i -**Global System**

Subcontract Management System User Manual

环 宇 资 讯 方 案 有 限 公 司
i-Global Solutions Limited

i-Global System

Copyright

© 2002, *i*-Global Solutions Limited.　All rights reserved.
Subcontract Management System User Manual -- Version: 1.01

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.

Contents   <u>Page</u>

About This Manual

This manual has been developed to guide you through the System 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:
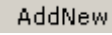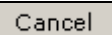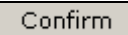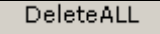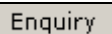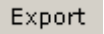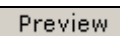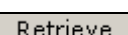
Section	Description
Chapter 1	System Overview: Overviews on the Subcontract Management System, highlights features and defines terminology.
Chapter 2	Master File Setup: Describes procedures how to set up the master records.
Chapter 3	Subcontract Order: Shows Subcontract Order processing functions and operation procedures.
Chapter 4	Material Transaction: Provides Subcontract Order Material Issue and Work In Progress operation details.
Chapter 5	Number Prefix: Defines the document Number Prefix for better control.
Chapter 6	General Ledger Interface: Posts account data into General Ledger.

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 Subcontract System is created to purchase a manufacturing service such as heat treating or metal plating. Any process performed by an outside contractor is considered a subcontract operation.   Companies use subcontract operation processing when:

- Technology is not available in-house.

- Production is overloaded.

- Outside cost is less expensive than producing the item in-house.

1.2 Subcontract Management Features

Subcontract Order

A subcontract order is a formal authorization to purchase material from a subcontractor.   A subcontract order:

- defines item to be purchased, quantity, price and delivery schedule.

- defines currency, payment terms, ship-to and bill-to information.

- generates materials to be issued for subcontracting.

- calculates subcontract item inventory cost as subcontract cost plus subcontract materials cost.   However, only subcontract cost will be passed to Accounts Payable for subcontract charges.

- is considered a scheduled receipt by MRP.

1.3   Terminology

Terms and meanings of subcontract management are described as follows:

__Terms__	__Definitions__
Base Currency	A monetary unit used by each the Company.
Inventory	Any stock at any stage in the supply chain. Inventory may consist of finished goods, intermediate products, or raw materials.
Inventory Item	Inventory items are defined as those items purchased for resale and include equipment, facilities, and raw materials. Inventory is always valued at purchase price and includes no value-added costs, as opposed to the traditional cost accounting practice of adding direct labor and allocating overhead as work in process progresses through the production process.
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.
Lot	A particular batch of an item such as pharmaceuticals and perishables.
Multiple Warehouses	Physical places or logical areas (such as receiving, shipping, inspection, or accounting department) on a given Purchase Order.
Subcontract Order	A formal authorization for purchase of material from a subcontractor.
Subcontract Receiving	The function encompassing the physical receipt of material; the inspection of the shipment for conformance with the subcontract order (quantity and damage), the identification and delivery to destination, and the preparation of receiving reports.
Warehouse	A grouping of inventory locations or stocking positions. A warehouse may represent a physical space or a logical condition for inventory.

1.4   System Login
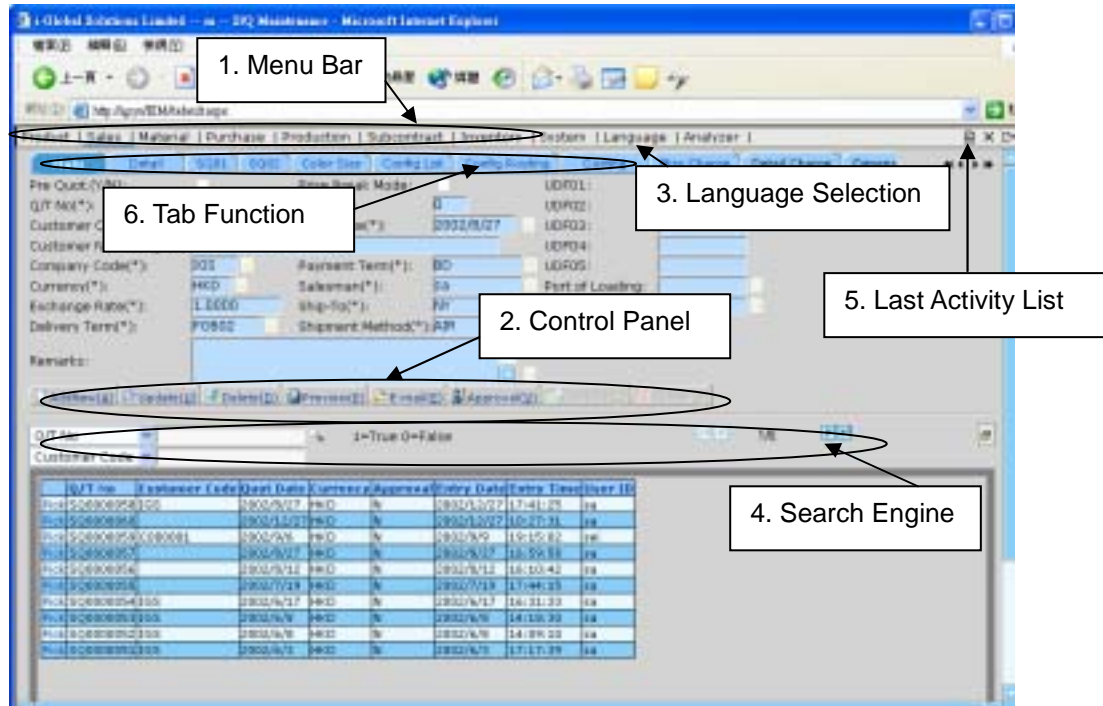

Steps:

    a.   Double click the System icon from the folder.

    b.   After the Login Screen is displayed, input your **User ID** and **Password**

    c.   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

AddNew(A) Update(U) Delete(D) Preview(P) E-mail(E) Approval(V) Confirm(C) Cancel(N)

Disabled buttons are shown in Grey Color

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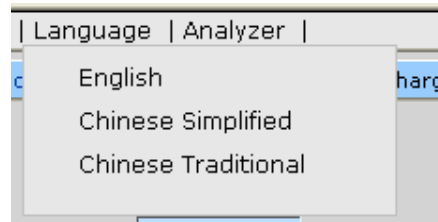
At Language Selector, mult*i*-languages are supported (English, Traditional and Simplified). You can choose the appropriate language as you like.

4. Search Engine

Pull Down Menu   Type Criteria Here

Search button

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
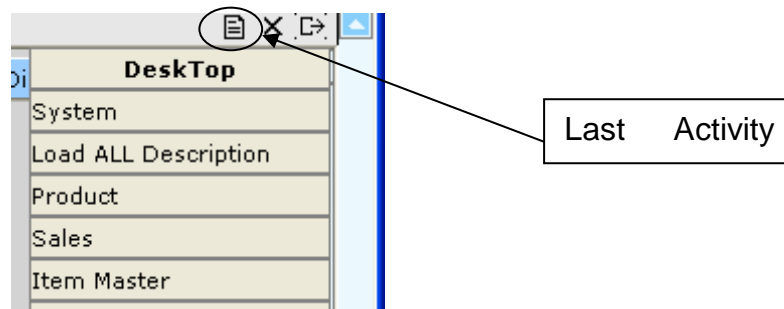
Last Activity List shows the screens that you have viewed and edited. It gives a way for you to look back the activities that you have done. Click the Pull Down Menu and view the history.
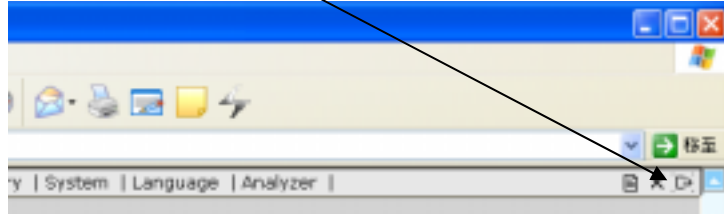
6. Tab Function
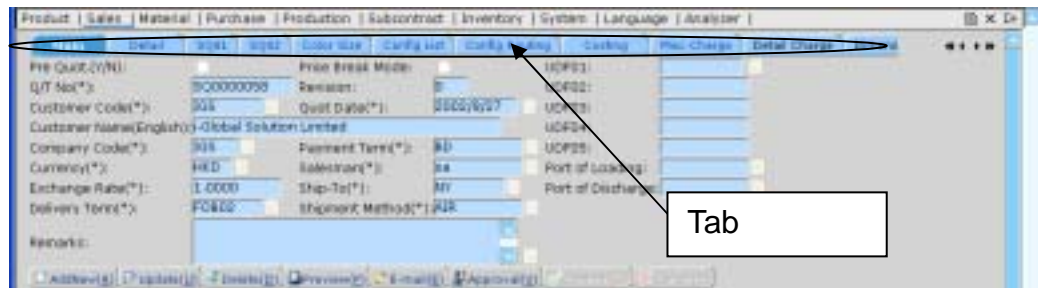
Information is divided under different Tab Functions. You can use Mouse to click the tab function or Press <Tab> buttons and <Enter> on your Keyboard to change the tab functions.

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 [icon] 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(<u>A</u>)" (or press <**Alt-A**>) to return the System into the Add Mode.

Examples:

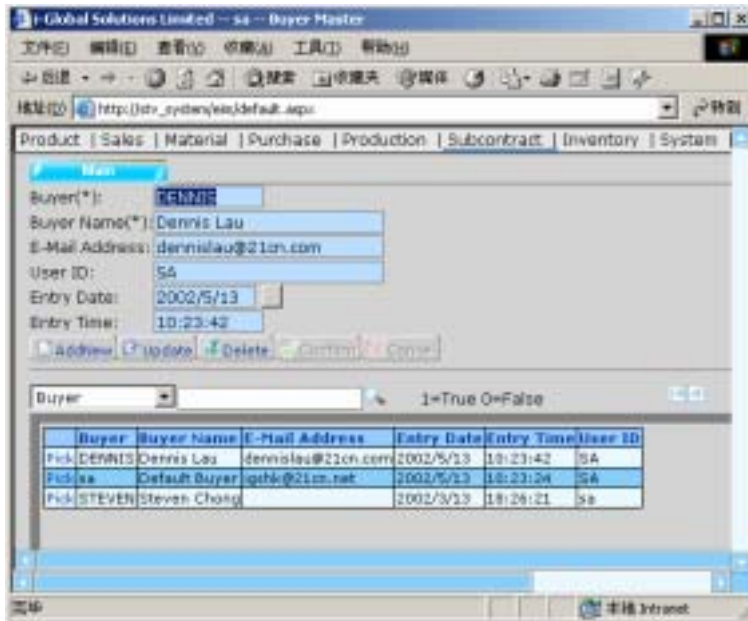| Functions	Keys
AddNew(<u>A</u>)	**<Alt-A>**
Update(<u>U</u>)	**<Alt-U>**
Delete(<u>D</u>)	**<Alt-D>**
Confirm(<u>C</u>)	**<Alt-C>**
Cancel(<u>N</u>)	**<Alt-N>**

2　Master File Setup

2.1　Ship-To Master
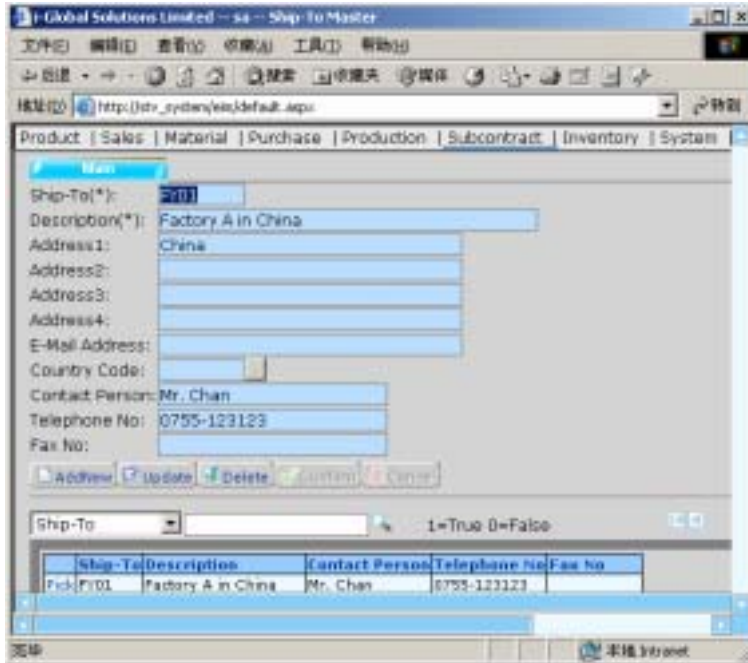
Create a new Ship-To

Steps:

1)　In **Master File**, click **Ship-To Master**.

2)　Click AddNew button.

3)　Type **Delivery-To, Description, Address, E-Mail Address, Contact Person, Telephone No.** and **Fax No.**
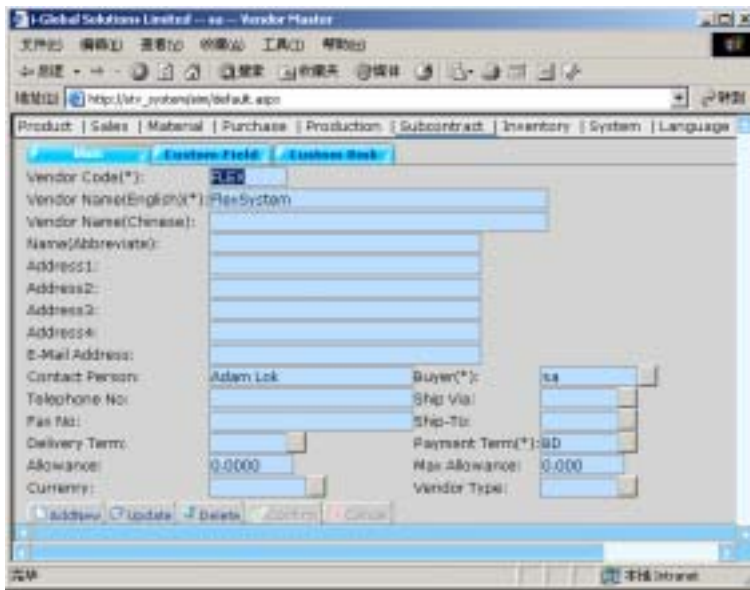
4)　Click Confirm button.

2.2   Buyer Master

Create a new Buyer

Steps:

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

2) Click   AddNew   button.

3) Type **Buyer** and **Buyer Name** → click   Confirm .

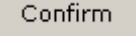## 2.3   Vendor Master

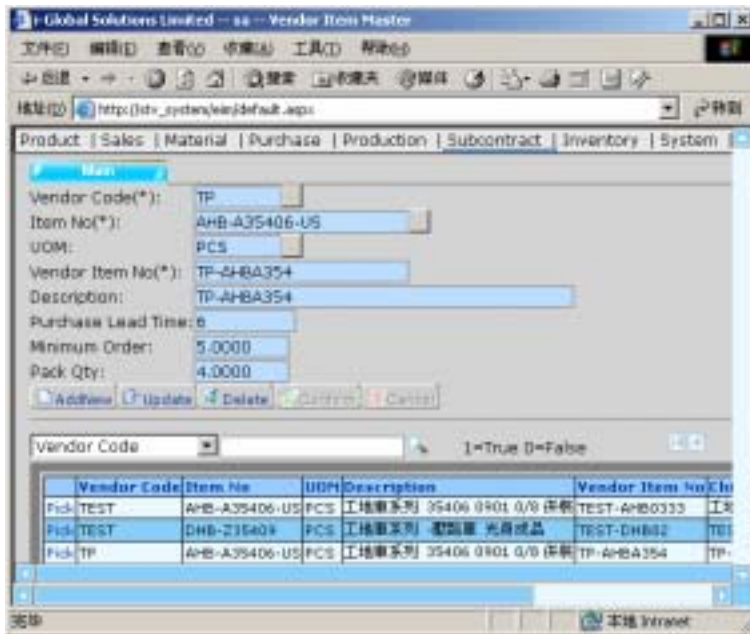*Create a new Vendor*

Steps:

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

2)   Click AddNew button.

3)   Type **Vendor Code, Vendor Name (English), Vendor Name (Chinese), Name (Abbreviate), Address, E-mail Address, Contact Person, Telephone No.** and **Fax No.** of the new *Vendor Code*.

4)   Click the **Pop Up** button … from the **Buyer** field → double click the **Buyer** you want to choose.

5) Click the **Pop Up** button ⋯ from the **Ship Via** field → double click the **Ship Via** you want to choose.

6) Click the **Pop Up** button ⋯ from the **Ship-To** field → double click the **Ship-To** you want to choose.

7) Click the **Pop Up** button ⋯ from the **Delivery Term** field →double click the **Delivery Term** you want to choose.

8) Click the **Pop Up** button ⋯ from the **Payment Term** field → double click the **Payment Term** you want to choose.

9) Type **Allowance** and/or **Maximum Allowance**.

10) Click the **Pop Up** button ⋯ from the **Currency** field → double click the **Currency** you want to choose.

11) Click `Confirm` button to confirm the input.

2.4   Vendor Item Master

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

Create a new Item No.

Steps:

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

    2)   Click   AddNew   button.

    3)   Click the **Pop Up** button ⋯ from the **Vendor Code** field → double click the **Vendor Code** you want to choose

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

5) Click the **Pop Up** button ⋯ from the **UOM** field → double click the **UOM** you want to choose.

6) Type **Vendor Item No, Item Description, Purchase L/T**, **Minimum Order** and **Pack Qty**.

7) Click   Confirm   button to confirm the input.

Search an Item No.

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 *Vendor Code Table*; or

2) Click **the previous page** button to find the record in the previous page of the *Vendor Code Table; or*

3) Click **the next page** button to find the record in the next page of the *Vendor Code Table; or*

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

2.5   Vendor Account Master
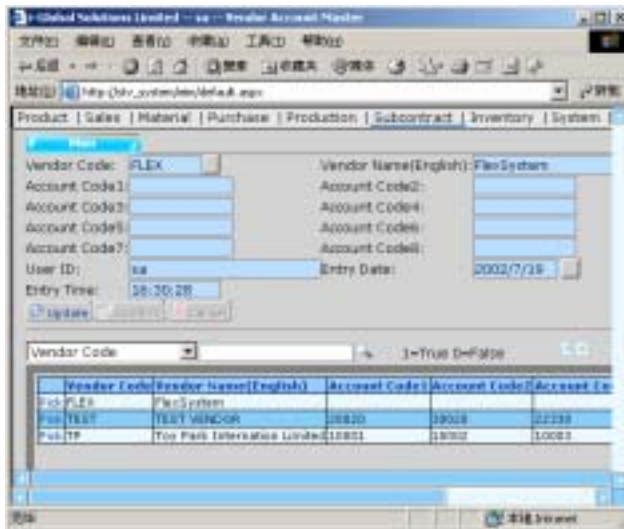
First of all, you need to read a *Vendor Code* before you create, update or delete an *Account* of the selected *Vendor Code*.

Create a new Vendor Account

Steps:

1)   In **Master File**, click **Vendor Account Master**.

2)   Click   AddNew   button.

3)   Click the **Pop Up** button ··· from the **Vendor Code** field → double click the **Vendor Code** you want to choose

4)   Click   AddNew   button.

5)   Type **Account Code 1 – 8**.

6)   Click   Confirm   button to confirm the input.

2.6   Payment Type Master
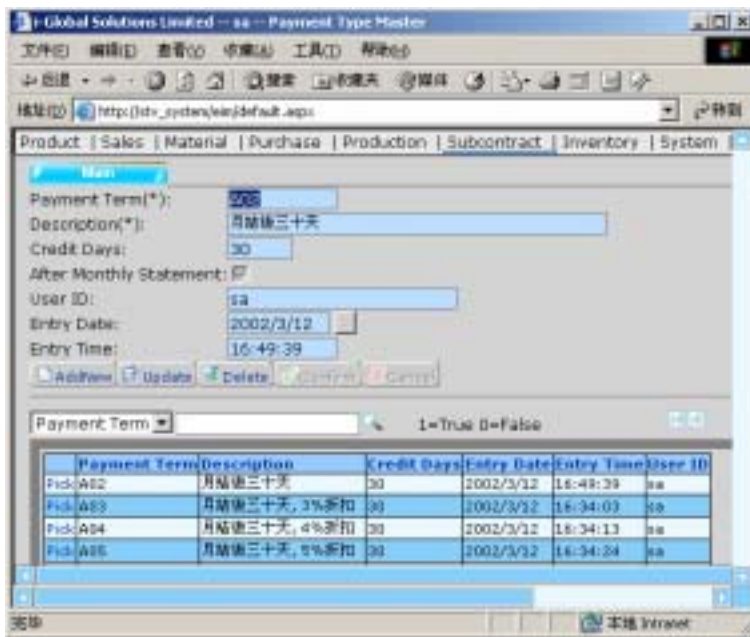
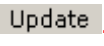*Create a new Payment Term*

Steps:

1) In **Master File**, click **Payment Type Master**

2) Click [AddNew] button.

3) Type **Payment Term** → press **Tab**.

4) Type **Description** → press **Tab**.

5) Type **Credit Days** → press **Tab**.

6) Tick the **After Monthly Statement** check box if required.

7) Click [Confirm] button.

2.7   Item Master

Update an Item No.

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].

3) Update the **Average Cost, Pack Qty, Standard Cost, Minimum Ship Qty, Purchase Group Day, Buyer, Minimum Order** and **Purchase Lead Time**.

4) Click [Confirm] button to confirm the input.
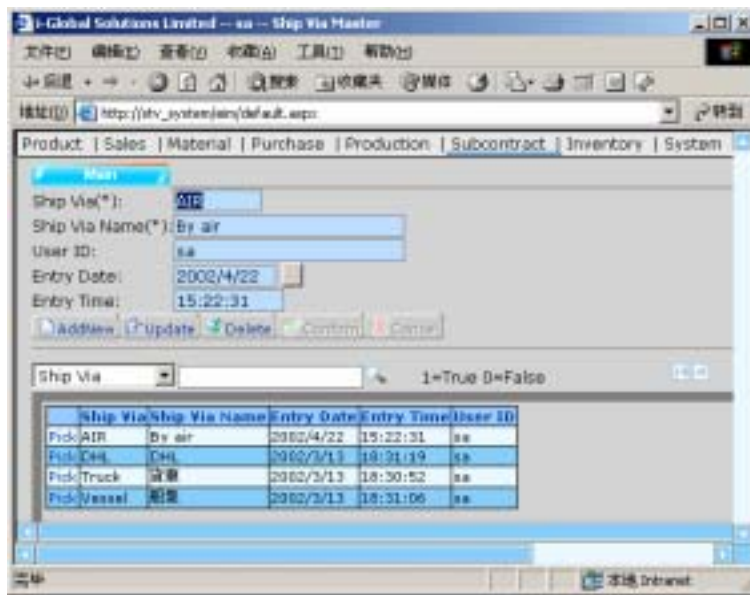
2.8   Target Price Maintenance

Update the Target Price

Steps:

1) In **Master File**, click **Target Price Maintenance**.

2) **Pick** up an *Item No* from the *Item No. Table*→ click Update button.

3) Update the **Target Price**.

4) Click Confirm button to confirm the input.

2.9   Ship Via Master

Create a new Ship Via

Steps:

1)   In **Master File**, click **Ship Via Master**.

2)   Click AddNew button.

3)   Type **Ship Via** and **Ship Via Name** → click Confirm button.

2.10 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, E-Mail Address, Contact Person, Telephone No., Fax No, Capacity Unit** and **Daily Capacity**.

4) Click Confirm button.

2.11 Delivery Term Master
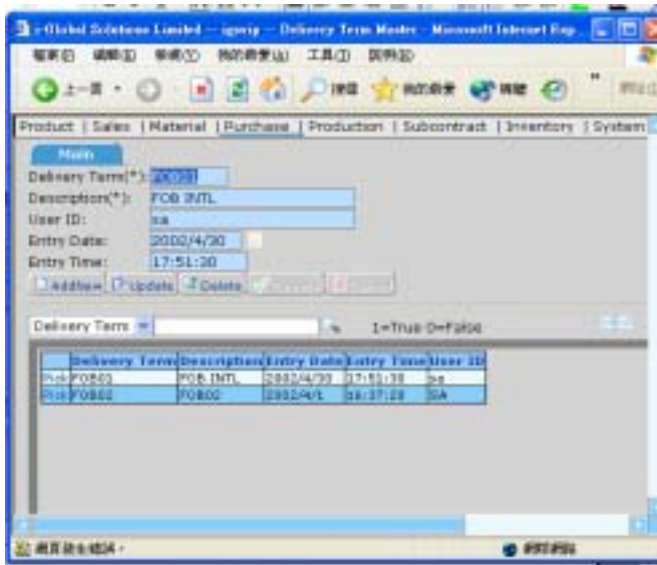
Create a new Delivery Term

Steps:

1)   In **Master File**, click **Delivery Term Master**→ Click   AddNew   button.

2)   Type **Delivery Term** and **Description** → click   Confirm   button..

Search a Delivery Term

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 *Delivery Term Table*; or

2) Click **the previous page** button to find the record in the previous page of the *Delivery Term Table; or*

3) Click **the next page** button to find the record in the next page of the *Delivery Term Table; or*

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

2.12 Unit Of Measurement Master
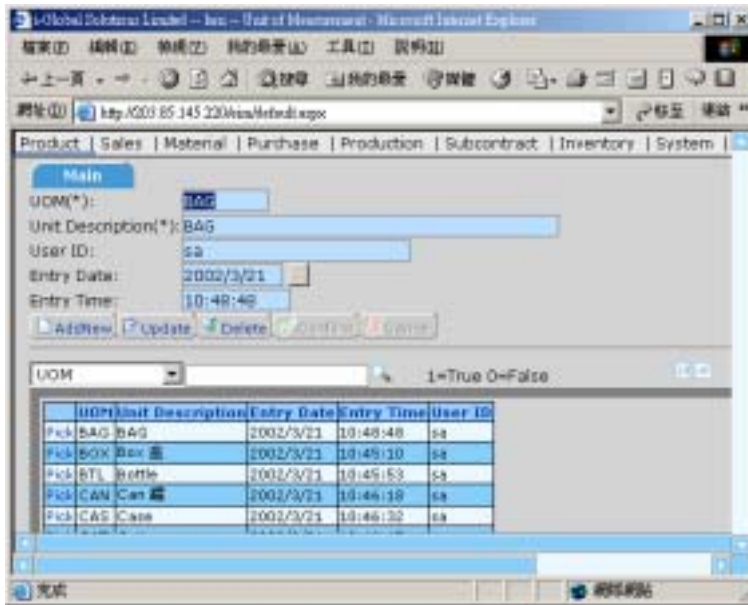
Create a new Unit Of Measurement

Steps:

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

2)   Click AddNew button.

3)   Type **UOM** and **Unit Description**.

4)   Click Confirm button.

2.13 Purchase UM Conversion
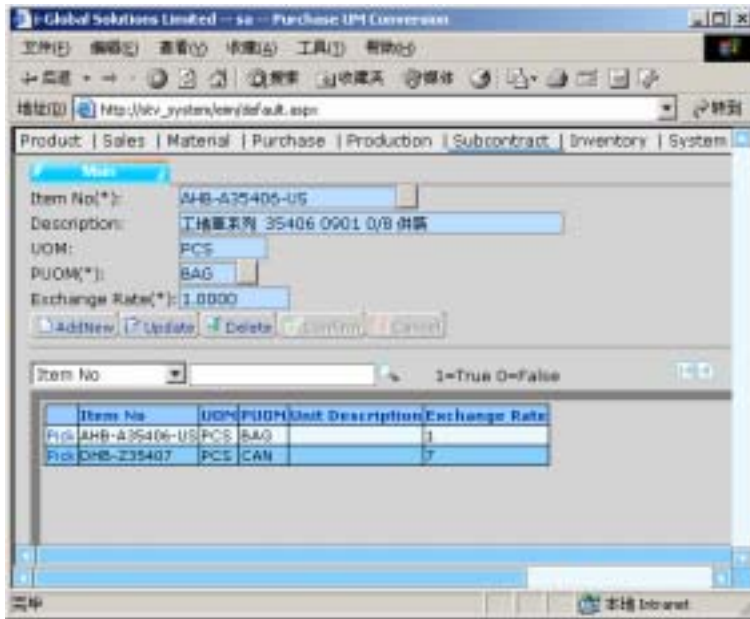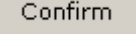
First of all, you need to read an *Item Number* before you create, update or delete a *PUOM* of the selected *Item Number*.

Create a new PUOM

Steps:

1) In **Master File**, click **Purchase UM Conversion**.

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 **PUOM** field → double click the **PUOM** you want to choose.

5)   Type a new **Exchange Rate**.

6)   Click　Confirm　button to confirm the input.

2.14 Currency File
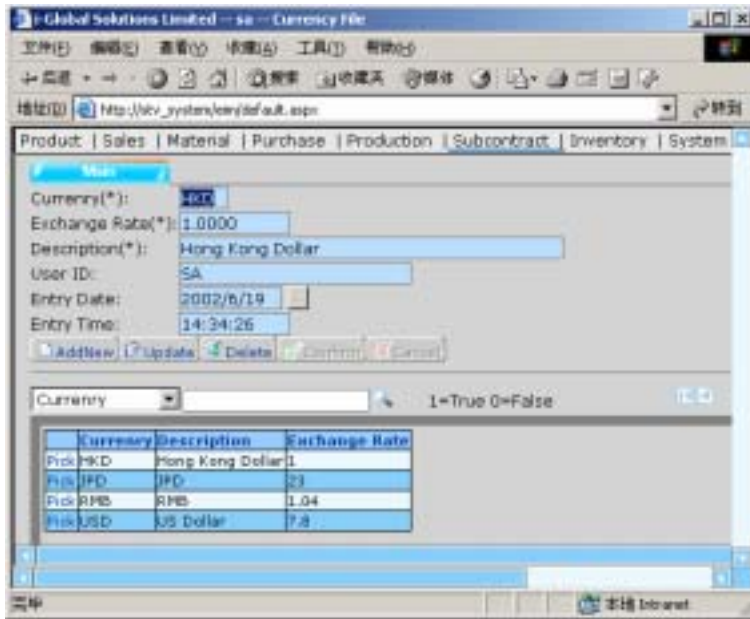
Create a new Currency

Steps:

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

2)   Click   AddNew   button.

3)   Type **Currency, Exchange Rate** and **Description**.

4)   Click   Confirm   button.

2.15 Periodic Exchange Rate Master
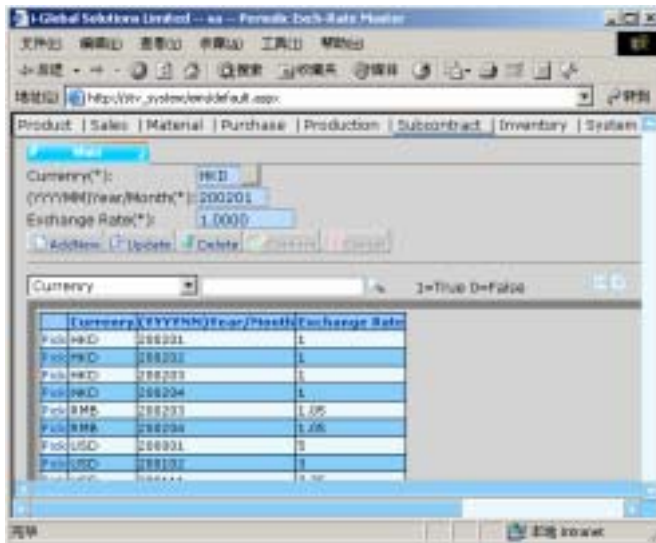
First of all, you need to read a *Currency* before you create, update or delete a *Periodic Exchange Rate* of the selected *Currency*.

Create a new Period Exch-Rate

Steps:

1) In **Master File**, click **Periodic Exch-Rate Master**.

2) Click   AddNew   button.

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

4) Type a **Year/Month** and **Exchange Rate**.

5) Click   Confirm   button to confirm the input.

3   Subcontract Order

3.1   Subcontract Order Maintenance
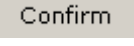
a) Subcontract Order Master

Create a Subcontract Order in Master File

Steps:

1)   In **Subcontract Order**, click **Subcontract Order Maintenance**.

2)   Click   AddNew   button.

3)   Click the **Pop Up** button ⋯ from the **Subcontract Order Prefix** field → double click the **Prefix** you want to choose.

4)   Click the **Pop Up** button ⋯ from the **Subcontract Vendor** field → double click the **Subcontract Vendor** you want to choose.

5) Type **Subcontract Order** date.

6) Click the **Pop Up** button ··· from the **Shipment Method** field → double click the **Ship Via** you want to choose.

7) Click the **Pop Up** button ··· from the **Payment Term** field → double click the **Payment Term** you want to choose.

8) Click the **Pop Up** button ··· from the **Delivery Term** field → double click the **Delivery Term** you want to choose.

9) Click the **Pop Up** button ··· from the **Work Centre** field → double click the **Work Centre** you want to choose.

10) Click the **Pop Up** button ··· from the **Currency** field → double click the **Currency** you want to choose.

11) Click the **Pop Up** button ··· from the **Ship-To** field → double click the **Ship-To** you want to choose.

12) Click the **Pop Up** button ··· from the **Company Code** field →double click the **Company Code** you want to choose.

13) Type **Remarks** if required → click Confirm button.

Search a Vendor Code

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 *Vendor Code Table*; or

2) Click **the previous page** button to find the record in the previous page of the *Vendor Code Table; or*

3) Click **the next page** button to find the record in the next page of the *Vendor Code Table; or*

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

Update a Subcontract Order in Master File

Steps:

1) To Update an existing *Vendor Code***,** click the **Pick** button on the left of the **Vendor Code** you want to update. (or use the search function to search a *Vendor Code*)

2) Click   Update   button and then amend the data.

3) Click   Confirm   button to confirm the input.

Delete a Subcontract Order in Master File

Steps:

1) To delete an existing *Vendor Code***,** click the **Pick** button on the left of the **Vendor Code** you want to delete → click   Delete   button. (or use the search function to search an *Vendor Code*)

2) Click **OK** button to confirm the process.

b) Subcontract Order Detail

Add detail information in Subcontract Order

Steps:

1) In **Subcontract Order**, click **Subcontract Order Maintenance**.

2) Click **Subcontract Order Detail**.

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) Click the **Pop Up** button ⋯ from the **UOM** field → double click the **UOM** you want to choose.

6) Type **Process Price, Remarks, Subcontract Qty** and **Delivery Date**.

7) Click   Confirm   button.

Search a Subcontract Work Order

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 *Subcontract Work Order Table*; or

2) Click **the previous page** button to find the record in the previous page of the *Subcontract Work Order Table; or*

3) Click **the next page** button to find the record in the next page of the *Subcontract Work Order Table; or*

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

Update detail information in Subcontract Order

Steps:

1) In **Subcontract Order**, click **Subcontract Order Maintenance**.

2) Click **Subcontract Order Detail**.

3) Click the **Pick** button on the left of the **Subcontract Work Order** you want to update. (or use the search function to search a *Subcontract Work Order*)

4) Click Update button and then amend the data.

5) Click Confirm button to confirm the input.

Delete detail information in Subcontract Order

Steps:

1) In **Subcontract Order**, click **Subcontract Order Maintenance**.

2) Click **Subcontract Order Detail**.

3) Click the **Pick** button on the left of the **Subcontract Work Order** you want to delete → click Delete button. (or use the search function to search a *Subcontract Work Order*)

4) Click **OK** button to confirm the process.

c) Working Order Detail

Add detail information in Working Order

Steps:

1) In **Subcontract Order**, click **Subcontract Order Maintenance**.

2) Click **Working Order Detail**.

3) Click   AddNew   button.

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

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

6) Type **Req Qty, Q/P (Inv)** and **Remarks**.

7) Click   Confirm   button.

Search an Assembly No.

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 *Assembly No. Table*; or

2) Click **the previous page** button to find the record in the previous page of the *Assembly No. Table; or*

3) Click **the next page** button to find the record in the next page of the *Assembly No. Table; or*

4) Click **the last page** button to find the record in the last page of the *Assembly No. Table.*

Update detail information in Working Order

Steps:

1) In **Subcontract Order**, click **Subcontract Order Maintenance**.

2) Click **Working Order Detail**.

3) Click the **Pick** button on the left of the **Assembly No.** you want to update. (or use the search function to search an *Assembly No.*)

4) Click   `Update`   button and then amend the data.

5) Click   `Confirm`   button to confirm the input.

*Delete detail information in Working Order*

Steps:

1) In **Subcontract Order**, click **Subcontract Order Maintenance**.

2) Click **Working Order Detail**.

3) Click the **Pick** button on the left of the **Assembly No.** you want to delete → click `Delete` button. (or use the search function to search an *Assembly No.*)

4) Click **OK** button to confirm the process.

4   Subcontract Transaction
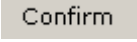
4.1   Subcontract Order Issue
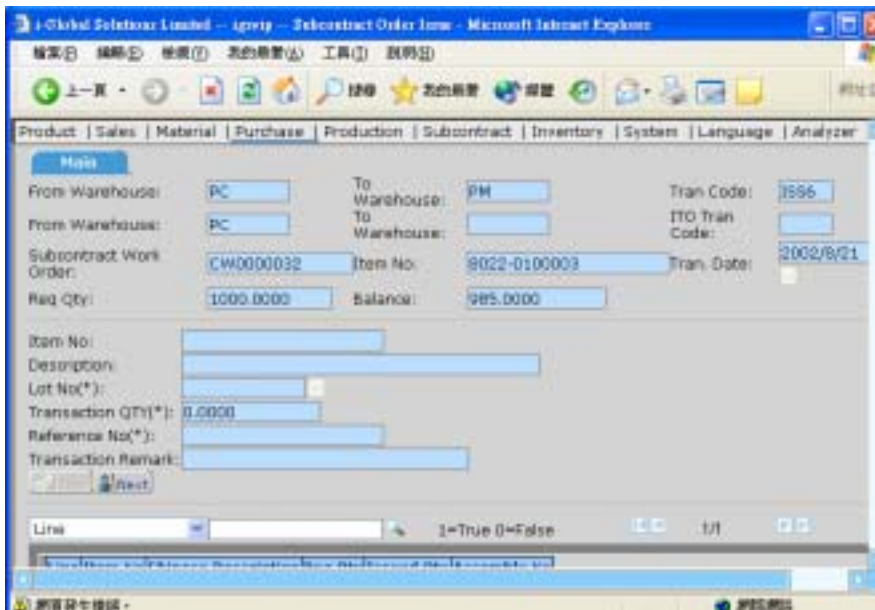
Issue a Subcontract Order

Steps:

1)   In **Transaction**, click **Subcontract Order Issue**.

2)   Click the **Pop Up** button ⋯ from the **Transaction Code** field → double click the **Transaction Code** you want to choose.

3)   Click the **Pop Up** button ⋯ from the **ITO Transaction Code** field → double click the **ITO Transaction Code** you want to choose.

4)   Click the **Pop Up** button ⋯ from the **Subcontract Work Order** field → double click the **Subcontract Work Order** you want to choose.

5)   Select **Transaction Date** → click **Read** button.

6) Click the **Pick** button on the left of the **Item No.** you want to choose. (or use the search function to search an *Item No.*)

7) Click ⬚Confirm button to issue a *Subcontract Order.*

4.2   Subcontract Order Assembly Return
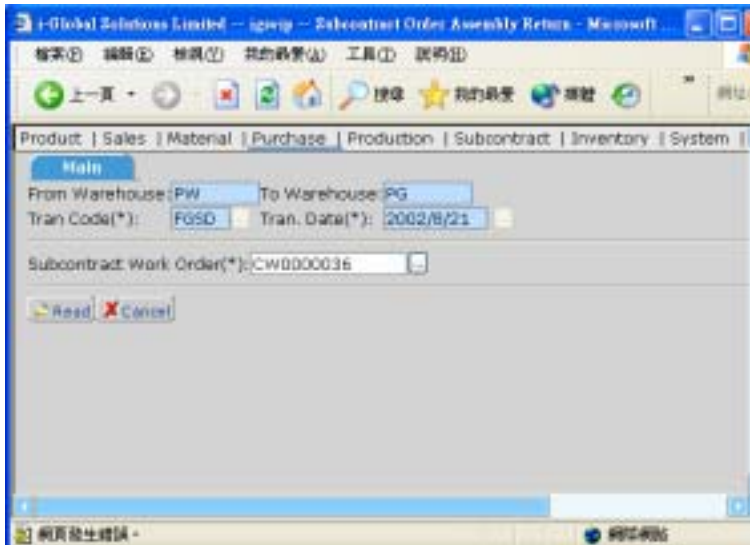
Return a Subcontract Order Assembly

Steps:

1)   In **Transaction**, click **Subcontract Order Assembly Return**.

2)   Click the **Pop Up** button ⋯ from the **Transaction Code** field → double click the **Transaction Code** you want to choose.

3)   Type **Transaction date** → click **Read** button.

4)   Click the **Pop Up** button ⋯ from the **Subcontract Work Order** field → double click the **Subcontract Work Order** you want to choose → click **Read** button.
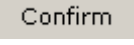
5)   Type **Lot No., Transaction Qty, Reference No.** and **Transaction Remark** if required.

6)   Click   Confirm   button to confirm the input.

5 Number Prefix

5.1 Subcontract Work Order Prefix

Create a new Subcontract Work Order Prefix

Steps:

1) In **Number Prefix**, click **Subcontract Work Order Prefix**.

2) Click **AddNew** button.

3) Type **Prefix, Prefix Description** and **Initial No.**

4) Click **Confirm** button to confirm the input.

Search a Subcontract Work Order Prefix

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 *Prefix Table*; or

2) Click **the previous page** button to find the record in the previous page of the *Prefix Table; or*

3) Click **the next page** button to find the record in the next page of the *Prefix Table; or*

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

Update a Subcontract Work Order 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 Subcontract Work Order 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.

5.2   Subcontract Order Prefix

Create a new Subcontract Order Prefix

Steps:

1) In **Number Prefix**, click **Subcontract Order Prefix**.

2) Click   AddNew   button.

3) Type **Prefix, Prefix Description** and **Initial No.**

4) Click   Confirm   button to confirm the input.

Search a Subcontract Order Prefix

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 *Prefix Table*; or

2) Click **the previous page** button to find the record in the previous page of the *Prefix Table; or*

3) Click **the next page** button to find the record in the next page of the *Prefix Table; or*

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

Update a Subcontract Order 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.
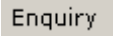
Delete a Subcontract Order Prefix

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.

6   Enquiry

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

6.1   Item Master Enquiry

Steps:

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

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

3) Input **From/To Warehouse** and/or **From/To Transaction Date**.

4) Select **Options** from the **Pull Down** menu → click `Enquiry`.

6.2   Vendor Master Enquiry

Steps:

1)   In **Enquiry**, click **Vendor Master Enquiry**.

2)   Click the **Pop Up** button [...] from the **Vendor Code** field → double click the **Vendor Code** you want to choose.

3)   Select **Options** from the **Pull Down** menu → click Enquiry .

7   Report

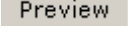All the reports in the Subcontract Management Module can be:

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 Subcontract Management Module:

a)   Master File List

b)   Subcontract Order Report

c)   Subcontract Order Analysis Report

d)   Subcontract W/O F/G Status Report

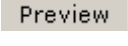e)   Subcontract Order W/O Shortage Report

f)   O/S Subcontract Order Report

a) Master File List

Steps:

1) In **Report**, click **Master File List**

2) Type **From/To Process Code** or click **Pop Up** button ⋯ to choose the *Process Code.*

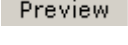3) Click   Preview   button to preview and/or print the report.

b) Subcontract Order Report

Steps:

1)   In **Report**, click **Subcontract Order Report**.

2)   Type **From/To Process Code** or click **Pop Up** button ··· to choose the *Process Code.*

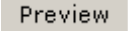3)   Click   Preview   button to preview and/or print the report.

c) Subcontract Order Analysis Report

Steps:

1) In **Report**, click **Subcontract Order An   alysis 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.

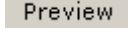3) Click button to preview and/or print the report.

d) 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.

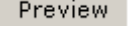3)   Click   Preview   button to preview and/or print the report.

e) 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.

f) 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.

.

8   General Ledger Interface

Steps:

1) In **G/L Interface**, click **G/L Interface**

2) Type **From/To Export Date**

3) Click **Export.**

4) Choose the file type and path you want to export.