want to print → click  button to print the *Purchase Requisition*.

***b) Detail File******Add detail information in Purchase Requisition***

Steps:

- 1) In **Purchase Requisition**, click **P/R Maintenance**.
- 2) **Pick** the *P/R No.* that you want to add detail → Click **Detail File**.
- 3) Click  button.
- 4) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 5) Type **Quantity Per**, **P/R Req Qty** and **P/R Req Date**.
- 6) Click  button to confirm the input.

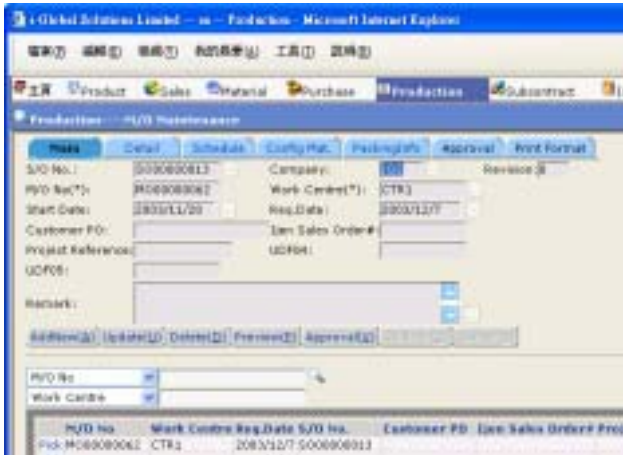
***Generate Items of related Assembly***

Steps:

- 1) In **Purchase Requisition**, click **P/R Maintenance**.
- 2) **Pick** the *P/R No.* that you want to add detail → Click **Detail File**.
- 3) Click **Generate** button.

## 7 Manufacturing Order




### 7.1 M/O (Manufacturing Order) Maintenance



#### a) Master File





##### Create a new Manufacturing Order in Master File

Steps:

- 1) In **Manufacturing Order**, click **M/O Maintenance**.
- 2) Click **AddNew** button.
- 3) If the MO is created from S/O, click the **Pop Up** button  from the **S/O No** field → double click the **S/O No** you want to choose.
- 4) Click the **Pop Up** button  from the **M/O Prefix** field → double click the **M/O Prefix** you want to choose.
- 5) Click the **Pop Up** button  from the **Work Centre** field → double click the **Work Centre** you want to choose.
- 6) Type **Start Date** and **Request Date**.
- 7) Type **Remarks** and other information if required.
- 8) Click **Confirm** button.

***b) Detail Tab******Add detail information in Manufacturing Order***

Steps:

- 1) In **Manufacturing Order**, click **M/O Maintenance**.
- 2) Click the **Pick** button on the left of the **M/O No.** you want to view the detail
- 3) Click **Detail**.
- 4) Click **AddNew** button.
- 5) Click the **Pop Up** button  from the **S/O No.** field →double click the **S/O No.** you want to choose.
- 6) Click the **Pop Up** button  from the **S/O Line** field →double click the **S/O Line** you want to choose.
- 7) Click the **Pop Up** button  from the **Item No.** field →double click the **Item No.** you want to choose.
- 8) Type **Req Qty, Request Date, Start Date**.
- 9) Click the **Pop Up** button  from the **Work Centre** field →double click the **Work Centre** you want to choose.
- 10) Tick **Exposure** if applicable.
- 11) Click **Confirm** button to confirm the input.

***Update detail information in Manufacturing Order***

***(If the MO is generated from SO, you should update the detail information)***

Steps:

- 1) In **Manufacturing Order**, click **M/O Maintenance**.
- 2) Click **Detail Tab**
- 3) To Update an existing *Item No.*, click the **Pick** button on the left of the **M/O No.** you want to update. (or use the search function to search an *Item No.* )
- 4) Click **Update** button and then amend the data.
- 5) Click **Confirm** button to confirm the input.

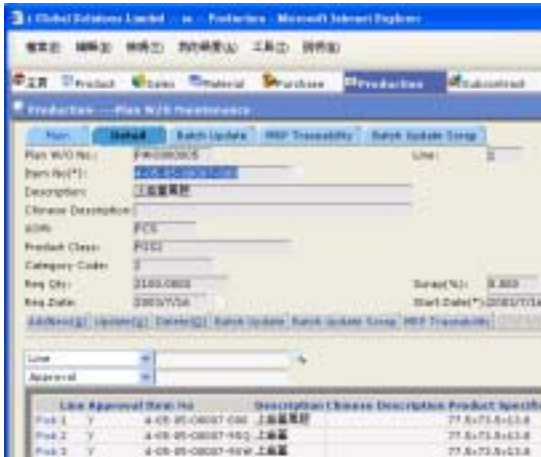
***Print a Manufacturing Order***

Steps:

To print a *Manufacturing Order*, click the **Pick** button on the left of the **M/O No.** you want to print → click **Preview** button to print the *Manufacturing Order*.

## 8 Planned Work Order

### 8.1 Plan W/O Maintenance



*Read the Planned Work Order from the Main Tab*

- 1) In **Planned W/O**, click **Plan W/O Maintenance**.
- 2) In the **Main** Tab, **Pick** the *Planned W/O No.* that you want to update the details.

#### **Detail Tab**

*Update detail information of Plan WO*

Steps:

- 1) In **Detail** Tab, **Pick** the *Item No.* that you want to update the information.
- 2) Click **Update** button to amend the data.
- 3) Click **Confirm** button or press <Alt-C>+<Enter>to confirm the input.

*Batch Update detail information of Plan WO*

Steps:

- 1) In **Detail** Tab, **Pick** the *Item No.* that you want to update the information.
- 2) Click **Batch Update** button in the Control Panel.
- 3) Amend the data.
- 4) Click **Confirm** button or press <Alt-C>+<Enter>to confirm the input.

***Batch Update Scrap detail information of Plan WO***

Steps:

- 1) In **Detail** Tab, **Pick** the *Item No.* that you want to update the information.
- 2) Click **Batch Update Scrap** button in the Control Panel.
- 3) Amend the data.
- 4) Click **Confirm** button or press <Alt-C>+<Enter>to confirm the input.

***MRP Traceability***

Steps:

- 1) In **Detail** Tab, **Pick** the *Item No.* that you want to update the information.
- 2) Click **MRP Traceability** button in the Control Panel.



## 8.2 Plan W/O to W/O



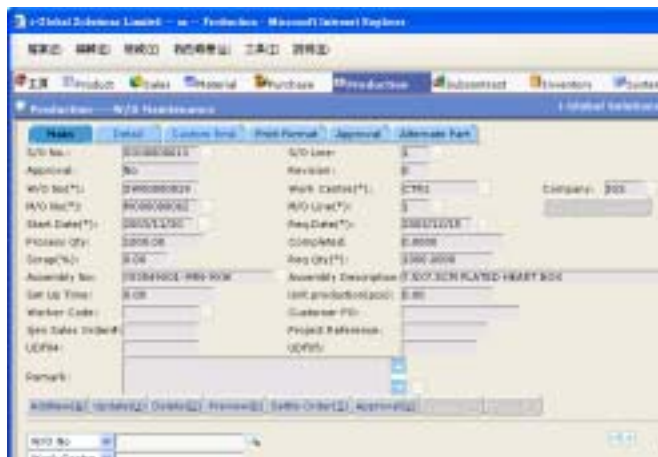
### *Convert Plan Work Order to be real Work Order*

Steps:

- 1) In **Planned W/O**, click **Plan W/O To W/O**.
- 2) Select **Plan W/O No.** that you want to convert to be real Work Order.
- 3) Select the **W/O Prefix** (You may firstly define the W/O Prefix in Number Prefix → W/O Prefix)
- 4) Select the **Work Center** and **Option**.
- 5) Click **Confirm** button or press <Alt-C>+<Enter>to confirm the input.
- 6) Result: Planned Work Order is converted into Work Order. You can go to Work Order Maintenance to view the details.

## 9 Work Order





### 9.1 W/O (Work Order) Maintenance




#### a) Master File

##### Create a new Work Order in Master File

Steps:


- 1) In **Work Order**, click **W/O Maintenance**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **W/O Prefix** field → double click the **Work Order Prefix** you want to choose.
- 4) Click the **Pop Up** button  from the **Work Centre** field → double click the **Work Centre** you want to choose.
- 5) Click the **Pop Up** button  from the **M/O No.** field → double click the **M/O No.** you want to choose.
- 6) Click the **Pop Up** button  from the **Line** field → double click the **Line** you want to choose.
- 7) You can also select **S/O** and **S/O Line** for the Work Order.

- 8) Type the **Start Date**, **Request Date** and **Req Qty**.
- 9) Type **Start Date**.
- 10) Type **Remarks** if required.
- 11) Click  button.

#### ***b) Detail Tab***

##### ***Create detail information in Work Order***

Steps:

- 1) In **Work Order**, click **W/O Maintenance**.
- 2) Click **Detail Tab**.
- 3) In the Grid, select Material No., Input other information as required.
- 4) Click  button to confirm the input.


##### ***Generate Items in Work Order***

Steps:

- 1) To generate all related Items from BOM, click **Spe Gen** button.
- 2) To generate a single level items from standard BOM, click **Nor Gen** button.
- 3) Click **Yes** to confirm.

##### ***Update detail information in Work Order***

Steps:

- 1) In the Grid, select Material No., Input other information as required.
- 2) Click  button to confirm the input.

##### ***Print a Work Order***

Steps:

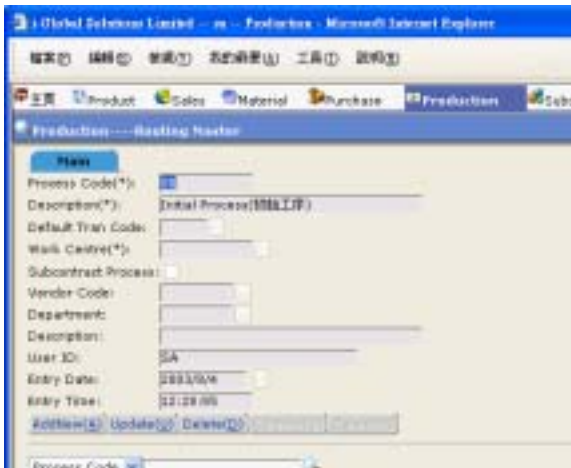
To print a *Work Order*, click the **Pick** button on the left of the **W/O No.** you want to print → click **Preview** button to print the *Work Order*.

.

## 10 Work-In-Progress

### 10.1 Routing Master

To set the routing of work in progress, you must firstly define the all routings involved in the production in Routing Master.



#### *Create a new Process Code*

Steps:

- 1) In **Work In Progress**, click **Routing Master**
- 2) Click **AddNew** button.
- 3) Type **Process Code** and **Description**
- 4) Optionally, select **Default Tran Code** of the routing.
- 5) Select **Work Center** for Capacity Requirement Planning.
- 6) If the Process Code is a subcontract process, tick the box "**Subcontract Process**".
- 7) Input other information as required.
- 8) Click **Confirm** button.

## 10.2 Routing Cost

The screenshot shows a web browser window titled 'Global Solutions Limited - Production - Microsoft Internet Explorer'. The browser's address bar shows 'http://localhost:8080/production/'. The page has a menu bar with 'Home', 'Product', 'Sales', 'Material', 'Purchase', and 'Production'. Below the menu is a sub-header 'Production - Routing Cost'. The main content area is titled 'Main' and contains a form with the following fields: 'Process Code(\*)', 'Description(\*)', 'Overhead(per unit)', 'Labour Cost(per unit)', 'Formula Code(\*)', and 'Formula(\*)'. The 'Update' button is highlighted. Below the form is a table with columns 'Process Code' and 'Description'.

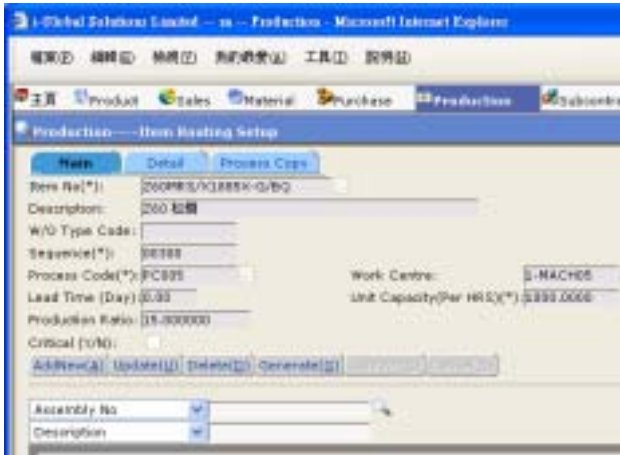
### *Update the Cost of a Routing*

Steps:

- 1) In **Work In Progress**, click **Routing Costing**.
- 2) **Pick** a *Process Code* from the Browser.
- 3) Click **Update** button and then amend the data.
- 4) Click **Confirm** button to save the change.

### 10.3 Item Routing Setup


In the Item Routing Setup, you can define the routings of a finished good. You can also copy similar set of routings from other Items, to reduce the workload of data entry.

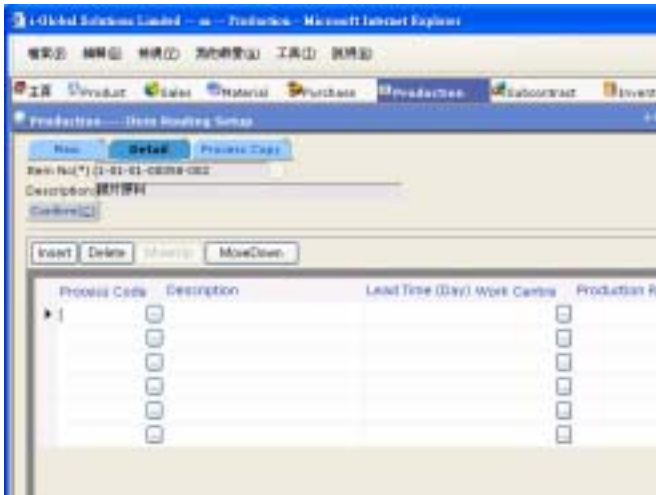


First of all, you need to read an *Item Number* before you create, update or delete a *Process Code* of the selected *Item Number*.

#### Create an Item Routing


Steps:

- 1) In **Work In Progress**, click **Item Routing Setup**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 4) Type the **Sequence**, **Process Code**.
- 5) For CRP purpose, input **Unit Capacity**.
- 6) Optionally, input other information if required.
- 7) Click **Confirm** button to confirm the input.



### Create a set of Item Routing




Steps:

- 1) In **Work In Progress**, click **Item Routing Setup**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 4) To add all related routings at once, click “**Generate**” button to input the routings in **Detail** Tab.
- 5) In the Browser, select required **Process Code** by sequence.
- 6) Input other information of the routings.
- 7) You can **Insert**, **Delete** the Process that you have added.
- 8) You can also point to the *Process Code* and then click **MoveUp** or **MoveDown** buttons to change the sequence of the Process Codes.
- 9) Click **Confirm** button to confirm the input.



### *Copy a set of Routings from other Item*

Steps:

- 1) In **Work In Progress**, click **Item Routing Setup**.
- 2) Go to **Process Copy** Tab.
- 3) Click the **Pop Up** button  from the **From Item** field → double click the *Item No.* you want to choose to copy its Routings.
- 4) Click the **Pop Up** button  from the **To Item** field → double click the *Item No.* you want to choose to copy its Routings.
- 5) Click  button to confirm the input.
- 6) To amend the routing information, go back to **Main** Tab, **Pick** the *Item No.* from the Browser and then go to **Detail** Tab to amend the data.



## 10.4 Item Routing Cost Setup

The screenshot shows a web browser window with the title 'Global Solutions Limited - m - Production - Microsoft Internet Explorer'. The browser's address bar shows 'http://localhost:8080/production/ItemRoutingCostSetup.jsp'. The page has a menu bar with 'Home', 'Production', 'Material', 'Purchase', 'Production', and 'Subcontract'. The main content area is titled 'Production - Item Routing Cost Setup'. It contains a form with the following fields:

- Item No(\*): 000000-0000000000
- Description: PVC Pipe Tree 80
- Sequence(\*): 00100
- Process Code(\*): 00000
- Lead Time (Day): 0.000
- Production Rate: 1.00000
- Labour Cost(per unit): 0.00000
- Overhead(per unit): 0.0000
- Unit Capacity(Per HRS): 180.0000
- PROC\_COST\_UDF01: 0.0000
- PROC\_COST\_UDF02: 0.0000
- PROC\_COST\_UDF03: 0.0000
- PROC\_COST\_UDF04: 0.0000
- PROC\_COST\_UDF05: 0.0000
- PROC\_COST\_UDF06: 0.0000
- PROC\_COST\_UDF07: 0.0000
- PROC\_COST\_UDF08: 0.0000

At the bottom of the form, there are buttons for 'Add New', 'Update', and 'Delete'. The 'Update' button is highlighted in blue.

First of all, you need to read a *Assembly Number* before you update a *Process Code* of the selected *Assembly Number*.

### Update an Item Routing Cost

Steps:

- 1) **Pick a Sequence of a Assembly No. and Process Code.**, click the **Update** button
- 2) Amend the **Unit Capacity(Per HRS)**, **Overhead (per unit)** and **Labour Cost (Per Unit)**
- 3) Click **Confirm** button to confirm the input.


## 10.5 Work Order Routing Setup

In Work Order Routing Setup, you can setup the routings of the Work Order. Work Order Routing will be defined by default routings of the Items included in the work order. To eliminate error data input and speed up data entry process, you can also use the copy function to copy a set of work order routing from another work order with similar routings.

First of all, you need to read a *Work Order No.* before you create, update or delete a *Process* of the selected *Work Order No.*

### Create a new Process



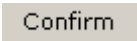
Steps:

- 1) In **Work In Progress**, click **Work Order Routing Setup**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **W/O No.** field → double click the **Work Order No.** you want to choose
- 4) Type **Sequence** and select the **Process Code**.
- 5) Type **Req Quantity** (Request Quantity).
- 6) If you want to generate all default Item Routings of the Assembly, click **Generate** button → Click **Update** button to amend data required.
- 7) Click **Confirm** button to confirm the input.



### *Copy a set of Routings from other Work Order*

Steps:

- 1) In **Work In Progress**, click **Work Order Routing Setup**.
- 2) Go to **Setup Copy Tab**.
- 3) Click the **Pop Up** button  from the **From WO No** field → double click the *Work Order No.* you want to choose to copy its Routings.
- 4) Click the **Pop Up** button  from the **To WO No** field → double click the *Item No.* you want to choose to copy to its Routings.
- 5) Click  button to confirm the input.
- 6) To amend the routing information, go back to **Main Tab**, **Pick** the *Process Code* with related *W/O No*, *Item No* and, *Sequence* from the Browser and then go to **Detail Tab** to amend the data.
- 7) Click **OK** to confirm the process.

## 10.6 Work Order Routing Cost Setup

Production - Work Order Routing Cost Setup

Main

W/O No(\*): SW0388607

Item No.: 266MK5/XL88EX-G/BQ

Sequence: 00100

Process Code: PC003

Overhead(per unit): 0.00000

Labour Cost(per unit) 0.00000

Update(U)

W/O No

Sequence

W/O No Sequence Process Code Overhead(per unit)

### *Update a Work Order Routing Cost*

Steps:



- 1) **Pick** a *Sequence of a Assembly No. and Process Code.*, click the **Update** button
- 2) Amend the **Overhead (per unit)** and **Labour Cost (Per Unit)** →click **Confirm** button to confirm the input.

## 10.7 WIP Transaction

You must firstly read the Work Order No. and related Sequence of the Process Code, defining the Production Date that the WIP transaction finished.

### *Work-In-Progress Transaction*

Steps:

- 1) In **Work In Progress**, click **WIP Transaction**
- 2) Click the **Pop Up** button  from the **W/O No.** field → double click the **W/O No.** you want to choose.
- 3) Click the **Pop Up** button  from the **Sequence** field → double click the **Sequence** you want to choose.
- 4) Type **Production Date** → click **Read** button.
- 5) If this is the first Process of the Work Order, *From Sequence* will be blank.
- 6) If you want to skip some routing records, amend the **To Sequence** to the Sequence that you want to input directly.
- 7) Input the quantity finished in **Input QTY**.
- 8) Input other information required.
- 9) Click **Confirm** button to confirm the input.

## **11 Enquiry**

Enquiry can help to retrieve data on screen instantly according to various criteria.

### **11.1 Item Master Enquiry**

### **11.2 Category Master Enquiry**

### **11.3 S/O Transaction Enquiry**

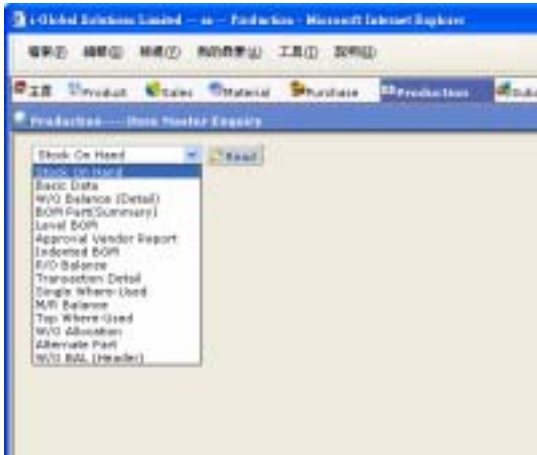
### **11.4 M/O Transaction Enquiry**

### **11.5 W/O Transaction Enquiry**


### **11.6 M/R Transaction Enquiry**

### **11.7 Warehouse Transaction Enquiry**

### **11.8 Inventory Transaction Code Enquiry**

**Example: Item Master Enquiry**

Steps:

- 1) In **Enquiry**, click **Item Master Enquiry**.
- 2) Select the Enquiry that you want to search from the *Pull Down Menu*.
- 3) Click **Read** button.
- 4) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 5) Input **From/To Warehouse** and/or **From/To Transaction Date**.
- 6) Click **Search** button.

## 12 Report

All the reports in the Production Management Module can be:

1. Enquired
2. Retrieved
3. Previewed
4. Text Searched
5. Printed/Faxed/E-mailed
6. Exported

The following are the list of reports in the Production Management Module:


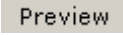
Master File List  
Process Report  
Item Default Process Report  
Item Process Cost Setup Report  
Production Process List  
P/R Report  
MO Status Report  
WO Shortage Report  
WO Materials In/Out Report  
Plan P/O Report  
Production Plan Order  
Plan W/O Report  
W/O F/G Status Report  
W/O BOM VS. ENG BOM Report



WIP Report - By W/O  
WIP Report - By Process  
WIP Value Report  
WIP Report  
M/R Report  
Indented BOR  
Re-Order Report 3  
Work Order Material Scrap Rate Report


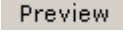
**Examples:****a) Production Process List**

Steps:

- 1) In **Report**, click **Production Process List**.
- 2) Type **From/To Process Code** or click **Pop Up** button  to choose the *Process Code*.
- 3) Click  button to preview and/or print the report.



**b) Purchase Requisition Report**

Steps:

- 1) In **Report**, click **Purchase Requisition Report**.
- 2) Type **From/To Item No., Assembly No., Category, P/R Require Date, Work Centre, S/O No. and/or P/R No.** or click **Pop Up** button  to choose.
- 3) Click  button to preview and/or print the report.


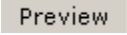
**c) Manufacturing Order Status Report**

Steps:

- 1) In **Report File**, click **Manufacturing Order Status Report**.
- 2) Type **From/To Item No., Category, M/O Date, Work Centre, S/O No.** and/or **M/O No.** or click **Pop Up** button  to choose.
- 3) Click  **Preview** button to preview and/or print the report.


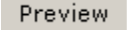
**d) Work Order Shortage Report**

Steps:

- 1) In **Report**, click **Work Order Shortage Report**.
- 2) Type **From/To Item No., Work Order Date, Category, Work Centre and/or Work Order No.** or click **Pop Up** button  to choose.
- 3) Select **Options** from the **Pull Down** menu.
- 4) Click  **Preview** button to preview and/or print the report.


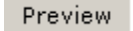
**e) Work Order Materials In/Out Report**

Steps:

- 1) In **Report**, click **Work Order Materials In/Out Report**.
- 2) Type **From/To Assembly No., Category, Work Order Date and/or Work Centre** or click **Pop Up** button  to choose.
- 3) Click  **Preview** button to preview and/or print the report.


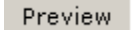
**f) Work Order Finished Goods Status Report**

Steps:

- 1) In **Report**, click **Work Order Finished Goods Status Report**.
- 2) Type **From/To Item No., Category, Work Order Date and/or Work Centre** or click **Pop Up** button  to choose.
- 3) Click  button to preview and/or print the report.



**g) Work Order BOM vs ENG BOM Report**

Steps:

- 1) In **Report**, click **Work Order BOM vs ENG BOM Report**.
- 2) Type **From/To Work Order No.** or click **Pop Up** button  to choose.
- 3) Click  button to preview and/or print the report.


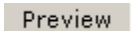
**h) Work-In-Progress Report – By Work Order**

Steps:

- 1) In **Report**, click **Work-In-Progress – By Work Order**.
- 2) Type **From/To Work Order No.** or click **Pop Up** button  to choose.
- 3) Click  button to preview and/or print the report.



**i) Work-In-Progress Report – By Process**

Steps:

- 1) In **Report**, click **Work-In-Progress – By Process**.
- 2) Type **From/To Process No.** or click **Pop Up** button  to choose.
- 3) Click  button to preview and/or print the report.

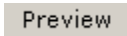
**j) Work-In-Progress Value Report**

Steps:

- 1) In **Report**, click **WIP Value Report**.
- 2) Type **From/To Work Order No.** or click **Pop Up** button  to choose.
- 3) Click  button to preview and/or print the report.



**k) Plan Work Order Report**

Steps:

- 1) In **Report**, click **Plan Work Order Report**.
- 2) Click  button to preview and/or print the report.

**l) Materials Requisition Report**

Steps:

- 1) In **Report**, click **Material Requisition Report**.
- 2) Type **From/To Item No., Category, Material Requisition Date, Work Centre and/or Material Requisition No.** or click **Pop Up** button  to choose.
- 3) Select **Options** from the **Pull Down** menu.
- 4) Click  button to preview and/or print the report.

## 13 Number Prefix

For generating P/R, M/O, W/O numbers, prefix may be needed to separate the types of different orders, eg. specifying different companies' orders, with sequential numbers, to maintain that order numbers will not be duplicated. In Number Prefix, user can set prefix for P/R, M/O, and W/O.

### Example: Purchase Requisition Prefix

#### *Create a new P/R Prefix*

Steps:

- 1) In **Number Prefix**, click **P/R Prefix**.
- 2) Click **AddNew** button.
- 3) Type **P/R Prefix**, **Prefix Description** and **Initial No.**
- 4) If the Prefix is shown as default one, tick **Default Prefix**.
- 5) Click **Confirm** button to confirm the input.

#### *Update a P/R Prefix*

Steps:

- 1) To Update an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to update. (or use the search function to search a *Prefix* )
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

#### *Delete a P/R Prefix*

Steps:

- 1) To delete an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to delete. (or use the search function to search a *Prefix* )
- 2) Click **OK** button to confirm the process.

**Preview Prefix List****Example: Preview Manufacturing Order Prefix List**

Steps:

- 1) In **Number Prefix**, click **M/O Prefix List**.
- 2) Enter **From/To M/O Prefix**.
- 3) Click  button.