TRAVERSE®

Bill of Material

Training Manual

This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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INTRODUCTION

1

OVERVIEW

Bill of Material/Kitting helps you create bills of material for both assembled and kitted items. Assembled items are those items that are permanently stocked and sold as one unit. Kitted items are items that are not stocked and that are a collection of items assembled into a kit at the point of sale.

The Bill of Material/Kitting application helps you set up and maintain items and kits. Using Bill of Material/Kitting, you can create a Bill of Material to assemble as a sale Item, release the resulting work order to your technicians, then post the completed work order to update inventory item quantities.

Bill of Material/Kitting works with the TRAVERSE Inventory application when you build Bills of Material. You use the Item information you enter in Inventory to enter component information into Bills of Material for assembled products. To assemble a product, you issue a work order for that Bill of Material and deliver the work order to your technicians. After the required product quantity is assembled and the work order completed, post the completed work order to update Inventory quantities with the number of items produced. If they are installed, use the TRAVERSE Accounts Receivable or Sales Order applications to record the sale of the assembled item or kit.

System Information

Additional information about using the system is found in the following sources:

- the *Bill of Material User's Help*
- the user's guides for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals
- online help

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088) or e-mail them at traverse_support@osas.com.

ABOUT BILL OF MATERIAL

Frequently used functions

The most frequently used functions are on the Transactions and Transaction Journals menus. Use these functions for the following tasks:

- Set up Bills of Material using the Bill of Material function.
- Issue work orders to build your assemblies.
- Print your work order reports.
- Confirm or cancel your work orders.
- Post work orders

Reports

Reports can be printed to show your work order history, available components and the component costs for your bills of material.

Interactive Views

Bill of Material history, explorer, kit sales history and component availability information can be displayed through the interactive view functions.

Interfaces

Bill of Material can be interfaced with General Ledger and automatically interfaces with Inventory.

SETTING UP BM

2

SETUP CHECKLIST

Required

_____ 1. Set up your Components, Assemblies and Kits using the Inventory item setup functions.

_____ 2. Set up your Labor Codes to record your labor costs.

_____ 3. Gather together your current Bill of Material list so you know what components and sub assemblies go into each of your Bills of Material.

_____ 4. Set up your Bills of Material and Kits using the Bill of Material setup function.

Recommended

_____ 5. Calculate your labor costs so you can include the labor costs into your Bill of Material cost calculations.

SETUP PROCEDURES

Before you can use the Bill of Material system, you must follow the setup procedures in this chapter. Setup procedures include such things as defining the bills of material you use to assemble your products, assigning codes and IDs, and entering initial work order balances. Follow the setup procedures carefully; the choices you make determine how the system operates.

Gather Your Information

Gather and organize the following accounting data:

- A chart of accounts for your business.

- Work flow for assembling your products.

- Bill of material, sub assembly, and component information.

- Previous- and current-year work order history organized by Bill of Material.

What You Need to Define

To set up the Bill of Material system, follow these steps:

1. Use the Business Rules function (page 3-3) to define how you want the system to work.

2. Define the IDs and codes you plan to use. See **IDs and Codes** below.

3. Use the Bill of Material function (page 3-17) to define the Bill of Material assemblies you will be building.

4. Set up initial Work Order balances for each Bill of Material (page 3-17).

IDs and Codes

IDs and codes tell the system how to identify each Item on file. The system uses these identifiers to organize information.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:

- Do not use the following characters in an ID or code: │ " ' & # * @ !.

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID.

Do not use spaces to divide IDs into more than one part. For example, use ACE-001 and ACE-011 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. For information about how IDs and codes are sorted, see (page 2-5).

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name of the vendor in the vendor ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leaves room for three IDs in between.

Bill of Material

The Bill of Material function is the center of the Bill of Material/Kitting application: the Bills of Material you set up can be used to issue work orders to build or unbuild items, creating Items for sale or restocking your Inventory. These Bills of Material can also be used to set up Pick Lists for Kitted Items that are assembled when they are sold. (page 3-17)

Global Item Replace

Use the Global Item Replace function to replace a given component throughout the Bills of Material you select, with another item. (page 3-27)

Labor Account Codes

Use the Labor Account Codes function to enter the accounts to which you want to post labor cost information when you post confirmed work orders. (page 3-13)

IMPLEMENTING BILL OF MATERIAL

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BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Bill of Material functions. You can elect to allow editing with transactions open for Bills of Material, interfacing to GL, and how much detail to print on forms.

To set up **Business Rules**, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu
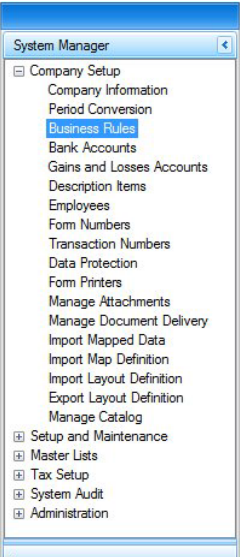
2. The **Business Rules** screen appears. Select **Bill of Materials/Kitting**.

Business Rules Screen

Bill of Material Maintenance

3. **Allow Editing if Inventory Quantities Exist**: Select **Yes** to allow edits to an item's Bill of Material, even if a sale transaction exists for that product in Sales Order; otherwise, select **No**.

> This option applies primarily to kitted items; while a component substitution in a stocked item should not affect any existing assemblies, such a substitution may make a difference in a kitted item assembled at point of sale. Remember that changes made to an item's Bill of Material do not show in the Picking Slip generated for the Sales Order; you would need to cancel and re-enter the Sales Order to reflect the change.

4. **Allow Editing if Sales Transactions Exist**: Select **Yes** to allow edits to an item's Bill of Material even if a Sales transaction exits for this Item; otherwise, select **No**.

5. **Allow Editing if Work Orders Exist**: Select **Yes** to allow edits to an item's Bill of Material even if a Work Order exists for this Item; otherwise, select **No**.

> A component substitution in a stocked item can affect existing assemblies. Remember that changes made to an item's Bill of Material will not affect any builds already performed. You need to cancel and re-enter the Work Order to reflect the change.

6. **Audit Bill of Material**: Select **Yes** to keep a log of changes to Bills of Material; otherwise, select **No**. This will track any user-made changes to your Bills of Material. The changes to the bills of material can be viewed using the Audit Explorer on the System Manager, System Audit menu.

Interface - Application

7. **General Ledger**: Select **Yes** to interface with General Ledger; otherwise, select **No**. Interfacing with General Ledger allows Bill of Material/Kitting to update General Ledger accounts with labor costs when you post work orders.

Miscellaneous

8. **Post Work Order Detail**: Select **Yes** to post Work Orders in detail; otherwise, select **No**.

> Posting in Detail to the General Ledger will make one entry for each affected account number for each work order. Posting Summary to General Ledger will make one entry for the total amount for each affected account number in the entire group of released work orders posted.

9. **Print Kit Detail on Order Acknowledgments**: Select **Yes** to print kit detail on Order Acknowledgments; otherwise, select **No** to print only the kit summary line item.

10. **Print Kit Detail on Packing Lists**: Select **Yes** to print kit detail on Packing Lists; otherwise, select **No** to print only the kit summary line item.

11. **Print Kit Detail on Pick Slips**: Select **Yes** to print kit detail on Pick Slips; otherwise, select **No** to print only the kit summary line item.

12. **Print Online Work Orders**: Select **Yes** to allow users to print online Work Orders; otherwise, select **No**. Printing online Work Orders will print the Work Order report for the Work Order you currently have displayed on your screen.

13. **Show Kit History Selections in Sales Order Transactions**: Select **Yes** to allow users to see the Kit History selections in the Sales Order Orders screen; otherwise, select **No**. Selecting **Yes** will allow you to select a kit history record to duplicate a modified kit from history transactions.

Work Order Report

14. **New Page for Assembly Instructions**: Select **Yes** to place a page break before assembly instructions; otherwise, select **No**.

15. **New Page for Ser/Lot Information**: Select **Yes** to place a page break before serial and/or lot information; otherwise, select **No**.

16. Select **Print** to preview and print a report showing your selected Business Rules.

17. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.

| Name	Description
Search	Perform a wild-card search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

Business Rules Report

<div style="text-align:center">

Continental Products Unlimited
Business Rules List

Page 1

</div>

Application	Group		Current Value	Default Value
		Description		
BM - Bill of Materials/Kitting				
	Bill of Material Maintenance			
		Allow Editing if Inventory Quantities Exist	Yes	No
		Allow Editing if Sales Transactions Exist	Yes	No
		Allow Editing if Work Orders Exist	Yes	No
		Audit Bill of Material	Yes	No
	Interface - Application			
		General Ledger	Yes	No
	Miscellaneous			
		Post Work Order Detail	Yes	No
		Print Kit Detail on Order Acknowledgements	Yes	No
		Print Kit Detail on Packing Lists	Yes	No
		Print Kit Detail on Pick Slips	Yes	No
		Print Online Work Orders	Yes	No
		Show Kit History Selections in Sales Order Transactions	Yes	No
	Work Order Report			
		New Page for Assembly Instructions	No	No
		New Page for Ser/Lot Information	No	No

7/16/2014 2:35 PM   *** End of Report ***   OPEN_SYSTEMS\KentHe

Invalid GL Account List

1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu
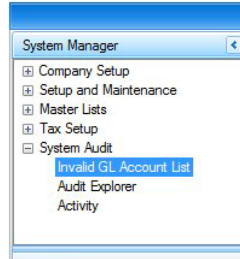
2. The **Invalid GL Account List** screen appears.

Invalid GL Account List Screen

3. Select the **applications** you want to check for invalid GL accounts. If you want to have all applications checked click the **All** button.

4. Click **OK** to start the search for invalid GL accounts.

Invalid GL Accounts List

<div align="center">

Continental Products Unlimited
SM Invalid GL Account List

Page 1

</div>

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021

IMPLEMENTING BILL OF MATERIAL
Labor Account Codes
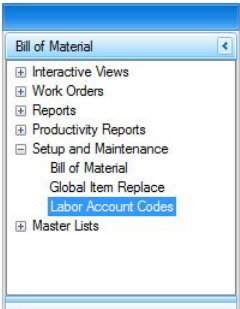
LABOR ACCOUNT CODES

Use the **Labor Account Codes** function to enter the accounts to which you want to post labor cost information when you post confirmed work orders.

The Labor Account Codes displayed will be the same account codes you have set up in Inventory and are directly related to those Inventory account codes. The labor accounts will be used for the Bill of Material you set up with the account codes from Inventory.

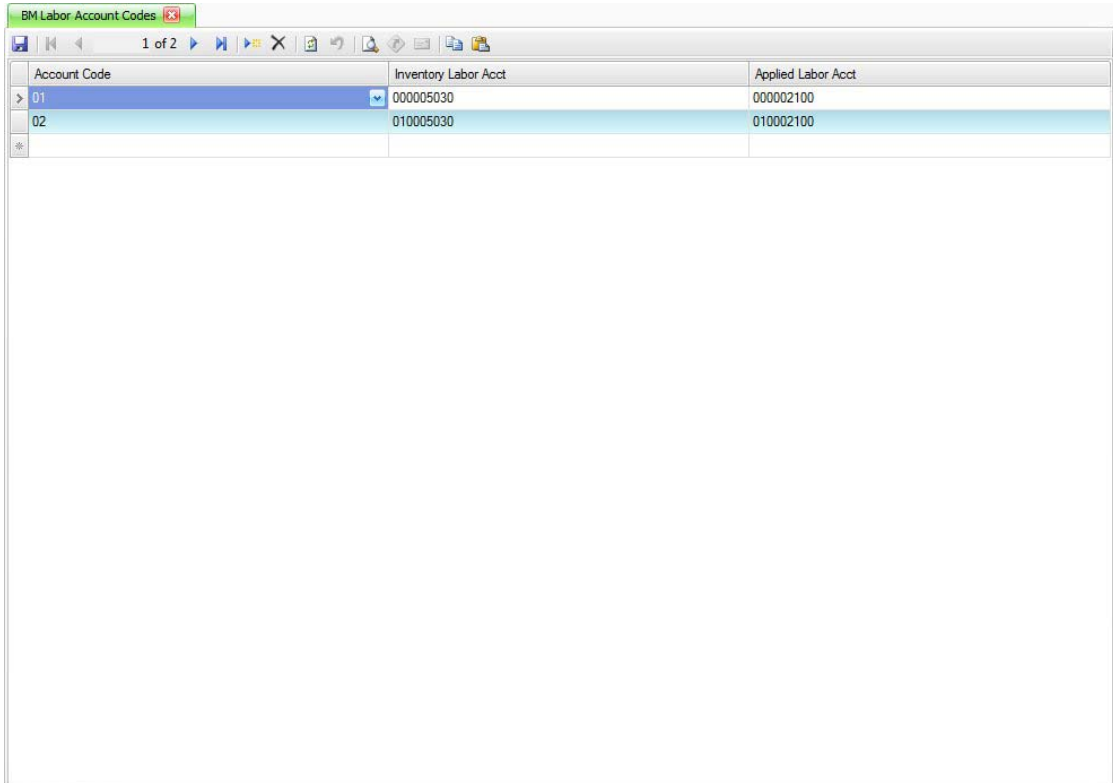To set up **Labor Account Codes**, follow these steps:

1. Select **Labor Account Codes** from the **Setup and Maintenance** menu.

Labor Account Codes Menu

Bill of Material **3-13**

2. The **Labor Account Codes** screen appears.

Labor Account Codes Screen

3. Select a labor account code from the **Account Code** field.

NOTE: Use the Inventory Account Codes function to set up two accounts to specify the accounts to which labor costs post.

4. Use the bullets below to determine which action to take in the **Inventory Labor Acct** field.

• **Select** an account if Bill of Material/Kitting interfaces with General Ledger.

• **Enter** an account if Bill of Material/Kitting does not interface with General Ledger.

NOTE: The selected account gets debited for labor costs when you post confirmed Work Orders.

5. Use the bullets below to determine which action to take in the **Applied Labor Acct** field.

   • **Select** an account if Bill of Material/Kitting interfaces with General Ledger.

   • **Enter** an account if Bill of Material/Kitting does not interface with General Ledger.

NOTE: The selected account gets credited for labor costs when you post confirmed Work Orders.

Task Summary

To add a Labor Account Code, follow these steps:

1. Click the **New Record** button ▶ on the toolbar, to open a blank Labor Account Code record.

2. Select a Labor Account Code from the **Account Code** field.

3. Use the bullets below to determine which action to take in the **Inventory Labor Acct** field.

   • **Select** an account if Bill of Material/Kitting interfaces with General Ledger.

   • **Enter** an account if Bill of Material/Kitting does not interface with General Ledger.

4. Use the bullets below to determine which action to take in the **Applied Labor Acct** field.

   • **Select** an account if Bill of Material/Kitting interfaces with General Ledger.

   • **Enter** an account if Bill of Material/Kitting does not interface with General Ledger.

5. Click the **Save** button 💾 on the toolbar, to save the new Labor Account Code.

To edit a Labor Account Code, follow these steps:

1. Select a Labor Account Code to edit, from the **Account Code** field.

2. Edit the fields as necessary.

3. Click the **Save** button 💾 on the toolbar, to save any changes made to the Labor Account Code.

To delete a Labor Account Code, follow these steps:

1. Select a Labor Account Code to delete from the **Account Code** field.

2. Click the **Delete** button ✕ on the toolbar, to delete the selected Labor Account Code.

3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

Producing a Labor Account Codes List

Use the **Labor Accounts Codes List** function to produce a list of the batch codes you defined in the Labor Account Codes function on the Setup and Maintenance menu.

To produce a **Labor Account Codes List**, follow these steps:

1. Select the Print Preview button 🔍 to preview the list of Labor Account Codes.

2. The **Preview Report** screen appears.

3. Select the **Print** button 🖨 in the toolbar to print your list.

> **NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

Labor Account Codes List

Account Code	Inventory Labor Acct	Applied Labor Acct
01	000005030	000002100
02	010005030	010002100

BILL OF MATERIAL

The **Bill of Material** function is the center of the Bill of Material/Kitting application: the Bills of Material you set up can be used to issue Work Orders to build or unbuild Items, creating Items for sale or restocking your inventory. These Bills of Material can also be used to set up Pick Lists for Kitted items that are assembled when they are sold.

Bills of Material record component and assembly information for Inventory Items. Before you can create a Bill of Material, you must first set up the assembled Item and its component Items in Inventory. Use the Inventory Items function to enter information about your assembly Items and their components. You can then select these Items when you build Bills of Material.

To set up a **Bill of Material**, follow these steps:

1. Select **Bill of Material** from the **Setup and Maintenance** menu.

Bill of Material Menu

2. The **Bill of Material** screen appears.

Bill of Material Screen

3. When you select the **New Record** button ▸✳ , the **Add Item Locations** screen is displayed.

Add Item Locations Screen

4. Select an item from the **Add Item ID** field.

5. Select a location from the **Add Location ID** field.

> **NOTE: To copy item information from a similar record for a new Item Location, select the existing Item record from the Copy From Item field. To copy Location information from a similar record for a new Item Location, select the existing Location record from the Copy From Location field.**

6. Determine whether to include **Component Information** or **Assembly Instructions** by selecting the corresponding check boxes. Or clear the check boxes to not include the particular area.

7. Click **OK**.

> **NOTE: Use the Inventory Items and Item Locations functions, if applicable, to edit the Item's Location or Description information, or to categorize the Item as Kitted, Lotted, or Serialized.**

8. The **BOM Item ID**, **Location**, **Description** and **Unit** fields will populate from the selected **Item** and **Location** in the Add Item Locations screen. You may edit any of these fields if applicable.

9. Select the **Add** button to add the **BOM Item ID** to another **Location**.

   • The **Add Item Locations** screen appears with the **Item ID** filled in with the BOM Item ID.

   • Select a location from the **Add Location ID** field.

> **NOTE: To copy Item information from a similar record for a new Item Location, select the existing Item record from the Copy From Item field. To copy Location information from a similar record for a new Item Location, select the existing Location record from the Copy From Location field.**

   • Select the **Delete** button to remove the **BOM Item ID** from the selected **Location**.

10. Enter the cost of labor in the **Labor Cost** field.

> **NOTE: The Total Cost and Component Cost fields automatically recalculate as you enter Items. If a check mark appears in the Kitted check box, you cannot edit this field because Kitted Items do not have associated Labor Costs because assembly occurs at the point of sale.**

11. Click the **Components** tab.

12. Select an Item to add from the **Item ID** field.

> **NOTE: The Item's Location, Unit, Unit Cost, and Extended Cost appear. If applicable, use the Inventory Items function to edit this information.**

13. Enter the quantity used in the **Quantity** field.

> **NOTE: The Total Cost and Component Cost fields automatically recalculate when you edit this field.**

14. Click the **Instructions** button, if applicable, to add assembly instructions to the Bill of Material.

Assembly Instructions Screen
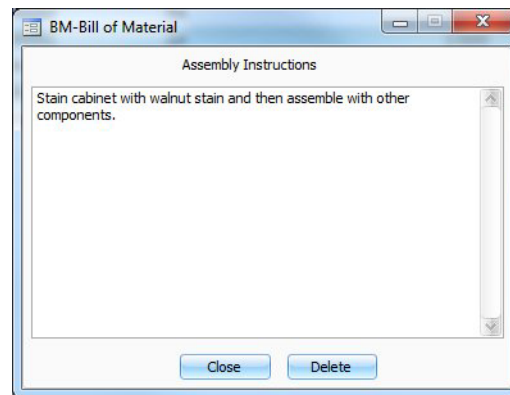
> **NOTE: Click Close to save the instructions and return to the Bill of Material screen.**

15. Select, if applicable, the next Item in the Bill of Material from the **Item ID** field on the Components tab.

> **NOTE: You can use the Inventory Items function to edit the Item's Location, Unit, Unit Cost, and Extended Cost.**

16. Enter the quantity used in the Bills of Material in the **Quantity** field on the Components tab.

> **NOTE: The Item's extended cost and Bill of Material's Total Cost and Component Cost fields recalculate automatically.**

NOTE: When Items are selected, the Type will display as Item. When an Item, that is already set up as a Bill of Material is selected, the Type will update as Subassembly.

Task Summary

To add a Bill of Material, follow these steps:

1. Click the **New** button ▶ on the toolbar, to open a new Bill of Material record.

2. Select an item from the **Add Item ID** field.

3. Select a location from the **Add Location ID** field.

4. Determine whether to include **Component Information**, or **Assembly Instructions** by selecting the corresponding check boxes. Or clear the check boxes to not include the particular area.

5. Click **OK**.

6. Enter the cost of labor in the **Labor Cost** field.

7. Click the **Components** tab.

8. Select an item to add from the **Item ID** field.

9. Enter the quantity used in the **Quantity** field.

10. Click the **Instructions** button, if applicable, to add Assembly Instructions to the Bill of Material.

11. Select, if applicable, the next item from the Item ID field on the Components tab.

12. Enter the quantity used in the bills of material in the **Quantity** field on the Components tab.

13. Click the **Save** button 💾 on the toolbar, to save the new Bill of Material record.

To edit a Bill of Material, follow these steps:

1. Select a Bill of Material record to edit from the **BOM Item ID** field.

2. Edit the fields as necessary.

3. Click the **Save** button 💾 on the toolbar, to save any changes made to the bill of material record.

To delete a Bill of Material, follow these steps:

1. Select a Bill of Material record to delete from the **BOM Item ID** field.

2. Click the **Delete** button ✕ on the toolbar, to delete the selected Bill of Material record.

3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

   To delete a Bill of Material Component, follow these steps:

1. Select a Bill of Material record from the **BOM Item ID** field.

2. Place your cursor in the **Item ID** field of the component to delete.

3. Click the **Delete** button ▬ on the navigation bar.

   To delete a Bill of Material Location, follow these steps:

1. Select a Bill of Material record from the **BOM Item ID** field.

2. Select a **Location ID** to delete from the Location box.

3. Click the **Delete** button.

4. Click **Yes** at the "Are you sure you want to delete this record?" prompt.

> **NOTE: If you delete a location from a Bill of Material, it does not delete the location from the Item record in Inventory.**

Producing a Bill of Material List

Use the **Bill of Material List** to view the bills of material you have set up along with their components. Use the Bill of Material function to change bill of material information.

To produce a **Bill of Material List**, follow these steps:

1. Select **Bill of Material List** from the **Master Lists** menu.

Bill of Material List Menu
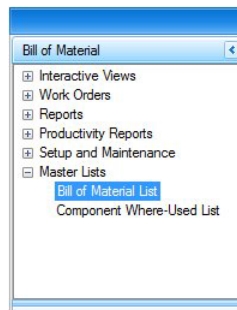
2. The **Bill of Material List** screen appears.

Bill of Material List Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select the sort criteria from the **Sort By** section: **BOM Item ID** and **Location ID**.

5. Select whether to **View Bill Of Material** components or **Kitted Items** in the list by selecting the applicable check box(es) from the **View** section.

6. Select whether to **Display Component Availability** or **Assembly Instructions** in the list by selecting the applicable check box(es) from the **Display** section.

NOTE: If you do not select any of the check boxes, the components' Unit and Extended Cost print on the list.

• **Component Availability** will Print the components' quantity available in Inventory instead of unit and extended cost information.

- **Assembly Instructions** will Print the assembly instructions below the Item ID on the list.

7. Select a command button

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Bill of Material List

Continental Products Unlimited
Bill of Material List
Sorted By BOM Item ID

Report Filter								
View BOM	Yes			View Kitted	No			

BOM Item ID	Description	Location ID	Description	Unit				
700	Cabinets	MN0001	MINNEAPOLIS WAREHOUSE	SET				

Assembly Instructions

Component List

Item Type	Item ID	Location ID	Description	Unit	Serialized	Lotted	Quantity	Qty Avail
Sub	700100 Walnut Cabinet	MN0002	MINNEAPOLIS WAREHOUSE	EA	No	No	1.0000	5.0000

BOM Item ID	Description	Location ID	Description	Unit				
700100	Walnut Cabinet	MN0002	MINNEAPOLIS MANUFACTURING	EA				

Assembly Instructions

Stain cabinet with walnut stain and then assemble with other components.

Component List

Item Type	Item ID	Location ID	Description	Unit	Serialized	Lotted	Quantity	Qty Avail
Item	700113 Cutting Board	MN0002	MINNEAPOLIS MANUFACTURING	EA	No	No	1.0000	993.0000
Sub	700115 Drawer Assembly	MN0002	MINNEAPOLIS MANUFACTURING	EA	No	No	2.0000	0.0000
Item	700117 Cabinet Door	MN0002	MINNEAPOLIS MANUFACTURING	EA	No	No	4.0000	972.0000
Item	700200 Hinges	MN0002	MINNEAPOLIS MANUFACTURING	EA	No	No	8.0000	1,944.0000
Item	700300 Handles	MN0002	MINNEAPOLIS MANUFACTURING	EA	No	No	6.0000	954.0000

BOM Item ID	Description	Location ID	Description	Unit				
700115	Drawer Assembly	MN0002	MINNEAPOLIS MANUFACTURING	EA				

Assembly Instructions

Component List

GLOBAL ITEM REPLACE

Use the **Global Item Replace** function to replace a given component throughout the Bills of Material you select, with another Item.

When you select a Component to be replaced, you will see all the Bills of Material in which that component is currently being used. You will have the option to select the Bills of Material in which you want the item to be replaced.

To use the **Global Item Replace**, follow these steps:

1. Select **Global Item Replace** from the **Setup and Maintenance** menu.

Global Item Replace Menu
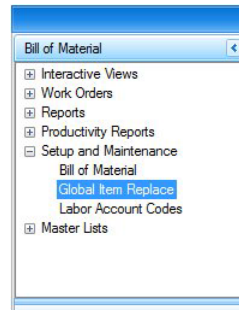
2. The **Global Item Replace** screen appears.

Global Item Replace Screen

3. Select the Item ID of the component to be replaced from the **Item ID** field in the **Component to be Replaced** section.

4. Select the **Location ID** for the Item to be replaced if applicable, otherwise accept the default.

5. Select the **Unit** for the Item to be replaced if applicable, otherwise accept the default.

6. Select the Item ID of the replacement component from the **Item ID** field in the **Replacement Component** section.

7. Select the **Location ID** for the Item to be replaced if applicable, otherwise accept the default.

8. Select the **Unit** for the Item to be replaced if applicable, otherwise accept the default.

9. Enter the amount by which you want to multiply quantities in the **Multiply Quantities By** field.

> **NOTE: If there is a one-to-one relationship between the two items, enter 1. If the relationship is not equal, you must enter a number by which the quantities must be multiplied, so that the modified bills of material use the correct quantities. For example, you might need to replace a 128 MB memory component with a 512 MB memory component, and you want the modified bill of material to contain the same amount of memory as the original. If each Bill of Material uses four of the smaller memory components in the assembly, enter 0.25 in the field so that the modified bill of material uses only one of the larger memory modules when the replacement is made.**

10. Select Bills of Material in which to replace the item from the **Selection List** section.

     Select the **All** button to select all available Bills of Material. Select the **None** button to clear the check box for all selected Bills of Material.

11. Click a command button:

     • Click **OK** to begin processing. A message appears when the replace completes successfully. After you click **OK** to close this message box, the Global Item Replace Log appears.

Command Buttons

Name	Description
OK	Executes the replace.

Name	Description
Activity	Opens the Activity dialog box to allow you to reprint replace logs.
Reset	Return the value of all fields on the replace screen to their default values.

Activity Log

Use the **Activity Log** to view all replace activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the replace was made.
Description	The replace description.
User ID	The user who performed the replace.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

Activity Log Dialog Box
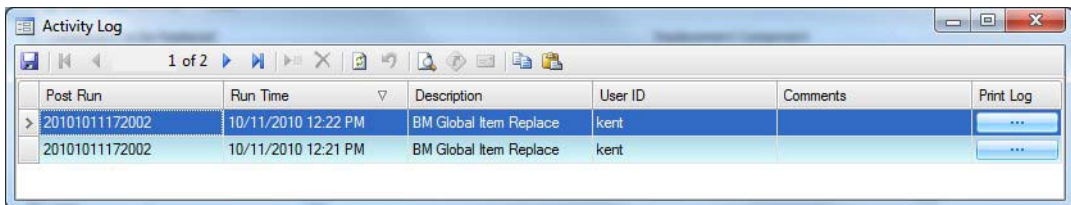
> **NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.**

Global Item Replace Log

<table>
<tr><td colspan="6" align="center">Continental Products Unlimited</td><td align="right">Page 1</td></tr>
<tr><td colspan="6" align="center">Global Item Replace Log</td><td></td></tr>
</table>

Multiply Quantities By	1
Bills of Material List	700

Item Replaced			New Item		
700100	Walnut Cabinet		700111	Cabinet Assembly	
MN0002	MINNEAPOLIS MANUFACTURING		MN0002	MINNEAPOLIS MANUFACTURING	
EA			EA		

Bills of Material			Before Replace		After Replace	
Item ID	Location ID	Labor Cost	Component Cost	Total Cost	Component Cost	Total Cost
700	MN0001	10.00	67.07	77.07	70.06	80.06
Cabinets						

10/11/2010 12:21 PM	*** End of Report ***	OPEN_SYSTEMS\kenthe

USING BILL OF MATERIAL

4

USING THE WORK ORDERS MENU

Purpose

Use the Work Orders menu for the following tasks:

- Enter Work Orders to assemble your products.

- Print your Work Order Reports to list the components and quantities.

- Confirm, cancel or edit your Work Orders.

- Post Work Orders.

WORKING WITH TRANSACTIONS

Before using the **Work Order** functions, set up your Items, Bills of Material and Labor Account Codes using the **Setup and Maintenance** functions. Verify your Items, Bills of Material and Labor Account Codes, using the **Master Lists** and **Interactive Views** functions.

Using the Work Orders Functions

Use the Work Orders functions for the following tasks:

- Use the **Issue Work Orders** function to build an item using the components specified in a Bill of Material or to remove components from an existing Item ("unbuild") to restock Inventory quantities. You cannot issue Work Orders for Kitted Items because these Items are not assembled until you sell them. (page 4-7)

- Use the **Work Order Report** function to print Work Orders that you have issued. You can also print Work Orders online directly after you issue them. (page 4-13)

- Use the **Confirm/Cancel Work Orders** function to confirm completed Work Orders or cancel those you no longer need. You can also edit the quantity you want to build or unbuild. Confirming or canceling Work Orders updates items' In Use quantities in Inventory. (page 4-17)

- Use the **Post Work Orders** function to update Inventory quantities and create entries in General Ledger (when interfaced with Bill of Material/Kitting). You must confirm Work Orders before you can post them. Use the Confirm/Cancel Work Orders function to confirm work orders. (page 4-27)

ISSUE WORK ORDERS

Use the **Issue Work Orders** function to build an Item using the components specified in a Bill of Material or to remove components from an existing Item ("unbuild") to restock Inventory quantities. You cannot Issue Work Orders for Kitted Items because these Items are not assembled until you sell them.

NOTE: Issuing work orders updates items' Committed quantities in Inventory.

To **Issue Work Orders**, follow these steps:

1. Select **Issue Work Orders** from the **Work Orders** menu.

Issue Work Orders Menu
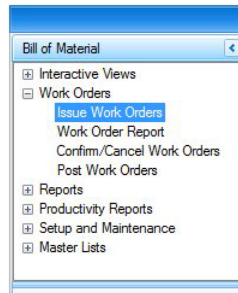
2. The **Issue Work Orders** screen appears.

Issue Work Orders Screen

3. Select **Build** or **Unbuild** from the **Type** field.

> **Build** will consume the components from Inventory and reduce the quantity On Hand when the Work Order is posted. It will add to the quantity On Hand for the end assembly when the work order is posted.

> **Unbuild** will add the components to Inventory and increase the quantity On Hand when the Work Order is posted. It will reduce the quantity On Hand for the end assembly when the work order is posted.

4. Select the BOM Item ID for the item you want to build from the **BOM Item ID** field.
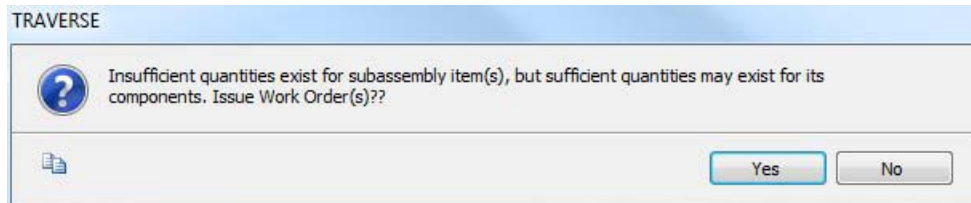
> **NOTE: The components used in the item's bill of material appear in the window along with their available quantities.**

5. Select the location ID for the item you want to build from the **Location ID** field.

6. The **Qty Available to Build** is displayed, to show you the maximum quantity for which you can issue a work order, without component quantities going negative.

7. Enter the quantity of items you want to build in the **Qty to Build** field.

8. Edit the **Date** and **Fiscal Period/Year** fields as necessary.

9. Click the **Issue Order** command button and confirm the message that appears to issue the work order.

> **NOTE: If you elected to Print Online Work Orders in the Business Rules function, a Work Order issued successfully dialog box appears when the work order is issued successfully. Click OK and the Work Order Report is previewed on your screen.**

> **NOTE: If you have subassemblies and there is insufficient quantities of the subassembly on hand you will be prompted to generate a work order for the subassembly also. Click Yes to generate a work order for the subassembly to be built to be able to build the full quantity of the original work order.**

TRAVERSE

Insufficient quantities exist for subassembly item(s), but sufficient quantities may exist for its components. Issue Work Order(s)??

Yes   No

10. Select a command button:

Command Buttons

Name	Description
Issue Order	Issues the work order and updates the committed quantity for the components of the bill of material.
Activity	Unavailable for this function.
Reset	Return the value of all fields on the replace screen to their default values.
Availability	Displays the availability screen to show the component availability.

Component Availability Screen

Click the **Availability** command button to view the **Component Availability** screen, for the build quantity you enter in the **Qty to Build** field. This screen lists the **Item ID**, **Location ID**, **Unit**, **BOM Qty**, **Qty Required**, **Qty Available**, and the **Net** quantity remaining after the item is assembled.

If you want to find the availability for another Bill of Material, select the **BOM Item ID**, **Location ID**, and enter a **Qty to Build**, and **Unit**, for the BOM for which you want to find the component availability. Click **Find** and the component availability is updated with the available components for that BOM.

Task Summary

To Issue a build Work Order for a Bill of Material, follow these steps:

1. Select **Build** from the **Type** field.

2. Select the BOM item ID for the item you want to build from the **BOM Item ID** field.

3. Select the location ID for the item you want to build from the **Location ID** field.

4. Enter the quantity of items you want to build in the **Qty to Build** field.

5. Edit the **Date** and **Fiscal Period/Year** fields as necessary.

6. Click the **Issue Order** command button and confirm the message that appears to issue the work order.

To Issue an unbuild Work Order for a Bill of Material, follow these steps:

1. Select **Unbuild** from the **Type** field.

2. Select the BOM item ID for the item you want to unbuild from the **BOM Item ID** field.

3. Select the location ID for the item you want to unbuild from the **Location ID** field.

4. Enter the quantity of items you want to unbuild in the **Qty to Unbuild** field.

5. Edit the **Date** and **Fiscal Period/Year** fields as necessary.

6. Click the **Issue Order** command button and confirm the message that appears to issue the work order.

> **NOTE:** Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Online Work Order

<div style="border:1px solid #000; padding:1em;">

Continental Products Unlimited
Work Order Report

PAGE   1

Work Order No	00000012		Issue Date	10/11/2010
BOM Item ID	700100	Walnut Cabinet		
Location ID	MN0002	MINNEAPOLIS MANUFACTURING		
Unit	EA			
Est Quantity To Build	5.0000	Actual Quantity _____		

Work Order Detail

Item ID	Description	Location ID	Unit	Lotted	Serial	Est Quantity	Actual Quantity
700113	Cutting Board	MN0002	EA	No	No	5.0000	_____
700115	Drawer Assembly	MN0002	EA	No	No	10.0000	_____
700117	Cabinet Door	MN0002	EA	No	No	20.0000	_____
700200	Hinges	MN0002	EA	No	No	40.0000	_____
700300	Handles	MN0002	EA	No	No	30.0000	_____

10/11/2010 11:36   kenthe

</div>

WORK ORDER REPORT

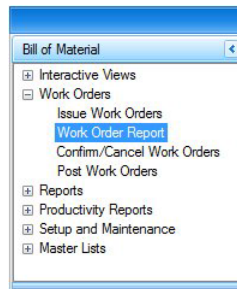Use the **Work Order Report** function to print Work Orders that you have issued. You can also print work orders online directly after you issue them. To do so, select **Yes** in the **Print Online Work Orders** field in the **Business Rules** function (page 3-3).

To print the **Work Order Report**, follow these steps:

1. Select **Work Order Report** from the **Work Orders** menu.

Work Order Report Menu

2. The **Work Order Report** screen appears.

Work Order Report Screen
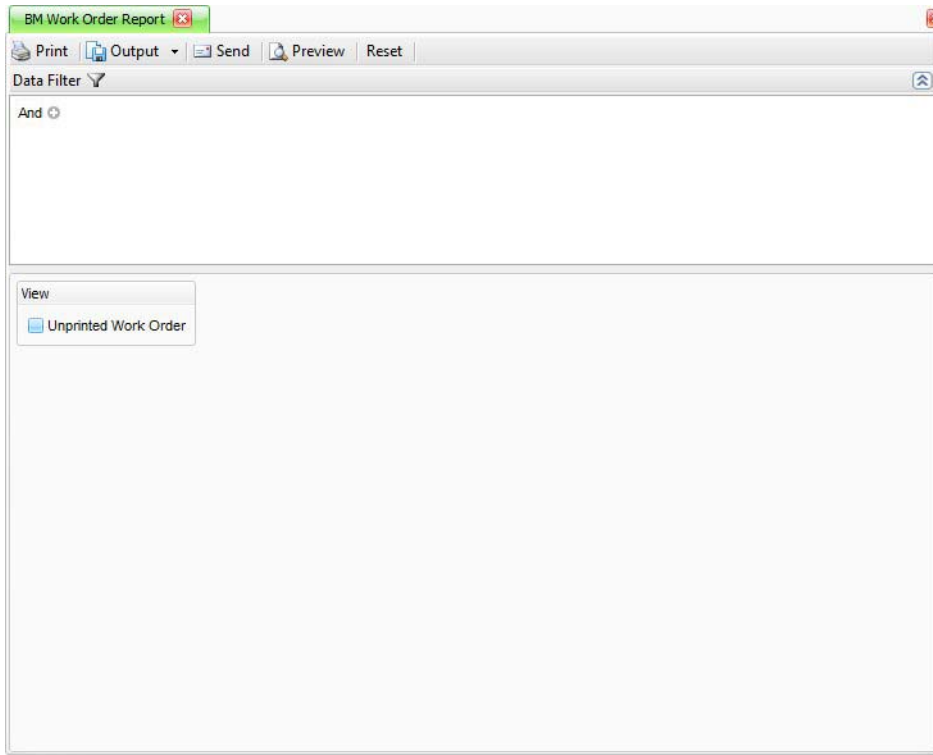
3. Use the **Data Filter** to select the range of filtering options, or leave the filter blank to include all available data.

4. Select the **Unprinted Work Orders** check box, if applicable, to print only unprinted work orders.

> **NOTE: Clearing the check box prints both unprinted and printed work orders in the report.**

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Work Order

<div align="center">

Continental Products Unlimited   PAGE   1
Work Order Report

</div>

Work Order No	00000012		Issue Date	10/11/2010

BOM Item ID	700100	Walnut Cabinet
Location ID	MN0002	MINNEAPOLIS MANUFACTURING
Unit	EA	

Est Quantity To Build	5.0000	Actual Quantity _____

<div align="center">

Work Order Detail

</div>

Item ID	Description	Location ID	Unit	Lotted	Serial	Est Quantity	Actual Quantity
700113	Cutting Board	MN0002	EA	No	No	5.0000	_____
700115	Drawer Assembly	MN0002	EA	No	No	10.0000	_____
700117	Cabinet Door	MN0002	EA	No	No	20.0000	_____
700200	Hinges	MN0002	EA	No	No	40.0000	_____
700300	Handles	MN0002	EA	No	No	30.0000	_____

10/11/2010 11:36   kenthe

CONFIRM/CANCEL WORK ORDERS

Use the **Confirm/Cancel Work Orders** function to confirm completed work orders or cancel those you no longer need. You can also edit the quantity you want to Build or Unbuild. Confirming or canceling work orders updates Items' In Use quantities in Inventory.

To **Confirm/Cancel Work Orders**, follow these steps:

1. Select **Confirm/Cancel Work Orders** from the **Work Orders** menu.

Confirm/Cancel Work Orders Menu
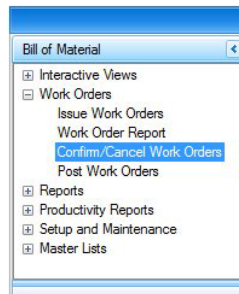
2. The **Confirm/Cancel Work Orders** screen appears.

Confirm/Cancel Work Orders Screen

3. Select the **BOM Item ID** of the BOM for which you want to confirm or cancel the Work Order, if you want to filter your work orders for just that BOM.

4. Select the **Location ID** of the BOM for which you want to confirm or cancel the Work Order, if you want to filter your work orders for just that BOM in that Location.

5. Select the **Work Order No** of the work order you want to Confirm or Cancel, if you want to filter your Work Orders for just that Work Order.

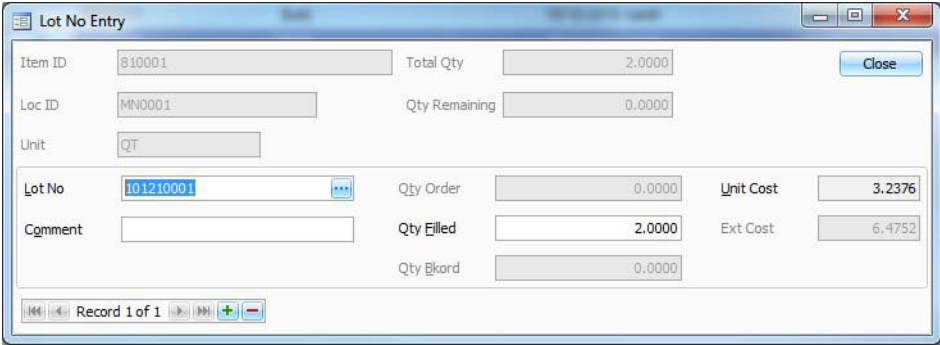6. Select the check box adjacent to the Work Order to Confirm or Cancel.

> **NOTE: To confirm or cancel all work orders, click the Select All command button. To undo the selection check box, use the Unselect All button to uncheck all the selected Work Orders.**

7. Click the **Confirm** command button.

8. Click **Yes** to Confirm or Cancel the Work Order.

> **NOTE: If Lotted or Serialized components were used in the Work Order, the Lot No Entry and/or Ser No Entry dialog boxes appear. Also, after you Confirm the Work Order, it is removed from the list.**
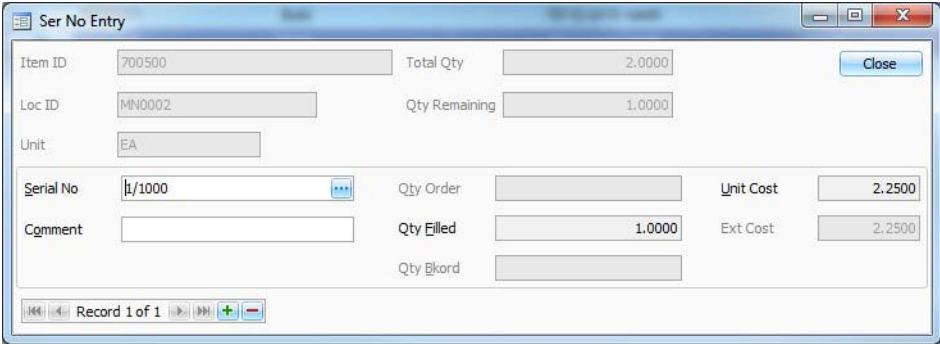
Lot and Serial Number Entry

Lot Number Entry Dialog Box

Serial Number Entry Dialog Box

Lot/Serial Number Entry Dialog Box

1. The **Lot No Entry**, **Ser No Entry**, or the **Lot/Ser No Entry** dialog box automatically appears when you Confirm or Cancel work orders that have Lotted, Serialized or Lotted/Serialized items.

2. The **Lot/Ser No Entry** dialog box combines the **Lot No Entry** and **Ser No Entry** dialog box fields. It is used in this example to show all the fields you may see.

> NOTE: If you do not enter information on this screen, the work order is not confirmed or canceled.

3. In the top portion of the dialog box, the **Item ID**, **Location ID**, **Unit Of Measure**, **Total Quantity**, and **Quantity Remaining** fields appear and are unavailable.

> NOTE: The Qty Remaining field is updated as you enter serial and lot records.

4. The **Qty Filled** box on Confirm/Cancel Work Orders screen is adjusted if the quantity of Lotted or Serialized Items you enter on this screen is different from that on the Confirm/Cancel Work Orders screen.

5. Select a **Serial No** with a status of **Available** (for a work order) or select a serial number with a status of **Sold** (for an unbuild). This field is available only if you are working with a Serialized Item.

6. Select a **Lot No** if you are working with a Lotted Item. If you are working with a Serialized and Lotted Item, the Lot Number associated with the Serial Number you selected appears.

7. Enter **Comments** about the Work Order confirmation. The comments are posted to Inventory Lot and Serial Number History.

8. The quantity filled is **1** for Serialized Items and Serialized and Lotted Items. If you are working with Lotted Items, the Quantity Filled Amount from the **Work Order** defaults into this field. You can change it if necessary.

9. If applicable, the **Qty Ordered** and **Qty Bkord** appear.

10. The **Unit Cost** of the item appears and you can change it if the work order is an unbuild.

11. The **Extended Cost** of the item appears.

12. Click **Close** to save your changes and return to the Confirm/Cancel Work Orders screen.

13. Select a command button:

Command Buttons

Name	Description
Confirm	Confirm the selected work order(s). After you confirm a work order, it is removed from the list.
Activity	Not available for this function.
Reset	Set all fields to their default values.
Cancel	Cancel the selected work order(s). After you cancel a work order, it is removed from the list.
Edit	Edit the quantity of the selected work order.
Select All	Confirm or cancel all work orders.
Unselect All	Clear all check boxes.

Edit Button

Use the **Edit** button to edit the Actual Quantity built, or the Actual Quantity of the components used when the BOM was built for the selected Work Order.

If your technicians used a different quantity of component than called for in the Bill of Material when assembling an item, you need to edit the issued Work Order so that it reflects the correct quantities. If you do not, the system updates Inventory In Use quantities incorrectly.

Confirm/Cancel Work Orders Edit Screen

BM - Edit Work Order							×

Work Order No	00000002					Work Type	Build
BOM Item ID	4517	Brake Handle Attachment					
Location ID	MN0002	Est Qty	6.0000				
		Qty Available	0.2778	Date			5/19/2017
		Actual Qty	6.0000 EA	Fiscal Period /Year	5 / 2017		

Item Detail

Item ID	Description	Location ID	Unit	Est Qty	ActQty
4401	Black Plastic 4" Handle	MN0002	EA	6.0000	6.0000
45020	Steel 1/4 Flat	MN0002	SQIN	12.0000	12.0000
45030	Steel Rod 1/2"	MN0002	IN	108.0000	108.0000
49003	Gray Primer	MN0002	OZ	3.0000	3.0000
49112	White Paint	MN0002	OZ	3.0000	3.0000

Quantity Information

	Available	On Order	Committed	On Hand
	969.0000	0.0000	30.0000	999.0000

1. The **Edit Work Order** screen appears.

2. Edit the **Actual Qty** field as needed.

3. Adjust the **Date**, **Period**, and **Year** fields if necessary.

4. Edit the **ActQty** field for the components used as necessary.

5. Close the **Edit Work Order** dialog box to save any changes.

Task Summary

To **Confirm** the Completion of a **Work Order**, follow these steps:

1. Select the check box adjacent to the **Work Order No** to confirm. To confirm all work orders, click the **Select All** command button.

2. Click the **Confirm** command button.

3. Click **Yes** to confirm the Work Order. If Lotted or Serialized components were used in the work order, the **Lot No Entry** and/or **Ser No Entry** dialog boxes appear. Also, after you confirm the work order, it is removed from the list.

To **Cancel** a **Work Order**, follow these steps:

1. Select the check box adjacent to the **Work Order No** to cancel. To cancel all work orders, click the **Select All** command button.

2. Click the **Cancel** command button.

3. Click **Yes** to cancel the work order. If you cancel the work order, it is removed from the list.

To **Edit Work Order** Quantities, follow these steps:

If your technicians used a different quantity of component than called for in the Bill of Material when assembling an item, you need to edit the issued Work Order so that it reflects the correct quantities. If you do not, the system updates Inventory In Use quantities incorrectly.

1. Place your cursor in the **Work Order No** field of the work order you want to edit.

2. Click the **Edit** command button.

3. Edit the **Actual Qty** field as needed. Adjust the **Date**, **Period**, and **Year** fields if necessary.

4. **Close** the **Edit Work Order** dialog box to save any changes.

5. **Close** the **Confirm/Cancel Work Orders** function to save any changes.

POST WORK ORDERS OVERVIEW

When you Post Work Orders the system creates history records for all the Work Orders and Bills of Material. Posting will also update the quantities and cost amounts for the Bills of Material that have been assembled from the Work Orders and Confirmed.

TRAVERSE creates temporary tables to store line-item entries and totals information. As information is posted, line-item information is posted first, then totals are updated. When all line items are posted summary GL entries are calculated.

If Bill of Material interfaces with General Ledger, debit and credit entries are created in the GL Journal. If detail information is posted, entries are made for each line item. If summary information is posted, one entry is made for each GL account. If the accounting period is closed, you can either edit work orders or use the **System Manager Period Conversion** function to open the accounting period and then post the transactions. See the **Period Conversion** function in the System Manager Training Manual for more information.

When you Post Work Orders and Build work orders, entries are made to these accounts:

Items		Labor	
Inventory Assembly	**Inventory Components**	**Inventory Labor**	**Applied Labor**
DB	CR	DB	CR

NOTE: When an Unbuild Work Order is posted the opposite entries will be made to each account effected.

The Inventory accounts for the assembly and components will come from the Account Code assigned to the Items in the Inventory Items setup. The Labor accounts will come from the Labor Account Codes set up within Bill of Material on the Setup and Maintenance menu.

The Labor accounts will only have amounts posted to them if there is a Labor Amount entered into the Bill of Material setup.

POST WORK ORDERS

Use the **Post Work Orders** function to update inventory quantities and create entries in General Ledger (when interfaced with Bill of Material/Kitting). You must Confirm Work Orders before you can post them. Use the Confirm/Cancel Work Orders function to confirm work orders.

Inventory Item quantities are updated continuously as you work with Bill of Material/Kitting:

- Issuing work orders updates Items' **Committed** and **On Order** quantities.

- Confirming or Canceling work orders updates components' **Committed, On Order** and **On Hand** quantities.

- Posting confirmed work orders updates assemblies' **On Hand** quantities.

If General Ledger interfaces with Bill of Material/Kitting, posting also creates entries in General Ledger accounts for Inventory and Labor Costs.

Follow the steps below to **Post Work Orders**:

1. Select **Post Work Orders** from the **Work Orders** menu.

Post Work Orders Menu
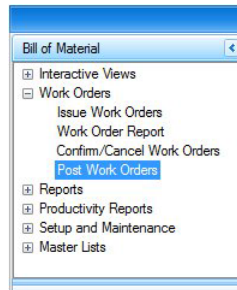
2. The **Post Work Orders** screen appears.

Post Work Orders Screen

3. Print the Work Order Report.

4. Select the **Do the following, then check the box check box**, once you have **Print Work Order Report** and **Confirm Build/Unbuild Work Orders**.

5. Select the work orders to post from the **Available** section. To select all the work orders to post click the **All** button. To unselect all the work orders click the **None** button.

6. Enter any applicable comments in the **Comments** field.

7. Select a command button:

   • Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Work Orders Log appears.
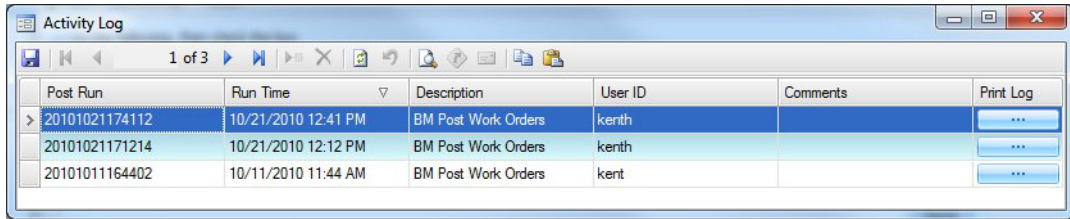
Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

Activity Log Dialog Box

> NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Work Orders Log

<table>
<tr><td colspan="5" align="center">Continental Products Unlimited</td><td>Page 1</td></tr>
<tr><td colspan="5" align="center">Post Work Orders Log</td><td></td></tr>
<tr><td>Work Order List</td><td colspan="4">00000010,00000011,00000012</td><td></td></tr>
<tr><td>Comments</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Posted to Fiscal Year	2008				
Fiscal Period	12				
Reference	Description		GL Account	Debit	Credit
BM	COGS Adjustment		000005040		269.72
BM	COGS Adjustment		000001200	269.72	
00000010(1)	700/Build		000001230	113.44	
00000010	Inventory Labor		000005030	20.00	
00000010	Applied Labor		000002100		20.00
00000010(2)	700100		000001230		113.44
	Total for Fiscal Period 12			403.16	403.16

Posted to Fiscal Year	2010				
Fiscal Period	10				
Reference	Description		GL Account	Debit	Credit
00000011(1)	700115/Build		000001230	56.48	
00000011(2)	700119		000001230		29.28
00000011(2)	700300		000001230		16.64
00000011(2)	700400		000001230		10.56
00000012(1)	700100/Build		000001230	335.34	
00000012(2)	700113		000001230		12.50
00000012(2)	700115		000001230		70.64
00000012(2)	700117		000001230		108.20
00000012(2)	700200		000001230		81.60
00000012(2)	700300		000001230		62.40
	Total for Fiscal Period 10			391.82	391.82
Grand Total				**794.98**	**794.98**

10/11/2010 11:44 AM	*** End of Report ***	OPEN_SYSTEM Sikanthe

INTERACTIVE VIEWS

5

USING THE INTERACTIVE VIEWS MENU

Use these functions if you need to examine (but not change) a Bill of Material record, Summary History, Detail History, or Transaction History.

The following interactive views functions are available on the Bill of Material Interactive Views menu. The Bill of Material Explorer interactive views and history interactive views will go to the Bill of Material interactive views functions. The work order interactive views will look at your current work order transactions and history to bring in the information.

- Bill of Material History

- Bill of Material Explorer

- Kit Sales History

- Component Availability

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
$\begin{smallmatrix}A\\Z\end{smallmatrix}\downarrow$	**Sort Ascending**	Sort the selected column's data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until** ⬆ **appears.**
$\begin{smallmatrix}Z\\A\end{smallmatrix}\downarrow$	**Sort Descending**	Sort the selected column's data in descending order. **NOTE: You can also accomplish this task by clicking the column heading until** ⬇ **appears.**

|		
	Clear Sorting	Remove all sorting options and revert to the default view.
		Group the identical entries from this column into a single group.
	Group By This Column	**NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.**
	Column Chooser	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen.
		NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an *X*.
	Best Fit	Adjust the selected column to resize the column for the best view of that column's data.
	Clear Filter	Remove all filter options and revert to the default view.
	Filter Editor	See "Filtering Across All Columns" in the General Information guide for more information.
	Best Fit (all columns)	Adjust all columns to resize for the best view all of the data at once.

Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the dropdown menu.

Select	To
	Enter criteria for filtering the selected column.
(Custom)	**NOTE: View the following paragraph for additional information.**
(Blanks)	Display only entries with blank information in the selected column.

(Non blanks)	Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select (**Custom**), the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.
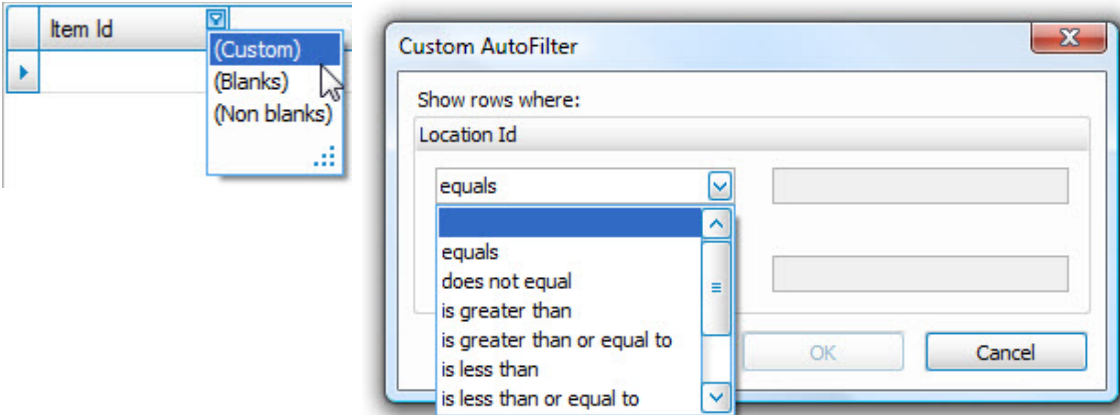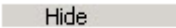

Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:
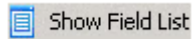
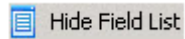| **Select**	**To**
Refresh Data	Refresh the data in the tables.
Hide	Remove the selected criterion from the table.
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.

Select	To
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
Hide Field List	Close the PivotGrid Field List.

NOTE: Note: See instructions in the "Filtering Across All Columns" section for more information on filtering.
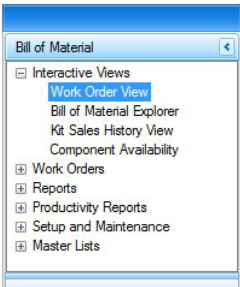
WORK ORDER VIEW

Use the **Work Order View** function to view work order information for a specific work order. You can also view detailed work order information.

To use the **Work Order History View**, follow these steps:

1. Select **Work Order History View** from the **Interactive Views** menu.

Work Order View Menu

2. The **Work Order View** screen appears and is blank until you enter your search criteria and click **Apply Filter**.

Work Order View Screen

Work Type	Work Order No	Build Date	User ID	Fiscal Period	Fiscal Year	Item ID	Location ID	Quantity	Unit	Labor Cost	Unit Cost	Ext Cost
Build	00000001	8/5/2017	Demo	8	2017	4517	MN0002	1.0000	EA	2.5000	4.1790	6.68
Build	00000002	5/19/2017	kent	5	2017	4517	MN0002	6.0000	EA	2.5000	4.1790	40.07

3. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Work Order View.

> **NOTE:** Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

BILL OF MATERIAL EXPLORER

Use the **Bill of Material Explorer** function to navigate between the various components and subcomponents, view information for each component, and print a report containing the structure.

To use the **Bill of Material Explorer**, follow these steps:

1. Select **Bill of Material Explorer** from the **Interactive Views** menu.

Bill of Material Explorer Menu

2. The **Bill of Material Explorer** screen appears and is blank until you enter your search criteria and click **Apply Filter**.

Bill of Material Explorer Screen

3. Click the **Plus** (+) next to the **BOM Item ID** to see the components used within the Bill of Material.

4. If a component is a **Subassembly**, click the **Plus** (+) next to the **Item ID** field to view the components of the Subassembly.

5. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Open Invoice View.

> **NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.**
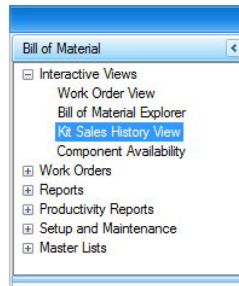
KIT SALES HISTORY VIEW

Use the **Kit Sales History View** function to view sales history for kits sold through Sales Order.

To use the **Kit Sales History View**, follow these steps:

1. Select **Kit Sales History View** from the **Interactive Views** menu.

Kit Sales History View Menu

2. The **Kit Sales History View** screen appears and is blank until you enter your search criteria and click **Apply Filter**.

Kit Sales History View Screen

3. Click the **Plus** (+) next to the **Kit Item** field to see the components sold within the kit.

4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Open Invoice View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

COMPONENT AVAILABILITY

Use the **Component Availability** function to determine whether you have enough stock in inventory to build a specific BOM Item. After you select the BOM Item ID and enter the Quantity To Build, the screen lists the component Quantity Required, the component Quantity Available, and the component Quantity Net remaining after the BOM Item is built. The amount of BOM Items that you can build is dependent upon the component with the least quantity.

To use the **Component Availability**, follow these steps:

1. Select **Component Availability** from the **Interactive Views** menu.

Component Availability Menu
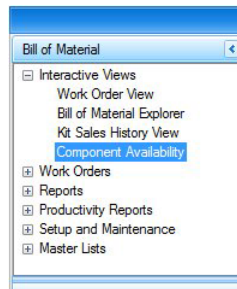
2. The **Component Availability** screen appears and is blank until you enter your search criteria and click **Apply Filter**.

Component Availability Screen
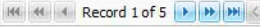
3. Select the Bill of Material Item ID for the item you want to build from the **BOM Item ID** field.

4. Select the Location ID for the item you want to build from the **Location ID** field.

5. Enter the amount to build in the **Qty To Build** field.

6. Select the **Unit** of measure in the field adjacent to the **Qty To Build** field.

7. Click **Find** to view the Bill of Material components and their quantities.

> NOTE: To view component quantity information for a different quantity of an assembled Item, enter a new value in the Qty to Build field and click Find. The Quantity Required and Quantity Net are recalculated automatically

8. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Open Invoice View.

> **NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.**

REPORTS

. . . .

6

REPORTS OVERVIEW

Use the functions on the Reports menu to view the following information:

- The **Work Order History Report** lists the history of work orders completed for Bill of Material Items. (page 6-5)

- The **Available Components** report lists the components currently available to build a selected Bill of Material Item. (page 6-9)

- The **Component Cost** report lists the cost of each component for a selected Bill of Material as well as its extended summary cost. (page 6-13)

WORK ORDER HISTORY REPORT

Use the **Work Order History Report** to print work order history for a selected Bills of Material.

To produce the **Work Order History Report**, follow these steps:

1. Select **Work Order History Report** from the **Reports** menu.

Work Order History Report Menu
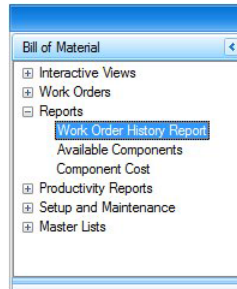
2. The **Work Order History Report** screen appears.

Work Order History Report Screen
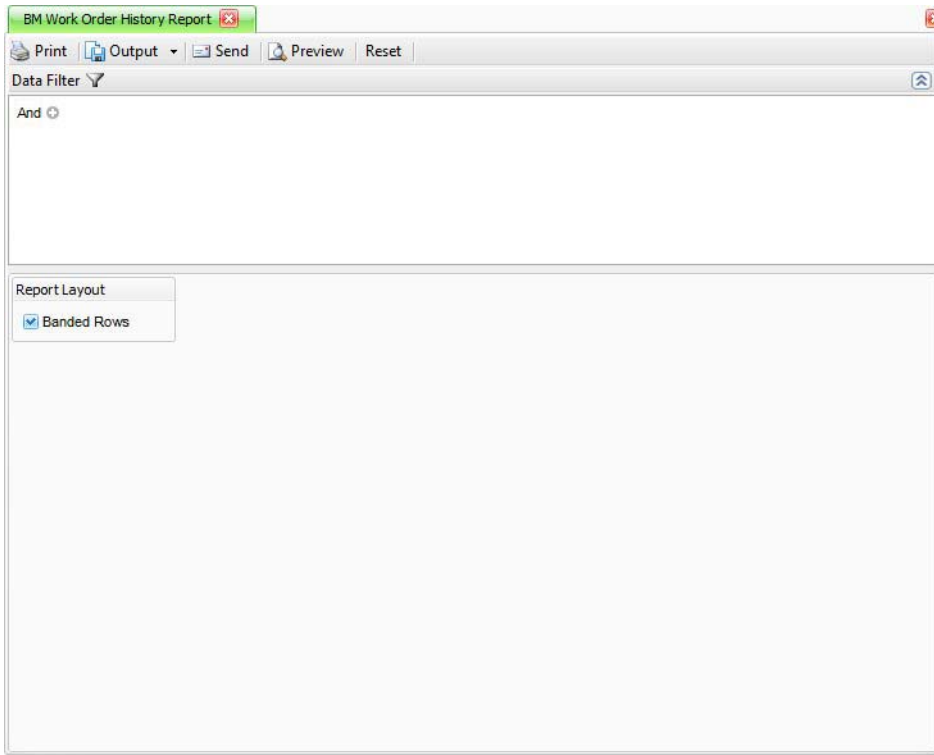
3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the

banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Work Order History Report

Report Filter

BOM Item ID Description	Work Order No	Location ID Build Date	Est Quantity Act Quantity	Unit	Unit Cost	App Labor	Est Ext Cost Act Ext Cost
100 Electrical Package	00000001	MN0001 4/17/2008	2.0000 2.0000	PKG	804.9500	0.00	1,609.90 1,609.90
700 Cabinets	00000010	MN0001 12/1/2008	2.0000 2.0000	SET	56.7200	10.00	133.44 133.44
700100 Walnut Cabinet	00000006	MN0002 10/28/2008	2.0000 2.0000	EA	56.7200	0.00	113.44 113.44
700100 Walnut Cabinet	00000008	MN0002 11/20/2008	1.0000 1.0000	EA	56.7200	0.00	56.72 56.72
700100 Walnut Cabinet	00000009	MN0002 11/20/2008	1.0000 1.0000	EA	-56.7200	0.00	-56.72 -56.72
700100 Walnut Cabinet	00000012	MN0002 10/11/2010	5.0000 5.0000	EA	67.0680	0.00	335.34 335.34
700115 Drawer Assembly	00000005	MN0002 10/28/2008	4.0000 4.0000	EA	7.0800	0.00	28.32 28.32
700115 Drawer Assembly	00000007	MN0002 11/20/2008	2.0000 2.0000	EA	7.0800	0.00	14.16 14.16
700115 Drawer Assembly	00000011	MN0002 10/11/2010	8.0000 8.0000	EA	7.0600	0.00	56.48 56.48
700199 Wet Cabinet - Walnut	00000003	MN0002 10/13/2008	20.0000 20.0000	EA	209.1200	0.00	4,182.40 4,182.40
701 Walnut Cabinet	00000004	MN0002 10/13/2008	10.0000 10.0000	EA	0.0000	50.00	500.00 500.00

10/11/2010 11:47 AM   *** End of Report ***   OPEN_SYSTEM Sikenthe

AVAILABLE COMPONENTS

Use the **Available Components** report to analyze component availability for a selected Bill of Material and determine where these components are stored.

To produce the **Available Components**, follow these steps:

1. Select **Available Components** from the **Reports** menu.

Available Components Menu
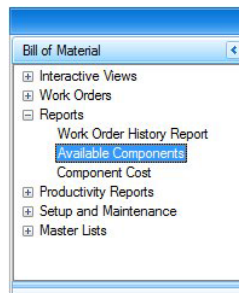
2. The **Available Components** screen appears.

Available Components Screen
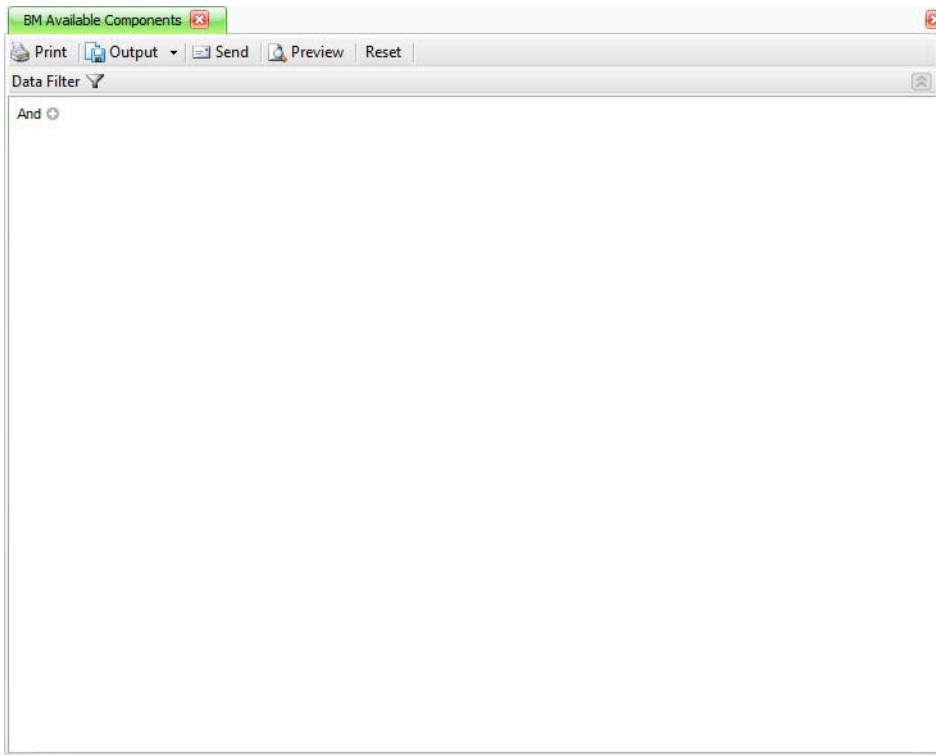
3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Available Components Report

Continental Products Unlimited
Available Components

Page 1

Report Filter

Level	Type	Item ID	Description	Location ID	Unit	Quantity Each	Available Qty	Max to Build
0	Sub	200	Heating/Cooling Package	MN0001	PKG	0.0000	0.0000	48.0000
1	Item	200100	Furnace	MN0001	EA	1.0000	239.0000	239.0000
1	Item	200300	Air Conditioner	MN0001	EA	1.0000	364.0000	364.0000
1	Item	200600	Humidifier	MN0001	EA	1.0000	48.0000	48.0000
						Maximum Available to Build		48.0000
0	Sub	700	Cabinets	MN0001	SET	0.0000	-42.0000	7.0000
1	Sub	700100	Walnut Cabinet	MN0002	EA	1.0000	7.0000	7.0000
2	Item	700113	Cutting Board	MN0002	EA	1.0000	991.0000	991.0000
2	Item	700115	Drawer Assembly	MN0002	EA	2.0000	0.0000	0.0000
2	Item	700117	Cabinet Door	MN0002	EA	4.0000	964.0000	241.0000
2	Item	700200	Hinges	MN0002	EA	8.0000	1,928.0000	241.0000
2	Item	700300	Handles	MN0002	EA	6.0000	934.0000	155.6667
2	Item	700500	Series Number	MN0002	EA	1.0000	6.0000	6.0000
2	Item	810001	Paint - White - Enamel	MN0001	QT	1.0000	198.0000	198.0000
2	Item	900	Refrigerator - Black	MN0001	EA	1.0000	17.0000	17.0000
2	Item	9000	Serialized Lotted Item	MN0001	EA	1.0000	18.0000	18.0000
						Maximum Available to Build		7.0000
0	Sub	701	Walnut Cabinet	MN0002	EA	0.0000	15.0000	5.0000
1	Sub	700199	Wet Cabinet - Walnut	MN0002	EA	2.0000	10.0000	5.0000
2	Item	700	Cabinets	MN0001	SET	1.0000	-42.0000	0.0000
2	Item	700120	Stain - Walnut	MN0002	OZ	5.0000	780.0000	156.0000
2	Item	700130	Varnish	MN0002	OZ	5.0000	780.0000	156.0000
2	Item	700998	Varnish Brushes	MN0002	EA	1.0000	956.0000	956.0000
2	Item	700999	Oil Rags	MN0002	EA	2.0000	912.0000	456.0000
						Maximum Available to Build		5.0000
0	Sub	700115	Drawer Assembly	MN0002	EA	0.0000	0.0000	811.3333
1	Item	700119	Drawer Hardware	MN0002	SET	1.0000	978.0000	978.0000
1	Item	700300	Handles	MN0002	EA	1.0000	934.0000	934.0000
1	Item	700400	Wood Screws	MN0002	EA	12.0000	9,736.0000	811.3333
						Maximum Available to Build		811.3333
0	Sub	700199	Wet Cabinet - Walnut	MN0002	EA	0.0000	10.0000	0.0000
1	Sub	700	Cabinets	MN0001	SET	1.0000	-42.0000	0.0000
1	Item	700120	Stain - Walnut	MN0002	OZ	5.0000	780.0000	156.0000
1	Item	700130	Varnish	MN0002	OZ	5.0000	780.0000	156.0000
1	Item	700998	Varnish Brushes	MN0002	EA	1.0000	956.0000	956.0000
1	Item	700999	Oil Rags	MN0002	EA	2.0000	912.0000	456.0000
2	Item	700100	Walnut Cabinet	MN0002	EA	1.0000	7.0000	7.0000
						Maximum Available to Build		0.0000
0	Sub	700100	Walnut Cabinet	MN0002	EA	0.0000	7.0000	6.0000
1	Item	700113	Cutting Board	MN0002	EA	1.0000	991.0000	991.0000
1	Sub	700115	Drawer Assembly	MN0002	EA	2.0000	0.0000	405.6667
1	Item	700117	Cabinet Door	MN0002	EA	4.0000	964.0000	241.0000
1	Item	700200	Hinges	MN0002	EA	8.0000	1,928.0000	241.0000
1	Item	700300	Handles	MN0002	EA	6.0000	934.0000	155.6667
1	Item	700500	Series Number	MN0002	EA	1.0000	6.0000	6.0000
1	Item	810001	Paint - White - Enamel	MN0001	QT	1.0000	198.0000	198.0000
1	Item	900	Refrigerator - Black	MN0001	EA	1.0000	17.0000	17.0000
1	Item	9000	Serialized Lotted Item	MN0001	EA	1.0000	18.0000	18.0000
2	Item	700119	Drawer Hardware	MN0002	SET	1.0000	978.0000	978.0000
2	Item	700300	Handles	MN0002	EA	1.0000	934.0000	934.0000
2	Item	700400	Wood Screws	MN0002	EA	12.0000	9,736.0000	811.3333
						Maximum Available to Build		6.0000

10/21/2010 3:25 PM   *** End of Report ***   OPEN_SYSTEMS\kenthe

COMPONENT COST

Use the **Component Cost** report to analyze a Bill of Material's components, the location at which they are used, the cost of each individual component, and the total cost of the Bill of Material.
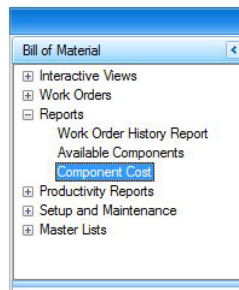
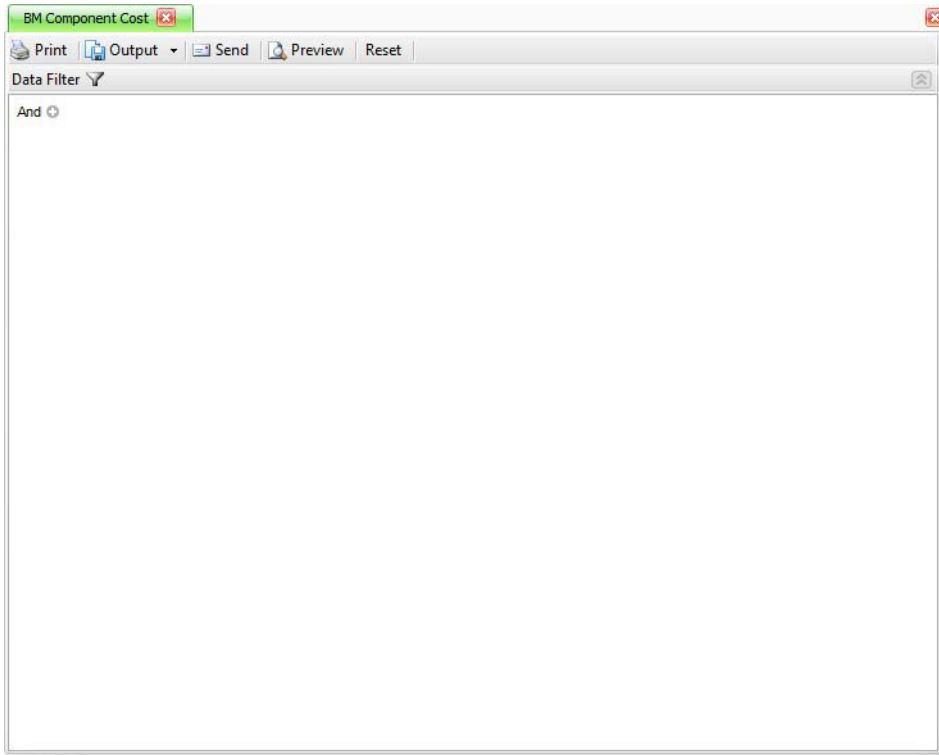To produce the **Component Cost**, follow these steps:

1. Select **Component Cost** from the **Reports** menu.

Component Cost Menu

2. The **Component Cost** screen appears.

Component Cost Screen

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Component Cost Report

Report Filter

Bill of Material Item ID						
Component Item ID	Location ID	Quantity	Unit Cost	Ext Cost	Labor Cost	Ext Total Cost
200	MN0001				0.00	
200100	MN0001	1.0000	379.4400	379.44		
200300	MN0001	1.0000	429.9500	429.95		
200600	MN0001	1.0000	75.1500	75.15		
Hours	MN0001	2.0000	0.0000	0.00		
			Total	884.54	0.00	884.54
700	MN0001				10.00	
700100	MN0002	1.0000	67.0600	67.06		
			Total	67.06	10.00	77.06
700100	MN0002				0.00	
700113	MN0002	1.0000	2.5000	2.50		
700115	MN0002	2.0000	7.0600	14.12		
700117	MN0002	4.0000	5.4100	21.64		
700200	MN0002	8.0000	2.0400	16.32		
700300	MN0002	6.0000	2.0800	12.48		
			Total	67.06	0.00	67.06
700115	MN0002				0.00	
700119	MN0002	1.0000	3.6600	3.66		
700300	MN0002	1.0000	2.0800	2.08		
700400	MN0002	12.0000	0.1100	1.32		
			Total	7.06	0.00	7.06
700199	MN0002				0.00	
700	MN0001	1.0000	67.0700	77.07		
700120	MN0002	5.0000	0.5200	2.60		
700130	MN0002	5.0000	0.4300	2.15		
700998	MN0002	1.0000	2.6300	2.63		
700999	MN0002	2.0000	0.0800	0.16		
			Total	84.61	0.00	84.61
701	MN0002				50.00	
700199	MN0002	2.0000	74.2600	148.52		
			Total	148.52	50.00	198.52