i **-Global System**

Production Management Module User Manual

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***i*-**Global System

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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:

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

Icon Function

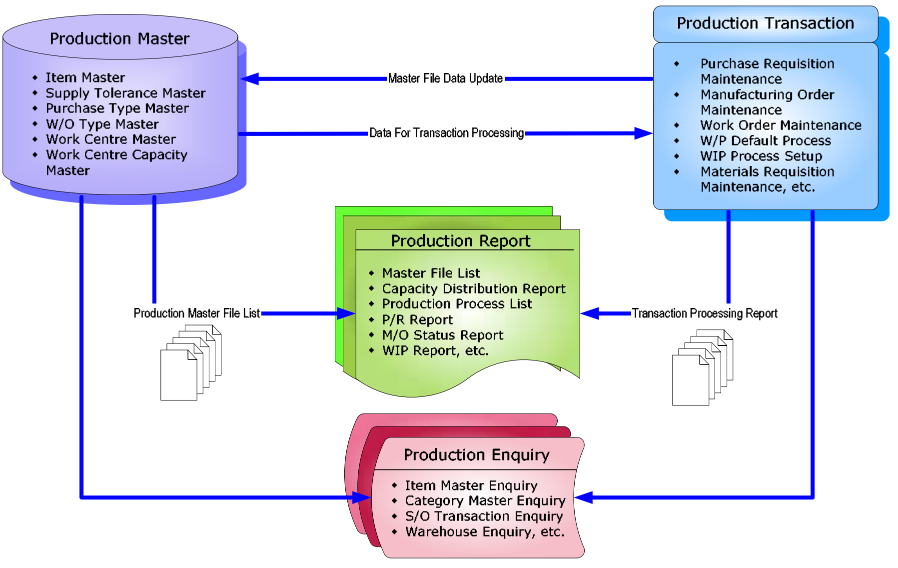
Icon Name	Symbol	Function
Active Task		To show all active tasks opened in the system, current task is always on the top.
Add New	AddNew	To add a new entry.
Approval	Approval	To approve a transaction process.
Cancel		To end current process.
Cancel	Cancel	To cancel an entry.
Confirm	Confirm	To confirm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

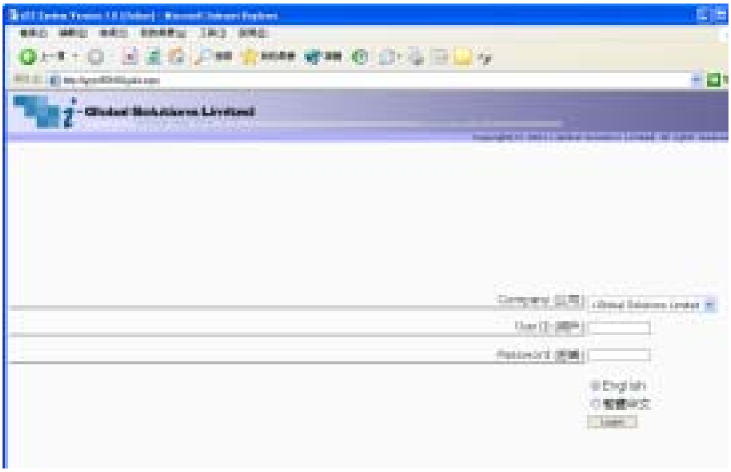
Work In Progress (WIP) monitoring is an optional function in the system. If required, user may create WIP check point(s) to monitor the production progress as desired.

1.3 Terminology

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

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

1.4 System Login

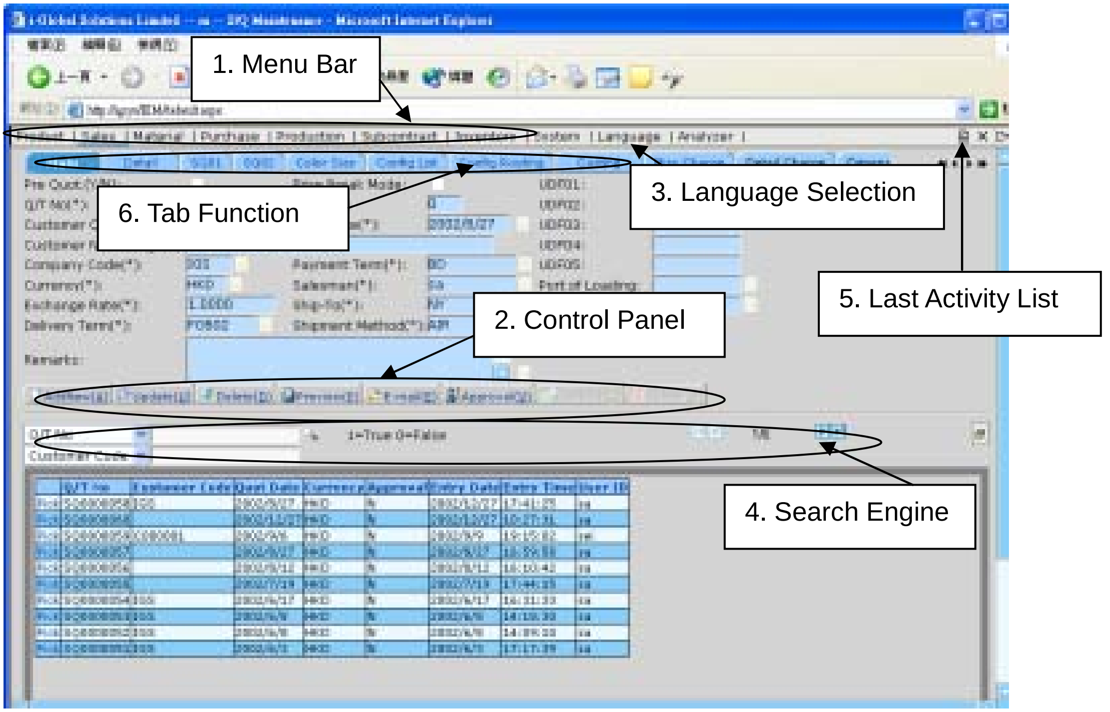


Steps:

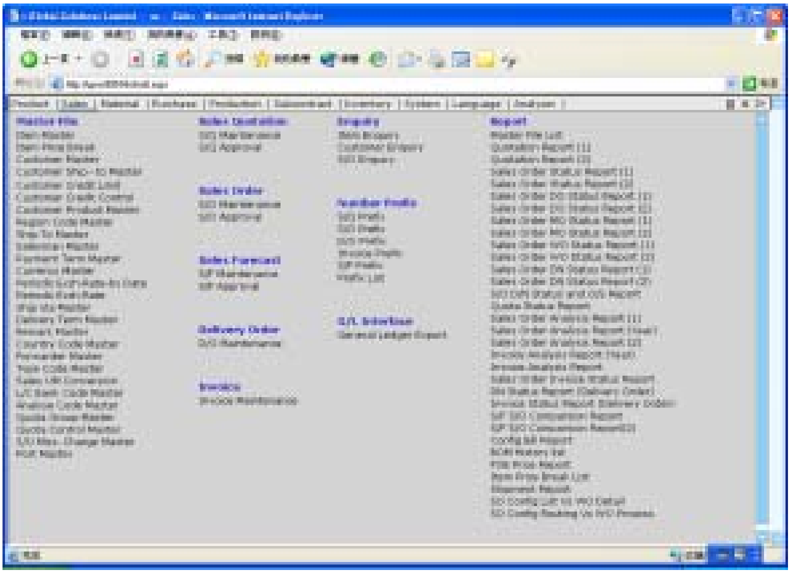
1) Double click the System icon from the folder.
2) After the Login Screen is displayed, input your **User ID** and **Password**
3) Press **<Enter>**

1.5 Workspace Components

Eg. Screen of Sales Quotation



1. Menu Bar



At Menu Bar, you can choose different functions by clicking the Function Name and then choose the screen that you want, or;

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:

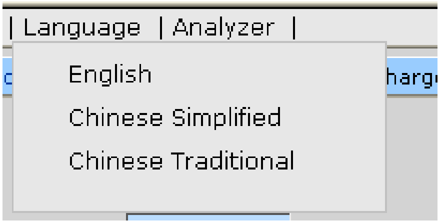
1) View/pick the *record* that you want to update
2) To Update an existing *record*, click the **Update** button→ Update the fields you want→ Click **Confirm** button.
3) To Cancel the changes, Click **Cancel** button.

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*i*-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:

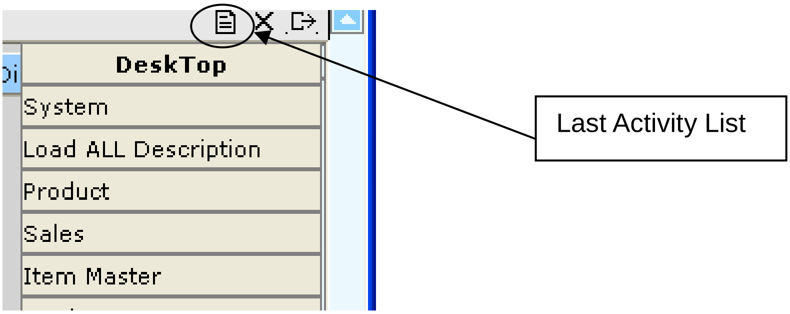
1) Click **the first page** button to find the records in the first page of the *Table*; or

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*

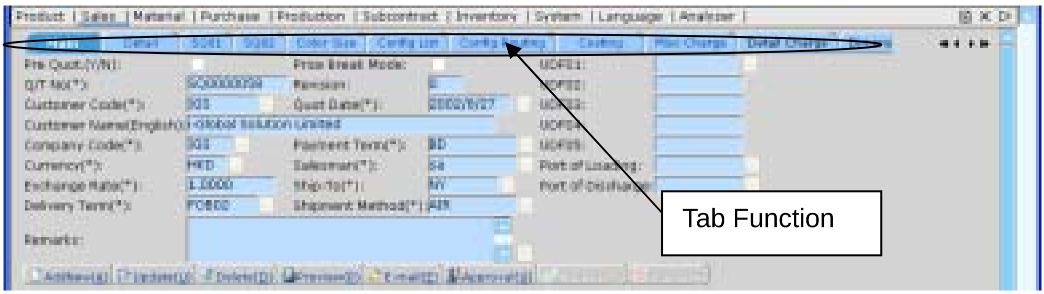
4) Click **the last page** button to find the record in the last page of the *Table.*

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

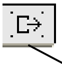


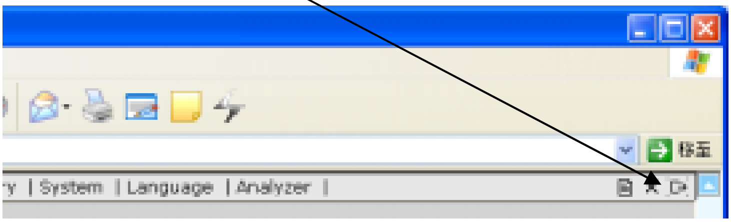
Information is divided under different Tab Functions. You can use Mouse to click the tab function or Press <Tab> buttons and <Enter> on your Keyboard to change the tab functions.

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(A)	**<Alt-A>**
Update(U)	**<Alt-U>**
Delete(D)	**<Alt-D>**
Confirm(C)	**<Alt-C>**
Cancel(N)	**<Alt-N>**

2 Master File Setup

2.1 Item Master

Update an Item Number

Steps:

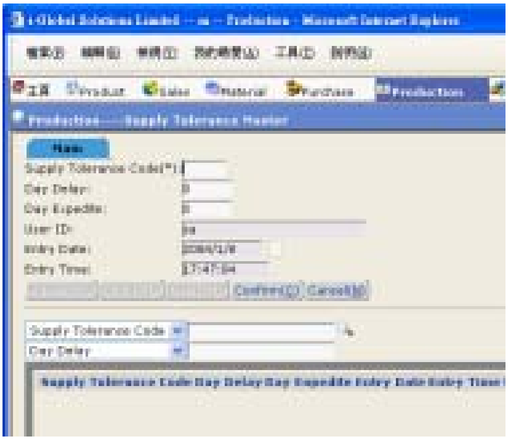
1) In **Master File**, click **Item Master**.

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



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

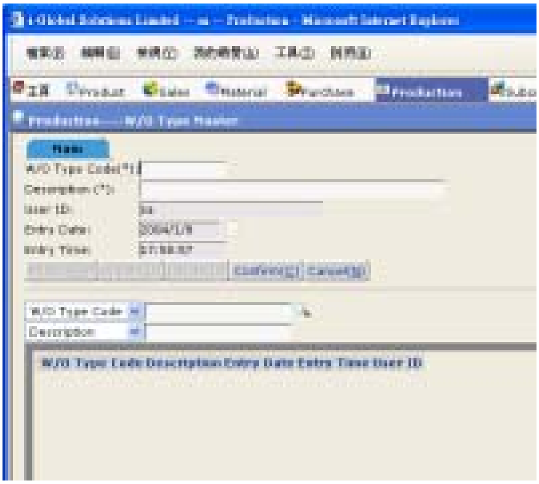
Steps:

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



Create a new W/O Type

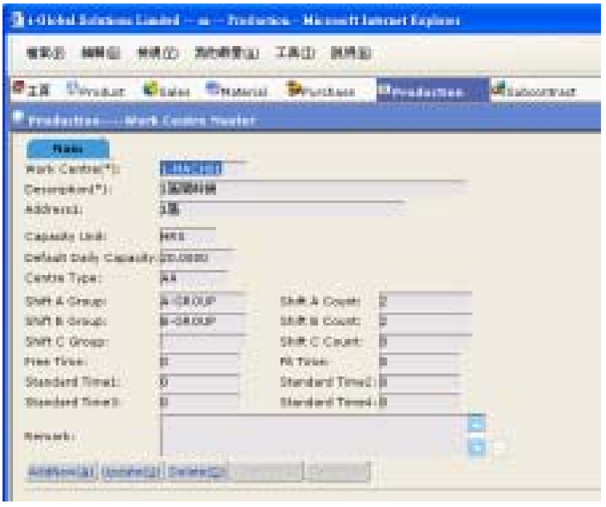
Steps:

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



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

Create a Remark Master

Steps:

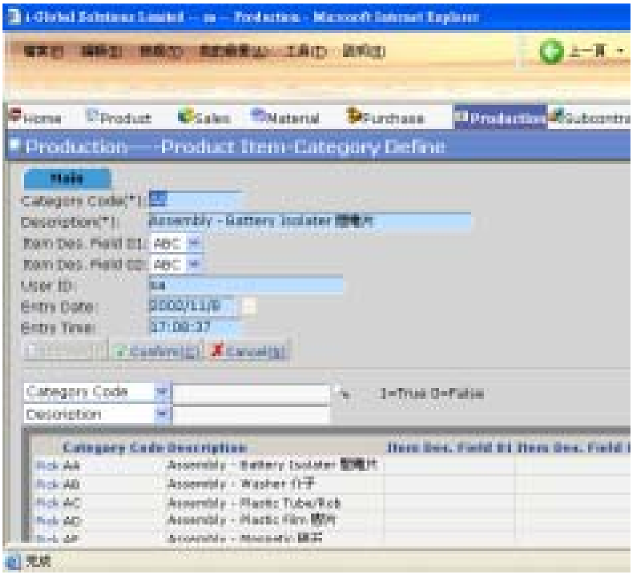
1) In **Master File**, click **Remark Master**

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



Define Product Item-Category Field

Steps:

1) In **Master File**, click **Product Item-Category Define.**

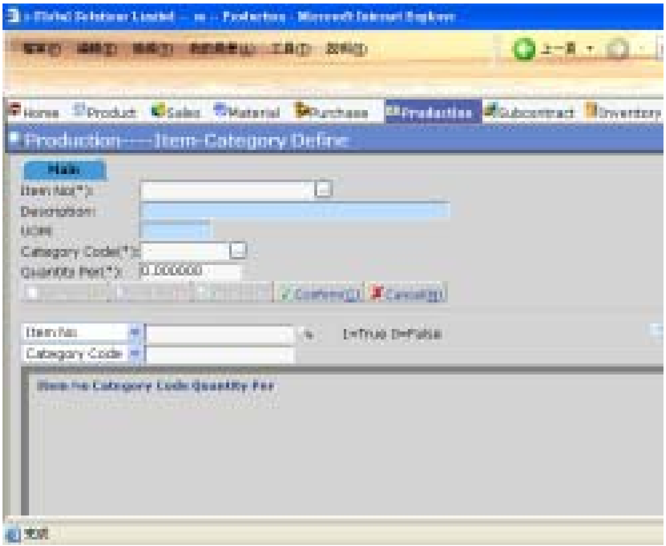
2) **Pick** a *Category Code* from the browser

3) Click **Update** button.

4) Select **Item Des. Field**s.

5) Click Confirm button to confirm the input.

2.8 Item-Category Define



Define Item-Category Field

Steps:

1) In **Master File**, click **Item-Category Define.**

2) Select an **Item No.**

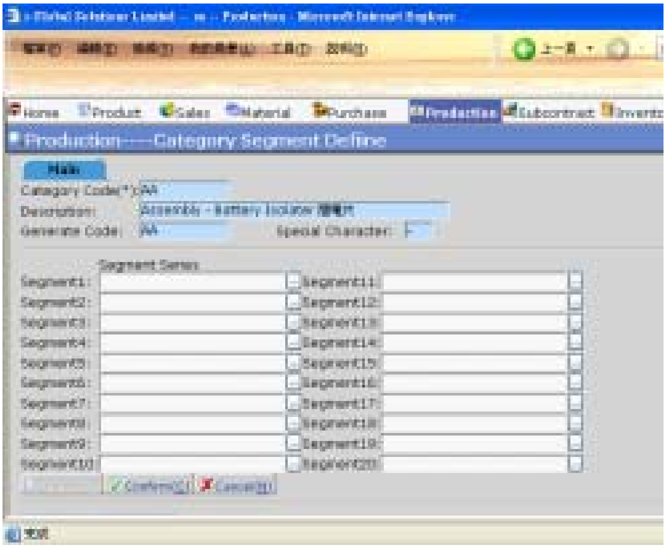
3) Select **Category Code** of the Item.

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.**

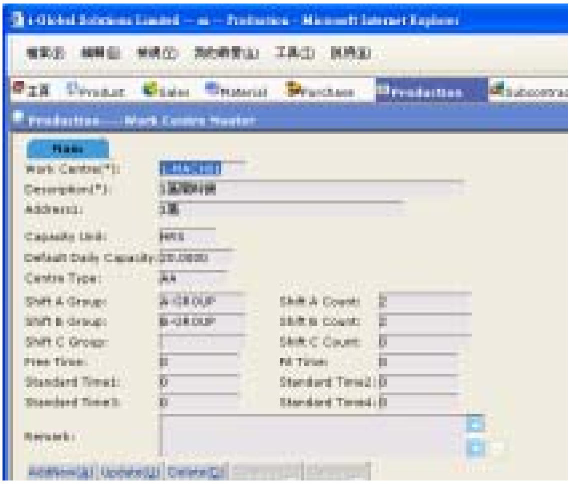
2) **Pick** a *Category Code* from the browser.

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

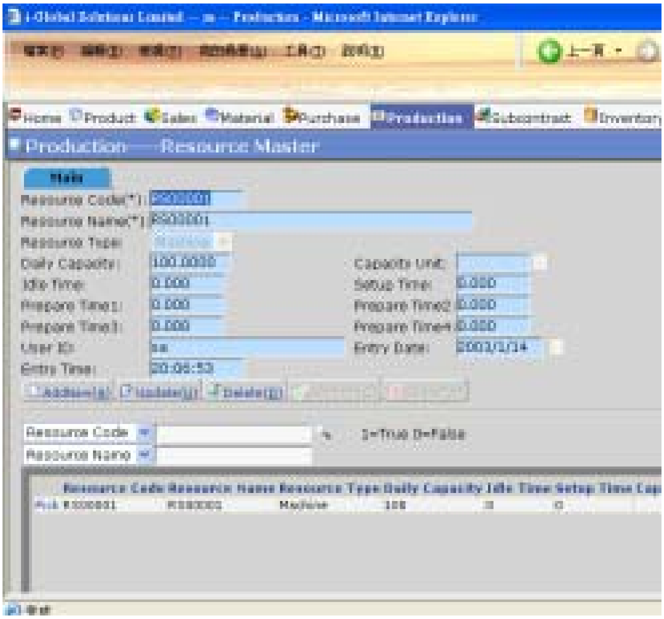


Create a new Work Centre

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



Create a new Resource Code

Steps:

1) In **Master Production Schedule**, click **Resource Master**.

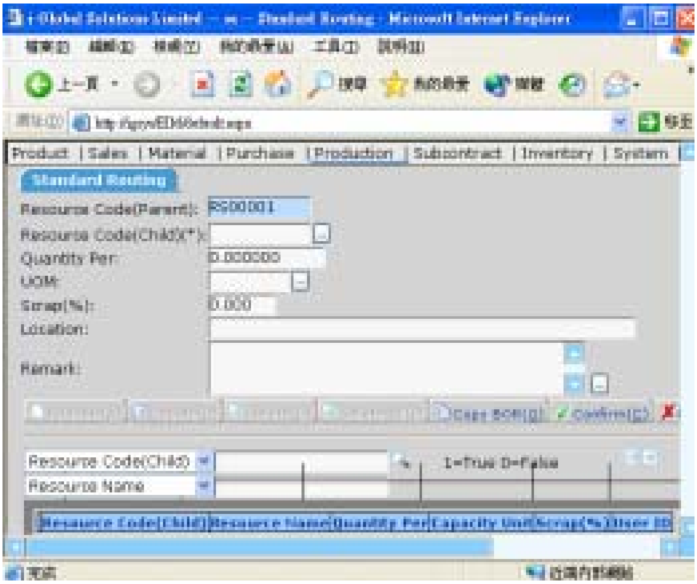
2) Click AddNew button.

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

Create a new Production Routing

Steps:

1) In **Master Production Schedule**, click **Production Routing**.

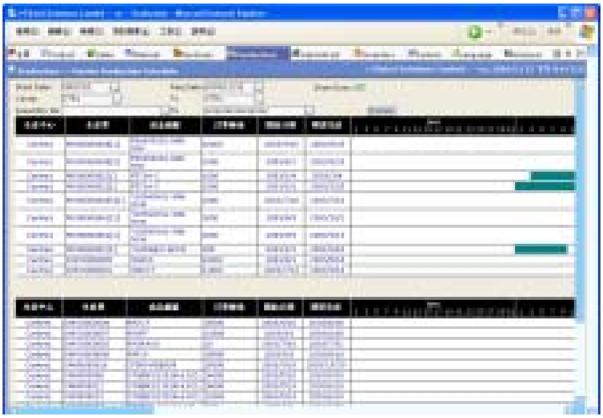
2) Click AddNew button.

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



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 Capacity Requirement Planning

4.1 Work Centre Master

Create a new Work Centre

Steps:

1) In **Capacity Requirement Planning**, click **Work Centre Master**.

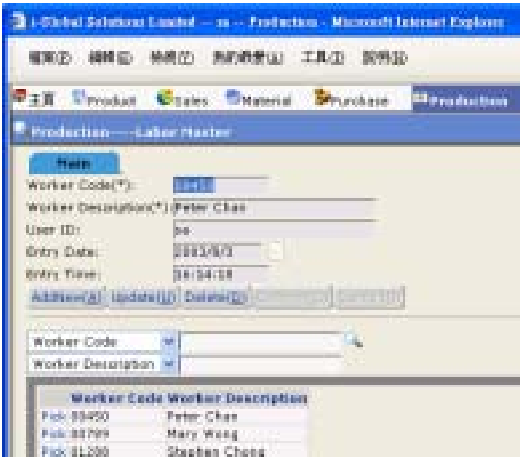
2) Click AddNew button.

3) Type **Work Centre**, **Description, Address, Capacity Unit** and **Daily Capacity**.

4) Optionally, input other information.

5) Click Confirm button.

4.2 Labor Master



Create a Worker Master

Steps:

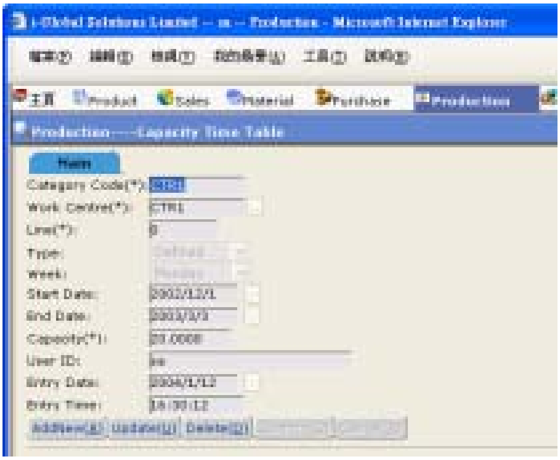
1) In **Capacity Requirement Planning**, click **Labor Master**

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



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**

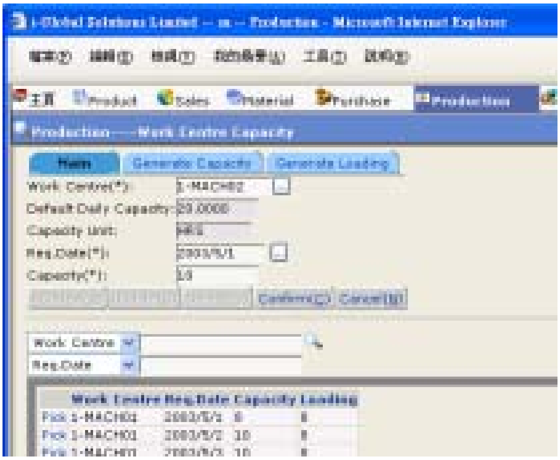
4) Type the **Unit Capacity** and **Other Item**.

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



Create a new Work Centre Capacity

Steps:

1) In **Capacity Requirement Planning**, click **Work Centre Capacity**.

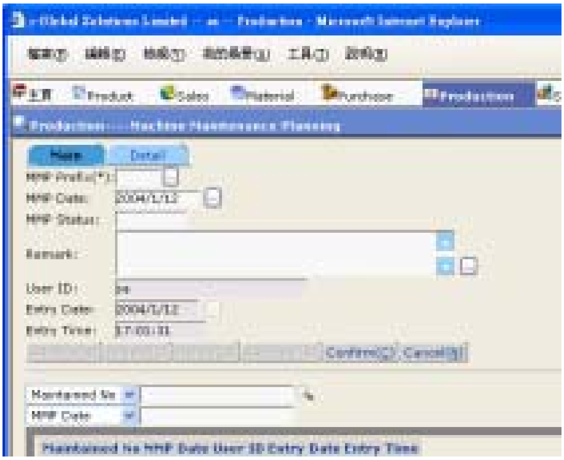
2) Click AddNew button.

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

Create a unit Capacity

Steps:

1) In **Capacity Requirement Planning**, click **Item Output Unit**.

2) Click AddNew button.

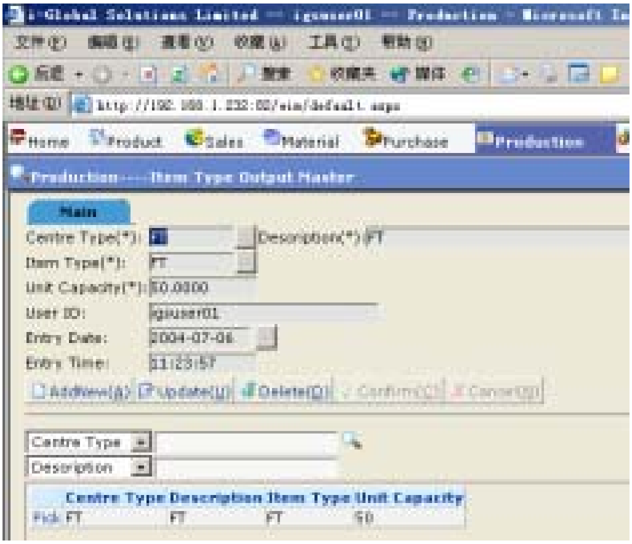
3) Click the **Pop Up** button ... from the **Item No.** field → double click the **Item No.** you want to choose

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

Create a new Item No.

Steps:

1) In **Master File**, click **Item To Centre Type Output Master** .

2) Click AddNew button.

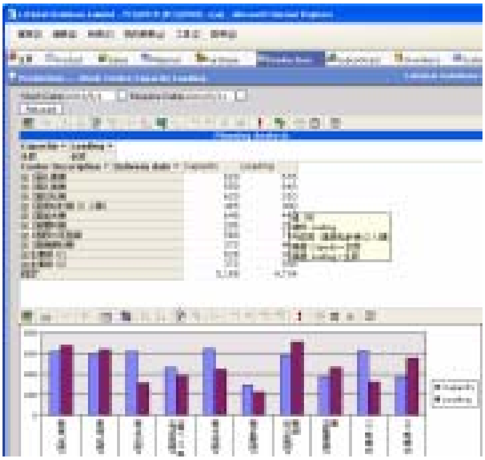
3) Click the **Pop Up** button ... from the **Item No.** field → double click the **Item No.** you want to choose

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

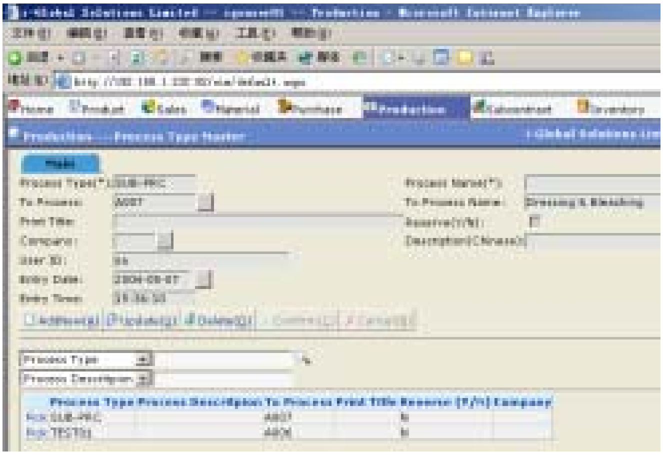


View the Work Centre Capacity

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



Create a new Process Type

Steps:

1) In **Master File** , click **Process Type Master.**

2) Type the **Process Type** and **Process Name**

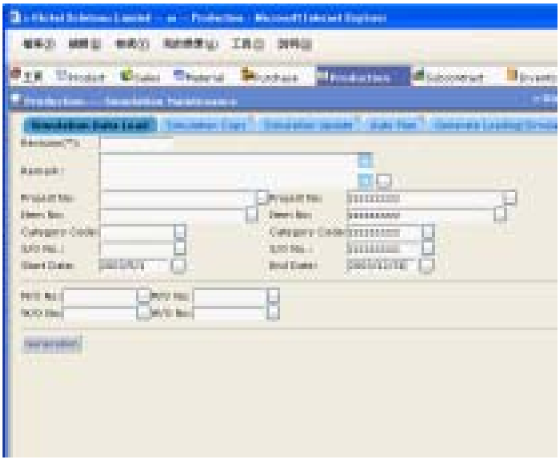
3) Click the **Pop Up** button from the **To Process** field → double click the **Process** you want to choose

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:

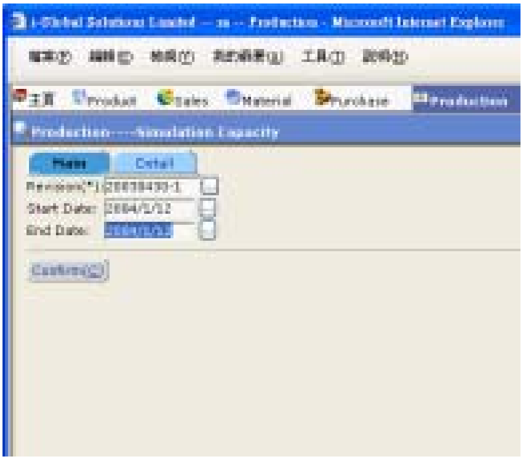
1) In **Simulation Planning**, click **Simulation Maintenance**.
2) Type the **Revision,** and other criteria.
3) Select the **M/O No** (From /To), and **W/O No.** (From/To)
4) Click **Generation** button.

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

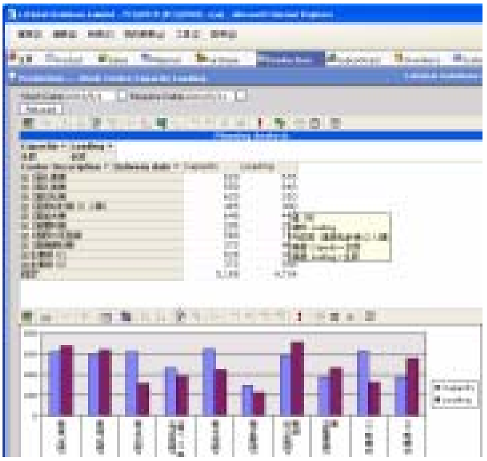


Main Tab

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:

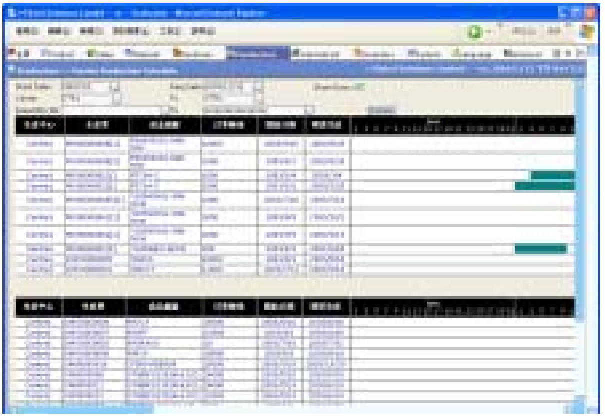
1) In **Capacity Requirement Planning**, click **Work Centre Capacity Loading**.

2) Select **Start Date** and **Require Date.**

3) Click **Reload** button.

4) A planning analysis is shown.

5.4 Master Production Schedule



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**”.

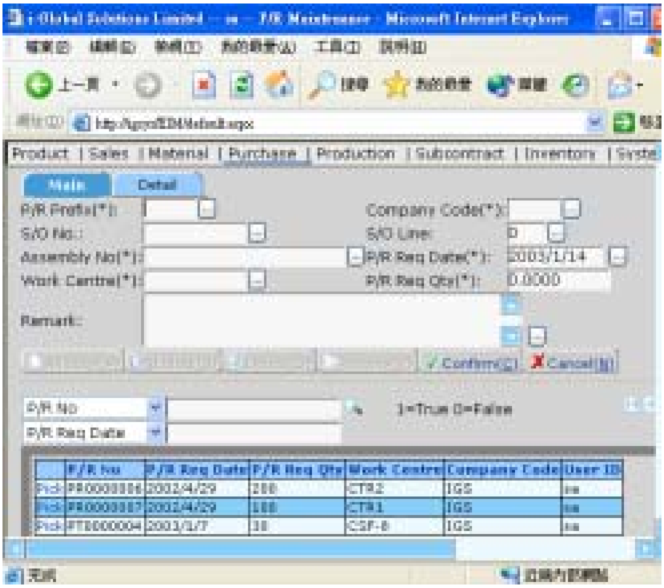
3) Select other criteria.

4) Click **Process** button.

5) A schedule is shown.

6 Purchase Requisition

6.1 Purchase Requisition Maintenance



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 Confirm 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 Preview 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 AddNew 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 Confirm 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 detailt
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.

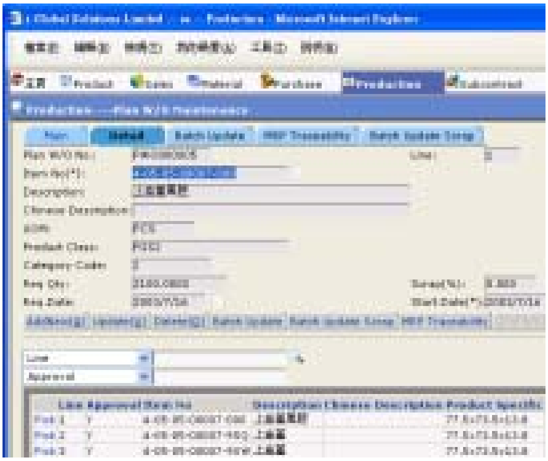
Print a Manufacturing Order

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:

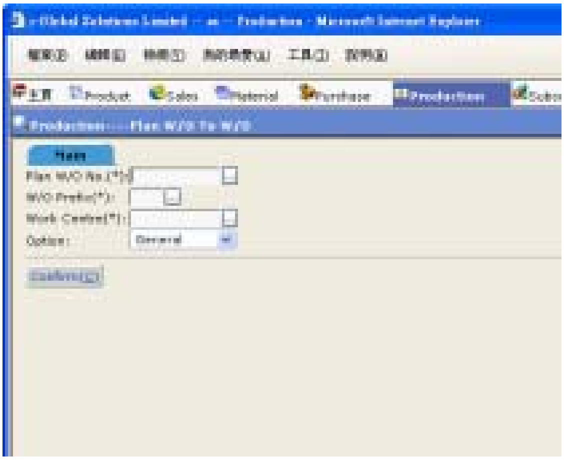
1) In **Detail** Tab, **Pick** the *Item No.* that you want to update the information.
2) Click **Batch Update Scrap** button in the Control Panel.
3) Amend the data.
4) Click **Confirm** button or press **<Alt-C>+<Enter>**to confirm the input.

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



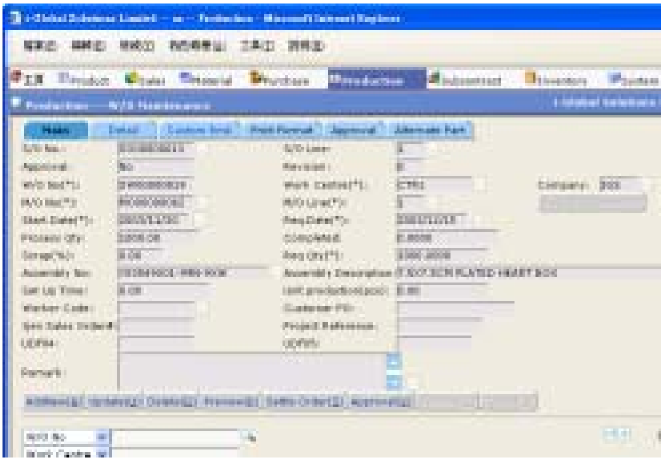
Convert Plan Work Order to be real Work Order

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 Confirm 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 Confirm 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 Confirm 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*.

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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.

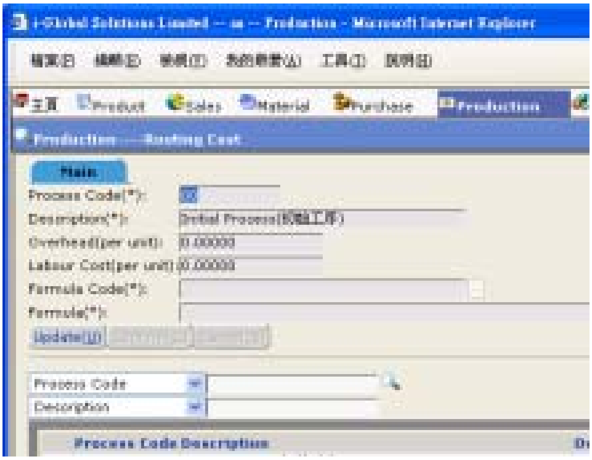
5) Select **Work Center** for Capacity Requirement Planning.

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



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

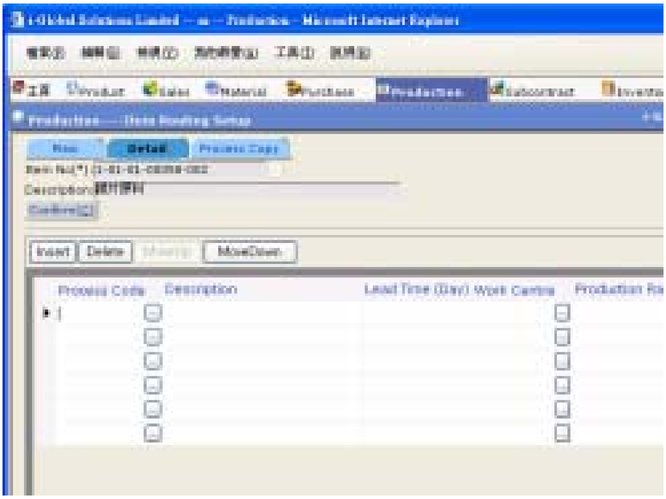
In the Item Routing Setup, you can define the routings of a finished good. You can also copy similar set of routings from other Items, to reduce the workload of date entry.

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.

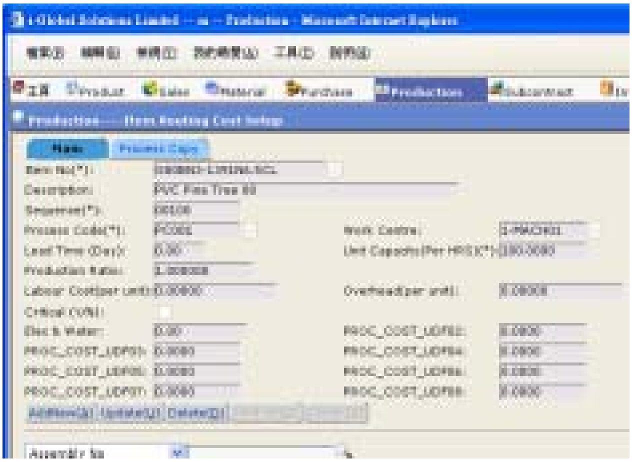
3) Click the **Pop Up** button ... from the **From Item** field → double click the *Item No.* you want to choose to copy its Routings.

4) Click the **Pop Up** button ... from the **To Item** field → double click the *Item No.* you want to choose to copy to its Routings.

5) Click Confirm 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



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

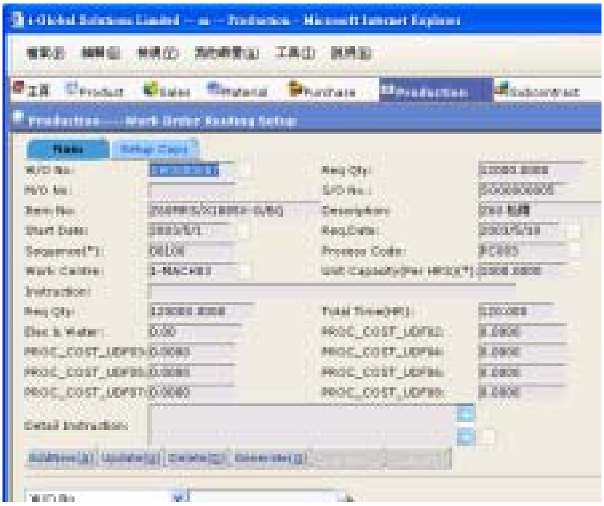
Update an Item Routing Cost

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.

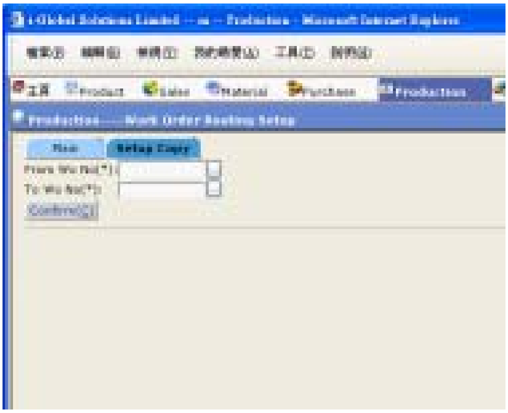


First of all, you need to read a *Work Order No.* before you create, update or delete a *Process* of the selected *Work Order No.*

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 Confirm 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

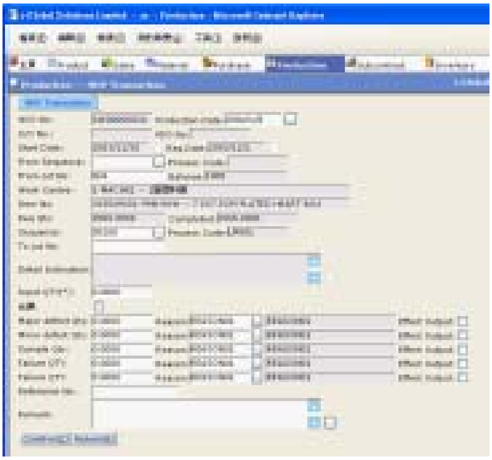
Update a Work Order Routing Cost

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

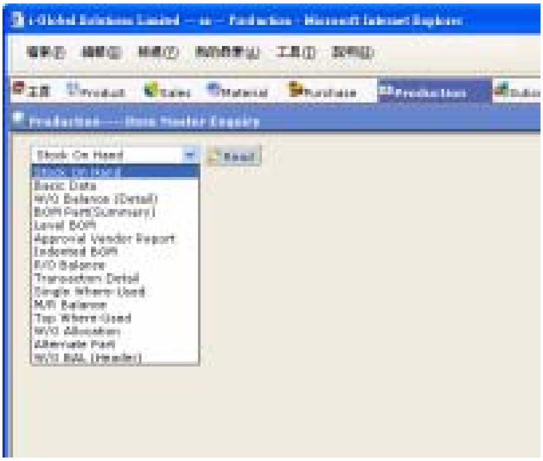
11.5 W/O Transaction Enquiry

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 Preview 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 Preview 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 Preview 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 Preview 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 Preview button to preview and/or print the report.

k) Plan Work Order Report

Steps:

1) In **Report**, click **Plan Work Order Report.**
2) Click Preview 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 Preview 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 

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 

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 

button and then amend the data.
3) Click 

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.