FlexPack

Training Manual

ETMFP11.1

© 2017 Open Systems Holdings Corp. All rights reserved.

Document Number FPTRN

No part of this manual may be reproduced by any means without the written permission of Open Systems Holdings Corp.

OPEN SYSTEMS and TRAVERSE are registered trademarks of Open Systems Holdings Corp. Microsoft, Microsoft Access, and Microsoft Windows are registered trademarks of Microsoft Corporation.

March 2017, Release 11.1

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.

Contents

Introduction 1-1

Overview 1-3
About FlexPack 1-5

FlexPack Setup and Work-Flow 2-1

Overview 2-3
Setup 2-5
FlexPack & Production Work-flow 2-13
Reports and Views 2-19

Setup and Maintenance 3-1

Overview 3-3
Business Rules 3-11
Employees 3-19
Cost Groups 3-23
Media Groups 3-27
Schedules 3-35
Labor Types 3-41
Standard UOM 3-49
UOM Conversions 3-53
Items 3-57
Item Locations 3-77
Production Adjustment Descriptions 3-101
Product Styles 3-105
Operation Product Information Descriptions 3-109
Run Rate Criteria 3-113
Machine Groups 3-117
Work Centers 3-125
Machine Group Run Rates 3-133

Operation Work Order Assignments 3-139
Component Production Values 3-143
Recipes 3-151
Operations 3-157
Routings 3-167
Bills of Material 3-175
Production Values 3-219
Shop Floor Users 3-231
Production Reason Codes 3-235
Shift Codes 3-239
Production Labels 3-243
Raw Material Labels 3-247
Label Kits 3-251
Label Setup Tutorial 3-257
Customers 3-279
Ship-To Addresses 3-301

Estimating and Sales Orders 4-1

Overview 4-3
Estimating Overview 4-5
Estimate Comments 4-7
Estimate Batch Codes 4-11
Sales Order Reason Codes 4-17
Estimates 4-21
Using the Blanket Orders Menu 4-49
Blanket Orders 4-51
Release Blanket Orders 4-67
Scheduled Blanket Order Report 4-71
Blanket Order Report 4-75
Sales Orders 4-79
Completing Sales Orders 4-129

Purchase Orders & Receiving 5-1

Overview 5-3
Working With Purchase Order Transactions 5-5
Purchase Order Transactions 5-9

Completing Purchase Orders 5-61
Warehouse Management Receiving Goods Overview 5-65
Warehouse Management Receive Goods 5-67
Warehouse Management Putaway 5-77

Production Processing 6-1

Overview 6-3
Production Orders 6-9
Release Production Orders 6-23
Edit Released Orders 6-27
Work Order Production Sheet 6-49
Production Picking List 6-55
Order Traveler 6-59
MFG – Production Shop Floor 6-65
Finishing Production 6-101

Shipping Orders 7-1

Overview 7-3
AWMS Daily Work 7-5
Release Items 7-7
Picking List 7-15
Pick Items 7-19
Pack and Ship Orders 7-25

Reports and Interactive Views 8-1

Overview 8-3
Using the Interactive Views Menu 8-11
Recipes View 8-15
Recipes Where Used View 8-19
Lot Number Where Used View 8-23
Finished Goods Lot Number View 8-27
SF Login Activity View 8-31
SF Production History View 8-35
Lot Number View 8-39
Using the Reports Menu 8-43

Contents

Costed Bills of Material 8-45
Component Where - Used 8-51
Available Components 8-55
Indented Bills of Material 8-59
Summarized Bills of Material 8-63
Bill of Material Worksheets 8-67
Shop Floor Production Activity 8-71
Shop Floor Daily Production Activity 8-75

Formula Details and Calculations A-1

FlexPack -- Advanced Details A-3

Process Flow Charts B-1

MFG Process Flows B-3
Start to Finish Process Flow B-15

Glossary G-1

1

Introduction

Overview 1-3
System Information 1-3
About FlexPack 1-5

1 INTRODUCTION

OVERVIEW

The FlexPack application helps manufacturers in the flexible packaging industry handle complex processes, and intricate standards unique to their industry. FlexPack allows you to establish custom products along with industry-applicable units of measure. You can set up bills of material that utilize recipes and formulas to manufacture your products. Processes such as laminating, slitting, extrusion, and rolling can be used when creating routings and operations for your products.

Customizable fields allow you to tailor measurements to every aspect of an assembly, including multiple units of measure and custom information such as gusset, layflat, and gauge. You can adjust formulas and recipes for each component before production, and use the barcoding features of FlexPack to help you track raw materials, finished goods, and work-in-progress.

NOTE: FlexPack is not a stand alone application. It adds its own menu with functions within that menu. However, it also adds menus and functionality to other applications' screens. This training manual will cover in detail the functions that FlexPack directly effects. There are many more functions used in base TRAVERSE applications to fully process FlexPack Sales Orders, Purchase Orders, Production Orders, postings, and reports. For these functions you will need to refer to the corresponding training manual.

System Information

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

- the *FlexPack User's Help*
- the user's help for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals

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 help 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 FLEXPACK

Frequently used functions

The most frequently used functions are on the Sales Order Transactions and MFG Production Shop Floor menus. Use these functions for the following tasks:

- Enter estimates, sales transactions, and edit transactions.
- Print the Estimate Quotes, Sales invoices, and Sales Journals.
- Post transactions.
- Inventory item setup
- Bills of Material setup
- Generate or enter production orders.
- Print the work order production sheet.
- Record Production activity.
- Post production.

Reports

Reports and worksheets provide a means of seeing the information stored in the system. Use the Reports and Worksheets, and History & Variance Reports menu functions to select the information for your reports.

Interactive Views

Open Sales and Purchase orders, bills of material, production schedules, order statuses, shop floor activity, production history, and lot information can be displayed through the interactive view functions.

Interfaces

FlexPack is integrated into several applications and interfaces are automatic to these applications. When FlexPack is installed it adds menus and functionality to the following applications:

- Accounts Receivable
- Inventory
- MFG Bill of Material
- MFG Production
- MFG Routing and Resources
- Purchase Order
- Sales Order
- System Manager
- Warehouse Management

2

FlexPack Setup and Work-Flow

Overview 2-3
Setup 2-5
FlexPack & Production Work-flow 2-13
Sales Order Tasks 2-13
Production Tasks 2-13
Reports and Views 2-19
Bills of Material Interactive Views 2-19
Bills of Material Reports 2-20
Production Reference Reports 2-21
Production History & Variance Reports 2-21
Production Interactive Views 2-23
FlexPack Views 2-25

2 FLEXPACK SETUP AND WORK-FLOW

OVERVIEW

The FlexPack application helps manufacturers in the flexible packaging industry handle complex processes and intricate standards unique to their industry. FlexPack allows you to establish custom products using industry standard units of measure. You can set up bills of material that utilize recipes and formulas, that will calculate raw material demand for your manufacturing processes. You will be able to set up your machines, labor, and materials for all operations such as extrusion, printing, laminating, slitting, converting, and more.

One of the unique features of FlexPack is the use of predefined formulas to calculate the usage of components and printing ink when making the film and bags for the flexible packaging industry. These predefined formulas are used when setting up the BOMs for specific product styles. The BOM contains information to tell the formulas the thickness (gauge), length, and width of the film.

The formulas use predefined “internal styles” to determine the formula to use to calculate the materials needed to make the film. These internal styles are assigned to product styles, which are in turn applied to the routings used within the BOM.

Many of the functions used within the BOM are set up in the Routing and Resources application. You will see in the setup checklist below that Routing and Resources is referred to often.

The Production module is used with FlexPack to manage and maintain inventory integrity, to give you a feel for ongoing activities and production order release status, and provide you with variance tools to compare anticipated or planned material and resource use to actual use.

You enter production orders and their releases into the system, and later release and explode them. The explosion process uses the production order release and the bill of material (BOM), which represents what you intend to build, and prepares or “explodes” a list of materials and resources that must be available to complete the manufacturing process. This list of requirements becomes a “working BOM,” because it is essentially a BOM with real quantities that match the quantities to be manufactured as you defined them in the production order release. You can edit and change the working BOM to meet unique requirements for a particular run. This includes planned material substitutions or any change in the routing. You handle unplanned substitutions during the actual recording of activity and not in the edit process.

Once the working BOM is correct, you can record production activity. This process tells the system the quantity of materials you pulled from stock and the quantity of finished goods you put back into stock. You can also record machine and labor set up, down time, and run time. When you complete the order release, you complete it and post it to the history database. History reports show production activity, and variance analysis between estimated machine and labor time, subcontracting expenses, by-product and materials, and actual use of these elements.

A major responsibility of the Production module is to accurately maintain the inventory on hand, available, in use, and on order as manufacturing activity takes place. The relationship of production with inventory is a real time, on-line system to maintain inventory accuracy.

A second responsibility is to record the use of other cost factors such as labor, machinery, tooling, and other non-material production factors. This on-line approach enables you to use software tools to keep abreast of what is happening on the shop floor from a cost and progress standpoint.

SETUP

FlexPack Setup Checklist

Because the FlexPack application handles complex processes, there are many steps involved in setting up the application for use.

Use this checklist to guide you through the basic steps you need to complete before you can create bills of material for your products:

NOTE: The application used to set up the functions in the checklist are contained within the parentheses () after the setup step. If no application is indicated the function is set up in the FlexPack application menu.

____ 1. Use the Business Rules function to define how you want the system to work. (System Manager) (page 3-11)

____ 2. Ensure you have set up the applicable GL accounts. (General Ledger)

____ 3. Set up your employees in the Payroll or System Manager application. (page 3-19)

____ 4. Set up the Cost Groups, Media Groups, and Schedules associated with your production processes. (Bills of Material and Routing and Resources) (page 3-23), (page 3-27), (page 3-35)

____ 5. Set up Labor Types. (Routing and Resources) (page 3-41)

____ 6. Set up Standard UOM (Units Of Measure). (page 3-49)

____ 7. Set up UOM Conversions. (page 3-53)

____ 8. In the Inventory application, set up inventory Items you will use or make. Note that the units of measure in Inventory are not used in production calculations. (page 3-57), (page 3-77)

____ 9. Set up Production Adjustment Descriptions. (page 3-101)

____ 10. Set up Product Styles. (page 3-105)

____ 11. Set up Operation Product Information Descriptions. (page 3-109)

____ 12. Set up Run Rate Criteria. (page 3-113)

____ 13. Set up Machine Groups. (Routing and Resources) (page 3-117)

____ 14. Set up Work Centers. (Routing and Resources) (page 3-125)

____ 15. Set up Machine Group Run Rates. (page 3-133)

____ 16. Set up Operation Work Order Assignments. (page 3-139)

____ 17. Set up Component Production Values. (page 3-143)

____ 18. Set up Recipes. (page 3-151)

____ 19. Set up Operations. (Routing and Resources) (page 3-157)

____ 20. Set up Routings. (Routing and Resources) (page 3-167)

____ 21. Set up Bills of Material. (page 3-175)

____ 22. Set up Production Values. (page 3-219)

____ 23. Set up Shop Floor Users. (page 3-231)

____ 24. Set up Reason Codes. (page 3-235)

____ 25. Set up Shift Codes. (page 3-239)

____ 26. Set up Production Labels. (page 3-243)

____ 27. Set up Raw Material Labels. (page 3-247)

____ 28. Set up Label Kits. (page 3-251)

____ 29. Set up Customers. (Accounts Receivable) (page 3-279)

____ 30. Set up Ship To Addresses. (Accounts Receivable) (page 3-301)

Business Rules

Set up the Business Rules for Bills of Material, Routing and Resources, and FlexPack, and then set up the Production Business Rules. The FlexPack Business Rules function allows you to define the following:

- How you want the Shop Floor function to record the time entered there
- If you want to include cores in the weight of rolls of film
- How Estimate expiration dates will act
- Minimum profit percent and standard markup percent

- Setting the numeric formatting for all the numeric values entered within FlexPack

Interfaces

FlexPack is integrated into several applications and interfaces are automatic to these applications. When FlexPack is installed, it adds menus and functionality to the following applications:

- Accounts Receivable
- Inventory
- MFG Bill of Material
- MFG Production
- MFG Routing and Resources
- Purchase Order
- Sales Order
- System Manager
- Warehouse Management

Employees

Use System Manager to store employee names, addresses, and contact information. Storing employee information is especially useful if you have not elected to implement the TRAVERSE Payroll application. If Payroll is installed, use the Employee Information function on the Payroll, Setup and Maintenance menu. (See the System Manager Training Manual, or the Payroll Training Manual for more information on entering employee information.) Shop Floor Operators must be set up as employees before they can be given a Shop Floor Users code.

Cost Groups

Set up cost groups using the Cost Groups function within the Bills of Material module. Use cost groups to organize BOM costs into specific assigned areas. Each cost group is summarized on the General section of the Bills of Material screen. Each BOM element can be assigned to a unique cost group. (See the Bills of Material training manual for more information.)

NOTE: Cost groups are not related to the GL account references made by the different costing areas within a BOM, although they could be used to track similar information.

Media Groups

Next, set up your media groups. Use the Media Groups function within the Bills of Material module to group multimedia documents under one media group ID. Rather than assign specific documents to specific inventory items, bills, and operations, the system enables you to assign those documents to a media group ID. You can then assign this ID to a specific operation, component, and so on. This gives you the flexibility to assign a potentially large group of related documents to a process or material requirement.

Schedules

You must set up at least one schedule. Use the schedule in the Bills of Material and Production modules, although you set it up and maintain it in the Routing and Resources module. Use this calendar to specify the availability of shifts, the hours in each shift, plant closings, special holidays, planned repairs, maintenance, and so on. You can maintain as many schedules as you would like. You can then assign shop calendar IDs to specific work centers, machine groups, or labor types, so that you can calculate specific availability or capacity on any of the above. See the Routing and Resources Training Manual for more information.

Labor Types

Labor types define the skill level or grade that can be defined and applied to specific processes. The rate of production by piece or by the hour is associated with the labor type. Later, you'll assign labor types to operations to calculate the labor costs involved.

Standard UOM (Units of Measure)

The Standard UOM table is the basis for the UOM Conversions table. In order for a UOM to be available for selection in the UOM Conversions function, the standard UOM must appear in this table.

UOM Conversions

The UOM Conversions table supplies the conversion factor for formulas when calculating the yield from raw material, through the production process to finished good. In order for a UOM to be available for selection in the UOM Conversions function (Standard UOM (To) field), the standard unit of measure must appear in the Standard UOM table.

Items

Use the Items function to enter and maintain your inventory items at the item level. All finished goods and components for BOMs must first be set up as inventory items.

Production Adjustment Descriptions

Use Production Adjustment Descriptions to establish names for various adjustments you may need to apply to an assembly. These names serve as ways to reference adjustments you make to the base assembly.

Product Styles

Product Styles refer to the general “type” or “style” of product we are making. This characteristic is used in the calculation of requirements, as well as in the calculation of machine time as seen in the Machine Group Run Rates setup.

Operations Product Info Description

Operations Product Info Descriptions allow you to set up additional parameters for an operation. You will use the Operation Info button in the Routing section of the BOM screen to add values for the descriptions as applicable to the routing step.

Run Rate Criteria

Use the Run Rate Criteria function to create criteria used when setting up Machine Group Run Rates.

Machine Groups

Define your machine groups. These groups can be a single machine, or an entire bank of machines. If your machinery, although similar in name, is unique enough that its cost factors differ significantly from machine to machine, or if materials vary from machine to machine, define each machine with its own machine group ID. Group machines by their basic function and cost factors. Like labor, you can assign shop calendars, hourly costs, and so on to machine groups. Assign machine groups to operations in order to establish a machine-related cost. (See the Routing and Resources training manual for more information.)

Work Centers

Use work centers to define where work takes place, and to provide an area to set up overhead GL accounts, overhead rates, and methodology. Work centers play an important part in managing labor and machine resources. Later, you’ll assign them to operations to indicate where the work takes place or what the overhead factors should be for that operation. (See the Routing and Resources training manual for more information.)

Machine Group Run Rates

Machine Group Run Rates are used in the setup of the Routing section of a Bill of Material, to calculate Machine Rate criteria.

Operation Work Order Assignment

Use the Operation Work Order Assignment function to associate operation(s) with production adjustments. You can associate multiple operations with each production adjustment.

Component Production Values

Component Production Values allow you to set parameters for raw materials used to produce a finished good. These values are used by the Auto Consumption functionality to calculate consumption based on production of the finished good. These values are also used for the Auto Calculate functionality in the Bill of Materials to calculate the demand of the component, for the purpose of estimating the cost of manufacturing the finished good.

Recipes

Use Recipes to maintain your blend percentage information for components used on assembly bills of material.

Operations

Use operations to pull the machine group, labor type, and work center together in a defined operation process. Extrusion, Printing, Laminating, Slitting, Metalizing, Coating, and Converting all describe typical internal operations.

There are two approaches to setting up internal operations. One method is to create very few operations and use them for a broad range of needs, resulting in a limited number of generic operations used for all processes, which makes the setup of operations much simpler and quicker. The other method is to create detailed operations, which makes each operation slightly different and more specifically addresses each unique operation within your environment.

Routings

Use routings to define the general flow of an assembly through the plant floor. They are made up of steps that define the operation performed at each step. Use routings when you set up the BOM to make the creation of a routing for a BOM much easier and quicker. If you choose not to set up standard routings, you must create the routing steps individually when you set up a BOM. (See the Routing and Resources training manual for more information.)

Bills of Material

Bills of Material (BOMs) consist of two major elements: material components and routing steps, or processes. Setting up a BOM makes a connection between the two.

Production Values

The Production Values function further defines the finished product.

Production values are additional properties used in the manufacture of an assembly for which a Bill of Materials exists. The Production Values, which are set up in this function, represent characteristics of finished goods only. This screen is not applicable to purchase film or other components and ingredients used in manufacturing. Use Component Production Values for those items. The function allows you to further define the characteristics of those items you produce.

FLEXPACK & PRODUCTION WORK-FLOW

Sales Order Tasks

Estimates

The Estimates function enables you to add order information, and allows you to set up Item/Finished Good variations via a worksheet, based on variables such as Quantity, Discount, Overrun%, etc. You can then print a Quote from the estimate, as well as generate new Sales Order(s) or Blanket Order(s).

SO Orders

Use the transactions functions to enter customer invoices, orders, price quotes, credit memos, RMAs, and cash invoices. You can also use these functions to edit, verify, or backorder transactions. You can enter transactions before you receive payment, when you receive partial payment, or when you receive the entire payment. Sales Orders are most commonly generated from an estimate. Once the estimate has generated the sales order, it acts just like a manually-entered sales order.

Sales orders can be used to generate production orders. This is done by clicking on the Create Work Order button. Once the production order has been generated, use the production process to finish the production of the products for the sales order.

Production Tasks

The Production module manages and maintains inventory integrity, gives you a feel for ongoing activities and production order release status, and provides you with variance tools to compare anticipated or planned material and resource use, to actual use. The following section discusses the tasks required to prepare for production runs, maintain the inventory as manufacturing activity is recorded, and to record the use of other factors such as labor, machinery, tooling and other non-material production factors, to be performed when you record production activity.

Analyze Production Needs

Depending on your environment, the first step when using the Production module, may be to run the Sales Order Analysis report to review the current need for production orders based on sales orders. Once you establish your production order needs, you can either automatically generate the production orders using the Generate Orders from Sales function, or enter them manually using the Production Orders function. Production orders may also be generated directly from Sales Orders.

Generate Orders from Sales

If you want to automatically generate the production orders based on existing sales orders, use this function. The Generate Orders from Sales function uses the same logic as the Sales Order Analysis report when looking at existing sales orders, and generating production orders from them, except it creates production orders instead of just reporting what orders will be created. Only sales orders with a status of New, Picked, or Backordered are considered. The sales order item must be a legitimate inventory item and have a bill of material (BOM) in the manufacturing BOM master table.

Prepare Production Orders

If you manually enter production orders or if you want to review and adjust orders, use the Production Orders function to create new orders or change existing unreleased orders. TRAVERSE Manufacturing uses a two-tier production order process in which you create production orders, and then release them individually. You do not need to create production orders if you used the Generate Orders from Sales, or generated the production directly from the sales order, because those functions automatically create them.

Review Production Orders

After you create production orders, use the Production Schedule report to review all production order releases in the system, to insure that specific products are scheduled to be produced, and to review the workload, review start dates, and so on.

Release Production Orders

After you review the production order releases, use the Release Production Orders function to explode the releases. The explosion process reads through the BOM, and creates records in a series of production tables. It creates a list of all materials and resources needed to produce the assembly. During the explosion, the system calculates how many material components, machine hours, labor hours, and subcontracted processes are required. It also calculates the lead time and required date of each one of the requirements, based on the order release due date. After you explode production orders, you can edit them, record activity information against them, and produce a variety of reports. This is one option to release orders. The other option is to release orders while setting up the order.

Verify Material Availability

Use the Requirements Availability report to review material component availability based on existing demand. Each component appears with the quantity required and a running net available quantity. The total quantity needed appears as well as the quantity on order, committed, sold, and in production, to give you an idea of what is needed, what is on order, or what is being made. This report assumes that you need all requirements immediately.

Edit Production Orders

After you release and explode production orders, you can record production activity. If you want to change the structure of the release so that it is different from the original BOM (for example, for last minute changes in design or at the request of a customer looking for a unique twist to a standard product), use the Edit Released Orders function.

Print Lists and Preparatory Reports

Next, use the **Production Picking List** function to print a list of materials to pull from stock for your upcoming production orders. The list is a simple checklist of the material components that make up the working BOM. It leaves a free text area open on the right side for recording information such as quantity pulled, quantity scrapped, initials, and so on.

The **Work Order Production Sheet** allows you to print a work order production sheet for the work order(s) of your choice. This report prints one page per operation, and contains all the important information needed to process the production on the production line. The report also has bar codes that can be used to select information when in the Shop Floor function.

Use the **Order Traveler** to print a list that is routing or process oriented, rather than materials oriented. This worksheet lists what needs to be done, and provides room for recording time and quantities, as you complete the work. The worksheet is printed in production order and release number sequence, listing each step and the anticipated times respective to each step.

You may set the priority of your released orders using the **Prioritize Order Releases**. The Prioritize Order Releases function allows the user to “sequence” production orders in a manner very similar to the way that we “sequence” production processes in the dispatching process. Upon opening the screen, the user will see all order releases. At that point the user may drag and drop the orders into sequence. Once orders have been moved to a new sequence, the Update button will become activate. Upon clicking on the Update button, the system reassigns the priority based on the sequence viewed on the screen. The field Priority will show the results of this process when you open the Production Order screen and review the Order Release.

Use the **Dispatch Production** function to view and re-sequence the workload for any specific work centers, machine groups, or labor types. Use this function as a tool to help you determine the sequence in which production orders should flow through the selected resource.

If you choose not to use the Dispatch Production function, you may instead, want to print the **Dispatch List** to view upcoming loads for a specific work center, machine group, or labor type, and to plan the day's or week's activity. Print the **Work Centers Load Profile report** to view the upcoming workload and make necessary preparations to accommodate the size or nature of the process requirements. The information is based solely on work center information and shows both current and closed activity within a work center.

Print the **Resource Availability** to compare the hours required to the hours available, according to the associated Routing and Resources calendar. If there are more hours in the day than a process step requires, the report shows that you can begin the next process. If there are fewer hours in the day than a process requires, the process is carried over to the next day, or the next day when hours are available. As a result, some days may reflect many process steps and others only one, depending on the length of the processes.

Record Activity

After you release production orders, and edit the working BOM, you can record production activity.

For FlexPack the most common method of recording production activity will be to use the **Shop Floor** function. All the information entered into the Record Production Activity and Record Labor Time, are contained within Shop Floor. Shop Floor Entry is a "container" screen that has a side-tabbed collection of sub-screens to view and record various aspects of Flex Pack production activity. The design of the screens (large buttons, a separate numeric keypad, etc.) to be used with touch screen technology whether on a tradition screen or a tablet. Shop Floor will allow you to do all the functions needed to record time and quantities of finished products. If components are set up as auto-consume, there is no need to record raw material usage. If components are not set up as auto-consume, or are purchased film, you will manually record the materials used on the Production Screen.

An alternate to Shop Floor, is to use the **Record Production Activity** function to tell the system how much of a raw material or stocked subassembly was used, how much scrap was incurred, labor and machine times, and so on.

You may use the **Record Labor Time** function as another way to record activity. Using this function is optional, because you can use the Shop Floor or Record Production Activity function to do the same thing. Both functions access and write to the same data. The function you use depends on how you record time ticket information. The Record Labor Time function is quicker and more efficient when you record information in Employee ID sequence (such as a time card or time clock report).

If you record data using other systems (such as portable data collection units and time card systems), use the **Import Production Activity** function to import the data. The information you import should be in an ASCII file, either in a comma-delimited or flat file format. Use this function to greatly increase your efficiency by automating the entry of production activity.

Post Activity

After you record production activity, use the **Post Production Activity** function to perform these tasks:

- Post activity to General Ledger (if Production interfaces with General Ledger).
- Post transactions stored with closed/complete order releases to the manufacturing history database.
- Clear the production order release and related information.
- Clear production orders with no releases from the system.
- Post the time recorded for labor to the payroll transactions table (if Production interfaces with Payroll).

REPORTS AND VIEWS

Bills of Material Interactive Views

Interactive View functions are designed to quickly give you access to manufacturing information in less detail than a report. The summary nature of interactive views is designed to deliver information efficiently without having to sort through a lot of additional information.

Bills of Material View

The Bills of Material View uses a tree concept, in a Microsoft Explorer-type setup to help you easily view a BOM from top to bottom. (See the Bills of Material training manual for more information.)

Component Availability View

The Component Availability View function is designed to allow you to see the material component availability, based on the building of a specified number of a given assembly. You can immediately know which component materials you are low on and by how much. This view saves you the time of having to calculate all of the quantities required of each subcomponent, and then checking the inventory availability of each one. The quantity of the finished assembly that you can build is dictated by the material component with the least availability. (See the Bills of Material training manual for more information.)

Available to Promise View

The Available to Promise function allows you to quickly view the availability of any given inventory item. The system displays two availability dates for the item. These dates are generally future dates. The first date is the first available date. The second date is the first available date that does not compromise another pending order. (See the Bills of Material training manual for more information.)

This function differs from Component Availability in these ways:

- It checks the availability of any item rather than just BOM items.
- It doesn't consider component availability.
- It takes into consideration the passage of time.

Bills of Material Reports

The Bills of Material reports offer you more detailed information that can't normally be accessed using an Inquiry or Setup and Maintenance function. The option to output to a file or printer also enables you to save the information to review later. Many reports offer a variety of selection criteria and sort parameters for formatting the report to meet your needs.

Costed Bills of Material

Use the Costed Bills of Material report to view what costs make up a BOM, and where these costs come from. A BOM consists of two elements: materials, and operations. (See the Bills of Material training manual for more information.)

Component Where Used

The Component Where Used report enables you to select a range of inventory items and view where those items are used in BOMs. Use the Single Indention option to view a simple list by component of each BOM in which the component can be found. Use the Fully Indented option to view a fully indented BOM. By looking at a fully indented Component Where-Used report, you can determine the overall effect of a problem with a low level component starting from the bottom and working your way up. (See the Bills of Material training manual for more information.)

Available Components

If you want to build a specific quantity of a given item, but it's an assembly with many components, and you can't easily calculate how many you can build without knowing the quantities available at the subcomponent levels, use the Available Components report. This report calculates the required quantity of each of the components involved from the top level to the bottom (or stocked assembly level) and shows the operator, the component availability at each level, indicates the quantity required that is available, and the net over or under. (See the Bills of Material training manual for more information.)

Summarized Bills of Material

The Summarized Bills of Material report summarizes components by cost group. Information is not indented, but grouped from the top-level BOM down. Use the Summarized Bill of Material report to quickly see what material components, machinery, labor, and work centers are used for the entire BOM without searching through a lot of additional information. (See the Bills of Material training manual for more information.)

Bill of Material Worksheets

The Bill of Material Worksheets is a working form and can be used in place of the Order Traveler and Production Picking List functions within the MFG - Production module. This form is very useful if the Production module is not installed, or not yet implemented. The form reflects much of the information that can be found in the Bills of Material master list or other forms, but in a simplified and shortened format. (See the Bills of Material training manual for more information.)

Production Reference Reports

The Production module includes inquiry functions, reports, and lists that provide you with the manufacturing information you need to analyze your business practices. To make the most of your manufacturing processes, use the functions described below.

Order Status

This report provides you with the status or progress of a specific production order release. It lists the percentage of completion for each of the process steps, the quantity of material components issued to the release, as well as the status of subassembly completion. It shows each routing step and component item in detail, as well as the number of partially completed items at each routing step. (See the Production training manual for more information.)

Work in Process Valuation

This report helps you determine the value of inventory pulled from stock and currently on the shop floor. As you pull materials from inventory, the value of inventory is reduced–an inventory valuation shows less inventory than actually exists because pulled inventory is now work in process (which can change its value) and is not reflected in current inventory. To calculate the true value of inventory, include the values shown on the Work In Process Valuation report. (See the Production training manual for more information.)

Employee Time Log

As you record time and activity information for specific employees, you may want to print a log that focuses on employee time rather than production results. The Employee Time Log provides you with the hours worked by each employee. It also provides a preview of the data that will post to Payroll, if you interfaced it with Production. (See the Production training manual for more information.)

Production History & Variance Reports

The Production History and Variance reports provide a history of variances that have taken place and give you a way to trace information for old production orders that you have already processed.

At first glance, these history reports may appear to be similar. However, although each report uses the same historical data, each has a unique purpose or focus. These reports compare expected production results with actual production results and display different sorts of variances, pointing out problem areas.

Cost Variance Analysis

Use this report to review past production and analyze situations where the actual production cost was notably different from the expected cost. (See the Production training manual for more information.)

Time Variance Analysis

Use the Time Variance Analysis report to review the difference between anticipated time and actual time spent. The report shows each routing step, its machine group or labor type, setup times, run times, wait times, and so on. (See the Production training manual for more information.)

Production Variance Analysis

The Production Variance Analysis report examines unplanned variances in finished goods. Use this report to compare the quantity you planned to produce against the actual production quantity, and to compare the actual finished good unit cost against the standard unit cost. The report serves as a great starting point for locating quantitative or cost-oriented output variances. (See the Production training manual for more information.)

Transaction History

Use the Transaction History report to review detailed information relating to past production. This report deals with the use of materials, labor, machinery, and the finished production. The report is grouped into up to four sections showing material use, process-related time and expense, usage or creation of sub-assemblies, and finished production. (See the Production training manual for more information.)

Production History

Use the Production History report to access the results of production runs. The report groups information together for each order, providing production run information for one order release at a time, and includes a specific breakdown of the lot and serial numbers created if you are using lotted inventory. (See the Production training manual for more information.)

Variance Code History

If you use the Variance Code field when you record production activity, variance codes are recorded in the production history tables. The Variance Code History report displays manufacturing history based on the variance codes grouped by sources such as materials or operations. (See the Production training manual for more information.)

Production Interactive Views

The Interactive Views functions give you access to manufacturing information in less detail than a report. The summary nature of views delivers information to you efficiently so you don't have to sort through a lot of additional information.

Production Schedule

The Production Schedule View is a summary of all production order releases in the system. It contains information about each production order release, but does not contain any component information. (See the Production training manual for more information.)

Dispatched Production

The Dispatched Production View provides a view of the workload for any specific work center, machine groups, or labor type. Use the Dispatch Production function within Production Orders to make and save changes to the production sequence. (See the Production training manual for more information.)

Order Status

The Order Status View provides you with detailed information about a specific production order release and the status of all its elements. It shows the overall percentage of completion as well as specific information on materials, labor, machinery, and costs. The tabs on the screen provide progress information in each of the order areas. (See the Production training manual for more information.)

GL WIP Transactions

This view enables you to determine the value of inventory you pulled from stock and is currently on the shop floor. As you pull materials from inventory, the value of inventory is reduced – inventory valuation reports show less inventory than actually exists because pulled inventory is now work in process. To see the full value of existing inventory, consider the value shown on the WIP transactions view as well as the inventory valuation reports. (See the Production training manual for more information.)

Production History

Use the Production History View to review and locate information about previous production order releases. The Production History view allows you to select ranges of information so you can quickly locate specific history information by defining your search criteria. This allows you to see history information for an order number, even if all you know is, for example, the customer purchase order. (See the Production training manual for more information.)

Lot Numbers Where Used

Use the lot numbers where used view to find what products a particular lot number was used to make. Example: I have a lot number that is suspect or known to be defective. Knowing that lot number, I want to know what it went into, so I know what finished products might have quality or recall issues. (See the Production training manual for more information.)

Finished Goods Lot Number

Use the finished goods lot number view to find what lot numbers and part numbers went into a given finished good lot, so theoretically the user would know the finished good lot number. Example: I have a finished good that's defective. I know the lot number. I need to know what went into it because I suspect one of the raw materials was defective. (See the Production training manual for more information.)

Sales Order Analysis

Use this view when you generate production orders based on sales orders. If the environment in which you are using TRAVERSE Manufacturing is a make-to-order or job shop environment in which production orders are entered as a direct result of an incoming sales order, you may want to automatically generate the production orders from the sales orders. (See the Production training manual for more information.)

SF Login Activity View

Use the Shop Floor Login Activity View to see a log of user logins, including time and date logged in, and logged out, as well as the duration of the session. This can be used to compare Shop Floor recorded time spent on a production order to time actually spent on the production order. This will allow you to see if employees are correctly logging their time within Shop Floor.

SF Production History View

Use the Shop Floor Production History View to see Shop Floor History information. The information in this view is the same information displayed on the History screen within Shop Floor.

FlexPack Views

Recipes View

The Recipes View function allows you to view the material component information for the components in your recipes. You can double-click on the blue Recipe ID to open the Recipe screen for that recipe.

Recipes Where Used View

The Recipes Where Used View function allows you to view the assemblies in which a recipe is used. This may be helpful if you need to change a recipe, and you want to know everywhere the recipe is used, and which BOMs it will affect. You can double-click on the blue Recipe ID to open the Recipes View screen for that recipe.

3

Setup and Maintenance

Overview 3-3
Business Rules 3-11
Employees 3-19
Cost Groups 3-23
Media Groups 3-27
Schedules 3-35
Labor Types 3-41
Standard UOM 3-49
UOM Conversions 3-53
Items 3-57
Item Locations 3-77
Production Adjustment Descriptions 3-101
Product Styles 3-105
Operation Product Information Descriptions 3-109
Run Rate Criteria 3-113
Machine Groups 3-117
Work Centers 3-125
Machine Group Run Rates 3-133
Operation Work Order Assignments 3-139
Component Production Values 3-143
Recipes 3-151
Operations 3-157
Routings 3-167
Bills of Material 3-175
Production Values 3-219
Shop Floor Users 3-231
Production Reason Codes 3-235
Shift Codes 3-239
Production Labels 3-243
Raw Material Labels 3-247
Label Kits 3-251

Label Setup Tutorial. 3-257
Customers 3-279
Ship-To Addresses 3-301

OVERVIEW

FlexPack is a very complex application with wide reaching-implications into some of the base TRAVERSE applications. Although FlexPack does have its own application menu and functions, it also adds menus and functions to other applications. The setup of FlexPack will take us to System Manager, MFG Routing and Resources, Inventory, MFG Bills of Material, and Accounts Receivable, as well as the FlexPack menu.

Because of the complexity of the FlexPack setup, we will be moving back and forth between the applications used in the setup of FlexPack. From the checklist in chapter 2 (page 2-5) you can see that the setup does not use a single application to set up all the functions in that application and then move on to another application, it moves back and forth between a couple of different applications.

Prior to the FlexPack setup it is assumed that you will have the following applications set up:

- System Manager
- Accounts Payable
- Accounts Receivable
- General Ledger
- Inventory
- Warehouse Management

Business Rules

Set up the Business Rules for Bills of Material, Routing and Resources, FlexPack, and then set up the Production Business Rules. The FlexPack Business Rules (page 3-11) function allows you to define the following:

- How to record shop floor time
- If you want core weights included in production weight calculations
- Information to default into the estimate worksheet
- Numeric formatting for fields used in FlexPack functions

Employees

Use System Manager to store employee (page 3-19) names, addresses, and contact information. Storing employee information is especially useful if you have not elected to implement the TRAVERSE Payroll application. If Payroll is installed, use the Employee Information function on the Payroll Setup and Maintenance menu. (See the System Manager Training Manual or the Payroll Training Manual for more information on entering employee information.)

Cost Groups

Set up cost groups using the Cost Groups (page 3-23) function within the Bills of Material module. Use cost groups to organize BOM costs into specific assigned areas. Each cost group is summarized on the General tab of the MFG-Bills of Material screen. Each BOM element can be assigned to a unique cost group. (See the MFG-Bills of Material training manual for more information.)

NOTE: Cost groups are not related to the GL account references made by the different costing areas within a BOM, although they could be used to track similar information.

Media Groups

You may set up your media groups. Use the Media Groups (page 3-27) function within the Bills of Material module to group multimedia documents under one media group ID. Rather than assign specific documents to specific inventory items, bills, and operations, the system enables you to assign those documents to a media group ID. You can then assign this ID to a specific operation, tool, component, and so on. This gives you the flexibility to assign a potentially large group of related documents to a process or material requirement.

Schedules

You must set up at least one schedule (page 3-35). You use the schedule in the Bills of Material and Production modules, although you set it up and maintain it in the Routing and Resources module. Use this calendar to specify the availability of shifts, the hours in each shift, plant closings, special holidays, planned repairs, maintenance, and so on. You can maintain as many schedules as you would like. You can then assign shop calendar IDs to specific work centers, machine groups, or labor types, so that you can calculate specific availability or capacity on any of the above. See the Routing and Resources Training Manual for more information.

Labor Types

Labor types (page 3-41) define the skill level or grade that can be applied to specific processes. Associated with the labor type is a rate by piece or by the hour. Later, you'll assign labor types to operations to calculate the labor costs involved.

Standard UOM (Units of Measure)

The Standard UOM (page 3-49) is the basis for the UOM Conversions. In order for a UOM to be available for selection in the UOM Conversions function, the standard UOM must be set up.

UOM Conversions

The UOM Conversions (page 3-53) function supplies the conversion factor for formulas when calculating the yield from raw material through the production process to finished good. In order for a UOM to be available for selection in the UOM Conversions function (**Standard UOM (To)** field), the standard unit of measure must appear in the Standard UOM function.

Items

Use the Items (page 3-57) function to enter and maintain your inventory items at the item level. All finished goods and components for BOMs must first be set up as inventory items.

Production Adjustment Descriptions

Use Production Adjustment Descriptions (page 3-101) to establish names for various adjustments you may need to apply to an assembly. These names serve as ways to reference adjustments you make to the base assembly.

Product Styles

Product Styles (page 3-105) refer to the general "type" or "style" of product we are making. This characteristic is used in the calculation of requirements as well as in the calculation of machine time as seen in the Machine Group Run Rates setup.

Operations Product Info Description

Operations Product Info Descriptions (page 3-109) allow you to set up additional parameters for an operation. You will use the Operation Info button in the Routing section of the BOM screen to add values for the descriptions as applicable to the routing step.

Run Rate Criteria

Use the Run Rate Criteria (page 3-113) function to create criteria used when setting up Machine Group Run Rates.

Machine Groups

Define your machine groups (page 3-117). These groups can be a single machine or an entire bank of machines. If your machinery, although similar in name, is unique enough that its cost factors differ significantly from machine to machine, or if materials vary from machine to machine, define each machine with its own machine group ID. Group machines by their basic function and cost factors. Like labor, you can assign shop calendars, hourly costs, and so on, to machine groups. Assign machine groups to operations in order to establish a machine related cost. (See the Routing and Resources training manual for more information.)

Work Centers

Use work centers (page 3-125) to define where work takes place and to provide an area to set up overhead GL accounts, overhead rates, and methodology. Work centers play an important part in managing labor and machine resources. Later, you'll assign them to operations to indicate where the work takes place or what the overhead factors should be for that operation. (See the Routing and Resources training manual for more information.)

Machine Group Run Rates

Machine Group Run Rates (page 3-133) are used in the setup of the Routing of a Bill of Material to calculate Machine Rate criteria.

Operation Work Order Assignment

Use the Operation Work Order Assignment (page 3-139) function to associate operation(s) with production adjustments. You can associate multiple operations with each production adjustment.

Component Production Values

Component Production Values (page 3-143) allow you to set parameters for raw materials used to produce a finished good. These values are used by the Auto Consumption functionality to calculate consumption based on production of the finished good. These values are also used for the Auto Calculate functionality in the Bill of Materials to calculate the demand of the component for the purpose of estimating the cost of manufacturing the finished good.

Recipes

Use Recipes (page 3-151) to maintain your blend percentage information for components used on assembly bills of material.

Operations

Use operations (page 3-157) to pull the tooling, machine group, labor type, and work center together in a defined operation process. You can also use this function to set up a subcontracted operation. Drilling, painting, mixing, and packaging all describe typical internal operations. If an operation is internal, use operations to define the various related times involved in manufacturing. You can define queue time, setup time, run time, wait time, and move time in terms of hours, minutes, and seconds.

There are two approaches to setting up internal operations. One method is to create very few operations, and use them for a broad range of needs, resulting in a limited number of generic operations used for all processes, which makes the setup of operations much simpler and quicker. The other method is to create detailed operations, which makes each operation slightly different, and more specifically addresses each unique operation within your environment.

Routings

Use routings (page 3-167) to define the general flow of an assembly through the plant floor. They are made up of steps that define the operation performed at each step. Use standard routings to make the creation of a routing for a BOM much faster and easier. If you choose not to set up standard routings, you must create the routing steps individually when you set up a BOM. (See the Routing and Resources training manual for more information.)

Bills of Material

Bills of Material (BOMs) (page 3-175) consist of two major elements: material components, and routing steps or processes. Setting up a BOM makes a connection between the two. You can disregard routing and process steps completely and create BOMs that are solely material components. If you do not have the Routing and Resources module installed and interfaced, you cannot use the routing features of Bills of Material. See the Bills of Material Training Manual for more information.

Production Values

The Production Values (page 3-219) function allows you to set up various parameters used in the production of an assembly. These parameters range from dimensional specifications, to label information, to production adjustments.

Production values are additional properties used in the manufacture of an assembly for which a Bill of Materials exists. The Production Values, which are set up in this function, represent characteristics of finished goods only. This screen is not applicable to purchased film, or other components and ingredients, used in manufacturing. Use Component Production Values for those items. The function allows you to further define the characteristics of those items you produce.

Shop Floor Users

Use the Shop Floor Users (page 3-231) function to set employees up to log onto the Shop Floor function. The Shop Floor Users function also allows you to set user permissions for various tasks, such as Shop Floor Entry, Finish Operations, Allow reopening finished operations, Allow to delete time records for finished operations, and Allow Resin Lot Override.

Reason Codes

Use the Reason Codes (page 3-235) function to define reason codes for down time (power outages, machine breakdown, etc), setup time (checking machine settings, warm-up, etc), or recording scrap (power pulled for QA, used during setup, etc).

Shift Codes

Shift Codes (page 3-239) are used when tracking labor time. Use the Shift Codes function to set up the shift codes.

Label Kits

Use the Label Kits (page 3-251) function to define labels used on production and raw material items.

Customers

Use the Customers (page 3-279) function to set up and maintain customer records. A customer account can be set up as an open invoice or a balance forward account. For open invoice accounts, detail is kept on invoices, and payments are applied to specific invoices. For balance forward accounts, detail is kept on invoices for the current month, and payments are applied to the total balance.

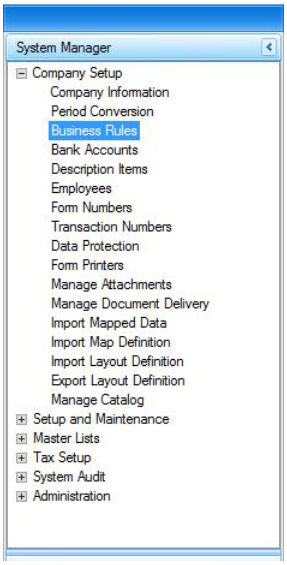
BUSINESS RULES

The **Business Rules** function defines how you want the system to work. Set up the Business Rules for Bills of Material, Routing and Resources, Production, and then set up the FlexPack Business Rules. (See the Bills of Material, Routing and Resources, and Production training manuals for more information)

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

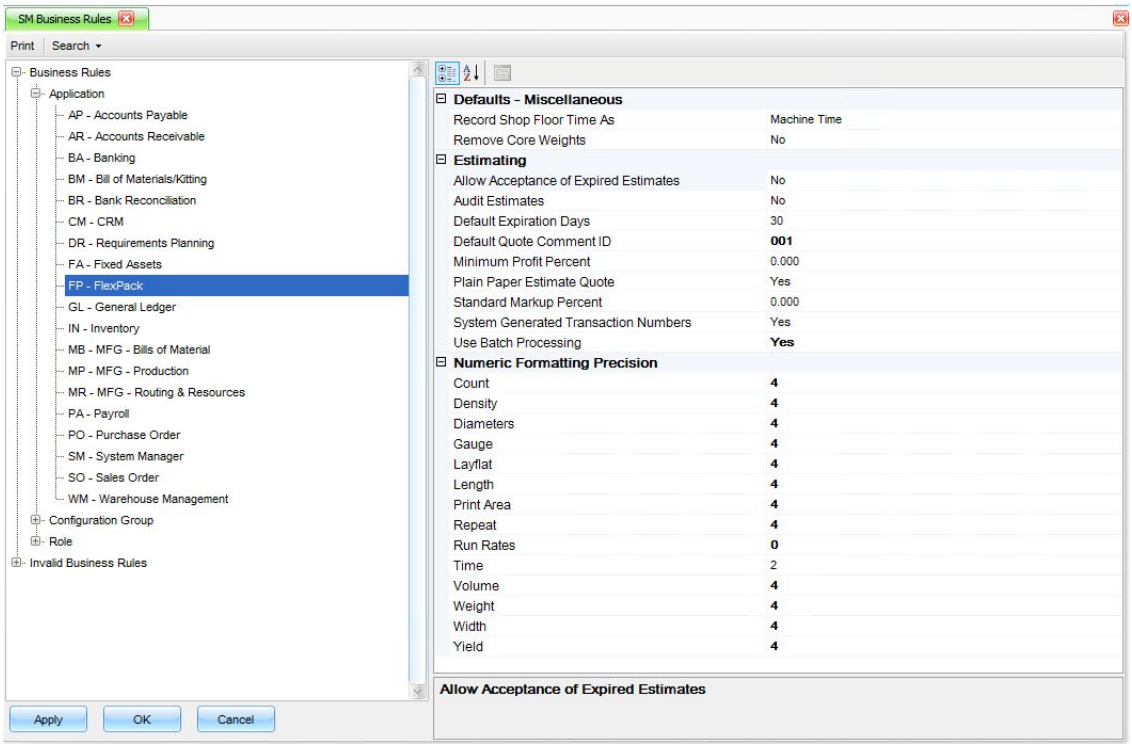
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears. Select **FlexPack**.

Business Rules Screen



Defaults - Miscellaneous

3. **Record Shop Floor Time As**: Select **Machine Time** to peg shop floor time recorded to machine time, select **Labor Time** to mark shop floor time recorded as labor, or select **Both** to consider shop floor time recorded as both machine time and labor time.
4. **Remove Core Weights**: Select **Yes** to remove the weight of roll cores from production calculations; otherwise, select **No** to include the core weight in yield calculations.

   Cores will need to be set up as inventory items by their diameters and lengths. You will need to have the core's base UOM of EA and an alternate UOM of LbsPerInch, which will need to be a UOM conversion.

Estimating

5. **Allow Acceptance of Expired Estimates**: Select **Yes** to allow you to utilize expired estimates to generate quotes, sales orders, and/or blanket orders; otherwise, select **No**.

6. **Audit Estimates**: Select **Yes** to keep a log of changes to estimates; otherwise, select **No**.

   This will track any user-made changes to estimates. The changes to the estimates can be viewed using the Audit Explorer on the System Manager, System Audit menu.

7. **Default Expiration Days**: Enter the number of days an estimate will be valid. By default, estimates are valid for 30 days.

   If you selected Yes to the Allow Acceptance of Expired Estimates business rule, the expiration date will be information only.

8. **Default Quote Comment ID**: Select the default comment ID to appear on quotes. Each comment ID includes header and footer comments.

   Use the Sales Order Estimate Comment function to create quote comments.

9. **Minimum Profit Percent**: The Minimum Profit Percent is used only to display how the final estimate compares to the company's overall expectations. Profit percentage = net profit divided by production costs. Enter a minimum value for the profit percent.

10. **Plain Paper Estimate Quote**: Select **Yes** to use plain paper when printing estimate quotes; otherwise, select **No**.

    - If you have preprinted forms, select **No**. The information will be printed in the appropriate place on the preprinted form.
    - If you are using plain paper or letterhead for your estimate quotes, select **Yes**. The field headings and lines will be printed on the paper when the quote is printed.

11. **Standard Markup Percent**: Enter the standard percentage of the cost to produce a product that will be used to calculate a price. This is used with the quantity ordered to generate the initial estimate amount.

12. **System Generated Transaction Numbers**: Select **Yes** to allow the system to generate transaction numbers automatically; otherwise, select **No**.

    Use the **Transaction Numbers** screen in the **Company Setup** function of **System Manager** to enter beginning transaction numbers for FlexPack functions.

13. **Use Batch Processing**: Select **Yes** to use batch processing; otherwise, select **No**.

    Batch processing allows you to have multiple users entering data, printing journals, and posting transactions in different batches at the same time. When you elect not to use batch processing, all the transactions will go to batch ID ######, and you will not be able to have multiple users entering transactions, printing journals, or posting transactions at the same time.

Numeric Formatting Precision

The numeric formatting precisions set below are for all the numeric values set within the FlexPack functions. To set Inventory and currency precisions, see the business rules for System Manager.

NOTE: For all options listed, the minimum precision is 0, the maximum precision is 10.

14. **Count**: Enter the decimal precision for the count value.

    Count is used in Shop Floor to record a quantity of produced products.

15. **Density**: Enter the decimal precision for the density value.

    Density describes the weight of the ingredient in terms of cubic dimension, such as .5 grams per cubic centimeter, or 2 cubic centimeters per gram. This is used in the Item setup, Component Production Values for raw material items.

16. **Diameters**: Enter the decimal precision for diameters.

    Diameter is the length across, from outside to outside, of a core or roll of film. This is used in the Production Values when setting up a BOM.

17. **Gauge**: Enter the decimal precision for the gauge value.

    Gauge is the thickness of film used in a BOM. Gauge is usually measured by Mil, which is thousandths of an inch. This is used in the Production Values when setting up a BOM.

18. **Layflat**: Enter the decimal precision for the layflat value.

    Layflat generally refers to a bag dimension, and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is approximately twice the width or length of the bag, since the bag consists of the single layer film folded over. This is used in the Item setup, Component Production Values for raw material items.

19. **Length**: Enter the decimal precision for the length.

    Length is the distance from end to end of a roll of film or a bag. This is used in the Production Values when setting up a BOM.

20. **Print Area**: Enter the decimal precision for the print area value.

    Print Area is the amount of area on the bag or roll of film that will have a printed image on it. This is usually measured in square inches. This is used in the Production Values when setting up a BOM.

21. **Repeat**: Enter the decimal precision for the repeat value.

Repeat will indicate the number of plates that are on the roller used for printing. Repeats are usually from 1 to maybe 10 on a large drum. Number of Repeats Per Roll indicates the number of bags or prints on a given roll. Number of Repeats Per Roll usually will number in the thousands. This is used in the Production Values when setting up a BOM.

22. **Run Rates**: Enter the decimal precision for run rates. The default precision for run rates is 3.

    Run rate is the number of units produced for a period of time. Common run rates for flexible packaging production are feet per minute, bags per minute, images per minute, and pounds per minute. This is used in the Machine Group Run Rates setup.

23. **Time**: Enter the decimal precision for time values. The default precision for time values is 2.

    The number of hours, minutes, or seconds needed to produce a product. Time will also be used in the run rate criteria setup.

24. **Volume**: Enter the decimal precision for the volume.

    Volume amounts are not displayed within FlexPack; the values are used within the formulas used to calculate usage.

25. **Weight**: Enter the decimal precision for weight. The default precision for weight is 2.

    Weight values are displayed throughout TRAVERSE in fields used for FlexPack. Some examples are Item setup, finished goods and component setup, sales and purchase orders, and manufacturing reports.

26. **Width**: Enter the decimal precision for the width.

    Width is the length from side to side of a roll of film or a bag. This is used in the Production Values when setting up a BOM.

27. **Yield**: Enter the decimal precision for the yield value.

    Yield refers to coverage in most cases, and is defined in terms of the quantity square inches, feet, meters, etc. created by a given weight of the ingredient, such as square inches of coverage per ounce. However, in some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter. This is used in the Item setup, Component Production Values for raw material items.

System Manager Business Rule

1. Select System Manager from the list of applications.

System Manager FlexPack Business Rules

2. Scroll down to the **Printing Integration** section.
3. Select your **Printing Provider**, to set where your labels will be printed.
    - **None** - This choice will tell TRAVERSE you will be using the TRAVERSE label design and printing system. You will select your label design in the Label Kits function.
    - **Bartender** - This choice will tell TRAVERSE you will be using Bartender to design and print labels. In the Label Kits function, you will browse to the location of the label file you have designed for that label kit.

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.

Business Rules Report

Flexible Packaging Inc Page 1
Business Rules List

Application	Group / Description	Current Value	Default Value
FP - FlexPack			
	Defaults - Miscellaneous		
	Record Shop Floor Time As	Machine Time	Machine Time
	Remove Core Weights	No	No
	Estimating		
	Allow Acceptance of Expired Estimates	No	No
	Audit Estimates	No	No
	Default Expiration Days	30	30
	Default Quote Comment ID	001	-
	Minimum Profit Percent	0.000	0.000
	Plain Paper Estimate Quote	Yes	Yes
	Standard Markup Percent	0.000	0.000
	System Generated Transaction Numbers	Yes	Yes
	Use Batch Processing	Yes	No
	Numeric Formatting Precision		
	Count	4	0
	Density	4	0
	Diameters	4	0
	Gauge	4	0
	Layflat	4	0
	Length	4	0
	Print Area	4	0
	Repeat	4	0
	Run Rates	0	3
	Time	2	2
	Volume	4	0
	Weight	4	2
	Width	4	0
	Yield	4	0

2/22/2017 12:03 PM *** End of Report *** OPEN_SYSTEMS\KentHeitkamp

EMPLOYEES

Use the **System Manager, Employees** function from the Company Setup menu to provide you with general employee information when needed. The Employees function provides a location to store the names, addresses, and contact information for your employees. This employee information storage has been specifically added for those users who have chosen not to implement the TRAVERSE Payroll application.

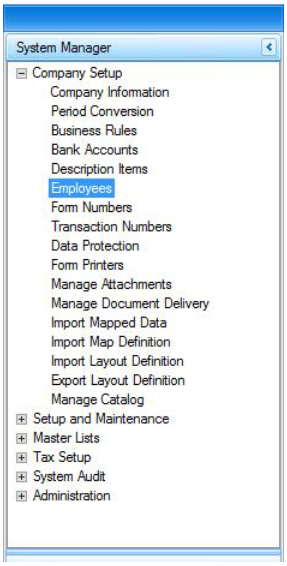
Applications such as FlexPack, Project Costing, Service Director, and the Manufacturing suite of applications require references to an employee ID in many cases, this function allows users to use these applications without installing the Payroll application. If you have Payroll installed and are using it, refer to the Payroll Training Manual for information on setting up employees.

NOTE: System Manager Employees cannot be used in lieu of a Payroll application, it will not store any history, calculate taxes, or print checks. It is reference information only.

To work with **Employees**, follow these steps:

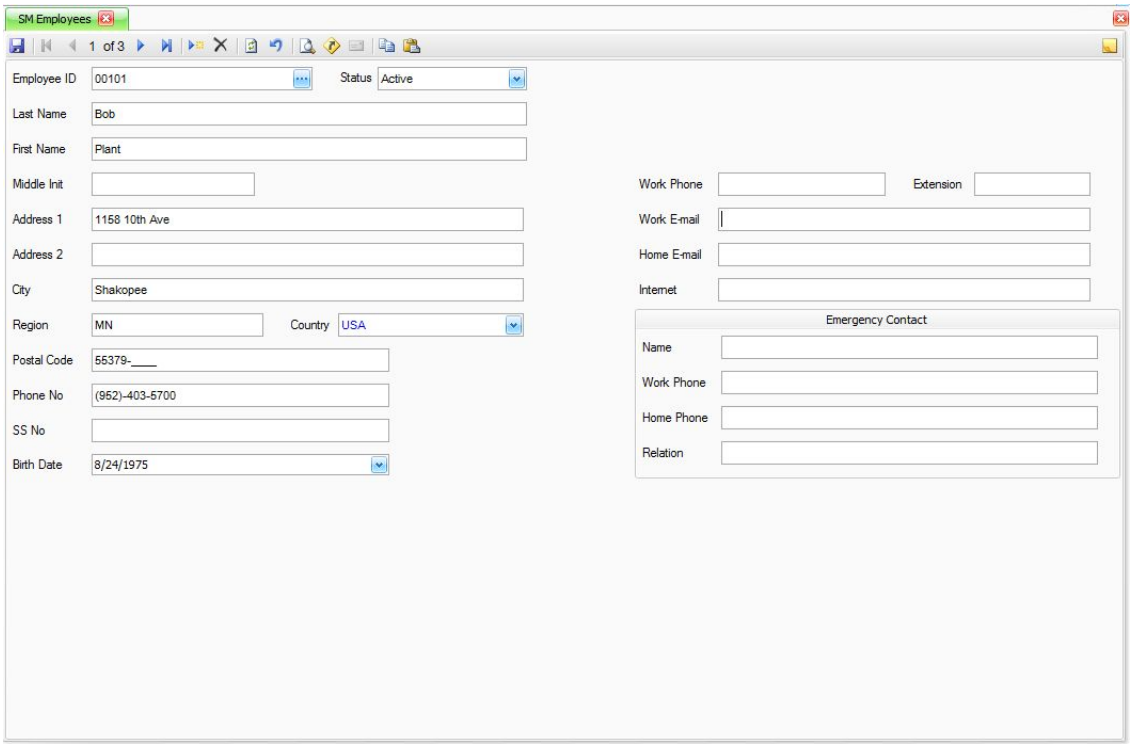
1. Select **Employees** from the **System Manager, Company Setup** menu.

Employees Menu



2. The **Employees** screen appears.

Employee Screen



3. Click the **New Record** button on the tool-bar to open a blank employee record.
4. Enter all of the general information you wish to record for the employee and save your changes. Use the Employee List function from the Master Lists menu to print a report of all of your employees.

Editing an Employee record

1. Select an employee record to edit from the **Employee ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button, on the tool-bar, to save any changes made to the employee.

Deleting an Employee record

1. Select an employee record to delete from the **Employee ID** field.
2. Click the **Delete** button, on the tool-bar, to delete the selected employee record.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

COST GROUPS

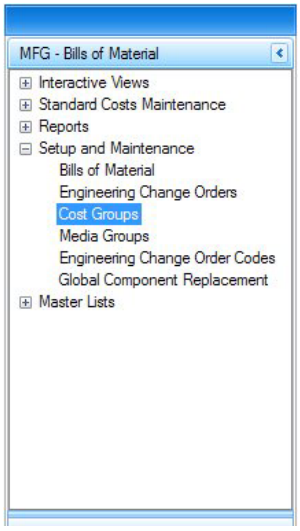
Bills of Material, Cost Groups allow you to break the bill of material down into user-definable **"**Cost Groups**"**. You can choose to set up one cost group, and simply assign it to everything. This essentially negates the use of cost groups, but makes the setup process somewhat easier. Typically users will assign cost groups related to labor to labor areas, machine related costs to machines, materials to components, etc. You could take this a step further and have different cost groups for different machines, or labor types, etc. The cost groups are used primarily in the report, Summarized Bill of Material report, and in the detail information accessed via the Cost button on the Bills of Material setup screen. These functions break the bill of material's costs down by these cost groups, showing specific costs for each area. This can be very useful when the total estimated cost of a bill seems too high or low. Cost groups show exactly where this total cost is derived from and, can aid in getting to the bottom of a troublesome costing issue.

These cost groups are available for use in the setup for bills of material, work centers, machine groups, labor types, and operations.

To set up **Cost Groups**, follow these steps:

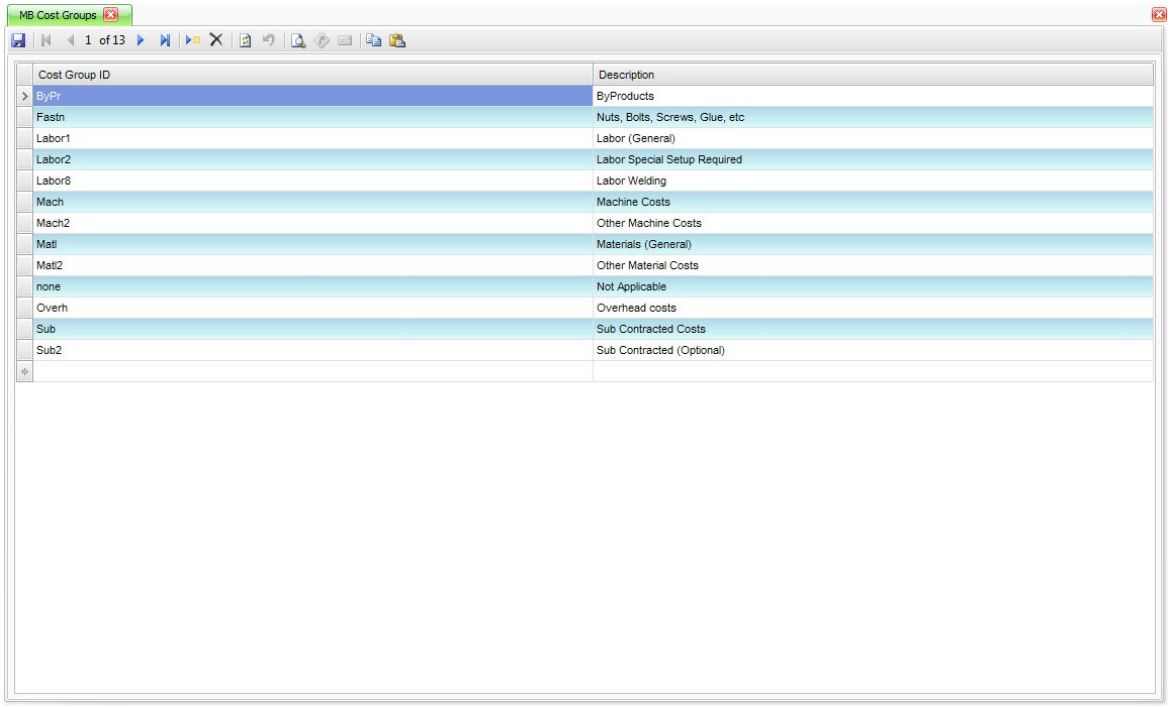
1. Select **Cost Groups** from the **Bills of Material, Setup and Maintenance** menu.

Cost Groups Menu



2. The **Cost Groups** screen appears.

Cost Groups Screen



3. Click the **New Record** button on the tool-bar to open a blank cost group record.
4. Enter a new **Cost Group ID**.
5. Enter a description of the new cost group in the **Description** field.

Editing a Cost Group:

1. Select a cost group to edit from the **Cost Group ID** field.
2. Edit the **Description** as necessary.
3. Click the **Save** button, on the tool-bar, to save any edits made to the cost group.

Deleting a Cost Group:

1. Select a cost group to delete from the **Cost Group ID** field.
2. Click the **Delete** button, on the tool-bar, to delete the selected cost group.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing a Cost Groups List

To produce a **Cost Groups List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the cost groups you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Cost Groups List

Continental Products Unlimited
MB Cost Groups

Page 1

Cost Group ID	Description
ByPr	ByProducts
Fastn	Nuts, Bolts, Screws, Glue, etc
Labor1	Labor (General)
Labor2	Labor Special Setup Required
Labor8	Labor Welding
Mach	Machine Costs
Mach2	Other Machine Costs
Matl	Materials (General)
Matl2	Other Material Costs
none	Not Applicable
Overh	Overhead costs
Sub	Sub Contracted Costs
Sub2	Sub Contracted (Optional)

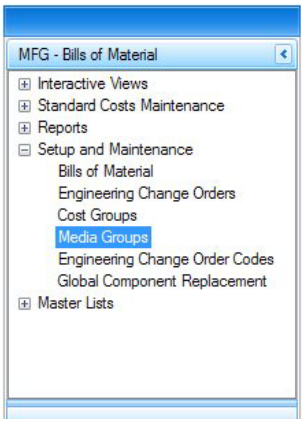
MEDIA GROUPS

Use the **Bills of Material, Media Groups** function to group multimedia documents under one media group ID. Rather than assign specific documents to specific inventory items, bills, and operations, you can assign those documents to a media group ID. You can then assign the ID to a specific operation, tool, or component. This gives you the flexibility to assign a large group of related documents to a process or material requirement.

To set up **Media Groups**, follow these steps:

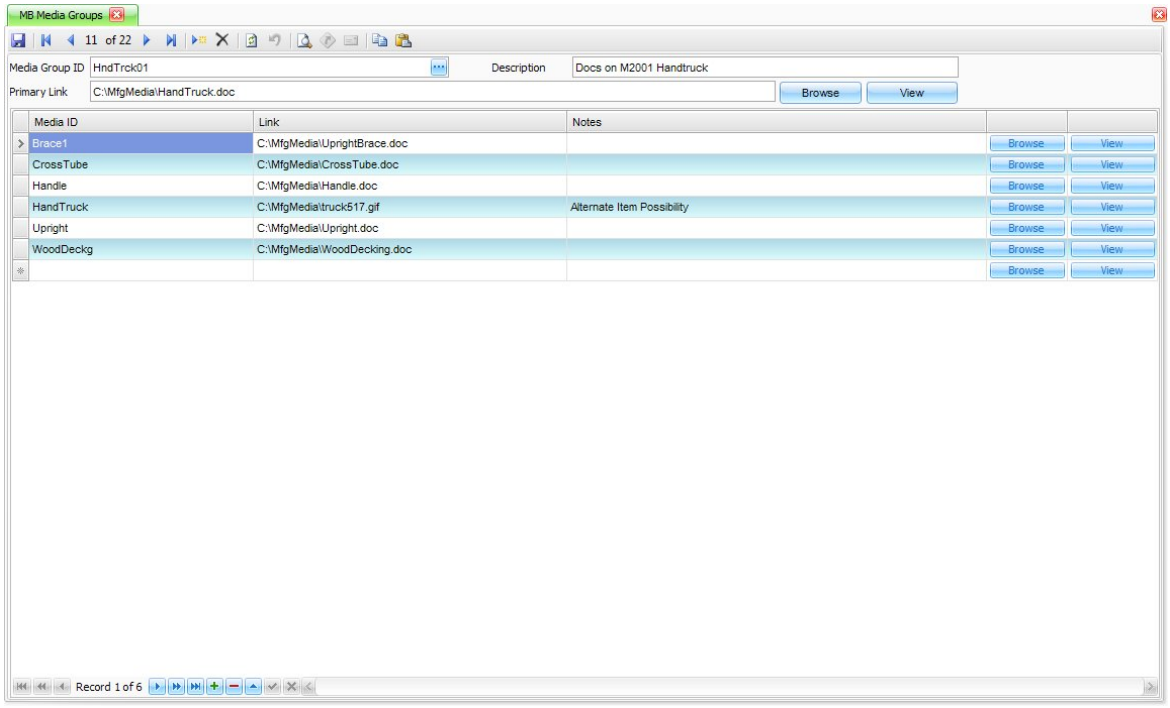
1. Select **Media Groups** from the **Bills of Material, Setup and Maintenance** menu.

Media Groups Menu



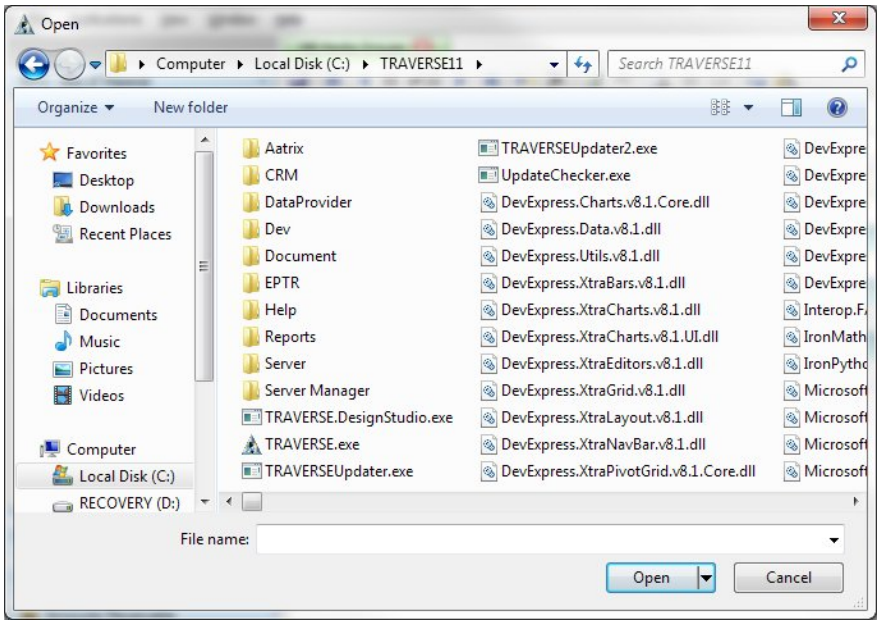
2. The **Media Groups** screen appears.

Media Groups Screen



3. To add a new media group, click the **New Record** button on the tool-bar. A blank **Media Groups** row appears.
4. Enter a new media group number in the **Media Group ID** field.
5. Enter a description of the new media group in the **Description** field.

6. Enter the primary file path for the media group in the **Primary Link** field or use the **Browse** button to locate the file path.



NOTE: Use the View button to view the primary file by launching the application in which the file was created.

7. Enter an identification name or number to associate with an additional piece of media in the **Media ID** field, in the bottom portion of the screen.
8. Enter, if applicable, a link file path for the media group in the **Link** field or use the corresponding **Browse** button to locate the file path.

NOTE: Use the View button to view the adjacent file by launching the application in which the file was created.

9. Enter, if applicable, any notes for the adjacent media in the **Notes** field.
10. Click the **Save** button, on the tool-bar, to save the new media group.

Editing a Media Group:

1. Select a media group to edit from the **Media Group ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button, on the tool-bar, to save any edits made to the media group.

Deleting a Media Group:

1. Select a media group to delete from the **Media Group ID** field.
2. Click the **Delete** button, on the tool-bar, to delete the selected media group.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

Producing a Media Groups List

The **Media Groups** Master List displays all the fields of the current Media Groups master records.

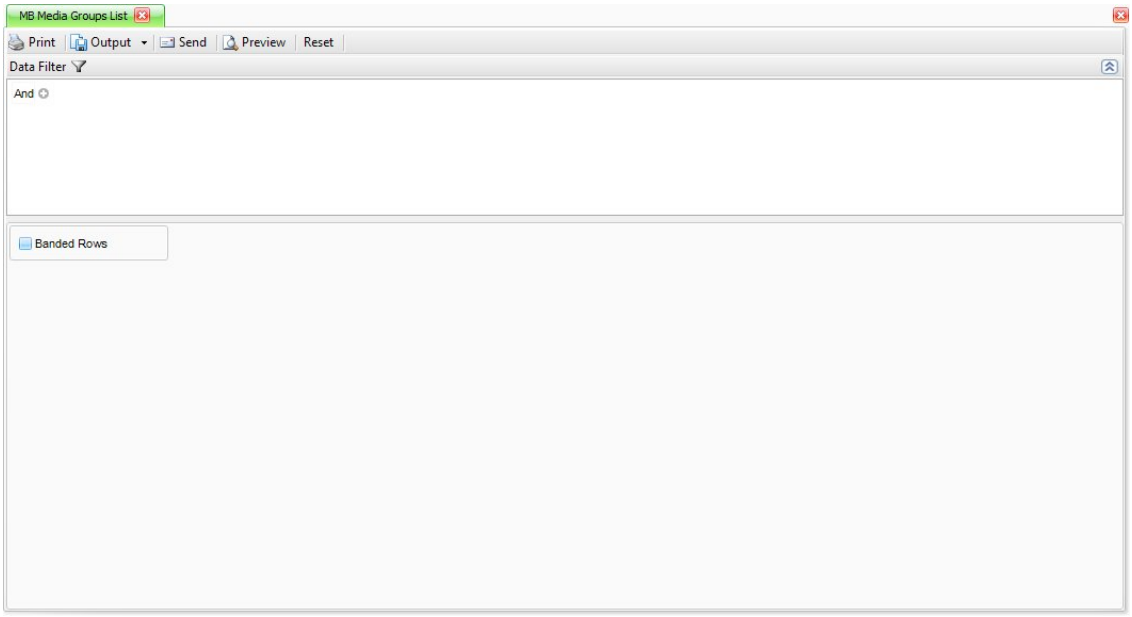
To produce a **Media Groups List**, follow these steps:

1. Select **Media Groups List** from the **Bills of Material, Master Lists** menu.

Media Groups List Menu

2. The **Media Groups List** screen appears.

Media Groups List Screen



3. Select the filter criteria to include in the list, or leave the fields blank to include all.
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.

Media Groups List Report

Continental Products Unlimited Page 1

Media Groups List

Report Filter

Media Group ID	Description	Primary Link
4517	Trailor Brake Handle	C:\MfgMedia\HandleFinished.jpg
4517HANDLE	Handle for 4517 prior to weld	C:\MfgMedia\HandleWOBase.jpg
4517PLATE	Plate for Brake Handle	C:\MfgMedia\HandleBase1.jpg
BEND9	Pipe and Tube Bender 919	C:\MfgMedia\PipeBender1.jpg
BRACE1	Upright Brace for Hand Truck	C:\MfgMedia\UprightBrace.doc
Decking38	Wood Decking	C:\MfgMedia\WoodDecking.doc
DrillPress	Drill Presses	C:\MfgMedia\DrillPressJetJDP17MF.jpg
Media ID	**Notes**	**Link**
17		C:\MfgMedia\DrillPressArea6.jpg
DRILLWC8	Drill Work Center	C:\MfgMedia\DrillPressArea6.jpg
FLTSTL8	Flat Steel	C:\MfgMedia\FlatSteel.jpg
Media ID	**Notes**	**Link**
FLAT2		C:\MfgMedia\FlatStee2.jpg
Grinders	Industrial Grinders	C:\MfgMedia\DELTA 23-725 INDUSTRIAL GRINDER.jpg
HndTrck01	Docs on M2001 Handtruck	C:\MfgMedia\HandTruck.doc
Media ID	**Notes**	**Link**
Brace1		C:\MfgMedia\UprightBrace.doc
CrossTube		C:\MfgMedia\CrossTube.doc
Handle		C:\MfgMedia\Handle.doc
HandTruck	Alternate Item Possibility	C:\MfgMedia\truck517.gif
Upright		C:\MfgMedia\Upright.doc
WoodDeckg		C:\MfgMedia\WoodDecking.doc
M2001HNDL	M2001 Plastic Push Handle	C:\MfgMedia\Handle.doc
PIPE-BEN54	Pipe Bender	C:\MfgMedia\PipeBender1.jpg
PressBrake	Press Brakes	C:\MfgMedia\Brake1.jpg
PUNCHPRESS	Punchpress Area	C:\MfgMedia\PunchPress1.jpg
Media ID	**Notes**	**Link**
2		C:\MfgMedia\PunchPress2.jpg
3		C:\MfgMedia\PunchPress3.jpg
SAW47	Industrial Saw	C:\MfgMedia\TubeStockSaw.jpg
ST-TUB8	Steel Tubing	C:\MfgMedia\TubingForCarts.jpg
Storage	Misc Storage Locations	C:\MfgMedia\TubeStockStorage45.jpg
Media ID	**Notes**	**Link**
Storage1		C:\MfgMedia\TubeStockStorage1.jpg
WELD121	Welding Demo 121	C:\MfgMedia\WeldHandle12.mpg
WELDER8	Hobart Welder	C:\MfgMedia\Hobart135Welder.jpg
Welding	Welders and welding demos	C:\MfgMedia\WeldHandle12.mpg
Media ID	**Notes**	**Link**
W1		C:\MfgMedia\HandleSetup.mpg
W4		C:\MfgMedia\Hobart135Welder.jpg
W8		C:\MfgMedia\WeldingArea7.PSD
WELDWC7	Welding Work Center	C:\MfgMedia\WeldingArea2.jpg

4/1/2013 4:06 PM *** End of Report *** OPEN_SYSTEMS\KentHe

SCHEDULES

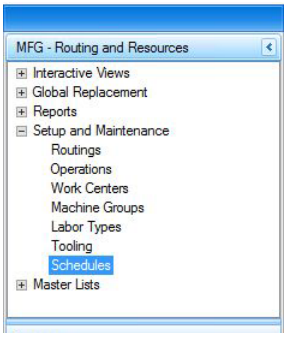
The **Routing and Resources, Schedules** is used to assist in the calculation of how long products will take to complete. Schedules are generally intended to be used with Machine Group resources, but could be used to a limited extent with Labor or Work Centers.

The **Schedule** function defines the daily and hourly availability of a given resource. Within each Schedule there are multiple date ranges or days. Within each date range or day there are usually multiple time frames, called Availability Descriptions. Each one of these shows availability in terms of a start time and a finish time.

To set up **Schedules**, follow these steps:

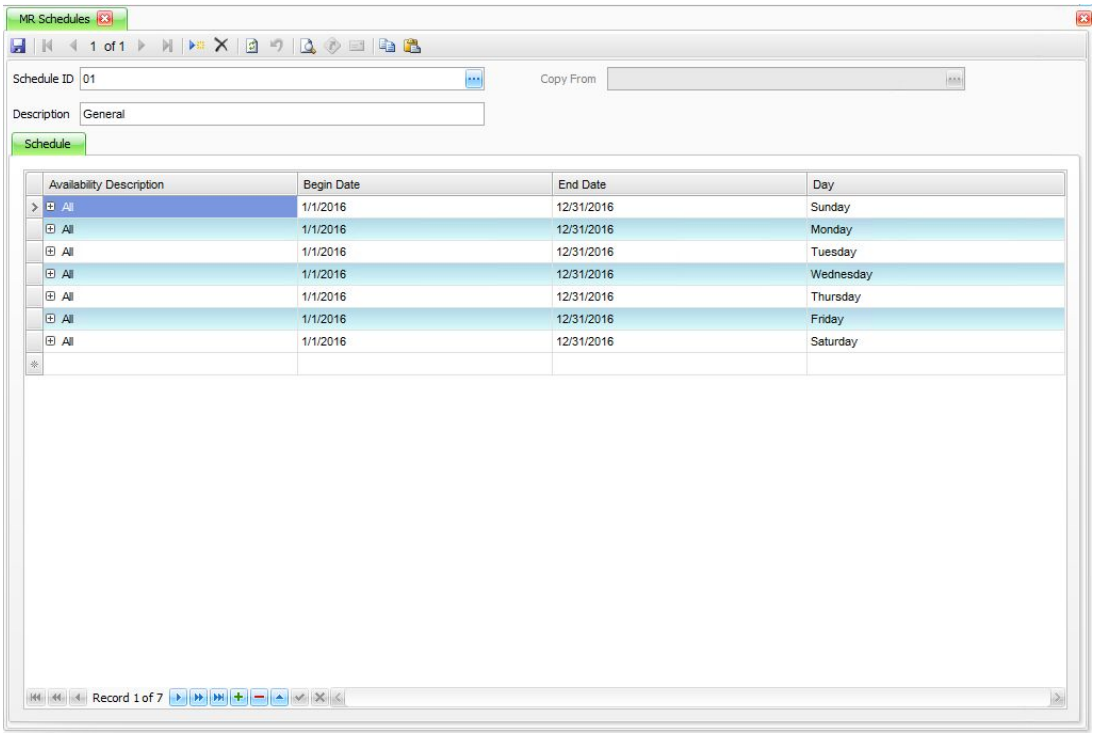
1. Select **Schedules** from the **Routing and Resources, Setup and Maintenance** menu.

Schedules Menu



2. The **Schedules** screen appears.

Schedules Screen

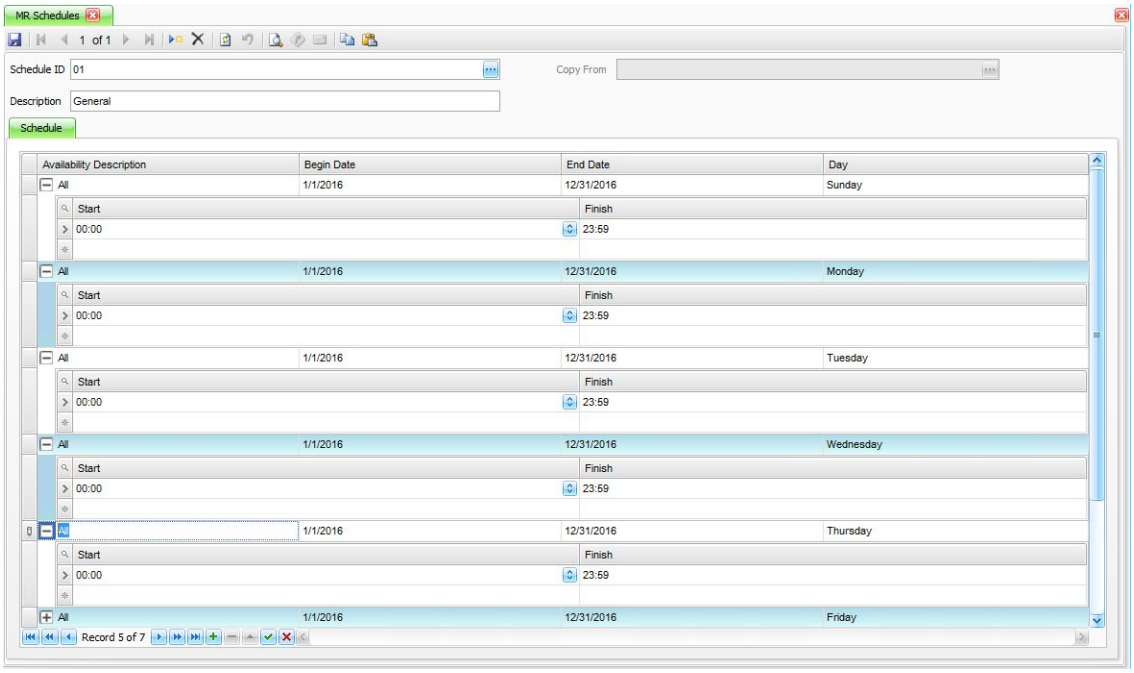


3. Select the **New Record** button from the tool-bar and enter the **Schedule ID.**
4. Select the **Copy From** schedule ID, if you want to copy an existing schedule and edit the things that are different in your new schedule.
5. Enter a **Description** describing this schedule. This description will be seen in the drop-down list as one selects the schedule to be assigned to Work Centers, Labor Types, and Machine Groups.
6. Enter the description of the date range, or day of the week into the **Availability Description** field. Since each Schedule ID can have multiple date ranges or days, you may be creating one of several descriptions. Each one defines the availability for a given day, date, or days and within it hours of availability.
7. Enter the **Begin Date** if this time-frame is based on specific dates or a given day. If the hours will pertain to a day of the week, rather than a date range, this field is left blank.
8. If a beginning date exists, an **End Date** is required, otherwise this field is left blank.

9. Enter a **Day** of the week if no date range exists. The entry can be Sunday, Monday, Tuesday, etc., or the corresponding number of 1, 2, 3, etc.

10. Click the plus (+) next to the desired line to add times.

Schedules Screen (Expanded)



11. Enter **Start** times for the various shifts and breaks for this time-frame. Use the up and down arrows to increase or decrease the hour or minutes.

NOTE: Since most days will have short breaks and/or meal breaks you will need to enter multiple records of each start and finish time during the given day.

12. Enter a corresponding **Finish** time for each start time for this time-frame. Use the up and down arrows to increase or decrease the hour or minutes.

NOTE: These times are in 24 hour time, so as not to cause confusion with AM and PM.

13. Enter the next times for the next shift available.

The above screen shows a finished example of what a schedule might look like. Looking at the completed schedule, we can determine that the normal weekday is from Midnight to 11:59PM. There are no breaks scheduled on this schedule. We can also see that the schedule and this time-frame applies to all dates. However, exceptions do exist, and they appear under a different description further down the screen.

Editing a Schedule:

1. Select a schedule to edit from the **Schedule ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button, on the tool-bar, to save any edits made to the schedule.

Deleting a Schedule:

1. Select a schedule to delete from the **Schedule ID** field.
2. Click the **Delete** button, on the tool-bar, to delete the selected schedule.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

Producing a Schedules List

To produce a **Schedules List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the schedule you have displayed on the screen.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Schedules List

Flexible Packaging Inc
MR Schedules

Page 1

Schedule ID 01 Copy From

Description General

Schedule

Availability Description	Begin Date	End Date	Day
All	1/1/2016	12/31/2016	Sunday
Start		Finish	
00:00		23:59	
All	1/1/2016	12/31/2016	Monday
Start		Finish	
00:00		23:59	
All	1/1/2016	12/31/2016	Tuesday
Start		Finish	
00:00		23:59	
All	1/1/2016	12/31/2016	Wednesday
Start		Finish	
00:00		23:59	
All	1/1/2016	12/31/2016	Thursday
Start		Finish	
00:00		23:59	
All	1/1/2016	12/31/2016	Friday
Start		Finish	
00:00		23:59	
All	1/1/2016	12/31/2016	Saturday
Start		Finish	
00:00		23:59	

Record 7 of 7

2/22/2017 2:11 PM

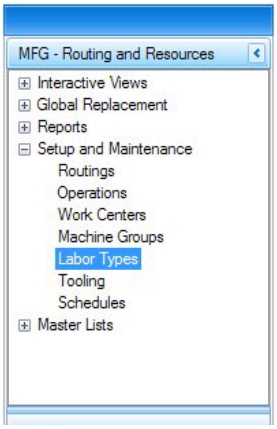
LABOR TYPES

Labor is an important factor in many manufacturing processes. **Routing and Resources, Labor Types** define the skill level or grade that can be applied to specific processes. Associated with the labor type is a rate by the piece or by the hour. You can assign multiple employees to a specific labor type, and you can assign specific employees to multiple labor types. You can assign labor types to operations to calculate the labor costs involved.

To set up **Labor Types**, follow these steps:

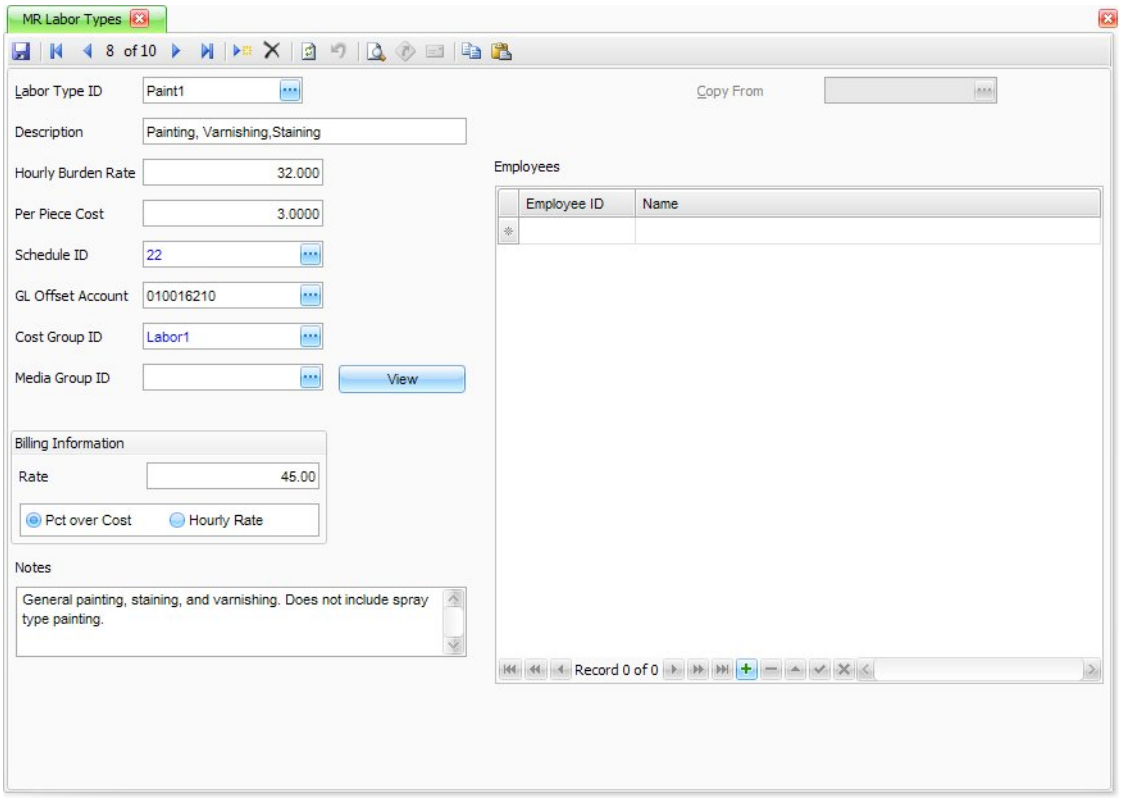
1. Select **Labor Types** from the **Routing and Resources, Setup and Maintenance** menu.

Labor Types Menu



2. The **Labor Types** screen appears.

Labor Types Screen



3. Move the cursor to the **Labor Type ID** box and click the **New Record** button on the tool-bar. A blank Labor Types screen appears. Enter a **Labor Type ID**.
4. Enter a **Description** of the labor type.
5. When you set up a labor type for the first time, you can copy information from an existing labor type to save time if the labor types are similar.

   To do so, select an existing labor type from the **Copy From** box. Information from the existing labor type appears.
6. Enter an **Hourly Burden Rate** per hour. This cost is multiplied by the actual or estimated time to determine the total labor cost.
7. Enter the **Per Piece Cost**. This cost is multiplied by the actual or estimated number of pieces required to be built and to determine the total labor cost.

Maint

8. Enter the **Schedule ID** of the schedule that best represents the work center's availability. You can set up a unique Schedule for each work center, or you can set up a general schedule that uses all labor, machine, and work center loads throughout your company.

9. If Routing and Resources interfaces with General Ledger, enter the **GL Offset Account** to credit as an offset in conjunction with any labor costs calculated by this labor type. As labor costs accrue, they are posted to WIP, and eventually that WIP is posted to General Ledger as a debit to finished goods. These costs are saved into inventory as finished goods are produced and that activity is posted. The offsetting entry is credited to this GL Offset Account, which serves as an offset against normal payroll expense accounts.

Maint

10. Select the **Cost Group ID** to which you want to assign the labor type. Cost groups enable you to break down costs in any way you choose. When you view the Cost section on the Bills of Material screen, all costs for the bill are summarized by cost group. You can assign all cost areas to the same cost group; break down costs into labor, machine, overhead, and materials, or break them down by labor, machine, overhead, and materials types.

Maint

11. Enter the **Media Group ID** of the media group documents associated with this labor type. Click the **View** button to view the primary media file.

12. Enter the **Billing Information Rate** as a **Pct over Cost** or an **Hourly Rate**. The billing rate is for your information only and is not currently used by the Production module.

    Select whether you want to calculate the billing rate by using the rate you entered above as a percentage over the calculated cost, or strictly as an hourly rate. The field is for your information only and is not currently used by the Production module.

13. Enter any additional **Notes**, warnings, or instructions relevant to this labor type.

Maint

14. Use the **Employees** area to list which **Employee IDs** have the skill level to work with this labor type. No costing or other information is derived from it.

    The employees listed in the search box will be from either Payroll or System Manager employee setup. The source of the employee IDs will depend on whether Routing and Resources is interfaced to Payroll.

15. Click the **Save** button, on the tool-bar, to save the labor type.

    Editing a Labor Type:

1. Select a labor type to edit from the **Labor Type ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button, on the tool-bar, to save any edits made to the labor type.

Deleting a Labor Type:

1. Select a labor type to delete from the **Labor Type ID** field.
2. Click the **Delete** button, on the tool-bar, to delete the selected labor type.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

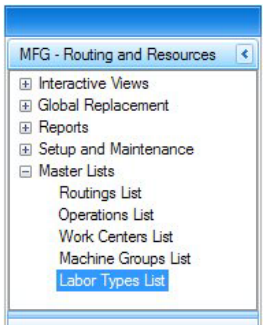
Producing a Labor Types List

The **Labor Types** Master List displays all the fields of the current Labor Types master records.

To produce a **Labor Types List**, follow these steps:

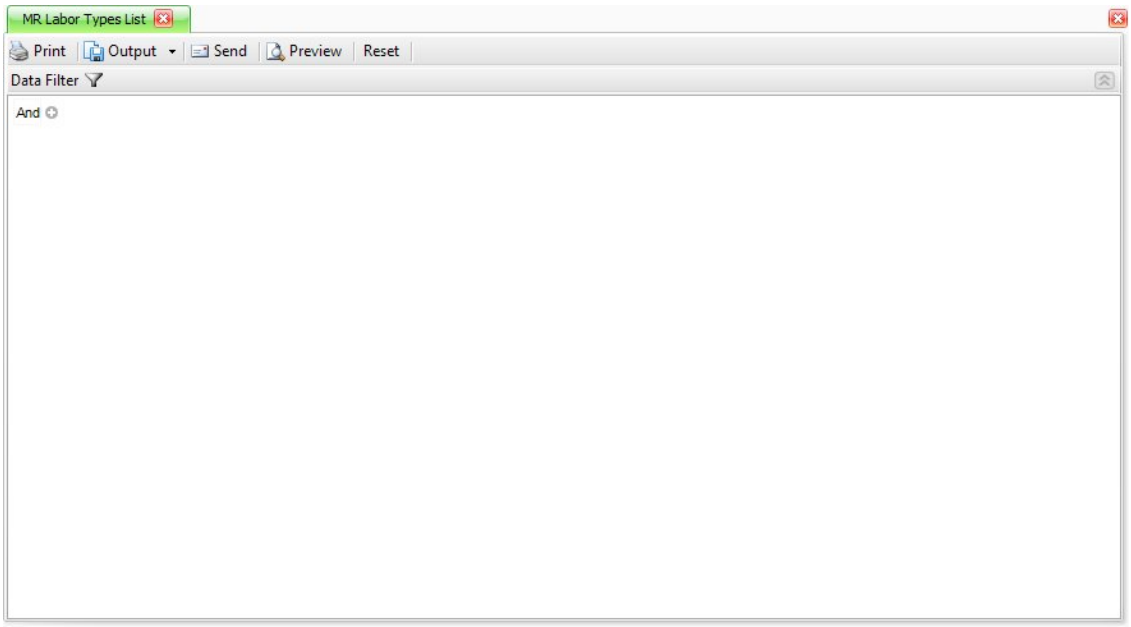
1. Select **Labor Types List** from the **Routing and Resources, Master Lists** menu.

Labor Types List Menu



2. The **Labor Types List** screen appears.

Labor Types List Screen



3. Select the filter criteria to include in the list, or leave the fields blank to include all.
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.

Labor Types List Report

Continental Products Unlimited — Page 1
Labor Types List

Report Filter

Labor Type ID / Description / Notes	Hourly Rate / Per Piece Cost	Schedule ID / GL Offset Acct	Media Group ID / Cost Group ID	Billing Method / Billing Rate
ASSEMBLY7	13.000	11		Pct over Cost
General Light Assembly	0.0000	00-000-1310	Labor1	20.00
0				
GENASMB7	0.000	11		Pct over Cost
General Light Assembly 1	2.5000	00-000-1300	Labor2	0.00
GENWOOD7	30.000	11		Pct over Cost
General Woodworking 1	0.0000	00-000-1520	Labor1	0.00
GLU17	20.000	11		Pct over Cost
Gluing and Sealing	0.0000	00-000-1500	Labor2	0.00
MACHSHOP7	22.000	11		Pct over Cost
Machine Shop Labor 1	0.0000	00-000-1510	Labor1	0.00
Notching	2.440	11		Pct over Cost
Notching Wood Products	0.0300	00-000-1210	Labor2	0.00
NOT-USED	0.000	11		Pct over Cost
Labor Not Applicable	0.0000	01-001-6210	None	0.00
Paint1	32.000	22		Pct over Cost
Painting, Varnishing,Staining	3.0000	01-001-6210	Labor1	45.00
General painting, staining, and varnishing. Does not include spray type painting.				
PNTG7	24.000	11		Pct over Cost
Painting Related	0.0000	00-000-1310	Labor1	0.00
WELD7	42.000	11		Pct over Cost
Welding Related	0.0000	00-000-1310	Labor2	0.00

4/1/2013 2:13 PM *** End of Report *** OPEN_SYSTEMS\KentHe

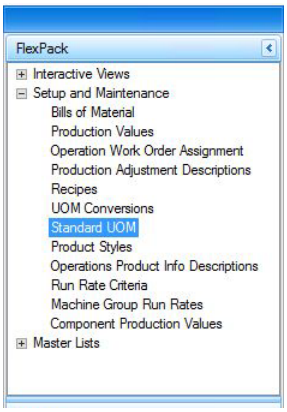
STANDARD UOM

The **FlexPack, Standard UOM** (Units Of Measure) function allows you to create additional units of measure and define their "Type". FlexPack units of measure must be defined with a type of measurement to allow them to be converted, if required. FlexPack defines these types as: Rate, Count, Time, Yield, Length (width or any measurable distance), Density, and Weight. The UOM type determines how the system uses that value in its formulas.

To work with **Standard UOM**, follow these steps:

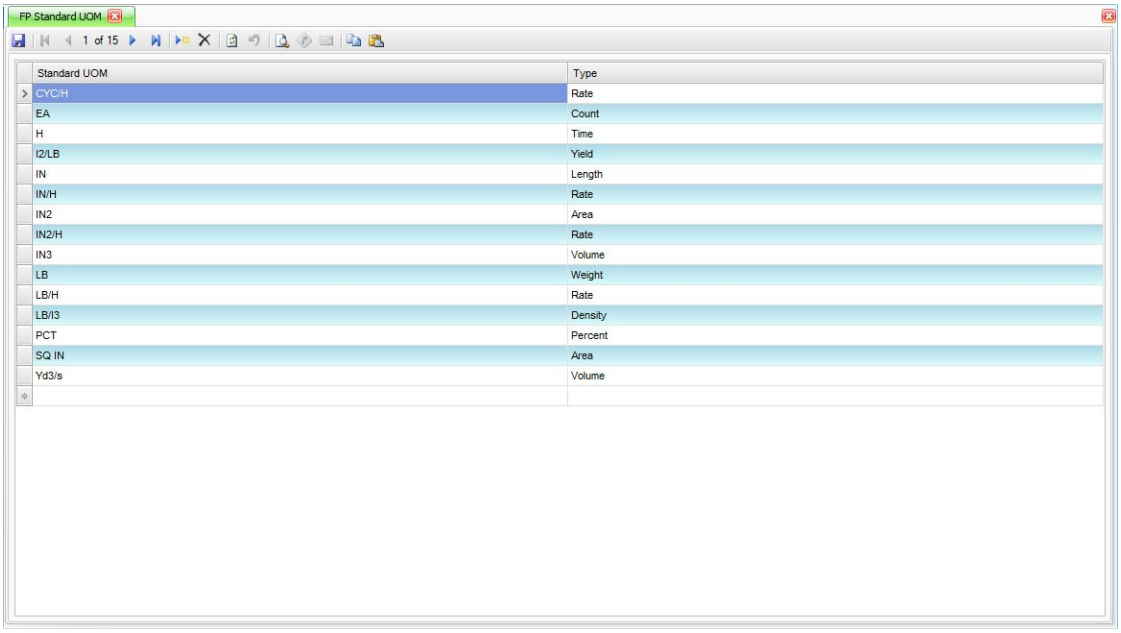
1. Select **Standard UOM** from the **FlexPack, Setup and Maintenance** menu.

Standard UOM Menu



2. The **Standard UOM** screen appears.

Standard UOM Screen



Standard UOM	Type
CYC/H	Rate
EA	Count
H	Time
I2/LB	Yield
IN	Length
IN/H	Rate
IN2	Area
IN2/H	Rate
IN3	Volume
LB	Weight
LB/H	Rate
LB/I3	Density
PCT	Percent
SQ IN	Area
Yd3/s	Volume

3. Click the **New Record** button on the tool-bar to add a blank record.
4. Enter a name for the UOM in the **Standard UOM** column.
5. Select a **Type** for the UOM. The type you choose should describe the property the UOM is referring to. For example: LB (pound) refers to weight, IN (inch) refers to length, and CC (cubic centimeter) refers to volume.
6. Click the **Save** button on the tool-bar to save your changes.

NOTE: The type options are preset and cannot be changed.

NOTE: Setting up a new unit of measure in this function alone will not enable that new field to work properly. A conversion for the UOM must appear in the UOM Conversion function.

NOTE: The Standard UOM you enter here is not used as the stock, selling, or buying unit of measure. These UOMs are used by FlexPack in formulas that calculate production values such as yield and density.

Edit a Standard UOM:

1. Select a **Standard UOM**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the standard UOM.

To delete a Standard UOM:

NOTE: You cannot delete a unit of measure that is in use.

1. Select the **Standard UOM** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected standard UOM.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

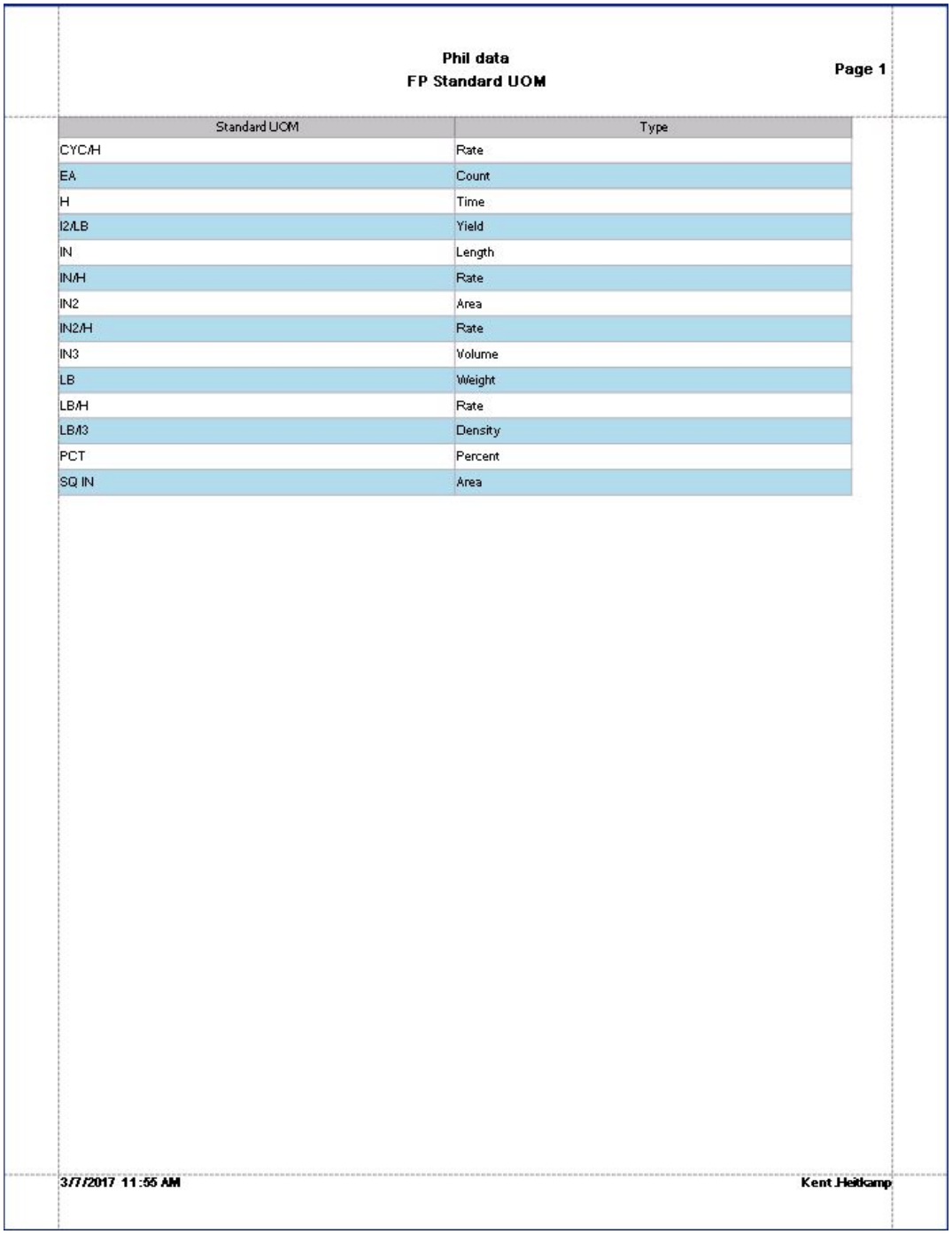
Producing a Standard UOM List

To produce a **Standard UOM List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the standard UOMs you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Standard UOM List



Phil data
FP Standard UOM
Page 1

Standard UOM	Type
CYC/H	Rate
EA	Count
H	Time
I2/LB	Yield
IN	Length
IN/H	Rate
IN2	Area
IN2/H	Rate
IN3	Volume
LB	Weight
LB/H	Rate
LB/I3	Density
PCT	Percent
SQ IN	Area

3/7/2017 11:55 AM
Kent.Heidcamp

UOM CONVERSIONS

The **FlexPack, UOM Conversions** function defines all of the existing units of measure and their related conversions. These reside specifically in the FlexPack system, not in standard out-of-the-box TRAVERSE. Use this function to define any additional units of measure you wish to use in the FlexPack system.

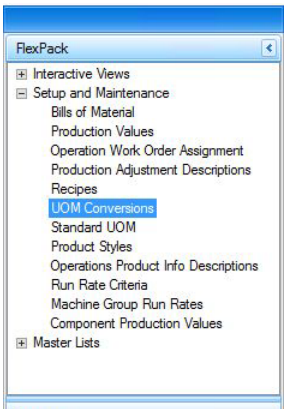
The UOM Conversions function supplies the conversion factor for formulas when calculating the yield from raw material through the production process to finished good. In order for a UOM to be available for selection in the UOM Conversions function (**Standard UOM (To)** field), the standard unit of measure must appear in the Standard UOM function.

The UOM conversions function is preloaded with a number of UOM conversion records. You can add additional conversions if necessary.

To work with **UOM Conversions**, follow these steps:

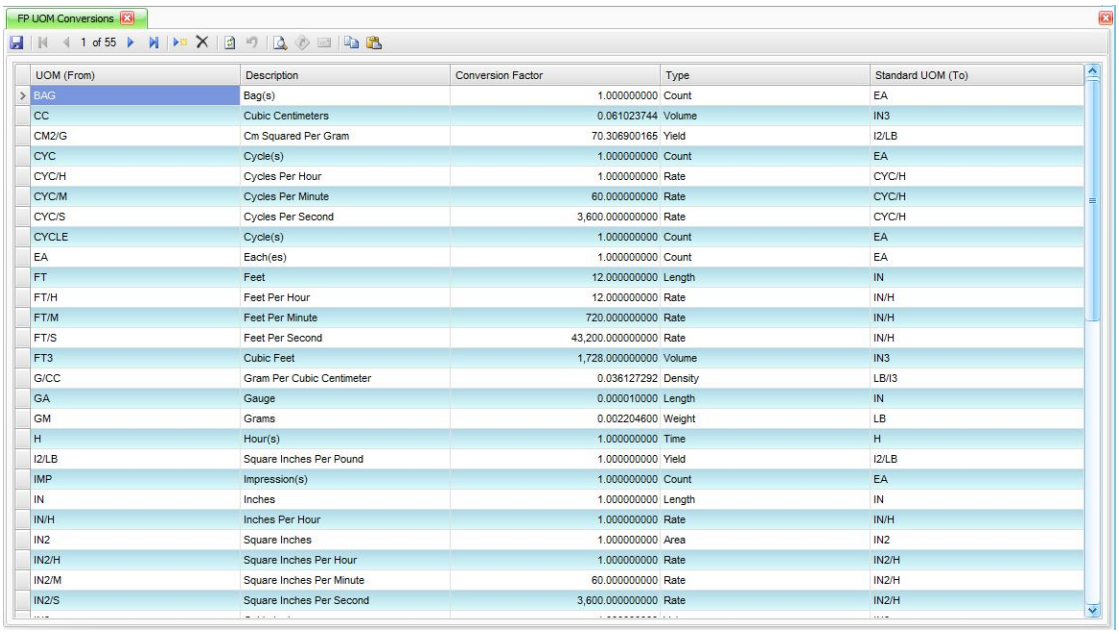
1. Select **UOM Conversions** from the **FlexPack, Setup and Maintenance** menu.

UOM Conversions Menu



2. The **UOM Conversions** screen appears.

UOM Conversions Screen



UOM (From)	Description	Conversion Factor	Type	Standard UOM (To)
BAG	Bag(s)	1.000000000	Count	EA
CC	Cubic Centimeters	0.061023744	Volume	IN3
CM2/G	Cm Squared Per Gram	70.306900165	Yield	I2/LB
CYC	Cycle(s)	1.000000000	Count	EA
CYC/H	Cycles Per Hour	1.000000000	Rate	CYC/H
CYC/M	Cycles Per Minute	60.000000000	Rate	CYC/H
CYC/S	Cycles Per Second	3,600.000000000	Rate	CYC/H
CYCLE	Cycle(s)	1.000000000	Count	EA
EA	Each(es)	1.000000000	Count	EA
FT	Feet	12.000000000	Length	IN
FT/H	Feet Per Hour	12.000000000	Rate	IN/H
FT/M	Feet Per Minute	720.000000000	Rate	IN/H
FT/S	Feet Per Second	43,200.000000000	Rate	IN/H
FT3	Cubic Feet	1,728.000000000	Volume	IN3
G/CC	Gram Per Cubic Centimeter	0.036127292	Density	LB/I3
GA	Gauge	0.000010000	Length	IN
GM	Grams	0.002204600	Weight	LB
H	Hour(s)	1.000000000	Time	H
I2/LB	Square Inches Per Pound	1.000000000	Yield	I2/LB
IMP	Impression(s)	1.000000000	Count	EA
IN	Inches	1.000000000	Length	IN
IN/H	Inches Per Hour	1.000000000	Rate	IN/H
IN2	Square Inches	1.000000000	Area	IN2
IN2/H	Square Inches Per Hour	1.000000000	Rate	IN2/H
IN2/M	Square Inches Per Minute	60.000000000	Rate	IN2/H
IN2/S	Square Inches Per Second	3,600.000000000	Rate	IN2/H

3. Click the **New Record** button on the tool-bar to add a blank record.
4. Enter the starting unit of measure you want to add in the **UOM (From)** column.

   This is the raw material unit of measure.
5. Enter a **Description** for the UOM.
6. Enter the **Conversion Factor** to convert the starting UOM into a Standard UOM.

   Example: If the raw material is measured in kilograms, and you want to convert the kilograms (KG) into the standard UOM of LBS, you would enter 0.45359237 into the Conversion Factor field. (1 KG * 0.45359237 = 2.20462262185 LBS)
7. Select the **Type** of units. This is the property of the unit's measure.
8. Select a **Standard UOM (To)** from the drop-down list.

   This is the standard unit of measure the formulas use. This must be set up in the Standard UOM function first (page 3-49).
9. Click the **Save** button on the tool-bar to save your changes.

Edit a UOM Conversion:

1. Select a **UOM Conversion**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the UOM conversion.

To delete a UOM Conversion:

NOTE: You cannot delete a unit of measure that is in use.

1. Select the **UOM Conversion** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected UOM conversion.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

Producing a UOM Conversions List

To produce a **UOM Conversions List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the UOM conversions you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

UOM Conversions List

Flexible Packaging Inc
FP UOM Conversions

Page 1

UOM (From)	Description	Conversion Factor	Type	Standard UOM (To)
BAG	Bag(s)	1.000000000	Count	EA
CC	Cubic Centimeters	0.061023744	Volume	IN3
CM2/G	Cm Squared Per Gram	70.306900165	Yield	I2/LB
CYC	Cycle(s)	1.000000000	Count	EA
CYC/H	Cycles Per Hour	1.000000000	Rate	CYC/H
CYC/M	Cycles Per Minute	60.000000000	Rate	CYC/H
CYC/S	Cycles Per Second	3,600.000000000	Rate	CYC/H
CYCLE	Cycle(s)	1.000000000	Count	EA
EA	Each(es)	1.000000000	Count	EA
FT	Feet	12.000000000	Length	IN
FT/H	Feet Per Hour	12.000000000	Rate	IN/H
FT/M	Feet Per Minute	720.000000000	Rate	IN/H
FT/S	Feet Per Second	43,200.000000000	Rate	IN/H
FT3	Cubic Feet	1,728.000000000	Volume	IN3
G/CC	Gram Per Cubic Centimeter	0.036127292	Density	LB/I3
GA	Gauge	0.000010000	Length	IN
GM	Grams	0.002204600	Weight	LB
H	Hour(s)	1.000000000	Time	H
I2/LB	Square Inches Per Pound	1.000000000	Yield	I2/LB
IMP	Impression(s)	1.000000000	Count	EA
IN	Inches	1.000000000	Length	IN
IN/H	Inches Per Hour	1.000000000	Rate	IN/H
IN2	Square Inches	1.000000000	Area	IN2
IN2/H	Square Inches Per Hour	1.000000000	Rate	IN2/H
IN2/M	Square Inches Per Minute	60.000000000	Rate	IN2/H
IN2/S	Square Inches Per Second	3,600.000000000	Rate	IN2/H
IN3	Cubic Inches	1.000000000	Volume	IN3
KG	Kilograms	2.204600000	Weight	LB
LB	Pound(s)	1.000000000	Weight	LB
LB/F3	Pounds Per Cubic Foot	0.000578704	Density	LB/I3
LB/H	Pounds Per Hour	1.000000000	Rate	LB/H
LB/I3	Pounds Per Cubic Inch	1.000000000	Density	LB/I3
LB/M	Pounds Per Minute	60.000000000	Rate	LB/H
LB/S	Pounds Per Second	3,600.000000000	Rate	LB/H
LBS	Pounds	1.000000000	Weight	LB
M	Thousand (Count)	1,000.000000000	Count	EA
Mil	MIL(s)	0.001000000	Length	IN
MIMP	Thousands of Impressions	1,000.000000000	Count	EA
MLF	Thousands of Linear Feet	12,000.000000000	Length	IN
MM	Millimeter	0.039370000	Length	IN

4/6/2017 11:47 AM **Kent Heidcamp**

ITEMS

In the **Inventory** application, set up inventory **Items** you will use or make.

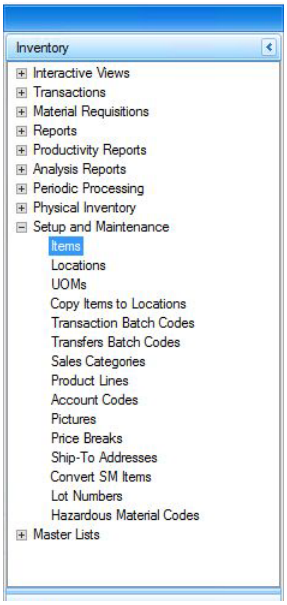
NOTE: The units of measure in Inventory are not used in production calculations.

If the inventory item you are setting up is a component item, that is, an item that is used to make another item, you can set up the item's Component Production Value at this time, or later in the setup process.

To set up **Items**, follow these steps:

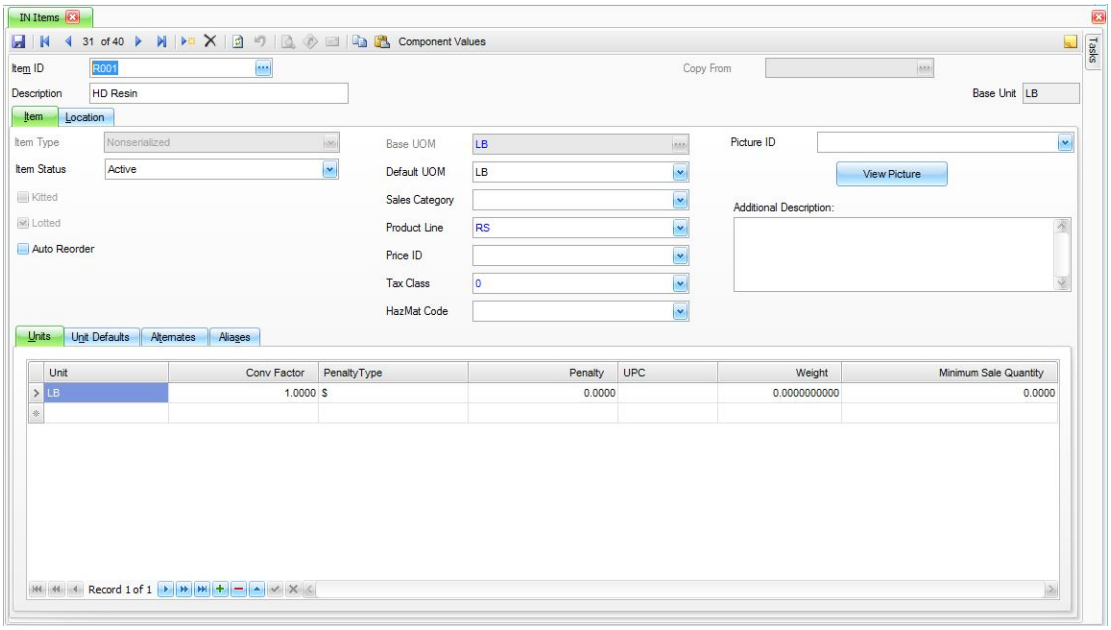
1. Select **Items** from the **Inventory, Setup and Maintenance** menu.

Items Menu



2. The **Items** screen appears.

Items Screen



3. Click the **New Record** button on the tool-bar to add a blank Item record.
4. Enter the **Item ID**.
5. Select an item ID to **Copy From** existing information. The **Copy From** dialog box appears (page 3-62).
6. Enter a **Description** of the item.
7. Select the **Item Type** (required):
    - **Serialized** items require you to enter a serial number for each piece when purchasing, and selecting from available serial numbers when selling.
    - **Nonserialized** items require no serial number for any transactions. They are just plain items but can include lot numbers.

- **Service** items do not track quantities. You are allowed to edit the cost of service items when doing sales transactions.

  Service items are specifically defined as not having physical characteristics or quantities. The intent of service items are to be used for purposes of pricing and standardized reporting. You could set up a service item called Training with a UOM of hours with a certain price per hour. You don't "stock" training hours. Now you can use this item to sell 6 hours of TRAINING to someone, and have the pricing be done correctly. You can query on history using TRAINING as a keyword, and get consistent results regarding how much TRAINING you sold.

8. Select the **Item Status** (required):
   - **Active** items can be purchased and sold.
   - **Discontinued** items can be sold but not purchased.
   - **Superseded** items can be sold but not purchased. If you change an item status to Superseded, the location status also changes to superseded. You are required to enter a superseded alternate item ID.
   - **Obsolete** items cannot be purchased or sold.
9. If the status of the item is Superseded, select an item ID to use as a **Superseded Alternate**, as a replacement for the item that is no longer available for purchase or sale. This field is displayed if the item has a superseded status.
10. Check the **Kitted** box if the item is the ID for a Kit, set up in Bill of Material/Kitting. No quantity or cost information is stored for the Kit item ID. This check box is not available for service type items.
11. Check the **Lotted** box if the item is part of a lot; otherwise, clear the box. This check box is not available for service items. A lot number is required for all purchases and sales.

    Items that are finished goods are required to be lotted items. When entering information into Shop Floor, a lot number is automatically generated for all finished goods items.

    Typically purchased film, resins, additives, and inks are also lotted items.
12. Check the **Auto Reorder** box to have the system calculate the reorder point for the item; otherwise, clear the box. This check box is not available for service type items. This field will be used with the Purchase Order application.

13. For serialized items, select the **Costing** to use for your serial numbers, General or Specific Item.

    General will use the costing method selected in the business rules when making a sales transaction. If you are using the FIFO or LIFO costing method, the cost of each serial number will be brought into the sales transactions.

    Specific item will look at the cost of each individual serial number to bring into the cost of a sales transaction.

    The default when setting up a new serialized item will be the selection you made in the business rules function for the option Serialized Cost Default. The default is set to specific item. When an upgrade or data migration is done from a prior version the default will be set to specific item, which is how it works in older versions of TRAVERSE.

14. Enter the **Base Unit Of Measure**, which must be your smallest unit of measure. This becomes the first record on the **Units** tab (required).

15. For serialized items, the **Default Unit Of Measure** is the base unit of measure you entered in the **Base UOM** field. For nonserialized items with multiple units of measure, the default unit of measure can be selected from the combo box once alternate units of measure have been set up.

    The default unit of measure will default into the unit field in Accounts Receivable/Sales Order and Accounts Payable/Purchase Order transactions, if unit defaults are not set up on the Unit Defaults tab.

Maint 16. Select the **Sales Category** of the item.

Maint 17. Select the **Product Line** of the item.

Maint 18. Select the **Price ID** of the item. A location level price ID can also be assigned on the Item Locations screen; if the price IDs are different, the location level price ID is the default.

Maint 19. Select the **Tax Class** of the item.

Maint 20. Select the **Hazmat Code** to be used on the Bill of Lading printed from the Warehouse Management application.

Maint 21. Select the **Picture ID** of the item.

22. Enter an **Additional Description** about the item. You can elect to print this information on report screens.

    The additional descriptions can be copied to the Accounts Receivable, Accounts Payable, Sales Order, and Purchase Order applications to be used during transaction entry by selecting the Copy Additional Descriptions From SM/IN Items option in the Business Rules function of the application.

Command Buttons

Name	Description
View Picture	Display the picture corresponding to the selected picture ID.

Adding, Editing, and Deleting Item Records

To add an Item record, follow these steps:

1. Select the **New Record** icon on the tool-bar or press ctrl insert. A blank Items screen appears.
2. Enter the item ID.
3. Select an item ID in the **Copy From** field to copy information from, or enter the required information.
4. Click the **Save** button in the tool-bar and close the screen to save your changes and return to the main menu.

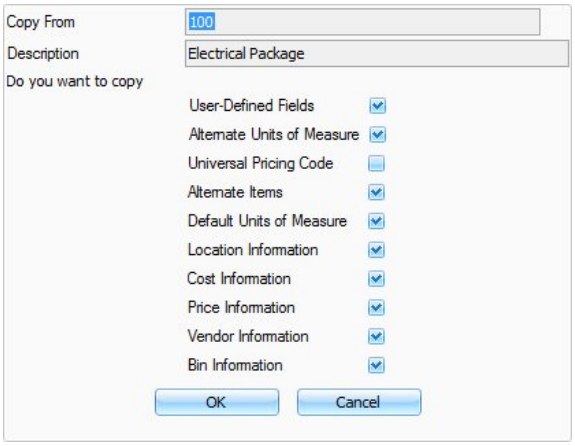
To edit an Item record, follow these steps:

1. Select the **Item ID** to edit. Information about the item appears.
2. Edit the information.
3. Click the **Save** button in the tool-bar and close the screen to save your changes and return to the main menu.

To delete an Item record, follow these steps:

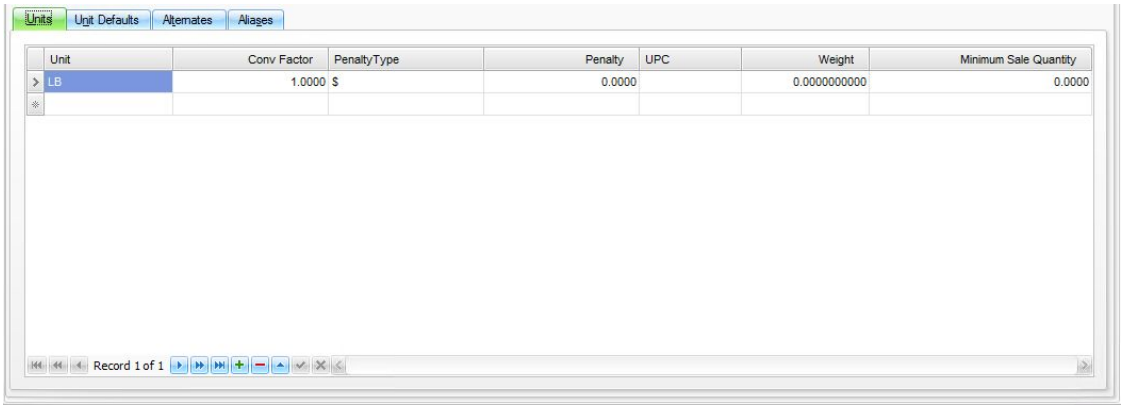
1. Make sure that the item has zero quantities in inventory.
2. Select the **Item ID** to delete.
3. Select the delete hot key F3 or the **Delete Record** button on the tool bar.
4. Click the **Save** button in the tool-bar and close the screen to save your changes and return to the main menu.

Copy From Dialog Box



5. The **Copy From** dialog box appears when you select an **Item ID** in the **Copy From** field on the Items screen.
6. The Item ID to copy from and the item **Description** default from the Items screen and cannot be changed.
7. Select the boxes of the information to copy to the new item ID.
8. Select **OK** to copy the information or **Cancel** to return to the Items screen.

Units Tab



Use the **Units** tab to enter multiple units of measure for the nonserialized items; serialized items can have only one unit of measure. Select the default unit of measure from the default UOM combo box in the header section.

Maint

1. Select the **Unit** of measure from the drop-down list. The first record is always the base unit of measure you entered in the **Base UOM** field.
2. Enter the **Conversion Factor** for the unit of measure, the portion of the base unit that is the alternate unit. For example: the base unit of measure is EACH and the alternate unit of measure is DOZEN. The conversion factor is 12 because there are 12 base units (EACH) in one dozen.

NOTE: The conversion factor for the base unit of measure must be 1.

3. Select the **Penalty Type**: **%** for a percentage or **$** for a currency amount. The penalty type determines the price when fractional parts of a unit are sold.

   A *percent penalty* applies to the fractional parts of units sold, resulting in a unit penalty. An *amount penalty* applies to the inventory item, regardless of the quantity sold, resulting in a penalty per sale rather than per unit.

4. Enter the percent or amount of the **Penalty**. For example: the unit of measure CARTON is set up to assess a 10 percent penalty when a fraction of a carton is sold. If the price of a carton is $500 and a customer orders 2.5 cartons, the price would be calculated as follows:

   2 cartons x $500 = 1000

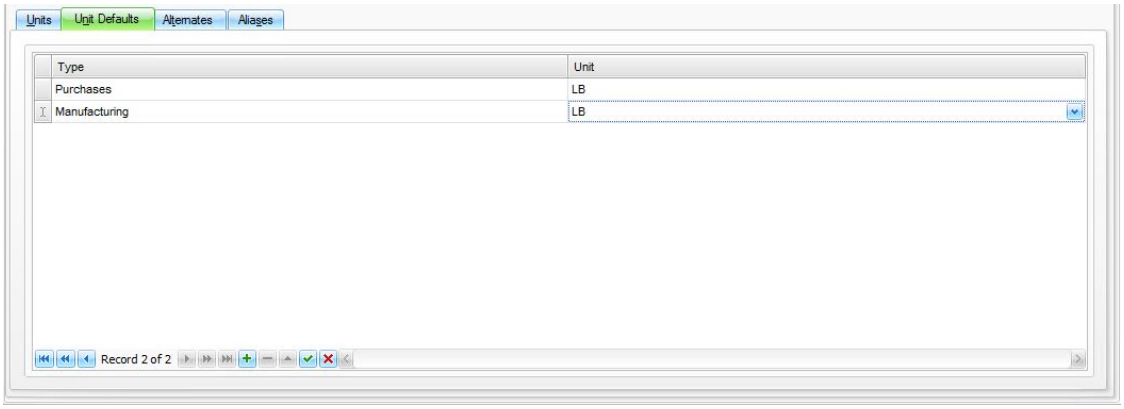
   .5 cartons x $500 = 250

   Broken case penalty ($250 x.10) 25

   $1275

5. Enter the identification number for the unit of measure to use as a reference. The universal price code (**UPC**) capability is currently used only in the Point of Sale module.
6. Enter the **Weight** of the item to be used on the bill of lading in the warehouse management application. The weight entered here must be in the default weight unit set up in the Business Rules function.
7. Enter the **Minimum Sale Quantity** in the last box, if any.

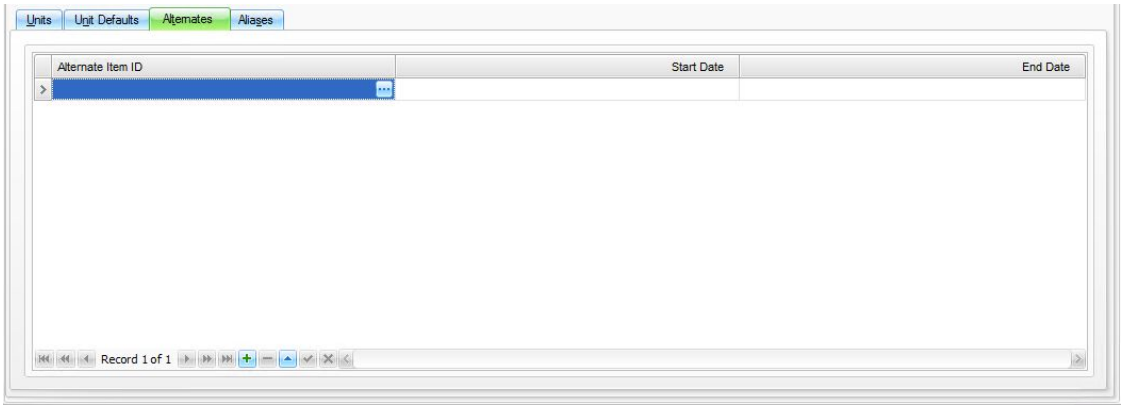
Unit Defaults Tab



Use this tab to set different default units of measure for various transaction types. The Unit of Measure will use the **Default UOM** if you leave the **Unit Defaults** tab blank.

1. Select the transaction **Type** (Reporting, Sales, Purchases, Manufacturing, or Service).
2. Select the **Unit** default to be associated with transactions of that type. The unit of measure you choose must first be set up on the Units tab in Item Maintenance.

Alternates Tab

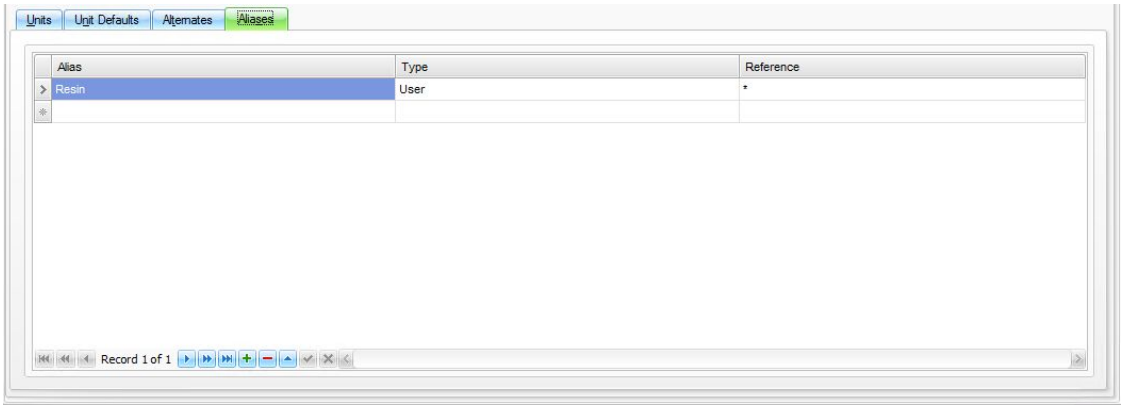


Use this tab to enter items that are comparable to or can be substituted for other items. An alternate item is used when you sell an item with insufficient quantities.

1. Select the **Alternate Item Id** for the item.
2. Enter the **Start Date** to begin using the alternate item. Leave this field blank if there is not a specific start date.

3. Enter the **End Date** to stop using the alternate item. Leave this field blank if there is not a specific end date.

Aliases Tab

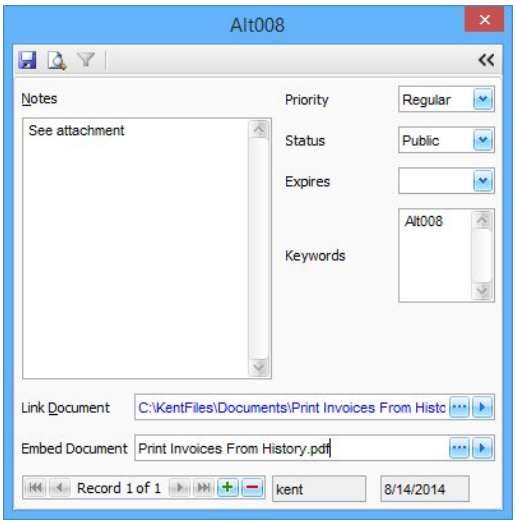


Use this tab to enter another name for the item that can be specified to a user, vendor or customer. For example, item 700873920PS has an alias of *PS*. When you enter *PS* in the item ID field, the full item number is displayed and a message indicates that *PS* is an alias for item 700873920PS. This can be used to set up vendor and customer item IDs, so you can enter the vendor or customer item ID for a specific vendor or customer, and your item ID will be brought into the transaction. The same alias can be used for a category of items.

The system does not recognize aliases in the **Location Transfers** function.

1. Enter the **Alias**.
2. In the **Type** column, choose whether this alias will be used in reference to a User, Customer, or Vendor.
3. In the **Reference** column select the user ID, vendor ID, or customer ID for the alias or enter an asterisk (*****) to use the alias for all users, vendors, or customers.

Attachments Screen



Click the **Attachments** button to enter comments or attach documents relating to this item.

1. Select the **Priority** for the comment and attachment: **Regular**, **High** or **Low**.
2. Select the **Status** for the comment and attachment: **Public** or **Private**.
3. Select the **Expires** date for the comment.
4. The item ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the item.
6. Attach any **Documents** associated with this employee by click in on the browse button and selecting the file to attach.
7. You may use the **Embedded Document** field to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

Component Production Values Button

To view the component production values setup screen, click the **Component Values** button.

This function allows you to further define items used in production in terms of their Gauge, Yield, Density, and Layflat. This data is used in demand calculations. Not all fields are applicable to all items.

Do not use this function for finished goods. Use the Production Values to define characteristics of finished goods.

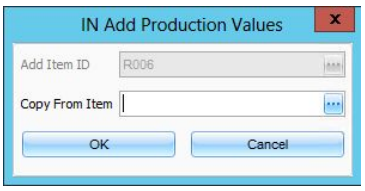
Component Production Values may also be set up using the Component Production Values menu selection in the FlexPack, Setup and Maintenance menu (page 3-143).

To create **Component Production Values** for an item:

1. When a new item is added and you select the **Component Values** button, the IN Add Production Values pop-up screen appears.

   If an item has been added and saved, you can click the Component Values button to add component production values.

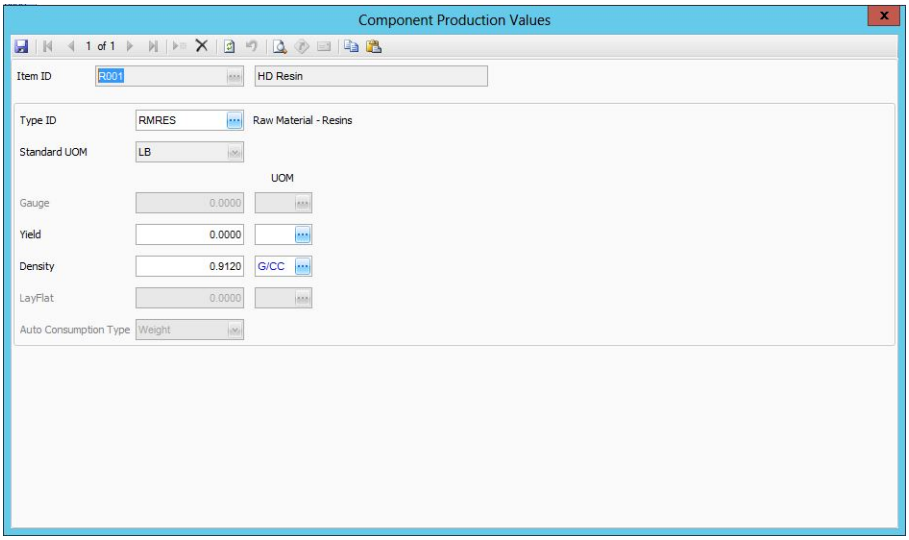
Add Production Values Screen



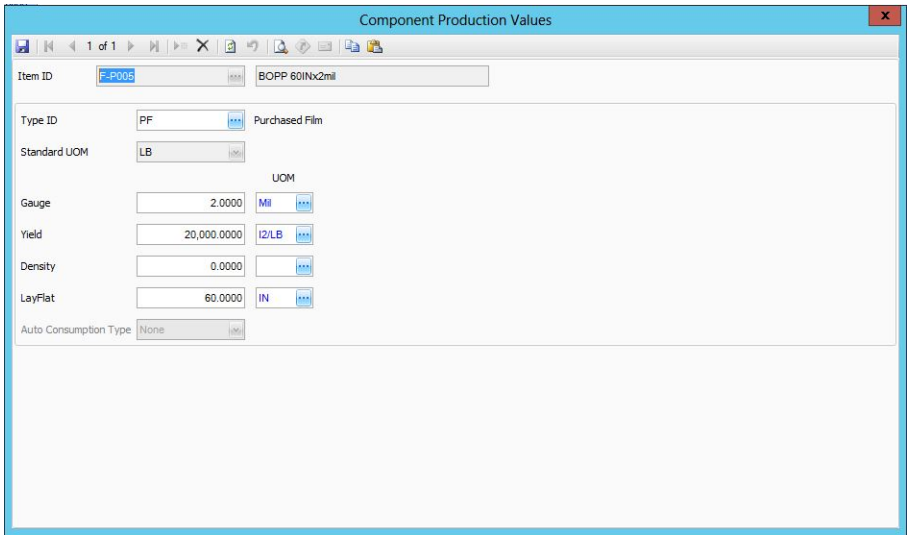
2. The Item ID displayed on the Items screen appears in the **Add Item ID** field.

   If you want to copy production values from a different item, select that item in the **Copy From Item** drop-down list and click **OK**.

Component Production Values Screen



Component Production Values Screen (Purchased Film)



3. Select the component type from the **Type ID** drop-down list. The choices are predefined on installation:

    - **PF** - Purchased Film
    - **PK** - Packaging and Integral Components
    - **RMIS** - Raw Material - Inks and Solvents
    - **RMOT** - Raw Material - Other
    - **RMRES** - Raw Material - Resins

4. The component's **Standard UOM** displays. This value is based on the item's inventory setup information.

Maint

5. Enter the **Gauge** of the film and UOM, if applicable.

    Gauge typically applies to films, but not inks or resins. By knowing the gauge of the film, we can determine the resin and other ingredients used in the manufacturing of the product.

Maint

6. Enter the **Yield** of the raw material and UOM, if applicable.

    Yield refers to coverage in most cases, and is defined in terms of the quantity, square inches, feet, meters, etc. created by a given weight of the ingredient, such as square inches of coverage per ounce.

NOTE: In some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter.

Maint

7. Enter the **Density** of the raw material and UOM, if applicable.

   Density describes the weight of the ingredient in terms of cubic dimension, such as .5 grams per cubic centimeter or 2 cubic centimeters per gram.

NOTE: In some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter.

NOTE: Yield and Density generally apply to component items like ink and resins.

Maint

8. Enter the **LayFlat** of the film and UOM, if applicable.

   Layflat generally refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is approximately twice the width or length of the bag, since the bag consists of the single layer film folded over.

9. The **Auto Consumption Type** field will be enabled or disabled depending on the component type you choose:

Component Type	Description	Enabled?	Auto-Consumption Type
PF	Purchased Film	No	None
PK	Packaging and Integral Components	Yes	User selects
RMIS	Raw Material - Inks and Solvents	No	None
RMOT	Raw Material - Other	Yes	User selects
RMRES	Raw Material - Resins	No	Weight

10. Click the **Save** button in the tool-bar and close the screen to save your changes and return to the Items screen.

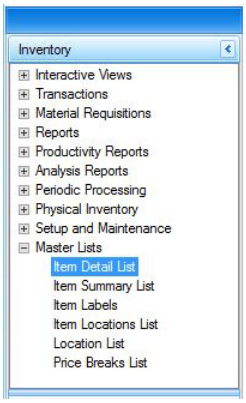
Producing an Item Detail List

The **Item Detail List** contains information about your inventory items: general information, alternate items, units of measure, and location summary information.

To produce an **Item Detail List**, follow these steps:

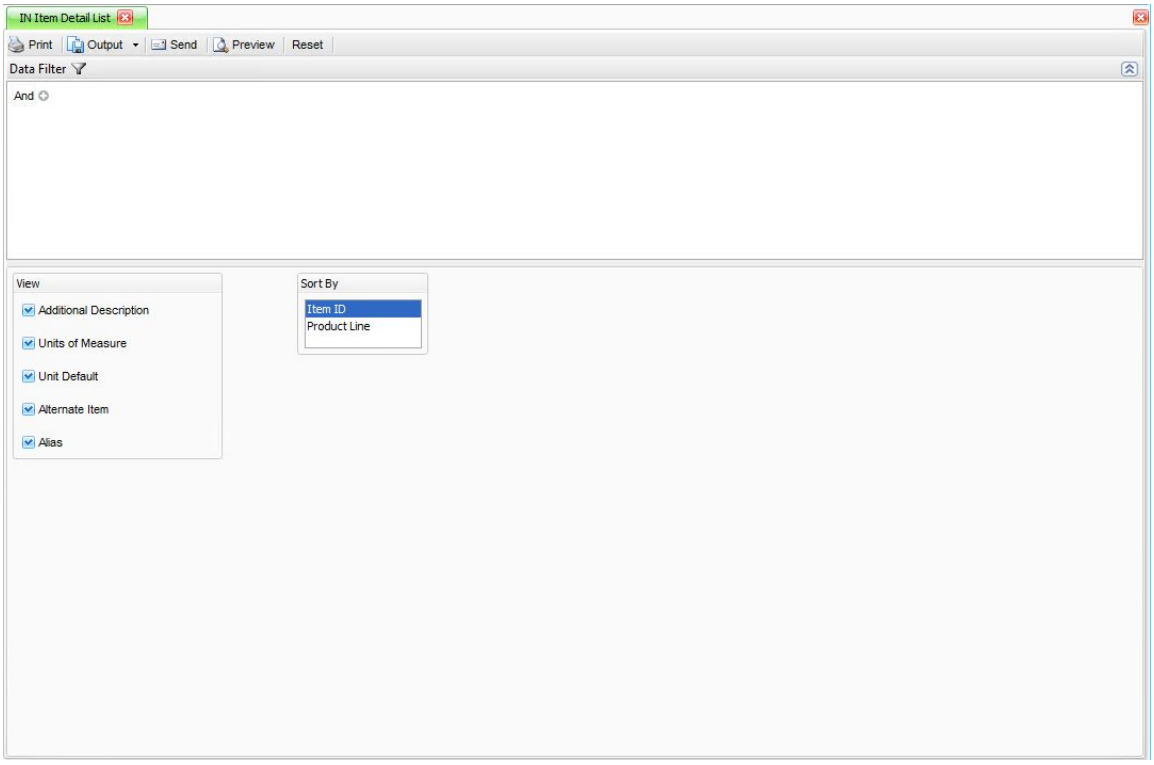
1. Select **Item Detail List** from the **Inventory, Master Lists** menu.

Item Detail List Menu



2. The **Item Detail List** screen appears.

Item Detail List Screen



3. Select the range of **Filter Criteria** to include in the list.

4. Check the appropriate boxes to select the information to **View** in the list.
5. Select the **sort by** criterion for the list.
6. 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.

Item Detail List

Flexible Packaging Inc — Page 1
Item Detail List
Sorted By Item ID

Report Filter
Print Additional Description, Units of Measure, Unit Defaults, Alternate Items, Aliases

Item ID A001
Description Additives

General Information

Type	Nonserialized	**Sales Category**	
Status	Active	**Product Line**	AD
Supersede ID		**Costing**	N/A (non-serial)
Track Lots	Yes	**Price ID**	
Auto Reorder	No	**Tax Class**	0
Base UOM	LB	**HazMat Code**	
Default UOM	LB	**Picture ID**	

Units of Measure

	Units	Conversion Factor	%/$	Penalty	UPC	Weight	Dflt Weight UOM	Min Sale Qty
Base	LB	1.0000	$	0.0000		0.0000000000		0.0000
Alternates								

Unit Defaults

Type	Unit

Alternate Items

Aliases

Alias ID	Type	Reference

Item ID A002
Description Adhesive

General Information

Type	Nonserialized	**Sales Category**	
Status	Active	**Product Line**	AH
Supersede ID		**Costing**	N/A (non-serial)
Track Lots	Yes	**Price ID**	
Auto Reorder	No	**Tax Class**	0
Base UOM	LB	**HazMat Code**	
Default UOM	LB	**Picture ID**	

Units of Measure

Units	Conversion Factor	%/$	Penalty	UPC	Weight	Dflt Weight UOM	Min Sale Qty
LB	1.0000	$	0.0000		0.0000000000		0.0000

Unit Defaults

Type	Unit

Alternate Items

Aliases

Alias ID	Type	Reference

Item ID A003
Description Adhesive - non-solvent

General Information

Type	Nonserialized	**Sales Category**	
Status	Active	**Product Line**	AH

2/22/2017 3:57 PM — OPEN_SYSTEMS\Kent.Heitkamp

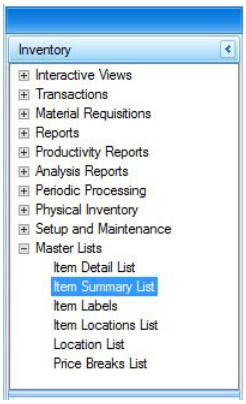
Producing an Item Summary List

The **Item Summary List** summarizes general information about your inventory items.

To produce an **Item Summary List**, follow these steps:

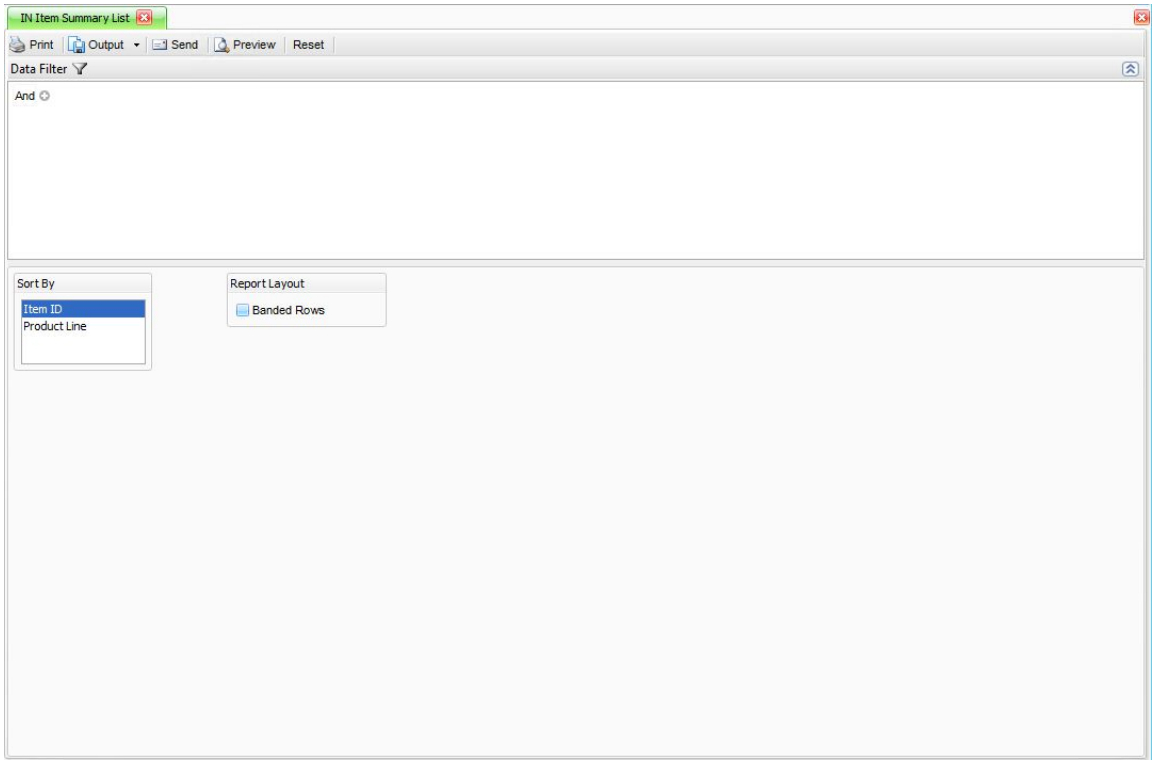
1. Select Item **Summary List** from the **Inventory Master Lists** menu.

Item Summary List Menu



2. The **Item Summary List** screen appears.

Item Summary List Screen



3. Select the **Filter Criteria** to include in the list.
4. Select the **Sort By** criterion for the list.
5. 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.

6. 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.

Item Summary List

Flexible Packaging Inc
Item Summary List
Sorted by Item ID

Report Filter

Item ID Description	Price ID Status / Type	Auto Reorder Track Lots	Sales Category Product Line	Base UOM Default UOM	Tax Class HazMat Code
A001		No		LB	0
Additives	Active / Nonserialized	Yes	AD	LB	
A002		No		LB	0
Adhesive	Active / Nonserialized	Yes	AH	LB	
A003		No		LB	0
Adhesive - non-solvent	Active / Nonserialized	Yes	AH	LB	
A004		No		LB	0
Solvent	Active / Nonserialized	Yes	SV	LB	
B001		No		EA	0
Clear Poly 13.352x21 3Mil	Active / Nonserialized	Yes		MIMP	
B002		No		EA	0
Small Bag - Wicketed	Active / Nonserialized	Yes		EA	
B003		No		EA	0
Zippered Bag	Active / Nonserialized	No		M	
B005		No		EA	0
8x10 2mil	Active / Nonserialized	Yes		EA	
F001		No		LB	0
2 Mil x 60 Inch	Active / Nonserialized	No		LB	
F001-P		No		IMP	0
Printed Film 1MX50	Active / Nonserialized	Yes		MIMP	
F002		No		LB	0
1 Mil x 48 Inch	Active / Nonserialized	Yes		LB	
F002-L		No		FT	0
Laminated Film SWS	Active / Nonserialized	Yes		FT	
F004-L		No		LB	0
60x3Mil Laminated Film	Active / Nonserialized	Yes		LB	
F005-L		No		FT	0
1milx60in LF	Active / Nonserialized	Yes		FT	
F006		No		ROLL	0
Film on Roll	Active / Nonserialized	No		ROLL	
F016		No		LB	0
Foil 60" .5mil	Active / Nonserialized	Yes		LB	
F100		No		FT	0
Ext Film in FT	Active / Nonserialized	No		FT	
F-P001		No		LB	0
60x3Mil SWS	Active / Nonserialized	Yes	PF	LB	

2/22/2017 3:56 PM OPEN_SYSTEMS\Kent.Heitkamp

ITEM LOCATIONS

Use the **Inventory, Item Locations** tab to add and maintain the following item-specific information at the location level:

- General Default
- Location Status
- Price
- Cost
- Vendor
- Location Defaults
- Location History
- Cost Detail
- Bin Numbers
- Lot Numbers
- Serial Numbers

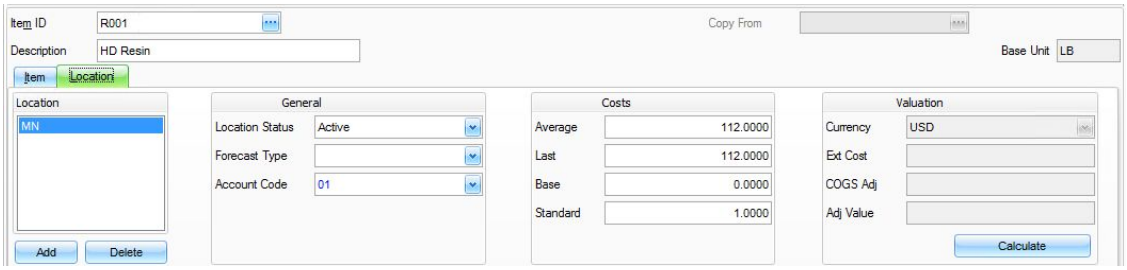
The field descriptions assume that you are entering information for the first time. Refer to the procedures after the field descriptions if you are editing information.

To add or maintain location specific information for items, follow these steps:

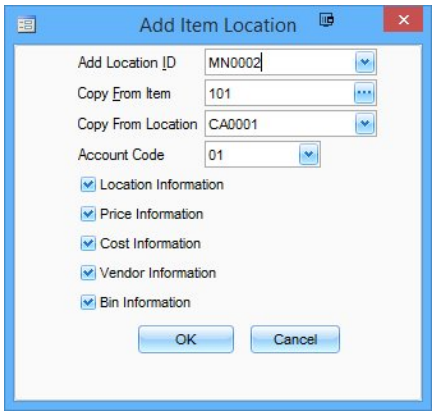
1. Select **Items** from the **Inventory, Setup and Maintenance** menu.
2. Select the **Locations** tab.

3. The **Item Locations** tab appears.

Item Locations Tab



4. Select an **Item ID**. The default base unit for the Item ID appears.
5. Select the **Location** you want.
6. Click **Add** to add locations. The **Copy From** dialog box appears.



- Select the **Add to Location ID**.
- Select the **Copy From Item** ID and **Copy From Location** ID.
- Select the **Account Code** for the item and location. The account code indicates which default general ledger accounts are used when you post.
- Select the check boxes of the information you want to copy to the new location.
- Click **OK** to copy the information. Click **Cancel** to return to the Item Locations screen without copying information.

7. Click **Delete** to delete locations where the item is no longer stored.

8. Select the **Location Status**.

   - **Active** items can be purchased and sold.
   - **Discontinued** items can be sold but not purchased.
   - **Superseded** items can be sold but not purchased. If you change an item status to Superseded, the location status also changes to Superseded.
   - **Obsolete** items cannot be purchased or sold.

   The location status is dependent on the item status.

Item Status	Possible Location Status
Active	Active, Discontinued, Obsolete, Superseded
Discontinued	Discontinued, Obsolete, Superseded
Superseded	Superseded, Obsolete
Obsolete	Obsolete

NOTE: When you enter transactions, the system checks the item status and then the item location status. You cannot purchase an obsolete, discontinued, or superseded item, and you cannot sell an obsolete item.

9. If the status of the item is Superseded, select an item ID to use as a **Superseded Alternate** as a replacement for the item that is no longer available for purchase or sale. This field is displayed if the item has a superseded status.

10. Select the **Forecast Type** you want to use to calculate the reorder point for the location. Reorders are calculated by the Purchase Order application.

11. Select the **Account Code** for the item and location. Use the account code to indicate which general ledger accounts you want to use when you post.

12. Enter the **Average** weighted **Cost** of the item over time if you use the average costing method. The formula for calculating the average cost is:

    ((On hand qty x current average cost) + (current qty purchased x current unit cost purchased))/(on-hand qty + qty purchased)

    This cost is calculated each time items are added to the quantity on hand.

13. Enter the **Last Cost** of the item. The last cost is the cost of the last purchase transaction in Inventory, Accounts Payable, and Purchase Order.

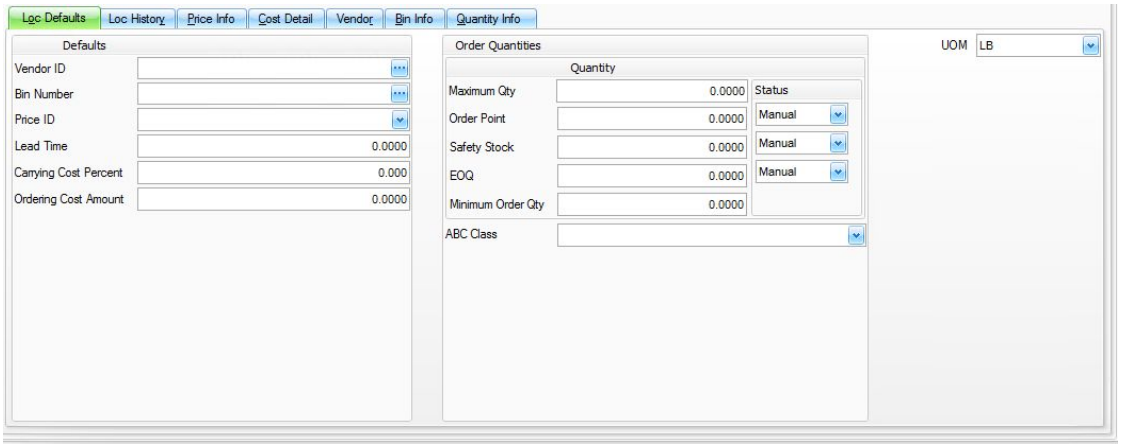
    This cost is updated each time items are added to the quantity on hand.

14. Enter the **Base Cost** of the item. The base cost is used for calculating prices in the Sales Order pricing setup, as a markup from cost.

15. Enter the **Standard Cost** of the item if you use the standard costing method.

16. The **Ext Cost**, **COGS Adj**, and **Adj Value** that appear in the Valuation area for the item are view-only.

Loc Defaults Tab



The information on this tab is used in the Purchase Order application.

Maint

1. Select the default **Vendor ID**, which is the ID of the most frequent supplier of the item. The combo box is only available when you have PO or AP interfaced to Inventory.

2. Select the default **Bin Number**, which is the bin where the item is most often stored. If you have Warehouse Management installed, you will see the bins set up in that application.

3. Select the default **Price ID** you want to use to calculate the price that the item is sold at most often. You can also assign an item level price ID on the Items screen; if the price IDs are different, the location level price ID is the default. The combo box is only available when you have SO interfaced to Inventory.

4. Enter the default **Lead Time**, which is the number of days it usually takes the vendor to ship the item to you. This field is used in the Purchase Order application to calculate the order point for the location.

5. In the **Carrying Cost Percent** text box, enter the percentage of the total value of your inventory to use in the EOQ calculation in the reorder process. You can also enter a carrying cost percent on the Locations screen. The item location percentage overrides the location percentage.

6. In the **Ordering Cost Amount** text box, enter the total cost of shipping, stocking, and labor to use in the EOQ calculation in the reorder process. You can also enter an ordering cost amount on the Locations screen. The item location amount overrides the Ordering Cost amount setup in Locations.
7. Enter the **Maximum Quantity** of units you want to have on hand at one time in the Maximum Qty box. This quantity appears on the Overstock Report.

   This amount is also used in the Min/Max reorder calculation. It is used to determine the quantity to order while keeping your on hand quantity at or below the Maximum Qty.
8. Enter the **Order Point**, which is an estimate of the (quantity you use during the order process) added to (the safety stock you maintain). If you want the system to calculate reorders, you must enter an order point for the item.

   When the number of units in stock reaches this point, the item is listed in the Safety Stock Alert Report.

   This quantity is also used in the Min/Max reorder calculation when the on hand quantity drops to the order point quantity, it triggers the item to be included in the reorder calculation.
9. Select an order point **Status**:

   - **Manual** – The order point shown was entered manually and will be recalculated when the reorder process is run.
   - **Frozen** – The order point shown should not be recalculated.
   - **Calculated** – The order point shown was calculated by the system.

     If you change the order point, select Manual for the order point status.
10. Enter the minimum number of units to keep on hand at all times in the **Safety Stock** text box.

    Select a safety stock **Status**:

    - **Manual** – The safety stock shown was entered manually and will be recalculated when the reorder process is run.
    - **Frozen** – The safety stock shown should not be recalculated.
    - **Calculated** – The safety stock shown was calculated by the system.

      If you change the safety stock amount, select Manual for the status.

11. Enter the economic order quantity, the **EOQ** is the most economical quantity to purchase when you place an order.

    Select an EOQ **Status**:

    - **Manual** – The EOQ shown was entered manually and will be recalculated when the reorder process is run.
    - **Frozen** – The EOQ shown should not be recalculated.
    - **Calculated** – The EOQ shown was calculated by the system.

12. Enter the **Minimum Order Quantity**.

    If an Accounts Payable invoice or Purchase Order transaction is entered with a quantity below this minimum quantity, a message box will be displayed stating that the quantity is below the minimum.

    This quantity is also used in the Min/Max reorder calculation to determine a minimum quantity to suggest as a reorder. A quantity below this minimum will not be calculated using the reorder processing.

NOTE: Make sure the difference between your Order Point and your Maximum quantity is greater than your Minimum quantity. If the difference is less than the minimum you will not get a reorder calculated for the item at the order point.

13. Select or enter an **ABC Class** for the item, if your company uses ABC analysis or classification of inventory items. This field is a free form entry field. Once values have been entered for items they will be displayed in the combo box.

    ABC Class is a relative value of items in the database, ranking items according to multiple criteria, and grouping items into classes that represent the relative value of the items.

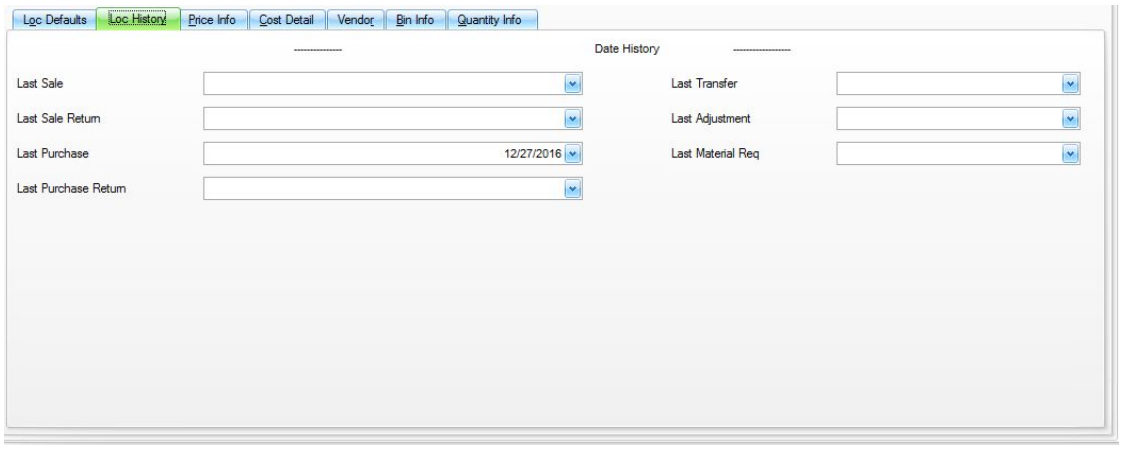
    ABC Classes are generally used when physical inventory is done using cycle counting. Cycle counting means a portion of your inventory is counted on a daily basis. The ABC class can be used to classify your items into value or usage classes to determine how often they should be counted in your cycle. Usually higher value and higher volume items are counted more frequently, so they would be classified with the same ABC class.

    You will see the ABC Class as a selection or filtering criteria in the following places:

    - Item Locations Maintenance
    - Item Locations Inquiry
    - Item Locations List

- Freeze Quantities
- PO - Calculate Reorders
- MFG-MF - MRP Processing (multiple reports)
- RP Processing (multiple reports)

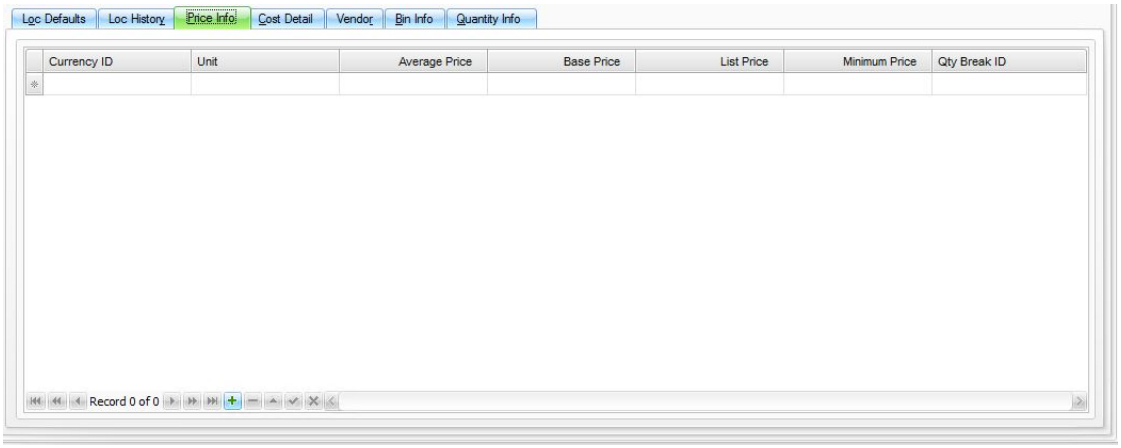
Loc History Tab



Enter the appropriate dates in the fields.

The information on this tab is updated when you post transactions from the appropriate applications. The last purchase and last purchase return dates will be updated when you save PO receipts, return authorizations, or AP transactions.

Price Info Tab



The price numbers entered on this tab are used for Accounts Receivable and Sales Order transactions. The Base Price is the default price used when selling the item from the selected location. The other pricing fields are used as adjustment bases when using the Sales Order Pricing calculations.

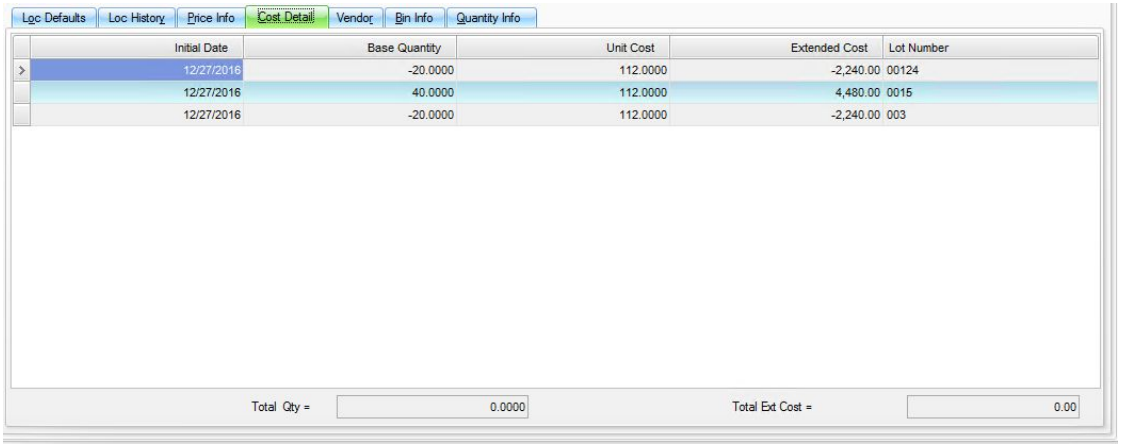
For FlexPack, most prices will be calculated using the Sales Order Estimates function, so this tab will most likely be blank for most items.

1. Select the **Unit** of measure for which you want to enter price information.
2. Enter the **Average Price** of the item at this unit of measure. This field is updated when you enter a sale. This price amount can be used as an adjustment base in the Sales Order pricing setup.
3. Enter the **Base Price** of each unit, which is used to calculate price breaks and customer pricing in Accounts Receivable and Sales Order. This is the default price used in Inventory Sales transactions, Accounts Receivable transactions, and Sales Order transactions without custom pricing.
4. Enter the **List Price** of each unit, which is the basic, published price without any discounts applied to it. This price amount can be used as an adjustment base in the Sales Order pricing setup.
5. Enter the **Minimum Price** at which you want to sell the item. If the Sales Order calculated price or the price you enter into an Accounts Receivable transaction is lower than this price, a message box will be displayed stating that the price is below the minimum. You will then be prompted if you want to continue. This price amount can be used as an adjustment base in the Sales Order pricing setup.

Maint

6. In the **Qty Break ID** field, enter or select the quantity break ID to use for a customer purchasing larger quantities to calculate a discounted price.

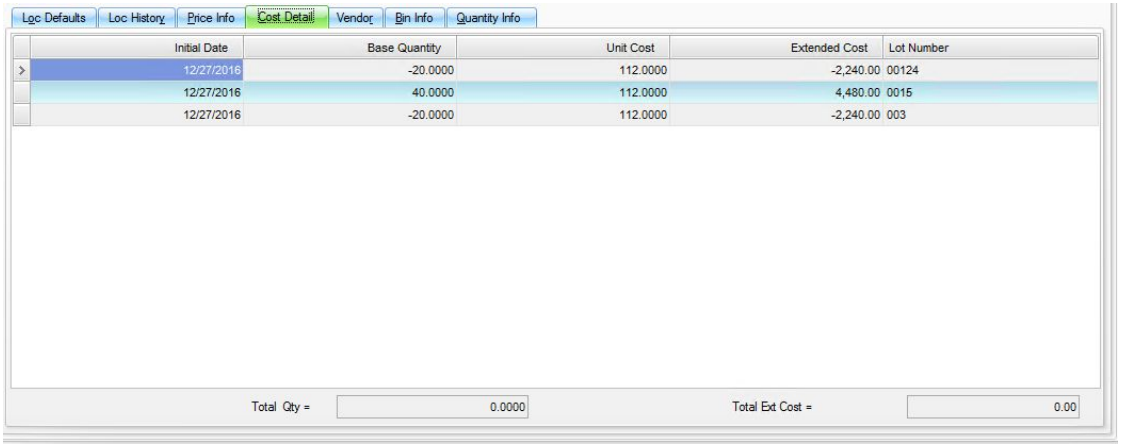
Cost Detail Tab



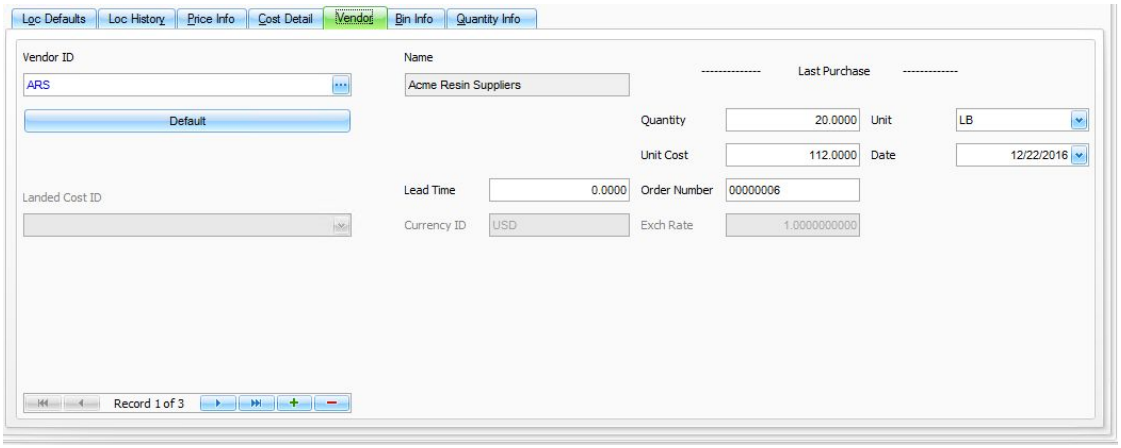
This tab is not available for serialized items. The information on this tab is view-only because this information is updated when you post purchase transactions within TRAVERSE and you cannot manually change it. There is no edit option on this tab as a safeguard to keep those quantities synchronized with the transactions that affect those fields.

NOTE: FIFO and LIFO costing methods calculate costs based on the initial date.

When a Lotted item is selected, the Cost Detail tab will display the Lot Numbers currently with quantities on hand.



Vendor Tab



The date, quantity, and cost information fields on this tab are updated when you post transactions from Accounts Payable or Purchase Order. A vendor is automatically added when you post transactions from Accounts Payable or Purchase Order if you have selected “Yes” to the option to automatically create vendor purchase information. If you selected “No” to this option you can manually add vendors.

1. Select the **Vendor ID**. Click **Default** to set the vendor ID on the Loc Defaults tab, which is used when you generate purchase requisitions.

   The search box is only available if you have the Accounts Payable or Purchase Order option to interface to Inventory turned on.

2. Enter the vendor’s name, or accept the vendor **Name** brought in from Accounts Payable, if interfaced.

3. Enter the last **Quantity** ordered from the vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this item is purchased from this vendor, this quantity will default to the quantity to purchase.

4. Enter the last **Unit Cost** charged by the vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this item is purchased from this vendor, this cost will default to the **Unit Cost** field.

5. Enter the last **Unit** of measure ordered from the vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order. The next time this item is purchased from this vendor, this unit of measure will default into the unit for the purchase.

6. Enter the **Date** of the last purchase from the vendor. This field will be updated when you post transactions from Accounts Payable or Purchase Order.

7. In the **Lead Time** text box, enter the number of days it usually takes this vendor to ship the item to you.

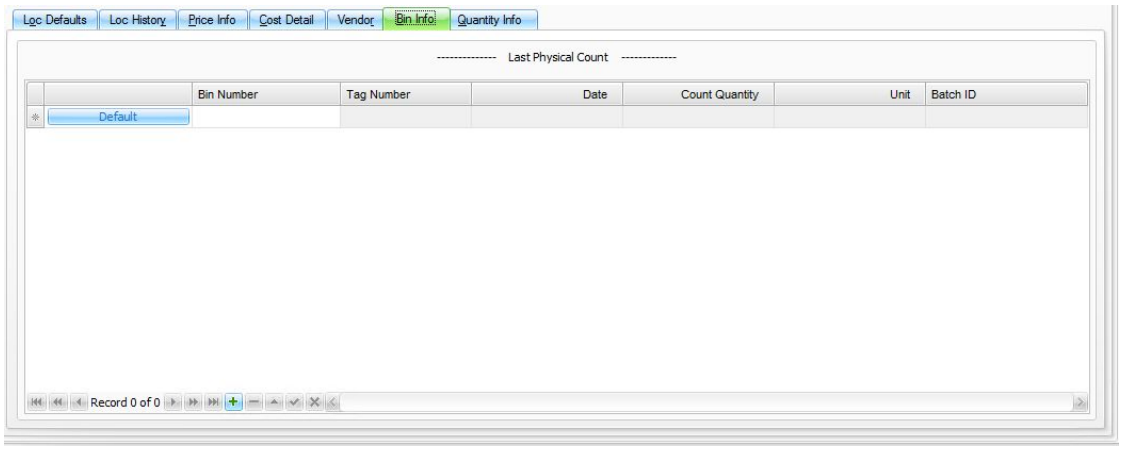
   This field can be used to select a vendor when generating purchase orders from purchase requisitions.

8. In the **Order Number** text box, enter the number of the last purchase order. This field will be updated when you post transactions from Accounts Payable or Purchase Order.

9. Select the **Landed Cost ID** used for the vendor for purchase orders. This field is only available if you use landed cost in purchase order.

10. If you use multi-currency, the **Currency ID** and **Exchange Rate** at which the item was last purchased appear. If you do not use multi-currency, these fields do not appear.

Bin Info Tab



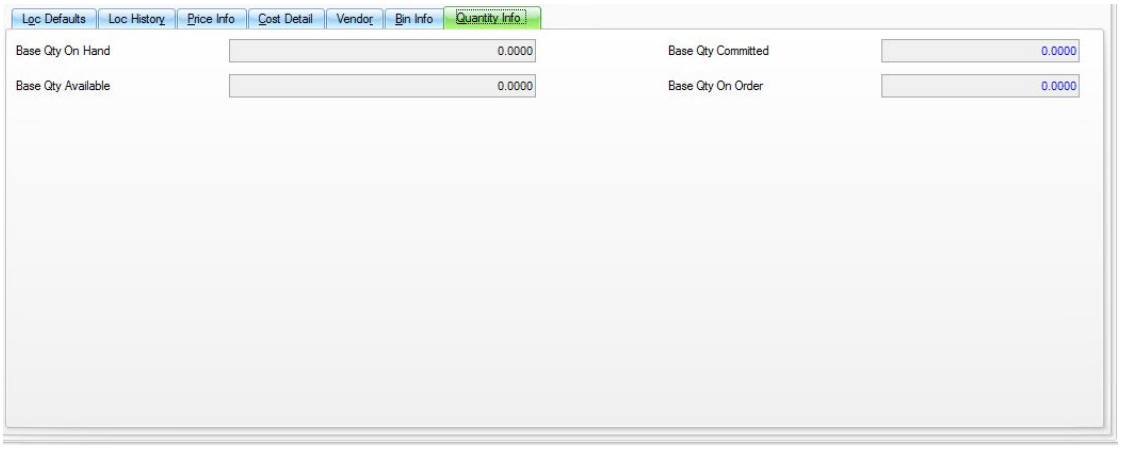
1. Select or enter the **Bin Number**. If you have Warehouse Management installed, you will only be able to select bins set up in WM.

   The last physical count information associated with the bin number appears and is read-only:

   - **Tag number** assigned to the bin
   - Last **Date** a physical count was taken
   - **Quantity** counted during the last physical count
   - **Unit** of measure the last physical count was based on
   - **Batch ID** used in the last physical count

2. Click **Default** to set as the default bin on the Loc Defaults tab. This is used when you print physical inventory tags and worksheets if you don't have warehouse management installed.

Qty Info Tab



The information on the Qty Info tab is view-only because this information is updated when you post transactions within TRAVERSE. There is no edit option on this tab as a safeguard to keep those quantities synchronized with your transactions that affect those fields.

Base item quantity information appears:

- The number of units **On Hand** at the location is displayed.
- The **Committed** number of units reserved for customers at the location is displayed. This field is updated when a new order is entered in the Sales Order application, when a new work order is generated in the Bill of Material application, or when a Manufacturing Production order is released.
- The quantity **Available** for sale at the location (the committed quantity minus the on-hand quantity) is displayed.
- The quantity **On Order** from vendors at the location is displayed. This field is updated when a new order is entered in the Purchase Order application, a new work order for an assembly is entered into the Bills of Material, or a manufacturing production order for an assembly is released.

How transactions affect Inventory quantities

The following chart illustrates how each type of transaction affects inventory quantities.

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Adjustment: Increase **WM IN Adjustment: Increase**		Increase		Increase
IN Adjustment: Decrease **WM Adjustment: Decrease**		Decrease		Decrease
IN Sale: New Order **New Sales Order** **Sales Order Quote to Live order** **Issue BOM Work Order Components** **Manufacturing Production Order Released** **New Service Director Transaction**	Increase			Decrease

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Sale: Verify Order **Sales Order Verified** **WM Confirm Record Picked Orders quantity** **Confirm BOM Work Order Components** **Manufacturing Production Order Material Use Components** **Service Director Transaction Qty Used**	Decrease	Decrease		
IN Sale: Misc. Credit **AR Misc. Credit** **Sales Order Misc. Credit**		Increase		Increase
IN Purchase: New Order **New Purchase Order** **Manufacturing Production Assembly Release Order**			Increase	

Transactions/Status	Quantity Committed	Quantity on Hand	Quantity on Order	Quantity Available
IN Purchase: Goods Received **Purchase Order Receive Goods** **WM Confirm Receive Goods** **BOM Post Assembly Work Order** **Manufacturing Production Assembly Record Production**		Increase	Decrease	Increase
IN Purchase: Invoice **Accounts Payable Transaction** **IN Material Requisition Return**		Increase		Increase
IN Purchase: Misc. Debit **Accounts Payable Debit Memo** **IN Material Requisition** **Purchase Order Debit Memo**		Decrease		Decrease

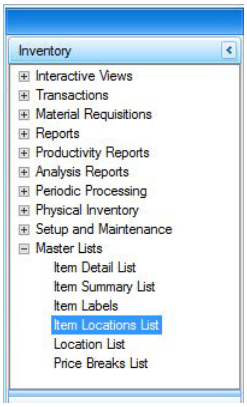
Producing an Item Locations List

Use the **Item Locations List** function to produce a list of location, price, cost, vendor, bin, lot, and serial information about your inventory items.

To produce an **Item Locations List**, follow these steps:

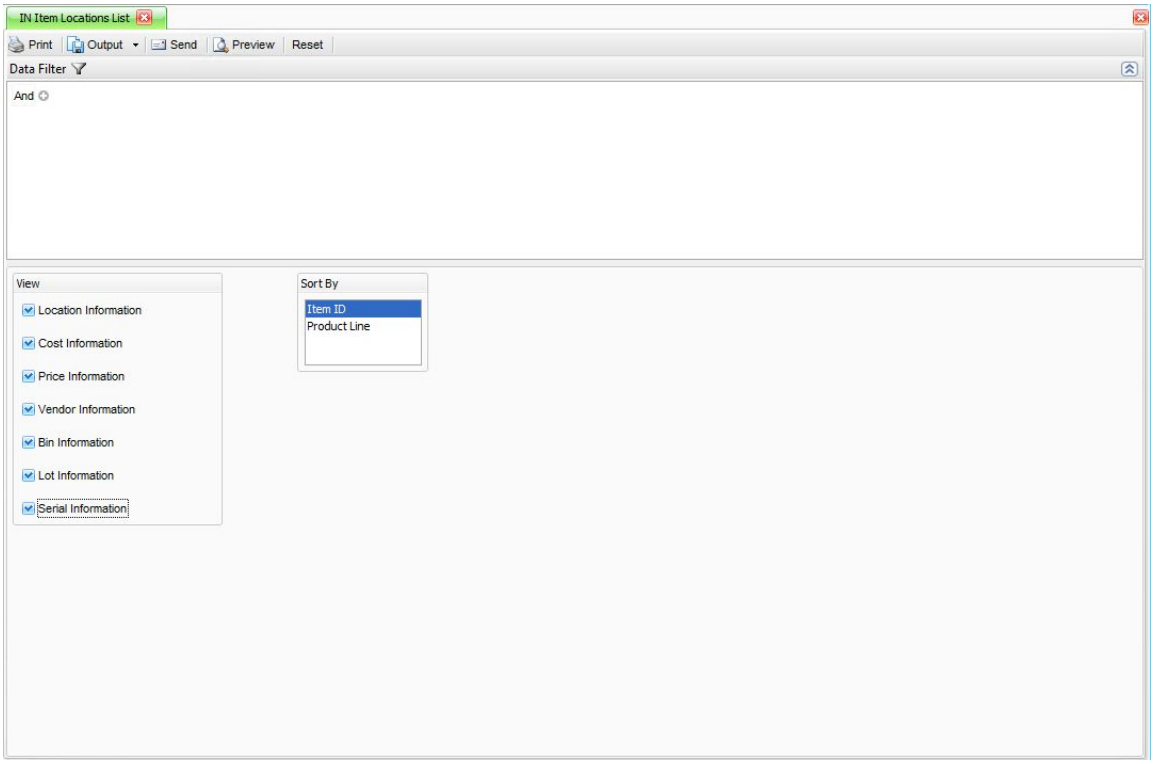
1. Select **Item Locations List** from the **Inventory, Master Lists** menu.

Item Locations List Menu



2. The **Item Locations List** screen appears.

Item Locations List Screen



3. Select the range of **Filter Criteria** to include in the list.
4. Check the appropriate boxes to select the information to **View** in the list.
5. Select the **Sort By** criterion for the list.

6. 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.

Item Locations List

Flexible Packaging Inc
Item Locations List
Sorted By Item ID

Report Filter

Print Location Information	Yes	Print Cost Information	Yes
Print Price Information	Yes	Print Vendor Information	Yes
Print Bin Information	Yes	Print Lot Information	Yes
Print Serial Information	Yes		

Location ID	MN		Status	Active		Forecast Type		Price ID	
Defaults			Account Code	01		Vendor ID		Lead Time	.0
Item ID	A001		Description	Roll Stock		Bin No		ABC Class	
Description	Additives		Item Quantities						
Product Line	AD								
Order Quantities		UOM	LB	On Hand		260.0000			
		Quantity	Status	Committed		0.0000			
Maximum Qty		0.0000		Available		260.0000			
Order Point		0.0000	Manual	On Order (PO)		0.0000			
Safety Stock		0.0000	Manual						
EOQ		0.0000	Manual						
Min Order Qty		0.0000							
Cost Information									
Costs			EOQ Overrides				Valuation Currency	USD	
Standard	1.2500		Carrying Cost Percent		0.0000				
Average	3.2600		Ordering Cost Amount		0.0000				
Last	3.2600								
Base	0.0000								
Cost Detail									
	On Hand		Unit Cost	Extended Cost		Lot No			
Initial Date	260.0000		3.2600	847.60		663			
12/27/2016	260.0000			847.60					
Total									
Price Information				Quantity Breaks					
Vendor Information									
	Lead Time	Order Quantity	Unit Cost	Order Date	Order No	Currency ID	Exch Rate		
Vendor ID	.0	500.0000	3.2600	12/27/2016	00000009	USD	1.0000		
WPP									
Bin Information		Last Physical Count							
Lot Information									
	Expires	Vendor ID	Status	Comment					
Lot No	12/31/2020		Available						
663									
Serial Information									

2/22/2017 3:53 PM

OPEN_SYSTEMS\Kent.Heitkamp

Producing Item Labels

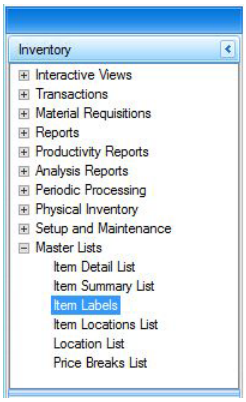
The **Item Labels** function prints basic inventory information. You can define the label size you want to use and whether to include bar code information. Use the Master Lists, Item Labels function to define label size and bar code inclusion information.

NOTE: Item Labels are not used in any FlexPack function. The Item Labels are only used to print base TRAVERSE item information on labels.

To produce **Item Labels**, follow these steps:

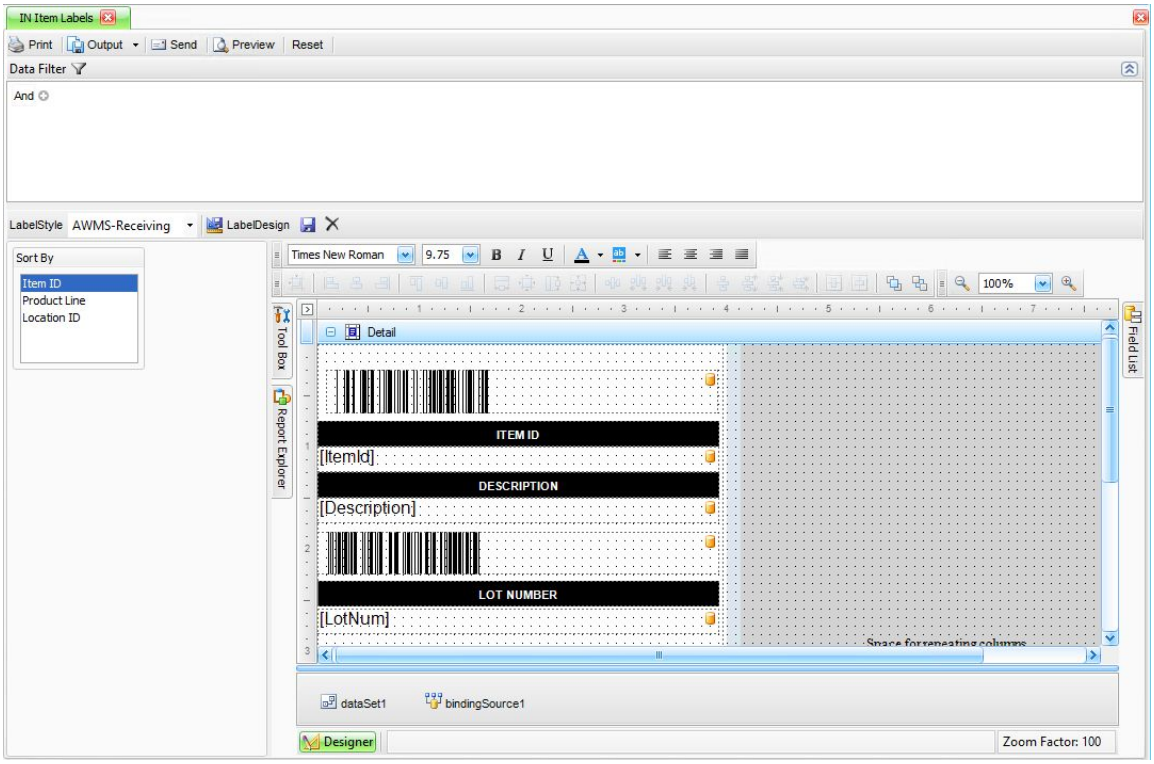
1. Select **Item Labels** from the **Inventory, Master Lists** menu.

Item Labels Menu



2. The **Item Labels** screen appears.

Item Labels Screen



3. Use the Data Filter to select the type of label to work with.
4. Select a **LabelStyle**. Initially Default will be the only available Label Style. Once label designs have been saved they will be included in the list of label styles.
5. Select the **Source** for the label fields. This determines what information is included on the label. The available choices are **Item ID**, **Product Line**, and **Location ID**.
6. Click the **LabelDesign** button to edit the label.
7. Click **Save** to save your changes.

NOTE: See the Label Setup Tutorial (page 3-257) for more information on setting up labels.

Use the Item Labels function to print labels.

A POSTNET bar-code, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your labels if you chose that option using the Country Codes function of the System Manager.

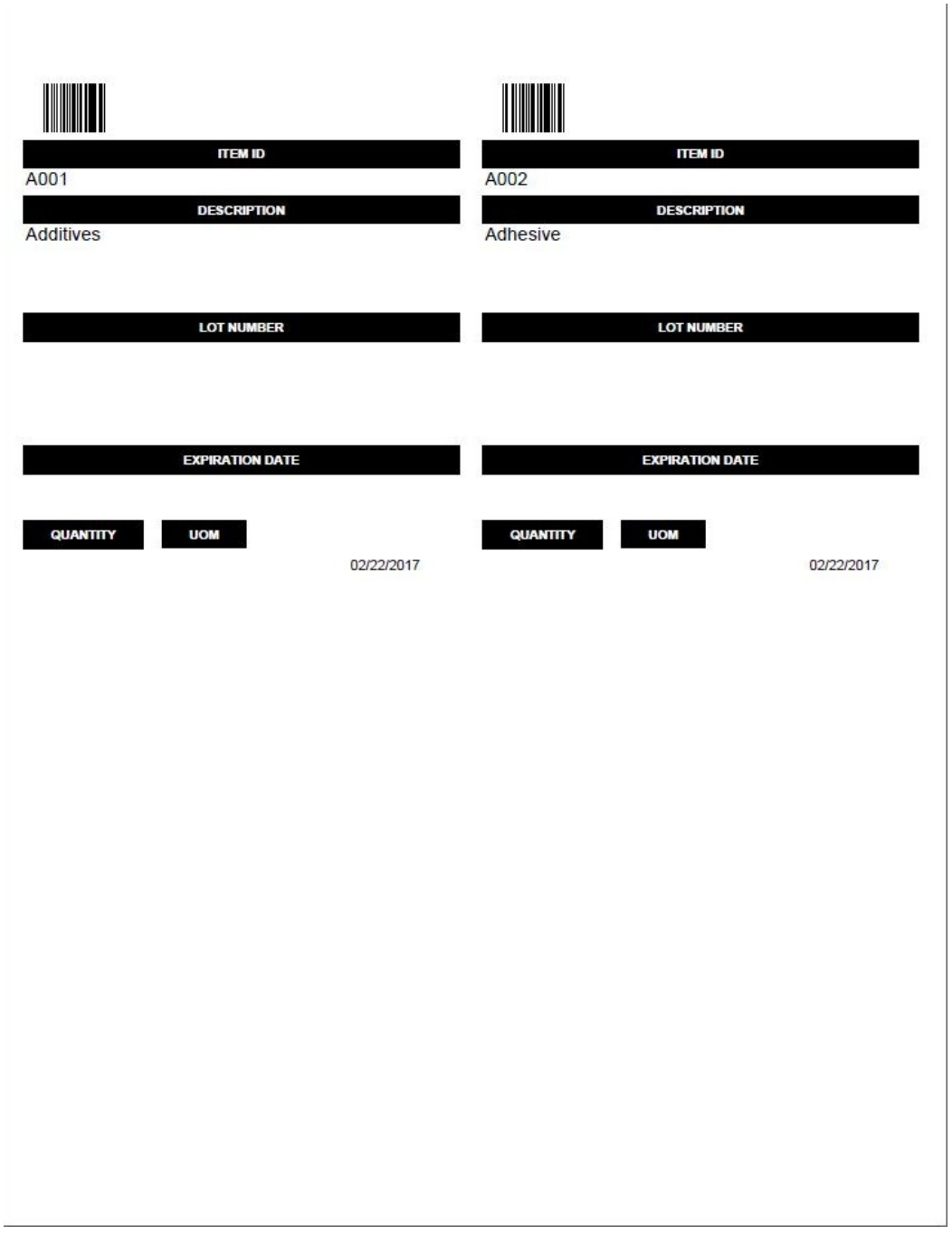
1. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the Sort By section.
3. Click on the different areas of the example image below to view information on the highlighted section.
4. Select a command 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.

Item Labels


ITEM ID
A001
DESCRIPTION
Additives
LOT NUMBER
EXPIRATION DATE
QUANTITY
UOM
02/22/2017
ITEM ID
A002
DESCRIPTION
Adhesive
LOT NUMBER
EXPIRATION DATE
QUANTITY
UOM
02/22/2017

PRODUCTION ADJUSTMENT DESCRIPTIONS

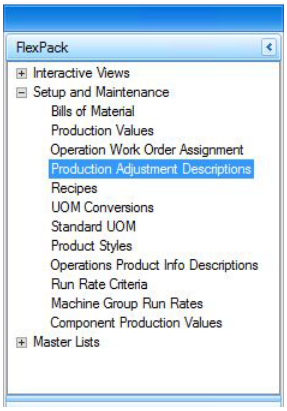
Use **Production Adjustment Descriptions** to establish names for various adjustments you may need to apply to an assembly. These names serve as ways to reference adjustments you make to the base assembly.

The Production Adjustment Definitions allow you to create the characteristics or features of the bag that create demand for additional ingredient or component usage. This might be a lip or gusset on the bag. These adjustments are further defined in the Production Values function and can be assigned to display and print in specific areas via the Operation Work Order Assignment function.

To set up **Production Adjustment Definitions**, follow these steps:

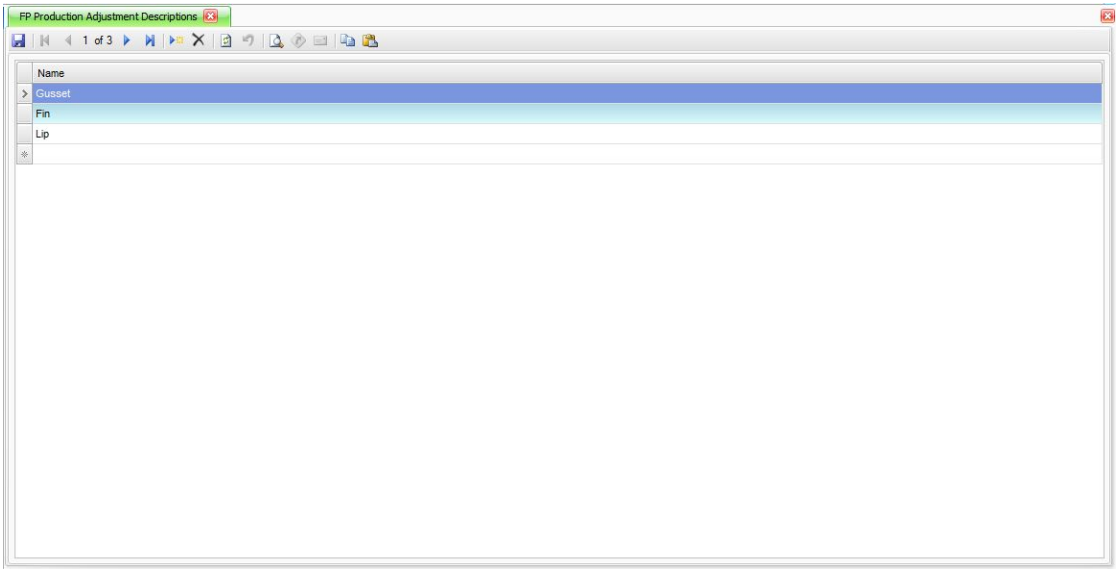
1. Select **Production Adjustment Definitions** from the **FlexPack, Setup and Maintenance** menu.

Production Adjustment Definitions Menu



2. The **Production Adjustment Descriptions** screen appears.

Production Adjustment Descriptions Screen



3. Click the **New Record** button to create a new description; otherwise, select the record to edit.
4. Enter or change the **Name** for the selected record.
5. Click the **Save** button to save your changes.

Edit a Production Adjustment Description:

1. Select a **Name**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the production adjustment description.

To delete a Production Adjustment Description:

1. Select the **Name** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected product adjustment description.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

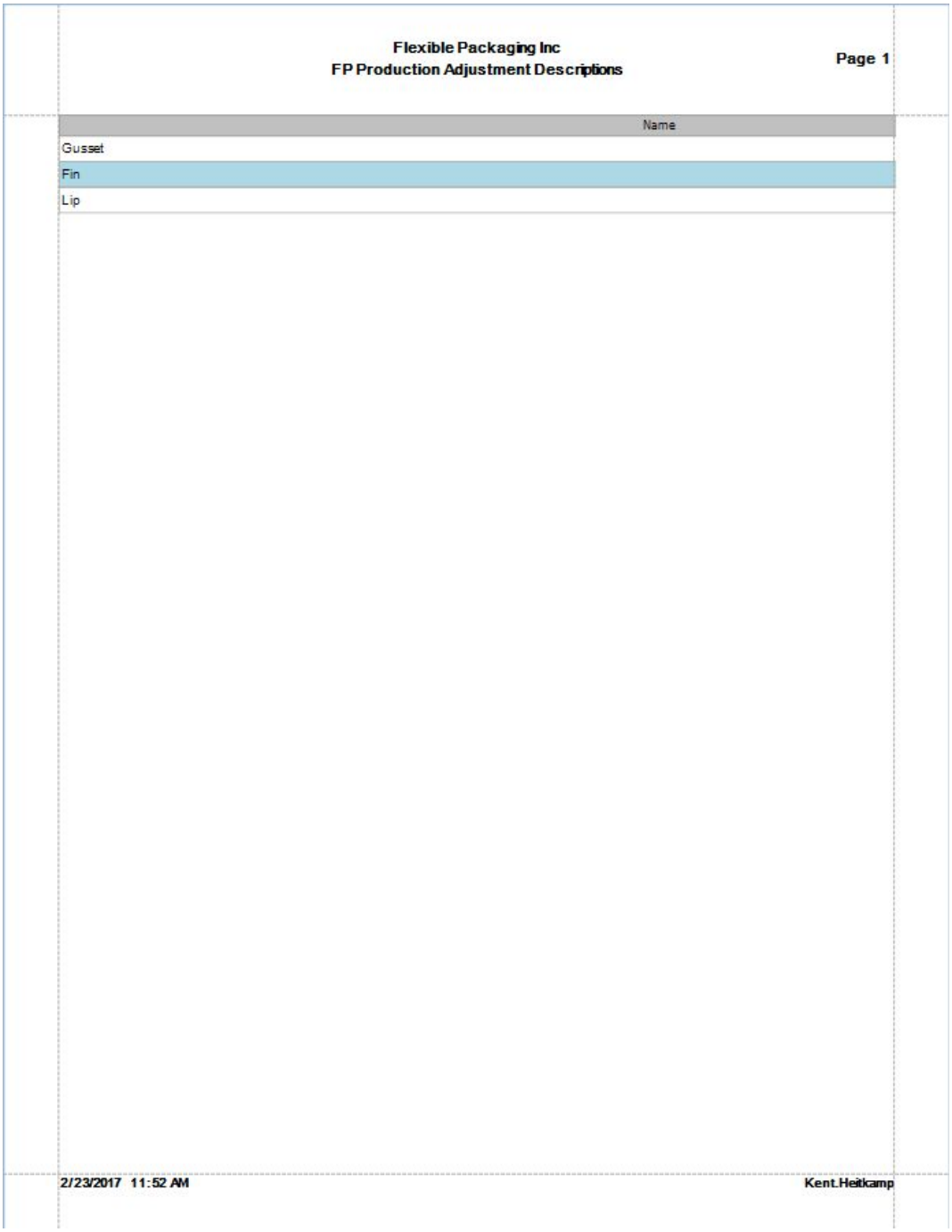
Producing a Production Adjustment Descriptions List

To produce a **Production Adjustment Descriptions List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the production adjustment descriptions you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Production Adjustment Descriptions List



Flexible Packaging Inc
FP Production Adjustment Descriptions

Page 1

Name
Gusset
Fin
Lip

2/23/2017 11:52 AM

Kent.Heitkamp

PRODUCT STYLES

Product Styles refer to the general “type” or “style” of product we are making. This characteristic is used in the calculation of requirements as well as in the calculation of machine time as seen in the Machine Group Run Rates setup.

Understanding Product Styles requires a basic understanding of the Machine Run Rate function. Machines are given a specific run rate or speed based on 3 criteria. This is one of the factors that distinguishes FlexPack from standard manufacturing solutions. The run rate, which includes not only run rate but setup time, scrap, and other information, is determined based on the Product Style and two other user-defined criteria. These criteria might include, for example: Gauge, Colors, Ups, Ink coverage, etc.

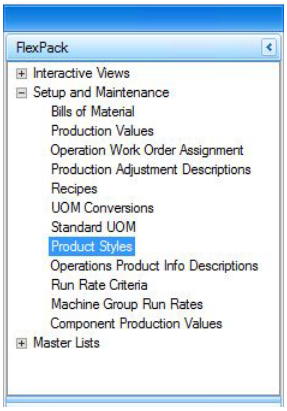
FlexPack carries fixed Internal Styles which cannot be changed, but you can create alternate names for these internal styles. The Internal Style assigned to the Product Style will determine the formula used to calculate raw material usage.

Many different Product Styles can be defined by a given internal style. Some examples that may help clarify why these various product styles are needed is to think about the production of bags on roll vs. loose bags, or double wound sheeting vs. single wound sheeting. These are factors that could affect the speed of the machines and are thus depicted uniquely.

To set up **Product Styles**, follow these steps:

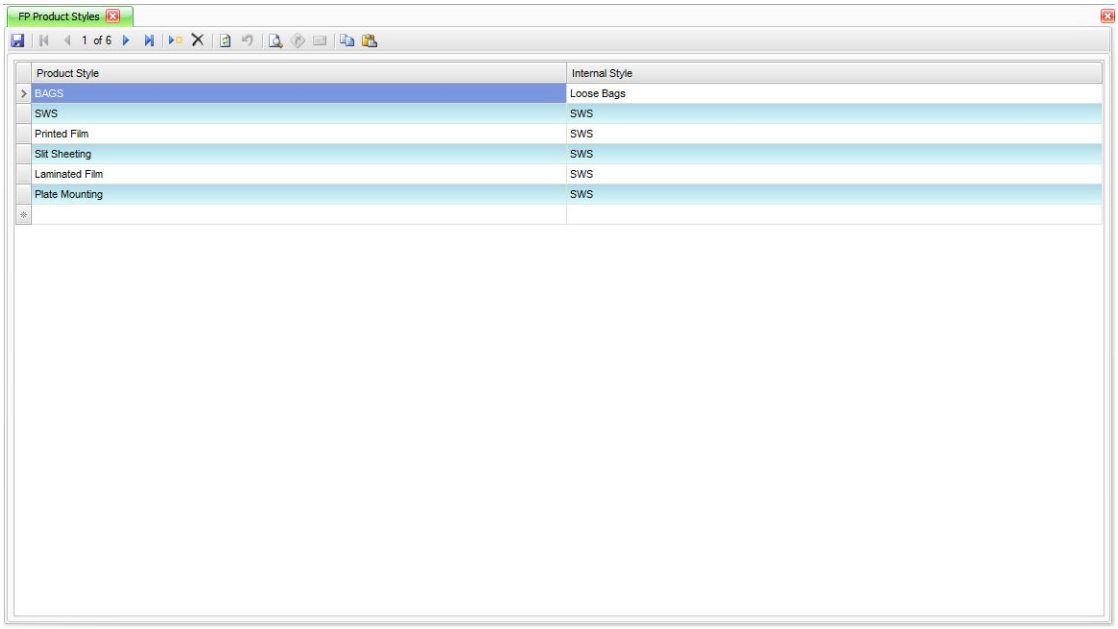
1. Select **Product Styles** from the **FlexPack, Setup and Maintenance** menu.

Product Styles Menu



2. The **Product Style** screen appears.

Product Style Screen



3. Click the **New Record** button on the tool-bar.
4. Enter a **Product Style**.
5. Select an **Internal Style** from the drop-down list. The Internal Styles to select from are:
    - **BOR** - Bags on Roll
    - **DWS** - Double Wound Sheeting
    - **Folded Sheet** - Folded Sheet
    - **Gusseted Tubing** - Gusseted Tubing
    - **Loose Bags** - Loose Bags
    - **Loose Sheets** - Loose Sheets
    - **Loose Sleeves** - Loose Sleeves
    - **PTO Sheets** - Sheets on Roll PTO (Perforated Tear Off)
    - **PTO Sleeves** - Sleeves on Roll PTO (Perforated Tear Off)
    - **SWS** - Single Wound Sheeting
    - **Tubing** - Tubing

6. Click the **Save** button to save your changes.

Edit a Product Style:

1. Select a **Product Style**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the product style.

To delete a Product Style:

1. Select the **Product Style** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected product style.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

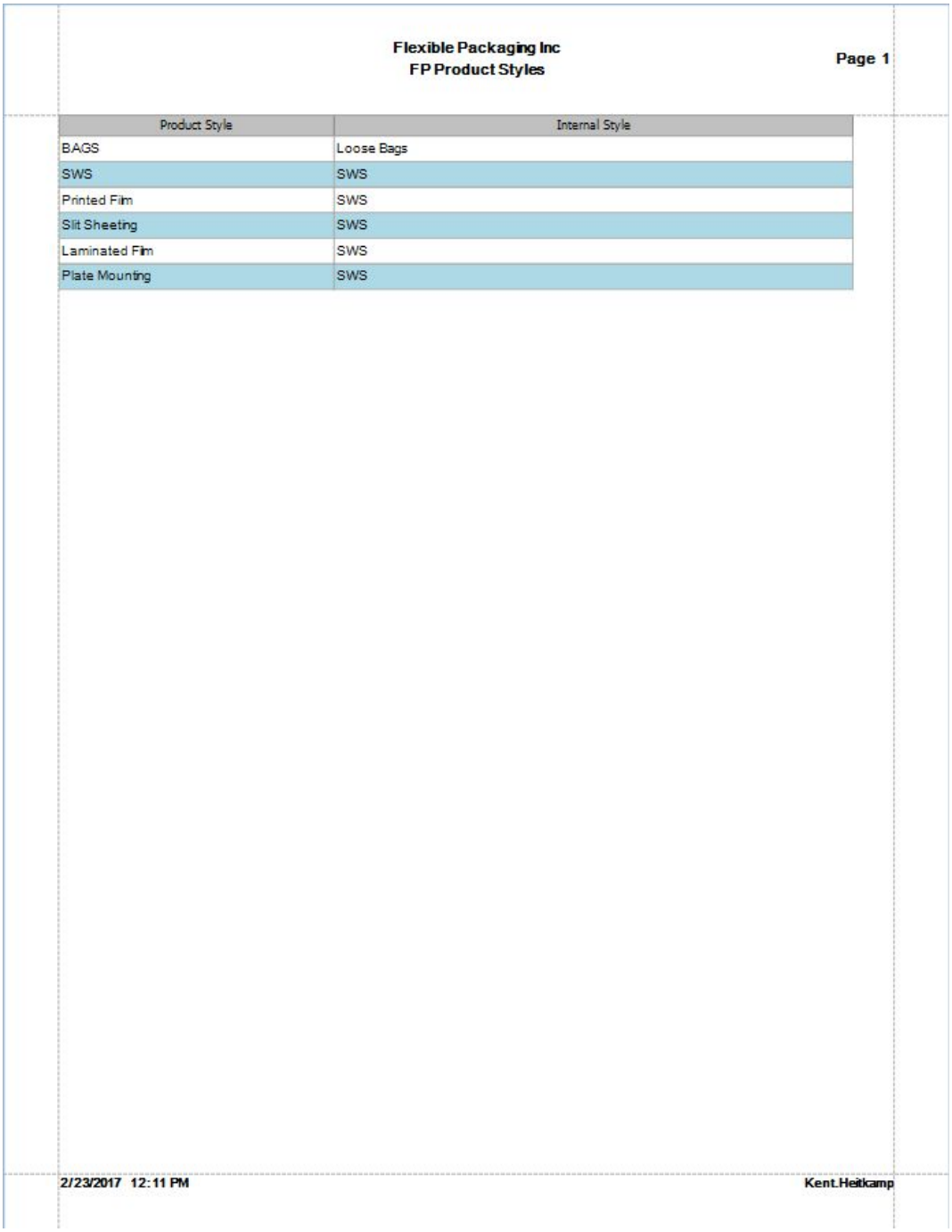
Producing a Product Style List

To produce a **Product Style List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the product styles you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Product Style List



Flexible Packaging Inc
FP Product Styles

Page 1

Product Style	Internal Style
BAGS	Loose Bags
SWS	SWS
Printed Film	SWS
Slit Sheeting	SWS
Laminated Film	SWS
Plate Mounting	SWS

2/23/2017 12:11 PM

Kent.Heitkamp

OPERATION PRODUCT INFORMATION DESCRIPTIONS

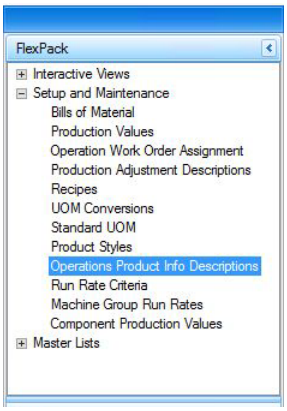
Operations Product Info Descriptions allow you to set up additional parameters for an operation. You will use the Operation Info button in the Routing section of the BOM screen to add values for the descriptions as applicable to the routing step.

This operation-related data, which appears in the bill of materials, will then print on the operation-specific page of the production worksheets for production orders based on that bill of material.

To set up **Operation Product Info Descriptions**, follow these steps:

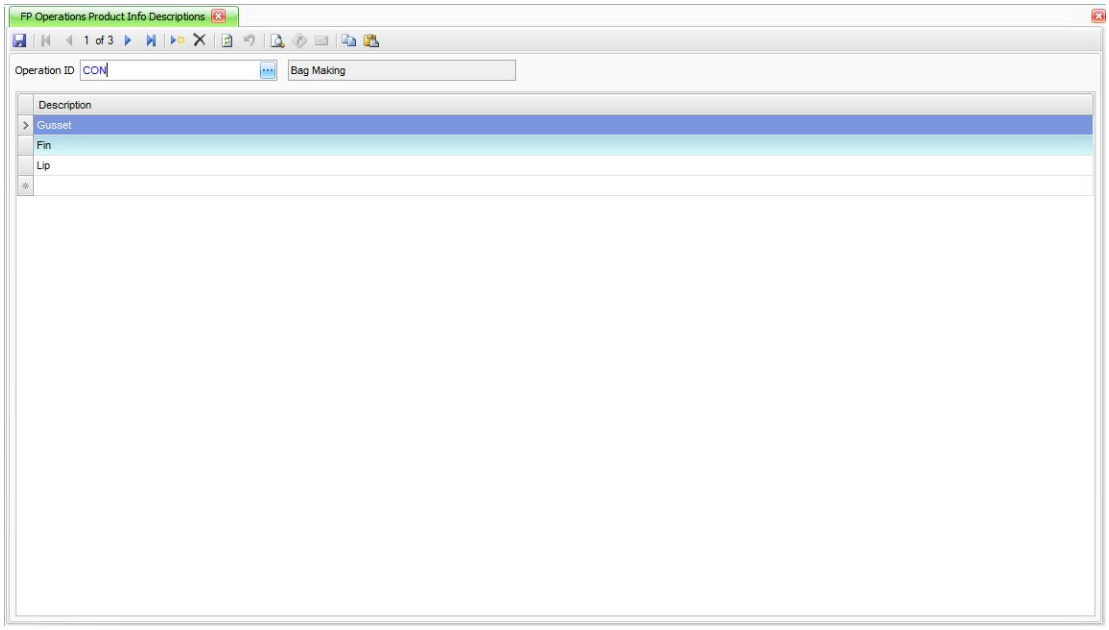
1. Select **Operation Product Info Descriptions** from the **FlexPack, Setup and Maintenance** menu.

Operation Product Information Descriptions Menu



2. The **Operation Product Information Descriptions** screen appears.

Operation Product Information Descriptions Screen



3. Select an **Operation ID** from the drop-down list.
4. Either click in an empty **Description** record, or click the **New Record** button on the tool-bar.
5. Enter a **Description** for an additional parameter.
6. Click the **Save** button on the tool-bar to save your changes.

Edit an Operation Product Information Description:

1. Select a **Description**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the operation product information description.

To delete an Operation Product Information Description:

1. Select the **Description** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected operation product information description.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

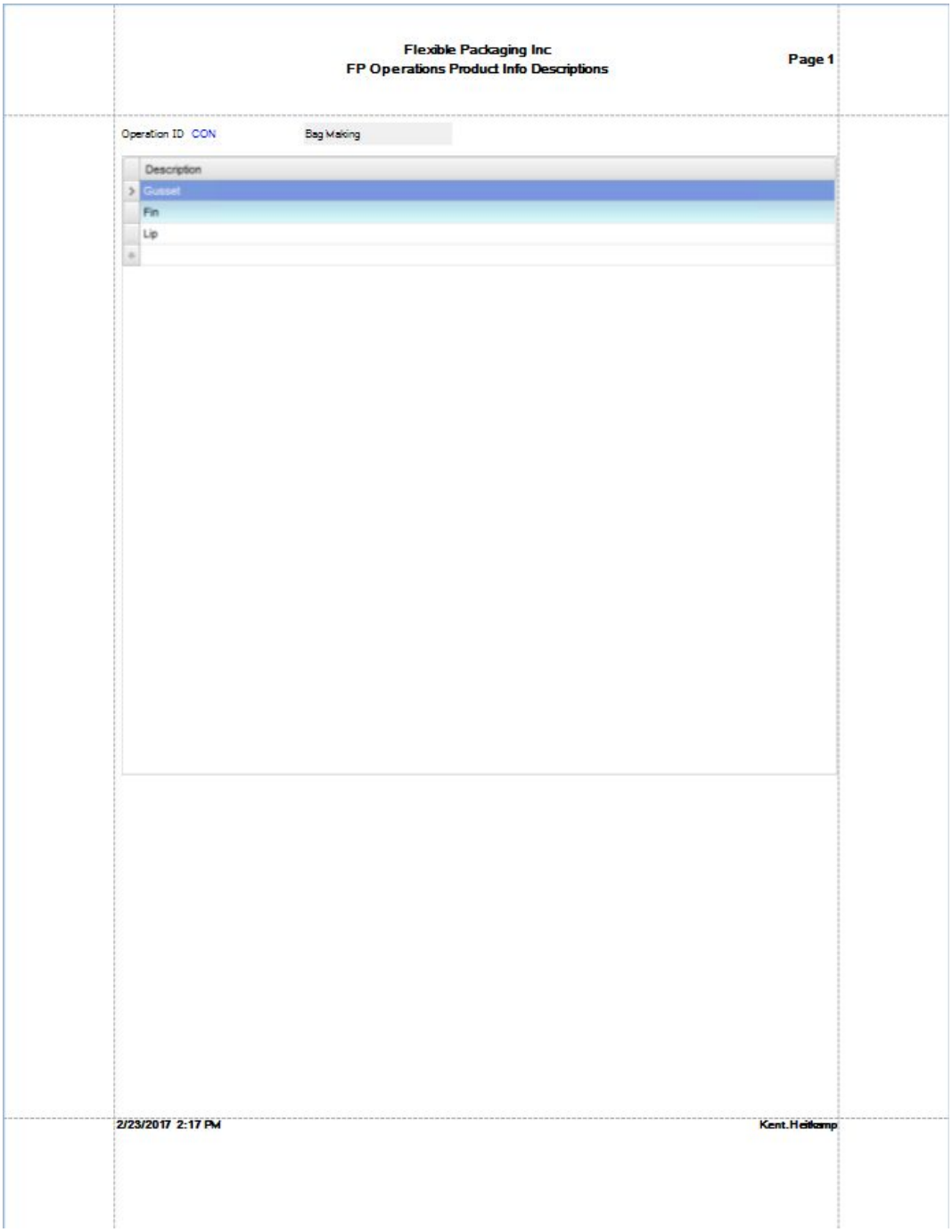
Producing an Operation Product Information Description List

To produce an **Operation Product Information Description List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the operation product information descriptions you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Operation Product Information Descriptions List



Flexible Packaging Inc
FP Operations Product Info Descriptions

Page 1

Operation ID CON Bag Making

Description
Gusset
Fin
Lip

2/23/2017 2:17 PM

Kent.Heitkamp

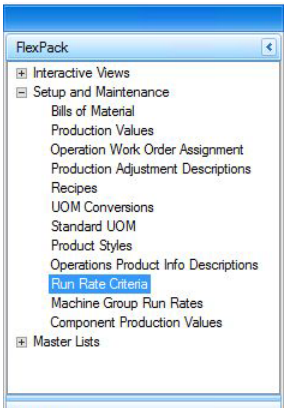
RUN RATE CRITERIA

Use the **Run Rate Criteria** function to create criteria to use when setting up Machine Group Run Rates. These run rate criteria descriptions are used for Run Rate Criteria 1 and 2 in the Machine Group Run Rates function.

To set up **Run Rate Criteria**, follow these steps:

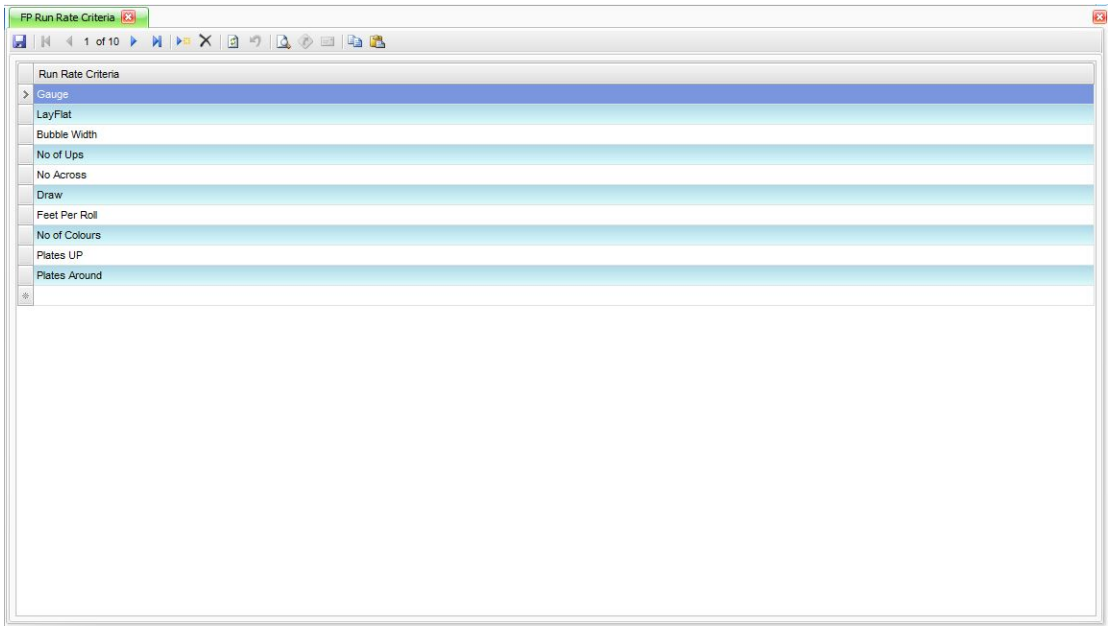
1. Select **Run Rate Criteria** from the **FlexPack, Setup and Maintenance** menu.

Run Rate Criteria Menu



2. The **Run Rate Criteria** screen appears.

Run Rate Criteria Screen



3. Click the **New Record** button on the tool-bar.
4. Enter a name for the **Run Rate Criteria**.
5. Click the **Save** button on the tool-bar to save your changes.

Edit a Run Rate Criteria:

1. Select a **Run Rate Criteria**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the run rate criteria.

To delete a Run Rate Criteria:

1. Select the **Run Rate Criteria** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected run rate criteria.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing a Run Rate Criteria List

To produce a **Run Rate Criteria List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the run rate criteria you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Run Rate Criteria List

Flexible Packaging Inc
FP Run Rate Criteria

Page 1

Run Rate Criteria
Gauge
LayFlat
Bubble Width
No of Ups
No Across
Draw
Feet Per Roll
No of Colours
Plates UP
Plates Around

2/23/2017 2:31 PM

Kent.Heitkamp

MACHINE GROUPS

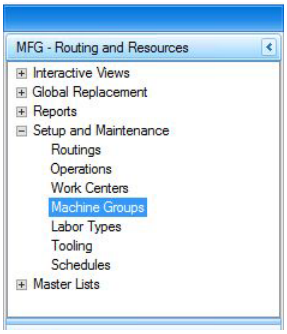
Use of machines is a key element in profitable manufacturing, and machine costs can represent a significant portion of manufacturing process costs. **Routing and Resources, Machine Groups** can represent a single machine or an entire bank of machines. If the cost factors differ significantly from machine to machine, or the materials processed vary from machine to machine, you may want to define each machine with its own Machine Group ID.

Group machines by their basic function and cost factors. Like labor, you can assign machine groups a schedule, hourly costs, and so on. You assign machine groups to operations to establish a machine-related cost.

To set up **Machine Groups**, follow these steps:

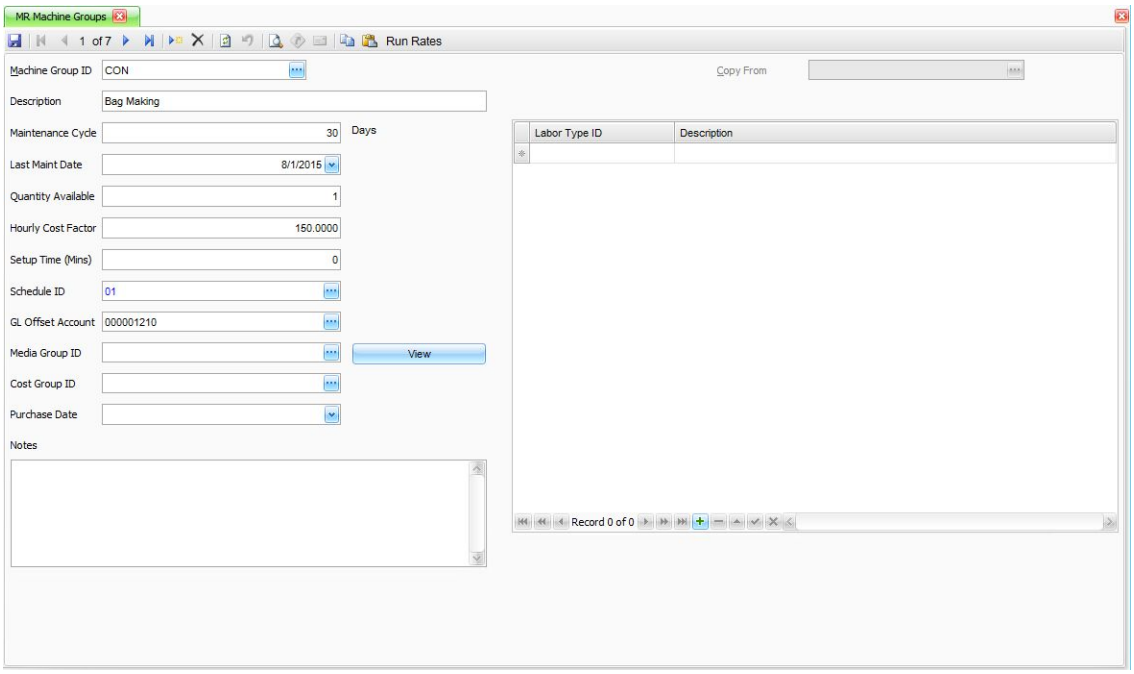
1. Select **Machine Groups** from the **Routing and Resources, Setup and Maintenance** menu.

Machine Groups Menu



2. The **Machine Groups** screen appears.

Machine Groups Screen



3. Move the cursor to the **Machine Group ID** box and click the **New Record** button on the tool-bar. A blank Machine Group screen appears.
4. Enter a **Description** of the machine group.
5. When you set up a machine group for the first time, you can copy information from an existing machine group to save time if the machine groups are similar.

   To do so, select an existing machine group from the **Copy From** box. Information from the existing work center appears.
6. Enter the number of days in the **Maintenance Cycle**. If you leave this field blank or set it to zero, the system assumes this machine group is not on any sort of maintenance cycle.
7. Enter the last day the machine received maintenance. When you print the Machine Group master list, you can pick all the machines that are past their maintenance date based on the information in the **Last Maint Date** and the **Maintenance Cycle** boxes. If the Maintenance Cycle for the machine group is blank or zero, that group will not appear on the list.
8. Enter the **Quantity Available** of machines in this machine group. This field is for your information only.

9. Enter the **Hourly Cost Factor** as a cost per hour. This cost is multiplied by the actual or estimated time to determine the total machine cost.

10. Enter the **Setup Time** as a number of minutes required to set the machine up. This number is used as a default when you use the machine group in an operation or BOM.

    For many machinery types, the setup time varies depending on what the machine is being set up to do. In those cases, you may not want to use this field, or change the time when using the machine in a routing step, operation, or in a BOM.

Maint

11. Enter the **Schedule ID** of the schedule that best represents the machine group's availability. You can set up a unique schedule for each machine group, or you can set up a general schedule that uses all labor, machine, and work center loads throughout your company.

12. If Routing and Resources interfaces with General Ledger, enter the **GL Offset Account** to credit as an offset in conjunction with any machine costs calculated by this machine group. As machine related costs accrue, they are posted to General Ledger as a debit to WIP. These costs are saved into inventory as finished goods are produced and that activity is posted.

Maint

13. Enter the **Media Group ID** of the media group of documents associated with this machine group. Click the **View** button to view the primary media file.

Maint

14. Select the **Cost Group ID** of the cost group to which you want to assign the machine group. Cost groups enable you to break down costs in any way you choose. When you view the Costs area on the Bills of Material screen, all costs for the bill are summarized by cost group. You can assign all cost areas to the same cost group; break down costs into labor, machine, overhead, and materials; or break them down by labor, machine, overhead, and materials types.

15. Enter the **Purchase Date**. This would be the date you purchased this machine or group of machines.

16. Enter any additional **Notes**, warnings, or instructions relevant to this machine group.

Maint

17. Use the labor types area to list the **Labor Types** and skill levels required to use the machine group. No costing or other information is derived from this list.

    Edit a Machine Group:

1. Select a **Machine Group ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the machine group.

To delete a Machine Group:

1. Select the **Machine Group** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected machine group.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

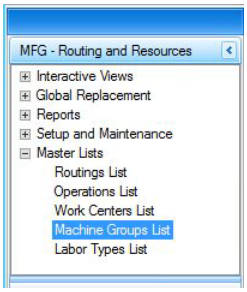
Producing a Machine Groups List

The **Machine Groups** Master list prints a list of current Machine Groups. The report has a unique feature that allows you to print machines that have fallen behind on their maintenance schedule, provided the **Last Maintenance Date** has been entered in the Machine Group record. The system looks at the machine's last maintenance date and the date entered into the **Maintenance Date Based On** field (previously called the Maintenance Cutoff Date), and checks to see if the number of days that have passed is greater than the machine's **Maintenance Cycle** number of days. If you leave the **Maintenance Date Based On** field blank, the system will use today's date. In other words, if the machine was maintained on 3/1/2016, today's date is 6/1/2016, and the Maintenance Cycle is 120 days, we are OK, but if the maintenance cycle is only 60 days, the machine should be checked again.

To produce a **Machine Groups List**, follow these steps:

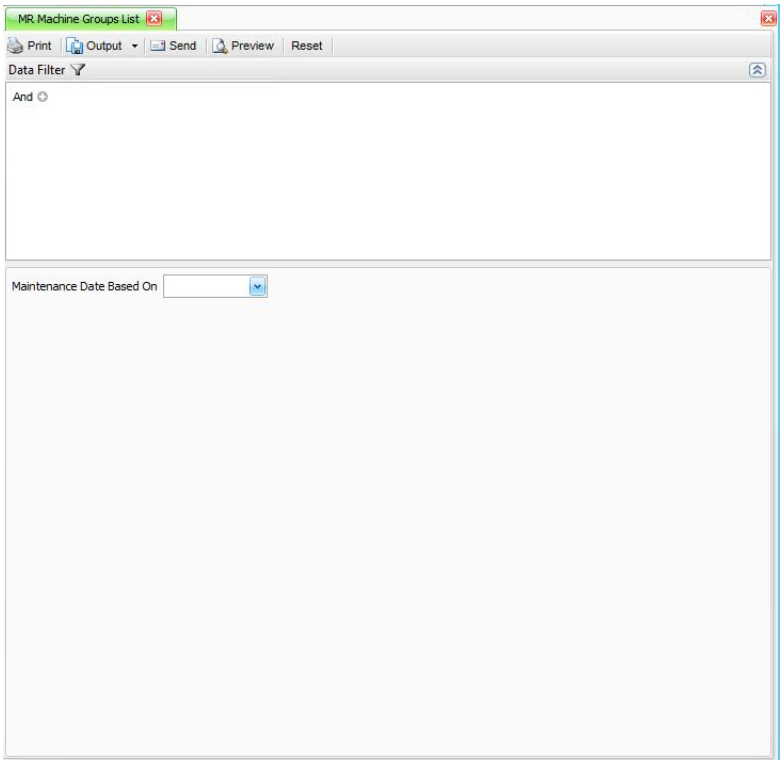
1. Select **Machine Groups List** from the **Routing and Resources Master Lists** menu.

Machine Groups List Menu



2. The **Machine Groups List** screen appears.

Machine Groups List Screen



3. Select the filter criteria to include in the list or leave the fields blank to include all.
4. Enter the **Based On Date** to base your next scheduled maintenance on this date. Leave it blank to use today's date.

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.

Machine Groups List Report

Flexible Packaging Inc
Machine Groups List

Page 1

Report Filter
Maintenance Date Based On

Machine Group ID / Description / Notes	Maint Cycle	Qty Avail	Hrly Cost Factor / Setup Time (Mins)	Schedule ID / GL Offset Acct	Cost Group ID / Media Group ID	Maint Date / Purchase Date
CON	30	1	150.0000 0.000	01 00-000-1210		8/1/2015
Bag Making						
EXT	30	1	150.0000	01		8/1/2015
Extrusion			0.000	00-000-1210		
LAM	1	1	200.0000	01		2/1/2016
Laminating			0.000	00-000-1210		
MNT	1	1	50.0000	01	01	3/1/2016
Mounting			0.000	00-000-1210		
PNT	1	1	150.0000	01		11/1/2015
Printing			0.000	00-000-1210		
SEAL	120	1	120.0000	01		2/15/2016
Sealing			10.000	00-000-2010		
SLT	30	1	100.0000	01	01	8/1/2015
Slitting			0.000	00-000-1210		

2/23/2017 2:54 PM

*** End of Report ***

OPEN_SYSTEMS\Kent.Heitkamp

WORK CENTERS

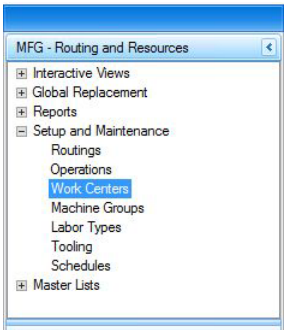
Use the **Routing and Resources, Work Centers** function to define where work takes place and to set up overhead rates, methodology, and GL accounts. The Work Centers function includes a field for a schedule that is used to calculate capacity and load by work center.

Within the TRAVERSE Manufacturing modules, more emphasis is placed on operations than on work centers, but work centers play an important part in managing labor and machine resources. Work centers are assigned to operations to indicate where the work takes place or what the overhead factors should be for that operation.

To set up **Work Centers**, follow these steps:

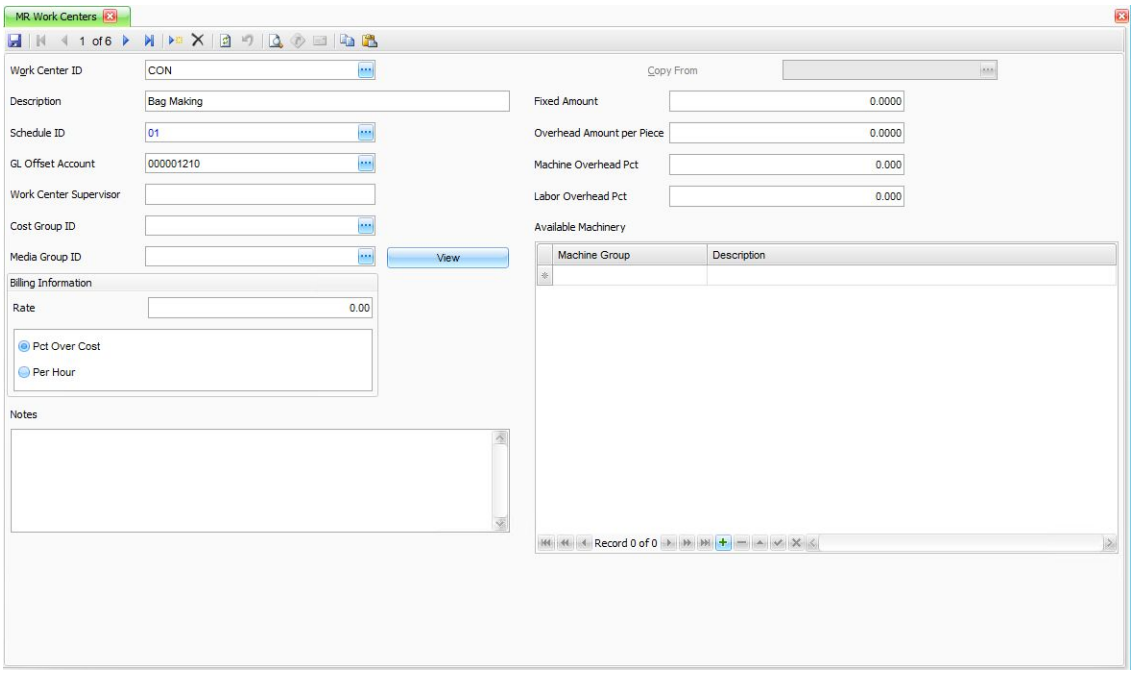
1. Select **Work Centers** from the **Routing and Resources, Setup and Maintenance** menu.

Work Centers Menu



2. The **Work Centers** screen appears.

Work Centers Screen



3. Move the cursor to the **Work Center ID** box and click the **New Record** button on the tool-bar. A blank Work Centers screen appears.

4. Enter a **Description** of the work center.

5. When you set up a work center for the first time, you can copy information from an existing work center to save time if the work centers are similar.

   To do so, select an existing work center from the **Copy From** box. Information from the existing work center appears.

Maint

6. Enter the **Schedule ID** of the schedule that best represents the work center's availability. You can set up a unique schedule for each work center, or you can set up a general schedule that uses all labor, machine, and work center loads throughout your company.

7. If Routing and Resources interfaces with General Ledger, enter the **GL Offset Account** to credit as an offset in conjunction with any accrued overhead calculated by this work center. As overhead costs accrue, they are posted to General Ledger as a debit to WIP as the assembly is produced. The offsetting entry is credited to an account that serves as an offset against your normal overhead or operating expenses accounts.

8. Enter the name of the **Work Center Supervisor** for this work center. This field is for your information only.

Maint

9. Select the **Cost Group ID** of the cost group to which you want to assign the work center. Cost groups enable you to break down costs in any way you choose. When you view the Cost area on the Bills of Material screen, all costs for the bill are summarized by cost group. You can assign all cost areas to the same cost group; break down costs into labor, machine, overhead, and materials; or break them down by labor, machine, overhead, and materials types.

Maint

10. Enter the **Media Group ID** of the media group of documents associated with this operation. Click the **View** button to view the primary media file.

11. Enter the **Billing Information Rate** as a percentage or a rate per hour. The billing rate is for your information only and is not currently used by the Production module.

    Select whether you want to calculate the billing rate by using the rate you entered above as a **Pct over Cost** of the calculated cost or strictly a **Per Hour** rate. This is for your information only and is not currently used by the Production module.

12. Enter any additional **Notes**, warnings, instructions that may be relevant to this work center.

13. The **Fixed Amount** field works with the **Overhead Amount per Piece**, **Machine Overhead Pct**, and **Labor Overhead Pct** fields to establish an overhead cost or rate for BOMs or routing steps that use the work center. All fields are optional and any combination is allowed. All costs are calculated individually, and then added together to attain a total overhead cost for any routing step or process to which the work center is assigned. The overhead for any given process or routing step could be any combination of these four cost areas.

    Enter a fixed amount for any production order involving the work center. This amount is generally divided by the total production quantity to attain a per piece cost. For estimating purposes, the lot size is considered to be the production quantity.

NOTE: If you have several routing steps and have indicated a work center for each one, all of the fixed amount costs are added together.

Example: : If you assign $50.00 as the Fixed Amount, and have three routing steps in the BOM using the same work center, you incur $150.00 worth of expense.

NOTE: This amount is added into each routing step that references the associated work center when calculating overhead. This may not be an appropriate method if you use the work center in multiple operations.

14. The **Overhead Amount per Piece** field works with the **Fixed Amount**, **Machine Overhead Pct**, and **Labor Overhead Pct** fields to establish an overhead cost or rate for BOMs or routing steps that use the work center.

    Enter a specific dollar amount per piece to be calculated as overhead.

NOTE: This amount is added into each routing step that references the associated work center when calculating overhead. This may not be an appropriate method if you use the work center in multiple operations.

15. The **Machine Overhead Pct** field works with the **Fixed Amount**, **Overhead Amount per Piece**, and **Labor Overhead Pct** fields to establish an overhead cost or rate for BOMs or routing steps that use the work center.

    Enter a percentage. A one percent overhead factor is entered as 1.00. After the machine costs related to a given routing step are calculated, the machine cost is multiplied by this percentage to attain this portion of the overhead.

16. The **Labor Overhead Pct** field works with the Fixed Amount, Overhead Amount per Piece, and Machine Overhead Pct fields to establish an overhead cost or rate for BOMs or routing steps that use the work center.

    Enter a percentage. A one percent overhead factor is entered as 1.00. After the labor costs related to a given routing step are calculated, the labor cost is then multiplied by this percentage to attain this portion of the overhead.

Maint

17. Use the **Machine Group** area to list which machines are associated with the work center. No costing or other information is derived from them.

    Edit a Work Center:

1. Select a **Work Center ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the work center.

    To delete a Work Center:

1. Select the **Work Center ID** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected work center.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

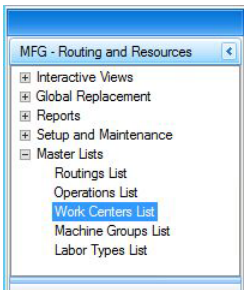
Producing a Work Centers List

The **Work Centers** Master List displays all the fields of the current Work Center master records.

To produce a **Work Centers List**, follow these steps:

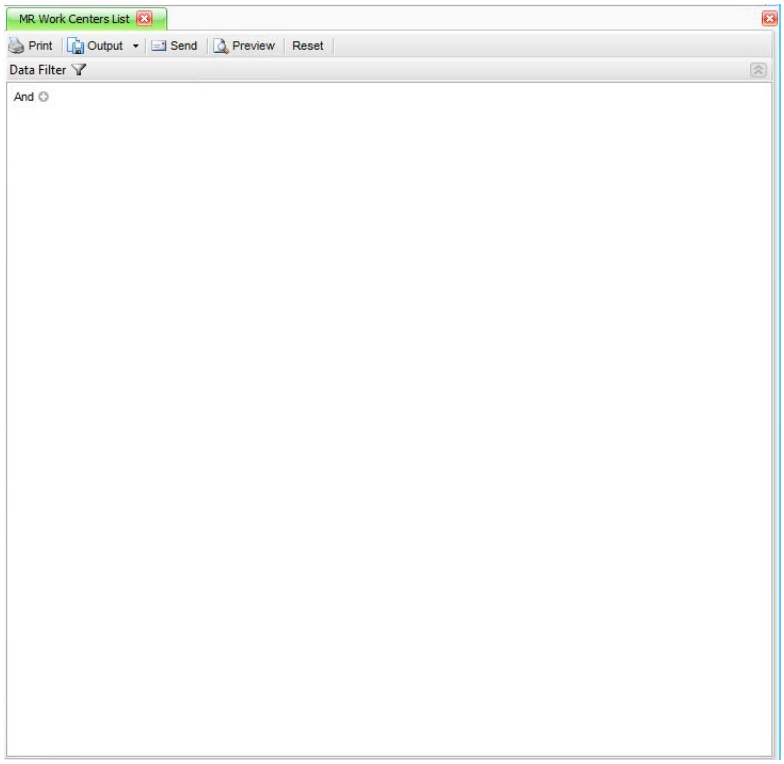
1. Select **Work Centers List** from the **Routing and Resources, Master Lists** menu.

Work Centers List Menu



2. The **Work Centers List** screen appears.

Work Centers List Screen



3. Select the filter criteria to include in the list or leave the fields blank to include all.

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.

Work Centers List Report

Flexible Packaging Inc
Work Centers List

Page 1

Report Filter

Work Center ID / Description	Media Group ID	Schedule ID / GL Acct	Supervisor / Cost Group ID	Billing Rate / Billing Method	Overheads: Labor Percent / Fixed Amount	Overheads: Amount Per Piece / Machine Percent
CON Bag Making		01 00-000-1210		0.0000 Pct over Cost	0.00 0.0000	0.0000 0.00
EXT Extrusion		01 00-000-1210		0.0000 Pct over Cost	0.00 0.0000	0.0000 0.00
LAM Laminating		01 00-000-1210	01	0.0000 Pct over Cost	0.00 0.0000	0.0000 0.00
MNT Mounting		01 00-000-1210	01	0.0000 Pct over Cost	0.00 75.0000	0.0000 0.00
PNT Printing		01 00-000-1210		0.0000 Pct over Cost	0.00 0.0000	0.0000 0.00
SLT Slitting		01 00-000-1210	01	0.0000 Pct over Cost	0.00 0.0000	0.0000 0.00

2/23/2017 3:03 PM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

MACHINE GROUP RUN RATES

Machine Group Run Rates are used in the setup of the Routing section of a Bill of Material to calculate Machine Rate criteria.

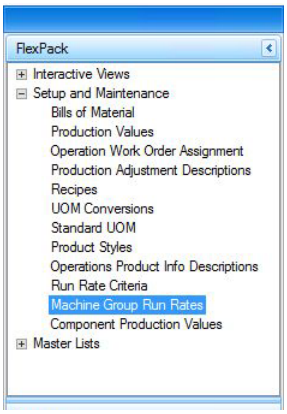
Machine groups may have different run rates for the same product style. The same machine group may also be used for multiple product styles and have different run rates for each product styles.

The same product style may be entered if the run rate changes when the from and thru values are different. For example when you are extruding film with a larger Mil, the run rate will be slower to account for the thickness of the film.

To set up **Machine Group Run Rates**, follow these steps:

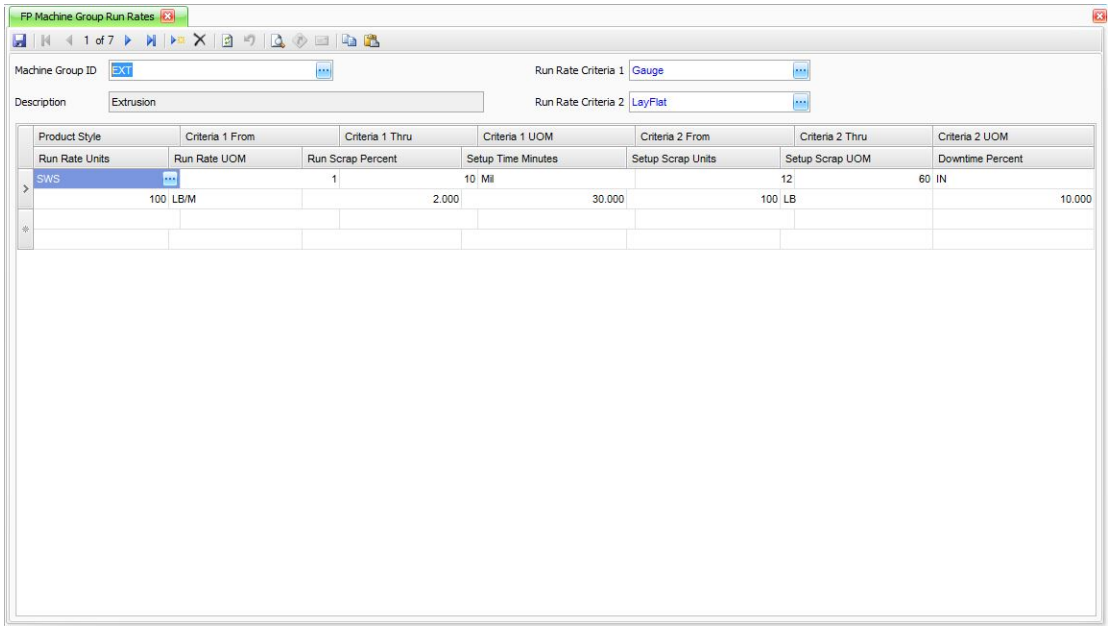
1. Select **Machine Group Run Rates** from the **FlexPack, Setup and Maintenance** menu.

Machine Group Run Rates Menu

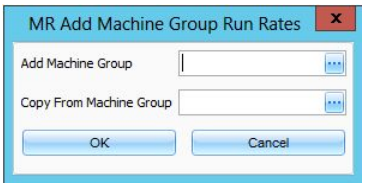


2. The **Machine Group Run Rates** screen appears.

Machine Group Run Rates Screen



3. Click the **New Record** button on the tool-bar. The **Add Machine Group Run Rates** box will display.



4. Select a Machine Group ID from the **Add Machine Group** drop-down list. You can only select a machine group that is not already listed in the Machine Group Run Rates function.
5. Copy run rates from another machine group by selecting the group in the **Copy From Machine Group** drop-down list, if applicable.
6. Click **OK**.

If you do not copy run rates from another machine group:

Maint

7. Select a **Machine Group ID** from the drop-down list.
8. The Machine Group ID **Description** is displayed.

9. Select a **Run Rate Criteria 1** from the drop-down list. This field is required. Run Rate Criteria are created through the Run Rate Criteria maintenance function.

Maint

10. If applicable, select a **Run Rate Criteria 2** from the drop-down list. A second run rate criteria is optional.

Maint

11. Select a **Product Style** from the drop-down list. You can double-click the product style ID to open the Product Styles screen.

12. Enter **Criteria 1 From** and **Criteria 1 Thru** values.

    Enter the range of values that will be the same number of units for the run rate UOM.

    If the same product style is used more than once, the from value of the second record must be larger than the thru rate of the first record.

Maint

13. Select a **Criteria 1 UOM** from the drop-down list.

    This will be the unit of measure for the product style that works with the run rate units and run rate UOM.

14. If you selected a **Run Rate Criteria 2**, then enter **Criteria 2 From** and **Criteria 2 Thru** values.

    Enter the range of values that will be the same number of units for the run rate UOM.

    If the same product style is used more than once, the from value of the second record must be larger than the thru rate of the first record.

Maint

15. Select a **Criteria 2 UOM** from the drop-down list.

    This will be the unit of measure for the product style that works with the run rate units and run rate UOM.

16. Enter the number of **Run Rate Units**.

    This is the number of units produced within the run rate UOM and also works with the Run Rate Criteria 1 and 2.

Maint

17. Select a **Run Rate UOM** from the drop-down list.

    This unit of measure should be a UOM Type of Rate. For example LB/M (pounds per minute) when extruding film.

18. Enter a **Run Scrap Percent**.

    This will be the percentage of scrap will be generated as the product type is being produced. This percentage is included in the calculation of raw material needed to produce the finished product.

19. Enter the number of **Setup Time Minutes**.

    This is the time required to get the machine set up to run the product style selected with the run rate units and run rate UOM.

20. Enter a value for **Setup Scrap Units**.

    This is the number of units that will be scrapped when setting up and getting the machine ready to produce the product style.

Maint

21. Select the **Setup Scrap UOM** from the drop-down list.

    This will be the unit of measure of the scrap units entered into the setup scrap units field.

22. Enter the percentage of downtime in the **Downtime Percent** field.

    This would be the average downtime percentage for repair and maintenance.

23. Click the **Save** button on the tool-bar to save your changes.

    Edit a Machine Group Run Rate:

1. Select a **Machine Group ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the machine group run rate.

    To delete a Machine Group Run Rate:

1. Select the **Machine Group ID** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected machine group run rate.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

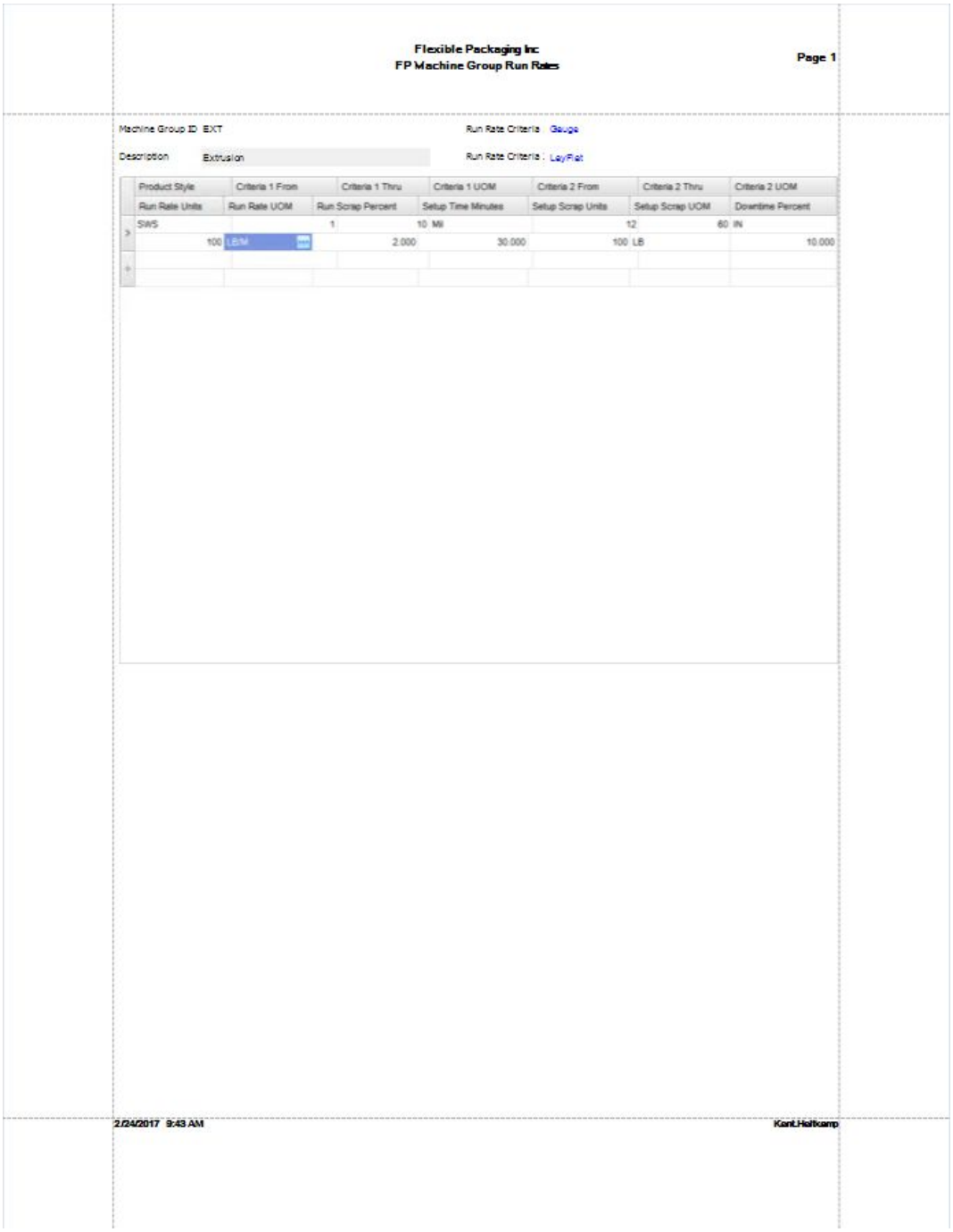
Producing a Machine Group Run Rates List

To produce a **Machine Group Run Rates List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the machine group run rates you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Machine Group Run Rates List



Flexible Packaging Inc
FP Machine Group Run Rates

Page 1

Machine Group ID: EXT
Description: Extrusion
Run Rate Criteria: Gauge
Run Rate Criteria: Lay Flat

Product Style	Criteria 1 From	Criteria 1 Thru	Criteria 1 UOM	Criteria 2 From	Criteria 2 Thru	Criteria 2 UOM
Run Rate Units	Run Rate UOM	Run Scrap Percent	Setup Time Minutes	Setup Scrap Units	Setup Scrap UOM	Downtime Percent
SWS	1	10	MI	12	60	IN
100	LB/M	2.000	30.000	100	LB	10.000

2/24/2017 9:43 AM

Kent.Holtkamp

OPERATION WORK ORDER ASSIGNMENTS

Use the **Operation Work Order Assignment** function to associate operation(s) with production adjustments where they are applicable. You can associate multiple operations with each production adjustment.

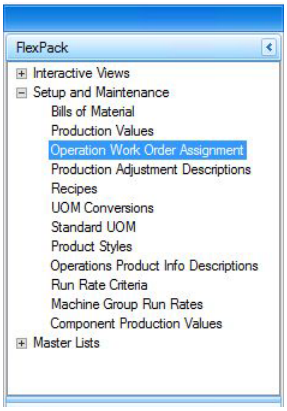
These adjustments, which might include things like a bag gusset or lip or tear-off, would then appear on the production worksheets and the shop floor screens. These adjustments were defined in the Production Adjustment Descriptions function and further defined by item in the Product Values function.

These values will be seen on the Adjustment - Add To and Production Additional Description tabs on the Production Values screen of the BOM setup in the General section.

To set up **Operation Work Order Assignments**, follow these steps:

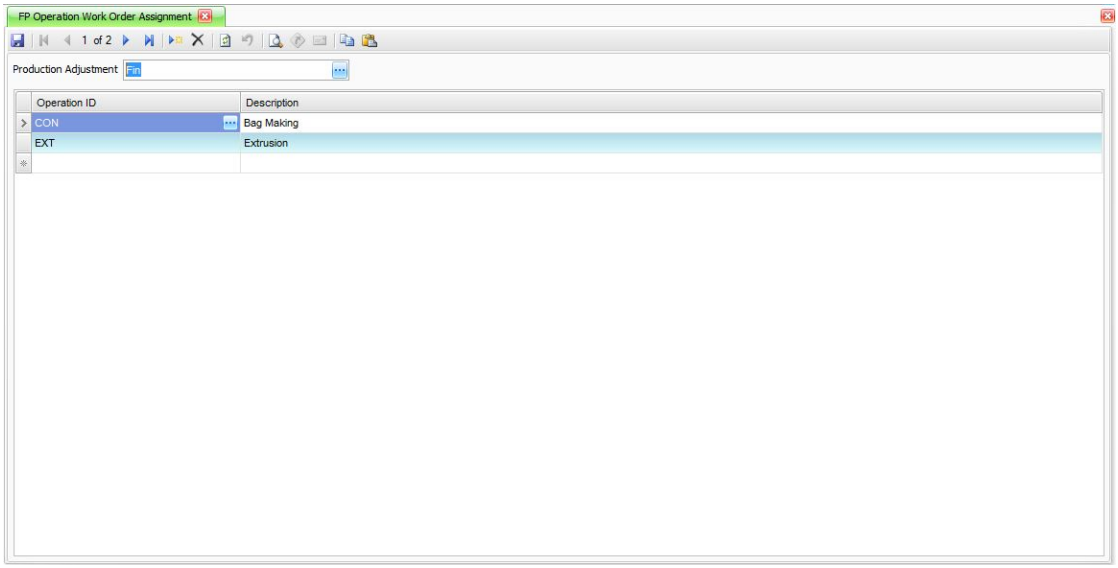
1. Select **Operation Work Order Assignments** from the **FlexPack, Setup and Maintenance** menu.

Operation Work Order Assignments Menu



2. The **Operation Work Order Assignments** screen appears.

Operation Work Order Assignments Screen



Maint

3. Select a **Production Adjustment** from the drop-down list. This list will come from the Production Adjustment Description function (page 3-101).
4. Click the **New Record** button to associate an operation ID with the production adjustment.

Maint

5. Select an **Operation ID** from the drop-down list to include the Production Adjustment in the setup of the operation.
6. Click the **Save** button to save your changes.

Edit an Operation Work Order Assignment:

1. Select a **Product Adjustment**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the operation work order assignment.

To delete an Operation Work Order Assignment:

1. Select the **Product Adjustment** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected operation work order assignment.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

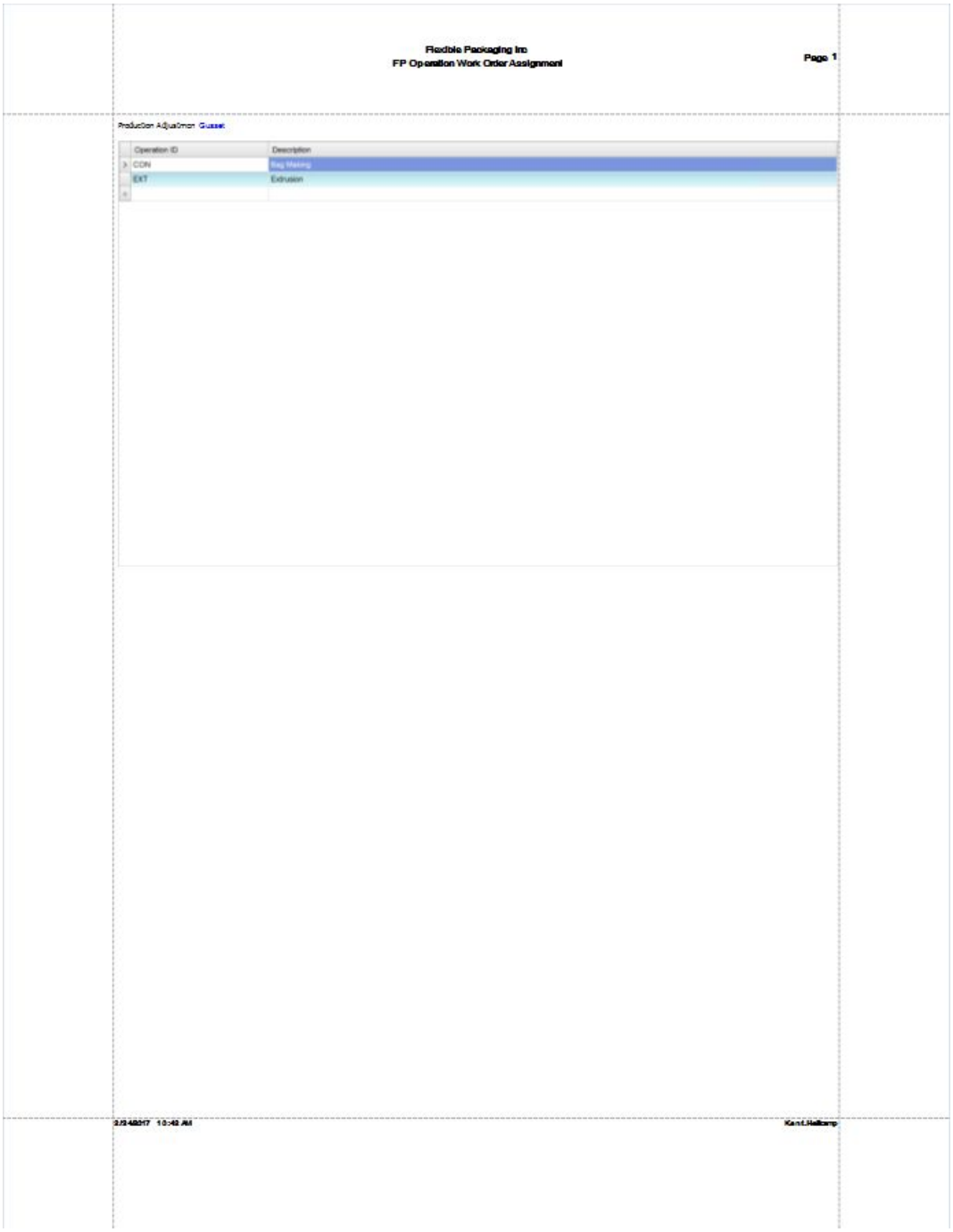
Producing an Operation Work Order Assignments List

To produce an **Operation Work Order Assignments List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the operation work order assignments you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Operation Work Order Assignments List



COMPONENT PRODUCTION VALUES

The **Component Production Values** function allows you to further define items used in production in terms of their Gauge, Yield, Density, and Layflat. This data is used in demand calculations. Not all fields are applicable to all items.

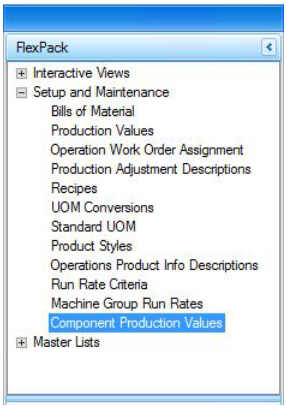
Do not use this function for finished goods. Use the Production Values to define characteristics of finished goods.

Component Production Values may also be set up in the Item setup in Inventory, Setup and Maintenance (page 3-66) by clicking on the Component Values button.

To set up **Component Production Values**, follow these steps:

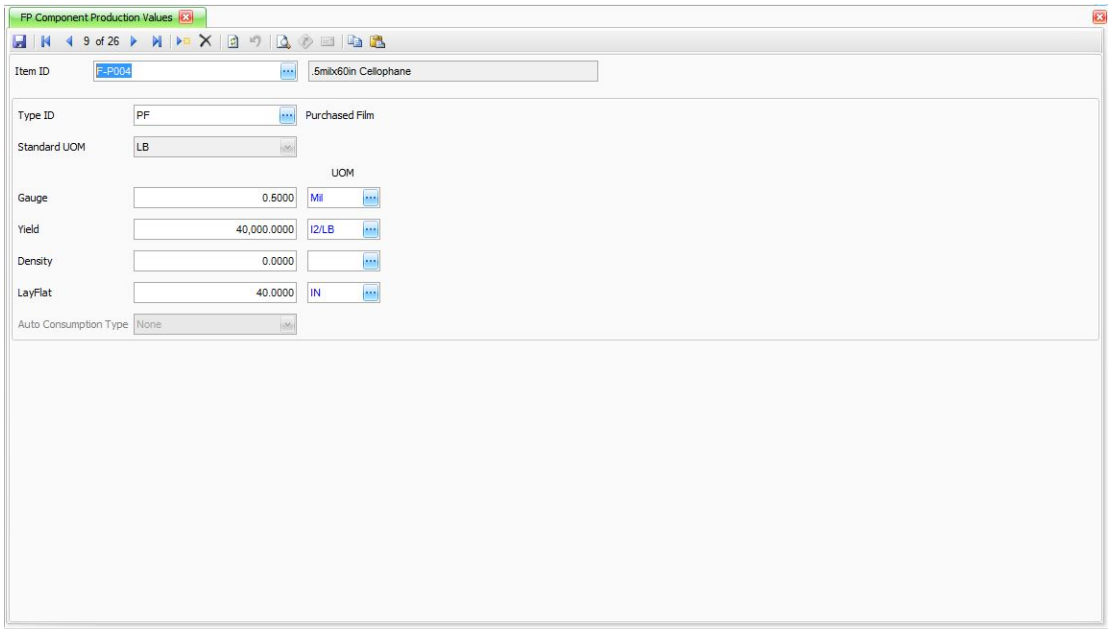
1. Select **Component Production Values** from the **FlexPack, Setup and Maintenance** menu.

Component Production Values Menu



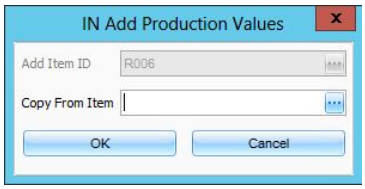
2. The **Component Production Values** screen appears.

Component Production Values Screen



3. Click the **New Record** button on the tool-bar. The IN Add Production Values pop-up screen appears.

Add Production Values Screen



4. Select an item from the drop-down list in the **Add Item ID** field. Click **OK** if you are not copying from an item that has production values set up.

   If you want to copy production values from a different item, select that item in the **Copy From Item** drop-down list and click **OK**.

5. Select the component type from the **Type ID** drop-down list. The choices to select from are predefined on installation. The selection choices are:

    - **PF** - Purchased Film
    - **PK** - Packaging and Integral Components
    - **RMIS** - Raw Material - Inks and Solvents
    - **RMOT** - Raw Material - Other
    - **RMRES** - Raw Material - Resins

6. The component's **Standard UOM** displays. This value is based on the item's inventory setup information.

Maint

7. Enter the **Gauge** of the film and UOM, if applicable.

    Gauge typically applies to films, but not inks or resins. By knowing the gauge of the film, we can determine the resin and other ingredients used in the manufacturing of the product.

Maint

8. Enter the **Yield** of the raw material and UOM, if applicable.

    Yield refers to coverage in most cases and is defined in terms of the quantity of square inches, feet, meters, etc. created by a given weight of the ingredient, such as square inches of coverage per ounce.

NOTE: In some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter.

Maint

9. Enter the **Density** of the raw material and UOM if applicable.

    Density describes the weight of the ingredient in terms of cubic dimension, such as .5 grams per cubic centimeter or 2 cubic centimeters per gram.

NOTE: In some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter.

NOTE: Yield and Density generally apply to component items like ink and resins.

Maint

10. Enter the **LayFlat** of the film and UOM if applicable.

    Layflat generally refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is approximately twice the width or length of the bag, since the bag consists of the single layer film folded over.

11. The **Auto Consumption Type** field will be enabled or disabled depending on the component type you choose:

Component Type	Description	Enabled?	Auto-Consumption Type
PF	Purchased Film	No	None
PK	Packaging and Integral Components	Yes	User selects
RMIS	Raw Material - Inks and Solvents	No	None
RMOT	Raw Material - Other	Yes	User selects
RMRES	Raw Material - Resins	No	Weight

12. Click the **Save** button in the tool-bar and close the screen to save your changes and return to the main menu.

Edit a Component Production Value:

1. Select an **Item ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the component production value.

To delete a Component Production Value:

1. Select the **Item ID** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected component production value.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

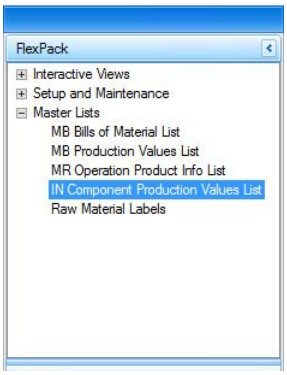
Producing a Component Production Values List

The **Component Production Values** Master List displays all the fields of the current Component Production Values master records.

To produce a **Component Production Values List**, follow these steps:

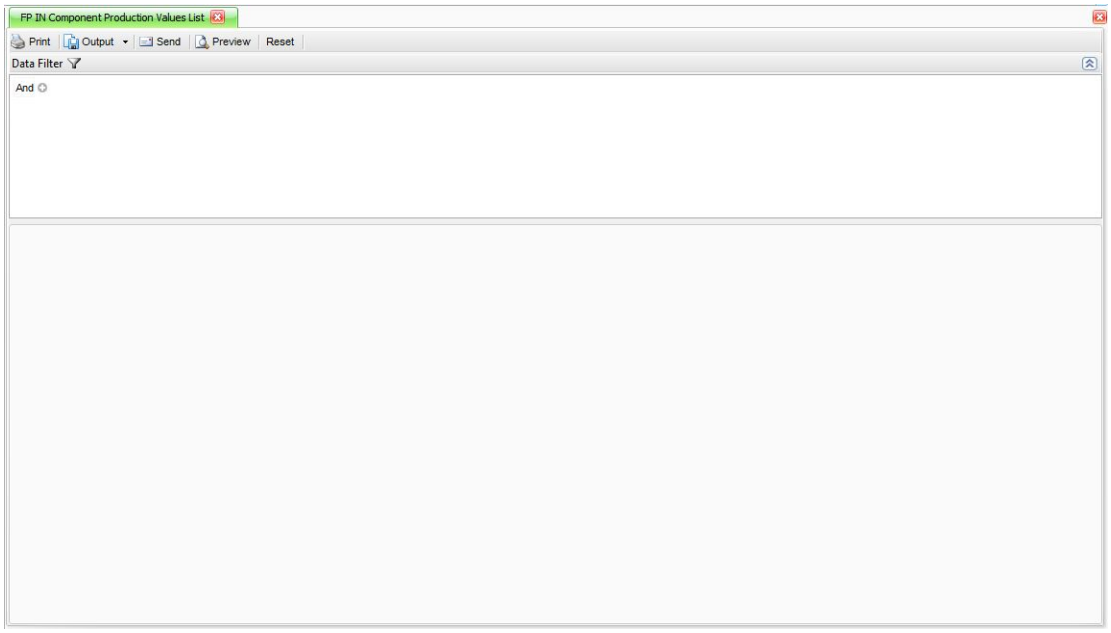
1. Select **Component Production Values List** from the **FlexPack, Master Lists** menu.

Component Production Values List Menu



2. The **Component Production Values List** screen appears.

Component Production Values List Screen



3. Select the filter criteria to include in the list or leave the fields blank to include all.
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 Production Values List Report

BA latest Flexpack company
IN Component Production Values List

Report Filter

Item ID Description	Type ID Type Description	Standard UOM Auto Consumpt	Bag Gauge UOM	Yield UOM	Density UOM	LayFlat UOM
A001	RMRES	LB	0.0000	0.0000	0.0000	0.0000
Additives	Raw Material - Resins	Weight				
A002	RMOT	LB	0.0000	500,000.0000	0.0000	0.0000
Adhesive	Raw Material - Other	Weight		I2/LB		
A003	RMOT	LB	0.0000	40,000.0000	0.0000	0.0000
Adhesive - non-solvent	Raw Material - Other	Weight		I2/LB		
A004	RMIS	LB	0.0000	400,000.0000	0.0000	0.0000
Solvent	Raw Material - Inks and Solvents	None		I2/LB		
F016	PF	LB	0.5000	15,000.0000	0.0000	40.0000
Foil 60" .5mil	Purchased Film	None	Mil	I2/LB		IN
F-P001	PF	LB	3.0000	10,000.0000	0.0000	60.0000
60x3Mil SWS	Purchased Film	None	Mil	I2/LB		IN
F-P002	PF	LB	2.0000	20,000.0000	0.0000	48.0000
48x2Mil SWS	Purchased Film	None	Mil	I2/LB		IN
F-P003	PF	LB	1.0000	30,000.0000	0.0000	52.0000
52x1Mil SWS	Purchased Film	None	Mil	I2/LB		IN
F-P004	PF	LB	0.5000	40,000.0000	0.0000	40.0000
.5milx60in Cellophane	Purchased Film	None	Mil	I2/LB		IN
F-P005	PF	LB	2.0000	20,000.0000	0.0000	60.0000
BOPP 60INx2mil	Purchased Film	None	Mil	I2/LB		IN
G001	RMOT	LB	0.0000	380,000.0000	0.0000	0.0000
Glue	Raw Material - Other	Weight		I2/LB		
I001	RMIS	LB	0.0000	620,000.0000	0.0000	0.0000
Red Ink	Raw Material - Inks and Solvents	None		I2/LB		
I002	RMIS	LB	0.0000	600,000.0000	0.0000	0.0000
Blue Ink	Raw Material - Inks and Solvents	None		I2/LB		
I003	RMIS	LB	0.0000	650,000.0000	0.0000	0.0000
Whie Ink	Raw Material - Inks and Solvents	None		I2/LB		
I004	RMIS	LB	0.0000	620,000.0000	0.0000	0.0000
Sun Black Pro Black	Raw Material - Inks and Solvents	None		I2/LB		
I006	RMIS	LB	0.0000	400,000.0000	0.0000	0.0000
Blue Ink	Raw Material - Inks and Solvents	None		I2/LB		
P001	PK	EA	0.0000	0.0000	0.0000	0.0000
Box	Packaging and Integral Components	Count				
R001	RMRES	LB	0.0000	0.0000	0.9120	0.0000
HD Resin	Raw Material - Resins	Weight			G/CC	
R002	RMRES	LB	0.0000	0.0000	0.9720	0.0000
Butene Bare OG	Raw Material - Resins	Weight			G/CC	
R003	RMRES	LB	0.0000	0.0000	0.9500	0.0000
LD Resin	Raw Material - Resins	Weight			G/CC	
R004	RMRES	LB	0.0000	0.0000	0.9180	0.0000
Butene LLDPE	Raw Material - Resins	Weight			G/CC	
R005	RMRES	LB	0.0000	0.0000	0.9190	0.0000
Homo Clear - LDPE	Raw Material - Resins	Weight			G/CC	
RXXX	RMRES	LB	0.0000	0.0000	0.9500	0.0000
Resin Test	Raw Material - Resins	Weight			LB/I3	
S001	PK	EA	0.0000	0.0000	0.0000	0.0000
Skid	Packaging and Integral Components	Count				
W001	PK	EA	0.0000	0.0000	0.0000	0.0000
5X3 Wicket	Packaging and Integral Components	None				

2/16/2017 2:20 PM OPEN_SYSTEMS\KentHeitkamp

RECIPES

Recipes allow you to further define the makeup of inks, resins, and other components or ingredients which have, more or less, their own bill of material or recipe. The most common use of this feature is to define the resin makeup.

All recipe information is defined in terms of percentages. The system will calculate the amount of product needed, but it doesn't break that product down into its unique product makeup initially. For instance, it may tell you that you need 20,000 pounds of resins, but at that point it calculates what the mix of the 20,000 pounds will be based on the recipe.

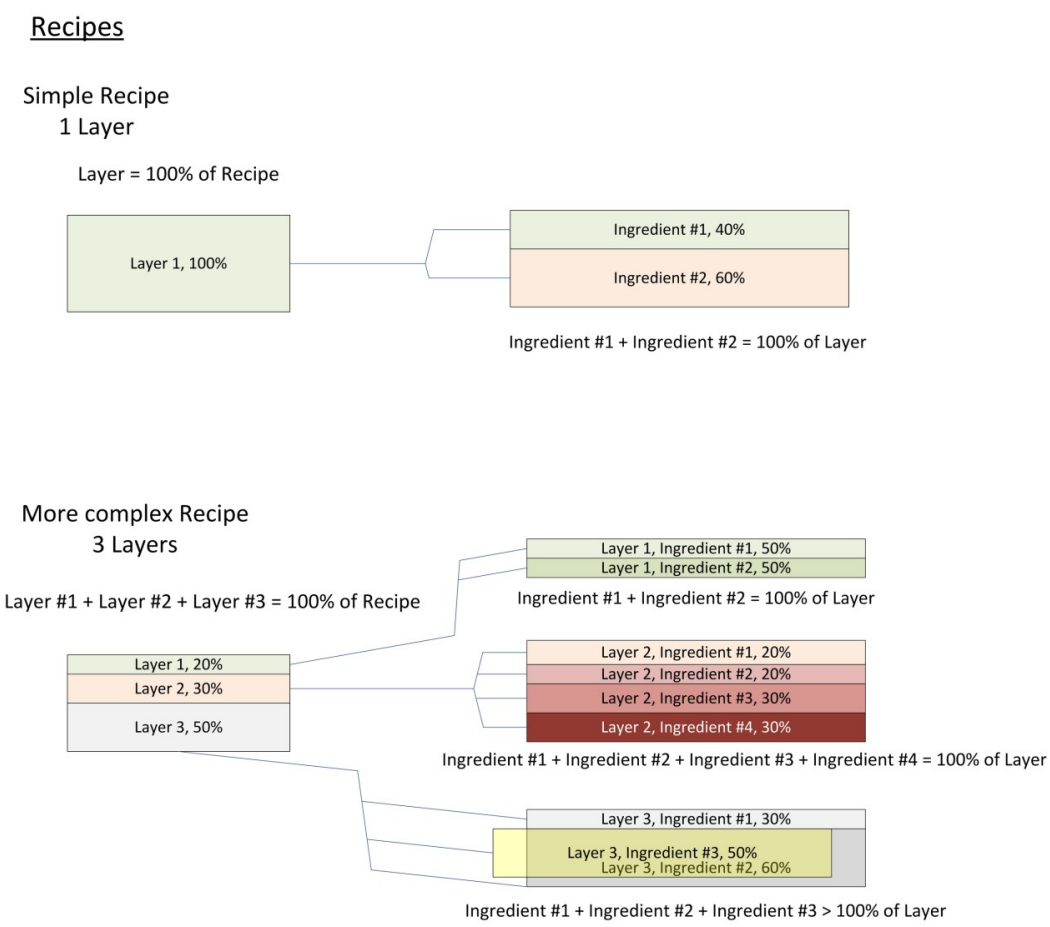
Recipes are two-tier. You first define Layers, and within each layer the ingredient makeup of that layer. You can think of layers as actual physical layers, but layers need not actually represent physical layers as such. They are just of way of grouping ingredients together and allowing you to create more than one grouping if it serves your purposes.

Each recipe must have “layers” that add up to 100%, but the components that go into those layer do not need to equal 100%. So in a very simple recipe we might have one layer set to 100%, and have two ingredients set to 40% and 60%.

To making this a little more complicated, we might have three layers of 20%, 30% and 50%. Within the first layer we might have two ingredients of 50% and 50%. In the second layer we have ingredients of 20%, 20%, 30%, and 30%. However, in the third layer we might have 3 ingredients of 30%, 60%, and 50%. This is okay; the ingredients of a layer do not need to add up to 100%.

For example, we could lay down a white ink over the entire print area, then lay down red artwork and black text over the white. In this case, we could have something along the lines of 100%, 40%, and 25%.

Explanation of Recipes



The sum of the ***layers*** (percentage) must equal 100% of recipe

The sum of the ***ingredients*** (percentage) is not required to be 100% of layer

When could the ingredients be greater than or less than 100% of the layer?

We have a layer that is printed.

In this layer we have 3 ingredients:
We lay white ink over the entire print area.
Then we lay red artwork and black text over the white.

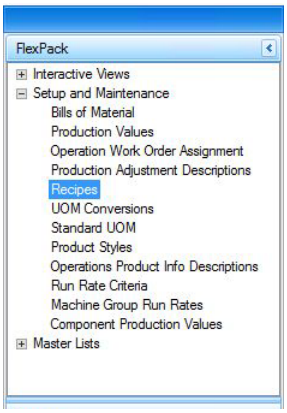
This layer could be made with:
100% of white ink (ingredient #1)
40% of red ink (ingredient #2)
25% of black ink (ingredient #3)

Which calculates to 165% of the layer, but 65% of the ingredients overlap the other.

To set up **Recipes**, follow these steps:

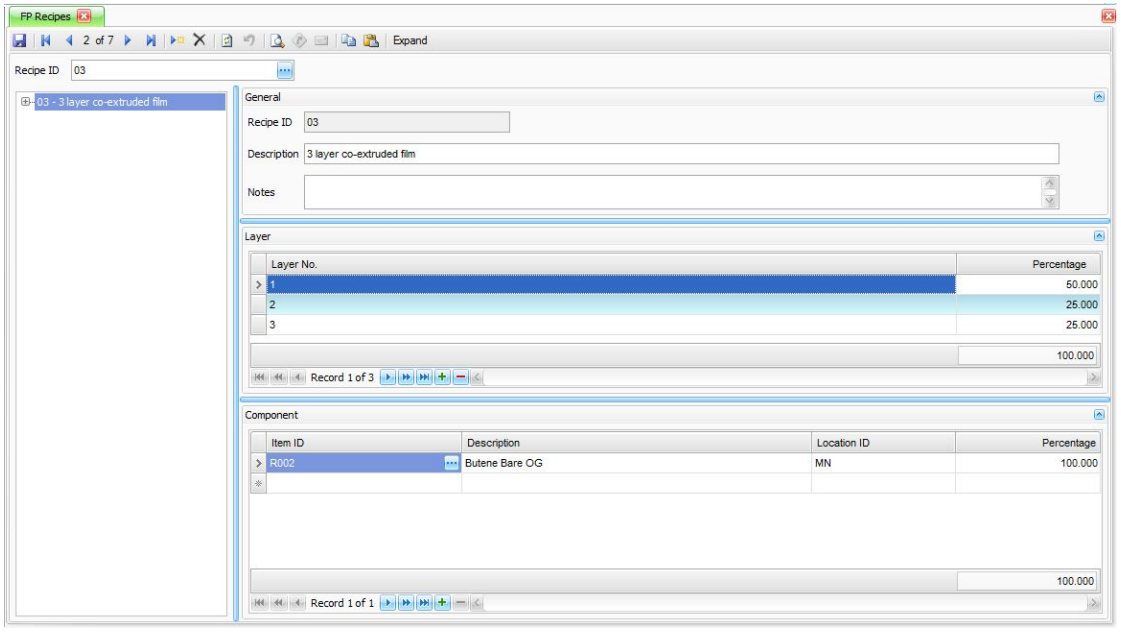
1. Select **Recipes** from the **FlexPack, Setup and Maintenance** menu.

Recipes Menu



2. The **Recipes** screen appears.

Recipes Screen



3. Click the **New Record** button on the tool-bar to open a blank recipe.

4. Enter a **Recipe ID**.

   Hint: Name the recipe something that makes sense as to what the recipe is for.

5. In the **General** section, enter a **Description** for the recipe.

6. Enter additional **Notes** about the recipe.

   This may be used for special notes pertaining to how the recipe is used, or if there is anything special about mixing the ingredients.

7. In the **Layer** section, click on the **Append** button ( ) to add a layer record. The **Layer No.** is generated by the system.

8. Enter a **Percentage** for the layer. The sum of the layer percentages must be equal to 100.

9. The total percentage for all layers is displayed.

10. Components are the ingredients in the recipe. In the **Component** section, click on the **Append** button ( ) to add a component record to the selected layer.

11. Select an **Item ID** from the drop-down list.

12. The item **Description** is displayed and may be edited.

13. The default **Location ID** is displayed for the item. Accept the default or change the location where the item will be taken from when the recipe is used.

14. Enter a **Percentage** for the component for that layer.

15. The total percentage for the current layer is displayed.

16. Repeat steps 9 through 11 until you have the number of components for the layer. The sum of the component percentages does not need to equal 100.

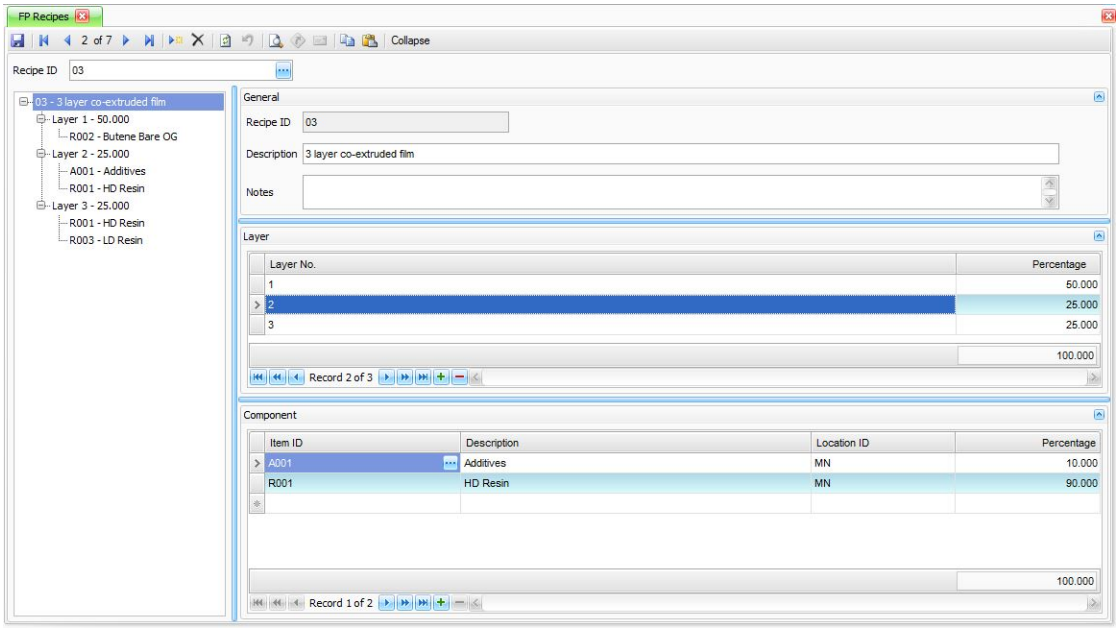
17. Click the **Save** button on the tool-bar.

18. Repeat steps 7 through 12 until you have the number of layers you need and/or the sum of the layer percentages is 100.

19. Click the **Save** button on the tool-bar.

To view the recipe tree in expanded mode, click the **Expand** button. The tree will be fully expanded.

Recipes Screen Expanded



Edit a Recipe:

1. Select a **Recipe ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the recipe.

To delete a Layer:

1. Select a **Recipe ID**.
2. Only the highest numbered layer can be deleted. Select the layer to delete. Click the **Delete** ( ) button.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.
4. Click the **Save** button, on the tool-bar, to save any edits made to the recipe.

To delete a Recipe:

1. Select a Recipe ID.

NOTE: You cannot delete a recipe that is in use on a Bill of Material. Use the Recipe Where Used View to ensure the recipe is not in use.

2. Click the **Delete** button, on the tool-bar, to delete the selected recipe.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

To view all recipes use the Recipe View function. A report of Recipes can be printed from this function.

OPERATIONS

Use the **Routing and Resources, Operations** function to define the operation process by pulling the tooling, machine group, labor type, and work center together. Extruding, slitting, laminating, mounting, printing, and bag making all describe typical internal operations. If the operation is internal, you can define the various related times involved in manufacturing. Within this function, you can define queue time, setup time, run time, wait time, and move time in terms of hours, minutes, and seconds. You can also use this function to set up a subcontracted operation.

NOTE: Using the Production module, you can track actual setup and run times.

There are two approaches to setting up internal operations. One method is to create very few operations and use them for a broad range of needs, resulting in a limited number of generic operations used for all processes, which makes the setup of operations much simpler and quicker. The other method is to create detailed operations, which makes each operation slightly different and more specifically addresses each unique operation within your environment.

There are two types of operations; **Run Rate** (Internal) and **Subcontract**:

- **Run Rate** (Internal) operations are operations done in the plant and for which you usually incur labor or machine expense. Run Rate operations will use the Machine Group Run Rates (page 3-133) when calculating the time to finish the run of the operation.
- **Subcontracted** operations are operations done outside the plant by someone else. You define lead times rather than run or setup times for subcontracted operations.

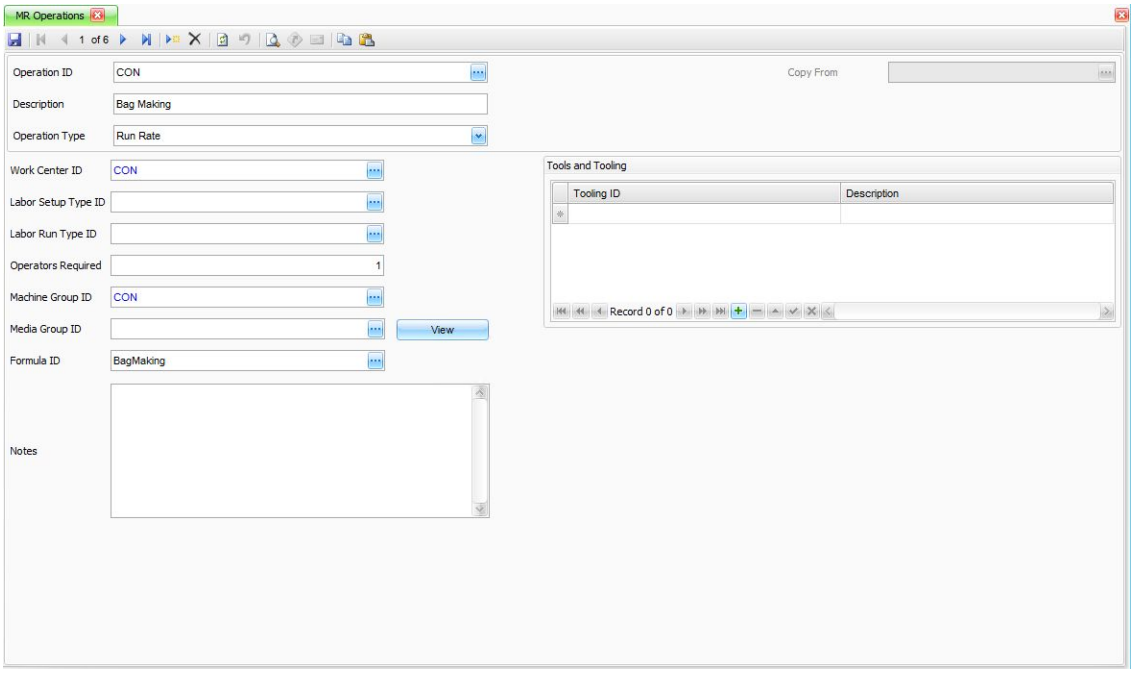
To set up **Operations**, follow these steps:

1. Select **Operations** from the **Routing and Resources, Setup and Maintenance** menu.

Operations Menu

2. The **Operations** screen appears.

Run Rate Type Operations Screen



3. Move the cursor to the **Operation ID** box and click the **New Record** button on the tool-bar. A blank Operations screen appears.

4. When you set up an operation for the first time, you can copy information from an existing operation to save time if the operations are similar.

   To do so, select an existing operation from the **Copy From** box. Information from the existing operation populates both tabs on the screen.

5. Select the **Operation Type**: The Operation Type should be set to **Run Rate**. These are generally very fast high quantity operations. The advantage of a Run Rate operation is that one need not set the run times to extremely short times in terms of seconds or minutes, which can result in rounding problems.

Maint

6. Select the **Work Center ID**: The Work Center ID defines the work center where the work is to take place, and the overhead rate for that given work center via the work center master. This field can be changed later, in the bill of material.

Maint

7. Select the **Labor Setup Type**: The Labor Setup Type defines the labor skill required for the setup of this operation. This field can be changed later, in the bill of material.

Maint

8. Select the **Labor Run Type**: The Labor Run Type defines the labor skill required to run this operation. This field can be changed later, in the bill of material.

9. Enter the number of **Operators Required** to run the machine group for the run to be processed.

Maint

10. Select the **Machine Group**: The Machine Group identifies the machine required for this process. It is an optional field. This field can be changed later, in the bill of material.

Maint

11. Select the **Media Group**: The Media Group identifies the group of documents to be associated with this process. This is an optional field.

12. Select a **Formula ID** from the drop-down list, if applicable. The **Formula ID** field will not be available if the **Operation Type** is **Subcontract**.

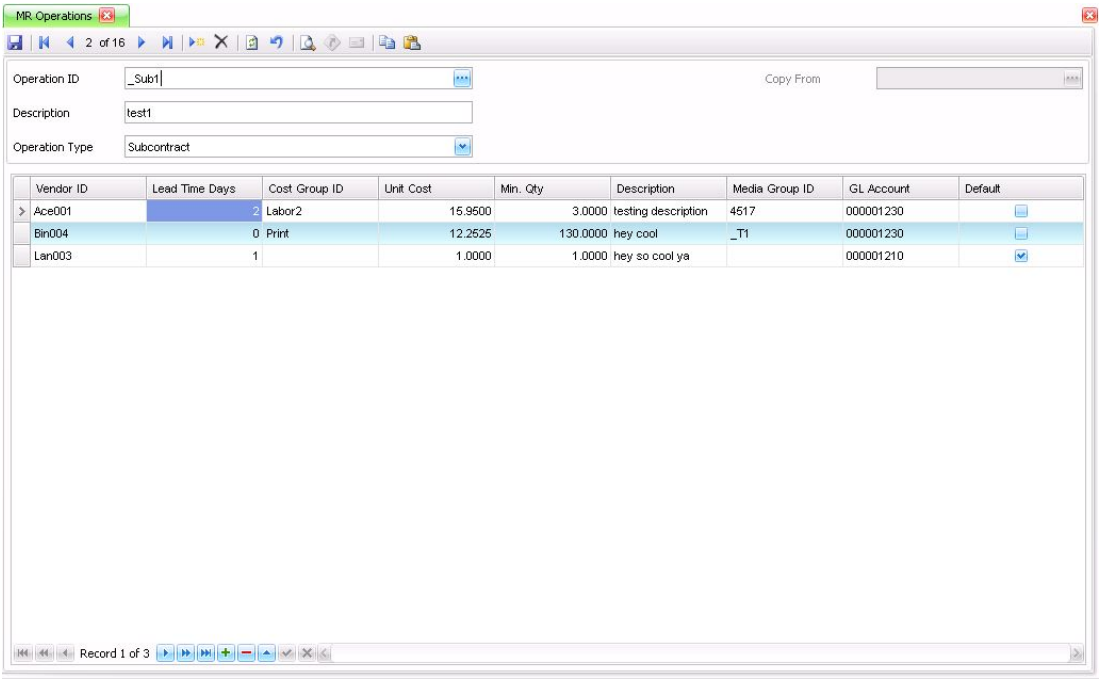
    When setting up a BOM, the Formula ID within the operation will take the place of entering individual components to be consumed to complete the operation.

13. Enter **Notes**: The Notes field is an unlimited length field in which notes specific to this process can be entered. These notes pass through to the bills of material, and later appear on the production order worksheets.

14. In the **Tools and Tooling** box, select the **Tooling ID**s needed to process this operation. The description of the Tooling ID is displayed.

15. Click the **Save** button on the tool-bar to save your changes.

Subcontracted Type Operation Screen



1. Move the cursor to the **Operation ID** box and click the **New Record** button on the tool-bar. A blank Operations screen appears.

2. When you set up an operation for the first time, you can copy information from an existing operation to save time if the operations are similar.

   To do so, select an existing operation from the **Copy From** box. Information from the existing operation populates both tabs on the screen.

3. Select the **Operation Type**: The Operation Type should be set to **Subcontracted**. Subcontracted operations, are operations done outside the plant by someone else. You define lead times rather than run or setup times for subcontracted operations.

Maint

4. Select the **Vendor Id**: The vendor Id is the AP vendor who performs the subcontracted service. All subcontractors must be set up in AP, although one does not need to process and invoice from them, nor does the system automatically pay or create anything for them in regard to subcontracted operations they perform.

5. Enter the **Lead Time**: The Lead Time represents the number of days required to send and receive back work from this vendor.

Maint

6. Select the **Cost Group**: The Cost Group selected here will be used in breaking out the costs of the bill by cost group when this operation is inserted into a bill of material.
7. Enter the **Unit Cost**: This field represents the cost per unit to process one unit. The field is optional. The vendor may perform a number of different operations at different costs.
8. Enter the **Min. Qty**: This field indicates what the minimum quantity is for this vendor. The field is for information only. The vendor may perform a number of different operations and have different minimums depending on the job.
9. Enter the **Description**: The description field describes the operation and which may include comments specific to this vendor.

Maint

10. Select the **Media Group**: The Media Group identifies the group of documents to be associated with this process. This is an optional field.
11. Select or enter the **GL Account**: Select the GL expense account associated with this subcontracted operation when handled through the selected vendor.
12. Select the **Default**: Select this check-box if this is the default or preferred vendor amongst the vendors listed.
13. Click the **Save** button on the tool-bar to save your changes.

Edit an Operation:

1. Select an **Operation ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the operation.

To delete an Operation:

1. Select the **Operation ID** record you want to delete.

NOTE: You cannot delete an operation that is in use on a Bill of Material.

2. Click the **Delete** button, on the tool-bar, to delete the selected operation.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

Producing an Operations List

The **Operations** Master List displays all the fields of the current Operations master records.

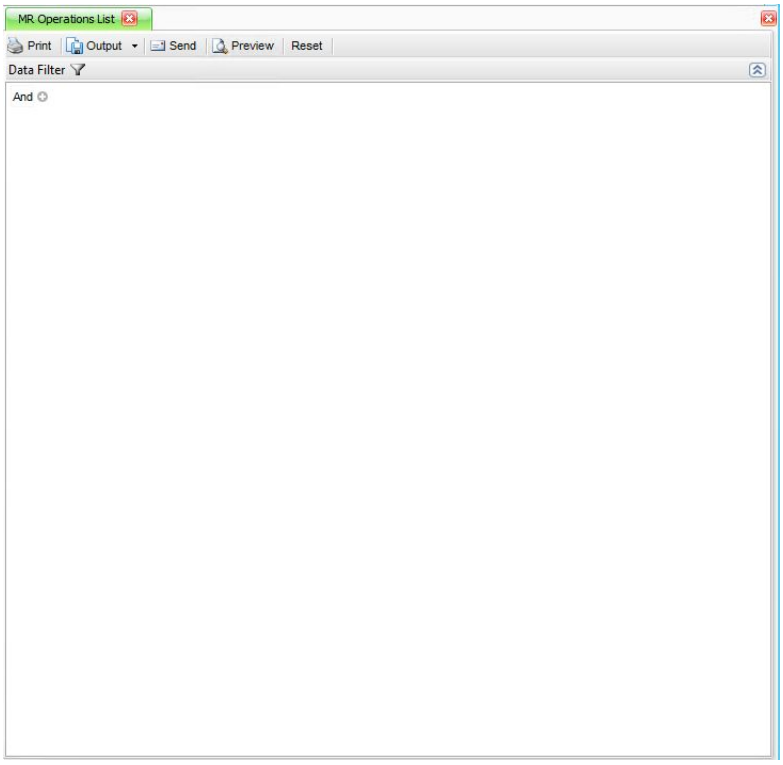
To produce a **Operations List**, follow these steps:

1. Select **Operations List** from the **Routing and Resources, Master Lists** menu.

Operations List Menu

2. The **Operations List** screen appears.

Operations List Screen



3. Select the filter criteria to include in the list or leave the fields blank to include all.

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.

Operations List Report

Flexible Packaging Inc
Operations List

Page 1

Report Filter

Operation ID	Description	Operation Type							
CON	Bag Making	Run Rate							
	Work Center ID	CON	Machine Group ID		0.000		Hrs	Queue Time	0.000 Hrs
	Labor Setup Type ID		Media Group ID		0.000	Units Per	Hrs	Wait Time	0.000 Hrs
	Labor Run Type ID		Max Batch Qty	0.0000	0.000		Hrs	Move Time	0.000 Hrs
	Operators Required	1	Yield Pct	100.000	0.000	Units Per	Hrs		
	Notes								
Operation ID	Description	Operation Type							
EXT	Extrusion	Run Rate							
	Work Center ID	EXT	Machine Group ID		0.000		Hrs	Queue Time	0.000 Hrs
	Labor Setup Type ID		Media Group ID		0.000	Units Per	Hrs	Wait Time	0.000 Hrs
	Labor Run Type ID		Max Batch Qty	0.0000	0.000		Hrs	Move Time	0.000 Hrs
	Operators Required	1	Yield Pct	100.000	0.000	Units Per	Hrs		
	Notes								
Operation ID	Description	Operation Type							
LAM	Laminating	Run Rate							
	Work Center ID	LAM	Machine Group ID		0.000		Hrs	Queue Time	0.000 Hrs
	Labor Setup Type ID		Media Group ID		0.000	Units Per	Hrs	Wait Time	0.000 Hrs
	Labor Run Type ID		Max Batch Qty	0.0000	0.000		Hrs	Move Time	0.000 Hrs
	Operators Required	1	Yield Pct	100.000	0.000	Units Per	Hrs		
	Notes								
Operation ID	Description	Operation Type							
MNT	Mounting	Run Rate							
	Work Center ID	MNT	Machine Group ID		0.000		Hrs	Queue Time	0.000 Hrs
	Labor Setup Type ID		Media Group ID		0.000	Units Per	Hrs	Wait Time	0.000 Hrs
	Labor Run Type ID		Max Batch Qty	0.0000	0.000		Hrs	Move Time	0.000 Hrs
	Operators Required	1	Yield Pct	100.000	0.000	Units Per	Hrs		
	Notes								
Operation ID	Description	Operation Type							
PNT	Printing	Run Rate							
	Work Center ID	PNT	Machine Group ID		0.000		Hrs	Queue Time	0.000 Hrs
	Labor Setup Type ID		Media Group ID		0.000	Units Per	Hrs	Wait Time	0.000 Hrs
	Labor Run Type ID		Max Batch Qty	0.0000	0.000		Hrs	Move Time	0.000 Hrs
	Operators Required	1	Yield Pct	100.000	0.000	Units Per	Hrs		
	Notes								

2/23/2017 3:02 PM

OPEN_SYSTEMS\Kent.Heitkamp

ROUTINGS

Routing and Resources, Routings are defined as the general flow of an assembly as it goes through the plant. Routings are made up of routing steps, which define the operation performed at each step. When you set up a bill of material (BOM), use routings to define the manufacturing process for that BOM. Having standard routings makes creating a routing for a BOM easier and quicker.

NOTE: You do not need to create any preset routings to use or maintain the Bill of Material module. If you choose not to set up standard routings, create the routing steps individually when you set up a BOM.

A routing is a series of steps involved in the creation of an assembly or subassembly. TRAVERSE routings are created for one level at a time. In other words if finished product A, consists of recipe B and recipe C, three routings would need to be created to define all three items. Create a Routing ID to indicate each unique routing. Later, when creating a new bill of material, one can reference the Routing ID to drop the routing into the bill.

Following the Routing ID, enter the Operation ID. At this point the system will automatically pull up the Work Center, Labor Type, and, the Machine Group set up for this Operation as defined in the Operations maintenance function (page 3-157). Any of these resources can be changed at this time.

NOTE: If you change the Machine Group, for example, when the Routing is "copied" into a bill of material, the time for the Machine Group will not be copied from the Operation master record and will appear as zeros. This happens because the Machine Group stated in the Operation master record is different than the Machine Group used in the Routing, thus the time is unknown for this "new" machine. If you want to maintain routings for like processes, but with different machines, you should create multiple operations, which then can be used in the routing.

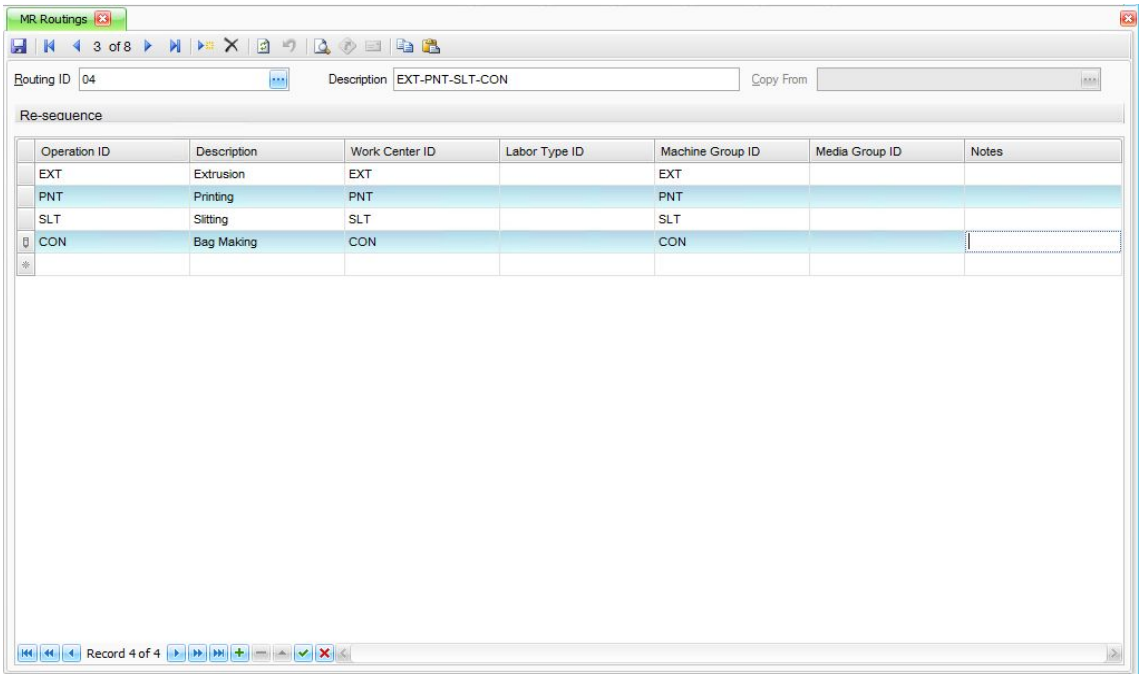
To set up **Routings**, follow these steps:

1. Select **Routings** from the **Routing and Resources, Setup and Maintenance** menu.

Routings Menu

2. The **Routings** screen appears.

Routings Screen



3. Click the cursor into the **Routing ID** box and click the **New Record** button from the tool-bar. A blank Routings line appears.

4. Enter a new **Routing ID** to identify the routing.
5. Enter a brief routing **Description** to describe what the routing will be used for.
6. Enter an **Operation ID**. The associated fields populate automatically according to how you set up the operations.

NOTE: The order in which you enter the Operation IDs will be the default order of the operations within the routing when the routing is assigned to the BOM.

7. In the **Description** text box, enter a description of the step.
8. Accept the default **Work Center ID** associated with this step or change it. You assign the default Work Center ID using the Operations function. See Operations on (page 3-157) for more information.
9. Accept the default **Labor Type ID** associated with this step or change it. You assign the default Labor Type ID using the Operations function. See Operations on (page 3-157) for more information.
10. Accept the default **Machine Group ID** associated with this step or change it. You assign the default Machine Group ID using the Operations function. See Operations on (page 3-157) for more information.
11. In the **Notes** text box, enter any additional notes required for the step.
12. Continue adding steps to the routing or close the screen to save your changes and return to the main menu.

Add a Step

1. To add a step to a routing, select the Routing ID and use the right scroll bar to scroll down to the first blank line.
2. Alternatively, select the Routing ID, move the cursor to the Operation ID box, and click the **New Record** button from the bottom of the screen. The cursor moves to the first blank line at the bottom of the steps list.
3. Add the required information. If you are adding a step between two existing steps, drag the step to the desired location and drop it. Click **Re-sequence** to re-sequence the steps in the new order you set.
4. Close the screen to save your changes and return to the main menu.

Edit a Routing:

1. Select a **Routing ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the routing.

To delete a Routing:

1. Select the **Routing ID** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected routing.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

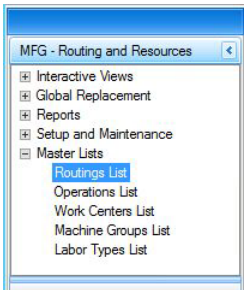
Producing an Routings List

The **Routings** Master List displays all the fields of the current Routings master records.

To produce a **Routings List**, follow these steps:

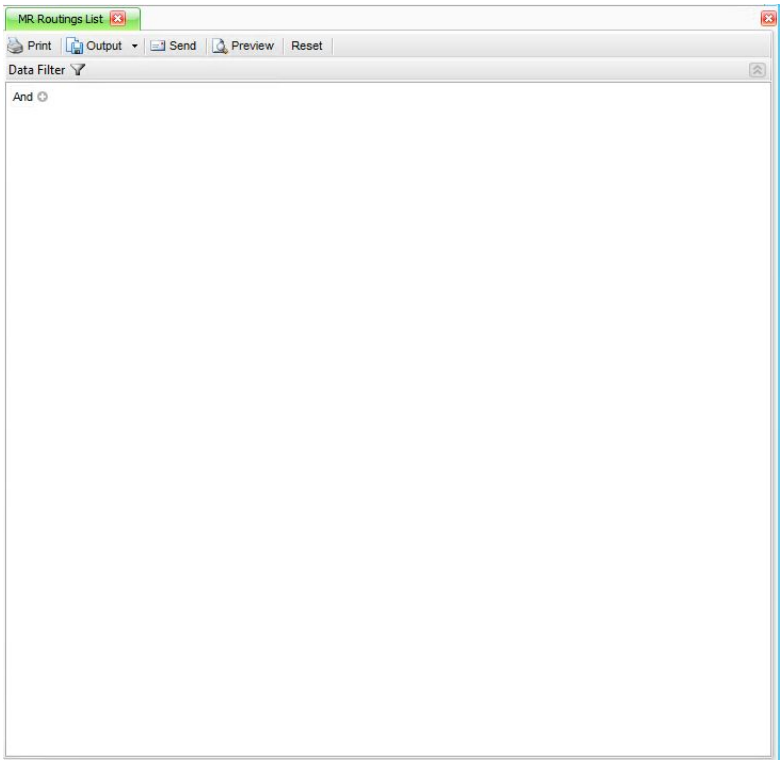
1. Select **Routings List** from the **Routing and Resources, Master Lists** menu.

Routings List Menu



2. The **Routings List** screen appears.

Routings List Screen



3. Select the filter criteria to include in the list or leave the fields blank to include all.

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.

Routings List Report

Flexible Packaging Inc
Routings List

Page 1

Report Filter

Routing ID / Description / Notes	Step No	Operation ID / Work Center ID	Labor Type ID / Machine Group ID	Use Overlap
02 Extrusion	1	EXT EXT	 EXT	No
02 Bag Making	2	CON CON	 CON	No
03 Extrusion	1	EXT EXT	 EXT	No
03 Slitting	2	SLT SLT	 SLT	No
03 Bag Making	3	CON CON	 CON	No
04 Extrusion	1	EXT EXT	 EXT	No
04 Printing	2	PNT PNT	 PNT	No
04 Slitting	3	SLT SLT	 SLT	No
04 Bag Making	4	CON CON	 CON	No
05 Bag Making	1	CON CON	 CON	No
06 Slitting	1	SLT SLT	 SLT	No
07 Printing	1	PNT PNT	 PNT	No
08 Printing	1	PNT PNT	 PNT	No
08 Bag Making	2	CON CON	 CON	No
09 Laminating	1	LAM LAM	 LAM	No

BILLS OF MATERIAL

The **Bills of Material** function within both FlexPack and Bills of Material, Setup and Maintenance is the one of the most important functions used in FlexPack. Most other functions in the Bills of Material module are designed around this process, making the maintenance of the bill easier, more accurate, efficient, and flexible.

NOTE: The Bills of Material function can be access using either the FlexPack, or Bills of Material, Setup and Maintenance menus. Both functions have identical screens.

A Bill of Materials is made up of three tiers: Assemblies (aka Finished Goods), Routings (operations/processes used to create assemblies), and Recipes/Components (recipes with raw materials and sub-assemblies). Recipes and Components are used in Routings to make Assemblies.

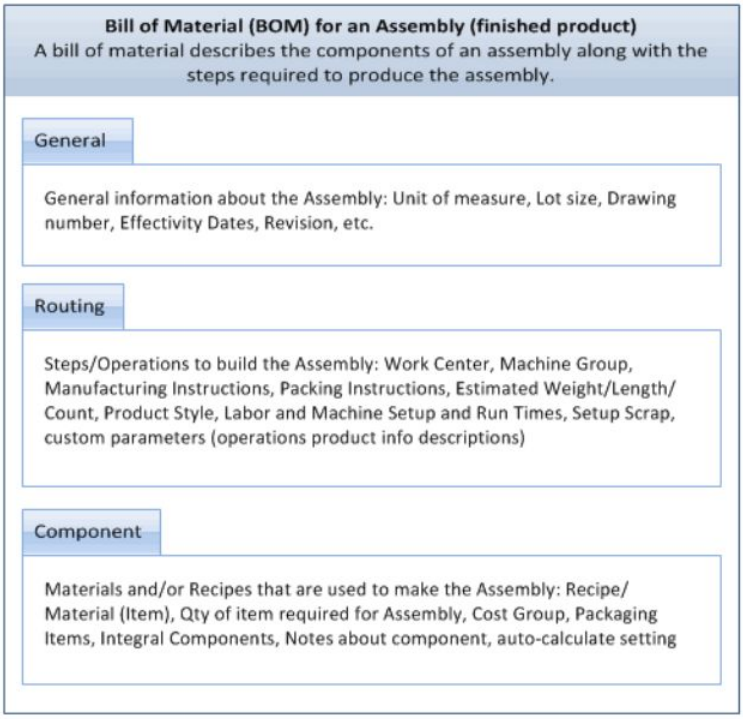
If you do not have the Routing and Resources module installed, you cannot use the routing features of the Bills of Material module. Look for the Routing and Resources icon for fields, tabs, and options not available.

NOTE: Even if you interface with Routing and Resources, you can disregard routing steps completely, if you like, and create BOMs that are solely material components.

TRAVERSE FlexPack/Manufacturing uses industry standard methodology for creating BOMs. Bills of material are always created one level at a time without regard for other levels above or below.

Bills of Material Overview

This is an overview of Bills of Material for assemblies.

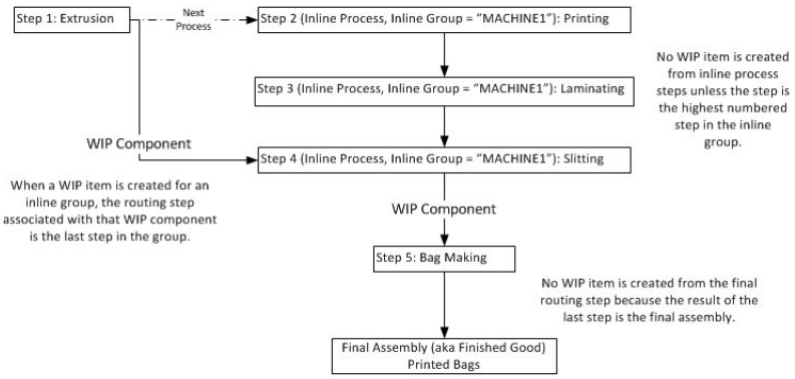


Routing Steps, or Operations, are performed in the process of building an Assembly. Each step contributes to the final product. As each step is completed, the Work In-Process is passed along to the next step until the assembly is complete.

Sometimes distinct routing steps are performed in the same process, such as a printing machine that feeds directly into a bag-making machine. This is called an Inline Process. Another example would be a printing machine that prints form letters and then feeds the paper directly into a folding machine that also stuffs envelopes which then feeds into a postage machine that ejects a sealed envelope ready to mail. Routing steps that are part of an inline process do not produce WIP until the final step (highest-numbered step) is complete.

Inline Processing

Example of Routing Steps that include Inline Processing: If we use the example of printed bags, the routing steps may look like this:

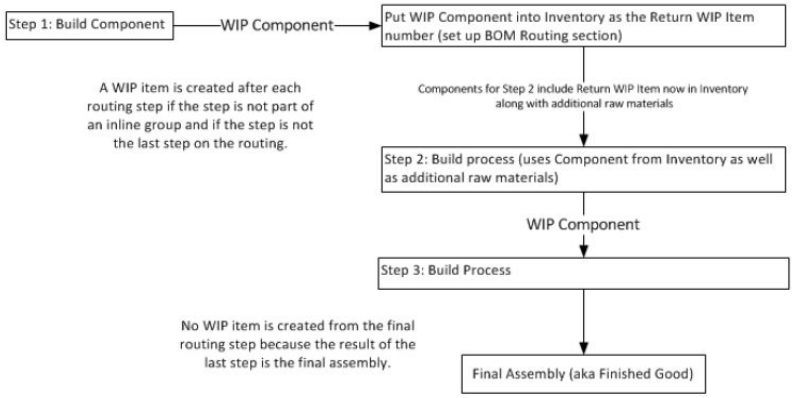


Return WIP Item

Sometimes the WIP output from a routing step is "returned to" or placed in inventory as an inventory item. This is an alternative WIP process sometimes referred to as "Put Away", which uses the Return WIP Item option.

Alternative WIP Process

Routing Steps example of an alternative WIP process: the Return WIP Item option, also know as "Put Away". If you put WIP components into Inventory after the step in which they are built, and later issue those items to the next routing step, your process may look like this:



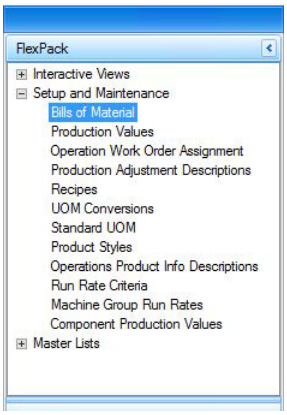
Command Buttons

Select	To
Validate	Check for various issues with the assembly. If problems exist, a message listing the issues appears.
Import	Open the Import Mapped Data function.
Expand	Expand all branches of the tree view for the assembly.

To set up **Bills of Material**, follow these steps:

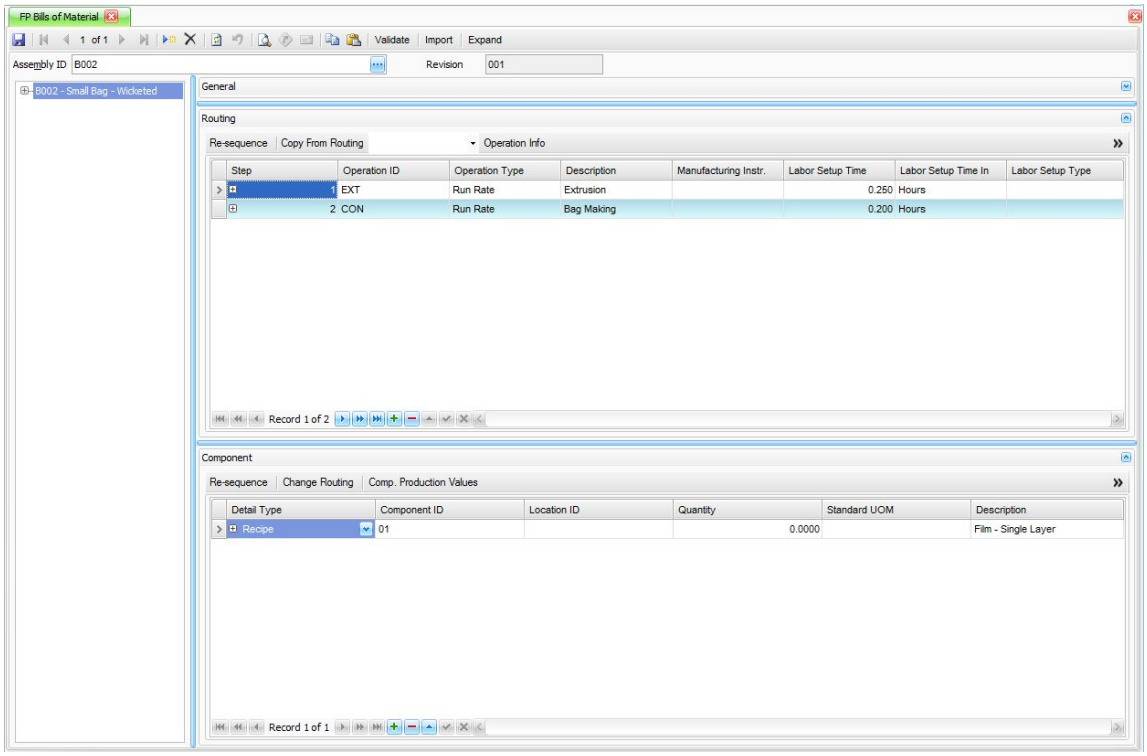
1. Select **Bills of Material** from either the **FlexPack, or Bills of Material, Setup and Maintenance** menus.

FlexPack Bills of Material Menu



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

Bills of Material Screen



When you first pull up this screen, the **Assembly ID** drop-down should list existing bills of materials/assemblies. If you click on the **New Record** icon at the top of the screen, the Add New Assembly popup screen appears.

The screen consists of a Tree box on the left side of the screen, which displays the Assembly ID. When expanded the tree will show Routings, then when routings are expanded the tree will display components within the routing.

Click the **Expand** button to fully expand the tree to view all levels of the bill of material.

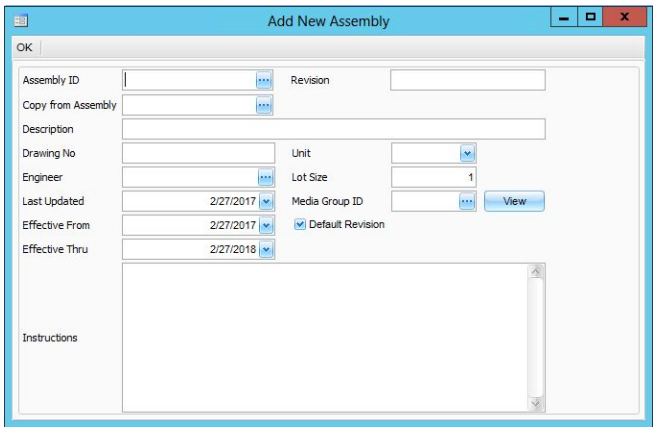
Click the **Collapse** button to fully collapse the tree to hide all levels of the bill of material.

The right side of the screen will display three boxes, the General, Routing, and Component boxes.

Click the down arrow button at the top of the box to expand the selected area. To view more information, move your mouse over the blue line at the bottom of the desired box to get a bar with arrows up and down, and drag the line down. This will expand that section of the screen to reveal the details.

Click the up arrow button at the top of the box to collapse the details of the selected area.

3. Click the **New Record** button on the tool-bar. The **Add New Assembly** screen appears.



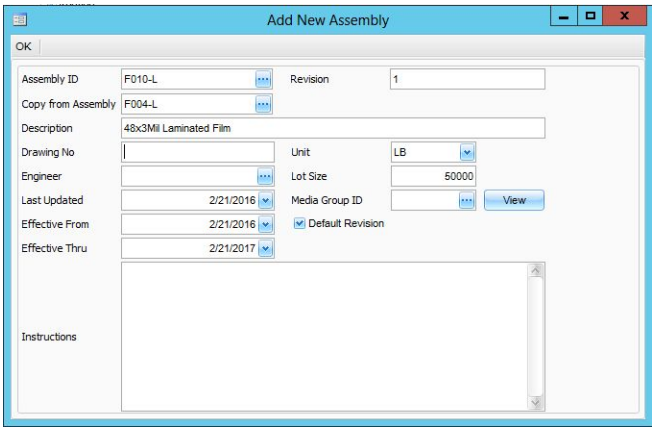
Maint

4. Enter a new **Assembly ID.**

   You must create an assembly ID from an existing Inventory ID, thus you must select or key in one of the IDs listed.

5. If your new assembly is very similar to an existing assembly, you may **Copy From** an existing assembly. Select the assembly to copy from the list.

NOTE: The Assembly that you are copying from must have the same unit of measure for the copy from to work correctly.



6. Information from the assembly you are copying from will fill in.
7. Edit any fields that will be different from the assembly you copied from.
8. Enter the **Revision** number for the new assembly ID. This is required before the new assembly can be saved.
9. If you did not copy from an existing assembly, the screen will show the inventory Item's description in the **Description** field as a default.

   If you copied from an existing assembly, the copied-from assembly's description will be displayed. Edit this description to match the new assembly.

10. Enter the **Drawing No**. The Drawing Number is a 15-character alphanumeric field which can be changed at any time. This field does not link to any other field or table and can be blank.
11. Enter the **Last Updated** date, or accept today's date as the default. This field does not link to any other field or table and can be blank. It is manually maintained and not related to the audit trail, which automatically captures all changes by date.
12. Enter the **Effective Date From**. The default will be your workstation date.

    The **Effective Date From** field is a date field which can be changed at any time. It is used in the releasing of work orders for this assembly to ensure you are not releasing an order for a product that is not yet ready. If you enter a production order for the assembly, and the production order date is prior to the Effective Date From, the system will give you a warning as to whether or not you wish to proceed. The field can be blank, in which case it is ignored by the production release.

13. Enter the **Effective Date Thru**. The default will be one year from your workstation date.

    The **Effective Date Thru** field is a date field which can be changed at any time. It is used in the releasing of work orders for this assembly to ensure you are not releasing an order for a product that may have been replaced by a new version/revision. If you enter a production order for the assembly, and the production order date is after the Effective Date Thru, the system will give you a warning as to whether or not you wish to proceed. The field can be blank, in which case it is ignored by the production release.

Maint

14. The **Unit** Of Measure will default from the inventory item's default. The Unit can also be selected from the available inventory units of measure valid for this assembly.

15. The **Lot Size** defaults to one, but could be any number. The lot size is used in the cost calculation. The fixed costs such as setup machine and labor costs, as well as fixed overhead, are divided by this number to come up with a unit cost.

Maint

16. Enter or select the **Media Group**. The Media Group represents a "group" of documents or directories which are "linked" to this bill of material.

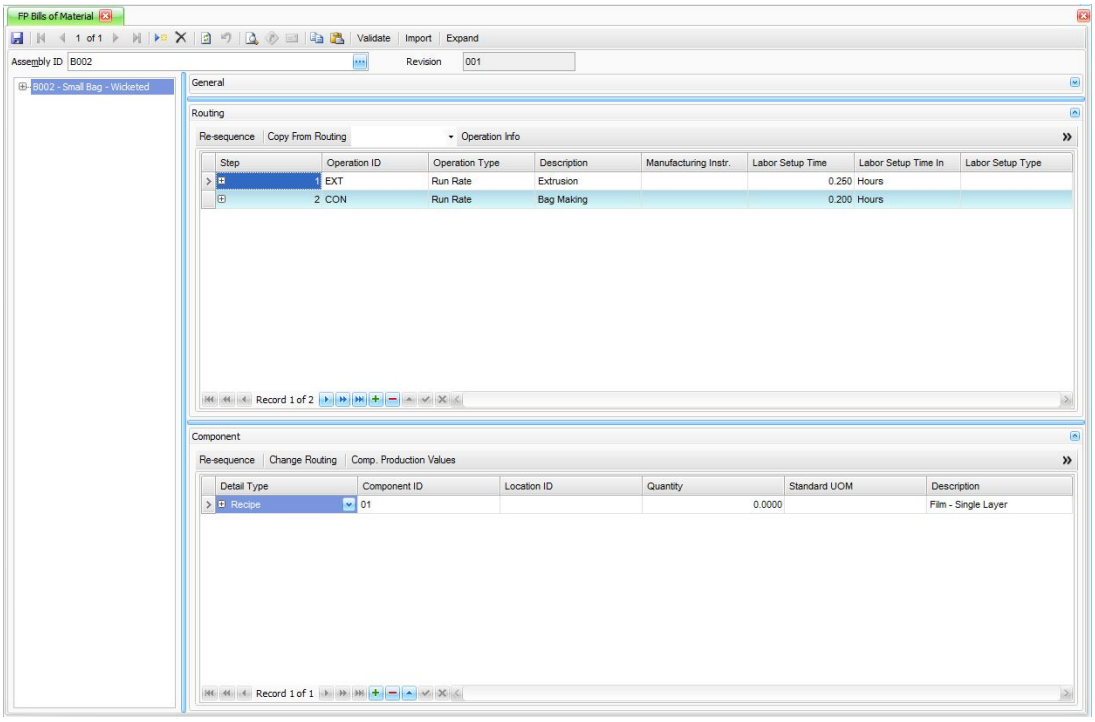
17. Click the **View** button to view the information included in the Media Group.

18. Check the **Default Revision** check-box to indicate that this revision of the bill of material is the default revision under most conditions. Only one revision of a given bill of material can be marked as current.

19. Enter Instructions for this assembly into the **Instructions** box. The Instructions field is an unlimited text field.

20. Click **OK** to save your new Assembly and return to the full Bill of Material screen.

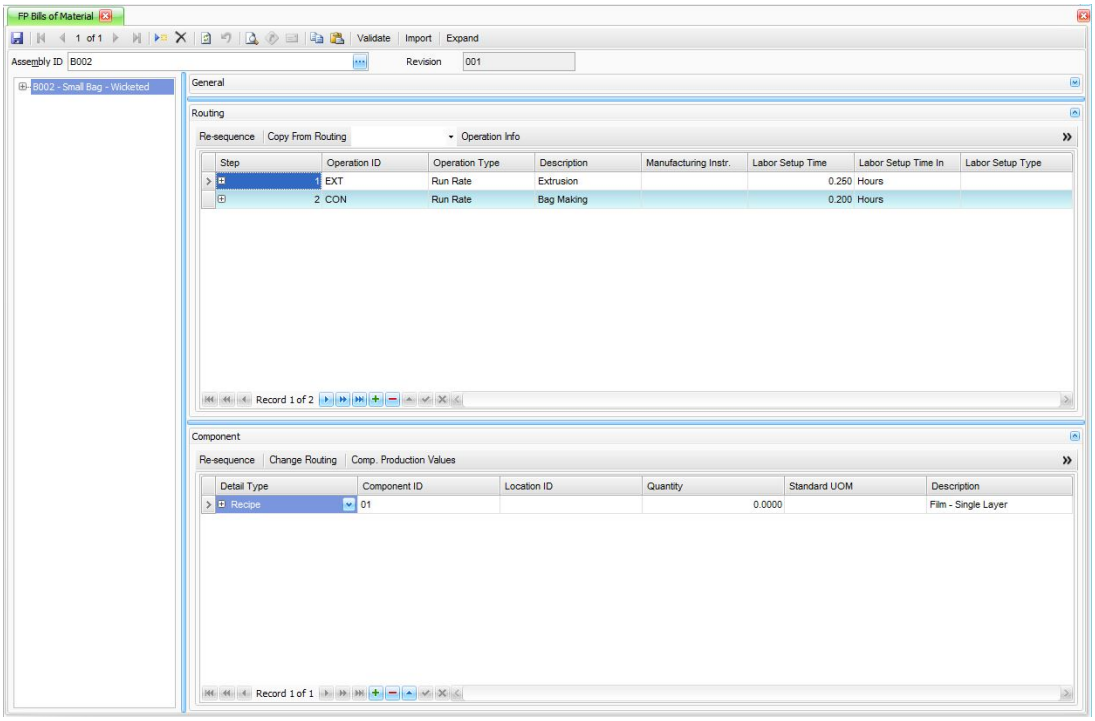
Bills of Material Screen



1. The new **Assembly ID** is displayed, or select an existing assembly ID to edit.
2. The **Revision** is displayed and cannot be edited here.
3. Click the **Expand** button in the **General** section of the screen to see details.

The first step required once the General Bill of Material information has been entered is to set up the operations or routing.

Bills of Material Screen - Routing



4. If you want to automatically bring in Operations from predefined Routings, select the routing you want brought in from the **Copy From Routing** drop-down list.

   The operations set up for the selected routing will be displayed with the Step, Operation ID, Operation Type, Description, Manufacturing Instr., Labor Setup Time, Labor Setup Time In, and Labor Setup Type displayed.

5. If you have not copied from a predefined Routing, then click the **Append** button ( ) to add a blank record.

6. The **Step** number is generated by the system.

Maint

7. Select an **Operation ID** from the drop-down list. You create the operations available in the drop-down list via the Operations (page 3-157) maintenance function on the MFG-Routing and Resources Setup and Maintenance menu.

   By choosing the operation ID, you can pull a predefined operation consisting of a work center, labor type, and machine group, as well as any preset time defaults. You may want to think of the Operation ID like a template. The Operation ID itself is not as important as the information it pulls in from predefined operations.

8. Select the **Operation Type**: **Run Rate** or **Subcontracted**. The default is to **Run Rate**.

   - **Run Rate** fields states the number of units per given time. Think of Run Rate as a process that processes 900 units a minute as a Run Rate. Because most processes in the flexible packaging industry run very fast, the Run Rate type of process will use the most practical units per minute.
   - **Subcontracted** processes are processes done by another company, such that any time information normally maintained for an internal process, is irrelevant to a subcontracted process.

9. The **Description** field will appear automatically based on the Operation ID selected. The Description field can be edited at this point.

10. Enter **Manufacturing Instr**uctions if applicable.

11. Click the plus (+) next to the Step to see the Formula ID, Inline Group and Return WIP Item.

Maint

12. The **Formula ID** is read-only. If you wish to edit the formula, you will need to edit the Operation in the maintenance function.

13. If the step is part of an **Inline Group**, enter a reference for the group to which the step belongs.

    Inline Processing is a grouping of operations for the purpose of creating a single WIP entry.

    Inline groups are often used when operations are concurrent or complimentary, that is, used together to product a WIP component that then feeds into another operation. If the routing step is part of an inline group, enter a name for the group in the Inline Group field.

NOTE: If multiple steps are included in the same inline group, only the highest numbered step will have a WIP component for the production order. See the Bills of Material Overview for more information regarding inline processing and return WIP items.

NOTE: Note: If you re-sequence the routing steps, the values in all the Inline Group fields will be erased.

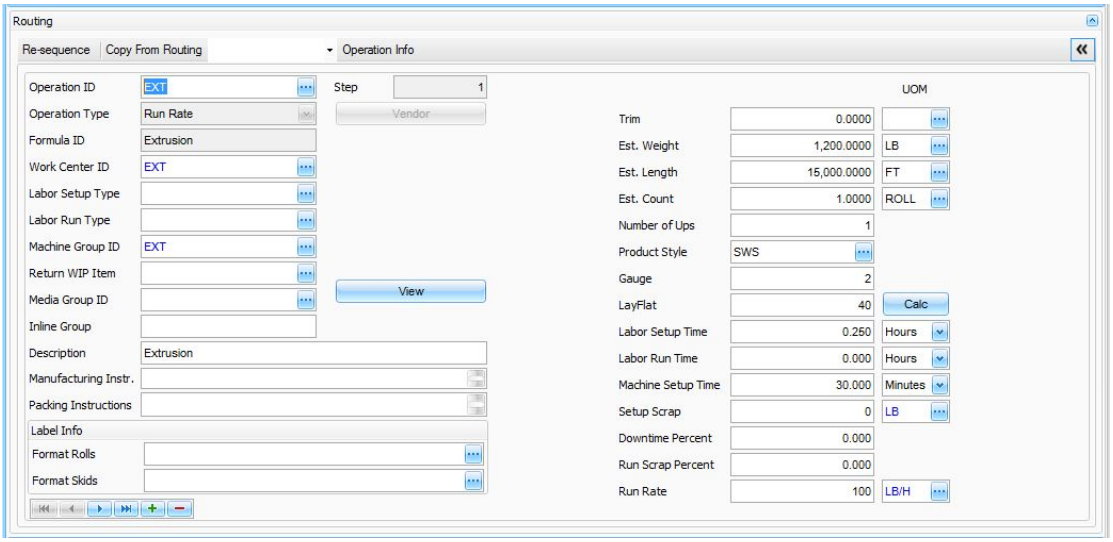
Maint

14. If applicable, select a **Return WIP Item** number from the drop-down list.

    The Return WIP Item is the item number under which the WIP is returned to inventory stock. This is sometimes referred to as “Put Away” functionality. This functionality also exists in the Production Order processes depending on the operation. See the Bills of Material Overview (page 3-176) for more information regarding inline processing and return WIP items.

At this point you will want to switch views by clicking on the bold double arrows to the right of the screen. This will show you a detailed view of the Routing fields available.

Bills of Material Screen - Routing (Detail)



Maint

1. Select the **Operation ID**.

   By choosing the operation ID, you can pull a predefined operation consisting of a work center, labor type, and machine group, as well as any preset time defaults. The Operation ID itself is not as important as the information it pulls in from predefined operations.

2. The **Operation Type** is preset to **Run Rate**.

   Run Rate fields states the number of units per given time. Think of Run Rate as a process that processes 900 units a minute as a Run Rate. Because most processes in the flexible packaging industry run very fast, the Run Rate type of process will use the most practical units per minute.

Maint

3. The **Formula ID** is read-only. If you wish to edit the formula, you will need to edit the Operation in the maintenance function.

Maint

4. The **Work Center ID** from the operation setup is displayed. Accept this work center or edit it.

   The Work Center ID defines the work center where the work is to take place and the overhead rate for that given work center via the work center master.

Maint

5. The **Labor Setup Type** from the operation setup is displayed. Accept this labor setup type or edit it.

   The Labor Setup Type defines the labor skill required for the setup of this operation.

Maint

6. The **Labor Run Type** from the operation setup is displayed. Accept this labor run type or edit it.

   The Labor Run Type defines the labor skill required to run this operation.

Maint

7. The **Machine Group** from the operation setup is displayed. Accept this machine group or edit it.

   The Machine Group identifies the machine required for this process. It is an optional field.

Maint

8. If applicable, select a **Return WIP Item** number from the drop-down list.

   The Return WIP Item is the item number under which the WIP is returned to inventory stock. This is sometimes referred to as “Put Away” functionality. This functionality also exists in the Production Order processes depending on the operation. See the Bills of Material Overview (page 3-176) for more information regarding inline processing and return WIP items.

9. The **Media Group** from the operation setup is displayed. Accept this Media group or edit it.

Maint

   The Media Group identifies the group of documents to be associated with this process. This is an optional field.

10. If the step is part of an **Inline Group**, enter a reference for the group to which the step belongs.

    Inline Processing is a grouping of operations for the purpose of creating a single WIP entry.

A product that can be made without stopping the process by connecting one machine to another i.e.: an inline-printed bag can be made by connecting a bag making machine to a printing press which, is in turn, connected to an extruder. Finished goods would be posted only against the final process, while other data such as scrap and time could be posted against any of the inline steps.

Inline groups are often used when operations are concurrent or complimentary, that is, used together to product a WIP component that then feeds into another operation. If the routing step is part of an inline group, enter a name for the group in the Inline Group field.

NOTE: If multiple steps are included in the same inline group, only the highest numbered step will have a WIP component for the production order. See the Bills of Material Overview for more information regarding inline processing and return WIP items.

NOTE: If you re-sequence the routing steps, the values in all the Inline Group fields will be erased.

11. The **Description** from the operation setup is displayed. Accept this description or edit it.
12. Enter **Manufacturing Instructions**, as applicable. These instructions will print on the Work Order Production Sheet.
13. Enter **Packing Instructions**, as applicable. These instructions will print on the Work Order Production Sheet.
14. In the Label Info area select the label kit for:
    - **Format Rolls** to select the label kit to print for rolls of film.
    - **Format Skids** to select the label kit to print for pallets of product.

Maint

15. As applicable, enter a **Trim** value, and select a **UOM** for the trim.

    Film is trimmed coming out of extrusion, printing, slitting, and other operations. Trim works much like scrap, forcing the system to increase the raw material requirements at any previous level.

NOTE: Trim is driven by produced quantity; the more you produce, the more trim you create or lose. FYI, scrap, on the other hand is driven by machine time or the setup number.

Maint

16. Enter default values in the **Est. Weight**, **Est. Length**, and **Est. Count** fields and the associated **UOM** fields.

    These values should be the normal weight, length, and/or count that will be produced for the operation.

17. Enter the **Number of Ups**.

    Ups refers to the number of identical objects (rolls, bags, etc.) produced simultaneously.

    The **Number of UPs** does two things.

    - It tells the system how the multiplier will be coming out of this process. For example, if I feed 100 feet of film through a process that has the UPs set to 3, I should get 300 feet out of the process.
    - It also is used in printing to truly represent the number UPs. In this particular case, it makes the process go faster and reduces cost. For example, if I set my UPs to three, I'm really running at three times the speed in producing the same thing.

NOTE: When you set your machine run rates, you have to think in terms of the run rate with the assumption you will be running 1 up. If you run 3 up and set the run rate at 3 times the rate and then set the Ups to 3, you'll be running at 9 times the 1 up run rate, not 3 times the rate.

Maint

18. The **Product Style** defaults in from the Machine Group ID associated with the operation.

    The product style is associated to the machine group ID via the Machine Group Run Rates function.

19. Depending on the Machine Group, the next two fields may have different labels.

    For the sample operation, EXT, the next two fields are labeled Gauge and Layflat. They correspond to the **Run Rate Criteria 1** and **Run Rate Criteria 2** fields on the **Machine Group Run Rates** screen (page 3-133).

    For other Machine Group Run Rates the Run Rate Criteria may be things like: No. of Colors, Bubble Width, Draw, Feet per Roll.

20. For this example, enter values in the **Gauge** and **Layflat** fields.

    Gauge is the thickness of film used in a BOM. Gauge is usually measured in Mil, which is thousandths of an inch. This is used in the Production Values when setting up a BOM.

    Layflat generally refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is approximately twice the width or length of the bag, since the bag consists of the single layer film folded over. This is used in the Items setup, Component Production Values for raw material items.

21. Press the **Calc** button to automatically calculate the **Machine Setup Time**, **Setup Scrap**, **Downtime Percent**, **Run Scrap Percent**, and **Run Rate**.

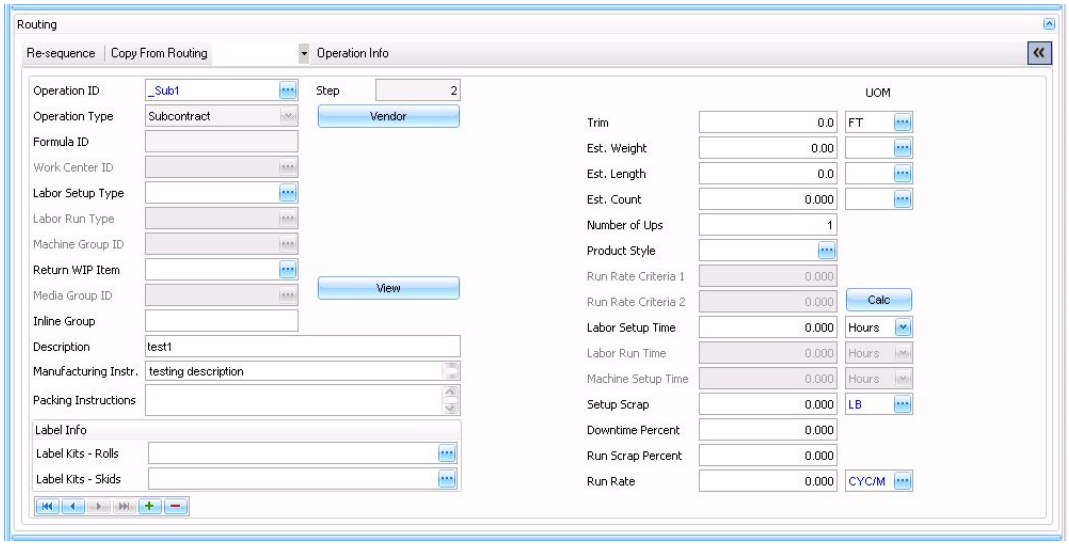
    These values are calculated from the Machine Group Run Rates (page 3-133) criteria information entered for the selected Machine Group (page 3-117) within the Operation (page 3-157).

22. Enter the **Labor Run Time**, as applicable.

23. Repeat this process for each routing step, as required.

24. Click the **Save** button on the tool-bar to save the BOM.

Bills of Material Screen - Routing Subcontract (Detail)



Maint

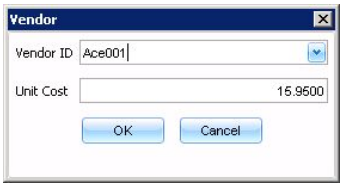
1. Select the **Operation ID**.

   By choosing the operation ID, you can pull a predefined operation consisting of a work center, labor type, and machine group, as well as any preset time defaults. The Operation ID itself is not as important as the information it pulls in from predefined operations.

2. The **Operation Type** is preset to **Subcontract**.

   Subcontracted operations are operations done outside the plant by someone else. You define lead times rather than run or setup times for subcontracted operations.

3. The **Vendor** button is activated; click the button to view the **Vendor** dialog box.



   - Select the **Vendor ID** from the available vendors.

     The vendor Id is maintained as one of the fields in the subcontracted operations. A given subcontracted operation could have one or more vendors associated with it. Each vendor could dictate different notes, costs, G/L accounts, etc. Generally a subcontracted operation will only have one vendor so once you select a subcontracted operation, the system will default to the first vendor record for this subcontracted operation.

   - Enter or accept the **Unit Cost** for the selected vendor.

   - Click **OK** to save any changes. Click **Cancel** to exit the screen without any change.

4. The **Labor Setup Type** from the operation setup is displayed. Accept this labor setup type or edit it.

   The Labor Setup Type defines the labor skill required for the setup of this operation.

Maint

5. If applicable, select a **Return WIP Item** number from the drop-down list.

   The Return WIP Item is the item number under which the WIP is returned to inventory stock. This is sometimes referred to as “Put Away” functionality. This functionality also exists in the Production Order processes depending on the operation. See the Bills of Material Overview (page 3-176) for more information regarding inline processing and return WIP items.

Maint

6. If the step is part of an **Inline Group**, enter a reference for the group to which the step belongs.

   Inline Processing is a grouping of operations for the purpose of creating a single WIP entry.

   A product that can be made without stopping the process by connecting one machine to another i.e.: an inline-printed bag can be made by connecting a bag making machine to a printing press which, is in turn, connected to an extruder. Finished goods would be posted only against the final process, while other data such as scrap and time could be posted against any of the inline steps.

   Inline groups are often used when operations are concurrent or complimentary, that is, used together to product a WIP component that then feeds into another operation. If the routing step is part of an inline group, enter a name for the group in the Inline Group field.

NOTE: If multiple steps are included in the same inline group, only the highest numbered step will have a WIP component for the production order. See the Bills of Material Overview for more information regarding inline processing and return WIP items.

NOTE: If you re-sequence the routing steps, the values in all the Inline Group fields will be erased.

7. The **Description** from the operation setup is displayed. Accept this description or edit it.
8. Enter **Manufacturing Instructions**, as applicable. These instructions will print on the Work Order Production Sheet.
9. Enter **Packing Instructions**, as applicable. These instructions will print on the Work Order Production Sheet.
10. In the Label Info area select the label kit for:
    - **Format Rolls** to select the label kit to print for rolls of film.
    - **Format Skids** to select the label kit to print for pallets of product.

Maint

11. As applicable, enter a **Trim** value, and select a **UOM** for the trim.

    Film is trimmed coming out of extrusion, printing, slitting, and other operations. Trim works much like scrap, forcing the system to increase the raw material requirements at any previous level.

NOTE: Trim is driven by produced quantity; the more you produce, the more trim you create or lose. FYI, scrap, on the other hand is driven by machine time or the setup number.

Maint

12. Enter default values in the **Est. Weight**, **Est. Length**, and **Est. Count** fields and the associated **UOM** fields.

    These values should be the normal weight, length, and/or count that will be produced for the operation.

13. Enter the **Number of Ups**.

    Ups refers to the number of identical objects (rolls, bags, etc.) produced simultaneously.

    The **Number of UPs** does two things.

    - It tells the system how the multiplier will be coming out of this process. For example, if I feed 100 feet of film through a process that has the UPs set to 3, I should get 300 feet out of the process.
    - It also is used in printing to truly represent the number UPs. In this particular case, it makes the process go faster and reduces cost. For example, if I set my UPs to three, I'm really running at three times the speed in producing the same thing.

NOTE: When you set your machine run rates, you have to think in terms of the run rate with the assumption you will be running 1 up. If you run 3 up and set the run rate at 3 times the rate and then set the Ups to 3, you'll be running at 9 times the 1 up run rate, not 3 times the rate.

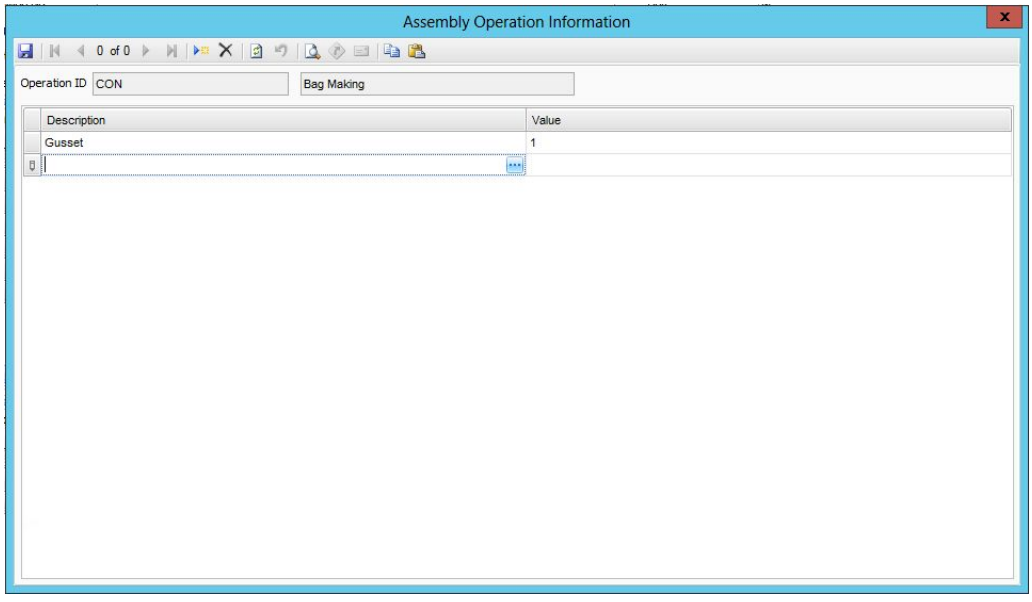
14. Enter the **Labor Setup Time**, as applicable.
15. Enter the **Setup Scrap**, and select a **UOM** for the setup scrap.
16. Enter the **Downtime Percent**, as applicable.
17. Enter the **Run Scrap Percent**, as applicable.
18. Enter the **Run Rate**, and select a **UOM** for the run rate.
19. Repeat this process for each routing step, as required.
20. Click the **Save** button on the tool-bar to save the BOM.

The menu bar in the Routing section has command buttons you can use to edit different aspects of the routing:

Command Buttons

Select	To
Re-sequence	Re-sequence your routings using a different numbering system than the standard within Bills of Material. You can drag steps into a new order and use the **Re-sequence** button to renumber the steps.
Copy from Routing	Select from the drop-down list to copy from the routings you have set up in the MR Routing maintenance screen. Copying a routing into the current BOM will overwrite the current routing. Use this function when creating a new BOM to copy in a routing you created in MR Routing maintenance.
Operation Info	Open the Assembly Operation Information screen. This allows you to add Operations Product Info Descriptions (parameters), along with a value, to the routing operation.

Operation Info Screen

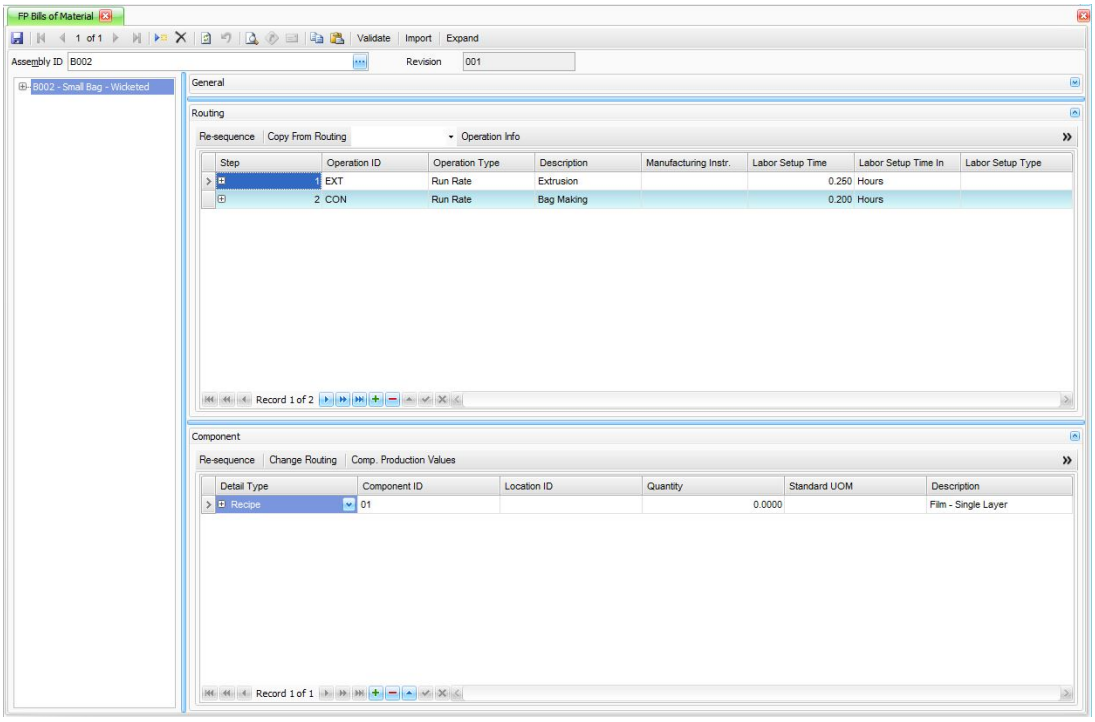


- Select the Operation **Description** from the available list. The list will be the Operation Product Info Descriptions (page 3-109) assigned to the highlighted operation.
- Enter the **Value** that applies to the operation info description.
- Click the **Save** button on the tool-bar to save the Assembly Operation Information.

The next step to set up is the Components for the bill of material.

The Components Screen initially appears in Summary view. From this view you can set up the Component ID, Recipe, Location, Cost Group, Quantity, and Unit of Measure.

Bill of Material Screen - Components Summary



1. Click the **Append** button ( ) to add a blank record.

2. Select a **Detail Type** for the component. The available selections are **Material** and **Recipe**.
    - **Material** would be used for things like wickets, pallets, boxes, roll cores, purchased film.
    - **Recipe** would be used for the components to make film and print images on the bags or film. Recipes are used instead of materials because the recipes contain the materials and percentages of the materials used to make the product or printed image.

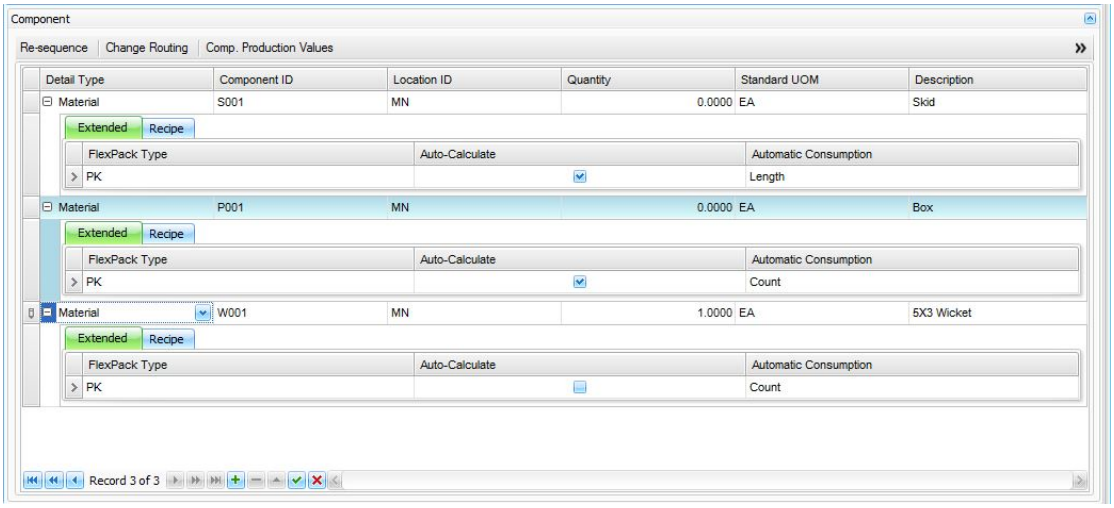
Maint

3. Select a **Component ID** from the drop-down list.
    - If your Detail Type is **Material**, you will select from a list of items in Inventory.
    - If your Detail Type is **Recipe**, you will select from a list of recipes.

NOTE: When editing a bill of material, you can double-click on the Component ID to open the Component Production Values screen for a material component, or the Recipe maintenance screen for a recipe component.

4. If your detail type is Material, select a **Location ID** from the drop-down list.
5. Click on the plus sign (+) to expand the component line and show the Extended tab and the Recipe tab.

Extended tab

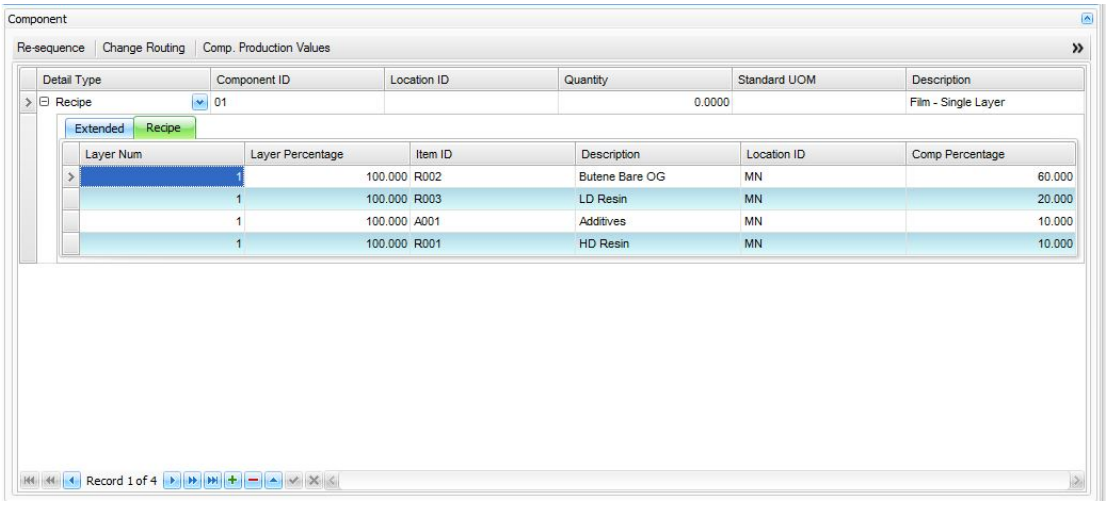


6. The **FlexPack Type** is determined by the component production values of the component you choose. The FlexPack Type also determines whether the Auto-Calculate and Auto Consumption fields are read-only or editable. The FlexPack Type, Auto-Calculate, and Auto Consumption field values also aid in determining whether additional fields in the Component Section - Field (Detail) View are editable.

   Auto-Calculate allows the system to calculate the quantity of the component needed when the production order is created. The calculations are based on the values set up for the component in the Component Production Values function. See Auto-Calculate (page 3-200) for more information.

   Auto Consumption allows the system to automatically consume the component based on count, weight, or length as specified in the bill of material when the assembly is produced.

Recipe tab



FlexPack Type	Auto-Calculate	Auto Consumption	Quantity Field (Detail View)	Standard UOM (Detail View)	Packaging Items Section (Detail View)	Notes
PK (Packaging)	Checked	NONE	Disabled	Disabled		The FG Qty Container field will determine rate of consumption
PK (Packaging)	Not Checked	NONE	Enabled, used to determine rate of consumption			
Recipe	Checked (locked)	WEIGHT (locked)	Disabled		Disabled	
PF (Purchased Film)	Checked	NONE (locked)	Disabled	Disabled	Disabled	
RMRES (Raw Material-Resins)		WEIGHT (locked)			Disabled	
RMIS (Raw Material-Inks and Solvents)		NONE (locked)			Disabled	

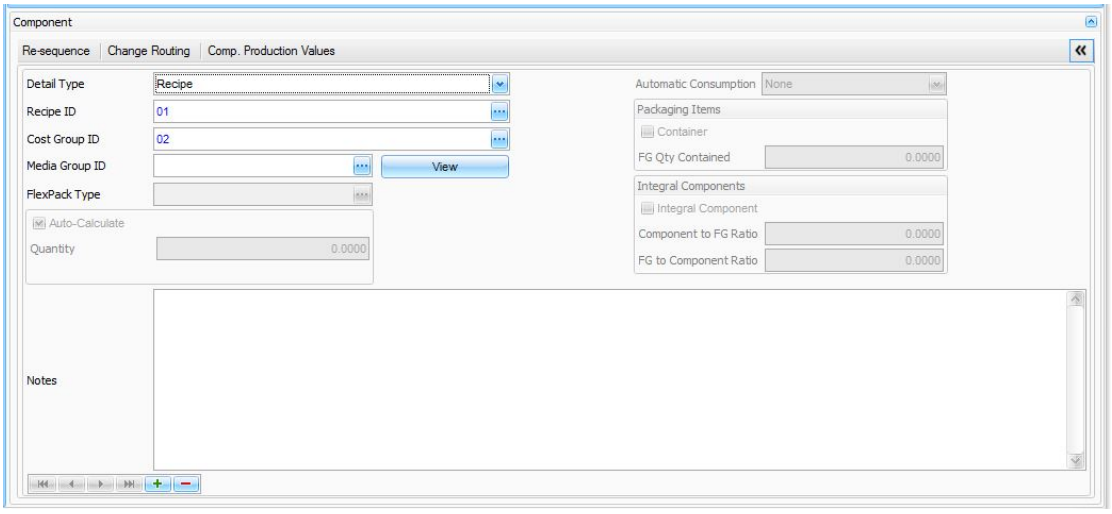
FlexPack Type	Auto-Calculate	Auto Consumption	Quantity Field (Detail View)	Standard UOM (Detail View)	Packaging Items Section (Detail View)	Notes
RMOT (Raw Material-Other)	Not Checked (locked)				Disabled	

Maint

7. When you select a recipe as the Detail Type, the Recipe tab will list the layers and associated details. Double-click on the Item ID to open the Items maintenance screen.
8. Enter a **Quantity** of the item to use on the routing step.
9. If available, select the **Standard UOM**, as necessary.

In most cases, you will want to enter more information than that provided on this screen and will therefore want to switch to the Detailed view of this function. To do this, simply click on the bold double arrow to the right. This will redisplay the screen as shown below in a detailed format.

Bill of Material Screen - Components Detail - Recipe



Maint

1. Select a **Component ID** from the drop-down list.
   - If your Detail Type is **Material**, you will select from a list of items in Inventory.
   - If your Detail Type is **Recipe**, you will select from a list of recipes.

NOTE: When editing a bill of material, you can double-click on the Component ID to open the Component Production Values screen for a material component, or the Recipe maintenance screen for a recipe component.

2. If your detail type is Material, select a **Location ID** from the drop-down list.
3. If available, select a **Cost Group ID** from the drop-down list.
4. If applicable, select a **Media Group ID** from the drop-down list. Click the **View** button for more details about the media group.
5. If available and applicable, select the type of automatic consumption for the component.

Auto-Calculate

Packaging Materials

Packaging materials can be calculated in two ways in terms of creating estimates and production orders. If the Auto-Calculate check box is marked, the system uses the quantity indicated in the Auto Calculated Packaging quantity field and divides the total amount of finished product by this number. If the Auto-Calculate check box is clear, the system assumes that the quantity entered in the Qty field represents the required quantity needed for the given lot size.

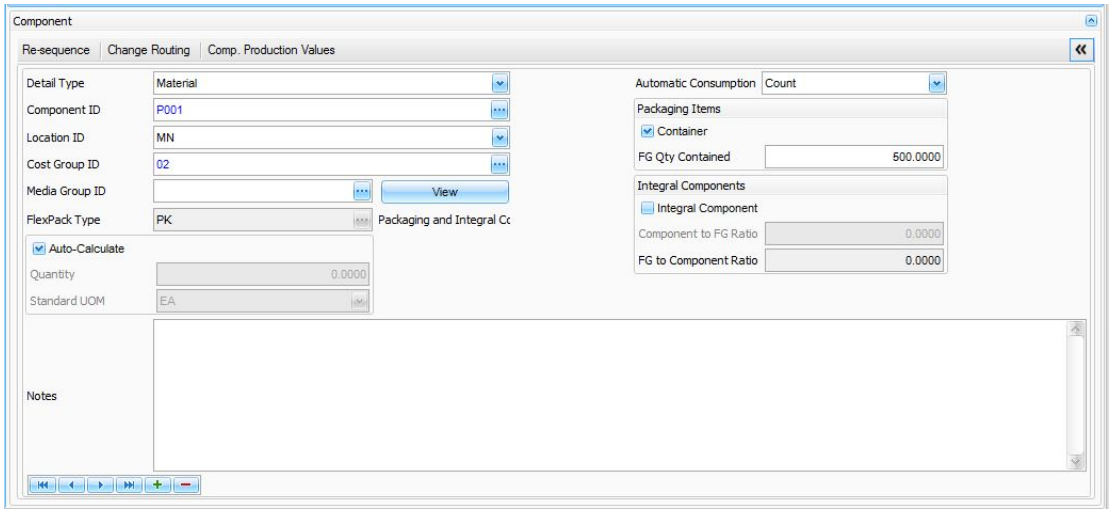
Example: : If the packaging unit was a box, and the quantity per box was 120, a production order for 20,000 bags would require 167 boxes (20,000/120 = 167). If the Auto-Calculate check box is clear, the Auto Calculated Packaging quantity field is not available and the quantity is entered into the regular Qty field, next to the Unit field. This is a flat quantity amount that is never calculated. So, if the quantity was 120 but the Auto-Calculate check box is clear, an order for 20,000 bags would require 120 boxes.

Raw Materials

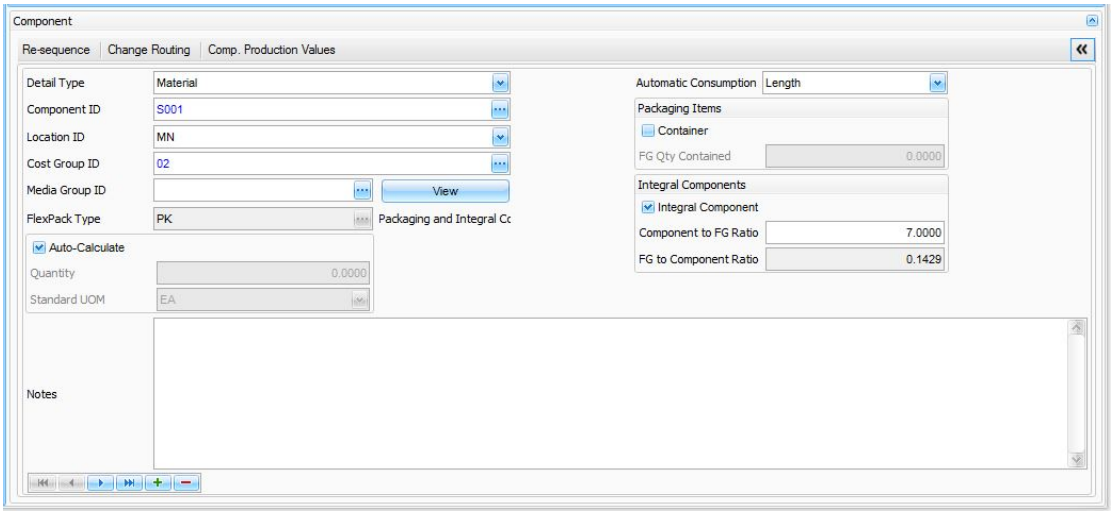
Raw materials work differently than packaging materials. Raw materials can also be calculated in two ways in terms of creating estimates and production orders. If the Auto-Calculate check box is marked, the system uses a sophisticated formula to calculate the required quantity based strictly on the amount of finished product to be produced. It cannot be changed or tweaked by the user, thus there is no quantity to enter. If the Auto-Calculate check box is clear, the system assumes that the quantity entered in the Qty field represents the required quantity needed for the given lot size.

Example: : If the raw material was film, and the quantity was set to 12,000 lbs, and the finished goods lot size was set to 10,000 bags, a production order for 20,000 bags would require 24,000 lbs of film.

Bill of Material Screen - Components Detail - Pkg Box



Bill of Material Screen - Components Detail - Pkg Skid



6. The **Packaging Items** section is available if the **FlexPack Type** is **Packaging**. This section is applicable to products that may not be actual packaging items, but are components that do not have values set up in Component Production Values. This requires ad hoc (case by case) metrics for more accurate calculations of the amount of component used.

    - When the component is an actual container, enter the quantity of the finished good that will fit in the container.

- When the component is an integral part of the finished good, the size of the packaging in relation to the finished good is entered. For example, if a zipper is to be added to an 8" bag and the unit of measure for zippers is 1" then the user would enter 8, which is the ratio of the bag size to the zipper size.
- The **FG Quantity Contained** and the **Component Quantity Used** are the values used in the auto calculation. The **Component Quantity Used** field will always be read-only since it is calculated from the **FG to Component Ratio**, which in the example above would be .125” (1 divided by 8).

7. Enter **Notes** for additional information about this component.

   The Notes field is an unlimited length field in which notes specific to this component can be entered. These notes pass through to the bills of material, and later appear on the production order worksheets.

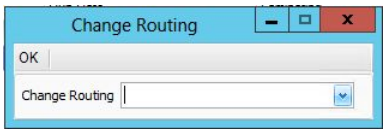
Command Buttons

Select	To
Re-sequence	Re-sequence your component list if you have dragged the components into a different order. You can drag steps into a new order and use the **Re-sequence** button to renumber the steps.
Change Routing	Tie the selected component to a different routing step.
Comp. Production Values	Open the Component Production Values function for the selected component.

Change Routing Button

When you click the **Change Routing** button, the Change Routing screen appears.

Change Routing Screen



1. Select the routing you want to move the component to from the **Change Routing** drop-down list.
2. Click **OK** to move the component to the selected routing.

Component Production Values Button

To view the component production values setup screen, click the **Component Values** button.

This function allows you to further define components used in production in terms of their Gauge, Yield, Density, and Layflat. This data is used in demand calculations. Not all fields are applicable to all components.

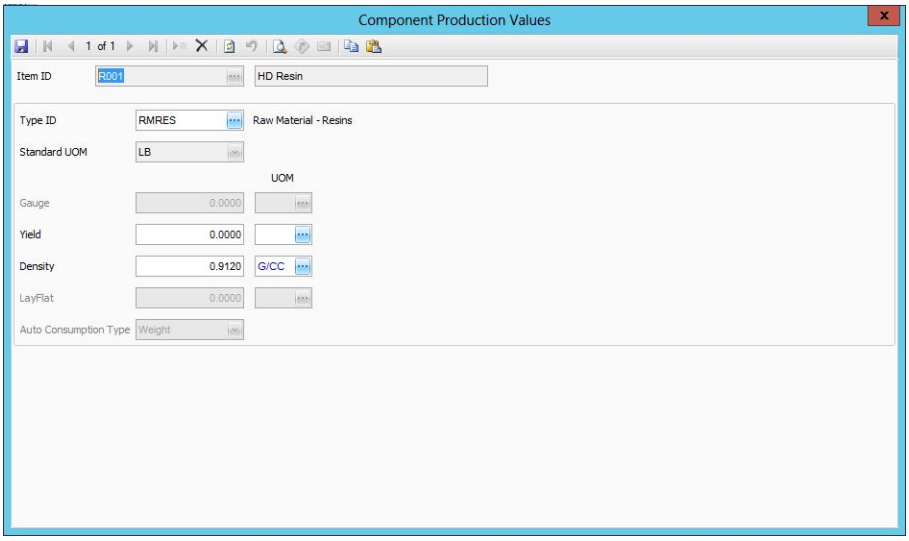
Component Production Values may also be set up using the Component Production Values menu selection in the FlexPack, Setup and Maintenance menu (page 3-143) and in the Items setup function menu in the Inventory Setup and Maintenance menu (page 3-57).

The Component Production Values must be set up for items to be able to add a component to the BOM. If the Component Production Values are not set up for an item, it will not appear in the list of available items to select from.

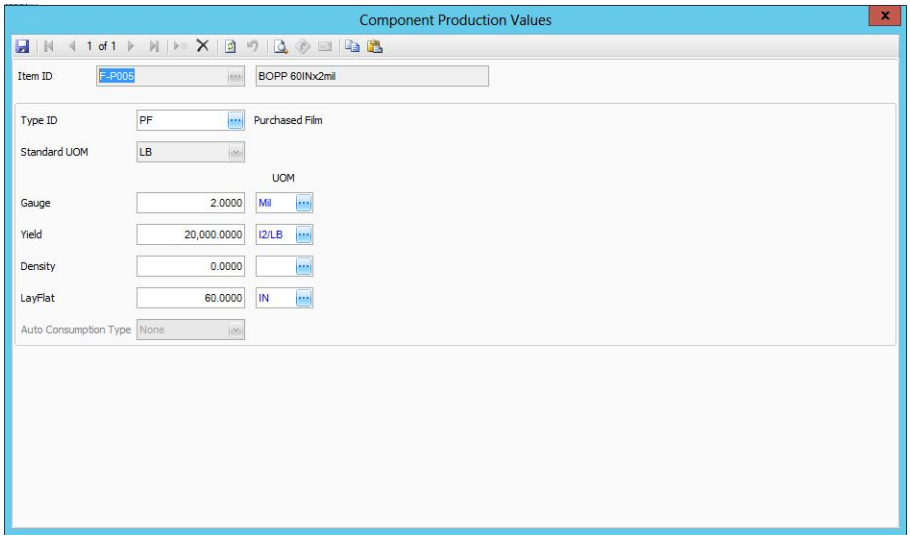
To view **Component Production Values** for an item:

1. Select a component and click the **Comp. Production Values** button in the Components section of the BOM screen.
2. The **Component Production Values** screen appears.

Component Production Values Screen



Component Production Values Screen (Purchased Film)



3. The **Item ID** and **Description** are displayed.
4. The component type is displayed. Accept the value, or select from the **Type ID** drop-down list. The choices to select from are predefined on installation. The selection choices are:
    - **PF** - Purchased Film
    - **PK** - Packaging and Integral Components
    - **RMIS** - Raw Material - Inks and Solvents
    - **RMOT** - Raw Material - Other
    - **RMRES** - Raw Material - Resins
5. The component's **Standard UOM** displays. This value is based on the item's inventory setup information.

Maint

6. Enter or edit the **Gauge** of the film and UOM, if applicable.

    Gauge typically applies to films, but not inks or resins. By knowing the gauge of the film, we can determine the resin and other ingredients used in the manufacturing of the product.

Maint

7. Enter or edit the **Yield** of the raw material and UOM, if applicable.

   Yield refers to coverage in most cases and is defined in terms of the quantity in square inches, feet, meters, etc. created by a given weight of the ingredient, such as square inches of coverage per ounce.

NOTE: In some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter.

Maint

8. Enter or edit the **Density** of the raw material and UOM if applicable.

   Density describes the weight of the ingredient in terms of cubic dimension, such as .5 grams per cubic centimeter or 2 cubic centimeters per gram.

NOTE: In some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter.

NOTE: Yield and Density generally apply to component items like ink and resins.

Maint

9. Enter or edit the **LayFlat** of the film and UOM if applicable.

   Layflat generally refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is approximately twice the width or length of the bag, since the bag consists of the single layer film folded over.

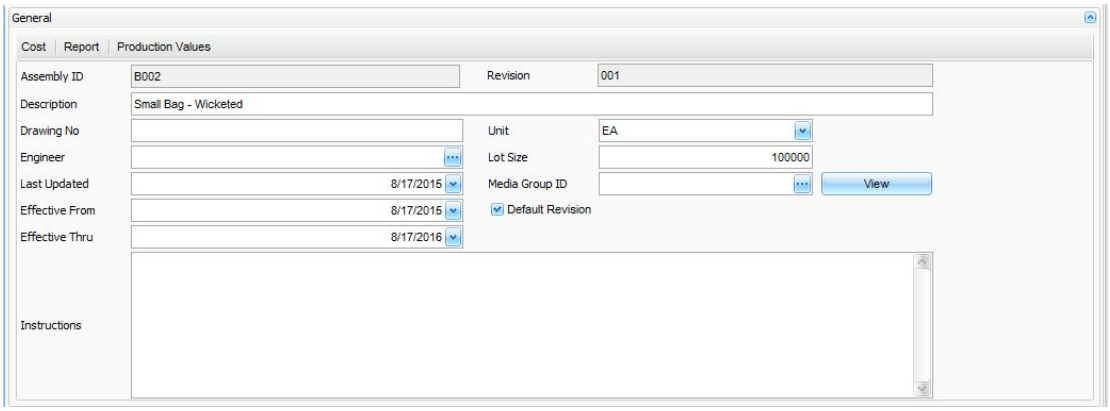
10. The **Auto Consumption Type** field will be enabled or disabled depending on the component type you choose:

Component Type	Description	Enabled?	Auto-Consumption Type
PF	Purchased Film	No	None
PK	Packaging and Integral Components	Yes	User selects
RMIS	Raw Material - Inks and Solvents	No	None
RMOT	Raw Material - Other	Yes	User selects
RMRES	Raw Material - Resins	No	Weight

11. Click the **Save** button in the tool-bar and close the screen to save your changes and return to the Items screen.

Once the BOM has been set up, to view the **General** area in detail, click on the arrow in the top right corner of the screen. This will expand the general area. You may have to drag the bottom line of the general area down to be able to view the information.

General Expanded



1. The **Assembly ID** is displayed.
2. The **Revision** number for the assembly ID is displayed.
3. The Assembly ID's description is displayed. Edit the description, or accept the default.
4. Enter or edit the **Drawing No**. The Drawing Number is a 15 character alphanumeric field which can be changed at any time. This field does not link to any other field or table and can be blank.
5. Enter or edit the **Last Updated** date, or accept today's date as the default. This field does not link to any other field or table and can be blank. It is manually maintained and not related to the audit trail, which automatically captures all changes by date.
6. Enter or edit the **Effective Date From**. The default will be your workstation date.

   The **Effective Date From** field is a date field which can be changed at any time. It is used in the releasing of work orders for this assembly to ensure you are not releasing an order for a product that is not yet ready. If you enter a production order for the assembly, and the production order date is prior to the Effective Date From, the system will give you a warning as to whether or not you wish to proceed. The field can be blank, in which case it is ignored by the production release.

7. Enter the **Effective Date Thru**. The default will be one year from your workstation date.

   The **Effective Date Thru** field is a date field which can be changed at any time. It is used in the releasing of work orders for this assembly to ensure you are not releasing an order for a product that may have been replaced by a new version/revision. If you enter a production order for the assembly, and the production order date is after the Effective Date Thru, the system will give you a warning as to whether or not you wish to proceed. The field can be blank, in which case it is ignored by the production release.

8. The **Unit** Of Measure will default from the inventory item's default. The Unit can also be selected from the available inventory units of measure valid for this assembly.

9. The **Lot Size** defaults to one, but could be any number. The lot size is used in the cost calculation. The fixed costs such as setup machine and labor costs, as well as fixed overhead, are divided by this number to come up with a unit cost.

Maint

10. Enter or select the **Media Group**. The Media Group represents a "group" of documents or directories which are "linked" to this bill of material.

11. Click the **View** button to view the information included in the Media Group.

12. Check the **Default Revision** check-box to indicate that this revision of the bill of material is the default revision under most conditions. Only one revision of a given bill of material can be marked as current.

13. Enter Instructions for this assembly into the **Instructions** box. The Instructions field is an unlimited text field.

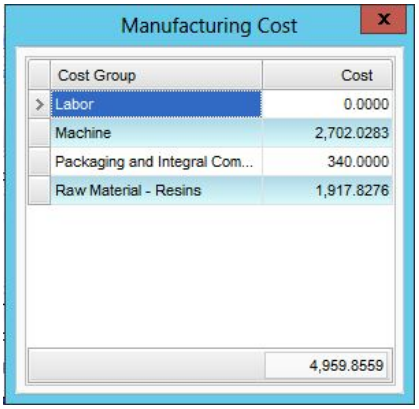
Command Buttons

Select	To
Cost	View the manufacturing costs for the assembly.
Report	Produce a Costed Bill of Materials for the current assembly/revision.
Production Values	Open the Production Values function for the selected assembly.

Cost Button

Click the **Cost** button to view the calculated costs for each Cost Group used in this bill of material.

Bill of Material Cost Screen



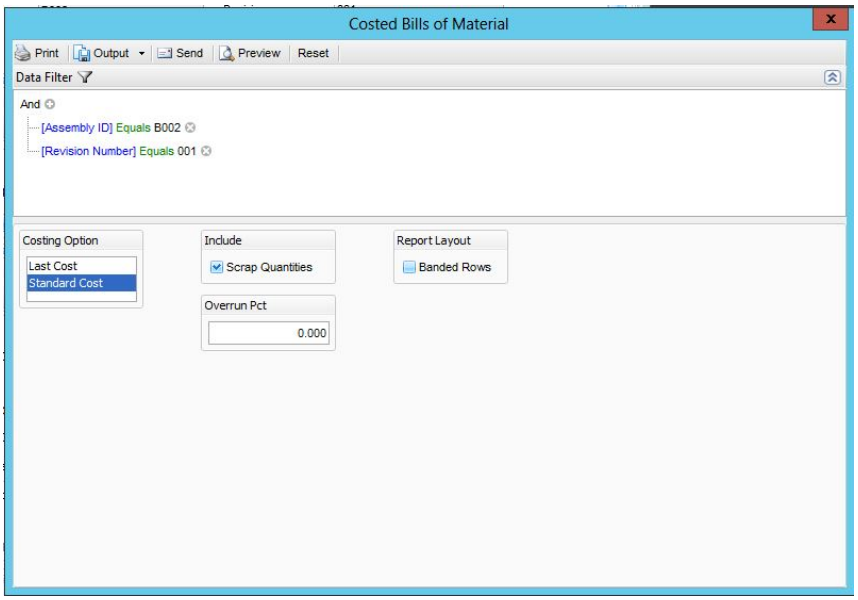
The **Cost Group ID** and calculated **Costs** for the bill of material are displayed.

Report Button

Click the **Report** button to generate a Costed Bill of Material.

The Print Costed Bill Of Material screen is displayed.

Print Costed Bill of Material Screen



1. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.
2. Select the **Costing Option** the report. The selections are **Last Cost** and **Standard Cost**.
3. Check the box to **Include Scrap Quantities** on the report.
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.

Costed Bills of Material Report

Flexible Packaging Inc
Costed Bills of Material - Standard Cost

Report Filter Assembly ID = 'B002' And Revision Number = '001'
Include Scrap Quantities Yes

Assembly / Operation / Component	Location ID / Work Center	Type	Labor Type ID	Machine Group ID	Qty / Lot Size	Unit	Cost Group ID	Cost
B002-001 (Primary): Small Bag - Wicketed		Assembly			100,000.0000	EA		4,959.8559
EXT: Extrusion	EXT	Routing Material	EXT	EXT	0.0000			2,044.8559
EXT: Extrusion	EXT	Labor Setup	EXT	EXT	0.2500	Hrs		0.0000
EXT: Extrusion	EXT	Machine Setup	EXT	EXT	30.0000	Mins		75.0000
EXT: Extrusion	EXT	Machine	EXT	EXT	0.3469	Hrs		52.0283
R002: Butene Bare OG	MN	Material	EXT	EXT	1,122.6308	LB	02	1,122.6308
R003: LD Resin	MN	Material	EXT	EXT	374.2103	LB	02	374.2103
A001: Additives	MN	Material	EXT	EXT	187.1051	LB	02	233.8814
R001: HD Resin	MN	Material	EXT	EXT	187.1051	LB	02	187.1051
CON: Bag Making	CON	Routing Material	CON	CON	0.0000			2,915.0000
CON: Bag Making	CON	Labor Setup	CON	CON	0.2000	Hrs		0.0000
CON: Bag Making	CON	Machine Setup	CON	CON	30.0000	Mins		75.0000
CON: Bag Making	CON	Machine	CON	CON	16.6667	Hrs		2,500.0000
S001: Skid	MN	Material	CON	CON	10.0000	EA	02	50.0000
P001: Box	MN	Material	CON	CON	200.0000	EA	02	50.0000
W001: 5X3 Wicket	MN	Material	CON	CON	4.0000	EA	02	240.0000

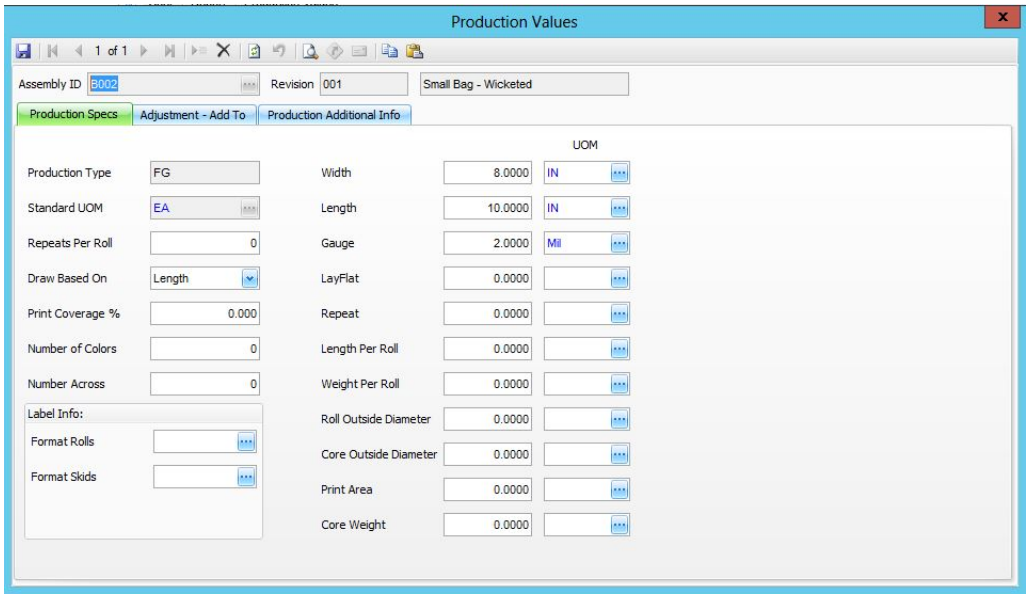
2/28/2017 3:17 PM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

Production Values

The Production Values function allows you to set up various parameters used in the production of an assembly. These parameters range from dimensional specifications to label information to production adjustments. The Production Values screen can be opened from the FlexPack MB FlexPack Maintenance menu, or via a button on the FlexPack Bills of Material screen in the General section.

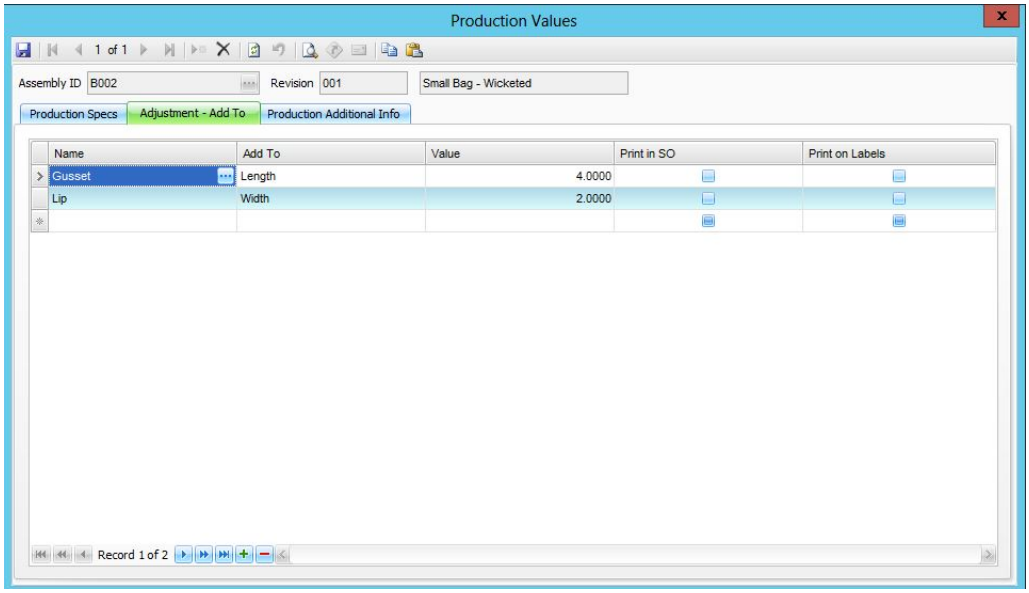
Production values are additional properties used in the manufacture of an assembly for which a Bill of Materials exists. The Production Values which are set up in this function represent characteristics of finished goods only. This screen is not applicable to purchase film or other components and ingredients used in manufacturing. The function allows you to further define the characteristics of those items you produce.

Production Values Screen - Production Specs Tab



Refer to the Production Values, Product Spec Tab section (page 3-220) below for details.

Adjustment - Add To tab

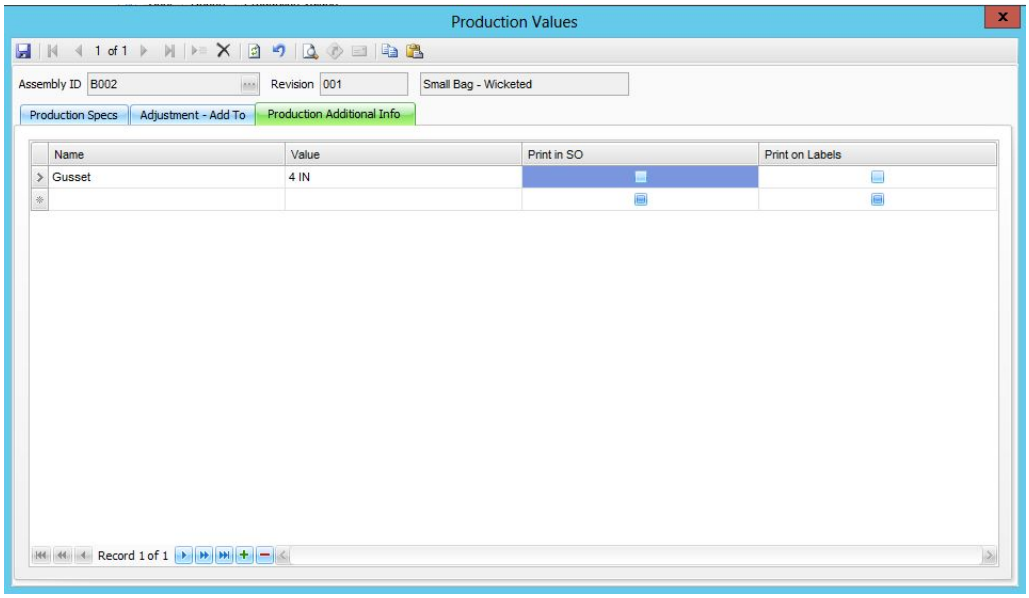


The Production Adjustment Definitions, which will be selected on the two remaining tabs, allow you to create the characteristics or features of the bag that create demand for additional ingredient or component usage. This might be a lip or gusset on the bag. These adjustments can be assigned to display and print in specific areas via the Operation Work Order Assignment function.

The **Adjustment - Add To** tab is where you specify the name of the adjustment, the dimension to which the adjustment is applied, and the amount of the adjustment to the assembly.

Refer to the Production Values, Adjustment - Add To Tab section (page 3-224) below for details.

Production Additional Info tab



The **Production Additional Info** tab allows you to assign a value, not necessarily a numerical value, to a product adjustment description. The information entered on this tab will show on the bottom of the Gen Info screen of Shop Floor.

Refer to the Production Values, Production Additional Info Tab section (page 3-225) below for details.

Edit a Bill of Material:

1. Select an **Assembly ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the bill of material.

To delete a Bill of Material:

NOTE: You can only delete a BOM that is not in use.

1. Select the **Assembly ID** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected bill of material.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

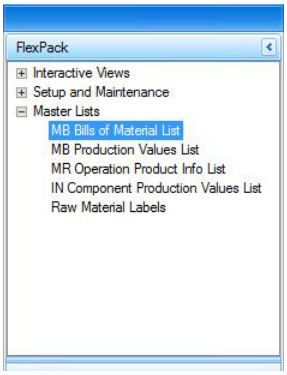
Producing a Bills of Material List

The **Bills of Material** Master List displays all the fields of the current Bills of Material master records.

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

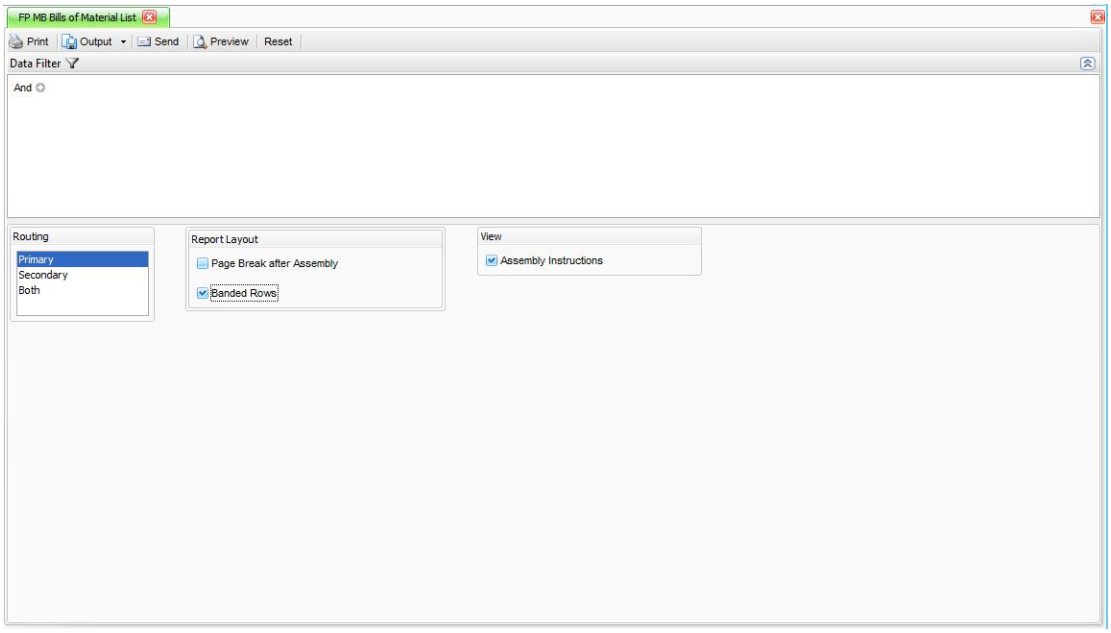
1. Select **Bills of Material List** from the **FlexPack, Master Lists** menu.

Bills of Material List Menu



2. The **Bills of Material List** screen appears.

Bills of Material List Screen



3. Select the filter criteria to include in the list or leave the fields blank to include all.
4. Select the **Routing** to include in the list; **Primary**, **Secondary** or **Both**.
5. Check the box to have a **Page Break after Assembly** in the Report Layout area. Clear the box to have a continuous report.
6. 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.
7. Check the box to **View Assembly Instructions** on the report. Clear the box to suppress the assembly instructions on the report.

8. 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.

Bills of Material List Report

BA latest Flexpack company — Page 1

Bills of Material List

Report Filter: Assembly ID = 'B002' And Revision Number = '001'
View Assembly Instructions: Yes — Include Routing: Primary

Assembly ID / Description	Rev	Rtg Type	Drawing No / Engineer	Planning Bill / Default Revision	Stocking Level / Last Updated	Effective From / Effective Thru	Unit / Lot Size	MRP Code / Media Group ID	Total Cost
B002	001	Primary		No	No	8/17/2015	EA		60.0015
Small Bag - Wicketed				Yes	8/17/2015	8/17/2016	100000		

Instructions:

Cost Group ID	Cost
	0.0015
02	60.0000

Component List

Rtg Step	Component ID/Recipe ID / Description / FlexPack Type	Location ID / Unit	Qty	Cost Group ID / Auto-Calc	Conv Factor / Detail Type / Auto-Consumption	Unit Cost / Total Cost
Notes						
1	01		0.0000	02		0.0000
	Film - Single Layer			Yes	Recipe	0.00
					None	
	Item ID / Description	**Location ID / Recipe Layer**	**Item %**	**Layer %**		
	A001	MN				
	Additives	1	10.000	100.000		
	R001	MN				
	HD Resin	1	10.000	100.000		
	R002	MN				
	Butene Bare OG	1	60.000	100.000		
	R003	MN				
	LD Resin	1	20.000	100.000		
2	S001	MN	0.0000	02	1	5.0000
	Skid	EA		Yes	Material	0.00
	PK				Length	
2	P001	MN	0.0000	02	1	0.2500
	Box	EA		Yes	Material	0.00
	PK				Count	
2	W001	MN	1.0000	02	1	60.0000
	5X3 Wicket	EA		No	Material	60.00
	PK				Count	

Routing List

Rtg Type / Rtg Step	Description / Formula ID / Product Style / Notes	Operation ID / Work Center ID	Labor Type / Labor Setup / DownTime % / Run Scrap %	Mach Run Time / Labor Run Time / Setup Scrap	Machine Group ID / Mach Setup Time / Run Rate 1 / Run Rate	Queue Time / Labor Setup Time / Run Rate 2	Wait Time / Move Time / Trim / Number of UPs	Inline / Processed
1	Extrusion	EXT		0.0000 Hrs	EXT	0.000 Hrs	0.000 Hrs	
1	Extrusion	EXT		0.000 Hrs	30.000 Mins	0.250 Hrs	0.000 Hrs	
	SWS		10.000	100	2	40	0.0000	
			2.000		100 LB/M		1	
1	Bag Making	CON		0.0000 Hrs	CON	0.000 Hrs	0.000 Hrs	
2	BagMaking	CON		0.000 Hrs	30.000 Mins	0.200 Hrs	0.000 Hrs	
	BAGS		0	0	3	45	0.0000	
			0		100 CYC/M		1	

2/16/2017 2:10 PM — *** End of Report *** — OPEN_SYSTEMS\Kent.Heitkamp

PRODUCTION VALUES

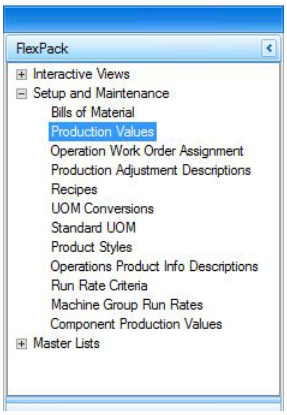
The **Production Values** function allows you to set up various parameters used in the production of an assembly. These parameters range from dimensional specifications to label information to production adjustments. The Production Values screen can be opened from the FlexPack MB FlexPack Maintenance menu, or via a button on the FlexPack Bills of Material screen in the General section.

Production values are additional properties used in the manufacture of an assembly for which a Bill of Materials exists. The Production Values which are set up in this function represent characteristics of finished goods only. This screen is not applicable to purchase film or other components and ingredients used in manufacturing. The function allows you to further define the characteristics of those items you produce.

To set up **Production Values**, follow these steps:

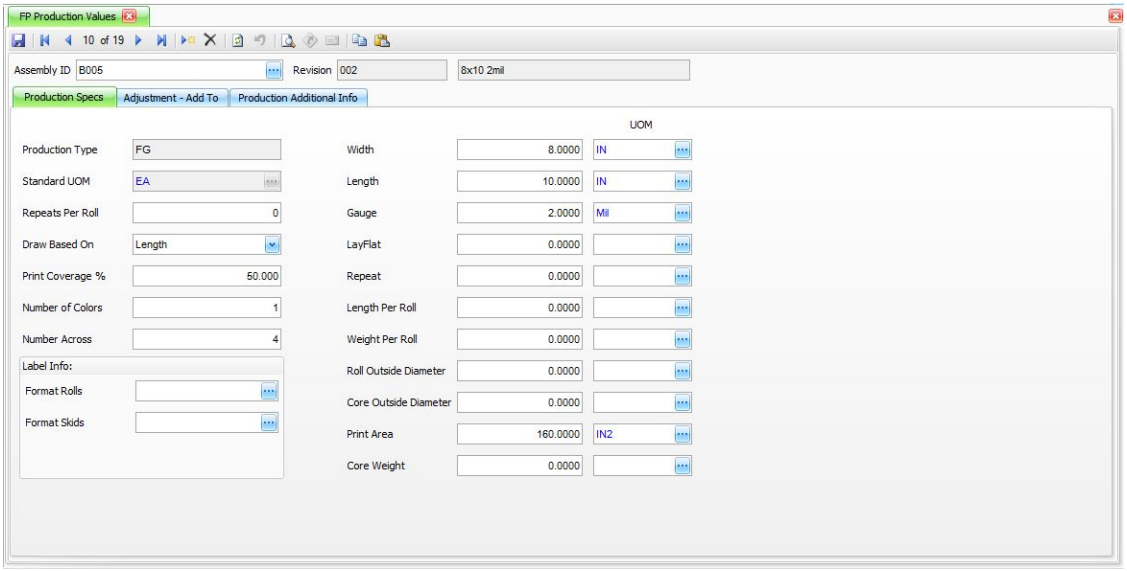
1. Select **Production Values** from the **FlexPack, Setup and Maintenance** menu.

Production Values Menu



2. The **Production Values** screen appears.

Production Values Screen - Production Specs Tab

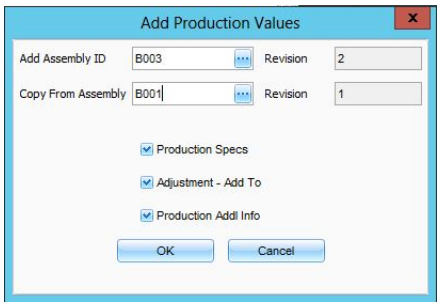


The production specifications are used when calculating costs, materials required, and yield.

All numeric fields must be greater than or equal to zero.

1. Click the **New Record** button.
2. The **Add Production Values** window will appear.

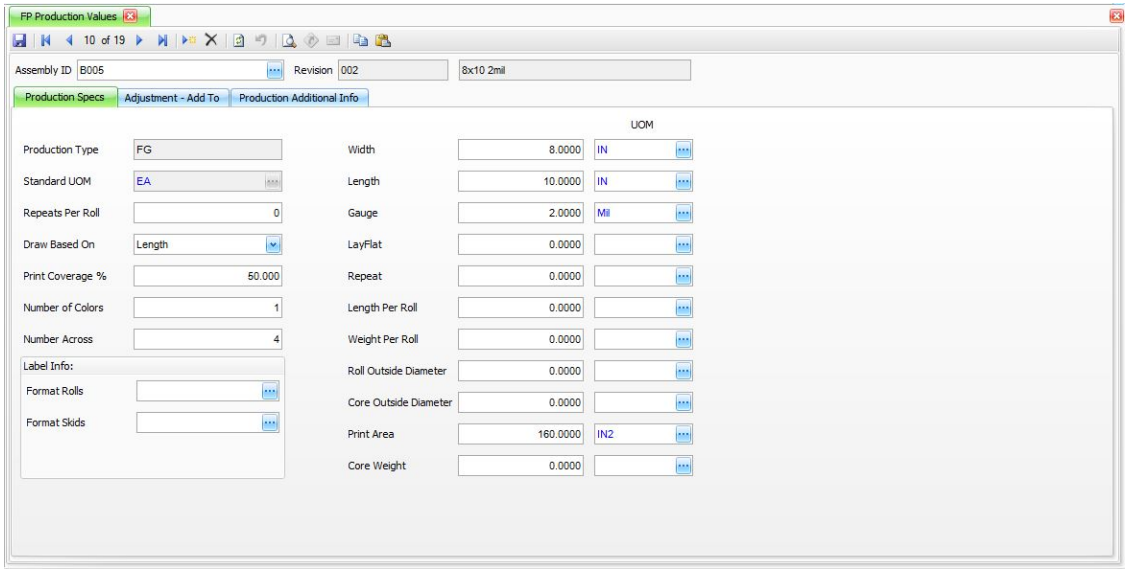
Add Production Values Screen



3. Select the assembly to which you want to add new production values from the **Add Assembly ID** drop-down list. Only eligible assemblies with no production values will be available to select.

4. If you want to copy production values from another assembly, select that assembly in the **Copy From Assembly** drop-down list. Otherwise, leave the field blank. If you leave the field blank, only the Production Specs tab record with default values will be created.
5. If you select an assembly in the **Copy From Assembly** field, mark the applicable check box(es) for the production value(s) to copy.
6. Click the **OK** button to continue.
7. The **Production Values** screen appears.

Production Values Screen - Production Specs Tab



1. The **Assembly ID** you selected from the Add Production Values screen will be displayed.
2. The unit of measure in the **Standard UOM** field will default to the UOM on the Bill of Material.
3. Enter the number of **Repeats Per Roll**, as applicable.

   The number of Repeats Per Roll indicates the number of bags or prints on a given roll. The total number of prints from the Repeats will usually number in the thousands. This is used in the Production Values when setting up a BOM.
4. Select the draw of the assembly in the **Draw Based On** drop-down list, as applicable. The selection choices are **Length** and **Width**.

   - **Length** is the distance from end to end of a roll of film or a bag.

- **Width** is the length from side to side of a roll of film or a bag.

5. Enter the **Print Coverage** percentage, **Number of Colors**, and **Number Across**, as applicable.

   - **Print Coverage** area is the percentage of space on the bag or roll of film that will have a printed image on it.
   - **Number of Colors** is how many colors will be used to make the printed image. Each color is printed on the bag or film in layers. Each layer will be a separate plate on the print drum and a separate pass through the print machine.
   - **Number Across** is the number of plates on the print roller across the roll of film. The number across will be the number of images that can be printed at the same time.

6. Select the **Label Info** for rolls and skids from the **Label Kits-Rolls** and **Label Kits-Skids** drop-down lists, as applicable.

Enter the following parameters as applicable. If you enter a numeric value for a specification, you must select a UOM for that parameter.

Maint

7. Enter or edit the **Width** and **UOM** of the finished product, bag or roll of film.

   Width is the length from side to side of a roll of film or a bag.

Maint

8. Enter or edit the **Length** and **UOM** of the finished product, bag or roll of film.

   Length is the distance from end to end of a roll of film or a bag. This is used in the Production Values when setting up a BOM.

Maint

9. Enter or edit the **Gauge** and **UOM** of the finished product, bag or roll of film.

   Gauge is the thickness of film used in a BOM. Gauge is usually measured by Mil, which is thousandths of an inch.

Maint

10. Enter or edit the **Layflat** and **UOM** of the finished product, bag or roll of film.

    Layflat generally refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is approximately twice the width or length of the bag, since the bag consists of the single layer film folded over. This is used in the Items setup, Component Production Values for raw material items.

Maint

11. Enter or edit the **Repeat** and **UOM** of the finished product, bag or roll of film.

    Repeat will indicate the number of plates that are on the roller used for printing. Repeats are usually from 1 to maybe 10 on a large drum. This is used in the Production Values when setting up a BOM.

Maint

12. Enter or edit the **Length per Roll** and **UOM** of the finished roll of film.

    When film is being produced and put on rolls, this is how long is the normal roll going to be.

Maint

13. Enter or edit the **Weight per Roll** and **UOM** of the finished roll of film.

    When a roll has been completed with the desired length, this is how much will that roll weigh.

Maint

14. Enter or edit the **Roll Outside Diameter** and **UOM** of the finished roll of film.

    The **Roll Outside Diameter** is the length across, from outside to outside, the roll of film.

Maint

15. Enter or edit the **Core Outside Diameter** and **UOM** used inside the finished roll of film.

    The **Core Outside Diameter** is the length across, from outside to outside, the core for the roll of film.

    If the outside roll and core diameter is defined, the system can calculate the length and weight. If the weight is defined, the system can calculate the length, however it would not be able to calculate the diameters of the roll and core.

Maint

16. Enter or edit the **Print Area** and **UOM** of the finished product, bag or roll of film.

    Print Area is the amount of space on the bag or roll of film that will have a printed image on it. This is usually measured by square inches.

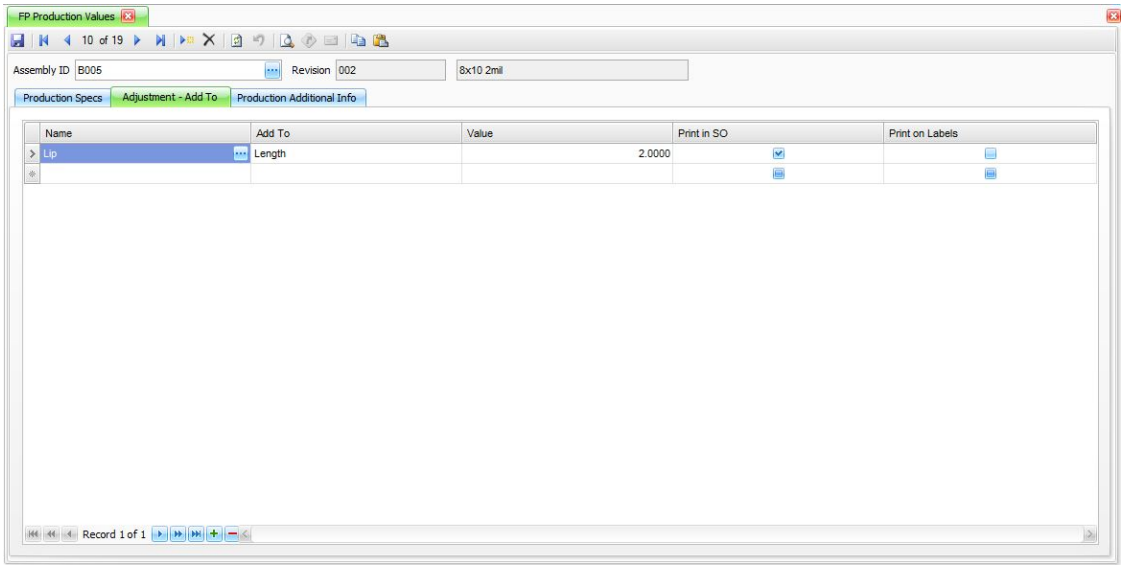
Maint

17. Enter or edit the **Core Weight** and **UOM** used inside the finished roll of film.

    This will be the weight of the core used inside the finished roll of film. The core weight is used to calculate the weight of the film less the core weight.

18. Click the **Save** button to save your changes.

Adjustment - Add To tab



The Production Adjustment Definitions, which will be selected on the two remaining tabs, allow you to create the characteristics or features of the bag that create demand for additional ingredient or component usage. This might be a lip or gusset on the bag. These adjustments can be assigned to display and print in specific areas via the Operation Work Order Assignment function.

The **Adjustment - Add To** tab is where you specify the name of the adjustment, the dimension to which the adjustment is applied, and the amount of the adjustment to the assembly.

1. Click in the grid or click the **Append** button to add a record.

Maint

2. Select a Production Adjustment Description in the **Name** column. The values available to select from are set up using the Production Adjustment Description function (page 3-101).
3. Select the parameter to adjust from the **Add To** drop-down list. The selection choices are:
    - **Length** is the distance from end to end of the bag.
    - **Width** is the length from side to side of the bag.
    - **Gauge** is the thickness of film used in a BOM. Gauge is usually measured by Mil, which is thousandths of an inch.
    - **Layflat** generally refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover.
    - **Repeat** will indicate the number of plates that are on the roller used for printing.

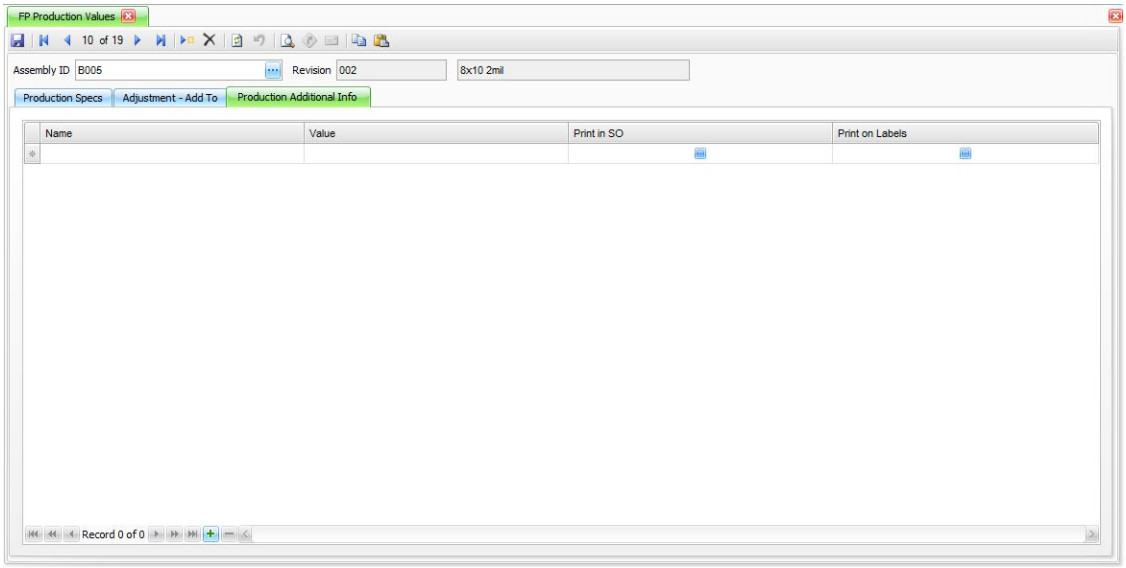
4. Enter an amount by which to adjust the parameter in the **Value** column.

   The value entered here will be used to calculate the total amount of raw material needed to make the bag. Plus the amount of additional length or width added using value you enter.

5. Mark the **Print in SO** and/or **Print on Labels** check box(es) to include the adjustment on the sales order and/or the labels, as appropriate.

6. Click the **Save** button to save your changes.

Production Additional Info tab



The **Production Additional Info** tab allows you to assign a value, not necessarily a numerical value, to a product adjustment description. The information entered on this tab will show on the bottom of the Gen Info screen of Shop Floor.

1. Click in the grid or click the **Append** button to add a record.

Maint

2. Select a Production Adjustment Description in the **Name** column.

3. Enter a value for the additional information in the **Value** column (up to 50 characters).

4. Mark the **Print in SO** and/or **Print on Labels** check box(es) to include the additional information on the sales order or the labels, as appropriate.

5. Click the **Save** button to save your changes.

Edit a Production Values:

1. Select an **Assembly ID**.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the production value.

To delete a Production Values:

1. Select the **Assembly ID** record you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected production values.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

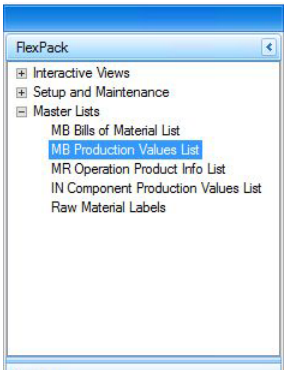
Producing a Production Values List

The **Production Values** Master List displays all the fields of the current Production Values master records.

To produce a **Production Values List**, follow these steps:

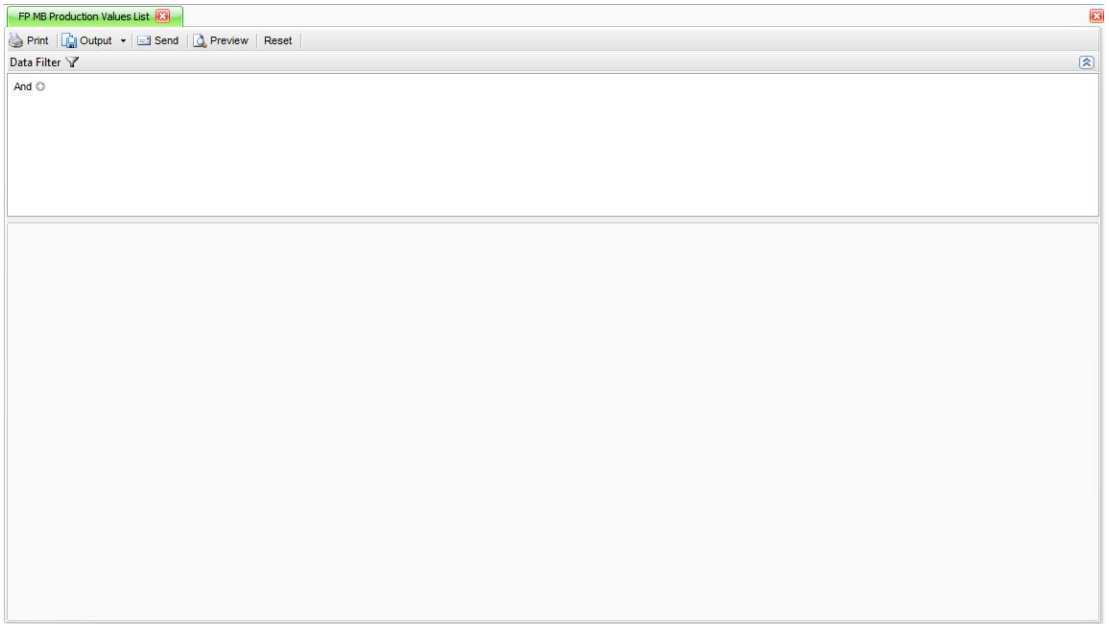
1. Select **Production Values List** from the **FlexPack, Master Lists** menu.

Production Values List Menu



2. The **Production Values List** screen appears.

Production Values List Screen



3. Select the filter criteria to include in the list or leave the fields blank to include all.
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.

Production Values List Report

BA latest Flexpack company
MB Production Values List

Report Filter

Assembly ID	Revision	Description
B001	999	Clear Poly 13.352x21.3Mil

Production Specs

Production Type	FG	Number of Colors	0	Width	13.3620	IN	Length Per Roll 0.0000
Standard UOM	MIMP	Number of Across	1	Length	21.0000	IN	Weight Per Roll 0.0000
Repeats Per Roll	0	Format Rolls		Gauge	3.0000	Mil	Roll Outside Diameter 0.0000
Draw Based On	Length	Format Skids		LayFlat	0.0000		Core Outside Diameter 0.0000
Print Coverage %	0.000			Repeat	0.0000		Print Area 0.0000

Adjustment - Add To

Name	Add To	Value	Print in SO	Print on Labels

Production Additional Info

Name	Value	Print in SO	Print on Labels

Assembly ID	Revision	Description
B001	998	Clear Poly 13.352x21.3Mil

Production Specs

Production Type	FG	Number of Colors	0	Width	13.3620	IN	Length Per Roll 0.0000
Standard UOM	MIMP	Number of Across	1	Length	21.0000	IN	Weight Per Roll 0.0000
Repeats Per Roll	0	Format Rolls		Gauge	3.0000	Mil	Roll Outside Diameter 0.0000
Draw Based On	Length	Format Skids		LayFlat	0.0000		Core Outside Diameter 0.0000
Print Coverage %	0.000			Repeat	0.0000		Print Area 0.0000

Adjustment - Add To

Name	Add To	Value	Print in SO	Print on Labels

Production Additional Info

Name	Value	Print in SO	Print on Labels

Assembly ID	Revision	Description
B001	002	Clear Poly 13.352x21.3Mil

Production Specs

Production Type	FG	Number of Colors	0	Width	13.3620	IN	Length Per Roll 0.0000
Standard UOM	EA	Number of Across	0	Length	21.0000	IN	Weight Per Roll 0.0000
Repeats Per Roll	0	Format Rolls		Gauge	3.0000	Mil	Roll Outside Diameter 0.0000
Draw Based On	Length	Format Skids		LayFlat	0.0000		Core Outside Diameter 0.0000

SHOP FLOOR USERS

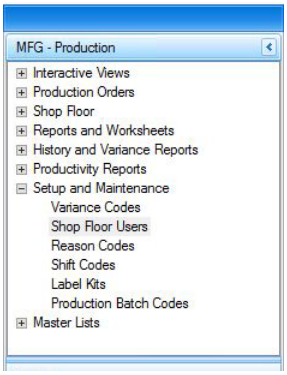
Use the **Production, Shop Floor Users** function to set employees up to log onto the Shop Floor function. The Shop Floor Users function also allows you to set user permissions for various tasks, such as **Shop Floor Entry**, **Finish Operations**, **Allow reopening finished operations**, **Allow to delete time records for finished operations**, and **Allow Resin Lot Override**.

Users must be set up first in the System Manager or Payroll, Employees function.

To set up **Shop Floor Users**, follow these steps:

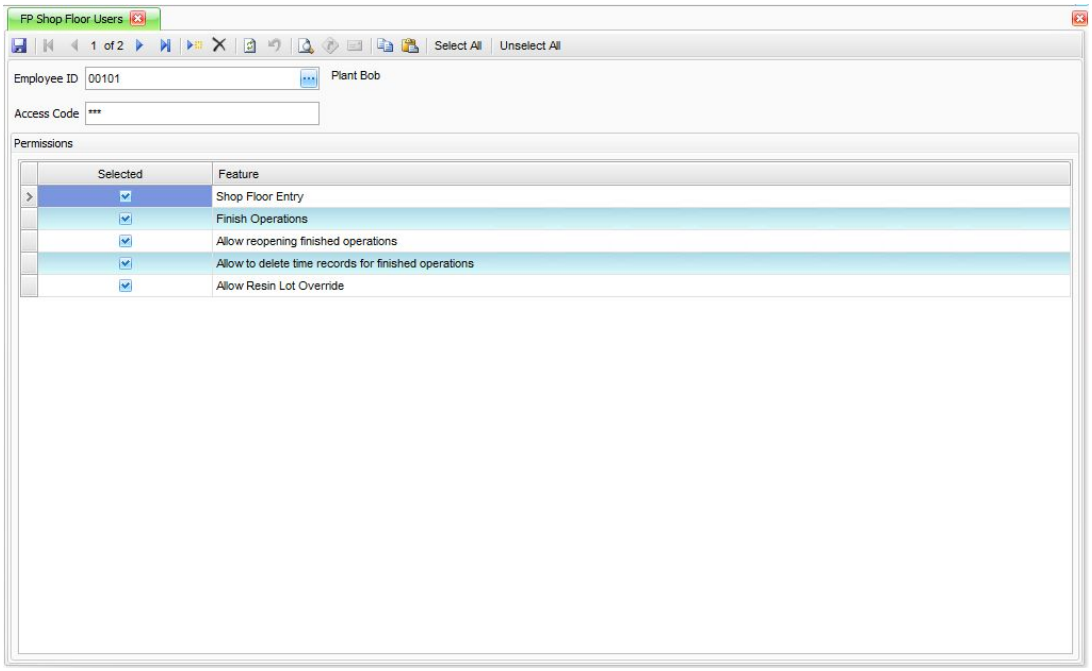
1. Select **Shop Floor Users** from the **Production, Setup and Maintenance** menu.

Shop Floor Users Menu

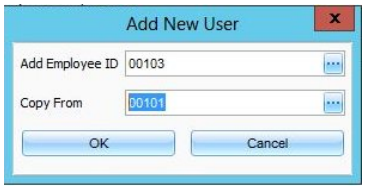


2. The **Shop Floor Users** screen appears.

Shop Floor Users Screen



3. Click the **New Record** button on the tool-bar.
4. An **Add New User** dialog box will appear.



5. Select an employee from the **Add Employee ID** drop-down list.
6. If you want to copy existing permissions from another employee, select the employee to copy from in the **Copy From** drop-down list.
7. Click the **OK** button in the dialog box to create the user.

8. Enter an **Access Code** the employee will use to access the Shop Floor Entry functions. The access code is a unique number the employee will use to log onto Shop Floor.

   For ease of entry in Shop Floor, the Access Code should be numeric so the user can use the number pad if accessing Shop Floor with a touch screen.

9. Mark the check box for each feature you want the employee to have permission to use.

   - **Shop Floor Entry** - to be able to do basic production entry in the Shop Floor screen.
   - **Finish Operations** - to mark an operation as completed.
   - **Allow reopening finished operations** - to be able to open operations that have been marked as completed prior to posting production activity.
   - **Allow to delete time records for finished operations** - to be able to delete time records if the operation has been marked as complete prior to posting production activity.
   - **Allow Resin Lot Override** - to be able to change the lot number for resin raw materials when recording production usage. The default for resin lot selection is to use the FIFO method for selecting lots automatically.

10. Use the **Select All** or **Unselect All** command buttons on the tool-bar to mark or clear all check boxes at once.

11. Click the **Save** button on the tool-bar to save your changes.

To edit a Shop Floor User:

1. Select the **Employee ID** of the user you want to edit.
2. Make your changes as necessary.
3. Click the **Save** button, on the tool-bar, to save any edits made to the shop floor user.

To delete a Shop Floor User:

1. Select the **Employee ID** of the user you want to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected bill of material.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

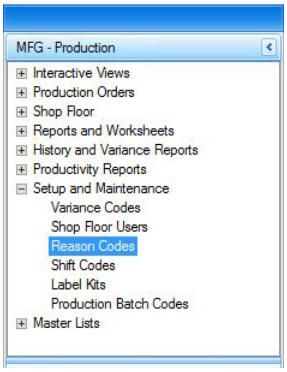
PRODUCTION REASON CODES

Use the **Production, Reason Codes** function to define reason codes for down time (power outages, machine breakdown, etc), setup time (checking machine settings, warm-up, etc), or recording scrap (power pulled for QA, used during setup, etc).

To set up **Reason Codes**, follow these steps:

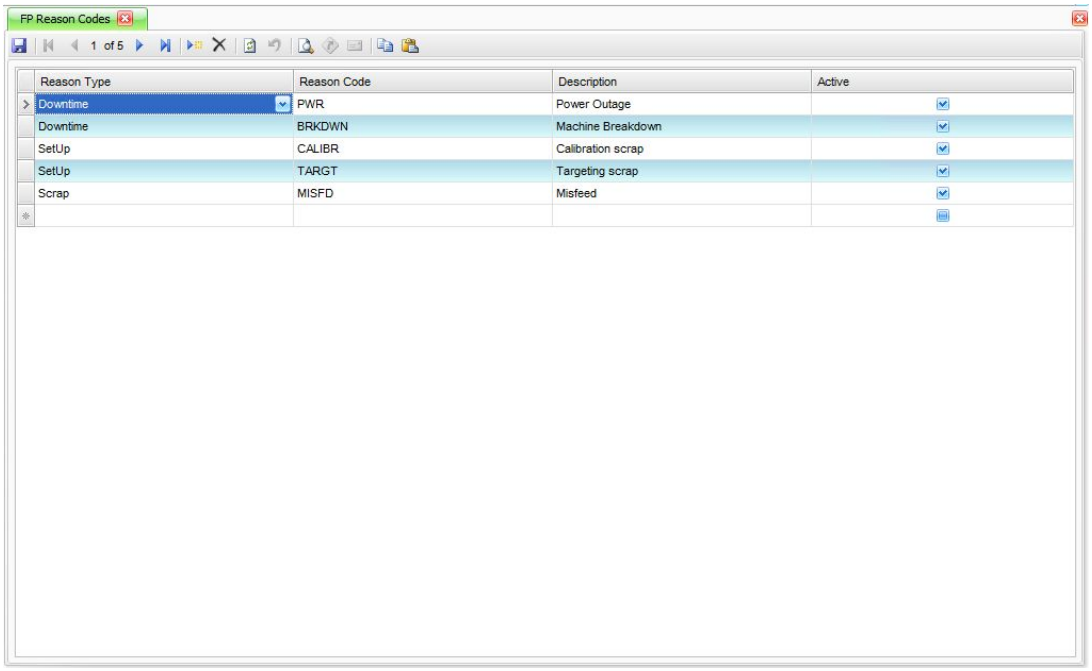
1. Select **Reason Codes** from the **Production, Setup and Maintenance** menu.

Reason Codes Menu



2. The **Reason Codes** screen appears.

Reason Codes Screen



3. Click the **New Record** button on the tool-bar.
4. Select the **Reason Type** for the code. The available selections are **Downtime**, **Set Up**, **Scrap**, and **Variance**.

   The selection you make will determine where you will see the Reason Code you enter. Downtime and Set Up will be available in Shop Floor on the Time screen. Scrap and Variance will be available in Shop Floor on the Production screen.
5. Enter a **Reason Code**.
6. Enter a **Description** of the Reason Code.
7. Mark the **Active** check box if the code is active. Selecting or unselecting this check box will determine if the reason code is available to select in the corresponding screen.
8. Click the **Save** button on the tool-bar to save your changes.

Editing a Reason Code:

1. Select the **Reason Code** to edit.
2. Make your changes.
3. Click the **Save** button, on the tool-bar, to save any edits made to the reason code.

Deleting a Reason Code:

1. Select the Reason code to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected bill of material.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

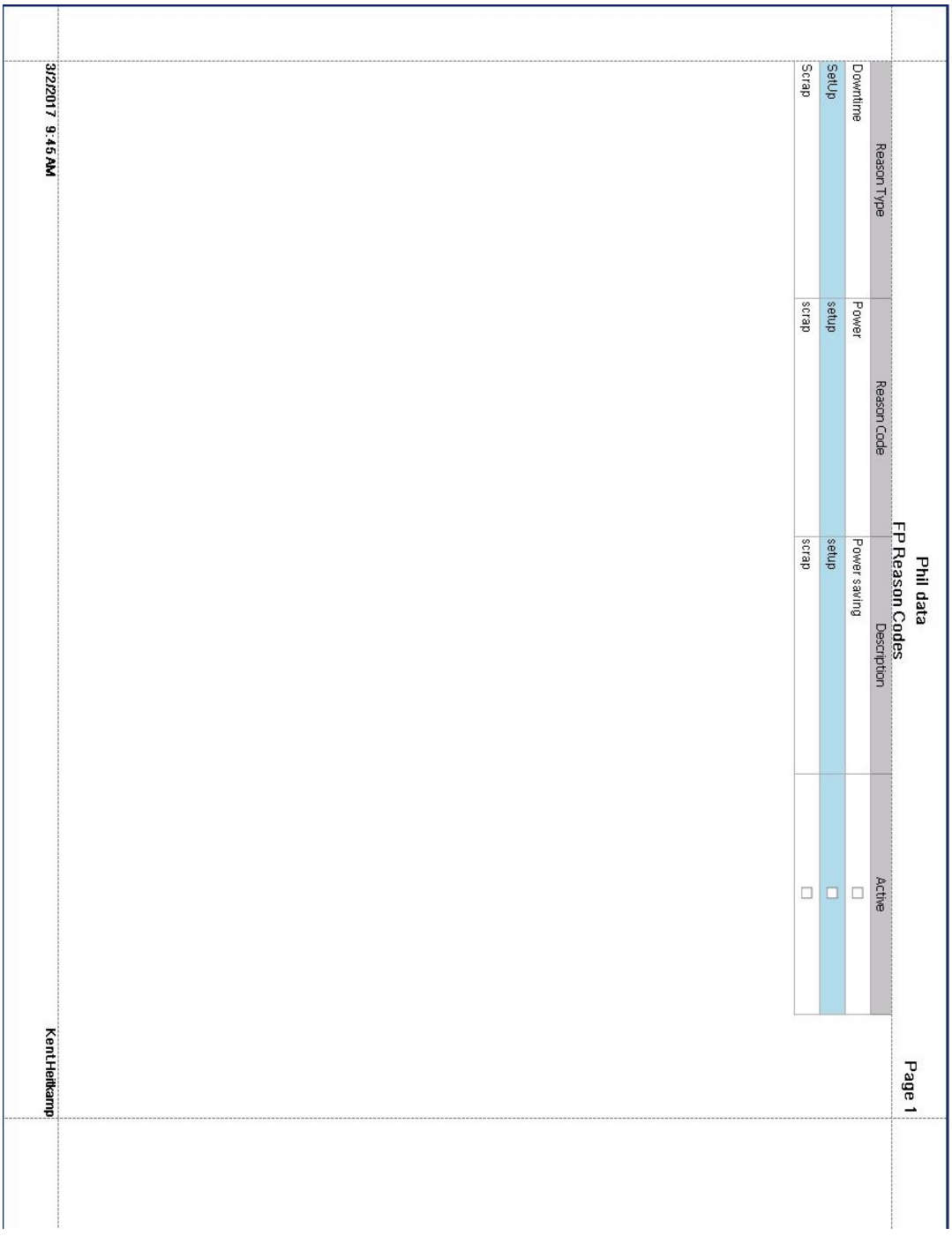
Producing a Reason Codes List

To produce a **Reason Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the reason codes you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Reason Codes List



SHIFT CODES

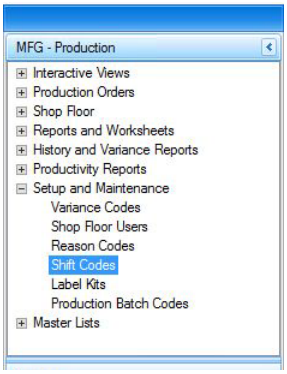
Shift codes are used when tracking labor time. Use the **Shift Codes** function to set up the shift codes.

A shift code is required before a user can log into Shop Floor. The shift code is used mainly as a sorting and filtering tool for reports and interactive views that refer to shop floor user time.

To set up **Shift Codes**, follow these steps:

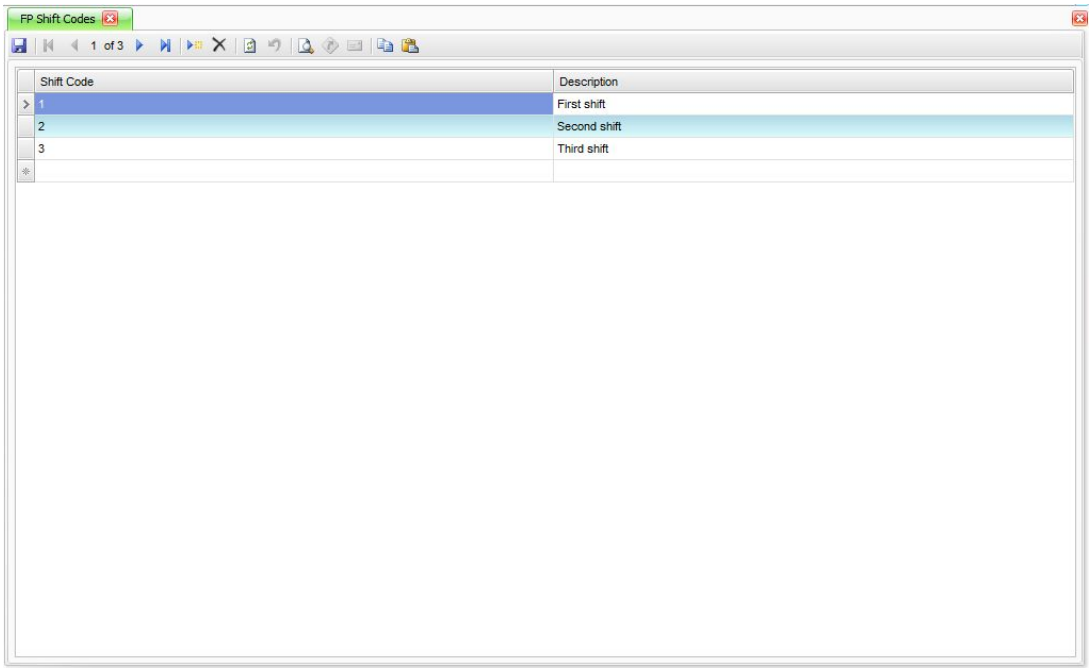
1. Select **Shift Codes** from the **Production, Setup and Maintenance** menu.

Shift Codes Menu



2. The **Shift Codes** screen appears.

Shift Codes Screen



3. Click the **New Record** button on the tool-bar.
4. Enter a **Shift Code**.
5. Enter a **Description** of the shift code.
6. Click the **Save** button on the tool-bar to save your changes.

Editing a Shift Code:

1. Select the **Shift Code** to edit.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the shift code.

Deleting a Shift Code:

1. Select the shift code to delete. You cannot delete a shift code that is in use.
2. Click the **Delete** button, on the tool-bar, to delete the selected shift code.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

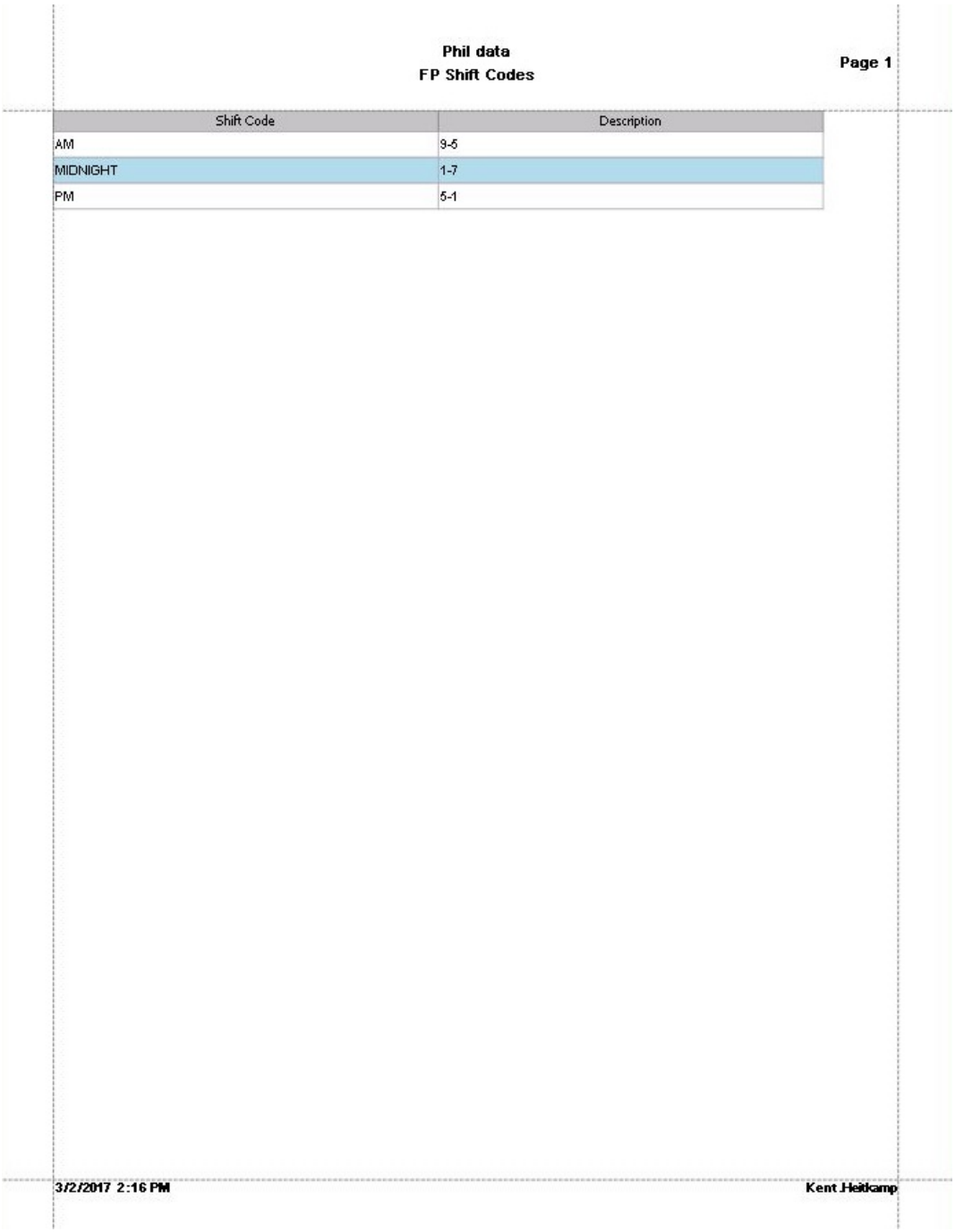
Producing a Shift Codes List

To produce a **Shift Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the shift codes you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Shift Codes List



Phil data
FP Shift Codes
Page 1

Shift Code	Description
AM	9-5
MIDNIGHT	1-7
PM	5-1

3/2/2017 2:16 PM
Kent Heitkamp

PRODUCTION LABELS

The **Production Labels** function allows you to create or modify labels that print via Shop Floor, Purchase Order, or Warehouse Management. The data for the labels comes from the Production screen in Shop Floor, as well as from Inventory, the customer table, and the assembly routing table.

When setting up Label Kits (page 3-251), the Production label styles saved will be available to select when Production is selected as the **Label Type**.

Production labels will be set up using this function if you selected None for the System Manager Business Rule, Printing Provider. If Bartender was selected, this function will not be used to design labels to print out for production purposes.

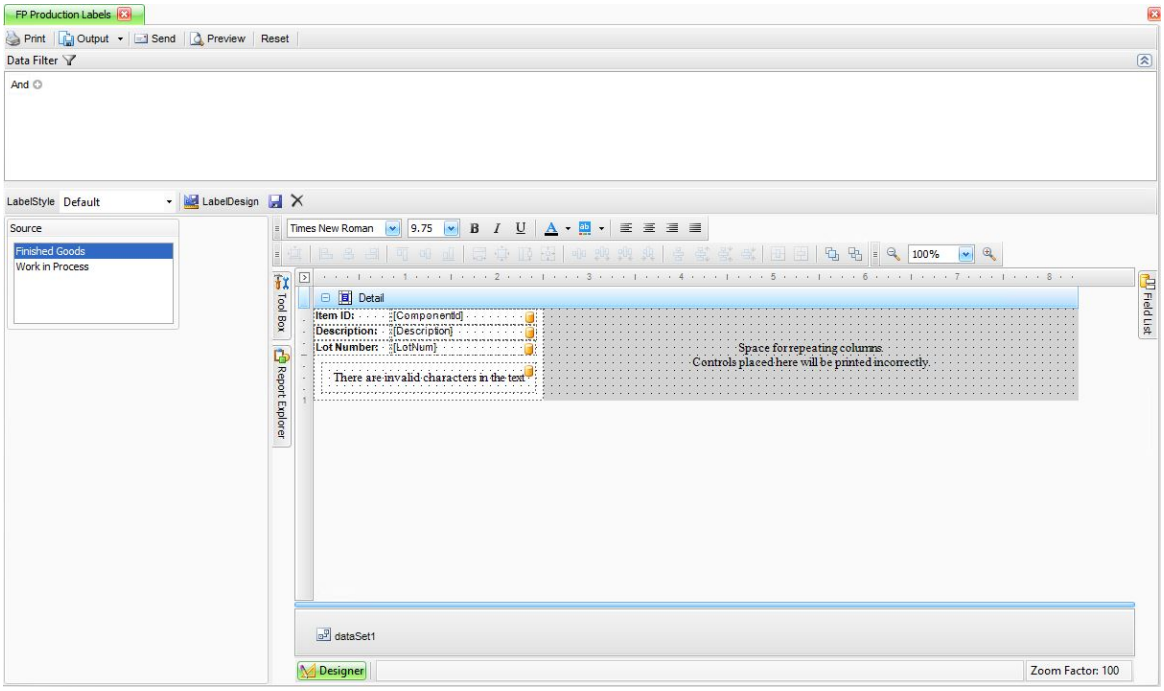
To produce **Production Labels**, follow these steps:

1. Select **Production Labels** from the **Production, Master Lists** menu.

Production Labels Menu

2. The **Production Labels** screen appears.

Production Labels Screen



3. Use the Data Filter to select the type of label to work with.
4. Select a **LabelStyle**. Initially Default will be the only available Label Style. Once label designs have been saved they will be included in the list of label styles.
5. Select the **Source** for the label fields. This determines what information is included on the label. The available choices are **Finished Goods** and **Work In Process**.
6. Click the **LabelDesign** button to edit the label.
7. Click **Save** to save your changes.

NOTE: See the Label Setup Tutorial (page 3-257) for more information on setting up labels.

To test the design of your labels, use the Production Labels function to print labels.

1. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the Sort By section.

3. Click on the different areas of the example image below to view information on the highlighted section.
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.

Production Labels

Item ID:	146	**Item ID:**	146	**Item ID:**	146
Descrip:	52873 Extrusion to Conversion	**Descrip:**	52873 Extrusion to Conversion	**Descrip:**	52873 Extrusion to Conversion
Lot Number:	142100031	**Lot Number:**	142100032	**Lot Number:**	142100033
Item ID:	146	**Item ID:**	146	**Item ID:**	146
Descrip:	52873 Extrusion to Conversion	**Descrip:**	52873 Extrusion to Conversion	**Descrip:**	52873 Extrusion to Conversion
Lot Number:	142100034	**Lot Number:**	142100035	**Lot Number:**	142100036
Item ID:	146	**Item ID:**	146	**Item ID:**	146
Descrip:	52873 Extrusion to Conversion	**Descrip:**	52873 Extrusion to Conversion	**Descrip:**	52873 Extrusion to Conversion
Lot Number:	142100037	**Lot Number:**	142100038	**Lot Number:**	142100039
Item ID:	146	**Item ID:**	146	**Item ID:**	155
Descrip:	52873 Extrusion to Conversion	**Descrip:**	52873 Extrusion to Conversion	**Descrip:**	P1410 10 CT Fir Fajita
Lot Number:	142100040	**Lot Number:**	143100059	**Lot Number:**	146100061

RAW MATERIAL LABELS

The **Raw Material Labels** function allows you to create or modify labels that print via Purchase Order or Warehouse Management. The data for the labels comes from Purchase Order and Warehouse Management, as well as from the Inventory and vendor tables.

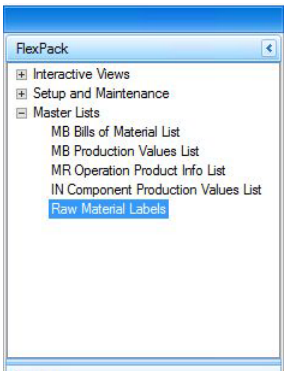
When setting up Label Kits (page 3-251), the Raw Material label styles saved will be available to select when Raw Material is selected as the **Label Type**.

Raw Material labels will be set up using this function if you selected None for the System Manager Business Rule, Printing Provider. If Bartender was selected this, function will not be used to design labels to print out for production purposes.

To produce **Raw Material Labels**, follow these steps:

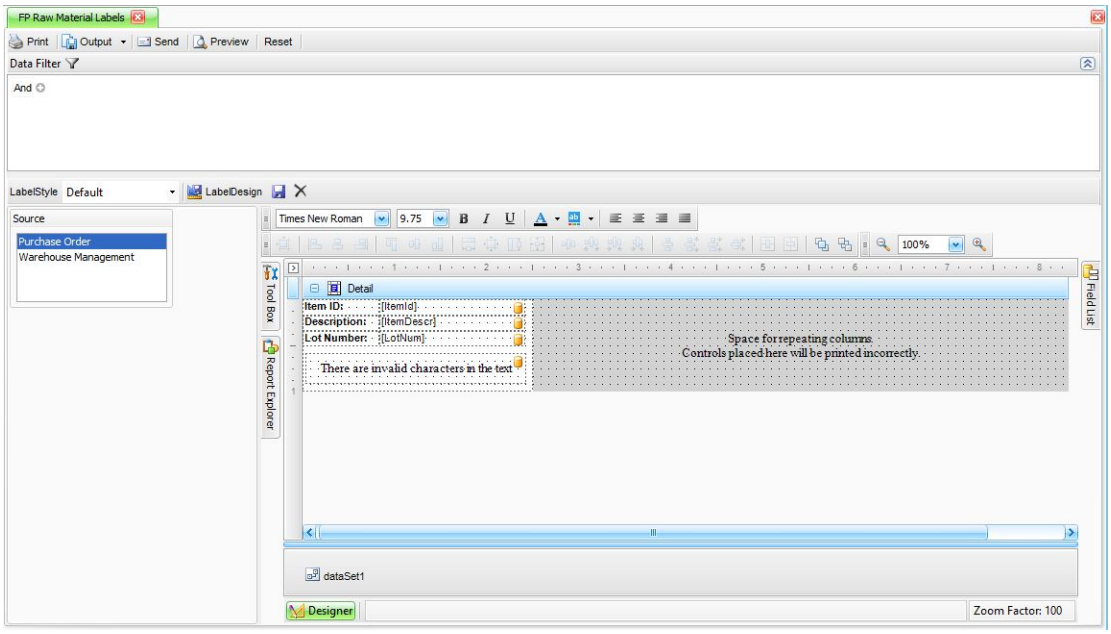
1. Select **Raw Material Labels** from the **FlexPack, Master Lists** menu.

Raw Materials Labels Menu



2. The **Raw Material Labels** screen appears.

Raw Material Labels Screen



3. Use the Data Filter to select the type of label to work with.
4. Select a **LabelStyle**. Initially Default will be the only available Label Style. Once label designs have been saved they will be included in the list of label styles.
5. Select the **Source** for the label fields. This determines what information is included on the label. The available choices are **Purchase Order** and **Warehouse Management**.
6. Click the **LabelDesign** button to edit the label.
7. Click **Save** to save your changes.

NOTE: See the Label Setup Tutorial (page 3-257) for more information on setting up labels.

To test the design of your labels, use the Raw Material Labels function to print labels.

1. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the Sort By section.

3. Click on the different areas of the example image below to view information on the highlighted section.
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.

Raw Material Labels

Item ID: R002
Description: Butene Bare OG
Lot Number: 0014

Item ID: F001
Description: 2 Mil x 60 Inch
Lot Number:

Item ID: B001
Description: Clear Poly 13.352x21 3Mil
Lot Number: 885977

Item ID: F-P001
Description: 60x3Mil SWS
Lot Number: 5523448001

Item ID: R002
Description: Butene Bare OG
Lot Number: 0012

Item ID: I001
Description: Red Ink
Lot Number:

Item ID: A001
Description: Additives
Lot Number: 663

Item ID: R005
Description: Homo Clear - LDPE
Lot Number: ARS2016-0001

Item ID: R001
Description: HD Resin
Lot Number: 003

Item ID: F006
Description: Film on Roll
Lot Number:

Item ID: R001
Description: HD Resin
Lot Number: 0015

Item ID: G001
Description: Glue
Lot Number: 0002

Item ID: R003
Description: LD Resin
Lot Number: 0013

Item ID: A003
Description: Adhesive - non-solvent
Lot Number: 0001

Item ID: R001
Description: HD Resin
Lot Number: 00124

Item ID: F002
Description: 1 Mil x 48 Inch
Lot Number: 00120

Item ID: A004
Description: Solvent
Lot Number: 996545

Item ID: F002
Description: 1 Mil x 48 Inch
Lot Number: 51257

Item ID: A002
Description: Adhesive
Lot Number: 55002

LABEL KITS

Use the **Label Kits** function to define labels used on production and raw material items.

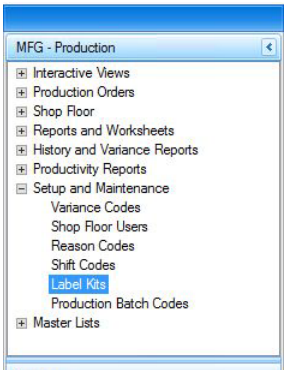
The label kits set up here will be available for selection when setting up Operations within the BOM, when receiving goods in Purchase Orders and Receive Goods in Warehouse Management.

Each function that has the label kits available to select knows which label kits to display in the available list by how the label kits are set up, whether as raw material, finished goods or WIP.

To set up **Label Kits**, follow these steps:

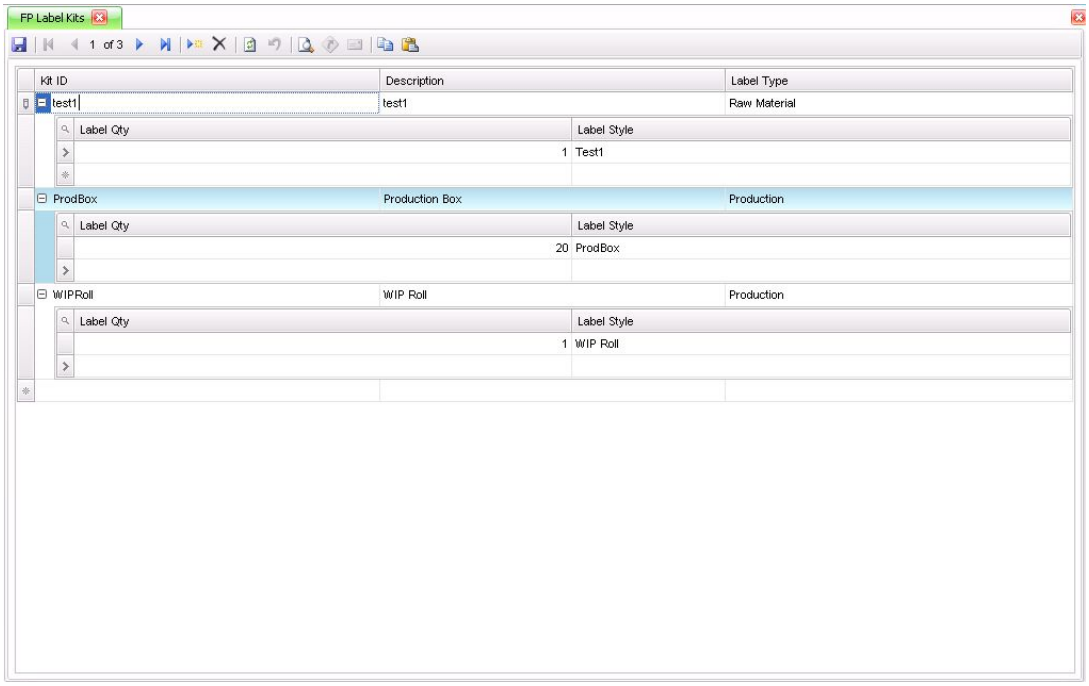
1. Select **Label Kits** from the **Production, Setup and Maintenance** menu.

Label Kits Menu



2. The **Label Kits** screen appears.

Label Kits Screen



3. Click the **New Record** button on the tool-bar.
4. Enter a **Kit ID**.
5. Enter a **Description** of the kit.
6. Select the **Label Type** for the kit from the drop-down list. The available selections are:
    - **Raw Material** - The raw material label kits will be available for selection in the Purchase Order receiving and Warehouse Management Receive Goods functions.
    - **Production** - The production label kits will be available for selection in the Bills of Material setup in the Operations detail area.

      When the production label kits are assigned to a BOM, the labels will print when production is recorded and a skid is released in Shop Floor.
7. Click the plus (+) next to the Kit ID to expand the row to see more fields to finish the label kit setup.

8. Enter a **Label Qty** to print every time the kit is printed.

   This will most often be 1. However when you are printing labels for boxes and you want to print labels for your "set" of boxes, you may want to enter a larger quantity.

9. Select the **Label Style/Path** for the kit.

   The label styles available for selection will depend on what you selected for the Label Type.

   If you selected Bartender for the Printing Provider in the business rules, this field will change to **Path**. You must then browse to the file you saved using Bartender to design your label.

NOTE: You can create additional label styles using the Production Labels function or the Raw Material Labels functions.

NOTE: You may add multiple label styles/paths to one label kit. If there are multiple label styles/paths, each label within the kit will print the quantity indicated when the label kit printing is executed.

10. Click the **Save** button on the tool-bar to save your changes.

Editing a Label Kit:

1. Select the kit to edit.
2. Make any changes required.
3. Click the **Save** button, on the tool-bar, to save any edits made to the label kit.

Deleting a Label Kit:

1. Select the kit to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected label kit.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

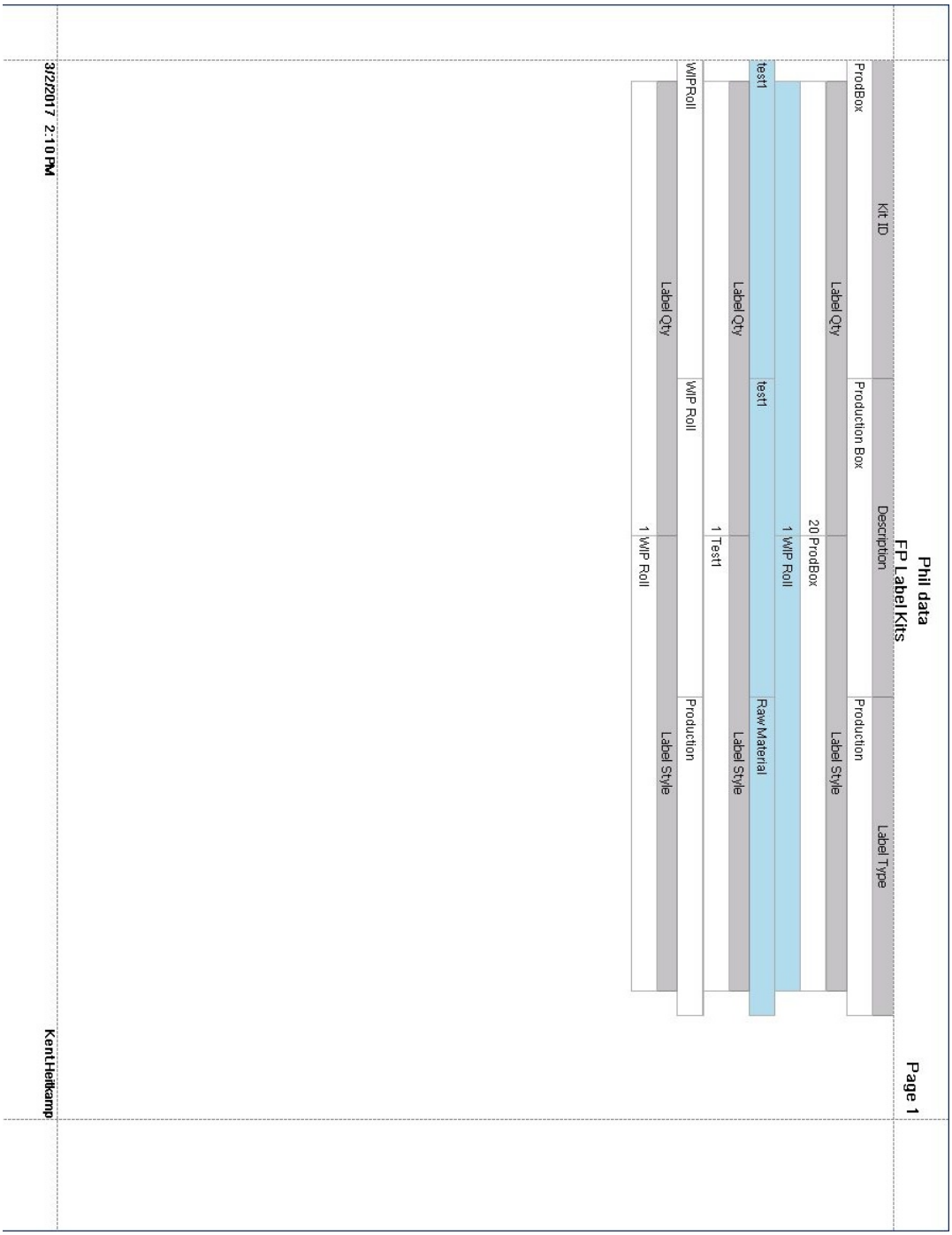
Producing a Label Kits List

To produce a **Label Kits List**, follow these steps:

1. Select the **Print Preview** button to preview the label kits report for the label kits you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Label Kits List



LABEL SETUP TUTORIAL

Introduction

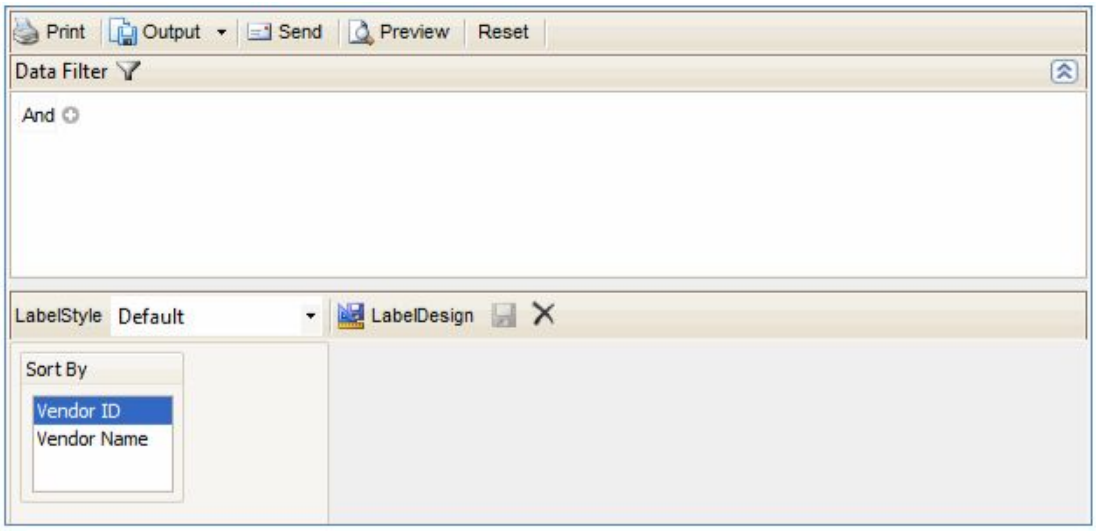
On the Master Lists menu in MFG Production, FlexPack, Inventory, Warehouse Management, Accounts Payable, Accounts Receivable, Payroll, and Purchase Order, you can print labels that include data from TRAVERSE. If needed, you can also customize the information on these labels.

A POSTNET bar-code, which is an extension of the 9-digit zip code used by the United States Postal Service, can be printed on your labels if you chose that option using the Country Codes function of the System Manager.

The Command Buttons on the menu bar allow you to **Print** the labels, **Output** the labels in PDF format and save the file, **Send** the labels in PDF format as an email attachment, and **Preview** the labels. You can use the **Reset** button to clear your filter.

Data Filter and Sort By

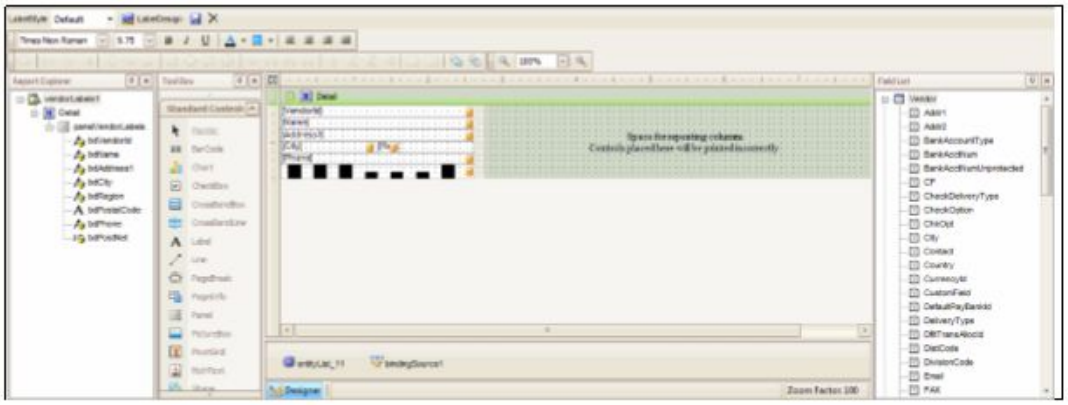
Sample Data Filter



- Use the **Data Filter** to select a subset of vendors, customers, ship-to addresses, etc., rather than printing labels for every record in TRAVERSE.

- Each Labels function also allows you to select how to sort the list. The Sort By options differ depending on the list you are using.
- Select the **LabelStyle** you want to use. The Default label style is provided for you. By default, the labels are sized and positioned for printing on 8.5” x 11” (Letter) sheets of 1” x 2.625” (30 labels per sheet) address labels. When you design a new label style and save it with a name, it will show in the list of available LabelStyles.
- Click the **LabelDesign** button to open the design screen for the label.

Label Designer



You can use the **Label Designer** to modify the labels. Each section allows you to customize a different aspect of the label.

Formatting Tool-bar

Use the **Formatting tool-bar** to change the appearance and justification of the text on your label. The buttons function the same as the formatting tool-bar in most word processing programs.

Layout Tool-bar

Use the **Layout Tool-bar** to align the fields on your label.

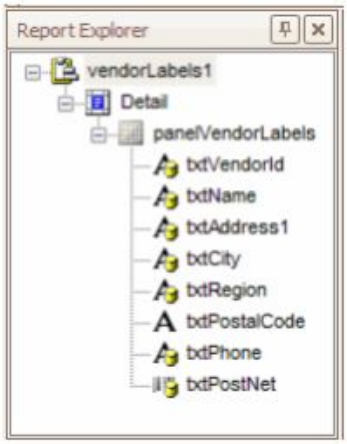
The tool-bar is divided into sections to align fields differently.

- **To Grid**: Align the selected component to the grid.
- **Component Alignment**: Align the selected components with each other as specified. Align Lefts/Align Middles (vertically)/Align Rights Align Tops/Align Middles (horizontally)/Align Bottoms
- **Component Size**: Resize the selected components to each other as specified. Width/Size to Grid/Height/Same Size
- **Component Horizontal Spacing**: Space the selected components with each other as specified. Make Equal/Increase/Decrease/Remove
- **Center**: Position selected component centered in the active area (band). Horizontally/Vertically
- **Bring to Front/Send to Back**: Layer the selected component(s) in relation to other components.

Zoom Tool-bar

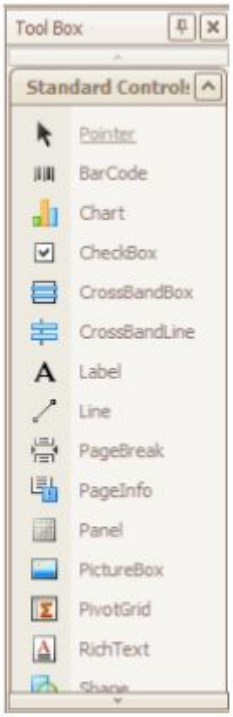
Use the **Zoom Tool-bar** to adjust the size of the label work area on your screen.

Report Explorer



The **Report Explorer** displays the components available on the label. This panel is display-only; you cannot make any changes on this panel. If you click on an entry in the Report Explorer, the corresponding portion of the Form Layout Screen will be selected.

Tool Box



Each item on your label is a component, or control. For example, the text fields and the bar-code are controls.

The **Tool Box** holds the controls you can add to your label. Not all controls can be added to a label.

To add a control to your label, click and drag the control from the Tool Box onto the label, then drop the control.

Right-clicking on the control once it is on the label opens the context menu for the control.

From the context menu, you can open the Property Grid for the selected control. This allows you to see the various settings for the control. You can find more detail later in this section.

Component Tray

The display-only **Component Tray** shows the data-binding components for the label. These components provide connections to the TRAVERSE database from the label.

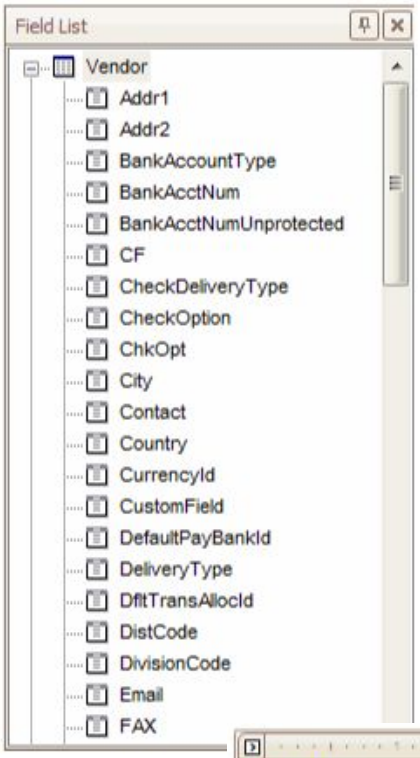
View Tabs

The **View Tabs** display the name of the currently selected component or control. Some selections also display one or more properties of the control.

Zoom Panel

The **Zoom Panel** displays the current zoom level.

Field List

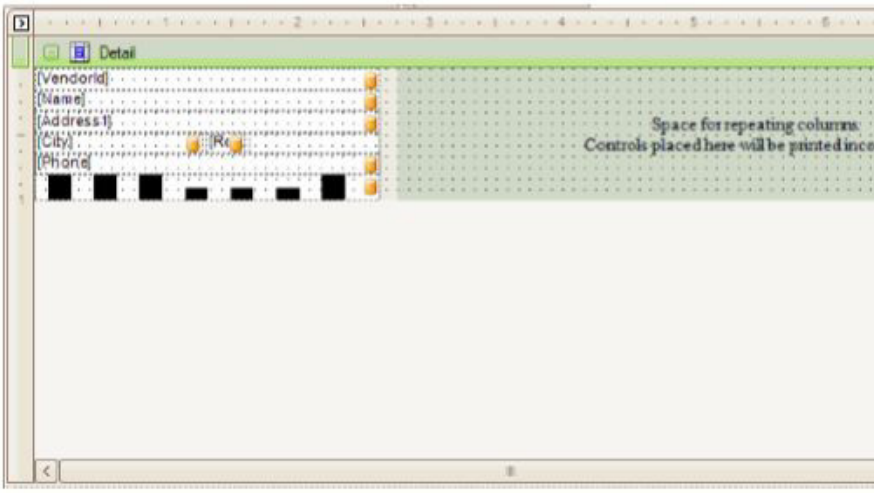


The **Field List** shows the table(s) and fields available as sources of the values in the text boxes, bar-codes, etc. which appear on the label.

The entityList component (in the Component Tray) binds the database to the fields on the label.

For more information on adding or editing fields on the label, see later in this document.

Form Layout Screen

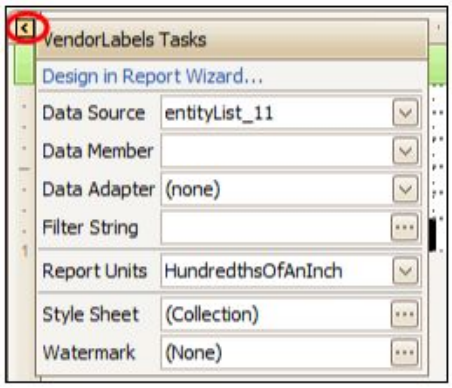


The **Form Layout Screen** is the design area of the Label Designer. You can see the layout and value of each field on the label. The rulers show the size of the label area (white). The database icon ( ) indicates the field is a data-bound field. You can resize or drag the fields into different positions.

Areas of the Form Layout Screen

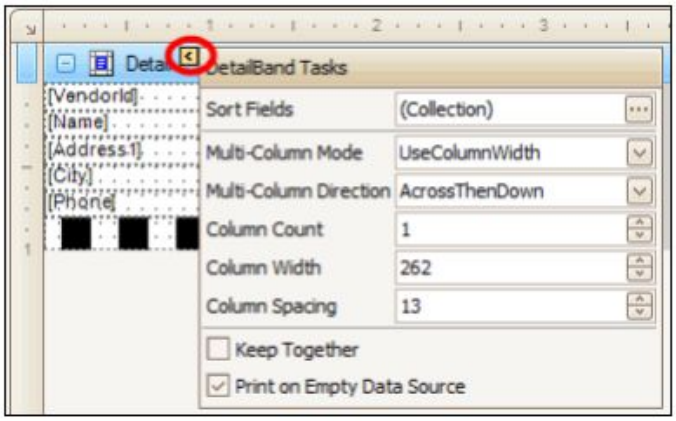
Form Detail:

Additional information about the form (label). Click on the arrow button in the upper left corner of the **Form Layout Screen** to view more details including data binding details, units of measure for the report, and whether the report includes a watermark. Do not change this information, as that will affect the data the labels contain.



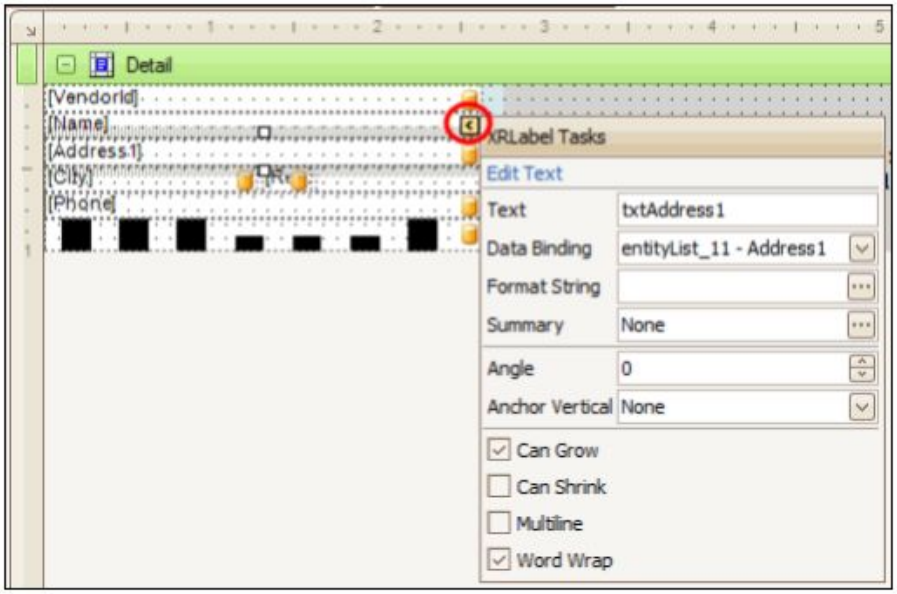
Detail Band:

Main activity area. When the Detail bar is selected, you can view more information about the detail band by clicking the arrow button. Do not change this information, as that will affect how the labels print.



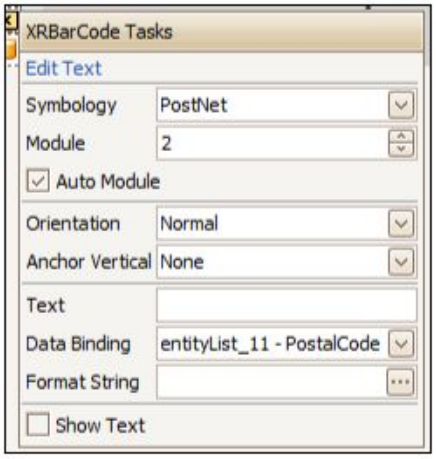
Data Fields:

The textboxes, bar-codes, etc. that are tied to the databases are considered data fields. If you select a data field and click on the arrow, you can see additional information about that field.



- **Text** – the name of the field if the field is a data-bound field, or the static text that appears in the field if the field is not bound to a database field.
- **Data Binding** – the name of the database field the textbox is bound to.
- **Format String** – for such information as currency amounts, quantities, or dates, this determines how that value is displayed.
- **Summary** – if the field displays a running total or sum of other data, you can set how the value is calculated.
- **Angle** – the direction of the field. An angle of 0 means the field is horizontal with no slope.
- **Anchor Vertical** – You can set a vertical anchor which will keep the field in position when the window is resized.
- **Field Options** – You can control if and how the field adjusts to the length of the data it displays. Be aware, however, that the data may be cut off or overwrite adjacent data if the field value is sufficiently large.

In the case of a PostNet or other bar-code field, the additional information includes bar-code-specific information.



Symbology refers to the type of code displayed. Options include EAN128, Code 39, and various UPC code varieties.

Module is the width of the narrow bar in the code. The wide bars are multiples of the narrow bar width.

Orientation determines which direction the bar-code prints in.

Data Binding selects the field which provides data for the bar-code.

Show Text determines whether the text of the value encoded into the bar-code is visible or not.

Creating a New Label

You may want to create labels in a different format or with different information than the default label supplied with TRAVERSE, such as a box label for finished product that is larger than the standard address label. You can do so through the Label Designer.

The **Field List**—the data available to include on the label—cannot be edited. If a value you want is not available in the field list, you cannot include it on the label. The field list available will be determined by the **Source** you select on the label screen.

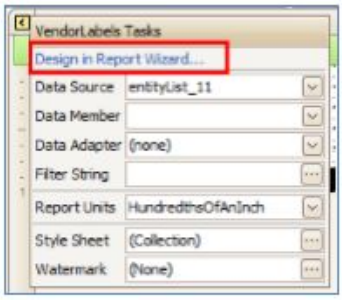
NOTE: For labels that are not FlexPack-specific the source will be determined by which label function you are in. The Source area on non-FlexPack labels is the Sort By function mentioned earlier in this section.

The labels are considered a type of report by the Label Designer. To design a new label, you are basically designing a new report. Keep in mind there will be options available that are more applicable to a true report than labels.

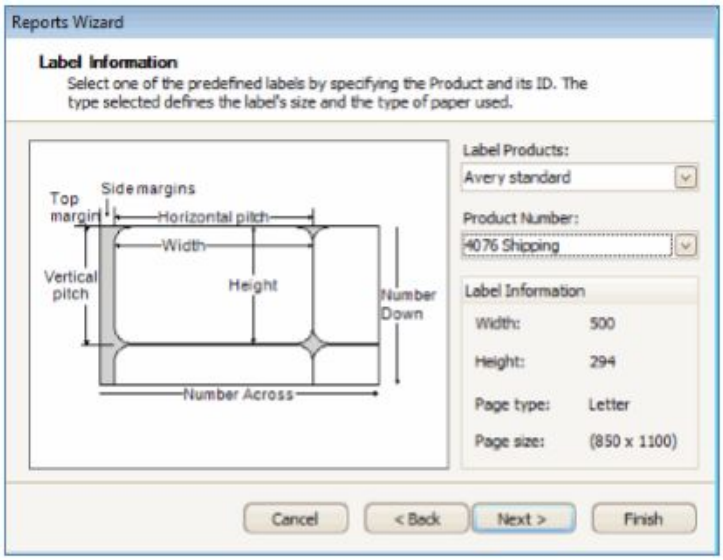
Report Wizard

The **Report Wizard** is the starting point for new label design.

1. You can access the **Report Wizard** by clicking on the arrow button in the upper left corner of the **Form Layout Screen**. Click on the **Design in Report Wizard…** link.

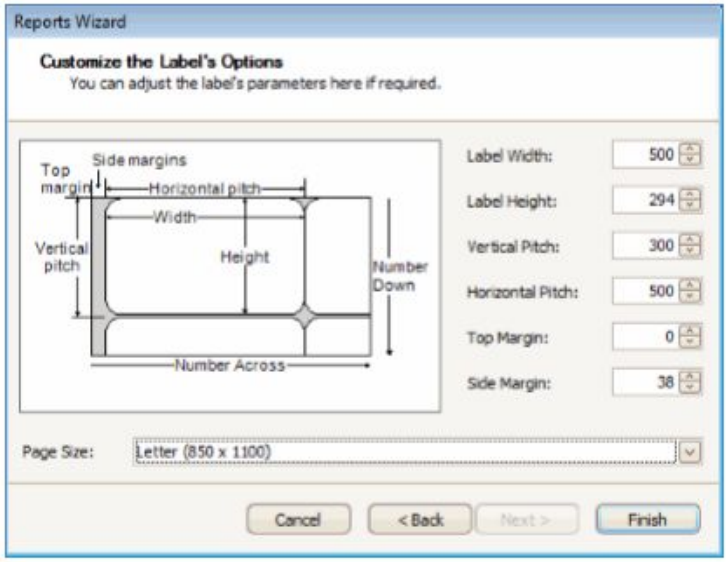


2. Choose a standard label size for your new label. First, select a brand of **Label Products**. Then select the **Product Number** of the label you want to use. The dimensions and page size of the label appear in the **Label Information** section.

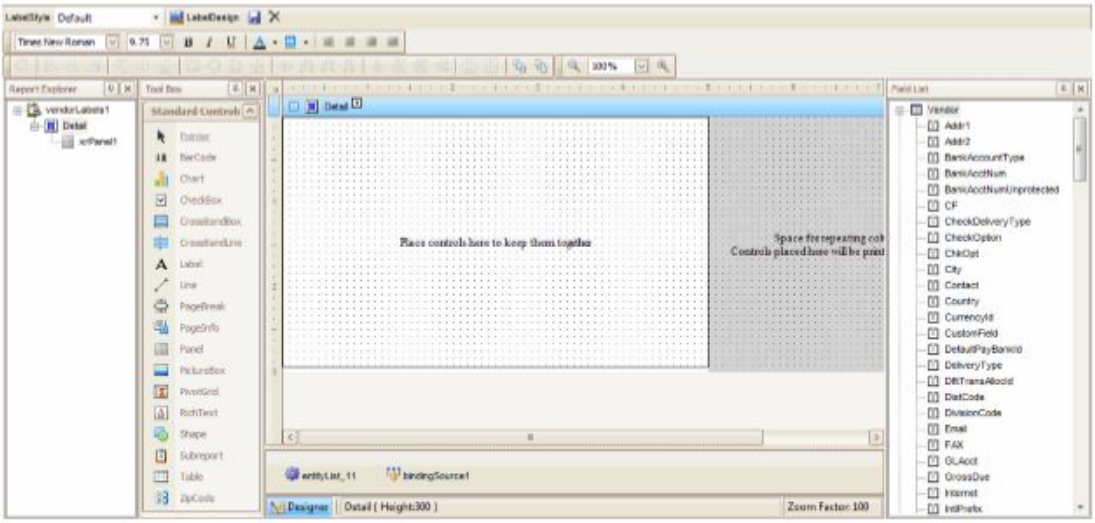


3. Click **Next** to go to the next screen in the wizard.

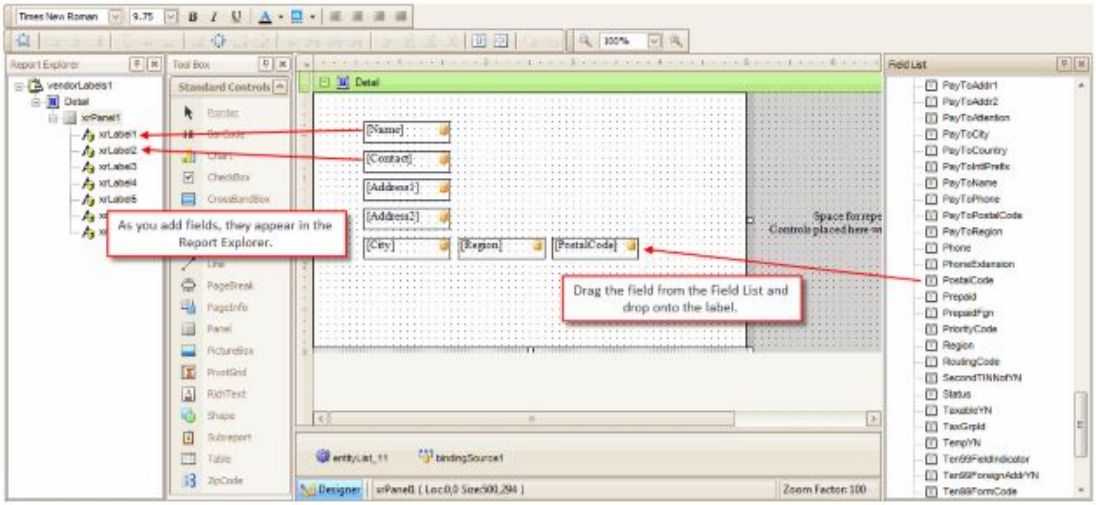
4. The next screen allows you to adjust the various measurements of the labels, margins, and spacing, if necessary.



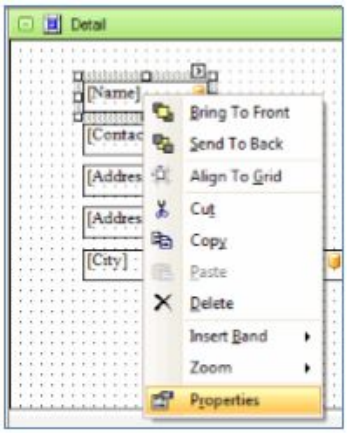
5. The **Label Designer** will now show a blank label. Notice the Report Explorer has only the main form (xrPanel1) listed in its tree.



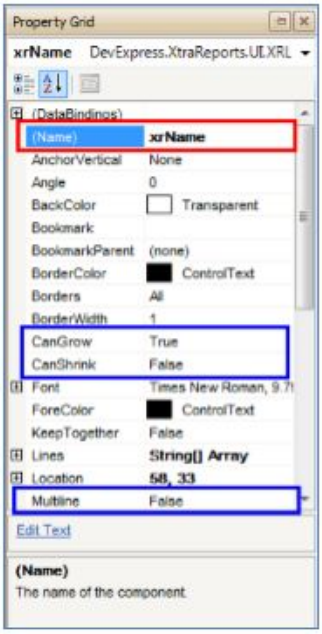
6. To add values from the database, such as vendor Name, vendor Address, etc., click and drag the fields from the **Field List** and drop them onto the label. Scroll in the Field List to see more values.



7. Once you have the fields on the label, change the default names of the fields to something more meaningful.
8. Select a field. **Right-click** and select **Properties** in the menu.



9. The **Property Grid** opens. Change the **Name** for the field. Once you change the name, that name will appear in the Report Explorer.



Other properties to note:

CanGrow: Allows the text field to expand horizontally when the length of the value exceeds the size of the field.

CanShrink: Allows the text field to shrink when the length of the value is smaller than the size of the field.

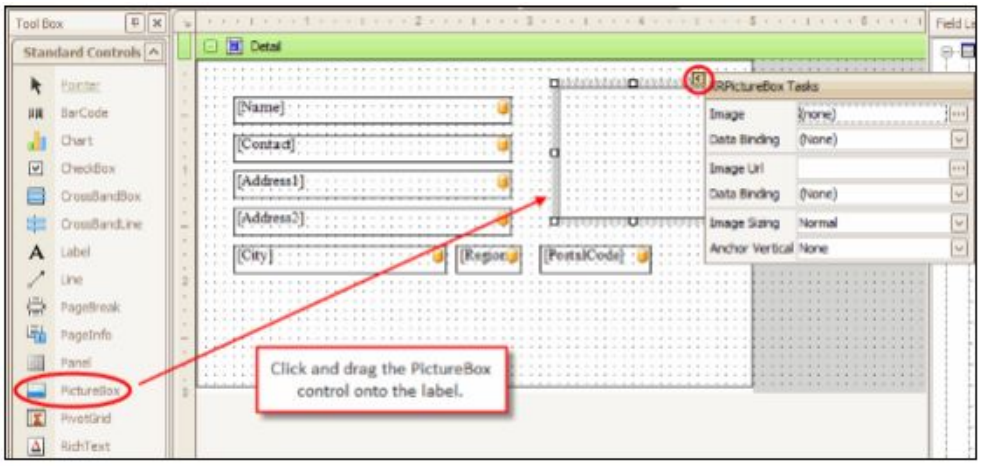
Multiline: Allows the text field to expand vertically when the length of the value exceeds the size of the field.

The **Edit Text** link at the bottom of the panel will put the cursor into the selected field to allow you to manually change its contents.

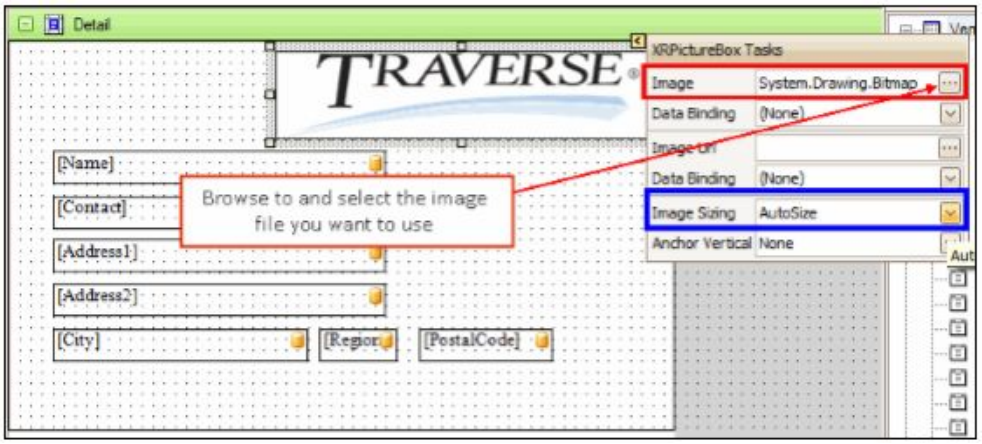
10. Resize and position the fields as necessary.

Add a logo to the label:
To add a logo, you need to add a **PictureBox** control to the label.

1. Click and drag the PictureBox control from the **Tool Box** and drop it onto the label.
2. With the PictureBox control selected, click on the arrow button to view more information.



3. Use the **Browse** button (…) in the Image field to search for and select the image file you want to use.



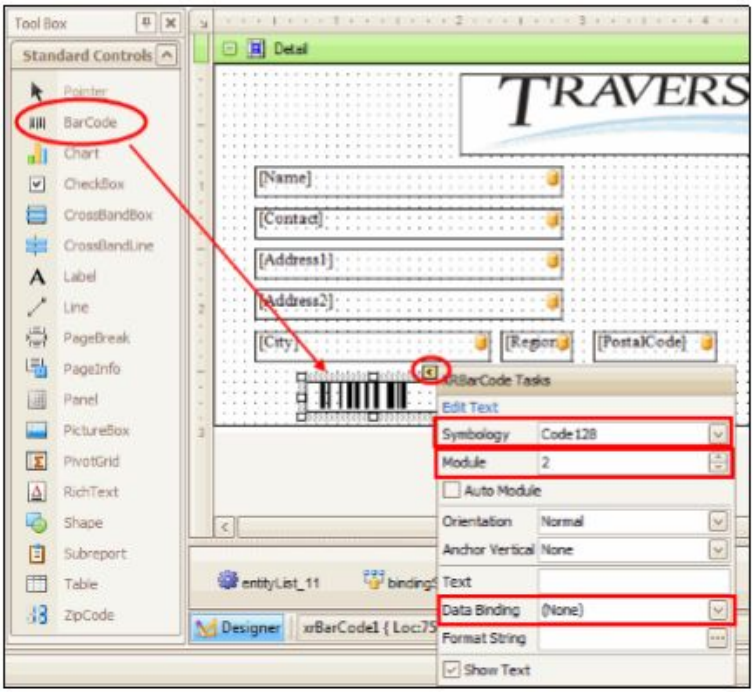
4. Once you have the logo file bound to the PictureBox control, select the appropriate setting from the **Image Sizing** drop-down field. **Stretch Image** usually works the best to size and fit the image into the sized box.

Add a bar-code to the label:

To add a bar-code, you need to add a **Bar-code** control.

1. Click and drag the Bar-code control from the **Tool Box** and drop it onto the label.

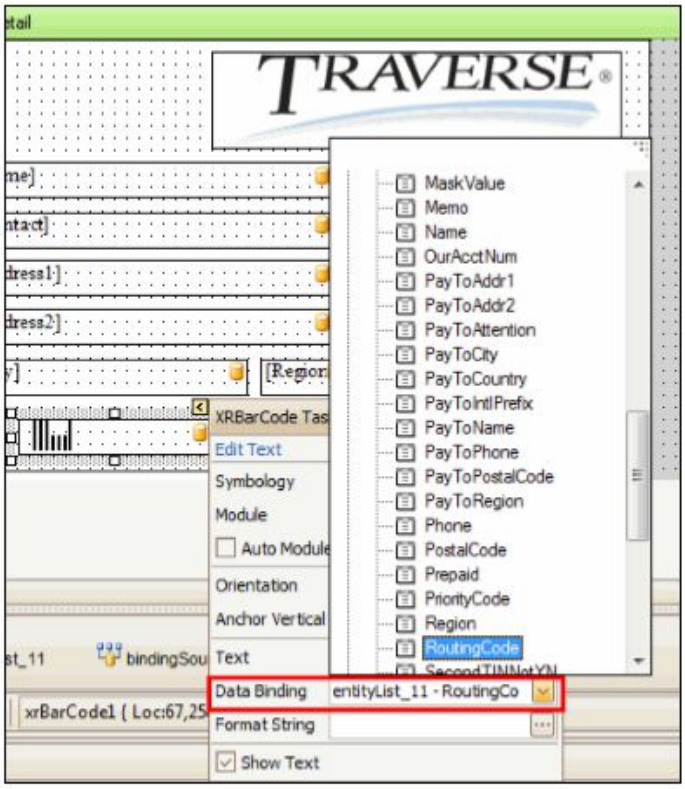
2. With the **Bar-code** control selected, click the arrow button to view more information.



3. Select the bar-code **Symbology** from the drop-down list. The most common bar-code symbology is Code 128.

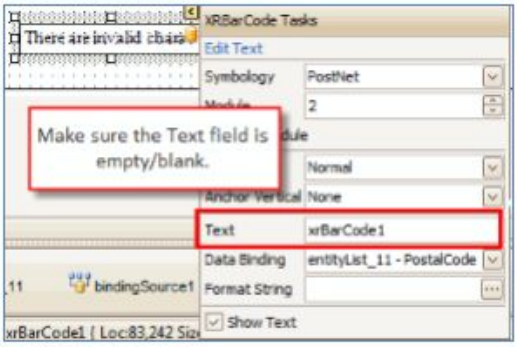
4. If necessary, select the **Module**, or mark the **Auto Module** check box. The module value determines the width of the narrow bars in the bar-code, which will also determine the space the code will occupy on the label. The module value can also improve or degrade the readability/scanability of the code. Marking the Auto Module check box will cause the bars to widen or narrow depending on the size of the bar-code control.

5. To tie the bar-code to a value from the database, you will need to bind it to a field from the **Field List**. Select a field from the **Field List** by using the drop-down arrow in the **Data Binding** field.



6. Mark the **Show Text** check box if you want to display the text that is encoded in the bar-code.

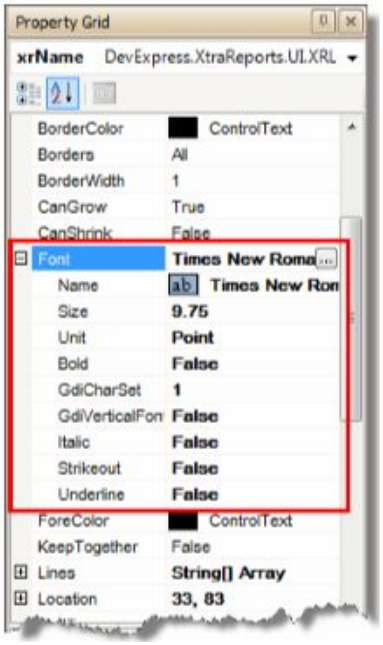
NOTE: If you get an error in the bar-code control stating that there are invalid characters in the text, make sure the Text field in the additional information fly-out is blank.



Change the font:

You can change the font on the label as you would in many other programs.

1. Change the font name, size, color, or style in a couple different ways:
    - Method 1:
        - Select the control where you want to change the font.
        - Use the **Formatting Tool-bar** to select a different font, change the font size, or edit the font style (bold, italics, underline, color).
    - Method 2:
        - Select the control where you want to change the font.
        - Right-click on the control and select **Properties** from the menu to open the **Property Grid**.
        - Expand the **Font** property in the **Property** Grid by clicking on the plus sign (+) beside the **Font** property.



Change the values for the sub-properties as necessary:

- Font Name
- Font Size
- Bold
- Italic
- Strikeout
- Underline

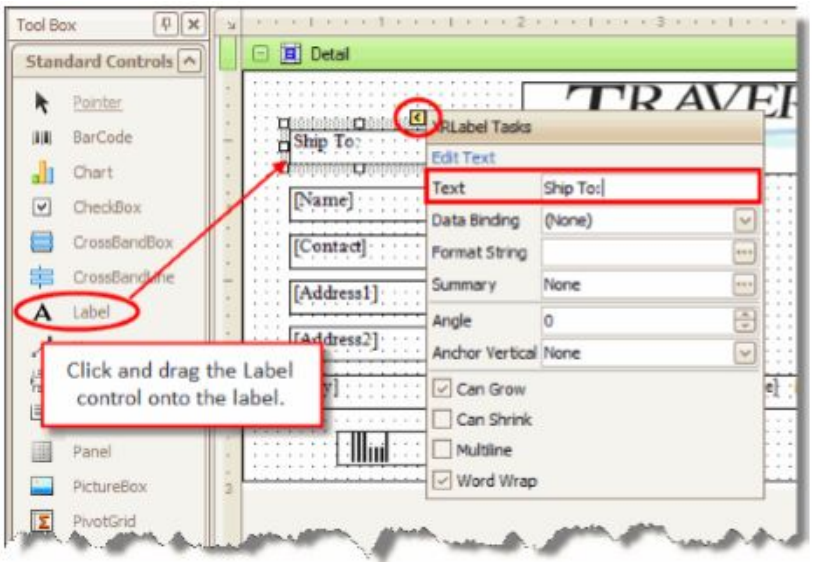
The **ForeColor** property controls the font color. To change the font color, select from the ForeColor drop-down list.

Add static text to label:

Static text is text that does not change, and is not bound to the database. For example, on a shipping label, the words “Ship To:” would be considered static text.

Use the **Label** control from the **Tool Box** for static text.

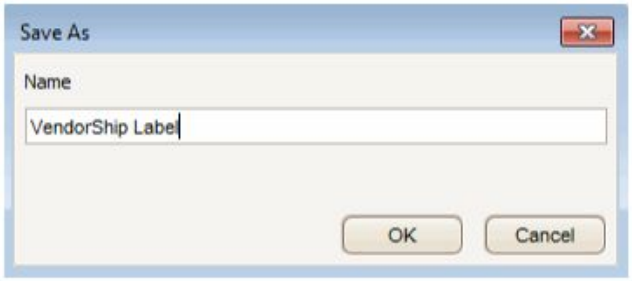
1. Click and drag the **Label** control onto the label and drop it.



2. Select the control and click the arrow button to show additional information. Enter the static text you want to display in the Text field.

Save the Label

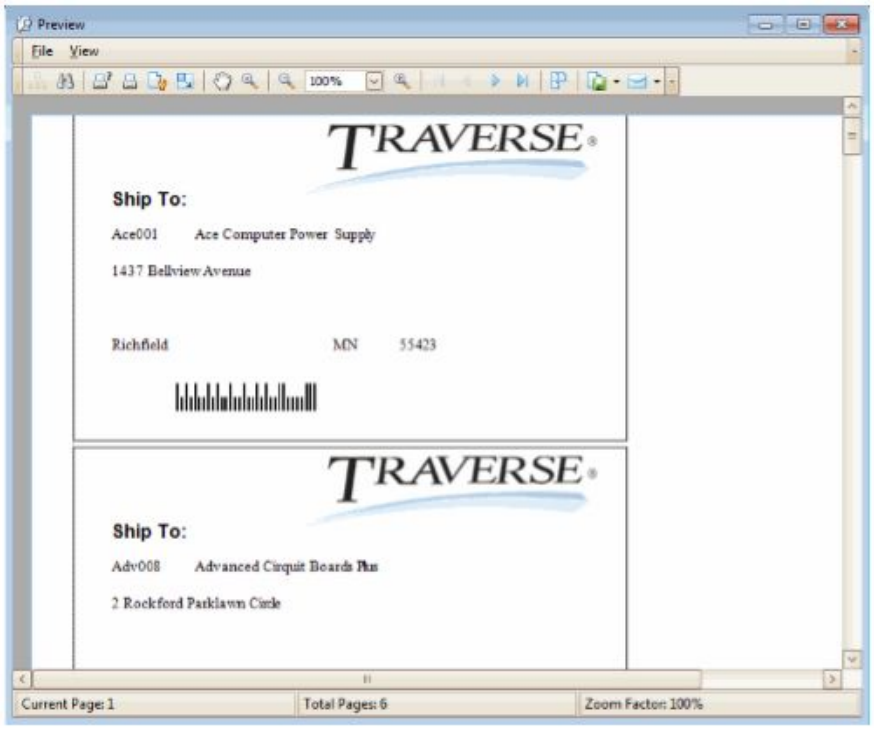
1. Once you have created the label, save it with a descriptive name. For instance, in the example, we have been creating a shipping label in the AP application, so we can name the label: **VendorShip** Label.
2. Click the **Save** button on the Label Designer.
3. A **Save As** dialog box will appear. Enter a name for your label and click **OK**.



4. A notification window will appear once the label definition is saved.

Label Preview

Once you have created the label, you can preview it by using the Print Preview button (Preview). This will display a preview of the label sheet.

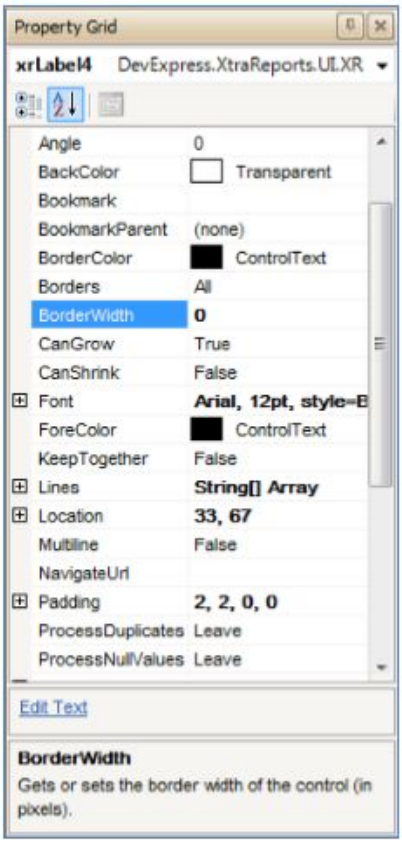


Tips

Property Grid

Use the property grid to set or change such characteristics as borders, highlighting (backcolor), sizing, font details, text alignment, and visibility for a control.

Open the property grid for the control by selecting the control, then right-clicking and selecting **Properties** from the menu.



To turn the control borders off, set the **Border Width** to **0**.

To highlight a control, select a **BackColor**.

To change the font color, select a **ForeColor**.

Expand the **Font** (+) property to set the subproperties such as font name, size, or style (Bold, Italics, Underline, etc).

To adjust the margins within the control (such as with labels or text boxes), expand the **Padding** property and edit the margins.

The bottom section of the Property Grid shows a brief description of the selected property.

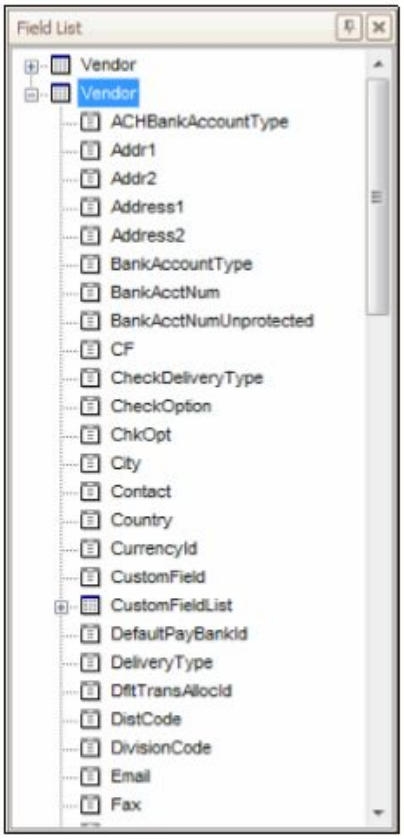
The property grid shows different properties depending on the control you select.

Field List

The **Field List** displays fields in select database tables. While you have no ability to change the table(s) or fields available in the list, you can bind the controls to different fields if the data appearing in the field is not correct.

If more than one table appears in the field list, click the plus sign (+) to expand the fields for a table. Click the minus sign (-) to collapse the list.

Use the arrow button on the selected control to open the control fly-out and change the data binding for the control.



CUSTOMERS

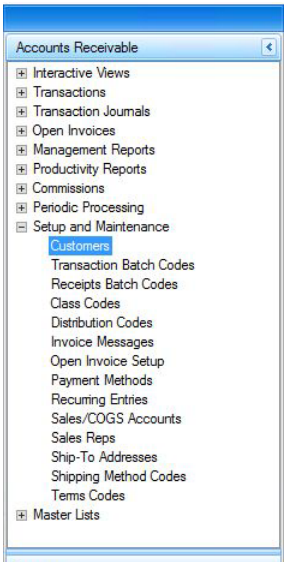
Use the **Customers** function to set up and maintain customer records. A customer account can be set up as an open invoice or a balance forward account. For open invoice accounts, detail is kept on invoices and payments are applied to specific invoices. For balance forward accounts, detail is kept on invoices for the current month and payments are applied to the total balance.

After you set up customer records, you must create initial (opening) balances for them. The method for creating initial balances depends on whether you have open invoice accounts, balance forward accounts, or both. See **Setting Up Initial Balances** in the Accounts Receivable Training Manual for information about entering initial balances.

To work with **Customers**, follow these steps:

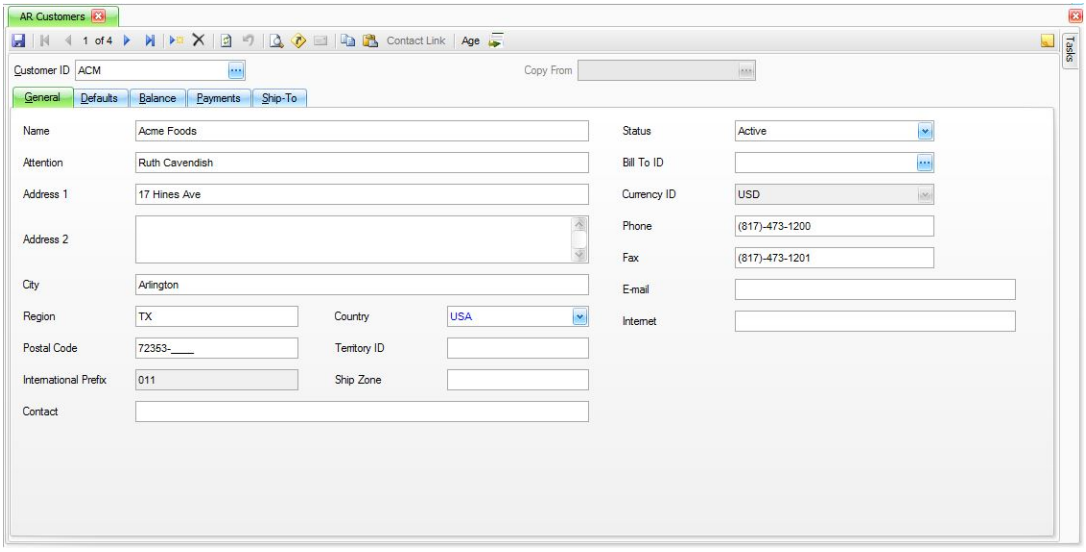
1. Select **Customers** from the **Accounts Receivable, Setup and Maintenance** menu.

Customers Menu



2. The **Customers** screen appears with the General tab displayed.

Customers Screen



Use the **General** tab to enter the Customer's name, address, contact, phone number, e-mail address, and Internet site.

3. Select the **New Record** button in the tool-bar to add a new Customer ID record.
4. Enter the new **Customer ID** or select a customer ID with which to work.
5. Select the ID of the customer to copy information from or enter new information. The **Copy From** box is available only if you enter a new customer ID.
6. Enter the customer's **Name**.
7. In the **Attention** text box, enter the name of the person or department to which you want to address invoices and statements. The name is printed on invoices, statements, and mailing labels.
8. Enter the customer's address. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
9. Enter the customer's **City** and state or **Region**.

Maint

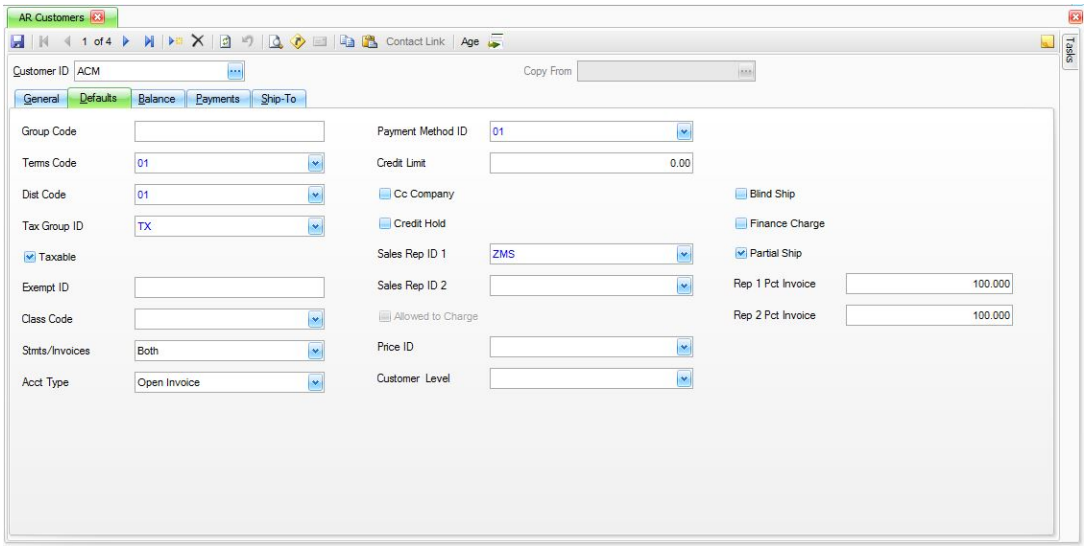
10. Select the customer's **Country Code**.
11. Enter the customer's **Postal Code**. Use the System Manager **Country Codes** function to set up postal code masks, international prefixes, international prefix masks, and phone and fax masks.

12. Enter the customer's **Territory**, if applicable. The customer's **International Prefix** appears.
13. Enter the customer's **Ship Zone**. This will usually be associated with a shipping zone such as those used by UPS or FedEx.
14. In the **Contact** text box, enter the name of the person to contact regarding billing questions or invoice payments.
15. Choose the customer's active/inactive **Status**. Making the customer's status "inactive" will prevent them from accidentally being engaged in future transactions.
16. Choose the **Bill-To ID** if Sales Order transactions for this customer are to be billed to a different customer ID. If not, leave this field blank.

    If a different customer ID is entered here, this customer information will be brought into the Bill-To tab in Sales Order transactions and will print in the Sold-To field on invoices. The customer information on the header tab, in the Sold To field, will print in the Ship To field on the invoice.
17. Enter the customer's **Phone Number**.
18. Enter the customer's **Fax Number**, **E-mail Address**, and **Internet Address**. See step 8 for mask setup information.

    - The E-mail address and Internet address fields are hyper-link fields.
    - If you enter an e-mail address into the E-mail address field and hover your cursor over the address, you will notice the cursor will change to the hyper-link hand. When you click on the E-mail address, your E-mail software will automatically be opened with a new message and the E-mail address entered into the To field.
    - If you enter an Internet address into the Internet address field and hover your cursor over the address, you will notice the cursor will change to the hyper-link hand. When you click on the Internet address, your default web browser will automatically be opened and the web site will be brought up.

Defaults Tab



Use the **Defaults** tab to enter information about the customer to default during transaction entry.

1. In the **Group Code** text box, enter the customer's periodic billing group code.

Maint

2. Select the customer's payment **Terms Code** and **Distribution Code**.

Maint

3. Select the **Tax Group ID** of the tax location group to which you want sales tax for the customer to be assigned. Tax group IDs are set up in the **Tax Location Groups** function in System Manager.
4. Select the **Taxable** check box if the customer should be charged sales tax; otherwise, clear it.
5. If the customer is tax exempt and should not be charged sales tax, enter the customer's tax **Exemption ID**.

Maint

6. Select the customer's **Class Code**.
7. Select the **Stmnts/Invoices** field information to send to the customer: **Invoice Only**, **Statement Only**, **Both**, or **None**. For a customer that pays cash, select **Invoice Only**.

8. Select the account type assigned to the customer: **Open Invoice** or **Balance Forward**.

   Open Invoice customers have all invoices listed separately on their statement and cash receipts are applied to individual invoices.

   Balance Forward customers will have all open invoices combined into one open balance invoice when periodic maintenance is run. Cash receipts are applied to a period balance and not individual invoices. Statement balances will be listed as one open invoice balance.

Maint

9. Select the customer's usual **Method Of Payment**.

10. Enter the customer's **Credit Limit**. The credit limit is used in the **Transactions** function.

11. Select the **Cc Company** check box if the customer is a credit card company; otherwise, clear it.

12. Select the **Credit Hold** check box if the customer is on credit hold; otherwise, clear it. If you place a customer on credit hold and then enter a sale paid for on credit, a message states that the customer is on credit hold and will not let you continue. You can only enter a transaction for that customer after you uncheck the Credit Hold box.

13. Mark the **Blind Ship** check box if the customer will utilize blind shipments.

    A blind shipment is one shipped directly to a client of the customer, where all ship-from information on packing lists, bills of lading, invoices, and acknowledgments references only the customer and not your company.

NOTE: This value does not have to match the value of the Blind Ship check box on the Ship-To tab.

14. Select the **Finance Charge** check box to apply a finance charge to the customer; otherwise, clear it.

15. Select the **Partial Ship** check box if the customer accepts partial shipments; otherwise, clear it. If a customer does not accept partial shipments and the quantity shipped is less than the quantity ordered, a warning message appears.

Maint

16. Select the IDs of the **Sales Reps** who usually sell to the customer.

17. Enter the default **Percentages** of invoices for the sales reps. Each sales rep. can receive as much as 100 percent of a sale.

Maint

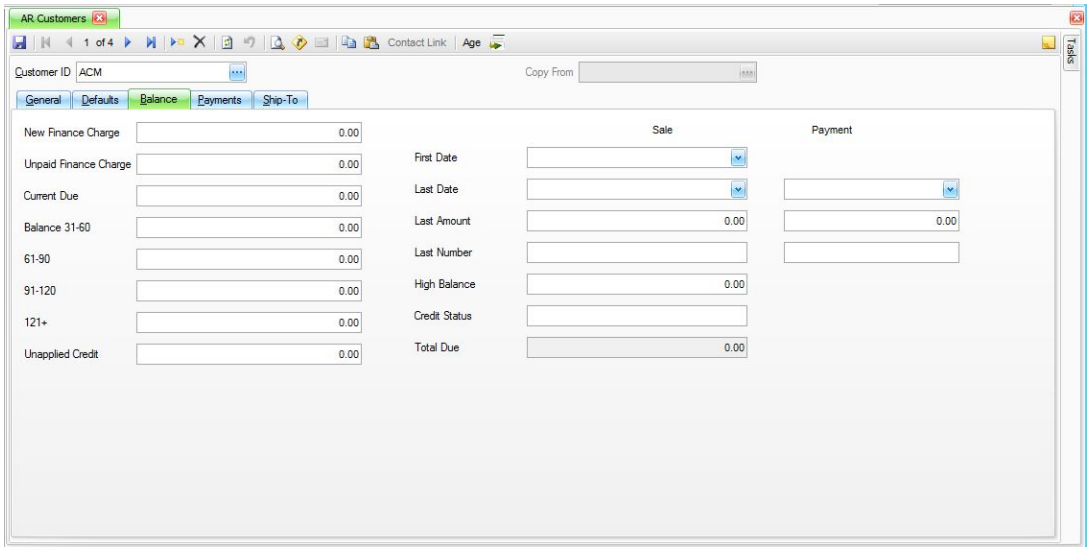
18. Enter the **Price ID** assigned to the customer. This is only used if you have Sales Order installed and have Price Structures set up.

Maint

19. Select the **Customer Level**. This option is available only if you are currently using the Sales Order application and have defined customers or groups of customers in the **Customer Levels** function of Sales Order.

NOTE: The Allowed to Charge check box is only available if you interface Accounts Receivable with Point of Sale. See the Point of Sale Training Manual for more information.

Balance Tab



Customer balance amounts are updated when transactions are posted. If initial balances are entered on this screen (during setup or any other time) and you elect to use online aging in the **Business Rules** function on the **Setup and Maintenance** menu, then balances are updated each time you work with an open invoice customer.

1. As you assess charges using the **Calculate Finance Charges** function and run the **Periodic Maintenance** function the finance charges are posted and it updates the **New Finance Charge** field. Use the default value or enter a different one.
2. If the customer has an unpaid finance charge, enter it in the **Unpaid Finance Charge** box or accept the default value. This value is updated automatically when you run the **Periodic Maintenance** function and have a **New Finance Charge** balance. The New Finance Charge balance is added to the current Unpaid Finance Charge amount. The amount is also updated when you post a cash receipt that has been applied to the current invoice attributable to finance charges.
3. The current amount due within 30 days of the invoice date appears. If you track only a summary invoice, enter the value in this field.
4. Generally data is entered in the **Balance** fields only if the aging for balance forward customers needs to be adjusted.

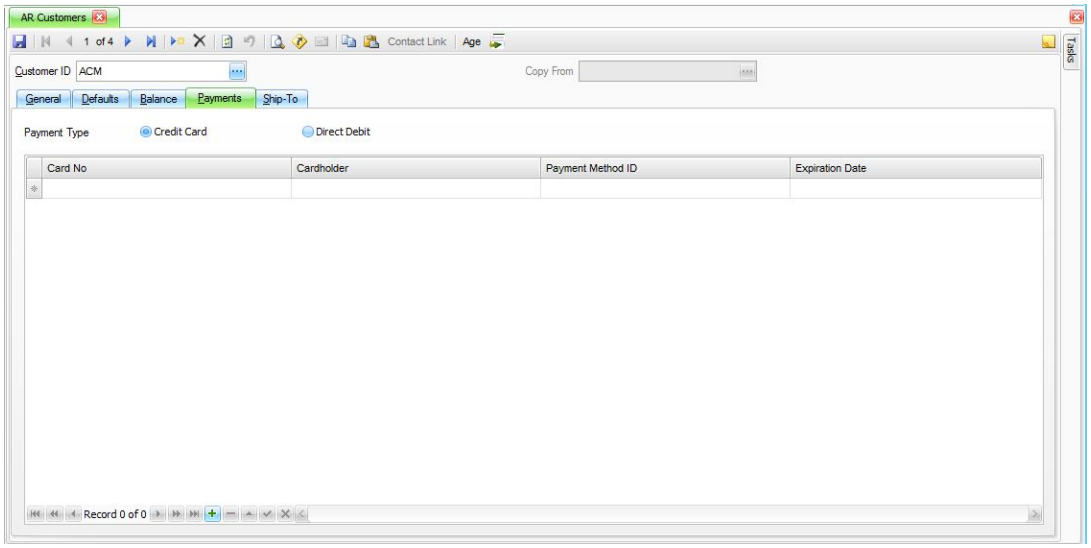
If you want to enter one summary invoice for each aging period for a new customer, summarize all overdue invoices for each aging period and enter that amount in the **Current Due** text box. If a customer does not have a balance due for an aging period, leave the field blank. After you have entered summary balances for new customers, use the **Open Invoice Setup** function to create invoices for these amounts. Refer to the **Open Invoices** functions for more information.

NOTE: If you currently have open invoices, DO NOT use the Open Invoice Setup function. That function will delete ALL current open invoice records, for ALL customers and regenerate 1 open invoice for each customer for each aging period.

5. Enter the balance due 31–60 days after the invoice date, 61–90 days after the invoice date, 91–120 days after the invoice date, and more than 120 days after the invoice date.
6. If you owe the customer money, enter the amount in the **Unapplied Credit** text box.
7. The new finance charge, unpaid finance charge, current due and balances are added, and the unapplied credit is subtracted. The result appears in the **Total Due** text box as the overall amount the customer owes you.
8. In the **First Date** text box, enter the date of the first sale to the customer. This field, if blank, is updated when you post transactions.
9. In the **Last Date** text box, enter the date of the last sale to the customer. This field is updated when you post transactions.
10. Enter the **Amount Of The Last Sale** to the customer. This field is updated when you post transactions.
11. Enter the **Number Of The Last Invoice** for the customer. This field is updated when you post transactions.
12. Enter the **Date Of The Last Payment** the customer made. This field is updated when you post cash receipts.
13. Enter the **Amount Of The Last Payment** the customer made. This field is updated when you post cash receipts.
14. Enter the **Number Of The Last Check** the customer issued to you. This field is updated when you post cash receipts.
15. Enter the **Highest** outstanding **Balance** the customer had. This field is updated when you post invoices. You can clear the customer's high balance when you perform year-end maintenance.
16. The system tracks customer payment history for the last 12 periods in the **Credit Status** field. Each character corresponds to one of the 12 periods—the first character is the current period; the last is the oldest period. For each position, one of these values is used:

- **0** indicates that all invoices were paid within 30 days or there was no activity.
- **1** indicates that at least one invoice was 31 to 60 days overdue.
- **2** indicates that an invoice was 61 to 90 days overdue.
- **3** indicates that an invoice was 91 to 120 days overdue.
- **4** indicates that an invoice was more than 120 days overdue.

Payments Tab



Use the Payments tab to enter account information for credit cards and direct debit type payment methods. You can enter as many credit card and direct debit accounts as you wish. The only payment method IDs to select from will be those that are set up with the credit card or direct debit payment types.

1. Select the **Payment Type**: **Credit Card** or **Direct Debit**.
2. Enter a **Description** of the direct debit account. (Direct Debit only)
3. Enter the **Card No**. for the credit card you are setting up. (Credit Card only)
4. If you are setting up a direct debit account, enter the **Account Number** the customer has supplied you for their bank account. (Direct Debit only)
5. Enter the **Cardholder** name on the credit card or the **Bank Name** for direct debit.

Maint

6. Select the **Payment Method ID** to use with the corresponding credit card or direct debit account.

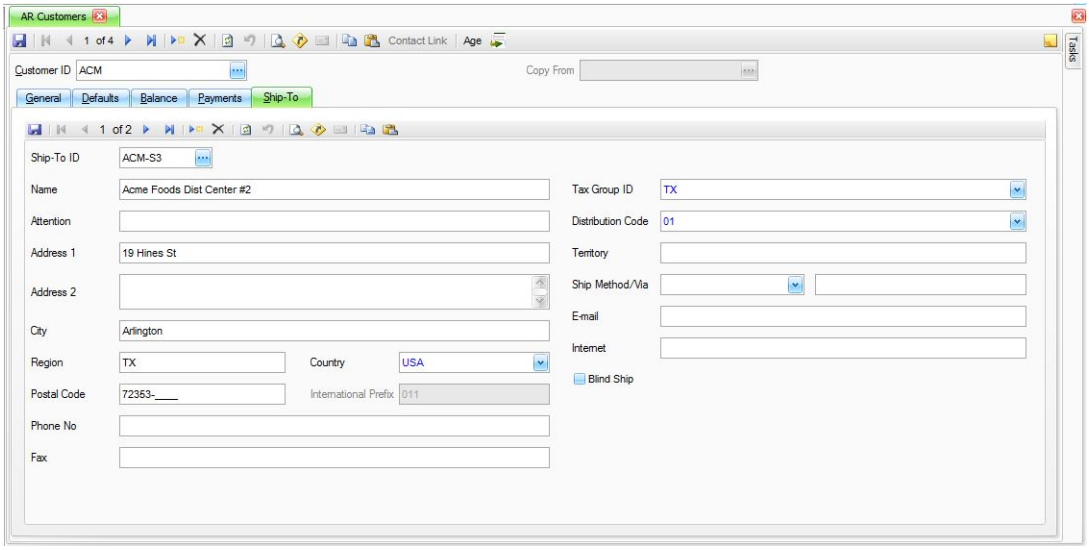
When working with credit cards the only payment methods valid for selection are those that are set up with credit card as the payment type.

When working with a direct debit account the only payment methods valid for selection are those payment methods set up with direct debit as the payment type.

7. Enter the credit card **Expiration Date** or the bank **Routing Code** for direct debit.

   The credit card expiration date may be entered with just the month and year and when the field is saved. the date will default to the last date of the month entered.

Ship To Tab «



Use the **Ship To** tab to enter, assign, change, and delete shipping addresses. This is an additional way to access the Setup and Maintenance **Ship-To Addresses** function.

NOTE: If you do not have permission to access the Setup and Maintenance Ship-To Addresses function, this tab is unavailable. See the Administrator's Guide for more information on setting permissions.

1. Select the **New Record** button on the tool-bar within the Ship To tab.

Maint

2. Enter a new **Ship-To ID** or select the ID you want to edit.
3. Enter or make changes to the customer's ship-to **Name**.
4. Enter or make changes in the **Attention** field to the name of person or department to which the order should be shipped.

5. Enter or make changes to the customer's **Address**. Use **Ctrl + Enter** to start a second line in the **Address 2** field.
6. Enter or make changes to the customer's ship-to **City** and **Region**.

Maint

7. Select the customer's ship-to **Country Code**.
8. Enter or make changes to the customer's ship-to **Postal Code**. Use the System Manager **Country Codes** function to set up postal code masks, international prefixes, international prefix masks, and phone and fax masks.
9. The international prefix appears. See the **Postal Code** field for setup information.
10. Enter the customer's ship-to **Phone Number** and fax number. See the **Postal Code** field for mask setup information.

Maint

11. Select the customer's ship-to tax group ID. Use the **Tax Location Groups** function in System Manager to set up tax group IDs.

    If the ship-to tax group ID is different than the customer's tax group ID, you will be prompted to use the ship-to tax group to calculate the sales tax. You have the option to use the ship-to tax group or the customer tax group.

Maint

12. Select the customer's ship-to **Distribution Code**.

    If the ship-to distribution code is different than the customer's distribution code, the ship-to distribution code GL accounts will be used for the invoice.

13. Enter the customer's ship-to **Territory**.

Maint

14. Select the **Shipping Method** you usually use to ship items to the customer—for example, the name of a shipping service.

    A description of the ship method appears. The system saves the **Ship Method/Via** information with the transaction and prints it on the invoice.

15. Enter or change the customer's **E-mail** and **Internet address**.

NOTE: You can launch your default e-mail program and send an e-mail to the customer or launch the customer's web page by clicking the link in either field.

16. Mark the **Blind Ship** check box if the customer will utilize blind shipments.

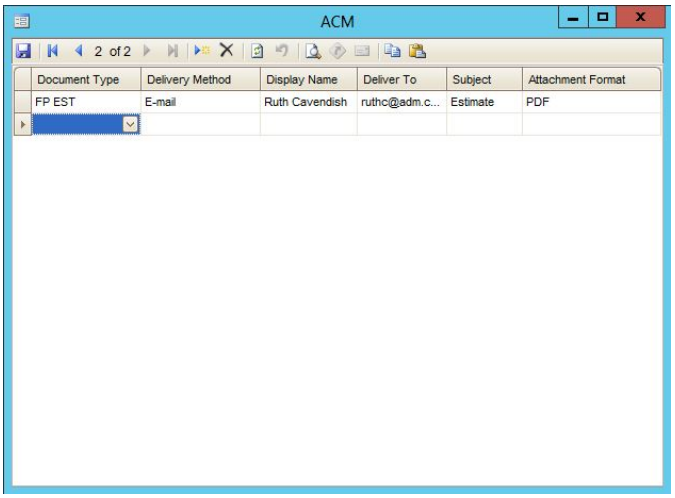
    A blind shipment is one shipped directly to a client of the customer, where all ship-from information on packing lists, bills of lading, invoices, and acknowledgments references only the customer and not your company.

NOTE: This value does not have to match the value of the Blind Ship check box on the Ship-To tab.

Document Delivery and Customer Inquiry Buttons

These buttons, at the top of the screen, are available for all the tabs on the Customers screen:

Click the **Document Delivery** button to set document delivery options for the customer. The Document Delivery dialog box allows you to choose e-mail or fax for each type of document you can produce for this customer. If no document delivery method is selected, the document will print to paper.



1. Choose the **Document Type** for which you would like to set delivery options from the left-hand column.

   The selection list will vary depending on the applications you have installed. The available documents are: AR Invoice, AR Statement, FP Estimate (FlexPack), Professional Invoice (PC), PS Invoice (POS), PS Receipt (POS), SD Invoice, SO Acknowledgment, SO Invoice, SO Quote and SO RMA.

2. Choose from **Email** or **Fax** in the **Delivery Method** box.

   - For the method you choose, fill in the required information for delivery. To set technical parameters for the Email and Fax delivery methods, see the Forms control section of the Business Rules in the System Manager User's Guide.
   - You must have at least one form printer set up for each of the documents listed for this function to work correctly. See the form printers section in the *System Manager Training Manual* for further information.
   - You can set up multiple records for the same form. For example, a customer wants to have their invoice emailed to a specific person, and they also want the invoice faxed to their payables department. You can set up multiple records for the invoice, one for email, and one for fax.

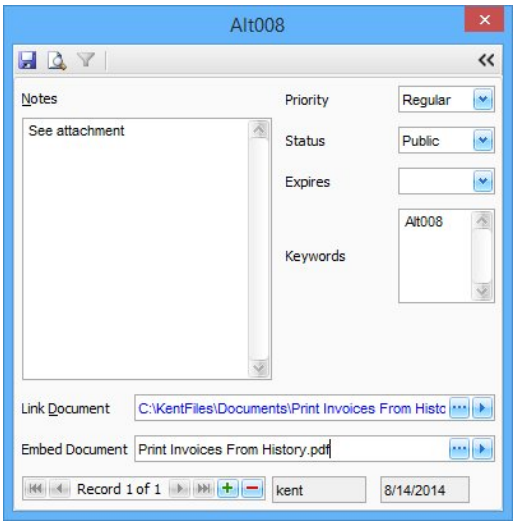
- To email to multiple recipients, you can enter the email addresses with a semi-colon (;) between each email address, or enter multiple records for the form you want emailed with each record with the recipients' email address entered.

Click the **View Map** button in the tool-bar to view a map of the Customer's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button is not available.

NOTE: See the *System Manager Training Manual* for more information on defining the default mapping program.

Click the **Search Email** button to view the emails to and/or from the customer selected, searching for the email address on the General tab. You must have the Message Tracking Setup in System Manager completed to use this function. See the *System Manager Training Manual* for details on setting this up.

Attachments Screen



Click the **Attachments** button to enter comments or attach documents relating to this customer.

1. Select the **Priority** for the comment and attachment: **Regular**, **High** or **Low**.
2. Select the **Status** for the comment and attachment: **Public** or **Private**.
3. Select the **Expires** date for the comment. Once the Expires date passes, the attachment is no longer displayed on the Manage Attachments screen in System Manager.

4. The customer ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the customer.
6. Attach any **Documents** associated with this customer by clicking on the browse button and selecting the file to attach. To view the document, click the arrow button.

   To view the document you must have permissions to read the folder the document is stored in.

7. You may use the **Embedded Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document. To view the document, click the arrow button.

   To edit a Customer ID, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The **Customers** screen appears.
2. Select the ID of the customer to edit on the **General** tab. Information about the customer appears.
3. Edit the information on the rest of the tabs.
4. Click the **Save** button on the tool-bar to save your changes.

   To delete a Customer ID, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The Customers screen appears.
2. Select the ID of the customer to delete on the **General** tab.
3. Press the delete hot key (**F3**) or select the **Delete** button on the tool-bar. When you delete a customer record, the customer's comments are not automatically deleted. For information about purging customer comments, see the *System Manager Training Manual*.

Producing a Customer List

The **Customer List** function on the **Accounts Receivable, Master Lists** menu is there to help you print lists of basic customer information, such as name, address, and contact information. This function works in the same manner as other Master Lists functions.

Use the **Customer List** function to produce a basic list of the information stored in your customer record for each customer's name, address, and contact information.

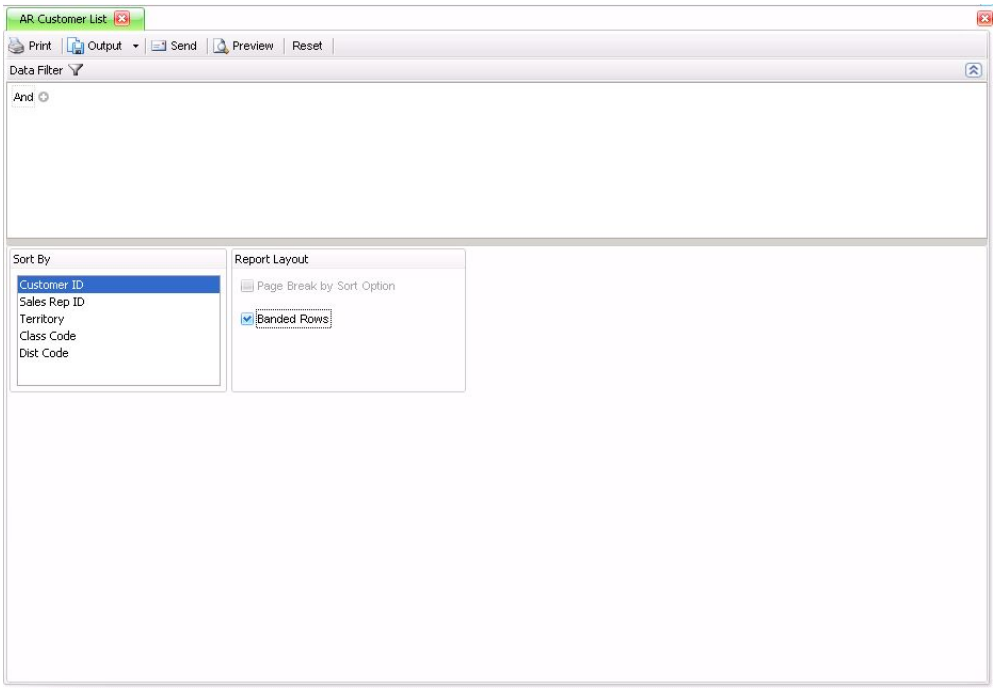
To produce a **Customer List**, follow these steps:

1. Select **Customer List** from the **Accounts Receivable, Master Lists** menu.

Customer List Menu

2. The **Customer List** screen appears.

Customer List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the IDs.
4. Select the sort by for the list. **Customer ID**, **Sales Rep ID**, **Territory**, **Class Code** or **Dist Code**.
5. Select the **Page Break by Sort Option** check box to create a page for each sort option.

   This option is available for all sort by options but the Customer ID.
6. 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.

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.

Customer List Report

Phil data
Customer List
Sorted by Customer ID

Page 1

Report Filter

Customer ID / Name	Address	Status	Contact / Phone / E-mail	Rep ID / Class / Dist Code	Territory
0500 eur customer	,	Active		D001	
123456 Altos Servers Company	945 Tuscon Drive No. 3 Rollingstone, MN 55969	Active	Wendy Severnson 3128056782 info@osas.com	GJL Retail D001	Northern
Arg026 ARG Systems Inc.	5-2 Nishi-Shinjuku 3-chome Shinjuku-Ku, 1600023	Active	Sue Rogers 3-3345111 info@osas.com	GJL Retail I002	Asia
Atm047 Asynchronous Networking Tech.	960 Parker Street Deerwood, MN 56444	Active	 3129063214 info@osas.com	GJL Retail D001	Northern
Atm053 ATM Switches Inc.	3023 Howard Street Suite 701 Gettysburg, SD 57442	Active	 3054895023 info@osas.com	JSK Retail D001	Northern
Axi040 Axis Electronics	5102 Birch Street Wheatland, ND 58079	Active	David Johanson 7016032312 info@osas.com	JSK Retail D001	Northern
Bet023 Beta Dynamics Inc.	507 Rochester Drive Fond Du Lac, WI 53500	Active	 4144020853 info@osas.com	JSK Retail D001	Northern
Bit020 Bitstream Technololgy	200 West 4th Street Des Moines, IA 50300	Inactive	 5154067841 info@osas.com	JSK Retail D001	Northern
Bur056 Burnhaven Software Design	3061 Kanpur Street Minneapolis, MN 55460	Active	Arijit Metha 3127089451 info@osas.com	MSL Retail D001	Northern
Cel017 Celebris Systems	1209 Bramphur Street Warren, MI 48089	Active	 5173031888 info@osas.com	JSK Retail D001	Northern
CEl031 Cellucom Inc.	309 Oakton Street Chicago, IL 60661	Active	Dieter Karlschmidt 3125067840 info@osas.com	JSK Retail D001	Northern
Chr052 Chronographic Testing Devices	305 Winston Avenue Sioux Falls, SD 57101	Active	Hal Durett 3055026463 info@osas.com	JSK Retail D001	Northern
Com005 Communicating PCs Inc.	955 Commercial Street Suite 4 Rochester, MN 55901	Active	Henry Verrily 3122684571 info@osas.com	GJL Retail D001	Northern
Com028 Compumarc	106 Orchard Garden Suite 409 Cooperstown, ND 58425	Active	James Smith 7019621260 info@osas.com	JSK Retail D001	Northern
Con029 Consantek Networks	906 Indiana Drive	Active	Regina Cunningham 3055216021	JSK Retail	Northern

3/3/2017 3:42 PM OPEN_SYSTEMS\Kent.Heitkamp

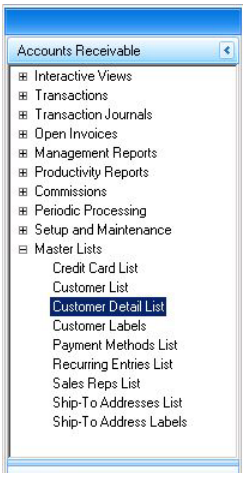
Producing a Customer Detail List

Use the **Customer Detail List** function to produce a list of the information stored in your customer records—customer's name and address, pay-to name and address, sales, and balance information.

To produce a **Customer Detail List**, follow these steps:

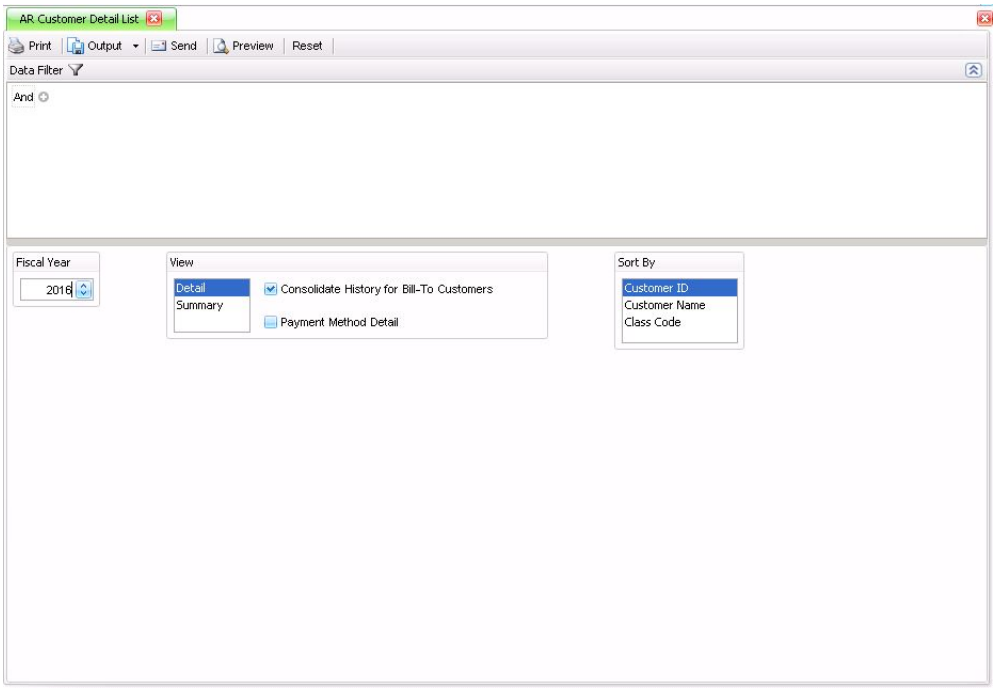
1. Select **Customer Detail List** from the **Accounts Receivable, Master Lists** menu.

Customer Detail List Menu



2. The **Customer Detail List** screen appears.

Customer Detail List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the customer IDs.
4. Select the **Fiscal Year** for the list.
5. Select the amount of detail to **View** on the list.
6. Check the box to **Consolidate History For Bill-To Customers** to show all customer records that have the same bill-to customer ID. Otherwise, clear the box.
7. Check the box to **Print Payment Method Detail** information. Otherwise clear the box.
8. Select the **Sort By** criterion for the list. **Customer ID**, **Customer Name** or **Class Code**.

9. 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.

Customer Detail List

Phil data Page 1

Customer Detail List

Detail By Customer ID

Report Filter

Fiscal Year	2016		
Consolidate history for Bill-To Customers	Yes	Print Payment Method Detail	No

Customer ID	0500	Status	Active	Group Code	
Name	eur customer			Stmts/Invoices	Both
Attention				Price ID	
Address 1				Acct Type	Open Invoice
Address 2				Currency ID	EUR
City				Dist Code	D001
Region		Country	USA	Credit Limit	0.00
Postal Code		Territory		CC Company	No
Intl Prefix	011	Ship Zone		Finance Charge	No
Phone				Credit Hold	No
Fax				Partial Ship	Yes
Contact				Payment Method	Cash
Email				Tax Group ID	AZ
Internet				Taxable	No
Rep 1		Rep 2		Exempt ID	
Rep 1% Invoice	100.00	Rep 2% invoice	100.00	Bill-to ID	
Terms Code	1% Disc			Blind Ship	No
Customer Level		Class Code			

Balance Information

New Fin Charge	0.00		Sale	Payment
Unpaid Fin Charge	0.00	First Date		
Current Due	0.00	Last Date		
Balance 31-60	0.00	Last Amount	0.00	0.00
31-90	0.00	Last No.		
31-120	0.00			
121+	0.00			
Unapplied Credit	0.00			
Total Due	0.00	High Balance	0.00	Credit Status

History Information (2016)

3/3/2017 3:40 PM OPEN_SYSTEMS\Kent.Heitkamp

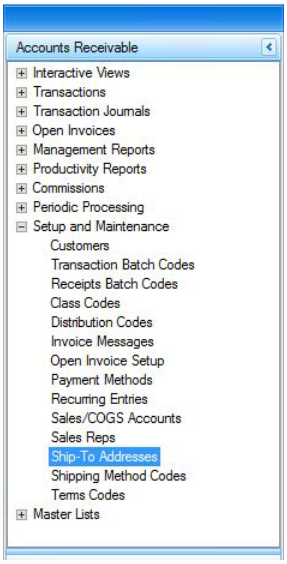
SHIP-TO ADDRESSES

Use the **Ship-To Addresses** function to enter, assign, change, and delete shipping addresses. When you begin entering transactions, you can easily pull up the ship-to ID for your customers if you predefine it.

To set up **Ship-To Addresses**, follow these steps:

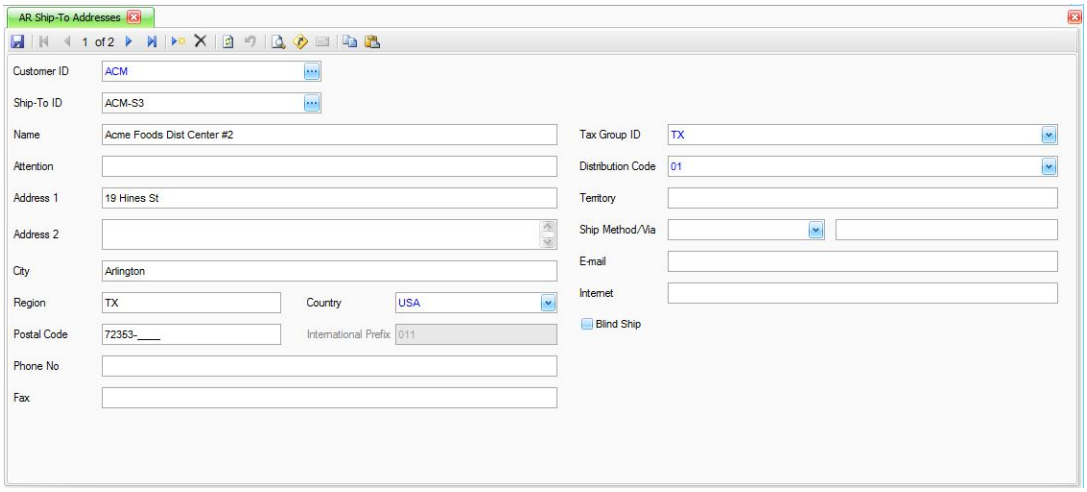
1. Select **Ship-To Addresses** from the **Accounts Receivable, Setup and Maintenance** menu.

Ship-To Addresses Menu



2. The **Ship-To Addresses** screen appears.

Ship-To Addresses Screen



Maint

3. Select the **Customer ID** of the address.
4. Click the **New Record** button on the tool-bar. A blank Ship To Address screen appears.
5. Enter a new **Ship-To ID** or select the ID you want to edit.
6. Enter or make changes to the customer's ship-to **Name**.
7. Enter or make changes, in the **Attention** field, to the name of person or department to which the order should be shipped.
8. Enter or make changes to the customer's **Address**. Use **Ctrl + Enter** to start a second line in the **Address 2** field.
9. Enter or make changes to the customer's ship-to **City** and **Region**.

Maint

10. Select the customer's ship-to **Country Code**.
11. Enter or make changes to the customer's ship-to **Postal Code**. Use the System Manager **Country Codes** function to set up postal code masks, international prefixes, international prefix masks, and phone and fax masks.
12. The international prefix appears. See the **Postal Code** field for setup information.
13. Enter the customer's ship-to **Phone Number** and fax number. See the **Postal Code** field for mask setup information.

Maint

14. Select the customer's ship-to tax group ID. Use the **Tax Location Groups** function in System Manager to set up tax group IDs.

    If the ship-to tax group ID is different than the customer's tax group ID you will be prompted to use the ship-to tax group to calculate the sales tax. You have the option to use the ship-to tax group or the customer tax group.

Maint

15. Select the customer's ship-to **Distribution Code**.

    If the ship-to distribution code is different than the customer's distribution code, the ship-to distribution code GL accounts will be used for the invoice.

16. Enter the customer's ship-to **Territory**.

Maint

17. Select the **Shipping Method** you usually use to ship items to the customer—for example, the name of a shipping service.

    A description of the ship method appears. The system saves the **Ship Method/Via** information with the transaction and prints it on the invoice.

18. Enter or change the customer's **E-mail** and **Internet address**.

NOTE: You can launch your default e-mail program and send an e-mail to the customer or launch the customer's web page by clicking the link in either field.

19. Mark the **Blind Ship** check box if the customer will utilize blind shipments.

    A blind shipment is one shipped directly to a client of the customer, where all ship-from information on packing lists, bills of lading, invoices, and acknowledgments references only the customer and not your company.

NOTE: This value does not have to match the value of the Blind Ship check box on the Ship-To screen.

Adding, Editing, and Deleting Shipping Addresses

To add a Ship-To Address:

1. Select the **New Record** icon on the tool-bar. A blank Ship-To Addresses screen appears.
2. Enter the customer ID, ship-to ID, and address information.
3. Click the **Save** button on the tool-bar to save your new address.

To edit a Ship-To Address:

1. Select the customer ID and the ship-to ID of the address to edit. The ship-to address information appears.

2. Edit the address information.
3. Click the **Save** button on the tool-bar to save your changes.

To delete a Ship-To Address:

1. Make sure that the ship-to address to delete is not used in transactions.
2. Select the customer ID and the ship-to ID of the address to delete.
3. Press the delete hot key (**F3**) or select the **Delete** button on the tool-bar.

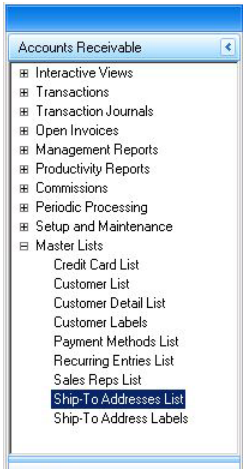
Producing a Ship-To Addresses List

Use the **Ship-To Addresses List** function to produce a list of the ship-to addresses you defined in the Ship-To Addresses function on the Setup and Maintenance menu.

To produce a **Ship-To Addresses List**, follow these steps:

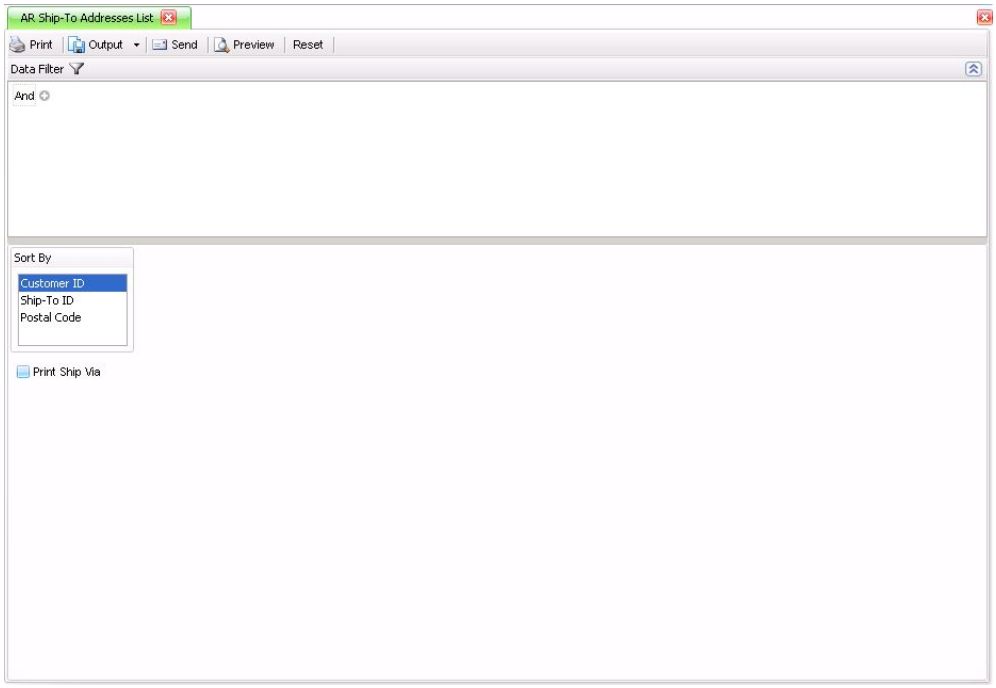
1. Select **Ship-To Addresses List** from the **Accounts Receivable, Master Lists** menu.

Ship-To Addresses List Menu



2. The **Ship-To Addresses List** screen appears.

Ship-To Addresses List Screen



3. Select the range of **Filter Criteria** to include in the list. Leave the criteria blank to include all records.
4. Select the **Sort By** criterion for the list. **Customer ID**, **Ship To ID** or **Postal Code**.
5. Check the box if you want the list to **Print Ship Via** information; otherwise, clear the box.

6. 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.

Ship-To Addresses List

Phil data
Ship-To Addresses List
Sorted By Customer ID

Report Filter — Print Ship Via: No

Customer ID	Ship-To ID / Ship-To Name / Address / Intl Prefix / Phone / Fax / ATTN	Territory	Tax Group ID / E-mail / Internet	Dist Code / Blind Ship
123456	WH 1 — Altos Servers\Warehouse 501 East 1st Street Suite 5 Chicago, IL, USA 60018-1234 011 /(312)-555-6666 /(312)666-3333 Kevin Smith		IL info@osas.com	D001 No
123456	WH 2 — Altos Servers\Warehouse 2 999 Second Ave S Suite 100 Minneapolis, MN, USA 55369 011 /(612)-555-6565 /(612)447-4744 Tom Jones		MN info@osas.com www.osas	D001 No
Axi040	WH 1 — Axis Electronics\Warehouse 3432 1st Street W Suite 220 Minneapolis, MN, USA 55421 011 /(612)-555-6565 /(612)4545855 Dave Jackson		MN-MPLS info@osas.com www.osas.com	D001 No
Bet023	WH 1 — Beta Dynamics\Warehouse 3969 Second Ave S Suite 205 Detroit, MI, USA 48126-1345 011 /(248)-722-2654 /(248)6546555 Jane Nelson		MI info@osas.com www.osas.com	D001 No
Bit020	WH 1 — Bitstream Tech\Warehouse 234 Dale Ave S Suite 100 St. Paul, MN, USA 55632 011 /(651)-231-2231 /(651)231-4564 Keith Sanders		MN-MPLS	D001 No
Bur056	WH 1 — Burnhaven Design\Warehouse 3234 Green Street S Suite 300 Minneapolis, MN, USA 55460 011 /(612)-555-6565 /(612)4545625 Jason Smith		MN-MPLS info@osas.com www.osas.com	D001 No
Cel017	WH 1 — Celebris Systems\Warehouse 523 Lexington Ave N Suite 120 St. Paul, MN, USA 56326 011 /(651)-232-1565 /(651)4444444 Luke Nelson		MN-MPLS	D001 No
CEI031	WH 1 — Cellucom Inc.\Warehouse 938 Marion Steet S		MN-MPLS	D001 No

3/3/2017 3:49 PM — OPEN_SYSTEMS\Kent.Heitkamp

4

Estimating and Sales Orders

Overview 4-3
Estimating Overview 4-5
Estimate Comments 4-7
Estimate Batch Codes 4-11
Sales Order Reason Codes 4-17
Estimates 4-21
Using the Blanket Orders Menu 4-49
Blanket Orders 4-51
Release Blanket Orders 4-67
Scheduled Blanket Order Report 4-71
Blanket Order Report 4-75
Sales Orders 4-79
Completing Sales Orders 4-129
- Print Invoices 4-129
- Sales Journal 4-129
- Miscellaneous Credits Journal 4-129
- Post Transactions Overview 4-130

4 ESTIMATING AND SALES ORDERS

OVERVIEW

Once the setup is complete, the next steps to take are to set up the information needed for entering and processing Estimates. Once an estimate has been fully entered and has been accepted by the customer, a Blanket or Sales Order can be generated from the accepted estimate.

Follow these steps to process the Estimate to a blanket or sales order and process the orders.

____ 1. Setup Estimate Comments. (page 4-7)

____ 2. Setup Estimate Batch Codes. (page 4-11)

____ 3. Set up Sales Order Reason Codes. (page 4-17)

____ 4. Enter Estimates. (page 4-21)

____ 5. Print Estimates (Quotes). (page 4-43)

____ 6. Generate Blanket or Sales Orders from Estimates. (page 4-39)

____ 7. Enter or edit Blanket Orders (if you are using blanket orders). (page 4-51)

____ 8. Release Blanket Orders (if you are using blanket orders). (page 4-67)

____ 9. Enter or edit Sales Orders. (page 4-79)

____ 10. Print Sales Order forms. (page 4-107)

____ 11. Verify Sales Orders once production has been completed and product has shipped. (page 4-124)

____ 12. Print Invoices and Journals. (See the Sales Order Training Manual for details.)

____ 13. Post Sales Order Transactions. (See the Sales Order Training Manual for details.)

4 ESTIMATING AND SALES ORDERS

Overview

ESTIMATING OVERVIEW

Prior to entering Estimates, some setup is required for information used within the estimates. **Estimate Comments**, **Estimate Batch Codes**, and **Reason Codes** need to be set up.

Once setup is complete, estimating is the first step in the process of generating a production order to make flexible packaging. Estimates are used to calculate the cost and price for a specific quantity of the finished product.

Users will enter information similar to a Sales Order, and use a worksheet to calculate the cost and price for the estimate order. When setting up the estimate worksheet, information will be entered to reflect the following: Quantity, Overrun Percentage, Discount%, Other Costs, Markup%, and Ship $ per 100 lbs. You will be able to enter multiple estimate calculations into the worksheet to compare the costs and prices for varying quantities, discounts and other calculations.

Once the estimate worksheet has been calculated you will be able to transfer the estimate into a Sales Order.

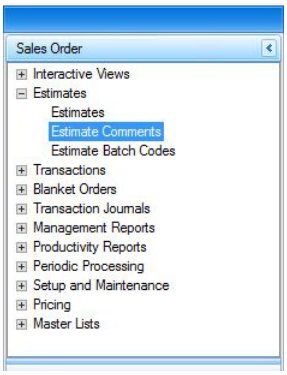
ESTIMATE COMMENTS

Use the **Estimate Comments** function to create, edit, and delete messages that are printed on the header and footer of Quotes generated by the Estimates function.

To set up **Estimate Comments**, follow these steps:

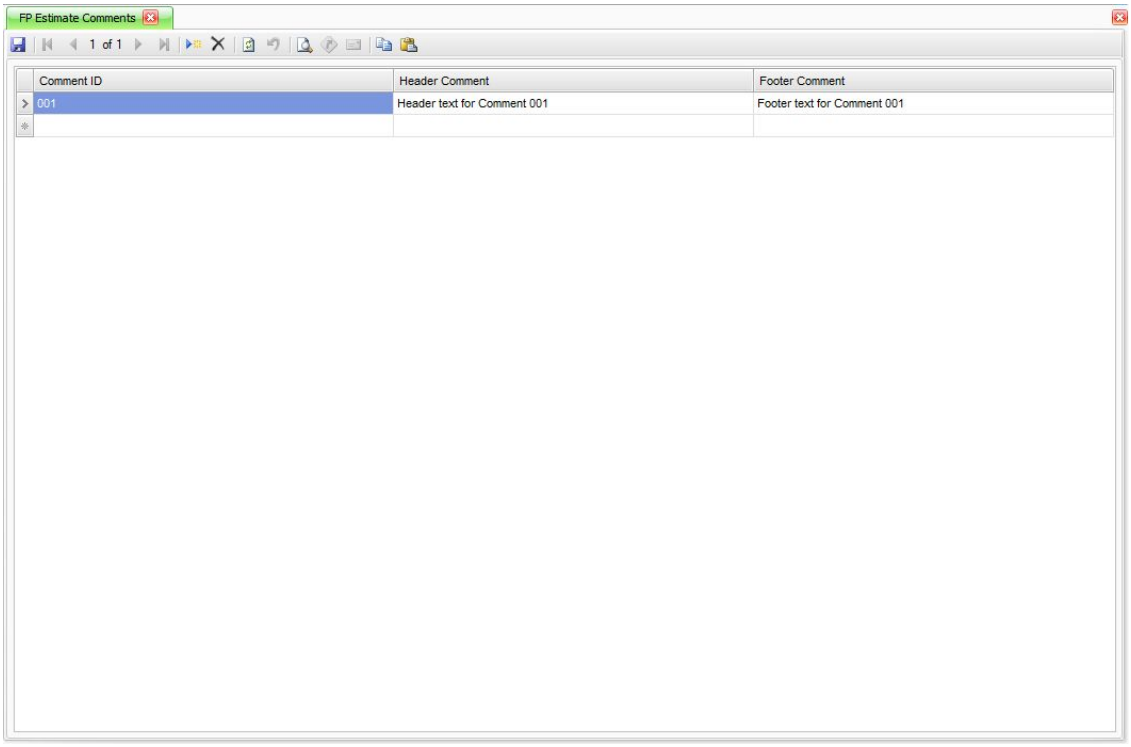
1. Select **Estimate Comments** from the **Sales Order, Estimates** menu.

Estimate Comments Menu



2. The **Estimate Comments** screen appears.

Estimate Comments Screen



3. Click the **New Record** button, on the tool-bar, to open a blank estimate comment record.
4. Enter a new code in the **Comment ID** field.
5. Enter header comment text in the **Header Comment** field.
6. Enter footer comment text in the **Footer Comment** field.
7. Click the **Save** button, on the tool-bar, to save the new estimate comment.

Editing an Estimate Comment:

1. Select a code to edit from the **Comment ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button, on the tool-bar, to save any changes

Deleting an Estimate Comment:

1. Select a code to delete from the **Comment ID** field.
2. Click the **Delete** button, on the tool-bar, to delete the selected comment code.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

ESTIMATE BATCH CODES

Batch codes allow you to group estimates so that you can make changes to one group without affecting those in another.

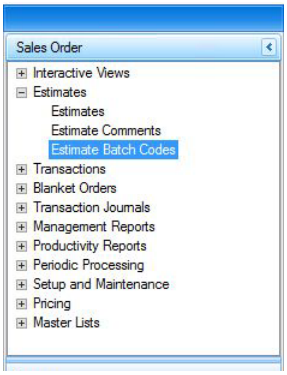
If you elected to use batch processing in the Business Rules function, use the **Estimate Batch Codes** function to define the batch codes you will use. Then, assign estimates to a batch code so you can post them in groups. If you elected not to use batch processing in the Business Rules function, use the Estimates Batch Codes function to toggle the hold and lock status of the main ###### batch. The main batch is assigned to all transactions when you are not using batch processing.

Batch codes are useful in network environments. They enable many users to enter and post estimates/transactions without interfering with each other. Batch Codes are available for both the Accounts Receivable and Sales Order applications; you must set up batch codes to be used with Accounts Receivable in the Accounts Receivable application and batch codes to be used with Sales Order in the Sales Order application.

To set up **Estimate Batch Codes**, follow these steps:

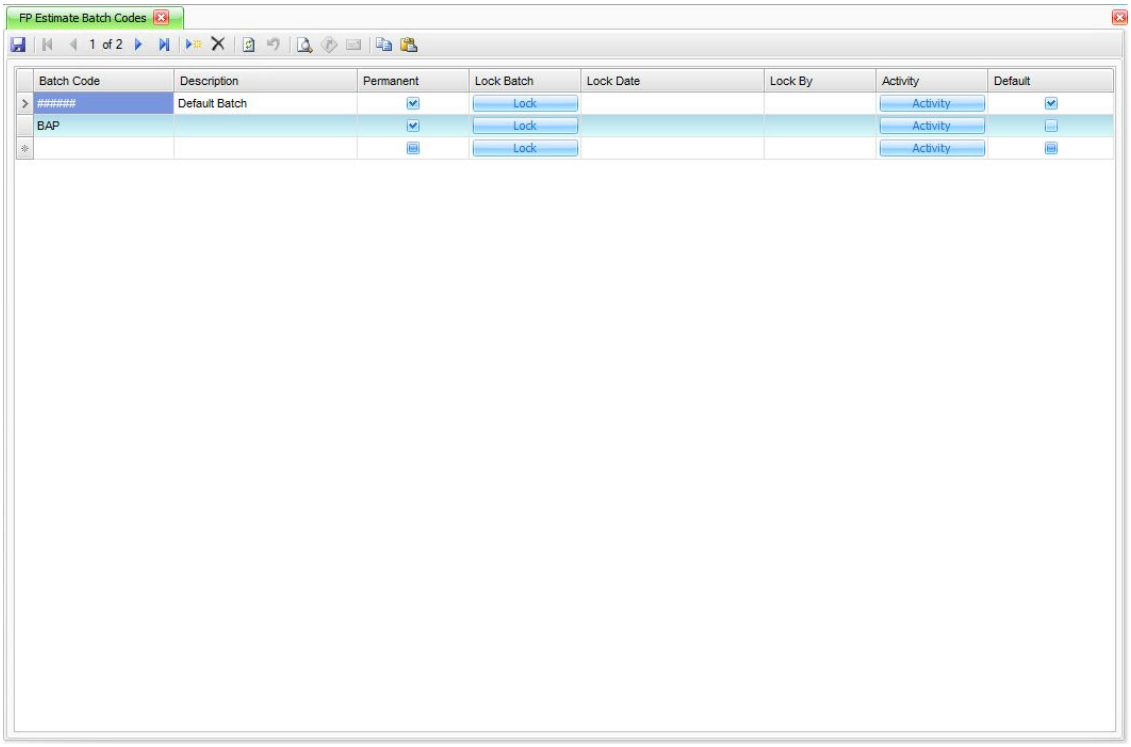
1. Select **Estimate Batch Codes** from the **Sales Order, Setup and Maintenance** menu.

Estimate Batch Codes Menu



2. The **Estimate Batch Codes** screen appears.

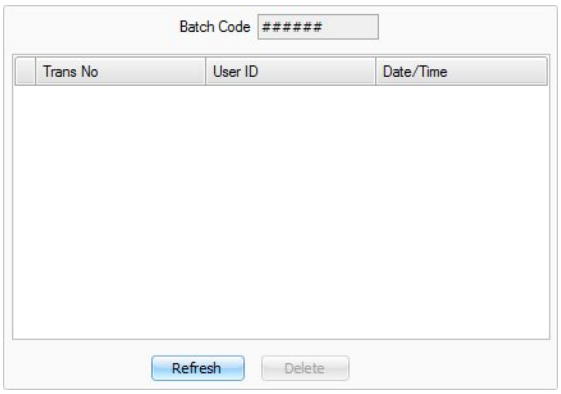
Estimate Batch Codes Screen



3. Select the **New Record** button on the tool-bar or click in a blank record at the end of the list of Batch Codes.
4. Enter the **Batch Code**.
5. Enter the **Description** of the batch.
6. Select the **Permanent** check box if you would like the batch to remain on file after you post the transactions in the batch. If you uncheck the box, the batch will be deleted when processing completes.
7. Click the **Lock** button to place the batch on hold. The **Lock Date** and **Lock By** fields will be populated with your workstation date and logged in user; otherwise, click the **Lock** button again to delete the **Lock Date** and **Lock By**. Use this option to prevent other users from entering or editing estimates in a batch that is being posted.

8. The batch is locked when it is printed or if it is unsuccessfully posted. To unlock a batch, click the **Lock** button to clear the **Lock Date** and **Locked By**. When a batch is locked, you cannot enter, edit, or post it.

Batch Activity Dialog Box



9. The Batch Activity dialog box appears when you select **Activity** on the Batch Codes screen.
10. If a batch is locked and a record is displayed, click the **Delete** button to delete the locking record for this batch.

Field Descriptions

Name	Description
Batch Code	The batch code entered on the Batch Codes screen is displayed.
User ID	The IDs of the users who are using the batch are displayed.
Trans ID	The transaction number is displayed.
Date/Time	The workstation date and time are displayed.

Command Buttons

Name	Description
Refresh	Refresh the list of users in the dialog box.
Delete	Change the status of a transaction from locked to unlocked and delete it from the Batch Activity dialog box.

11. Check the box to indicate which batch will be the **Default** batch for this company.

Adding, Editing, and Deleting Batch Codes

To add a Batch Code:

1. Select the **New Record** icon on the tool-bar. A blank record appears.
2. Enter the batch code and the description of the batch.

To edit a Batch Code:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Batch Code:

1. Make sure that the batch code is not being used.
2. Select the batch code to delete.
3. Select the delete hot key, or click on the **Delete** record button on the tool bar.

Producing a Batch Codes List

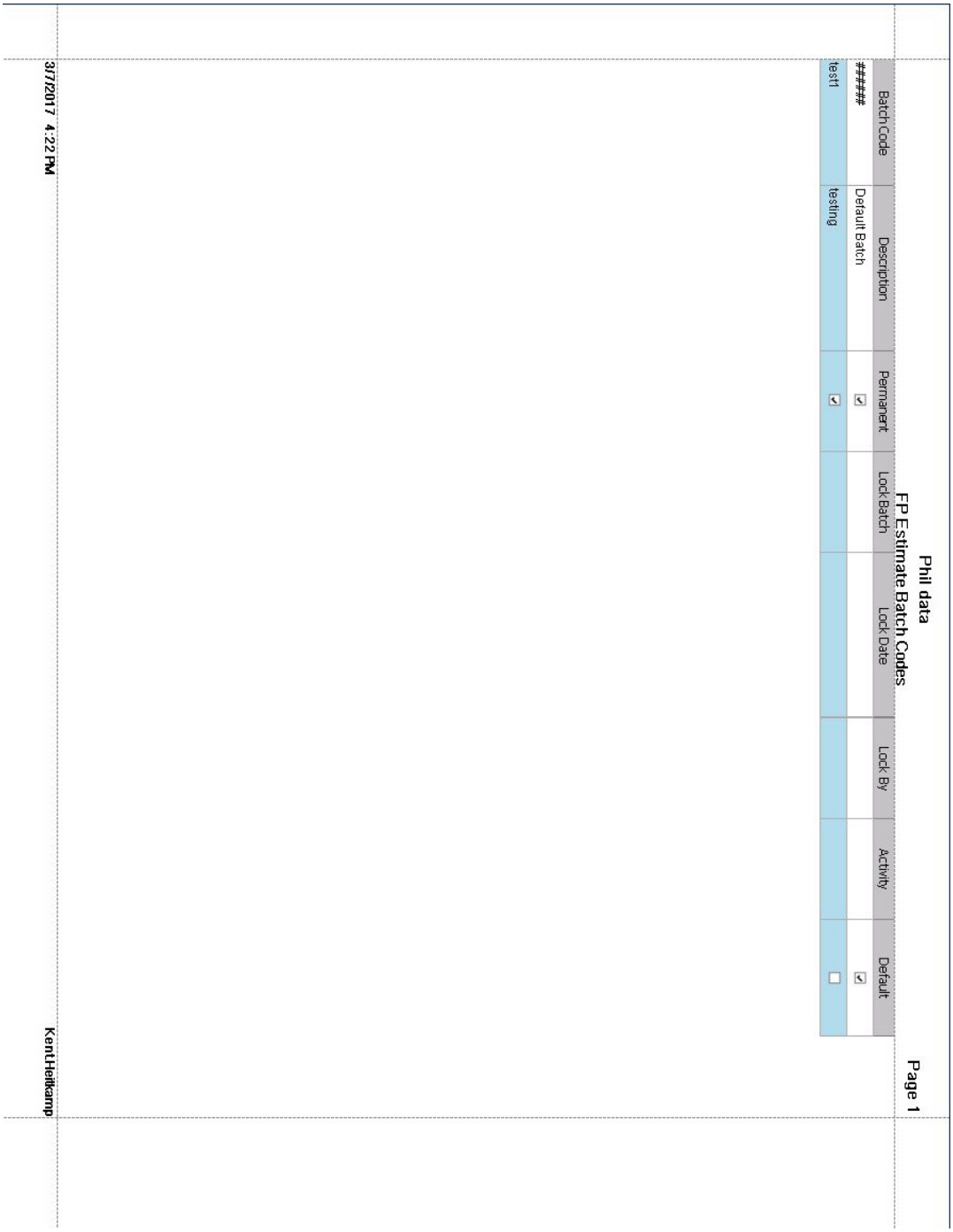
Use the **Batch Codes List** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Batch Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of batches.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Batch Codes List



SALES ORDER REASON CODES

Use the **Sales Order, Reason Codes** function to define reason codes for tracking reasons estimates have been declined. The Sales Order Reason Codes will be available to select in the Estimates (page 4-21) screen when a decline date has been entered.

Use the **Reason Codes** function to also set up merchandise return reason codes for use with RMAs. Use the reason codes to determine the reason items are being returned to you, and to help decide if they should be put back into Inventory or written off when damaged or defective.

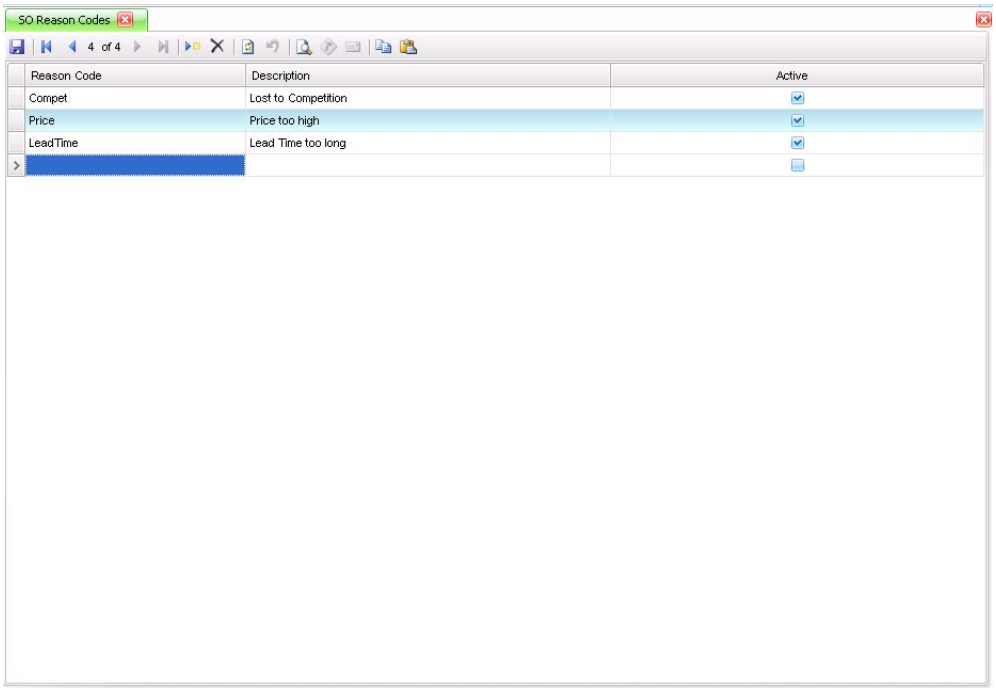
To set up **Reason Codes**, follow these steps:

1. Select **Reason Codes** from the **Sales Order, Setup and Maintenance** menu.

Reason Codes Menu

2. The **Reason Codes** screen appears.

Reason Codes Screen



3. Click the **New Record** button on the tool-bar.
4. Enter a **Reason Code**.
5. Enter a **Description** of the Reason Code.
6. Mark the **Active** check box if the code is active. Selecting or unselecting this check box will determine if the reason code is available to select from in the corresponding screen.
7. Click the **Save** button on the tool-bar to save your changes.

Editing a Reason Code:

1. Select the **Reason Code** to edit.
2. Make your changes.
3. Click the **Save** button, on the tool-bar, to save any edits made to the reason code.

Deleting a Reason Code:

1. Select the Reason code to delete.
2. Click the **Delete** button, on the tool-bar, to delete the selected bill of material.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

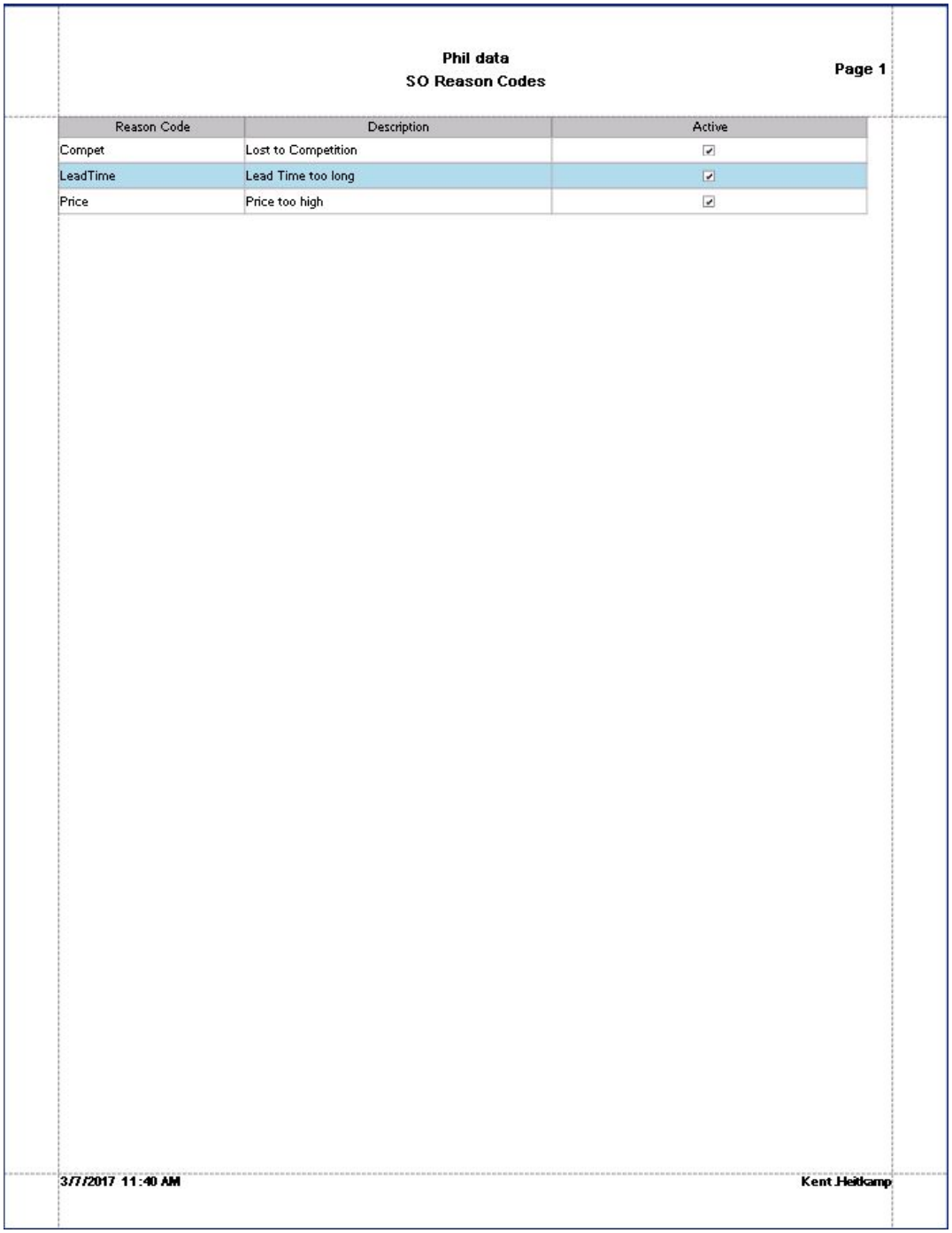
Producing a Reason Codes List

To produce a **Reason Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the schedule report for the reason codes you have set up.
2. The **preview report** screen appears.
3. Select the **Print** button in the tool-bar 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.

Reason Codes List



Phil data
SO Reason Codes

Page 1

Reason Code	Description	Active
Compet	Lost to Competition	☑
LeadTime	Lead Time too long	☑
Price	Price too high	☑

3/7/2017 11:40 AM

Kent Heitkamp

ESTIMATES

The **Estimates** function enables you to add order information and allows you to set up Item/Finished Good variations via a worksheet based on variables such as Quantity, Discount, Overrun%, etc. You can then print a Quote from the estimate, as well as generate new Sales Order(s) or Blanket Order(s).

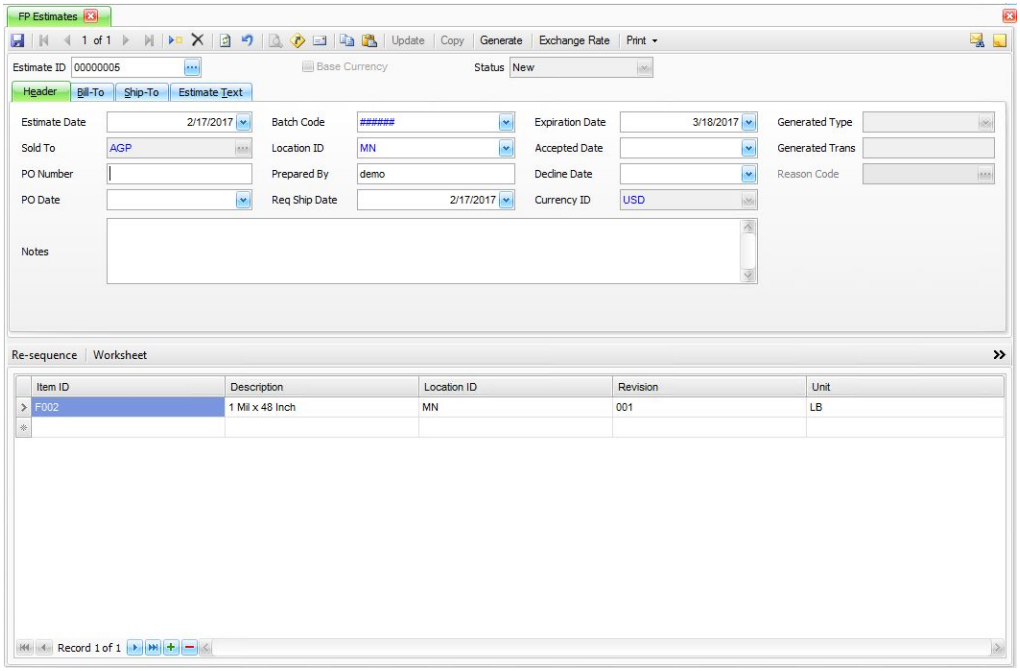
¥$£€

If you use multi-currency, it's important to remember that the currency assigned to the customer for which you are entering an estimate determines the estimate's currency. That is, estimate amounts are always entered in the customer's currency. Use the **Base Currency** check box that appears when you select a customer that uses a currency other than the base currency to view or enter estimate amounts in your company's base currency.

NOTE: When selecting items for the Estimate, only items that have been set up as a BOM will be available to select from the list.

The Estimates screen is divided into two sections:

Estimates Screen



- The top section contains a set of tabs that relate to information about the estimate as a whole, including general information, shipping and billing information, estimate totals, and so on.
- The bottom section of the screen contains an item (BOM) summary view, or a detail view which contains several tabs that relate to information associated with the line item (BOM) currently selected from the summary view, such as item (BOM) information, revision, unit of measure, and so on.

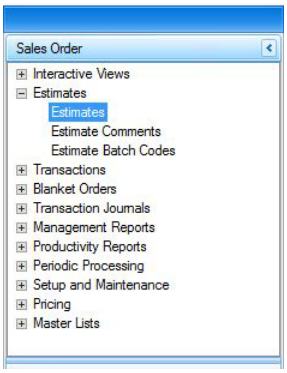
NOTE: Sales Order Estimates will have no effect on Inventory Item quantities. When the Estimate has been transferred to a New Sales Order transaction it will then update the Inventory committed, available and on hand quantities online.

After you enter an estimate, you can print online quotes if you have elected the option using the **Business Rules** function for Sales Order business rules.

To work with the **Estimates** functions, follow these steps:

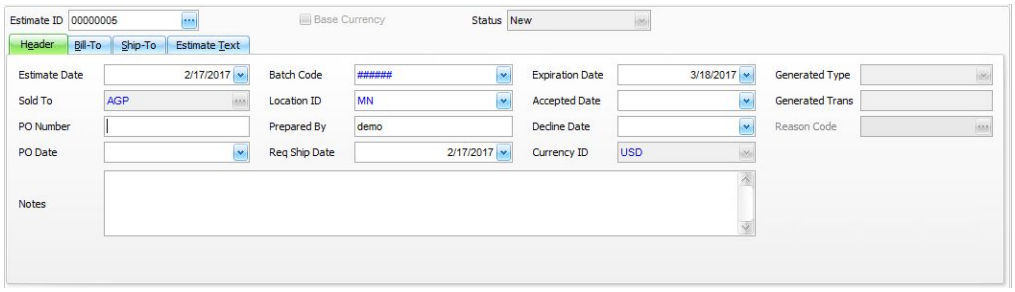
1. Select **Estimates** from the **Sales Order, Estimates** menu.

Estimates Menu



2. The **Estimates** screen appears with the header tab displayed.

Estimates Screen - Header Tab



3. The **Estimates** screen appears, defaulted to the edit mode.
4. To edit an estimate select the estimate and click **Update**.
5. To add a new estimate select the **New Record** button from the tool-bar.
6. The **Status** of the estimate will be displayed. This field is read only.

   When adding an estimate, the status will be **New**. This status will change as the estimates progresses through the different stages of the estimate process.

7. Select the **Estimate ID** of an estimate to work with, or enter a new estimate number. If you are entering a new estimate and you elected to use system-generated numbers in the **Business Rules** function in System Manager, leave this field blank and the system will create the estimate number for you.
8. The current workstation date appears in the **Estimate Date** box. Edit it, if necessary.

Maint

9. Select or edit the customer ID in the **Sold To** box.
10. Enter or edit the customer's purchase order number in the **PO Number** box.
11. The current workstation date appears as the **PO Date**. Edit it if necessary.
12. Enter **Notes** or view any notes specific to this estimate.

Maint

13. If you use batch processing, select or edit the **Batch Code** for the estimate.

Maint

14. Enter or edit the **Location ID** from which you are selling the items (BOMs), or accept the current value as set up in System Manager. The ID you enter also appears on the **Item Detail** tab.
15. The logged-in user's name appears in the **Prepared By** field. Edit the field, if necessary.
16. The current date appears in the **Req Ship Date** box. Edit this requested ship date, if necessary.

17. If you use multi-currency, the **Currency ID** you assigned to the customer's record appears. Accept the currency or select an active currency.

    If the customer currency is not the same as the base currency, use the **Base Currency** check box to toggle currency amounts between the customer's currency and the base currency.

    If you do not use multi-currency, this box is disabled.

18. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button will be discussed later in this section (page 4-42).

19. Enter the **Expiration Date** for the estimate. Accept the default or edit if necessary.

    The expiration date will automatically be updated with the date calculated from the default expiration days option in the FlexPack business rules.

20. The **Accepted Date** will be populated when the estimate has been generated into a Sales Order or Blanket Order. Accept the default or edit if necessary.

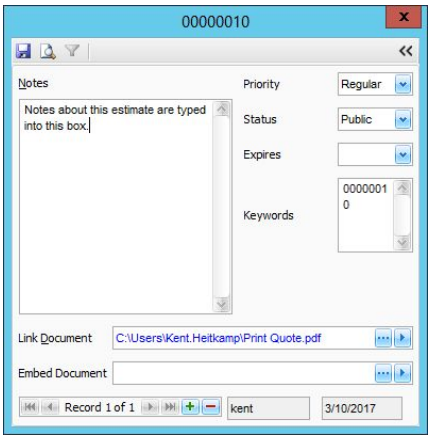
21. Enter a **Decline Date**, if applicable. When the Decline Date is populated, you can choose a **Reason Code**. Select a reason the estimate was declined.

22. The **Generated Type** will be filled in after the estimate has been generated to a Sales Order or Blanket Order. This field is read only and cannot be edited.

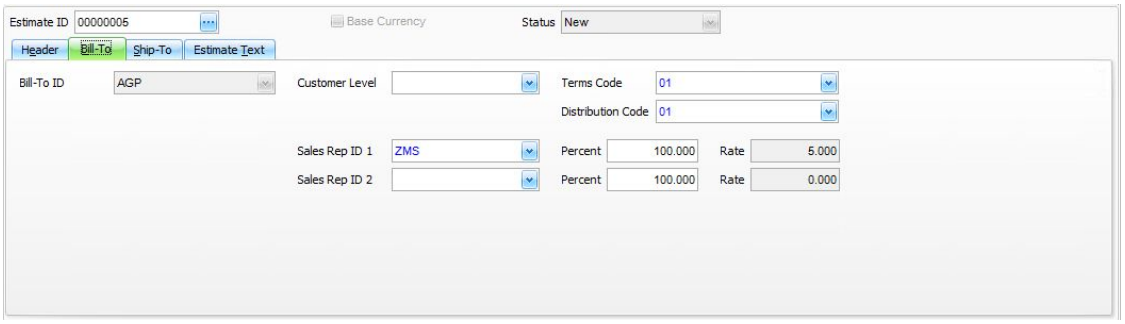
23. The **Generated Trans** number will be filled in after the estimate has been generated to a Sales Order or Blanket Order with the order number generated. This field is read-only and cannot be edited.

24. If you are editing an existing new estimate or have assigned an estimate number to your estimate, the **Copy** button will be grayed out and the **Update** button will be available. Click **Update** to edit existing estimates.

25. Click the Attachments button to enter comments or attach documents relating to this estimate.



Estimates Screen - Bill-To Tab



1. The **Bill-To ID** on this tab comes from the bill-to customer you set up in the Customer setup on the Accounts Receivable Setup and Maintenance menu. When adding a new estimate you may select either the sold-to or bill-to customer ID. The bill-to ID will be the customer you set up as the bill-to in the customer setup screen.

Maint

2. Select or edit the **Customer Level**. This box is available only if you chose to allow the customer level to be changed in the **Business Rules** function. Use the **Customer Levels** function to define customers or groups of customers. (See the Sales Order Training Manual for more information on the business rules and customer levels.)

¥$£€

If you use multi-currency, you can change the distribution code only if the Receivables account associated with the new distribution code is in either the customer's or the base currency. If any open invoices or transactions exist for the customer, the new distribution code must also use the same currency as those transactions.

Maint

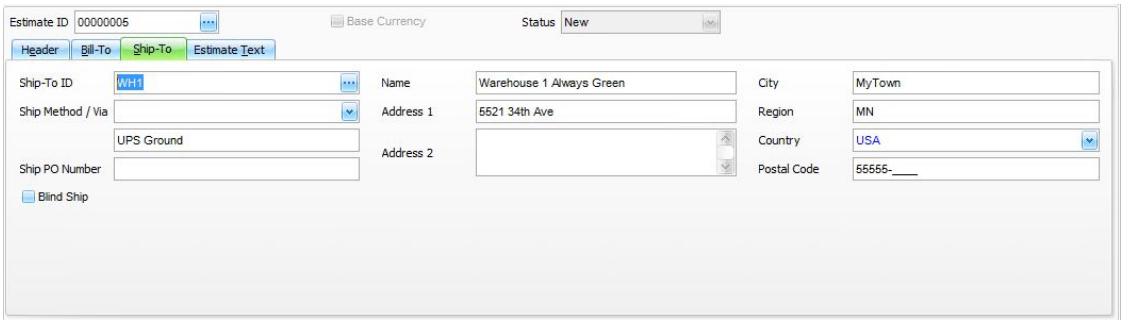
3. When you select a customer ID, the sales rep ID and commission percentage, **Terms Code**, and **Distribution Code** associated with that customer appear. Edit this information, if necessary.

Maint

4. Select the **Sales Rep 1** and **Sales Rep 2**, and enter the **Percent** and **Rate** for each rep.

   Each sales representative can receive up to 100 percent of a sale.

Estimates Screen - Ship-To Tab



Maint

1. If you set up a ship-to address for the customer in the Accounts Receivable **Ship-To Addresses** function, select that ID in the **Ship-To ID** combo box. Only the ship-to IDs for that customer appears in the list; addresses for other customers are not included. If you did not set up a ship-to address for the customer, leave the field blank.

   When you enter a ship-to ID, a message box appears so that you can choose to assign the tax location from the ship-to address and recalculate sales tax.

Maint

2. Select the method you usually use to ship items to this ship-to address in the **Ship Method/Via** box. A description appears. Use the Accounts Receivable **Shipping Method Codes** function to set up these ship codes.

   If you have not set up shipping codes, leave the **Ship Method/Via** box blank and enter the shipping method in the box to its right.

   Ship via information is saved with the transaction and prints on invoices.

3. Enter the **Ship PO Number** you want to print on the invoice.

   When a customer wants the order to be Blind Shipped, their customer will give them a PO number. This Ship PO Number is your customer's customer PO number. This Customer PO number will be printed on the invoice and shipping documents.

4. Mark the **Blind Ship** check box if the customer will utilize blind shipments.

   A blind shipment is one shipped directly to a client of the customer, where all ship-from information on packing lists, bills of lading, invoices, and acknowledgments references only the customer and not your company.

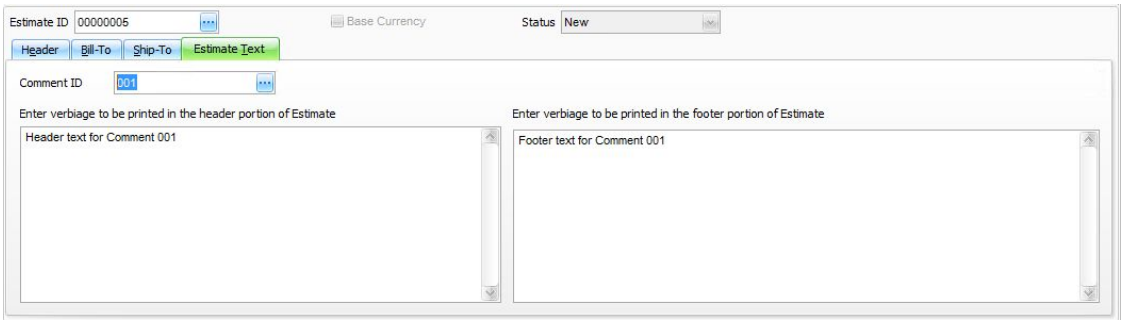
NOTE: This value does not have to match the value of the Blind Ship check box on the Ship-To setup screen.

5. Enter or edit the customer's **Name**.
6. Enter or edit the customer's shipping **Address**. Press **Ctrl + Enter** to start a new line in the **Address 2** box.
7. Enter or edit the **City**.
8. Enter or edit the **Region**.

Maint

9. Select the **Country**.
10. Enter the **Postal Code**. Use the System Manager **Country Codes** function to set up the postal code input mask.

Estimates Screen - Estimate Text



The **Estimate Text** tab of the Estimates screen allows you to add text to the header and footer of the estimate. You have the option of selecting pre-defined estimate comments, to which you can add additional text. You can define additional standard comments through the Estimate Comments function.

Maint

1. Select an estimate comment from the **Comment ID** drop-down list, if applicable.

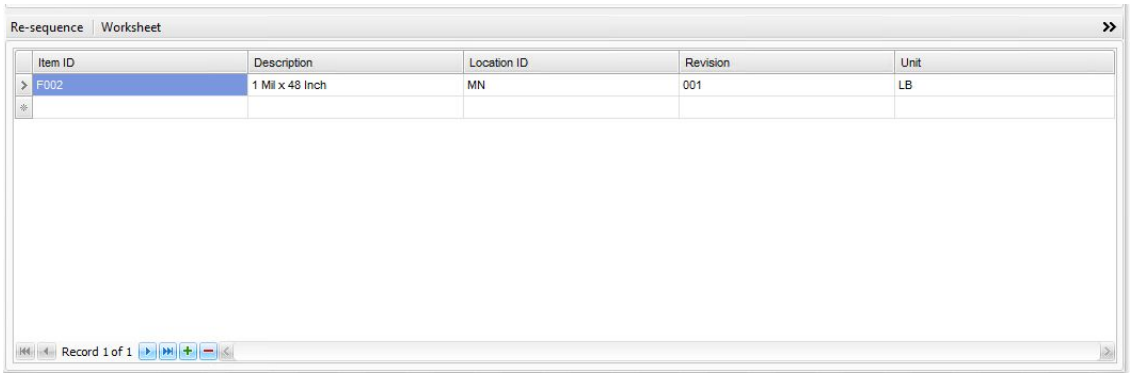
   If you do not select a comment ID, enter the text you want to appear in the **header** of the estimate in the header portion of Estimate text box.

2. If you do select a comment ID, add any text you want to add to the standard comment.

If you do not select a comment ID, enter the text you want to appear in the **footer** of the estimate in the footer portion of Estimate text box.

3. If you do select a comment ID, add any text you want to add to the standard comment.

Estimate Screen - Item Summary



The bottom section of the screen in summary contains a list of the estimate's line items.

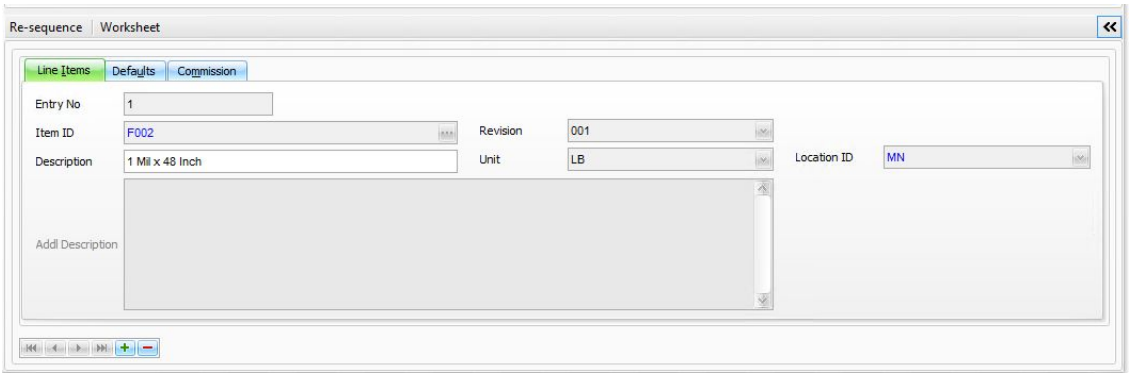
Maint

1. Enter or edit the **Item ID**. If you interface Sales Order with Inventory, you can select bills of material assemblies.
2. Edit the item **Description**, if necessary.

Maint

3. The default **Location** for the BOM assembly and revision is displayed. Accept the default or edit it.
4. Enter or edit the **Revision** of the selected BOM assembly.
5. The **Unit** of measure for the BOM assembly is displayed. Accept the default or change it to an available unit of measure.

Estimate Screen - Line Items Tab



Use the **Detail Line Items** function to record information about the items (BOMs) in the estimate.

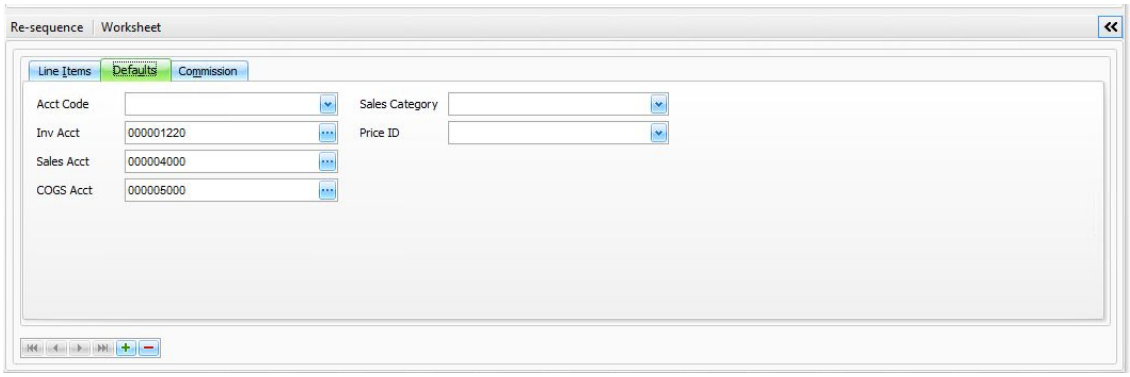
Maint

1. Enter or edit the **Item ID**. If you interface Sales Order with Inventory, you can select bills of material assemblies.
2. Edit the item **Description**, if necessary.
3. The **Addl Description** is displayed and is read only.
4. The **Revision** of the selected BOM assembly is displayed. This field is read only.
5. The **Unit** of measure for the BOM assembly is displayed. This field is read only.

Maint

6. The default **Location** for the BOM assembly and revision is displayed. This field is read only.

Estimates Screen - Defaults Tab



Maint

1. Select the General Ledger account code to identify the General Ledger sales and COGS accounts in the **Acct Code** field, or leave this field blank.

2. If you interface Sales Order with Inventory and you select an inventory item, the General Ledger sales account, COGS account, and inventory account numbers corresponding to the account code you set up for the item in the Inventory **Items** and **Account Codes** functions appear in the **Inv Acct**, **Sales Acct**, and **COGS Acct** fields.

   Edit the account numbers as necessary. See the *System Manager Training Manual* and *Inventory Training Manual* for more information.

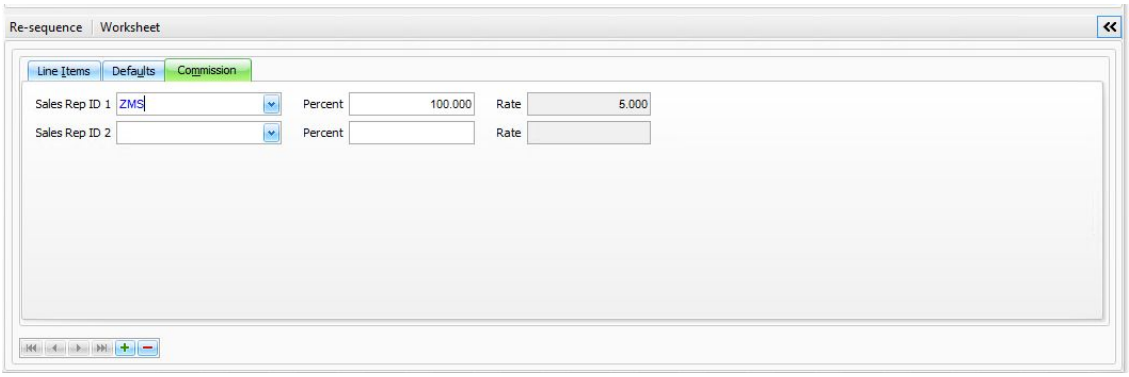
Maint

3. Edit the **Sales Category** assigned to the item, if necessary.

Maint

4. If you interface Sales Order with Inventory, the **Price ID** you set up for the item in the Inventory **Items** or **Item Locations** and **Price Structures** functions appears. Edit this price ID, enter a new one, or leave the field blank.

Estimates Screen - Commissions Tab



Maint

1. The **Sales Rep ID** and commission percentages associated with the customer appear. Edit this information, if necessary. Each sales representative can receive up to 100 percent of a sale.

Use the following command buttons on the menu bar to work with the line items on the estimate.

Command Buttons

Select	To
Re-sequence	Reset the line sequence numbers if you've dragged the item lines into a different order.
Worksheet	Open the Estimate Worksheet for the selected line item.

Re-sequence Button

You can use the arrow keys to move the highlight to any line item with which you want to work.

You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.

Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

NOTE: If you choose to sort by the Item ID column, you can then press Re-sequence and the system will retain that sequence for the line items. The acknowledgment, pick slip, packing list and invoice will then print in that order, too.

Estimate Worksheet

1. Use the **Estimate Worksheet** to determine prices, costs, commissions, etc for a quantity of a finished good.
2. You can edit a limited number of fields in the worksheet: **Quantity**, **Overrun Percentage**, **Discount%**, **Other Costs**, **Markup%**, and **Ship $ per 100 lbs** for each estimate.

   You can create up to five estimates on the worksheet screen.

When the editable fields are changed, non-user accessible fields are recalculated. The table below displays which fields are recalculated when the field is edited.

Fields Recalculated When User-Editable Field is Changed

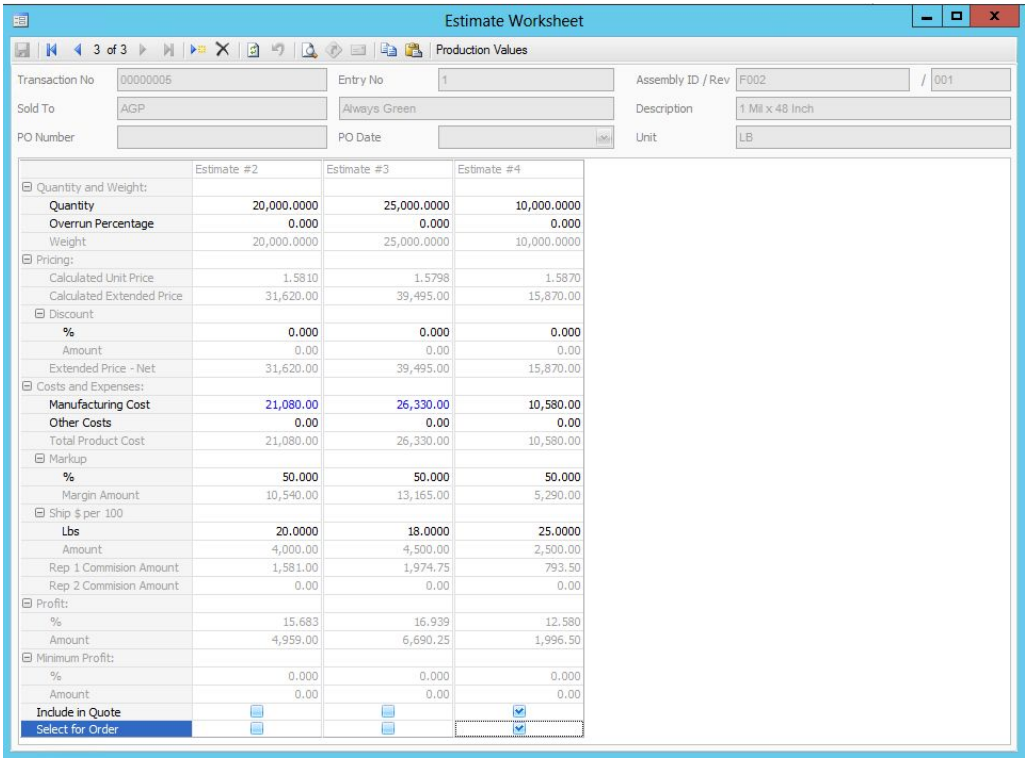
	Quantity	Overrun Percentage	Discount %	Other Costs	Markup %	Ship $ per 100 lbs
Weight	X	X				
Calculated Unit Price	X	X		X	X	
Calculated Extended Price	X	X		X	X	
Discount Amount	X	X	X	X	X	
Extended Price -- Net	X	X	X	X	X	
Manufacturing Cost	X	X				
Total Product Cost	X	X		X		
Margin Amount	X	X		X	X	
Rep 1 Commission Amount	X	X	X	X	X	X
Rep 2 Commission Amount	X	X	X	X	X	X

Fields Recalculated When User-Editable Field is Changed

	Quantity	Overrun Percentage	Discount %	Other Costs	Markup %	Ship $ per 100 lbs
Profit%	X	X	X	X	X	X
Profit Amount	X	X	X	X	X	X
Minimum Profit Amount	X	X	X	X	X	X

3. When you create an estimate and add line items, click the **Worksheet** button on the detail section menu bar to open the **Estimate Worksheet** screen for the selected line item.

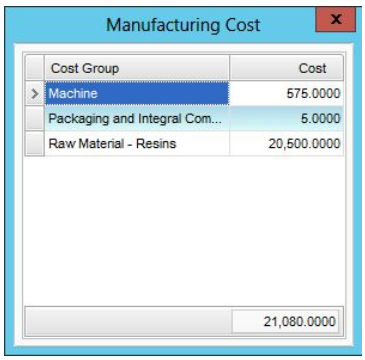
Estimate Worksheet Screen



4. To create a new estimate for the line item, click the **New** button on the tool-bar.

5. Click the **Production Values** button on the tool-bar to view the line item's production values details (page 3-219).
6. Enter values into the available fields:
    - Enter the **Quantity** for the estimate.
    - Enter the Overrun amount in the **Overrun Percentage** field.
        - Use the Overrun Percentage to calculate the unit price of the finished good for the order and agreed-upon Overrun Percentage. That amount will change the weight, the manufacturing costs, and the unit price.
        - When an overrun percentage is used, the BOM is being exploded again with the new order amount. The formulas will recalculate the demand, e.g. if the customer orders 10,000 lbs of film and agrees to an 8% overrun, the weight will change to 10,800 lbs and the costs will change based on the additional materials, labor, and machine costs. The price will change based on the markup and new cost.
    - Enter the **Discount%** you are giving the customer to calculate from the calculated price.

      Enter this amount as a whole number. For example, a 5% discount would be entered as 5.000.
    - Double-click on the link in the **Manufacturing Cost** field to view the details of that manufacturing cost total.



    - Enter **Other Costs** that you want added onto the calculated cost.

      These costs are not included in the cost of the materials and labor entered into the BOM setup.
    - Enter the **Markup%** you want to use to calculate the price of the estimate.

      The Markup% will is the percentage of the amount added to the cost to produce the product when calculating a price, related to the cost.

- Enter the **Ship $ per 100 Lbs** amount to calculate and add to the cost.

  The Ship $ per 100 Lbs is the amount it will cost you to ship the finished product for each 100 lbs of weight of the product and packaging. Enter an amount in this field only if you will be billing your customer for shipping per 100 lbs of product.

7. To include the estimate values in the printed quote, mark the **Include in Quote** check box.

   You may select more than one estimate calculation to include in a Quote. For each estimate calculation checked, a line will be shown on the printed quote.

8. To select an estimate from which to create an order, mark the **Select for Order** check box.

   When your customer decides which estimate calculation they would like to make into a Sales Order, select the check box for that estimate calculation. You are allowed to select one estimate calculation to generate sales orders. If you need to generate a sales order for another estimate calculation, enter another estimate and estimate worksheet record.

NOTE: If you want to include one of your estimate calculations in a Quote and generate a Sales Order from the estimate calculation you must select one of the estimate calculations.

The fields below are read only. Many of the fields are calculated and the value will explain when and how they are recalculated:

Field	Value	Notes
Weight		When the **Quantity** or **Overrun Percentage** is changed, a process will run that returns the weight based upon the amounts entered. The process also returns a unit cost value that will be used to calculate Manufacturing costs. The weight field will also change when a value is entered into the **Overrun Percentage** field. Since the **Overrun Percentage** is one of the parameters that can be edited, a different weight and unit cost will be returned than was previously returned when the Overrun Percentage was a different value.

Field	Value	Notes
Calculated Unit Price	(Total Product Cost + Margin Amount)/Quantity	Rounded to the appropriate precision
Calculated Extended Price	Calculated Unit Price x Quantity	
Discount Amount	Discount x Calculated Extended Price	
Extended Price-Net	Calculated Extended Price - Discount Amount	
Manufacturing Cost	Weight x Quantity	The value is the unit cost calculated when the **Weight** or the **Overrun Percentage** changes.
Total Product Cost	Manufacturing Cost + Other Costs	
Margin Amount	Extended Price - Net - Total Product Cost	
Ship Amount	(Ship $ per 100 lbs x Weight) / 100	
Rep 1 Commission Amount	(Order Extended Price x Percent of Invoice for Rep 1) x Commission Rate for Rep 1	This field will use the commission rate information entered in the Estimate transaction. If line item commissions are used (in Business Rules) then the **Percent of Invoice** and the **Commission Rate** in the line item record will be used. Otherwise, the **Percent of Invoice** and the **Commission Rate** in the header record will be used.

Field	Value	Notes
Rep 2 Commission Amount	(Order Extended Price x Percent of Invoice for Rep 2) x Commission Rate for Rep 2	This field will use the commission rate information entered in the Estimate transaction. If line item commissions are used (in Business Rules) then the **Percent of Invoice** and the **Commission Rate** in the line item record will be used. Otherwise, the **Percent of Invoice** and the **Commission Rate** in the header record will be used.
Profit%	Profit Amount / Extended Price-Net	
Profit Amount	Margin Amount - Ship $ per 100 lbs - Rep 1 Comm Amount - Rep 2 Comm Amount	
Minimum Profit%	The value of this field will be the value setup in Business Rules (page 3-11) at the time the estimate records were first created.	No change will be made to existing estimates if that value is changed in Business Rules.
Minimum Profit Amount	Minimum Profit% x Extended Price-Net	

Click a command button on the tool-bar to:

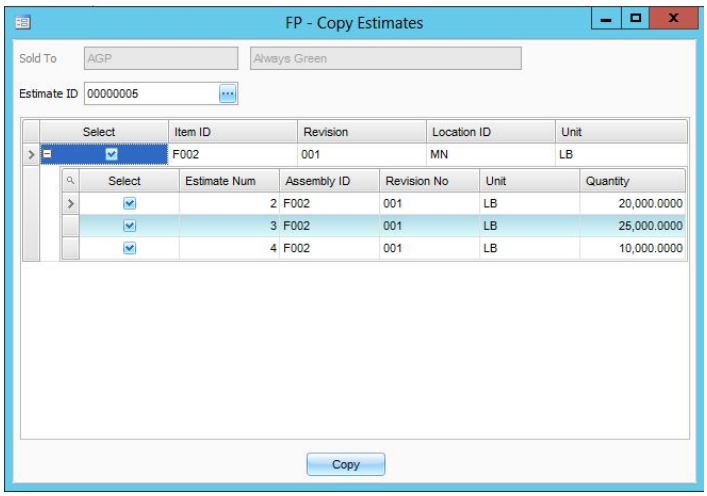
Command Buttons

Select	To
Update	Unlock fields for editing.
Copy	Copy estimate information from an existing estimate.
Generate	Generate a Sales Order or Blanket Order from the estimate(s) selected in the Estimate Worksheet. You must print the Quote before you can generate an order. When you generate an order, select the **Generated Type** for the order from the drop-down list. The sales order or blanket order number you generated will appear in the **Generated Trans** field.
Exchange Rate	Open the Exchange Rate window to select a different rate. Once you choose the rate, click the **OK** button to return to the main screen.
Print	Print the selected quote.

Copy Button

If you are entering a new estimate, the **Copy** button will be visible. Click the **Copy** button to copy information from an existing estimate for this customer.

Copy Transaction Dialog Box

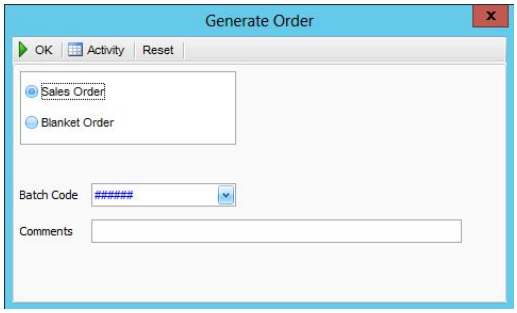


1. Click the **Copy** button on the Header tab of the Sales Order Estimates screen to copy the line item and estimate worksheet information of an existing estimate. This button is only available after you choose a customer, but becomes unavailable once you begin entering line item information.
    - The **Copy Estimates** dialog box opens.
    - The **Customer ID** and customer name are displayed.
    - Enter or select the **Estimate No** you would like to copy.
2. Click the plus (+) next to the **Select** check box to expand the line and see a summary of the estimate worksheet records for that BOM in that estimate.

Generate Button

Generate a Sales Order or Blanket Order from the estimate(s) selected in the Estimate Worksheet. You must print the Quote before you can generate an order.

Generate Order Screen



1. Select the **Generated Type** for the order from the choice of radio buttons. **Sales Order** or **Blanket Order**.

    The sales order or blanket order number you generate will appear in the **Generated Trans** field.
2. If you use batch processing, select or edit the **Batch Code** for the generated **Sales Order**.

    If you select to generate a **Blanket Order**, select the **Order Type**: **Amount** or **On Demand**. See the Blanket Orders section (page 4-51) for more information on the types.
3. Enter **Comments** about the generated order.
4. Click **OK** to generate the selected type of order from the estimate.

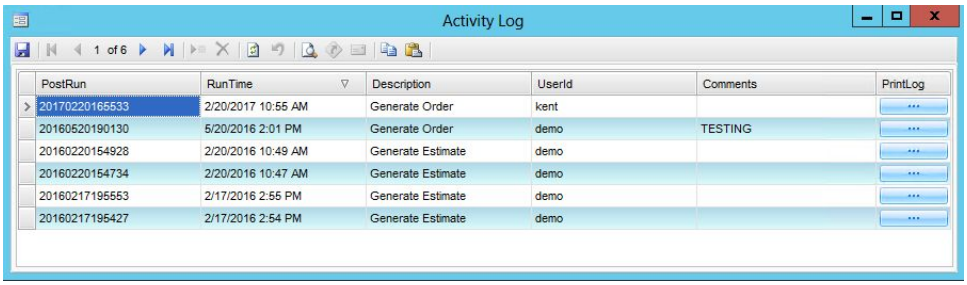
5. Click the **Activity** button to view a history of the copy activity.
6. Click the **Reset** button to reset all values back to the defaults.

Activity Log

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

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the generate order was made.
Description	The generate order description.
User ID	The user who performed the generate order.
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 Screen



7. When the generate is complete a log file will be displayed.

Generate Order Log

Flexible Packaging Inc
Generate Order Log

Page 1

Comments

Estimate ID	Transaction ID	Order Type	Currency ID	Batch Code
00000005	00000017	Sales Order	USD	######

Assembly ID	Description	Revision	Estimate #	Qty	Unit Price	Discount	Extended Price
F002	1 Mil x 48 Inch	001	4	10,000.0000	1.5870	0.00	15,870.00

2/20/2017 10:55 AM

***** End of Report *****

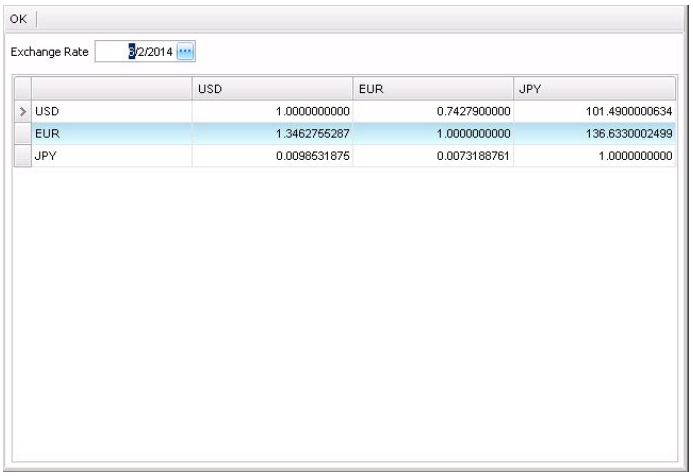
OPEN_SYSTEMS\KentHeitkamp

Exchange Rates Button

Maint

If you use multi-currency, click the **Exchange Rate** button to display the exchange rates from the System Manager **Currency Exchange Rates** function.

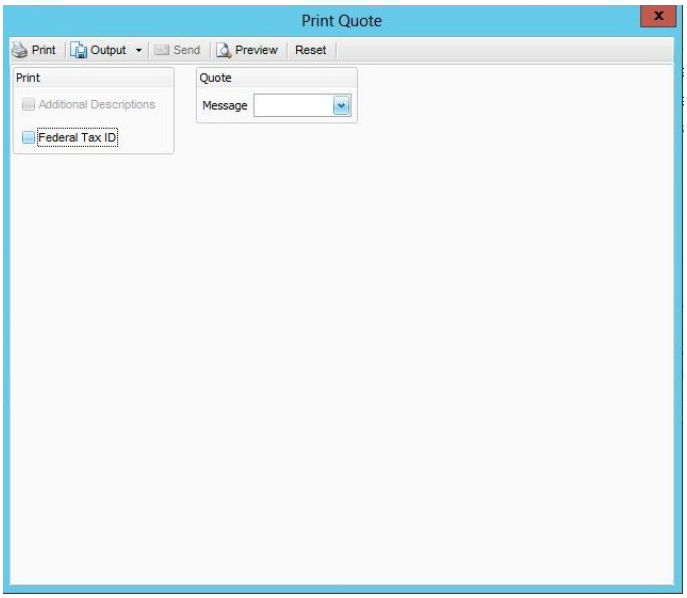
Exchange Rates Screen



- Select the **Exchange Date**.
- The exchange rates for each currency set up for that date will be displayed. The grid will show the exchange rate for each currency with the rate exchanged to every other currency.
- Select the currency exchange rate and click **OK**.

Print Button

Print Online Quote Screen



The Print Online Quote screen appears when you click **Quote** on the Print List dialog box. This list is only available for price quote transactions. Use it to print price quotes for your customers.

1. Select the check box to **Print Additional Descriptions** on the quote; otherwise, clear the check box. This option is available only if you elected to use additional descriptions in the **Business Rules** function.
2. Select the check box to **Print Federal Tax ID** for the current company; otherwise, clear the check box.
3. Select a message for the quote. Messages are set up in the Accounts Receivable **Invoice Messages** function.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Quote.
Output	Output the Quote to a file. Select the file type to output the invoice to.

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

Price Quote

QUOTATION

Flexible Packaging Inc
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE	1
ESTIMATE DATE	2/17/2017
EXPIRATION DATE	3/18/2017
ESTIMATE ID	00000005

SOLD TO
AGP
Always Green
Harvey Adams
1010 State Street
Chicago, IL 60210

SHIP TO
WH1
Warehouse 1 Always Green
5521 34th Ave
MyTown, MN 55555

Notes:

Header text for Comment 001

SLS1	SLS2	PO DATE	CUSTOMER PO #	SHIP VIA
ZMS				UPS Ground

ITEM ID	UNITS	QUANTITY	UNIT PRICE	DISCOUNT	EXTENSION
F002		1 Mil x 48 Inch			
	LB	10,000.0000	1.5870	0.00	15,870.00

Preview

Footer text for Comment 001

By: demo

Enter an Estimate

To enter an Estimate, follow these steps:

1. Select **Estimates** from the **Estimates** menu.
2. Click the **New Record** button on the tool-bar.
3. Click the **Header** tab and enter the required information.
4. Click the **Line Items** tab below the list area.
5. Select or enter the items and estimate worksheet information for which to obtain a quote.
6. Save the estimate by clicking the **Save** button on the tool-bar.

Edit an Estimate

To edit an Estimate, follow these steps:

1. Select **Estimates** from the **Estimates** menu.
2. Select the **Estimate** from the **Estimate No.** list.
3. Select an estimate transaction number. The estimate appears.
4. Click **Update**.
5. Edit the estimate.
6. Save the estimate by clicking the **Save** button on the tool-bar.

Print an Estimate

To print an Estimate, follow these steps:

1. Select **Estimates** from the **Estimates** menu.
2. Enter an estimate, or select an estimate transaction and click **Update**.
3. Click **Print**.
4. Click **Quote**.
5. Click **Print**.

Delete an Estimate

To delete an Estimate, follow these steps:

1. Select **Estimates** from the **Estimates** menu.
2. Select an estimate transaction number. The estimate appears.

3. Click **Update**.
4. Press the delete hot key (**F3**) or click the **Delete Record** button on the tool-bar.

Make a Sales or Blanket Order from an Estimate

To create a New Sales or Blanket Order from an Estimate, follow these steps:

1. Select **Estimates** from the **Estimates** menu.
2. Select an estimate transaction number. The estimate appears.
3. Click **Update**.
4. Click **Generate**. A Generate box appears.
5. Select the type of order to generate and the batch code. Enter a description.
6. Click **OK** to generate a sales or blanket order from the estimate.

USING THE BLANKET ORDERS MENU

Use the functions in the **Blanket Orders** menu to contract large orders to be shipped over a period of time. You can create Blanket Orders, release them to the Sales Order application, and produce various reports related to your Blanket Orders.

Blanket Orders may be generated from Estimates, with the estimate information included in the blanket order.

Use the following functions to enter, edit, and release blanket orders, and print reports to tell you what the status of the blanket orders are.

- Create, edit, or process a single blanket order with the **Blanket Orders** maintenance function (page 4-51).
- Use the **Release Blanket Orders** function for processing the release of one or more blanket orders (page 4-67).
- Use the **Scheduled Blanket Order Report** to generate a list of scheduled shipments by release date (page 4-71).
- Use the **Blanket Order Report** function to create a report listing summary information for blanket orders (page 4-75).

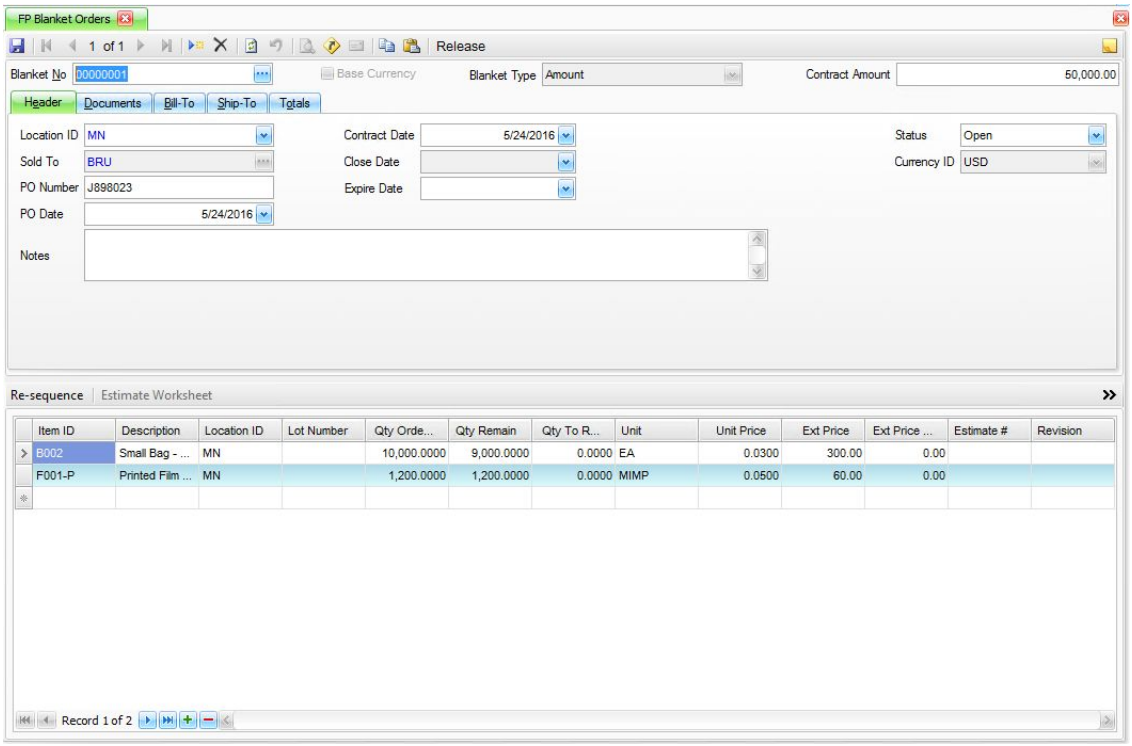
BLANKET ORDERS

Use the functions in the **Blanket Orders** menu to manage contracts for orders to be shipped over a period of time. Create, edit, or process a single blanket order with the Blanket Order maintenance function.

If Blanket Orders have been generated from Estimates, you will see the orders available in the Blanket No list of orders.

The Blanket Orders screen is divided into two sections:

Blanket Orders Screen



- The top section contains a set of tabs that relate to information about the order as a whole, including general information, shipping and billing information, order totals, and so on.

- The bottom section of the screen contains a list of the order's line items, when you are in the summary mode. You can use the arrow, page up, and page down keys to move the highlight to any line item with which you want to work.

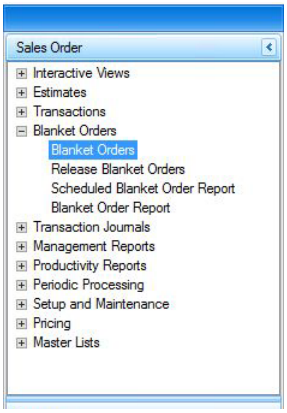
- In detail mode, the bottom section of the screen contains several tabs that relate to information associated with the line item selected, such as item information, commissions, schedule (for scheduled blanket orders) and so on.

If you use multi-currency, it's important to remember that the currency assigned to the customer for which you are entering a blanket order determines the blanket order's currency. That is, blanket order amounts are always entered in the customer's currency. Use the **Base Currency** check box that appears when you select a customer that uses a currency other than the base currency to view or enter blanket order amounts in your company's base currency.

To set up **Blanket Orders**, follow these steps:

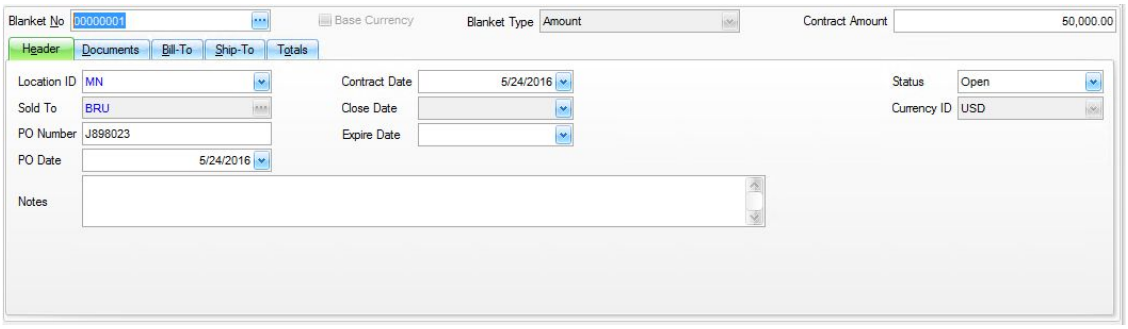
1. Select **Blanket Orders** from the **Sales Order, Blanket Orders** menu.

Blanket Orders Menu



2. The **Blanket Orders** screen appears.

Blanket Orders - Header Tab



3. Select the **Blanket No.** you want to edit. If you are creating a new blanket order, click the New Record button in the tool-bar. The blanket order number will be generated automatically if you selected Yes to the option in the Business Rules to use system generated blanket order numbers. If you selected No to the option in the Business Rules function, enter the new blanket order number.
4. Check the **Base Currency** box to toggle all monetary values to the base currency.
5. Select the type of blanket order you want this blanket order to be.
    - Select **Amount** in the **Blanket Type** box to create a blanket order for a set amount of money.
    - Select **On-Demand** in the **Blanket Type** box to create a blanket order to be filled as needed without a predetermined schedule of shipments or a specified currency amount.
    - Select **Scheduled** in the **Blanket Type** box to create a blanket order to be filled on a scheduled basis.
6. Enter the **Contract Amount** if you are creating a blanket order for a specific amount. If you are creating an on-demand or scheduled blanket order, the **Contract Amount** field will display a sum of the prices, freight, and miscellaneous values for the line items you enter for the blanket order and is for display purposes only.

Maint

7. Select a **Location ID** if you would like to specify the location from which the inventory will be shipped, or leave it blank to specify the location later when the order is released.

Maint

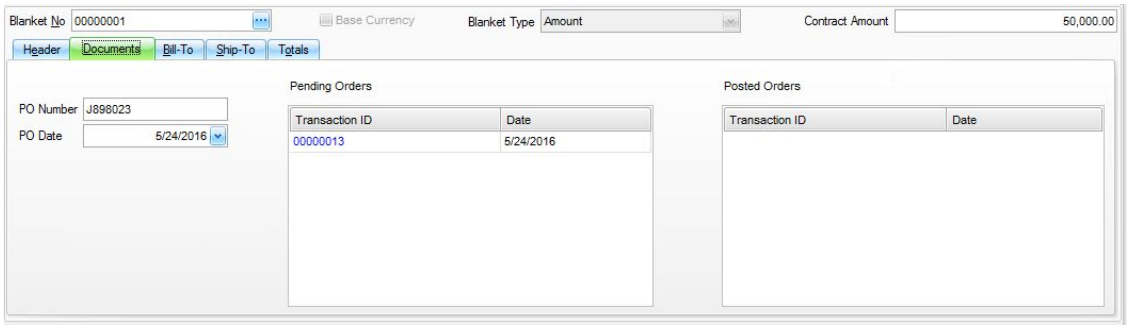
8. Select or enter the customer ID in the **Sold To** box.
9. Enter the customer's **PO Number** and **PO Date** for reference purposes, if desired.
10. Enter **Notes** specific to this blanket order.
11. The **Contract Date** is automatically set to the date the blanket order is created. You can change the date, if necessary, to the beginning of your contract period.
12. The **Close Date** is automatically generated by the system on the date that the **Status** box is set to **Closed**.
13. Enter the expiration date for the blanket order in the **Expire Date** field.

    This will set the date you no longer want the blanket order to be released to make a sales order. When releasing blanket orders the thru date will determine if the blanket order has expired or will be released.
14. The Status of the blanket order is set to **Open** when it is created. Use the **Status** field to change the blanket order status to **On Hold** if the order is suspended, or **Closed** if the order is canceled or completed.

¥$£€

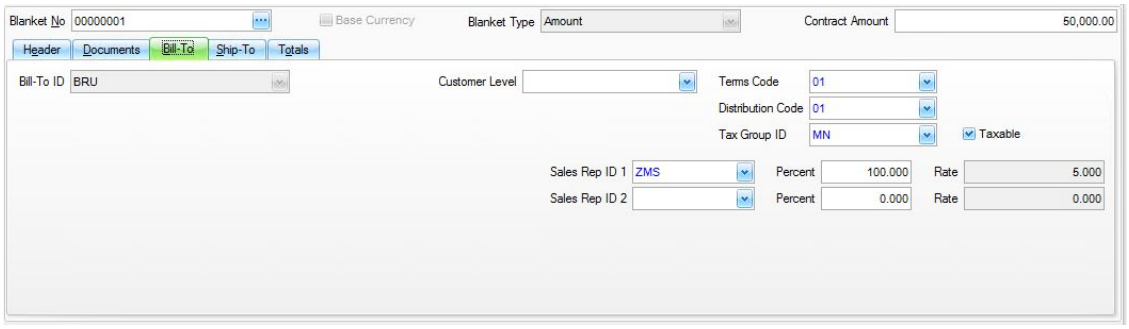
15. If you use multi-currency, the currency assigned to the customer appears in the **Currency ID** box and cannot be changed. If you want to enter transactions for this customer in a different currency, set up a second customer record.

Blanket Orders - Documents Tab



1. The **PO Number** and **PO Date** fields display the data you entered corresponding to the fields on the Header Tab. You may enter or change the data in this tab.
2. The **Pending Orders** area displays information for open sales order transactions generated as a result of a blanket order release. Click the transactions to view drill-down information in the SO Order Inquiry interface.
3. The view-only **Posted Orders** area displays information for posted sales order transactions associated with a blanket order release.

Blanket Orders - Bill-To Tab



1. The **Bill To** box displays the Customer ID selected in the header tab. If the customer has a bill-to ID established, you can enter it using the **Bill To** box.

Maint

2. Select the **Customer Level** to be transferred into the sales order transaction when the blanket order is released. The customer's default level appears initially.

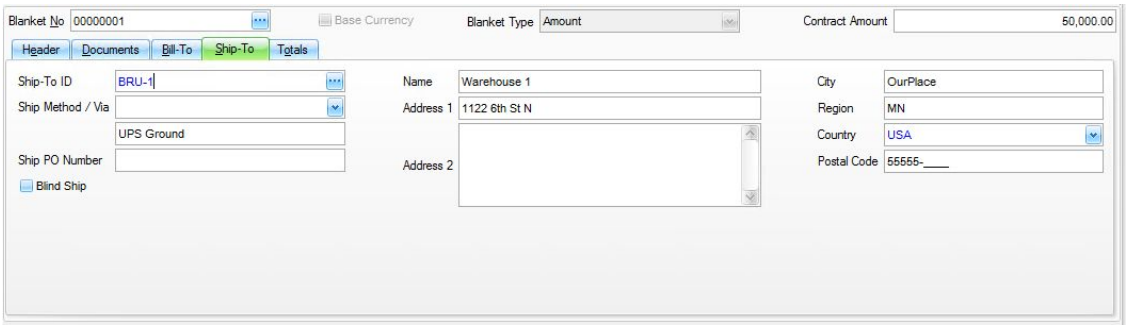
Maint

3. Select the **Terms Code**, **Distribution Code**, and the **Tax Group ID** to use in the sales order transaction when the blanket order is released.
4. Select the **Taxable** check box if the sales order transactions generated by the blanket order are taxable.

Maint

5. Select the **Sales Rep 1** and **Sales Rep 2**, and enter the **Percent** and **Rate** for each rep.

Blanket Orders - Ship-To Tab



Maint

1. To ship the order to an address other than the customer's default address, select the **Ship-To ID** for the customer if they have one or more ship-to IDs set up in the Customer function of Accounts Receivable.

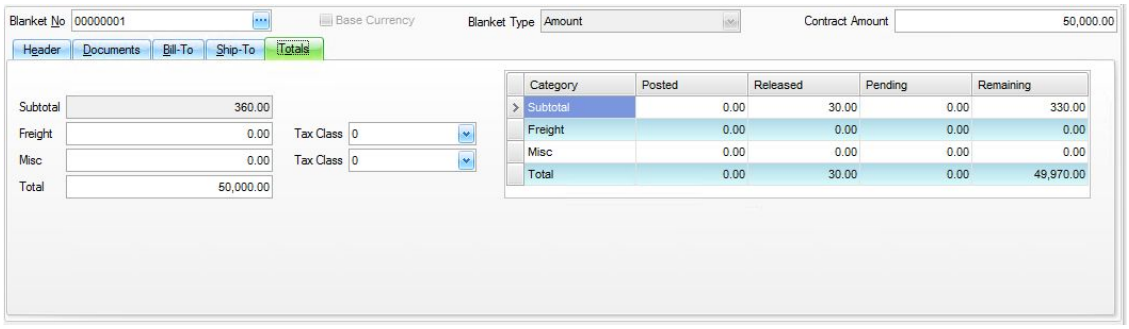
Maint

2. Choose the **Ship Method/Via** from the list of shipping methods set up in the Shipping Methods function of Accounts Receivable.
3. To ship the order to an address other than the customer's default shipping address, enter the desired address in the **Name**, **Address 1**, **Address 2**, **City**, **Region**, **Country**, and **Postal Code** fields.
4. Mark the **Blind Ship** check box if the customer will utilize blind shipments.

   A blind shipment is one shipped directly to a client of the customer, where all ship-from information on packing lists, bills of lading, invoices, and acknowledgments references only the customer and not your company.

NOTE: This value does not have to match the value of the Blind Ship check box on the Ship-To setup screen.

Blanket Orders - Totals Tab



The customer's **Posted**, **Released**, **Pending**, and **Remaining** totals appear. To enter any additional charges, perform the following steps:

1. Enter or edit the shipping charges in the **Freight** box, if applicable.

Maint

2. Select the **Tax Class** to apply to the freight charge.
3. Enter or edit any miscellaneous charges in the **Misc.** box, if applicable.

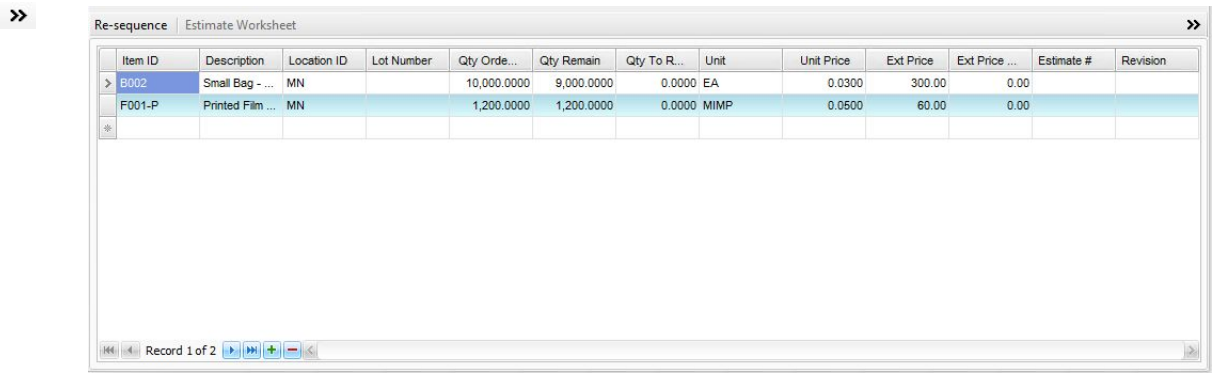
Maint

4. Select the **Tax Class** to apply to the miscellaneous charge.
5. The customer's totals appear and are automatically adjusted when a freight and/or miscellaneous charge is entered.

Use the **Line Items** area to record information about the items in the blanket order.

> Use the Column Chooser to add or remove columns in summary mode. See the How to Use Grids section in the General Information guide for more information on using the Column Chooser function.

Blanket Orders - Line Items Summary



1. Add a new record by clicking the **Append** button ( ) to open a blank line item record.

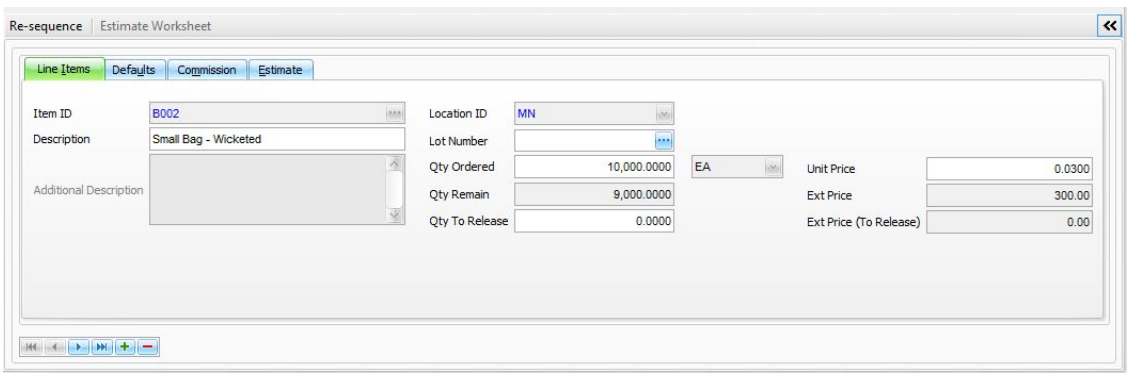
Maint

2. Select an **Item ID** from the drop-down list.

Maint

3. Edit the **Location ID**, if necessary.
4. Enter the quantity ordered in the **Qty Ordered** field.
5. Edit the **Unit** of measure, if necessary.
6. If the blanket order was generated from an estimate, the estimate number will appear in the **Estimate #** field (page 4-39).
7. The **Revision** of the BOM for the finished product Item ID will appear.
8. Save the line item by clicking the **Save** button on the tool-bar.
9. To delete a line item, select the line to delete, then click the **Delete Record** button ( ).

Blanket Orders - Line Items Tab



Maint

1. Enter or edit the **Item ID**. You can select BOM Assemblies.
2. Edit the item **Description**, if necessary.

Maint

3. The **Location ID** from the **Header** tab appears. Change it, if needed.
4. Select the **Lot Number** from the drop-down list, if the item is lotted.

   When a lot number is selected, the quantity released from the blanket order will be committed for that lot number. The lot number will be populated in the New Sales Order.

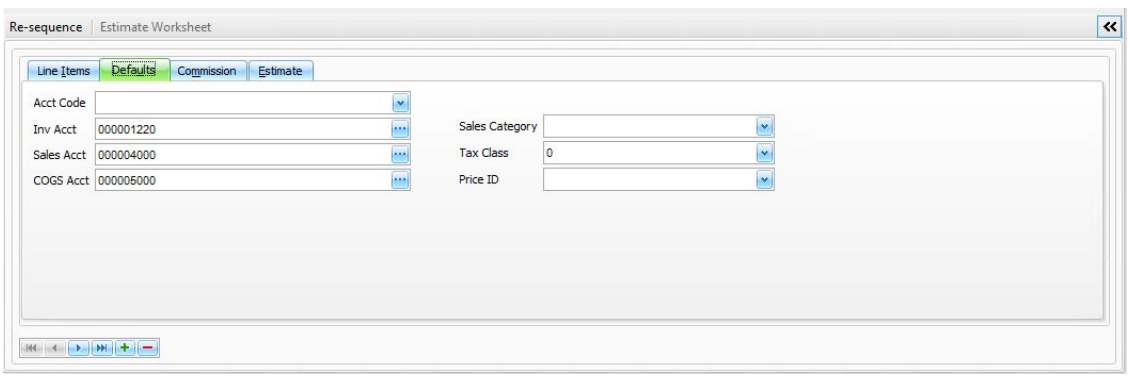
5. The use of the **Qty Ordered** box depends on the type of blanket order you are entering or editing:

- For blanket orders based on **Amount**, the value entered is optional and for reference only.
- For **On-demand** blanket orders, the value entered determines the total quantity to be covered by this blanket.
- For **Scheduled** blanket orders, the sum of quantities established on the schedule is calculated and displayed.

6. Select the **Unit** of measure if working with an inventoried item.
7. The **Qty Remain** box displays the difference between the original and processed quantities of the item.
8. The **Qty To Release** box displays the current quantity to be released for the line item. The use of the **Qty To Release** box is not applicable for scheduled blanket orders.

   A quantity must be entered into the Qty To Release field for the amount and on-demand types of blanket orders to release the items into a sales order. When the release blanket orders or the online function is run the Qty To Release is the quantity that will be moved over to sales order.
9. Change the **Unit Price**, if necessary. If you're working with an estimate-generated blanket order, the unit price is pre-populated using the estimate worksheet pricing system.
10. The extended price (unit price multiplied by the quantity shipped) appears in the **Ext Price** box. If you edit the unit price, the extended price is recalculated accordingly.
11. The **Ext Price (To Release)** box displays the calculated extended price based upon the quantity released unit price.

Blanket Orders - Defaults Tab



Maint

1. Select the General Ledger account code to identify the General Ledger sales and COGS accounts in the **Acct Code** box, or leave this field blank.

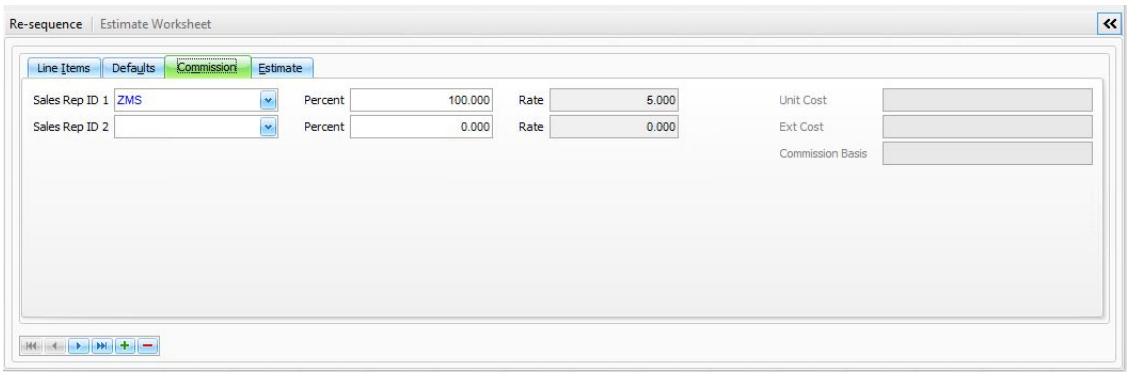
2. If you interface Sales Order with Inventory, and you select an inventory item, the inventory account, sales account, and COGS account numbers corresponding to the account code you set up for the item in the Inventory **Items** and **Account Codes** functions appear in the **Inv Acct**, **Sales Acct**, and **COGS Acct** boxes.

Maint 3. Choose a **Sales Category** for the item.

Maint 4. Choose the **Tax Class** for the item.

Maint 5. Choose the **Price ID** for the item, if desired.

Blanket Orders - Commission Tab



Maint 1. Select the **Sales Rep ID, Percent,** and **Rate** for the line item.

2. For non-inventory items, enter the **Unit Cost** for the line item. For inventoried items, the **Unit Cost** field displays the selling price based upon your established costing method.

3. The calculated extended cost is displayed in the **Ext Cost** field.

4. The setting and display of the **Commission Basis** value is based upon the **Display Commission Basis on Line Items** business rule in System Manager. When the rule is disabled, the basis value will remain in sync with the Unit Cost and be updated to the current unit cost during the release process. When the rule is enabled, the basis value will default to the current unit cost, and you may edit the value which will be transferred directly into the SO Transaction during the release process.

Blanket Orders - Estimate Tab

1. If the blanket order is generated from an Estimate, the estimate details are displayed in the **Estimate #** and **Revision** fields.

Use the following command buttons on the menu bar to work with the line items on the estimate.

Command Buttons

Select	To
Re-sequence	Reset the line sequence numbers if you've dragged the item lines into a different order.
Worksheet	Open the Estimate Worksheet for the selected line item.

Re-sequence Button

You can use the arrow keys to move the highlight to any line item with which you want to work.

You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.

Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

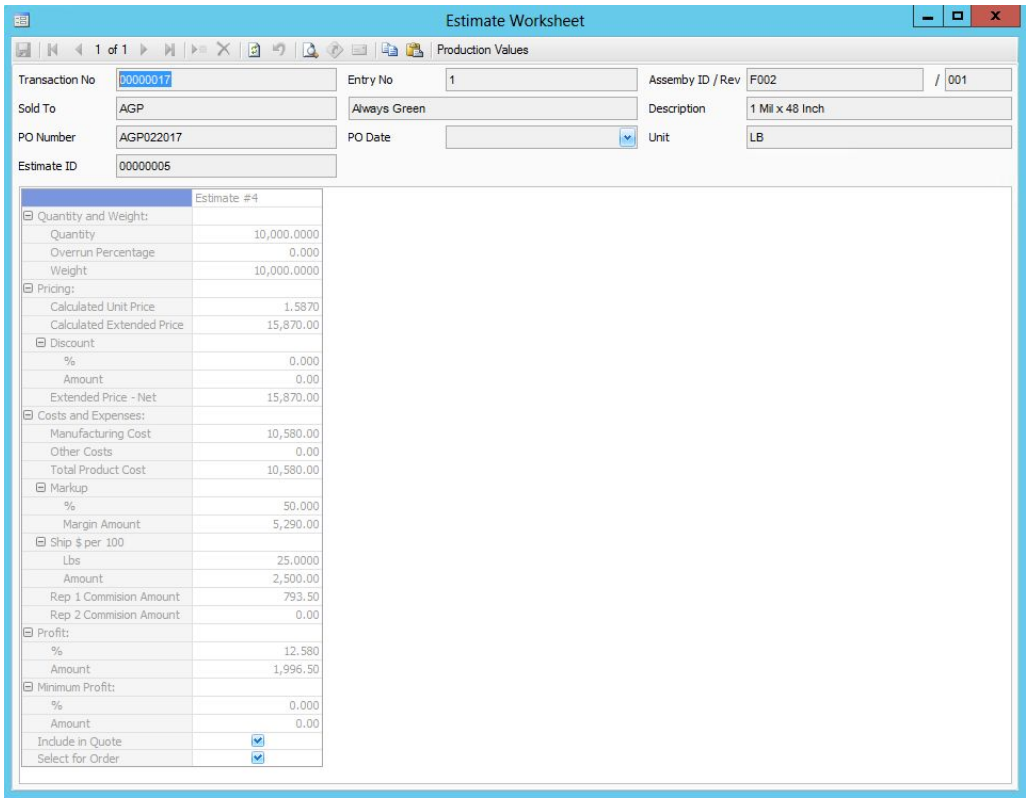
NOTE: If you choose to sort by the Item ID column, you can then press Re-sequence and the system will retain that sequence for the line items. The acknowledgment, pick slip, packing list and invoice will then print in that order, too.

Estimate Worksheet

Click the **Estimate Worksheet** to open a read-only version of the estimate worksheet. The estimate used to generate the sales order will be displayed.

The button will be active only for those items on the sales order that were generated from an estimate worksheet.

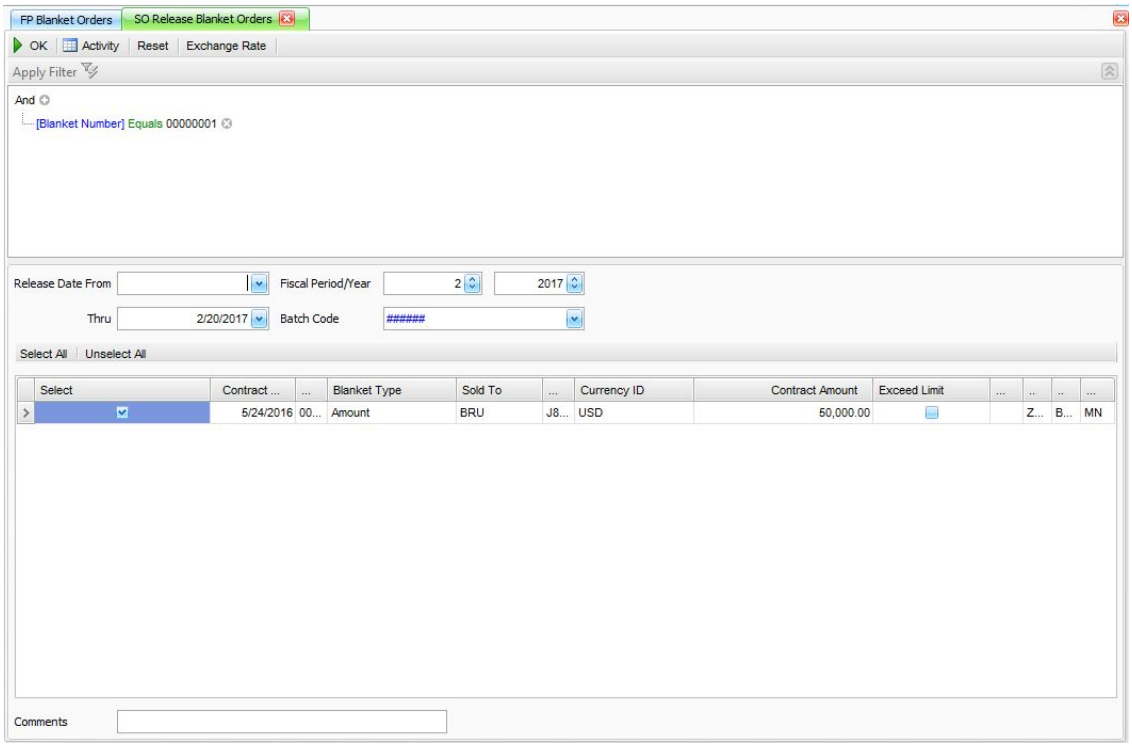
Orders Screen - Items - Estimate Worksheet



Screen Command Buttons

- **Release** - Select the Release button to release items on the blanket order you are currently working with.

Online Release Blanket Orders Screen



- The **Release Blanket Orders** screen appears when you select the **Release** button. This will allow you to release the blanket order currently displayed on your screen to make a Sales Order.
- You must have a quantity released entered into the **Qty Released** field for the blanket order types **Amount** and **On-Demand**. For the blanket order type **Scheduled** you must have your items scheduled using the Schedule tab.
- The **Blanket Number** of the blanket order you are currently working with is displayed. The Blanket Number cannot be edited.
- Enter or edit the **Release Date**. Your current workstation date will default as the release date.

For the blanket order types **Amount** and **On-Demand** you will only have a release date field. This will be the Trans Date in the Sales Order transaction that gets generated when you select OK to make the Sales Order.

For the blanket order type of **Scheduled** you will have release dates **From** and **Thru** to generate a Sales Order for the items scheduled within the range of dates selected.

- Enter or edit the **Fiscal Period** and **Year** you want your Sales Order generated from this blanket order to be posted to.

Maint

- If you are using transaction batching, select the **Batch Code** into which you want the Sales Order transaction to be generated.

- If you use multi-currency, the **Currency ID** you assigned to the customer's record and the number of blanket orders in that currency appears in the combo box and cannot be changed. If you want to release a blanket order for this customer in a different currency, set up a second customer record.
- Click **Reset** to clear all fields and begin entering information again.
- Click **OK** to release the specified order.
- The **Release Blanket Orders Log** appears when the blanket order has been copied.

Release Blanket Orders Log

Computer Products Unlimited Page 1

Release Blanket Orders Log

Report Filter
Release Date From 4/25/2013 Thru 4/25/2013
Fiscal Period / Year 4/2013 Batch Code ######

Release Date	Blanket No	Order No	Description	Currency ID	Amount	Notes
Released						
	00000071	00000079	Automobile Adaptor	USD	359.50	
	00000071	00000079	External Battery Charge/Discharger	USD	999.90	
	00000071	00000079	Battery Pack -NiMH	USD	1,249.50	
	00000071	00000079	Portable Computer Briefcase	USD	749.50	
	00000071	00000079	105-Key USB/PS Multimedia Keyboard	USD	299.50	
	00000072	00000078	Furnace	USD	4,005.00	
	00000072	00000078	Water Heater	USD	2,724.75	
	00000072	00000078	Air Conditioner	USD	4,561.65	
	00000072	00000078	Water Softener	USD	1,401.75	
	00000072	00000078	Sump Pump	USD	544.50	
	00000072	00000078	Humidifier	USD	809.91	

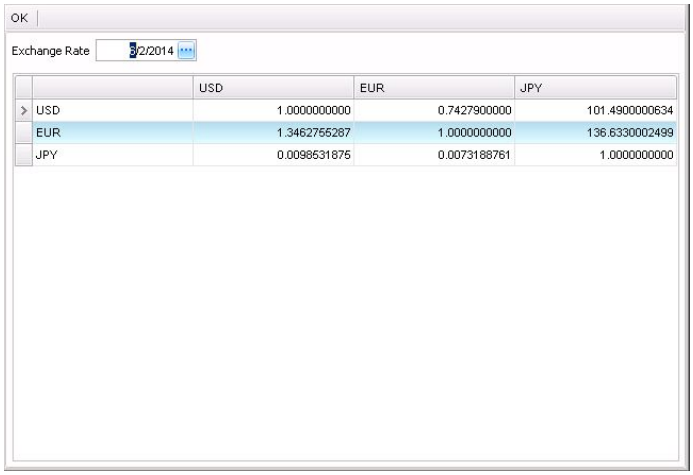
4/25/2013 4:19 PM *** End of Report *** OPEN_SYSTEMS\KentHe

Exchange Rates Button

Maint

If you use multi-currency, click the **Exchange Rate** button to display the exchange rates from the System Manager **Currency Exchange Rates** function.

Exchange Rates Screen



- Select the **Exchange Date**.
- The exchange rates for each currency set up for that date will be displayed. The grid will show the exchange rate for each currency with the rate exchanged to every other currency.

Select the currency exchange rate and click **OK**.

Task Summary

Create a Blanket Order for a Specific Amount

To create a Blanket Order for a Specific Amount, follow these steps:

1. Select **Blanket Orders** from the **Blanket Orders** menu.
2. Click the **New Record** button in the tool-bar.
3. Select **Amount** as the Blanket Type.
4. Enter the total amount for the contract in the **Contract Amount** box.
5. Click the **Header** tab and enter the required information.
6. Click the **Line Item** area.

7. Select or enter the items and quantities for which to fulfill the blanket order.

Create an On-Demand Blanket Order

To create an On-Demand Blanket Order, follow these steps.

1. Select **Blanket Orders** from the **Blanket Orders** menu.
2. Click the **New Record** button in the tool-bar.
3. Select **On-Demand** as the Blanket Type.
4. Click the **Header** tab and enter the required information.
5. Click the **Line Item** area.
6. Select or enter the items and quantities for which the blanket order is written.

Create a Scheduled Blanket Order

To create a Scheduled Blanket Order, follow these steps:

1. Select **Blanket Orders** from the **Blanket Orders** menu.
2. Click the **New Record** button in the tool-bar.
3. Select **Scheduled** as the Blanket Type.
4. Click the **Header** tab and enter the required information.
5. Click the **Line Item** area.
6. Select or enter the items and quantities covered by the blanket order.
7. To schedule these orders, click on an item entry and click the detail button » . Select the **Schedule** tab. Enter the **Release Date** and the **Quantity** to be released on that date.

RELEASE BLANKET ORDERS

Use the **Release Blanket Orders** function for processing the release of one or more scheduled type blanket orders.

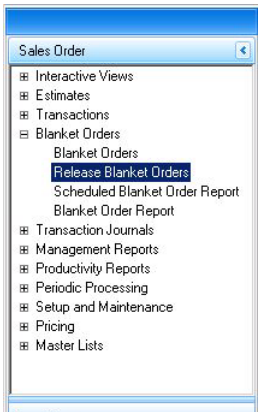
For blanket orders to be released for the **Scheduled** type, you must have a scheduled date and quantity for the line items filled in on the schedule tab, and the schedule dates must be between the release from and thru dates.

To release blanket orders for the **Amount** and **On-Demand** types, you must use the **OK** button in the Blanket Orders function and you must have an amount filled into the **Qty To Release** field.

To **Release Blanket Orders**, follow these steps:

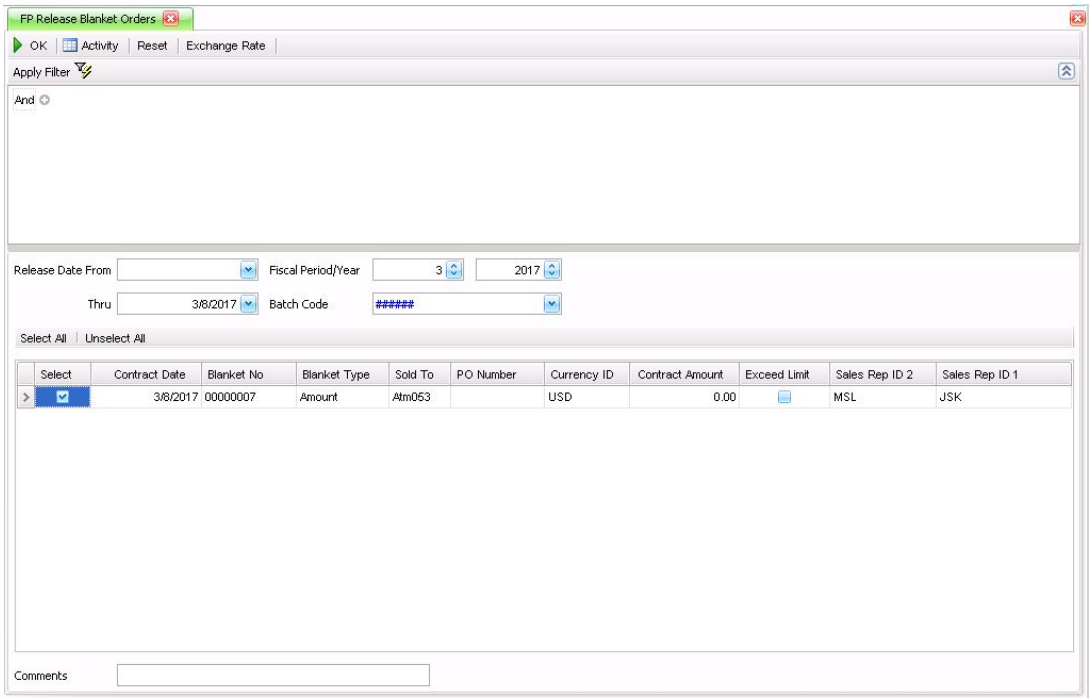
1. Select **Release Blanket Orders** from the **Sales Order, Blanket Orders** menu.

Release Blanket Orders Menu



2. The **Release Blanket Orders** screen appears.

Release Blanket Orders Screen



3. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data. Click **Apply Filter** to populate the available blanket orders to release.
4. Select the range of **Release Dates** for the order using the **From** and **Thru** fields. If you are releasing a group of blanket orders, you need to select a date range instead of a specific date. Any orders scheduled between the dates entered will be processed.
5. Select the **Fiscal Period/Year** for the release.
6. Select the **Batch Code** that should be assigned to the orders that are created.
7. Select the **Select** check box adjacent to the orders you want to release.

NOTE: You can use the Select All button to select all orders to release or you can use the Unselect All button to deselect all orders.

8. Click **OK** to release the specified order or orders.
9. Click **Activity** to display the Activity Log to view releasing activity.

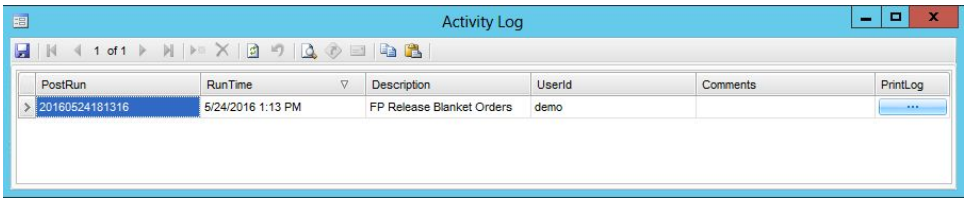
10. Click **Reset** to clear all fields and begin entering information again.

    A message appears after orders have been released successfully. Click **OK** to continue.

    The Release Blanket Orders Log appears after you click **OK**.

    Click **Activity** to open the Activity Log dialog box that lists the sequence number, run ID, description, run time, user ID, and comments from all previous planned orders generation activity.

Activity Log Dialog Box



The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the post appears.

Run Time - The date and time the post was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log - View a PDF version of the original log file.

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

Release Blanket Orders Log

Phil data

Page 1

Release Blanket Orders Log

Report Filter	Blanket Number = '00000007'		
Release Date From		**Thru**	3/8/2017
Fiscal Period / Year	3/2017	**Batch Code**	######

Release Date	3/8/2017					
Status	**Blanket No**	**Order No**	**Description**	**Currency ID**	**Amount**	**Notes**
Released	00000007	00000047	Bag 10X15X1.75	USD	4,370.00	

3/8/2017 4:09 PM ***** End of Report ***** **OPEN_SYSTEMS\KentJHeitkamp**

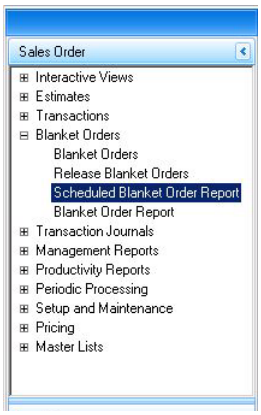
SCHEDULED BLANKET ORDER REPORT

Use the **Scheduled Blanket Order Report** to generate a list of scheduled shipments by release date.

To print the **Scheduled Blanket Order Report**, follow these steps:

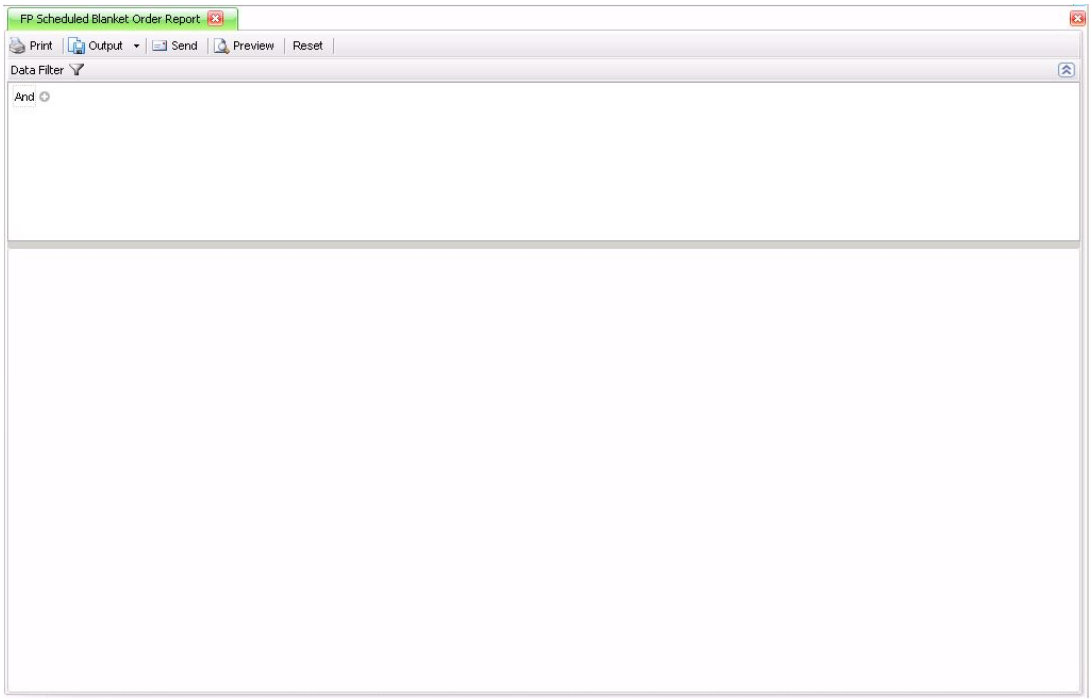
1. Select **Scheduled Blanket Order Report** from the **Sales Order, Blanket Orders** menu.

Scheduled Blanket Order Report Menu



2. The **Scheduled Blanket Order Report** screen appears.

Scheduled Blanket 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 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.

Scheduled Blanket Order Report

Computer Products Unlimited
Scheduled Blanket Order Report

Page 1
USD

Report Filter
Report Currency: USD
Print All In Base Currency: Yes

Release Date	Blanket No	Sold To ID	Item ID / Description	Location ID	Unit	Quantity	Unit Price	Ext Price
5/1/2013	00000071	Atm047	ACC012	MN0001	EA	10.0000	35.9500	359.50
5/1/2013	00000071	Atm047	BAT013	MN0001	EA	10.0000	99.9900	999.90
5/1/2013	00000071	Atm047	BAT015	MN0001	EA	10.0000	124.9500	1,249.50
5/1/2013	00000071	Atm047	CAS006	MN0001	EA	10.0000	74.9500	749.50
5/1/2013	00000071	Atm047	KYB100	MN0001	EA	10.0000	29.9500	299.50
						Total for Blanket No 00000071		3,657.90
5/8/2013	00000071	Atm047	ACC012	MN0001	EA	10.0000	35.9500	359.50
5/8/2013	00000071	Atm047	BAT013	MN0001	EA	10.0000	99.9900	999.90
5/8/2013	00000071	Atm047	BAT015	MN0001	EA	10.0000	124.9500	1,249.50
5/8/2013	00000071	Atm047	CAS006	MN0001	EA	10.0000	74.9500	749.50
						Total for Blanket No 00000071		3,358.40
5/15/2013	00000071	Atm047	ACC012	MN0001	EA	10.0000	35.9500	359.50
5/15/2013	00000071	Atm047	BAT015	MN0001	EA	10.0000	124.9500	1,249.50
5/15/2013	00000071	Atm047	CAS006	MN0001	EA	10.0000	74.9500	749.50
5/15/2013	00000071	Atm047	KYB100	MN0001	EA	10.0000	29.9500	299.50
						Total for Blanket No 00000071		2,658.00
5/22/2013	00000071	Atm047	ACC012	MN0001	EA	10.0000	35.9500	359.50
5/22/2013	00000071	Atm047	BAT013	MN0001	EA	10.0000	99.9900	999.90
5/22/2013	00000071	Atm047	CAS006	MN0001	EA	10.0000	74.9500	749.50
5/22/2013	00000071	Atm047	KYB100	MN0001	EA	10.0000	29.9500	299.50
						Total for Blanket No 00000071		2,408.40
5/23/2013	00000071	Atm047	BAT015	MN0001	EA	10.0000	124.9500	1,249.50
						Total for Blanket No 00000071		1,249.50
5/29/2013	00000071	Atm047	BAT013	MN0001	EA	10.0000	99.9900	999.90
						Total for Release Date 5/23/2013		1,249.50

4/26/2013 1:35 PM OPEN_SYSTEMS\KentHe

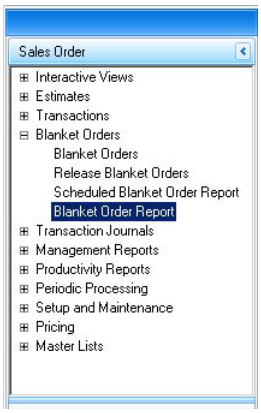
BLANKET ORDER REPORT

Use the **Blanket Order Report** function to create a report listing summary information for blanket orders.

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

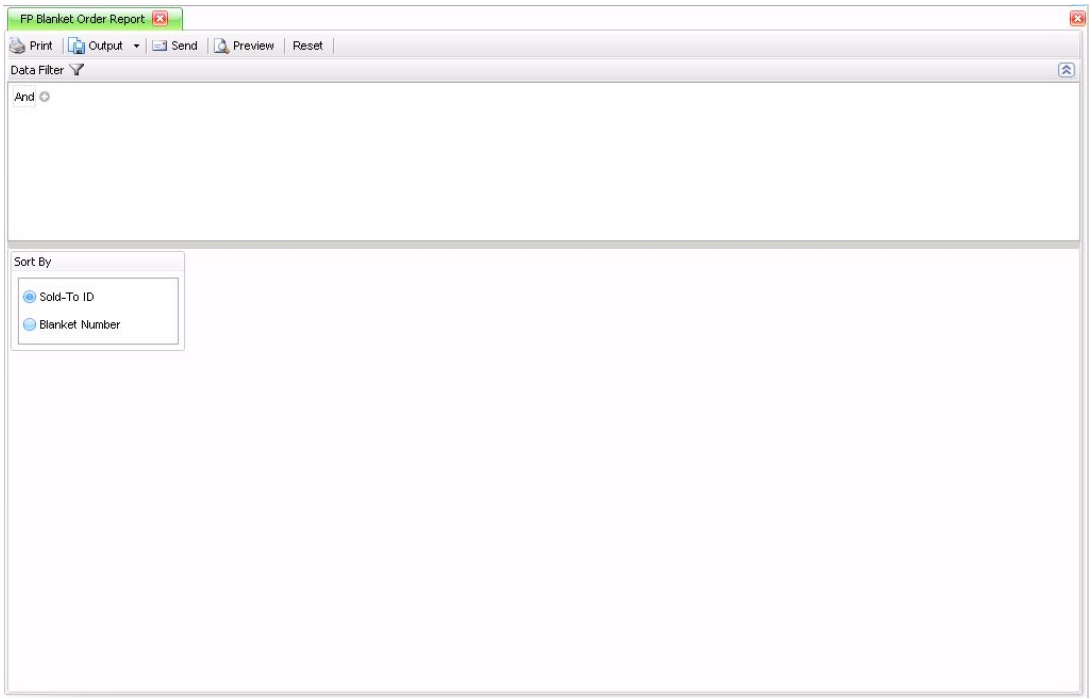
1. Select **Blanket Order Report** from the **Sales Order, Blanket Orders** menu.

Blanket Order Report Menu



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

Blanket 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 sort criteria for the report from the Sort By section. The selections to sort by are **Sold-To ID** and **Blanket Number**.

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.

Blanket Order Report

Phil data

Blanket Order Report

Sorted by Sold To ID

Report Filter

Blanket No	Type	Sold To ID	Close Date	Rep 1	Percent	Rate	PO No	Currency ID					
	Status	Ship-To ID	Expire Date	Rep 2	Percent	Rate							
00000007	Amount	Atm053		JSK	40.000	5.000		USD					
	Open			MSL	60.000	12.000							
Item ID		Location ID	Unit	Original	Unit Price			Ext Price	Rep 1	Percent		Rate	Tax Class
Description		Lot No		Posted					Rep 2	Percent		Rate	
				Released									
				Pending									
52873-X		CA0001	EA	Remaining	0.0874			21,850.00					0
Bag 10X15X1.75				250,000.0000				0.00					
				0.0000				0.00					
				0.0000				0.00					
				250,000.0000				21,850.00					
Total for Blanket No 00000007				**Subtotal**	**Original**	**Posted**	**Released**	**Pending**	**Remaining**				
					21,850.00	0.00	0.00	0.00	21,850.00				
				Freight	0.00	0.00	0.00	0.00	0.00				
				Misc	0.00	0.00	0.00	0.00	0.00				
				Total	21,850.00	0.00	0.00	0.00	21,850.00				
Total for Sold To ID Atm053					**Original**	**Posted**	**Released**	**Pending**	**Remaining**				
				Subtotal	21,850.00	0.00	0.00	0.00	21,850.00				
				Freight	0.00	0.00	0.00	0.00	0.00				
				Misc	0.00	0.00	0.00	0.00	0.00				
				Total	21,850.00	0.00	0.00	0.00	21,850.00				

3/8/2017 4:06 PM ***** End of Report ***** **OPEN_SYSTEMS\Kent.Heitkamp**

SALES ORDERS

Use the transactions functions to enter customer invoices, orders, price quotes, credit memos, RMAs, and cash invoices. You can also use these functions to edit, verify, or backorder transactions. You can enter transactions before you receive payment, when you receive partial payment, or when you receive the entire payment.

Quotes are normally not entered into the Sales Order, Orders function. FlexPack quotes are normally generated using the Estimates (page 4-21) function. A new Sales Order can be generated from the Estimates function.

The ability to enter Return of Merchandise Authorizations (RMA) gives you the ability to accept and credit returned merchandise. An RMA precedes a Credit Memo like a Quote precedes a transaction. An RMA number will be issued, and the transaction will be held until product is received against the RMA.

NOTE: If you interface Sales Order with Inventory, Sales Order transactions update the Inventory in-use and committed quantities online. When you post Sales Order transactions, the system updates the available quantities, dates, detail history, and lot and serial history if the Inventory options are set to retain this information.

After you enter an invoice or order, you can print online invoices, picking slips, and quotes if you select these options in the Business Rules function. You can print online invoices for any customer, even if the customer's record does not require that the customer receive invoices. You can also create a Purchase Order or Purchase Requisition from a line item you want to add to the order. See SO Link to PO for more information.

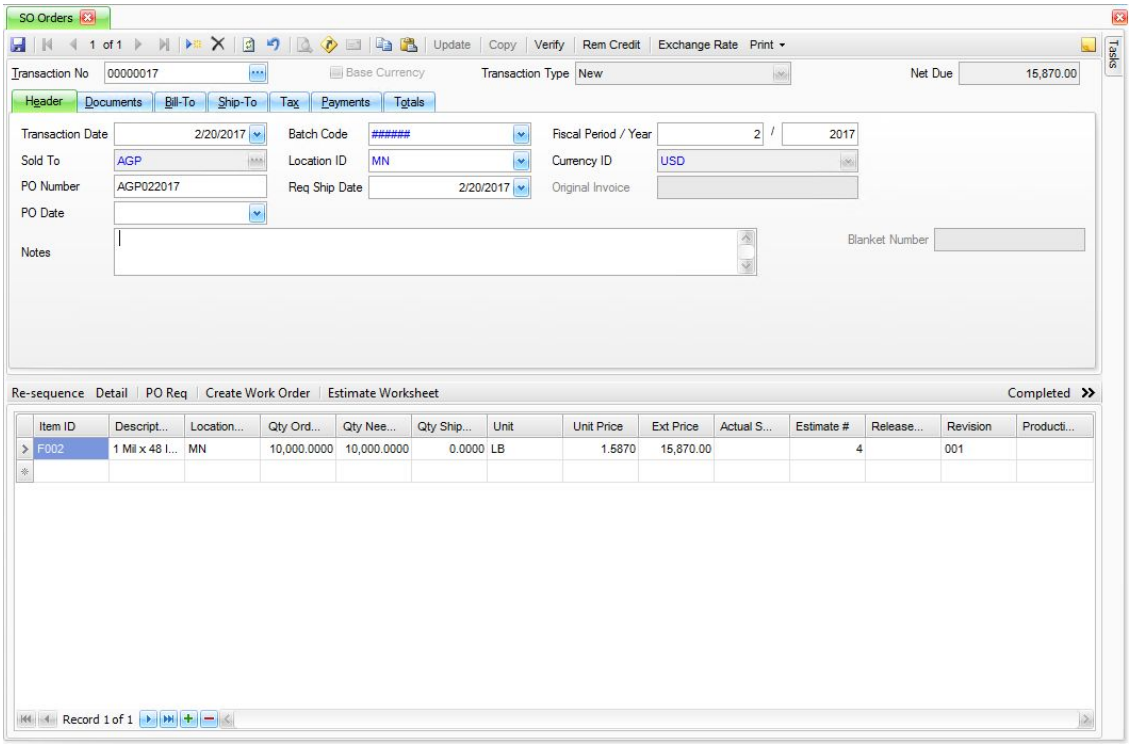
NOTE: A pop-up notification window will appear if the customer is on credit hold when you enter a sales order.

Transactions do not need to be in the currency assigned to the customer for which you are entering a transaction. That is, transaction amounts may be entered in any Active Currency. Use the Base Currency check box that appears when you select a customer that uses a currency other than the base currency to view or enter transaction amounts in your company's base, or functional, currency. If you use multi-currency, it is important to remember that the currency assigned to the customer for which you are entering a transaction determines the transaction's currency. That is, transaction amounts are always entered in the customer's currency.

NOTE: An Exchange Rate button on the tool-bar allows you to view/edit the exchange rate for the transaction.

The Sales Order Transactions screen is divided into two sections:

Orders Screen



- The top section contains a set of tabs that relate to information about the order as a whole, including general information, shipping and billing information, order totals, and so on.
- The bottom section of the screen contains an item summary view, or a detail view which contains several tabs that relate to information associated with the line item currently selected from the summary view, such as item information, pricing, commission information, discounts, and so on.

NOTE: If you interface Sales Order with Inventory, Sales Order transactions update the Inventory committed, available and on hand quantities online. When you post Sales Order transactions, the system updates the detail history, and lot history if the Inventory options are set to retain this information.

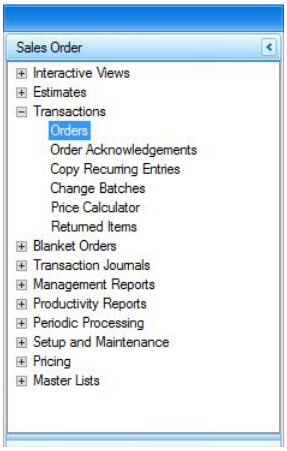
After you enter an invoice or order, you can print online invoices, picking slips, packing lists, and quotes if you have elected the options using the **Business Rules** function (see the Sales Order Training Manual for more details). You can print online invoices for any customer, even if the customer's record does not specify that the customer receives invoices.

The ability to enter Return of Merchandise Authorizations (RMA) gives you the ability to accept and credit returned merchandise. An RMA precedes a Credit Memo like a Quote precedes a transaction. An RMA number will be issued, and the transaction will be held until product is received against the RMA.

To work with the **Orders** functions, follow these steps:

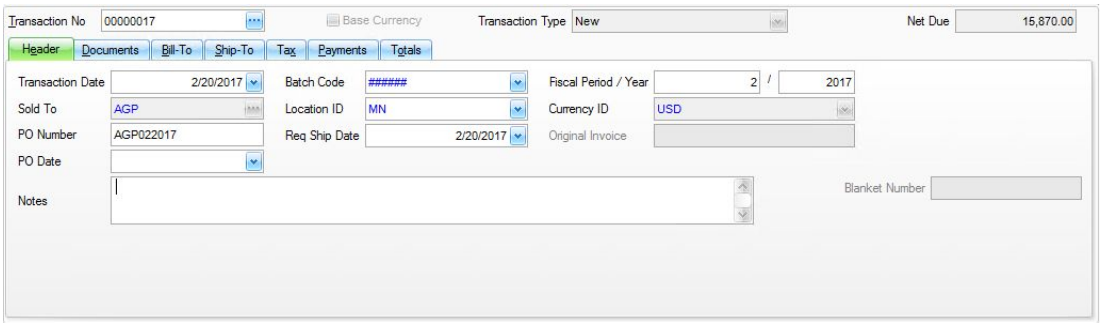
1. Select **Orders** from the **Sales Order, Transactions** menu.

Orders Menu



2. The **Orders** screen appears with the header tab displayed.

Orders Screen - Header Tab



3. The **Orders** screen appears, defaulted to the edit mode.
4. To edit an order, select the order and click **Update**.
5. To add a new order select the **New Record** button from the tool-bar.

6. To change the transaction type to a type other than the default of **New**, select the **Transaction Type**: **New**, **Invoice**, **Price Quote**, **Credit Memo**, or **RMA**. The transaction type appears for existing transactions and cannot be changed.

   If you are producing a credit memo, do not use negative numbers; the system automatically assigns the credit memo value a negative sign.

7. Select the **Transaction Number** of a transaction to work with, or enter a new transaction number. If you are entering a new transaction and you elected to use system-generated numbers in the **Business Rules** function in System Manager, leave this field blank and the system will create the transaction number for you.

8. The current workstation date appears in the **Transaction Date** box. Edit it, if necessary.

9. Select or edit the customer ID in the **Sold To** box.

10. Enter or edit the customer's purchase order number in the **PO Number** box.

11. The current workstation date appears as the **PO Date**. Edit it if necessary.

12. Enter **Notes** or view any notes specific to this transaction.

13. If you use batch processing, select or edit the **Batch Code** for the transaction.

14. Enter or edit the **Location ID** from which you are selling the items, or accept the current value as set up in System Manager. The ID you enter also appears on the **Item Detail** tab.

15. The current date appears in the **Req Ship Date** box. Edit this requested ship date, if necessary.

16. The current period and year appear in the **Fiscal Period/Year** boxes. Edit these values, if necessary.

17. If you use multi-currency, the **Currency ID** you assigned to the customer's record appears. Accept the currency or select an active currency.

    If the customer currency is not the same as the base currency, use the **Base Currency** check box to toggle currency amounts between the customer's currency and the base currency.

    If you do not use multi-currency, this box is disabled.

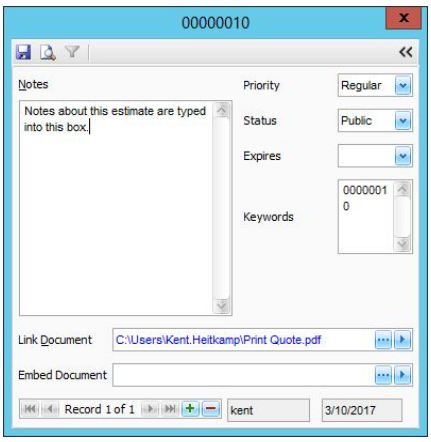
18. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button will be discussed later in this section (page 4-106).

19. If you are working with an RMA or credit memo, enter the number of the invoice against which you want to apply the credit in the **Original Invoice** field. This field is only activated for RMAs and credit memos.

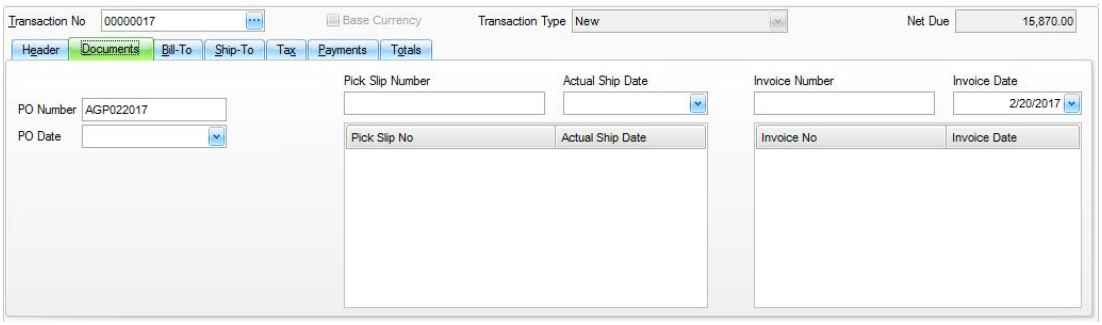
This field allows you to track the original invoice associated with the credit memo. TRAVERSE maintains separate numbers for invoices.

The original invoice will have the credit memo applied to it when posting transactions.

20. If you are editing an existing transaction or have assigned a transaction number to your transaction, the **Copy** button will be grayed out and the **Update** button will be available.
21. Click **Update** to edit existing transactions.
22. Click the **Attachments** button to enter comments or attach documents relating to this customer.



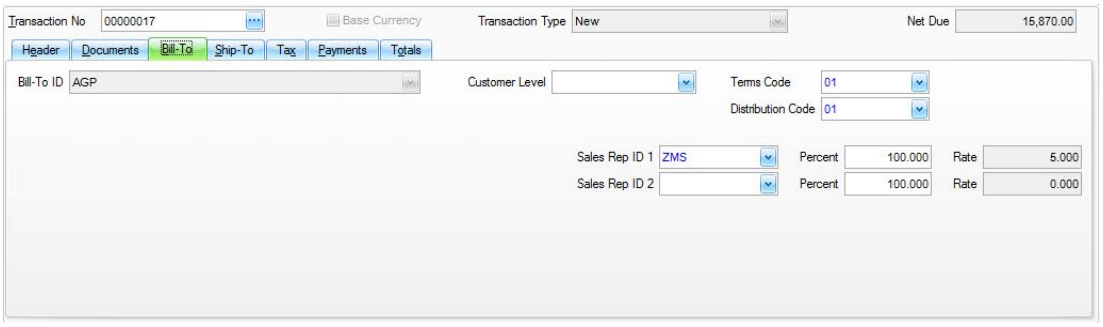
Orders Screen - Orders - Documents Tab



1. Enter or edit the purchase order number in the **PO Number** field.
2. The current workstation date appears as the **PO Date**. Edit it if necessary.
3. After you print picking slips, the picking slip number assigned to the transaction appears in the **Pick Slip No** field. Edit this value if necessary.

4. When you verify the invoice, the system enters the current date in the **Actual Ship Date** field. Edit this date if necessary.
5. The system enters invoice, price quote, and credit memo numbers in the **Invoice Number/Quote Number/Credit Memo No** field when you print forms using the **Online** button.
6. The current workstation date appears as the **Invoice/Quote/Credit Memo Date**. Edit it, if necessary.
7. Below the **Pick Slip No** and **Invoice Number/Quote Number/Credit Memo No** are fields containing processed pick slips or invoices associated with that order. Click on the blue highlighted fields for drill-down information pertaining to those documents.

Transactions Screen - Bill-To Tab



1. The **Bill-To ID** on this tab comes from the bill-to customer you set up in the Customer setup on the Accounts Receivable Setup and Maintenance menu. When adding a new transaction you may select either the sold-to or bill-to customer ID. The bill-to ID will be the customer you set up as the bill-to in the Customer setup screen.

Maint

2. Select or edit the **Customer Level**. This box is available only if you chose to allow the customer level to be changed in the **Business Rules** function (See the Sales Order Training Manual for details). Use the **Customer Levels** function (See the Sales Order Training Manual for details) to define customers or groups of customers.

Maint

3. When you select a customer ID, the sales rep ID and commission percentage, **Terms Code**, **Distribution Code**, and **Tax Group ID** associated with that customer appear. Edit this information, if necessary. Each sales representative can receive up to 100 percent of a sale.

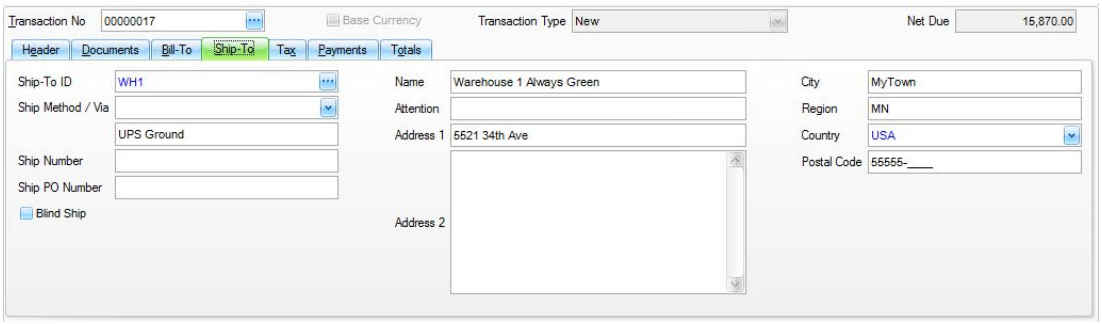
¥$£€

If you use multi-currency, you can change the distribution code only if the Receivables account associated with the new distribution code is in either the customer's or the base currency. If any open invoices or transactions exist for the customer, the new distribution code must also use the same currency as those transactions.

Maint

4. Select the **Sales Rep 1** and **Sales Rep 2**, and enter the **Percent** and **Rate** for each rep.

Transactions Screen - Ship-To Tab



Maint

1. If you set up a ship-to address for the customer in the Accounts Receivable **Ship-To Addresses** function, select that ID in the **Ship-To ID** combo box. Only the ship-to IDs for that customer appears in the list; addresses for other customers are not included. If you did not set up a ship-to address for the customer, leave the field blank.

   When you enter a ship-to ID, a message box appears so that you can choose to assign the tax location from the ship-to address and recalculate sales tax.

Maint

2. Select the method you usually use to ship items to this ship-to address in the **Ship Method/Via** box. A description appears. Use the Accounts Receivable **Shipping Method Codes** function to set up these ship codes.

   If you have not set up shipping codes, leave the **Ship Method/Via** box blank and enter the shipping method in the box to its right.

   Ship via information is saved with the transaction and prints on invoices.

3. Enter information such as a tracking number in the **Ship Number** box. The ship number prints on the invoice.

4. Enter the **Ship PO Number** you want to print on the invoice.

   When a customer wants the order to be Blind Shipped, their customer will give them a PO number. This Ship PO Number is your customer's customer PO number. This Customer PO number will be printed on the invoice and shipping documents.

5. Mark the **Blind Ship** check box if the customer will utilize blind shipments.

   A blind shipment is one shipped directly to a client of the customer, where all ship-from information on packing lists, bills of lading, invoices, and acknowledgments references only the customer and not your company.

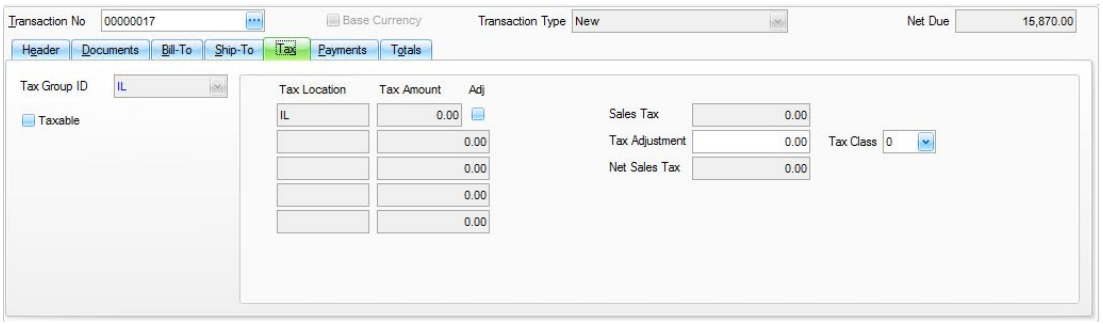
NOTE: This value does not have to match the value of the Blind Ship check box on the Ship-To screen.

6. Enter or edit the customer's **Name**.
7. Enter or edit the customer's shipping **Address**. Press **Ctrl + Enter** to start a new line in the **Address 2** box.
8. Enter or edit the **City**.
9. Enter or edit the **Region**.

Maint

10. Select the **Country**.
11. Enter the **Postal Code**. Use the System Manager **Country Codes** function to set up the postal code input mask.

Orders Screen - Tax Tab



Use this tab to enter a tax adjustment for a tax location.

The customer's sales tax amounts for each tax location appear. To enter a tax adjustment, perform these steps:

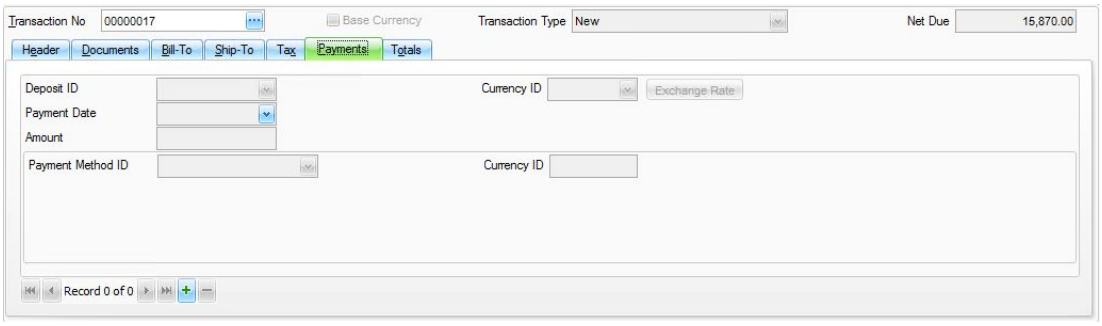
Maint

1. The **Tax Group ID** associated with that customer appears. Edit this information, if necessary.
2. The **Taxable** box is selected if the customer is set up as a taxable customer in the Accounts Receivable **Customers** function. Clear the box if the transaction is nontaxable.
3. Select the **Adj** box next to the tax location for which you want to enter an adjustment.
4. Enter an adjustment amount in the **Tax Adjustment** field if you want to adjust the resulting total because of, for example, jurisdictional limits on the amount of tax assessed on an invoice. The tax adjustment amount is posted separately from the tax amount.

Maint

5. Select the **Tax Class** for the adjustment.
6. The total sales tax amount appears in the **Net Sales Tax** box.

Orders Screen - Payments Tab



Use this tab to enter prepayments. You can make multiple prepayments for a transaction.

NOTE: You cannot enter a prepayment for a Price Quote. You must first change the Price Quote to a Live order prior to entering a prepayment.

1. Add a new record by clicking the **Append** button ( ) to open a blank payment record.

Maint

2. If you use batch processing, select the **Deposit ID** batch code from your Cash Receipts batch codes list.

3. The current workstation date appears in the **Payment Date** box. Change it if necessary.

4. Enter the payment **Amount**.

Maint

5. If you use multi-currency, the customer's currency appears in the **Currency ID** box for your reference and cannot be changed.

¥$£€

   If you do not use multi-currency, this box does not appear.

¥$£€

6. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button will be discussed later in this section (page 4-42).

   If you do not use multi-currency, this box does not appear.

Maint

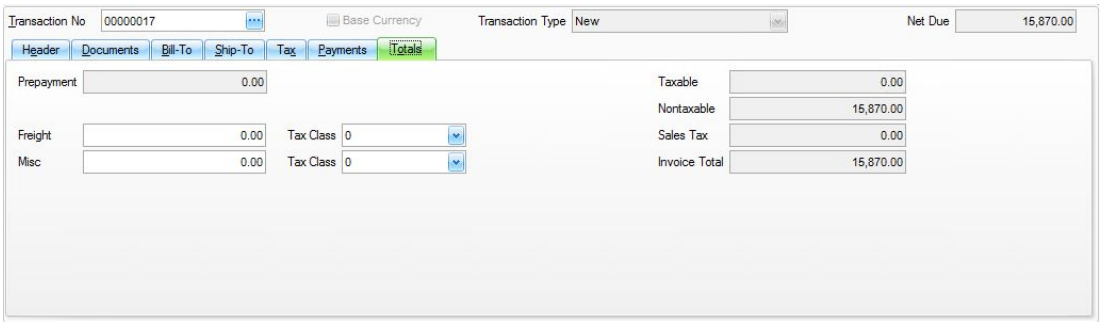
7. The payment method set up in the customer record in Accounts Receivable (page 3-279) appears in the **Method of Payment** box. Change this payment method if necessary.

¥$£€

   If you use multi-currency, the currency for the bank account or GL account associated with the payment method appears in the **Currency ID** box and cannot be changed. If this currency is not the same as the customer's currency or the base currency, a warning message appears. You cannot enter payments in a currency other than the customer's currency or the base currency.

- If the payment method is **Cash**, the bank account number appears in the **Bank Account ID** box.
- If the payment method is **Check**, the **Bank Account ID** and **Check No** boxes appear. Enter the number of the check used for prepayment.
- If the payment method is **Coupon**, enter a description in the **Note** box that appears.
- If the method of payment is a **Credit Card**, the first credit **Card Number** set up on the Payments tab in the Customer setup defaults. Accept the default or select another credit card from the drop-down list. The credit card number will be masked at the level selected in the business rules once selected.
    - Enter the **Security Code** from the back of the credit card. This is the three digit number on the back of the card in the signature strip.
    - The **Cardholder** name defaults from the customer payment record. Accept the default or change it.
    - Enter the **Expiration Date** of the credit card. A warning appears if the card is expired.
    - Enter the **Authorization Number** for the credit card payment.
- If the payment method is a **Direct Debit**, the first direct debit account set up on the Payments tab in the Customer setup defaults. Accept the default or select another direct debit account from the drop-down list. The **Account Number** will be masked at the level selected in the business rules once selected.
    - The **Bank Name** appears from the customer payment record. Accept the default or change it.
    - The **Routing Code** appears from the customer payment record. Accept the default or change it.
- If the payment method is **Write-Off**, enter a description in the **Note** box that appears.

Transactions Screen - Totals Tab



The customer's prepayment amount, taxable totals, nontaxable totals, and sales tax appear and are automatically adjusted when a freight and/or miscellaneous charge is entered. To enter any additional charges, perform these steps:

1. Enter or edit the shipping charges in the **Freight** box, if applicable.

Maint

2. Select the **Tax Class** to apply to the freight charge.
3. Enter or edit any miscellaneous charges in the **Misc** box, if applicable.

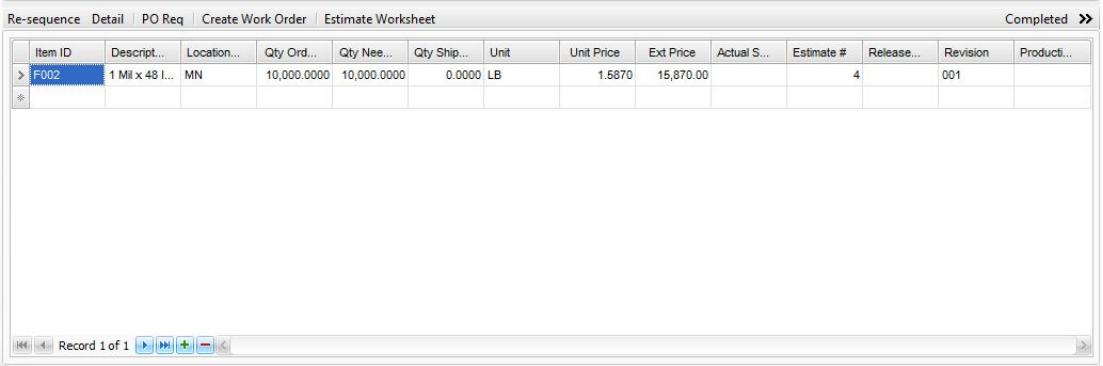
Maint

4. Select the **Tax Class** to apply to the miscellaneous charge.

¥$£€

5. If you use multi-currency, any amount you gained or lost due to exchange rate differences between that noted on the **Header** tab and those noted on payments appears in the **Gain/Loss** box. If you do not use multi-currency, this box does not appear. Select the **Base Currency** check box to view gain and loss amounts.

Transactions Screen - Item Summary



The bottom section of the screen in summary contains a list of the order's line items. The **Item ID**, **Description**, **Location**, **Qty Ordered**, **Qty Needed**, **Qty Shipped, Unit, Unit Price** and **Ext Price** are listed.

1. Add a new record by clicking the **Append** button ( ) to open a blank line item record.

Maint

2. Enter or edit the **Item ID**. If you interface Sales Order with Inventory, you can select inventory items and enter aliases for item IDs.

Maint

3. The **Location ID** entered on the **Header** tab appears. Change it, if necessary.
4. Enter the quantity ordered in the **Qty Ordered** field.
5. The quantity needed to fill the sales order is displayed in the **Qty Needed** field. This field is for display purposes only and will be updated if the quantity ordered is edited. This quantity is here so we know what quantity is remaining to fill if the order becomes a backorder. The quantity will remain until the item has a completed status.
6. The number of units shipped appears in the **Qty Shipped** field. After you verify an order, you ship units in full or partial quantities. If you ship all quantities, this field is set equal to the quantity ordered; if not, it is set to zero. After the transaction is posted, this field is cleared if backordered quantities exist.

   This field becomes available after you verify and ship the order.

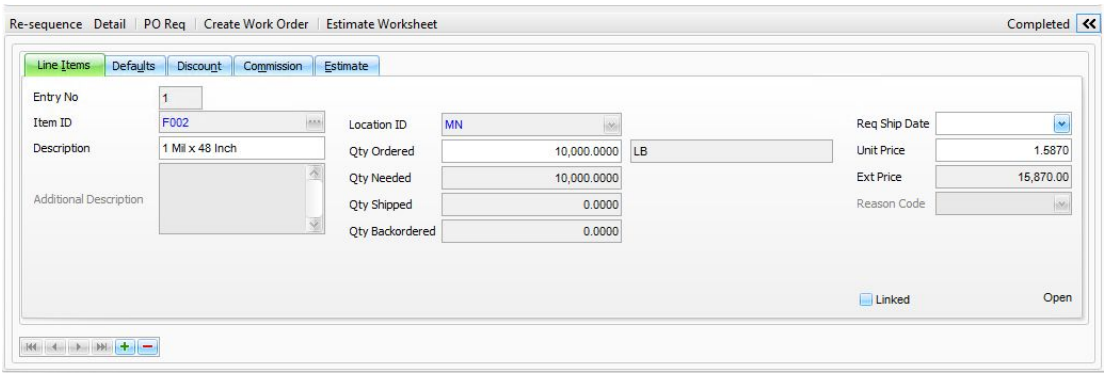
7. Enter or edit the **Unit** of measure for the item, if necessary.
8. The **Unit Price**, calculated from the estimate worksheet calculation or pricing structure assigned to the item, appears. Accept the current value or edit the unit price.
9. The extended price (unit price multiplied by quantity shipped) appears in the view-only **Ext Price** field. If you edit the unit price, the extended price is recalculated accordingly.

10. The **Estimate #** field displays the estimate number used to generate the sales order, if applicable.
11. A **Release Number** will be displayed if the item has had a production order generated for it.
12. Select **Revision** from the drop-down list, as required.

    The revision field will be available for items that have been set up as a BOM. When a revision is selected, that revision will be used when you generate a production order from the line item.

13. The **Production WO Number** field displays the production work order number created from the sales order.
14. Save the transaction by clicking the **Save** button on the tool-bar.
15. To delete a line item, select the line to delete, then click the **Delete Record** button ( ).

Orders Screen - Line Items Tab



Use the **Detail Line Items** function to record information about the items in the sales order.

Maint

1. Enter or edit the **Item ID**. If you interface Sales Order with Inventory, you can select inventory items and enter aliases for item IDs.
2. Edit the item **Description**, if necessary.
3. Enter or edit the additional description of the item in the **Additional Desc** field. This field is available only if you elected to use additional descriptions in the **Business Rules** function of System Manager.

   Available additional descriptions appear from System Manager and Inventory if you elected to copy additional descriptions from SM/IN items in the **Business Rules** function of System Manager.

Maint

4. The **Location ID** entered on the **Header** tab appears. Change it, if necessary.

5. Enter the number of items ordered in the **Qty Ordered** field. If you interface Sales Order with Inventory, the quantity ordered is committed in Inventory. If backordered quantities exist after the transaction is posted, the box is updated with the backordered quantity.
6. Enter or edit the **Unit** of measure for the item, if necessary.
7. The quantity needed to fill the sales order is displayed in the **Qty Needed** field. This field is for display purposes only and will be updated if the quantity ordered is edited. This quantity is here so we know what quantity is remaining to fill if the order becomes a backorder. The quantity will remain until the item has a completed status.
8. The number of units shipped appears in the **Qty Shipped** field. After you verify an order, you ship units in full or partial quantities. If you ship all quantities, this field is set equal to the quantity ordered; if not, it is set to zero. After the transaction is posted, this field is cleared if backordered quantities exist.

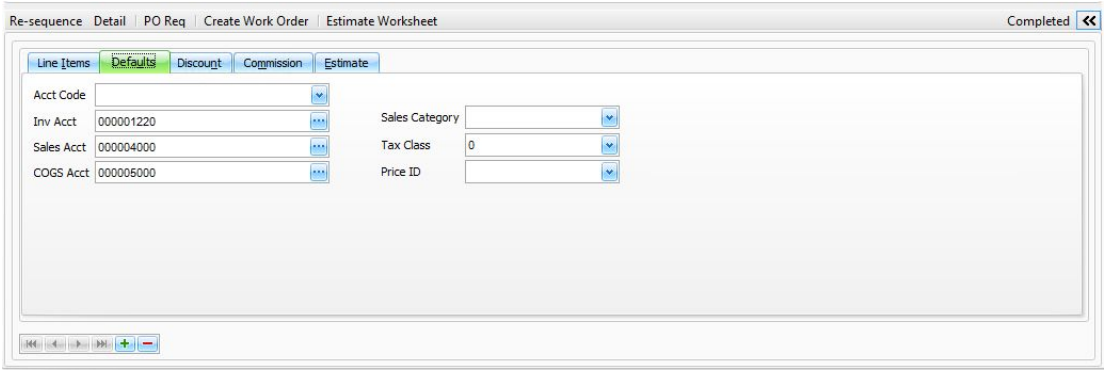
   This field becomes available after you verify and ship the order.
9. The number of units backordered appears in the **Qty Backordered** field. This field is updated when you post transactions if the quantity ordered is greater than the quantity shipped. This field becomes available after you verify and ship the order.
10. The current date appears in the **Req Ship Date** field. Edit this requested ship date, if necessary.
11. The **Unit Price**, calculated from the pricing structure assigned to the item, appears. Accept or edit the unit price.
12. The extended price (unit price multiplied by quantity shipped) appears in the view-only **Ext Price** field. If you edit the unit cost, the extended price is recalculated accordingly.

Maint

13. The **Reason Code** is displayed if the order is an RMA and the Returned Items function has a reason code entered.

    This field only applies if the order is an RMA and if the Business Rule for Return Items Direct to Stock has been set to No.
14. The **Linked** box will be checked if the PO Req function has been executed, a PO or a PO Req has been generated for the line item, and you have the option in the Transaction Link Business Rule set to Yes.

Orders Screen - Item Detail - Defaults Tab



Maint

1. Select the General Ledger account code to identify the General Ledger sales and COGS accounts in the **Acct Code** field, or leave this field blank.

2. If you interface Sales Order with Inventory and you select an inventory item, the General Ledger sales account, COGS account, and inventory account numbers corresponding to the account code you set up for the item in the Inventory **Items** and **Account Codes** functions appear in the **Inv Acct**, **Sales Acct**, and **COGS Acct** fields.

   If you do not interface Sales Order with Inventory, the account numbers you set up in the System Manager **Description Items** function appear if you select a System Manager Description Item. If the item is not set up in either application, the account numbers you set up in the **Accounts Receivable, Business Rules** function in System Manager appear.

   Edit the account numbers as necessary. See the *System Manager Training Manual* and *Inventory Training Manual* for more information.

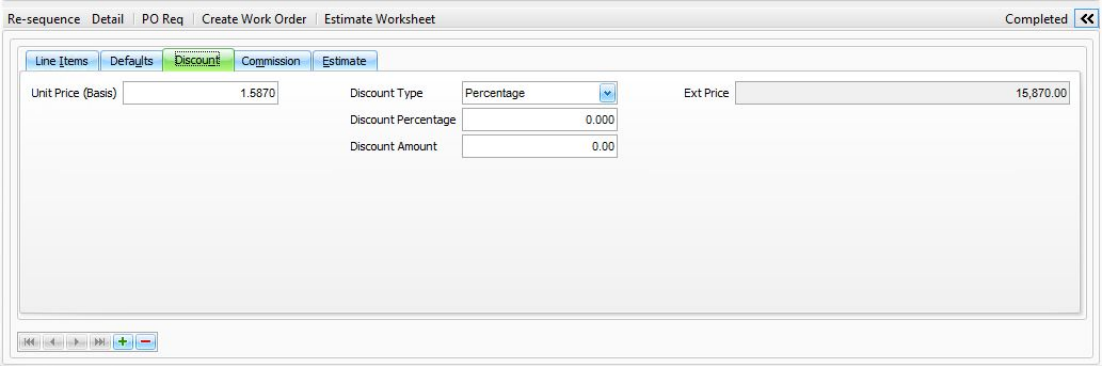
Maint

3. Edit the **Sales Category** and **Tax Class** assigned to the item, if necessary.

Maint

4. If you interface Sales Order with Inventory, the **Price ID** you set up for the item in the Inventory **Items** or **Item Locations** and **Price Structures** functions appears. Edit this price ID, enter a new one, or leave the field blank.

Orders Screen - Item Detail - Discount Tab



The **Discount** tab allows you to manually add an additional discount amount to reduce the calculated price for a line item in a transaction.

To do so, you must first grant access to the feature through the **Allow Line Item Discounts** rule using the Business Rules function in System Manager.

To apply an additional discount, first highlight the line item you want to discount and select the Discount tab.

1. Select the **Discount Type** you would like to apply to the line item. If you choose to discount the item by amount, enter the **Discount Amount**. If you choose to discount the item by percentage, enter the **Discount Percent**.

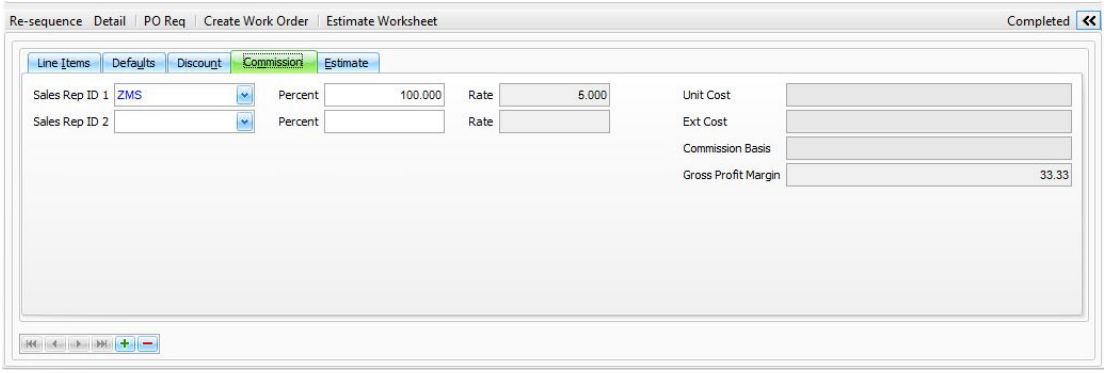
   Enter positive numbers. The field is programmed to take the discount amount when the amount is entered as a positive number.

2. The adjusted order price is displayed in the **Ext Price** field, and the new unit and extended price are also displayed for the line item.

   A discount amount entered here will be represented on the printed invoice by listing the line item with the undiscounted price and extension on one line, and the discount amount printed on a second line immediately below the first.

NOTE: The Commissions tab will only appear if the Business Rule to use Line Item Commission is set to Yes.

Orders Screen - Item Detail - Commissions Tab



Maint

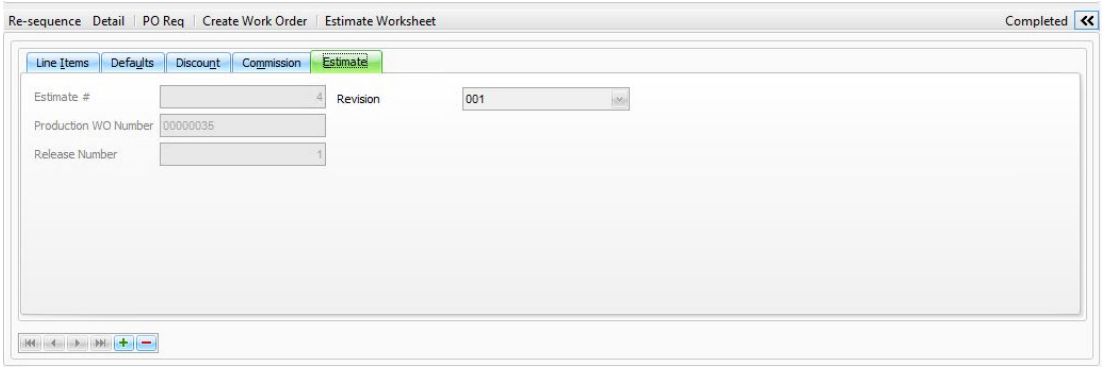
1. The **Sales Rep ID** and commission percentages associated with the customer appear. Edit this information, if necessary. Each sales representative can receive up to 100 percent of a sale.
2. The **Unit Cost** of the item appears if you elected to display unit cost in the **Accounts Receivable, Business Rules** function.
3. The extended cost (unit cost multiplied by quantity) appears in the view-only **Ext Cost** field. This field appears only if you elected to display unit cost in the **Accounts Receivable, Business Rules** function.
4. The setting and display of the **Commission Basis** value is based upon the **Display Commission Basis on Line Items** business rule in System Manager. When the rule is disabled, the basis value will remain in sync with the Unit Cost and will be updated to the current unit cost during the release process. When the rule is enabled, the basis value will default to the current unit cost, and you may edit the value which will be transferred directly into the SO Transaction during the release process.

   The commission basis numbers will only effect the commissions for sales reps that are being paid commissions on the basis of Gross Profit.

   A couple of examples of why you might want to change the commission basis would be:

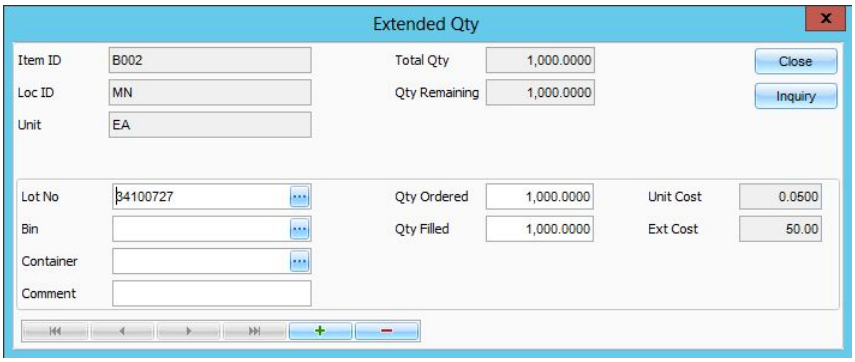
   - If you purchased the item in a large quantity, received a discount on the cost of the item, and you do not want to pay your sales rep's commissions based on this discounted cost and selling at the regular price. Their gross profit will be inflated because of this.
   - If you needed to purchase the item and have it rushed to you and you paid a higher cost for the item because of this. You don't want to penalize your sales rep's commission because the gross profit is lower.

Orders Screen - Item Detail - Estimate Tab



If the sales order is generated from an Estimate, the estimate details are displayed in the appropriate fields.

Lot No Entry Dialog Box



The **Extended Qty** dialog box appears when you click the **Verify** button on the Orders screen if lotted items exist for the order. You must enter lot; if you do not, the amount in the **Qty Shipped** field on the Transactions screen's **Item Detail** tab will be adjusted to zero.

1. Select the item's lot number in the **Lot No** field. This field appears only if the item is lotted.
2. Select a **Bin** and **Container**, if applicable.
3. Enter a **Comment**, if desired.
4. Enter the **Qty Filled** with the quantity from this lot that has shipped.

   Multiple lots may be used to fill a sales order. Select the **Append** button to add a second lot and enter the lot, bin, container, and qty filled.

5. Click **Close** to save your changes and return to the Transactions screen. The amount in the **Qty Shipped** field on the Transactions screen's **Item Detail** tab will be adjusted to match the total of the lotted quantities you entered, if necessary.

Item Command Buttons

Select	To
Re-sequence	Save the ordering of the line items after adjusting the ordering by clicking and dragging the item to a different location in the line item list.
Detail	View additional information on the item, add bin and container numbers (if interfaced with Warehouse Management), and enter comments about the item. **Note**: This button only appears for lotted items.
PO Req	Generate a linked purchase order or requisition.
Create Work Order	Create a Production Order. A single production order will be created, with a reference to the current transaction.
Estimate Worksheet	Open a read-only version of the estimate worksheet. The estimate used to generate the sales order will be highlighted.

Re-sequence Button

You can use the arrow keys to move the highlight to any line item with which you want to work.

You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.

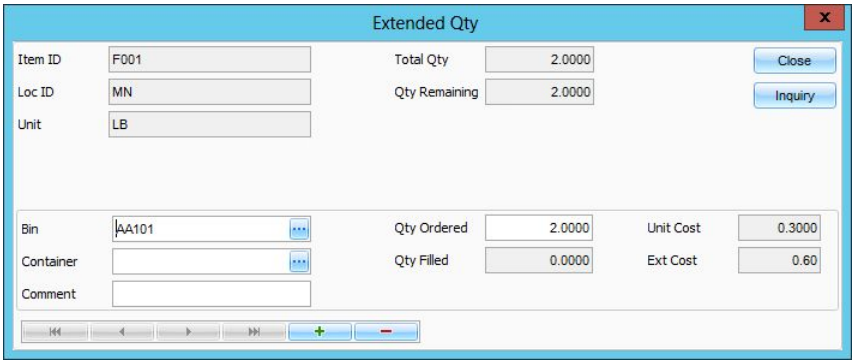
Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

> **Example: If you choose to sort by the Item ID column, you can then press Re-sequence and the system will retain that sequence for the line items. The acknowledgment, pick slip, packing list and invoice will then print in that order, too.**

Detail Button

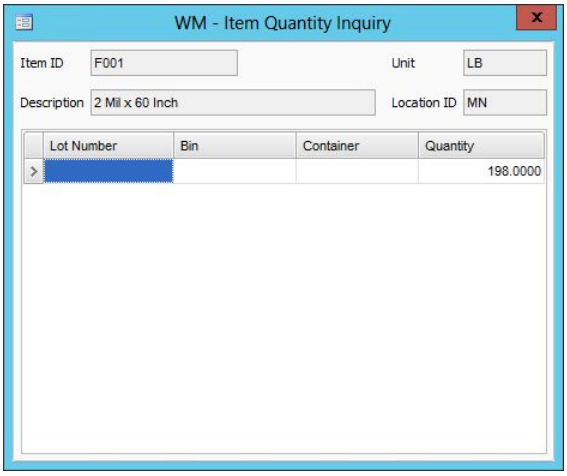
If you have the Warehouse Management application installed, click on the **Detail** button to view the **Extended Quantity Entry** screen. On this screen you can select **Bins** and **Containers** to take the item from to fill the sales order. You can have several bins and containers per item selected to fill the order.

Extended Qty Screen



- These bins and containers are entered to suggest to the warehouse staff who will be printing the picking list in Warehouse Management where to go to pick the items in the warehouse. The bins and containers selected here will print on the picking list in warehouse management. These bins and containers will also print on the pick slip printed from Sales Order.
- Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected item for the transaction.

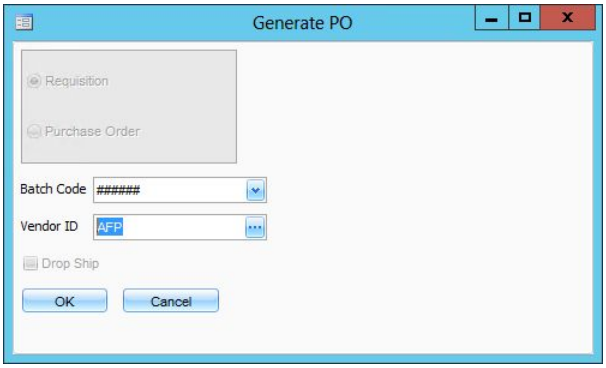
Item Quantity View Screen



- The **Item ID** and **Location ID** will default into the header area.
- The quantity records for the item are displayed with bin and container information. Close the Item Quantity Inquiry screen.
- Select the bin and container you want the item taken out of when recording picked orders in warehouse management.
- Close the **Extended Quantity Entry** screen when finished to return to the **Item Detail** tab.
- When the Picking Slip is printed with a **Bin** and **Container** selected, the **Bin** and **Container** will print on the Picking Slip.

PO Req Button

Click **PO Req** to create a new purchase order or requisition for the item by inserting a record in the Purchase Order **Transactions** or **Requisitions** functions. This button appears only if Purchase Order is installed.



- Select the **PO Req** button to **generate** a **Requisition** or a **Purchase Order** from your sales order transaction.

  You will get the option to select either a requisition or purchase order if you selected **Choice** in the business rules for Purchase Order for the **Generate Purchases from Sales Order** in the **business rules**. If you selected either **Requisitions** or **Purchase Order**, you will only be able to generate the type of transaction selected. If you selected **None** for this option, the button will be deactivated.

- Select the **Batch Code** you want your Purchase Order to be generated in. You will only see this option if you use transaction batching in Purchase Order and you selected to generate a Purchase Order.
- Select the **Vendor ID** for the vendor for which you want the Purchase Order to be generated. This vendor ID will be filled in on the purchase order and in the vendor ID field in the purchase requisition.
- Check the box to have the item in the purchase order **Drop Ship**ped. The purchase order Ship-To tab will be filled in with the information entered on the Ship-To tab in the sales order. If the sales order ship-to information is blank, no ship-to information will be transferred to the purchase order.
- Click **OK** to generate the requisition or purchase order.
- Click **Cancel** to return to the orders screen and not generate a purchase order or requisition.

- A confirmation message appears when you click **OK** stating **the transaction was generated successfully**.

NOTE: When a purchase order has been generated from a sales order, the sales order item will be Picked when the purchase order item has been received. The status of the sales order will be Picked and must be verified manually to continue with the normal sales order transaction process.

NOTE: The cost from the purchase order item receipt will be transferred directly into the cost of the sales order item when the purchase order was generated from a sales order.

NOTE: When the drop ship box is checked when generating the purchase order, Inventory quantities are not affected by the receipt in Purchase Order.

Create Work Order Button

Click the **Create Work Order** button to create a production order. A single production order will be created for the highlighted item, with a reference to the current transaction.

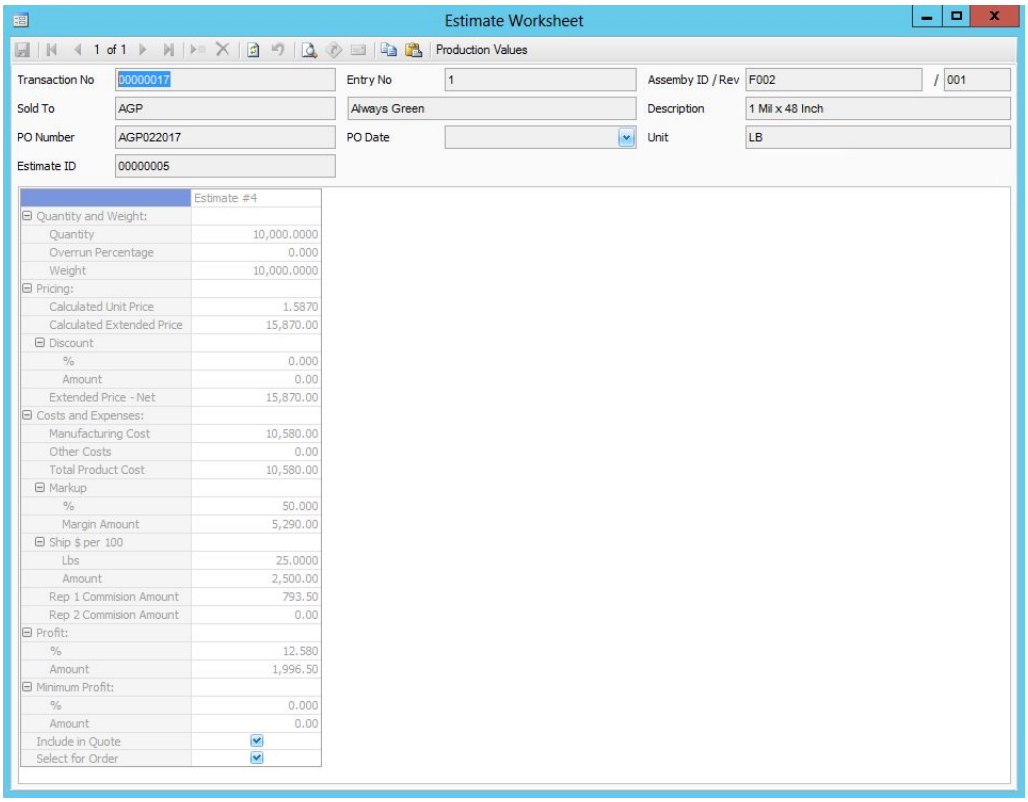
- A dialog box will appear asking if you wish to generate a production order. Select **Yes** to generate a production order.
- A confirmation dialog box will appear stating a production order was generated.

Estimate Worksheet Button

Click the **Estimate Worksheet** button to open a read-only version of the estimate worksheet. The estimate used to generate the sales order will be displayed.

The button will be active only for those items on the sales order that were generated from an estimate worksheet.

Orders Screen - Items - Estimate Worksheet



Transaction Screen - Command Buttons

Select	To
Update	Unlock fields for editing.
Copy	Copy sales order information from an existing sales order.
Verify	Verify a new order. **Note:** Click Yes to verify and ship all items or click No to verify the order but do not want to ship all items.
Rem Credit	View the customer's credit limit, open invoice balance, current transaction balance, and remaining credit.
Exchange Rate	Open the Exchange Rate window to select a different rate. Once you choose the rate, click the **OK** button to return to the main screen.
Print	Print an invoice, acknowledgment, picking slip, or packing list for the selected sales order.

Command buttons remain on the top of the screen throughout the transaction entry process.

Update Button

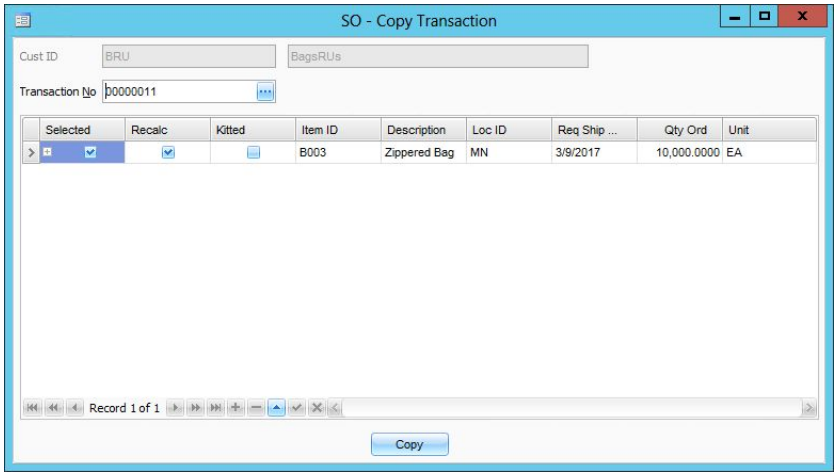
Click **Update** to unlock a transaction to allow you to edit the transaction or perform another function on the transaction displayed.

Copy Button

Click the **Copy** button on the Header tab of the Sales Order Transactions screen to copy the line item information of a posted sales order transaction. This button is only available after you choose a customer, but becomes unavailable once you begin entering line item information.

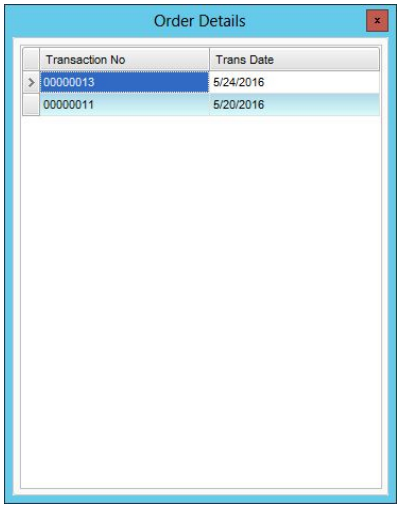
If you are entering a new transaction, the **Copy** button will be visible. Click the **Copy** button to copy information from a previously posted Sales Order transaction for this customer.

Copy Transaction Dialog Box



- The **Copy Transaction** dialog box opens.
- The **Customer ID** and customer name are displayed.
- Enter the **Transaction No** you would like to copy.
- If you would like to see existing sales orders, click on the browse button ... to display the Customer Order History Inquiry screen.

Transactions Screen - Customer Order History Inquiry



- The dialog box displays the transaction you can chose to copy. Double-click the transaction you want to copy or view details of.
- Clear the **Selected** check box next to any line item you do not wish to copy.
- You can modify the **Req Ship Date**, **Qty Ord**, or **Unit** for each line item.
- If there are error or notifications, a preview report to show you the error and notification messages appears.
- The **Item ID**s for the selected order are displayed in the bottom box of the screen. Click the **Copy** button to fill your Sales Order transaction with the selected line item information.

Verify Button

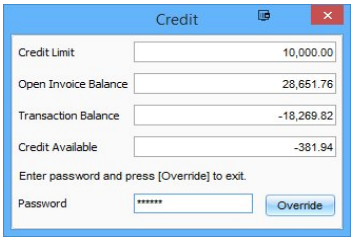
Click **Verify** to verify a new order. A message box appears asking you whether to ship all items. Click **Yes** to verify and ship all items. Click **No** if you want to verify the order but do not want to ship all items.

If you click **Yes** to verify and ship all items, the Lot/Ser No Entry dialog box (page 5-96) appears when the order contains lotted or serialized line items.

Rem Credit Button

Click **Rem Credit** to view the customer's credit limit, open invoice balance, current transaction balance, and remaining credit. The Credit dialog box appears.

Credit Dialog Box



1. The Credit dialog box appears when the customer's credit limit is exceeded or when you click **Rem Credit**.

   The Rem Credit box will automatically display if you have the Accounts Receivable business rule set to display the credit limit warning.

   If a password has been entered into the Accounts Receivable credit limit password business rule, enter the overriding password and click **Override**.

If the credit window is closed without a password a dialog box is displayed stating "Override password will have to be provided prior to saving the order."

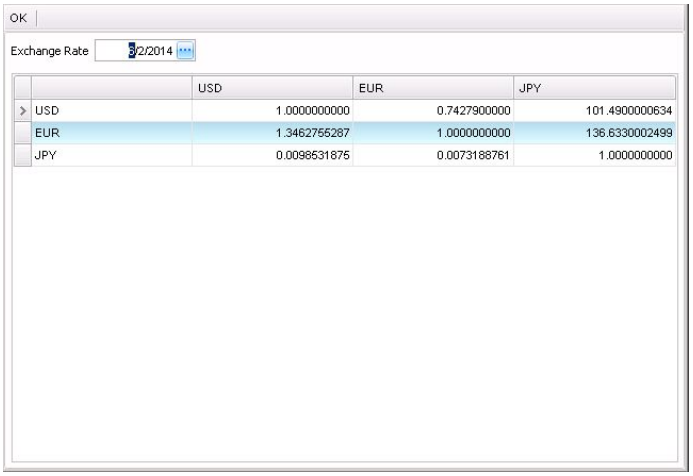
If the credit limit password is left blank in the business rule, the password field and override button are not displayed.

2. The customer's **Credit Limit**, **Open Invoice Balance**, **Transaction Balance**, and **Available Credit** appear.
3. You can enter the transaction even if the customer is over the credit limit. A credit limit of 0 means that the customer has unlimited credit.
4. Close the **Credit** window to return to the Transactions screen.

Currency Exchange Rates Button

If you use multi-currency, click the **Exchange Rate** button to display the exchange rates from the System Manager **Currency Exchange Rates** function.

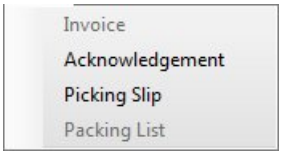
Exchange Rates Screen



- Select the **Exchange Date**.
- The exchange rates for each currency set up for that date will be displayed. The grid will show the exchange rate for each currency with the rate exchanged to every other currency.
- Select the currency exchange rate and click **OK**.

Print Button

Online List Dialog Box

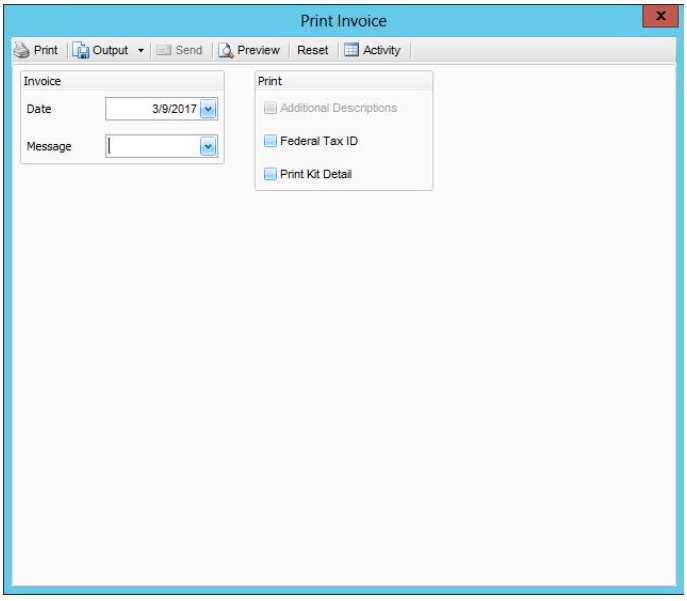


The Online List dialog box appears when you click the **Print** button on the Transactions screen to print an online invoice (page 4-107), credit memo (page 4-107), order acknowledgment (page 4-112), picking slip (page 4-115), or packing list (page 4-120).

The online lists that are available to you appear in black and depend on the transaction type, status, and activity. For example, the packing list option is not available until after you have verified the order for shipping. Click a black entry to open the selection screen for that form.

NOTE: You can print online forms only when allowed by the selections in the Business Rules function. If you elected not to allow printing of an online form, a message appears when you select that form.

Print Online Invoice Screen



The **Print Invoice** screen appears when you click **Invoice** in the Print List dialog box. Use this screen to print an invoice or credit memo for a verified order or credit memo transaction.

1. Edit the invoice date, if necessary.
2. Select a message for the invoice. Invoice messages are set up in the Accounts Receivable **Invoice Messages** function.
3. Select the check box to print **Additional Descriptions** on the invoice; otherwise, clear the check box. This option is available only if you elected to use additional descriptions in the **Accounts Receivable, Business Rules** function.
4. Select the check box to **Print The Federal Tax ID** for the current company; otherwise, clear the check box.
5. Select the check box to **Print Kit Detail**; otherwise, clear the check box.

   This check box appears only if you have the Bill of Materials/Kitting application installed. You can only see kit detail if you have the Bill of Material application and you have kits set up. It is also automatically selected if you selected the **Print Kit Detail on Invoices** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
6. Select a command button:

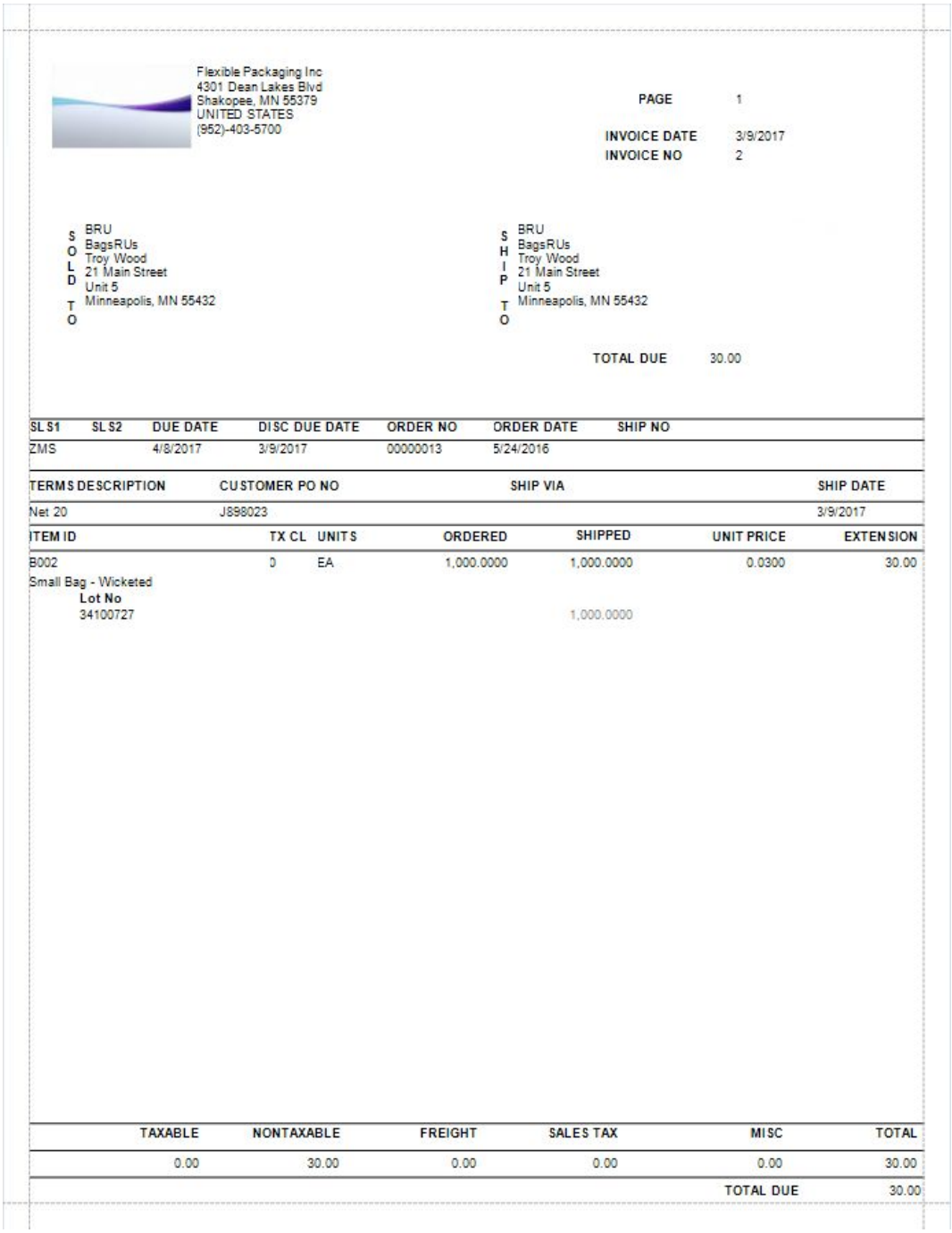
Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Invoice.
Output	Output the invoice to a file. Select the file type to output the invoice to.

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

After the invoice prints, the invoice number appears in the **Invoice Number** field on the Transactions screen's **Documents** tab. This number is assigned based on the next available invoice number from the last time you printed invoices in the Transaction Journals **Print Invoices** function, or if you entered an invoice number on the documents tab. If you manually entered an invoice number and printed the invoice, the next available invoice number is not affected. If you are reprinting invoices, the current invoice number is retained.

Invoice



Flexible Packaging Inc
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
INVOICE DATE 3/9/2017
INVOICE NO 2

SOLD TO
BRU
BagsRUs
Troy Wood
21 Main Street
Unit 5
Minneapolis, MN 55432

SHIP TO
BRU
BagsRUs
Troy Wood
21 Main Street
Unit 5
Minneapolis, MN 55432

TOTAL DUE 30.00

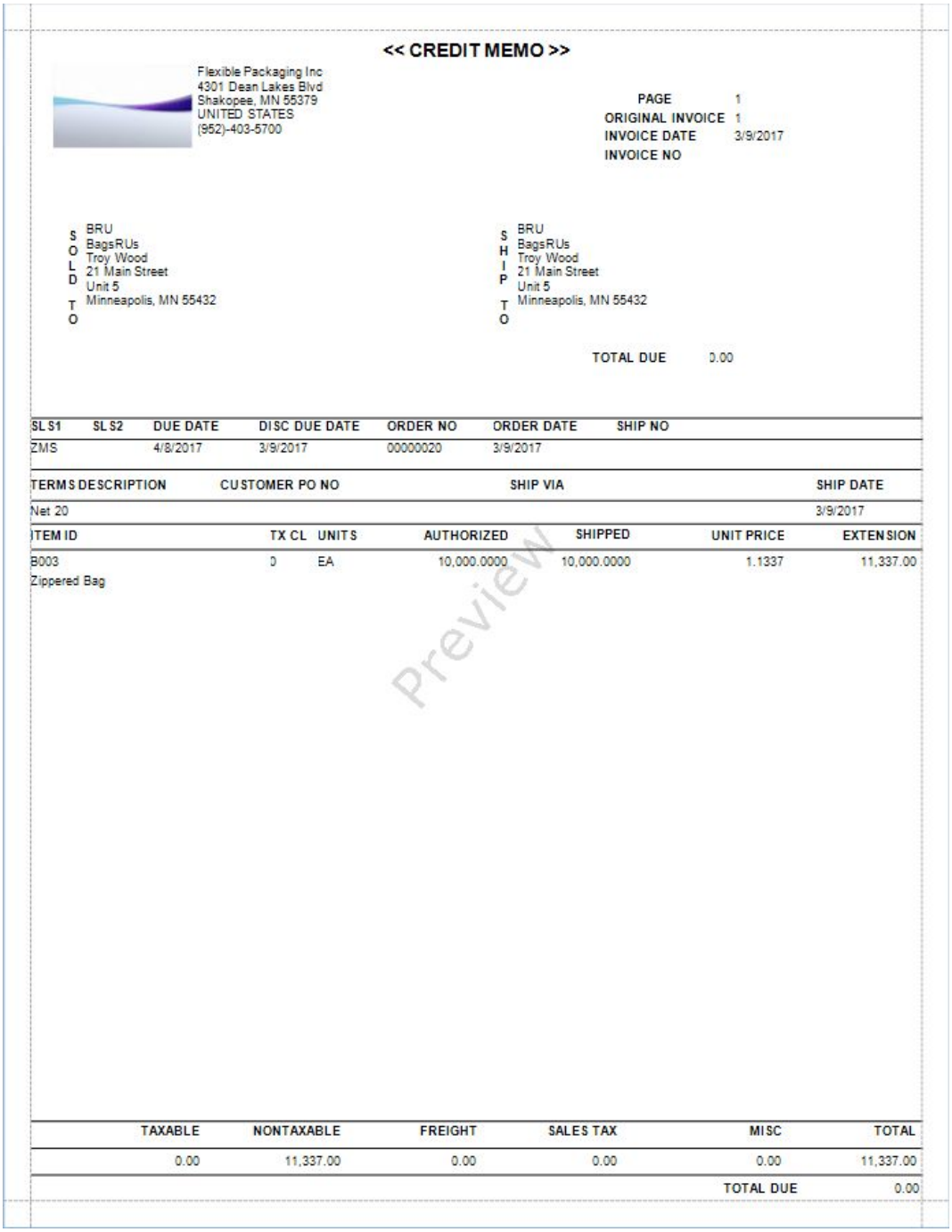
SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
ZMS		4/8/2017	3/9/2017	00000013	5/24/2016	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
Net 20	J898023		3/9/2017

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
B002	0	EA	1,000.0000	1,000.0000	0.0300	30.00
Small Bag - Wicketed						
Lot No						
34100727				1,000.0000		

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	30.00	0.00	0.00	0.00	30.00
				TOTAL DUE	30.00

Credit Memo



<< CREDIT MEMO >>

Flexible Packaging Inc
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
ORIGINAL INVOICE 1
INVOICE DATE 3/9/2017
INVOICE NO

SOLD TO
BRU
BagsRUs
Troy Wood
21 Main Street
Unit 5
Minneapolis, MN 55432

SHIP TO
BRU
BagsRUs
Troy Wood
21 Main Street
Unit 5
Minneapolis, MN 55432

TOTAL DUE 0.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
ZMS		4/8/2017	3/9/2017	00000020	3/9/2017	

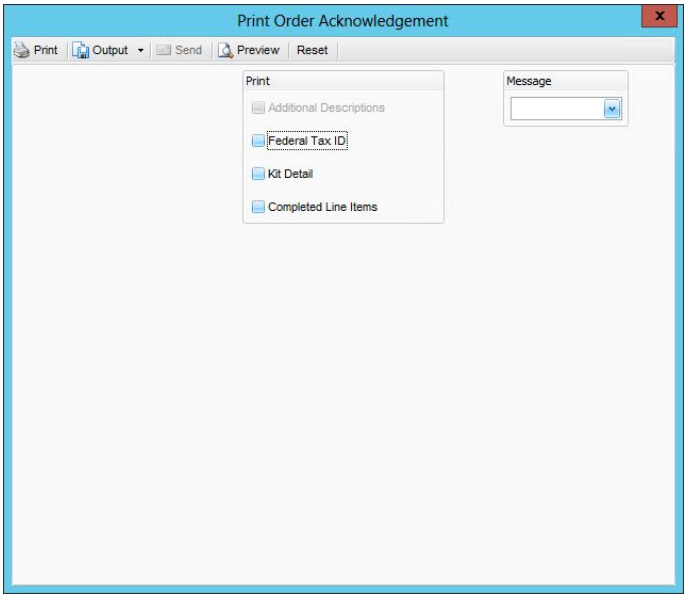
TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
Net 20			3/9/2017

ITEM ID	TX CL	UNITS	AUTHORIZED	SHIPPED	UNIT PRICE	EXTENSION
B003 Zippered Bag	0	EA	10,000.0000	10,000.0000	1.1337	11,337.00

Preview

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	11,337.00	0.00	0.00	0.00	11,337.00
				TOTAL DUE	0.00

Print Online Order Acknowledgment Screen



The **Print Order Acknowledgment** screen appears when you click **Acknowledge** in the Print List dialog box. Use the screen to print an order acknowledgment for a new transaction.

1. Select the check box to print **Additional Descriptions** on the order acknowledgment; otherwise, clear the check box. This option is available only if you elected to use additional descriptions in the **Business Rules** function.
2. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail**; otherwise, clear the check box.

   This check box appears only if you have the Bill of Materials/Kitting application installed. You can only see kit detail if you have the Bill of Material application and you have kits set up. It is also automatically selected if you selected the **Print Kit Detail on Acknowledgments** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
4. Check the box to print **Completed Line Items** on your order acknowledgment.
5. Select a **Message** for the acknowledgment. Messages are set up in the Accounts Receivable **Invoice Messages** function.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Acknowledgment.
Output	Output the Acknowledgment to a file. Select the file type to output the invoice to.

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

Order Acknowledgment

Flexible Packaging Inc
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

<< ORDER ACKNOWLEDGEMENT >>

PAGE 1

SOLD TO
AGP
Always Green
Harvey Adams
1010 State Street
Chicago, IL 60210

SHIP TO
WH1
Warehouse 1 Always Green
5521 34th Ave
MyTown, MN 55555

DATE 5/20/2016
ORDER NO 00000010

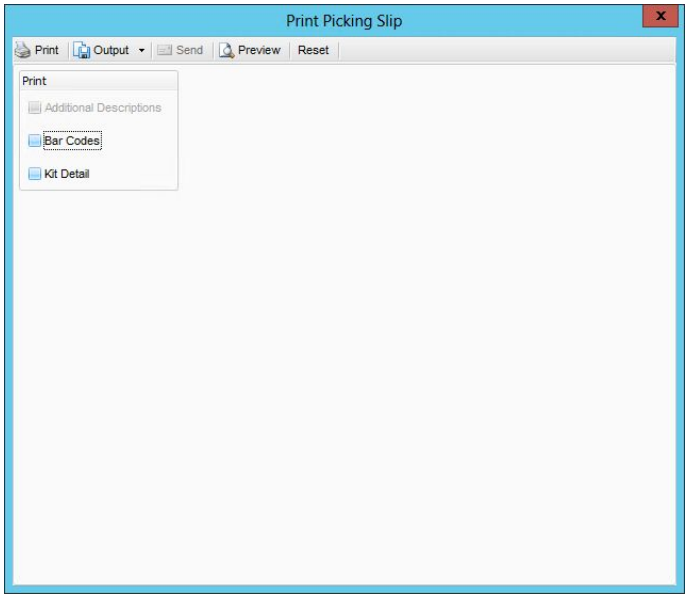
TERMS DESCRIPTION	CUSTOMER PO NO	SLS1	SLS2	ORDER DATE
Net 20	H6674-1	ZMS		5/20/2016

ITEM ID	TX CLUNIT	ORDERED	UNIT PRICE	EXTENSION
F001-P Printed Film 1MX50 REQ SHIP DATE 5/20/2016	0 MIMP	10,000.0000	0.2500	0.00
F002-L Laminated Film SWS REQ SHIP DATE 5/20/2016	0 FT	1,000.0000	0.8000	0.00
B002 Small Bag - Wicketed REQ SHIP DATE 5/20/2016	0 EA	5,000.0000	0.6500	1,625.00
F004-L 60x3Mil Laminated Film REQ SHIP DATE 5/20/2016	0 LB	1.0000	0.5500	0.00

Preview

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	1,625.00	0.00	0.00	0.00	1,625.00
	PREPAYMENT	0.00		NET DUE	1,625.00

Print Online Picking Slip Screen



The **Print Picking Slip** screen appears when you click **Picking Slip** in the Online List dialog box. Use it to print picking slips for orders.

1. Select the check box to **Print Additional Descriptions** on the picking slip; otherwise, clear the box. This option is available only if you elect to use additional descriptions in the **Accounts Receivable, Business Rules** function.
2. Select the check box to **Print Bar Codes** on the picking slip; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail**; otherwise, clear the check box.

   This check box appears only if you have the Bill of Materials/Kitting application installed. You can only see kit detail if you have the Bill of Material application and you have kits set up. It is also automatically selected if you selected the **Print Kit Detail on Picking Slip** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
4. Select a command button:

Command Buttons

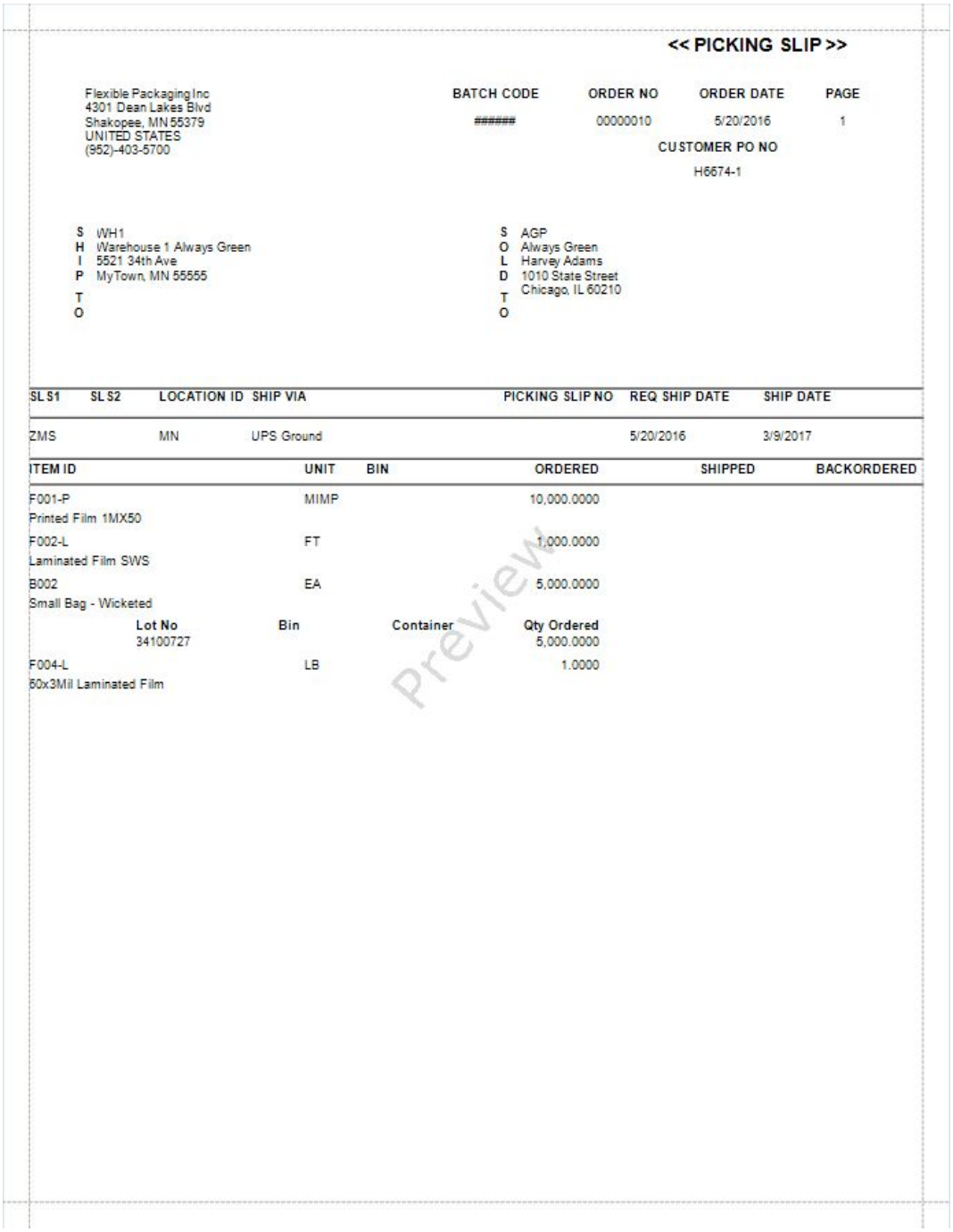
Name	Description
Reset	Set all fields to their defaults.

Name	Description
Preview	Preview the list on your monitor.
Print	Print the Pick Slip.
Output	Output the Pick Slip to a file. Select the file type to output the invoice to.

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

After the picking slip prints, the picking slip number appears in the **Pick Slip No** box on the Order Transactions screen's **Documents** tab, and the transaction's status changes from **New** to **Picked**.

Picking Slip



<< PICKING SLIP >>

Flexible Packaging Inc
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

BATCH CODE	ORDER NO	ORDER DATE	PAGE
######	00000010	5/20/2016	1

CUSTOMER PO NO
H6674-1

SHIP TO
WH1
Warehouse 1 Always Green
5521 34th Ave
MyTown, MN 55555

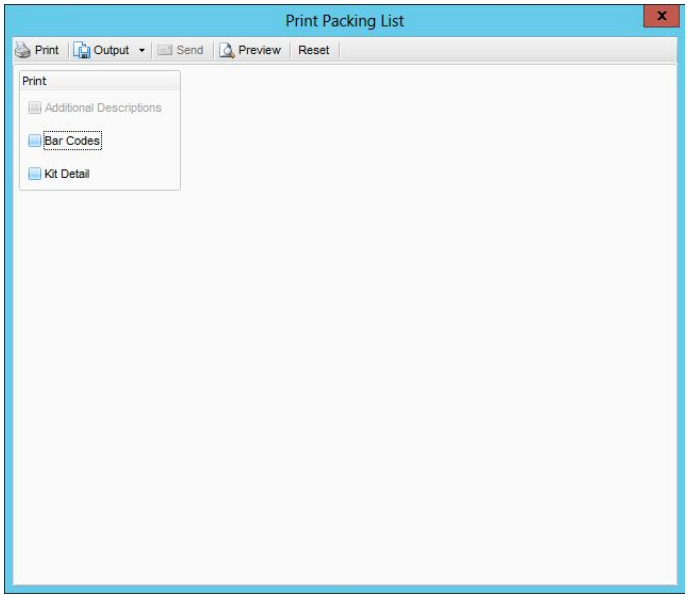
SOLD TO
AGP
Always Green
Harvey Adams
1010 State Street
Chicago, IL 60210

SLS1	SLS2	LOCATION ID	SHIP VIA	PICKING SLIP NO	REQ SHIP DATE	SHIP DATE
ZMS		MN	UPS Ground		5/20/2016	3/9/2017

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
F001-P Printed Film 1MX50	MIMP		10,000.0000		
F002-L Laminated Film SWS	FT		1,000.0000		
B002 Small Bag - Wicketed	EA		5,000.0000		
Lot No: 34100727		Bin	Container	Qty Ordered: 5,000.0000	
F004-L 60x3Mil Laminated Film	LB		1.0000		

Preview

Print Online Packing List Screen



The **Print Packing List** screen appears when you click **Packing List** on the Online List dialog box. This list is available only for verified orders. Use the screen to print packing lists that contains quantities shipped and backordered for orders you are shipping.

1. Select the check box to **Print Additional Descriptions** on the packing list; otherwise, clear the box. This option is available only if you elect to use additional descriptions in the **Accounts Receivable, Business Rules** function.
2. Select the check box to **Print Bar Codes** on the packing list; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail**; otherwise, clear the check box.

   This check box appears only if you have the Bill of Materials/Kitting application installed. You can only see kit detail if you have the Bill of Material application and you have kits set up. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

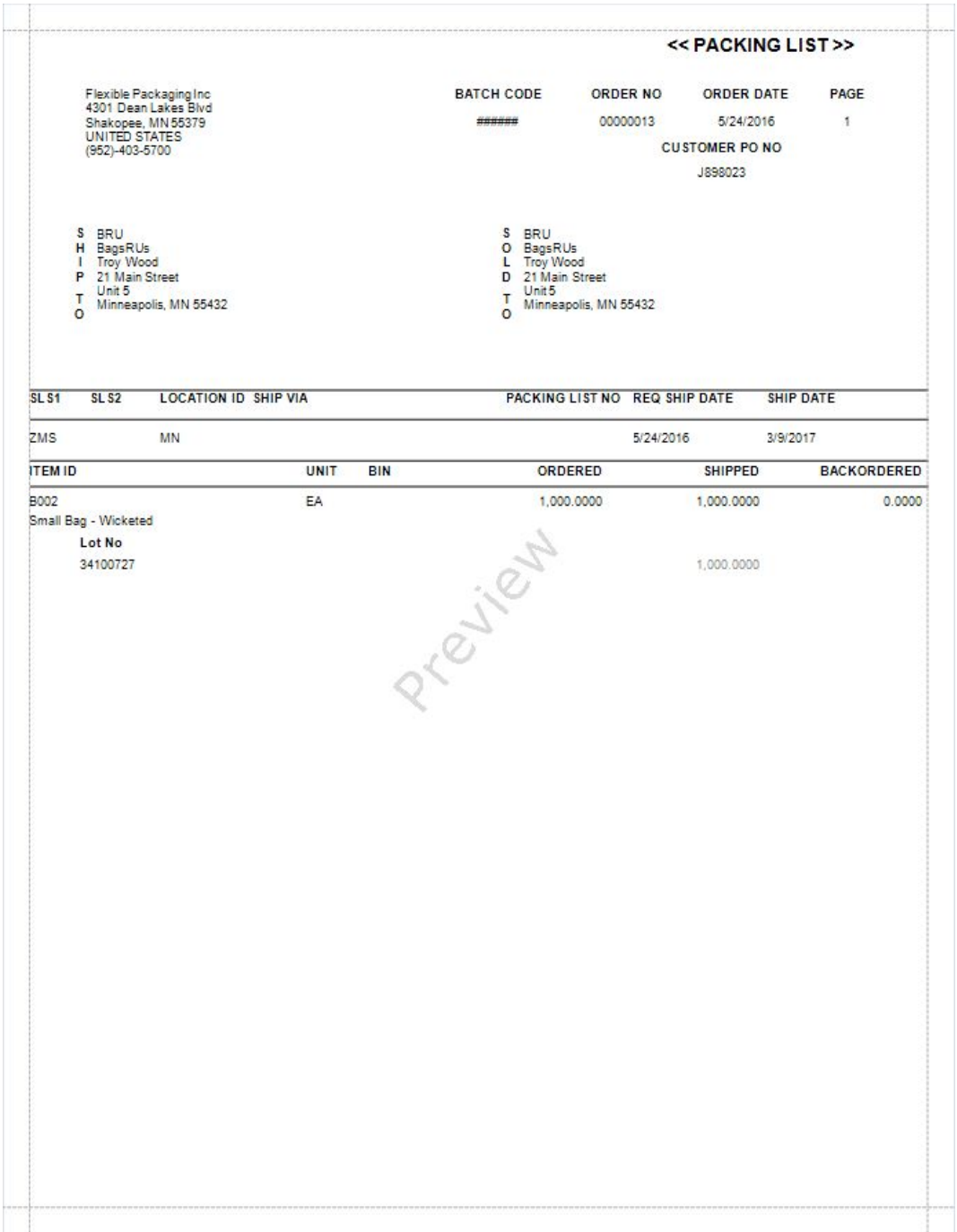
4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the Packing List.
Output	Output the Packing List to a file. Select the file type to output the invoice to.

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

Packing List



<< PACKING LIST >>

Flexible Packaging Inc
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

BATCH CODE	ORDER NO	ORDER DATE	PAGE
######	00000013	5/24/2016	1

CUSTOMER PO NO
J898023

SHIP TO
BRU
BagsRUs
Troy Wood
21 Main Street
Unit 5
Minneapolis, MN 55432

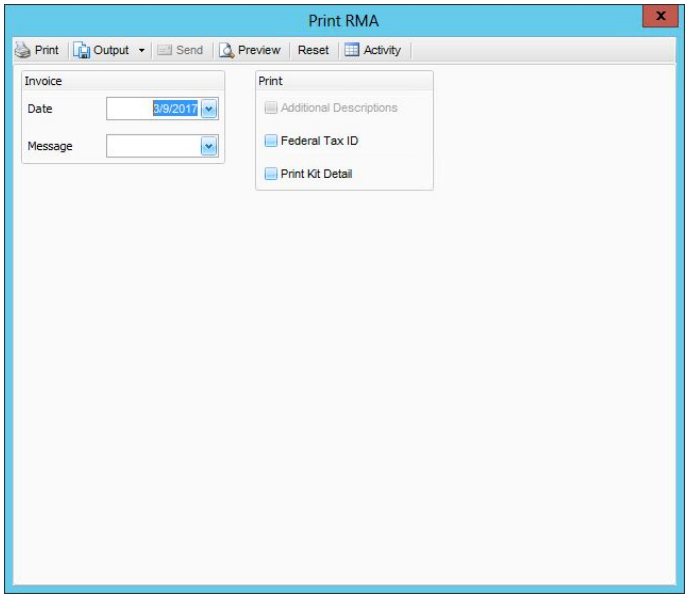
SOLD TO
BRU
BagsRUs
Troy Wood
21 Main Street
Unit 5
Minneapolis, MN 55432

SLS1	SLS2	LOCATION ID	SHIP VIA	PACKING LIST NO	REQ SHIP DATE	SHIP DATE
ZMS		MN			5/24/2016	3/9/2017

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
B002	EA		1,000.0000	1,000.0000	0.0000
Small Bag - Wicketed					
Lot No					
34100727				1,000.0000	

Preview

Print Online RMA Screen



The **Print RMA** screen appears when you click on the **Print** button. Use it to print RMAs for your customers.

1. The current date appears as the **Invoice Date**. Edit this date, if necessary.
2. Select a message for the RMA. Messages are set up in the Accounts Receivable **Invoice Messages** function.
3. Select the check box to **Print Additional Descriptions** on the RMA; otherwise, clear the check box. This option is available only if you elected to use additional descriptions in the **Business Rules** function.
4. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.
5. Select the check box to **Print Kit Detail**; otherwise, clear the check box.

   This check box appears only if you have the Bill of Materials/Kitting application installed. You can only see kit detail if you have the Bill of Material application and you have kits set up. It is also automatically selected if you selected the **Print Kit Detail on RMA** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

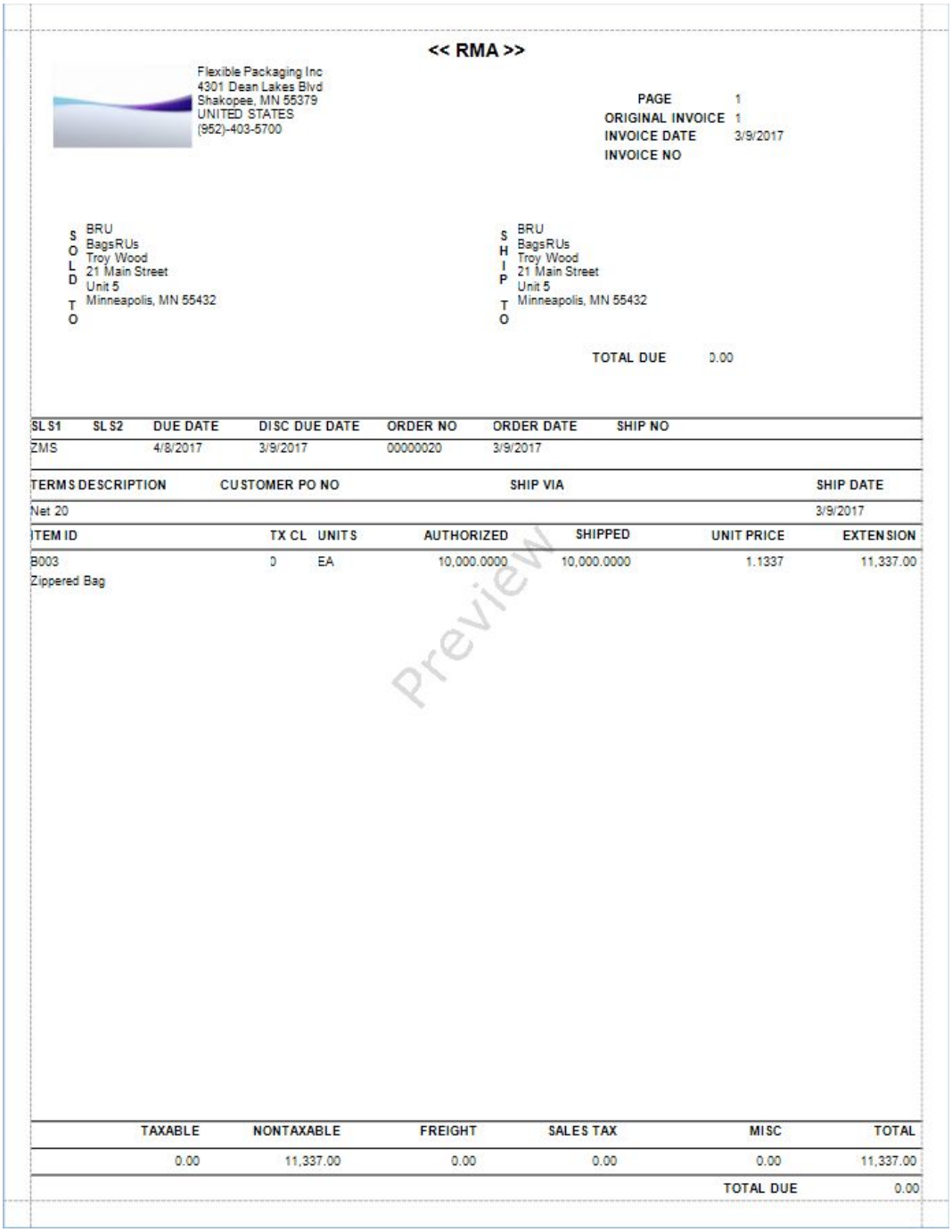
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the list on your monitor.
Print	Print the RMA.
Output	Output the RMA to a file. Select the file type to output the invoice to.

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

RMA



<< RMA >>

Flexible Packaging Inc
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
ORIGINAL INVOICE 1
INVOICE DATE 3/9/2017
INVOICE NO

SOLD TO
BRU
BagsRUs
Troy Wood
21 Main Street
Unit 5
Minneapolis, MN 55432

SHIP TO
BRU
BagsRUs
Troy Wood
21 Main Street
Unit 5
Minneapolis, MN 55432

TOTAL DUE 0.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
ZMS		4/8/2017	3/9/2017	00000020	3/9/2017	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
Net 20			3/9/2017

ITEM ID	TX CL	UNITS	AUTHORIZED	SHIPPED	UNIT PRICE	EXTENSION
B003 Zippered Bag	0	EA	10,000.0000	10,000.0000	1.1337	11,337.00

Preview

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	11,337.00	0.00	0.00	0.00	11,337.00
				TOTAL DUE	0.00

Task Summary

Before you change or delete transactions, print the Sales and Miscellaneous Credits Journals to verify the transaction numbers. After you change or delete transactions, print the journals again so that the audit trail is accurate.

Enter a New Order

To enter a New Order, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New** record button and enter the required information.
3. Select the **Line Items** tab below the list area.
4. Select or enter the **Item ID**, and enter the quantity ordered.

NOTE: You must verify new orders before you can generate invoices.

Edit a New Order

To edit a New Order, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a new order transaction number. The transaction appears.
3. Click **Update**.
4. Edit the new order.

Verify a New Order

To verify a New Order, follow these steps:

1. After you enter a new order, print the picking slip online or use the **Print Picking Slips** function (page 4-115) to print the picking slip.
2. Send the picking slip to a stockroom employee to determine what portion of the order can be filled.
3. When the picking slip is returned, select **Orders** from the **Transactions** menu and enter the order's transaction number.
4. Click **Update**.
5. Click **Verify**. A dialog box appears.

6. Click **Yes** if you are shipping all ordered items; otherwise, click **No**. The Lot Number Entry screen appears if you interface Sales Order with Inventory and if any of the items are lotted. You must enter lot information to verify the order. After you enter this information, the status of the transaction changes from **New** to **Verified**.

Enter an Invoice

To enter an Invoice, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select **Invoice** as the transaction type.
3. Enter the required information.
4. Select the **Line Items** section.
5. Enter the **Item ID** and the quantity ordered and shipped. The **Lot Number Entry** screen appears if you interface Sales Order with Inventory and the item is lotted. You must enter the lot information.

Edit an Invoice

To edit an Invoice, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select an invoice transaction number. The invoice transaction appears.
3. Click **Update**.
4. Edit the invoice.

Print an Online Invoice

To print an online Invoice, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter an invoice or select an invoice transaction and then click **Update**.
3. Click **Print**.
4. Select **Invoice**. The Print Online Invoice screen appears.
5. Click **Print**.
6. Select options as needed.

Print Invoices

To print Invoices, follow these steps:

1. Select the **Print Invoices** function (page 4-129) from the **Transaction Journals** menu.
2. Verify the information completed.
3. Select the **Batch**(s) to print invoices for.
4. Enter the starting invoice number in the **First Invoice No** box.
5. Click **Print**.

Enter an RMA

To enter an RMA, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select **RMA** from the **Transaction Type** list.
3. Click the **Header** tab and enter the required information.
4. Click the **Line Items** tab below the list area.
5. Enter the **Item ID** and the quantity authorized. The **Lot Number Entry** screen appears if you interface Sales Order with Inventory and the item is lotted. You must enter the lot information.
6. Enter a **Reason Code** for the merchandise return in the **Line Items** tab if desired.

Edit an RMA

To edit an RMA, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select an RMA transaction number. The RMA appears.
3. Click **Update**.
4. Edit the RMA.

Print an Online RMA

To print an online RMA, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Enter a RMA, or select an RMA transaction number. If you select an existing RMA transaction, click **Update**.

3. Click **Print**.
4. Select **RMA**. The Print Online RMA screen appears.
5. Click **Print**.

Process an RMA to a Credit Memo

To process an RMA to a credit memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select the RMA transaction to be processed.
3. Click **Update**.
4. Enter the **Qty Returned**.
5. When all items have been returned, click **Live** to change the RMA to a credit memo.

Enter a Credit Memo

To enter a Credit Memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select **Credit** from the **Transaction Type** list.
3. Click the **Header** tab and enter the required information.
4. Click the **Line Items** tab below the list area.
5. Enter the **Item ID** and the quantity ordered. The **Lot Number Entry** screen appears if you interface Sales Order with Inventory and the item is lotted. You must enter the lot information.

Edit a Credit Memo

To edit a Credit Memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a credit memo transaction number. The credit memo appears.
3. Click **Update**.
4. Edit the credit memo.

Print an Online Credit Memo

To print an online Credit Memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Enter a credit memo, or select a credit memo transaction number. If you select an existing credit memo transaction, click **Update**.
3. Click **Print**.
4. Select **Credit Memo**. The Print Online Invoice screen appears.
5. Click **Print**.

Create a Backorder

To create a Backorder, follow these steps:

1. Select **Order** from the **Transactions** menu.
2. Enter a new order.
3. Verify the order.
4. Select **No** to the Ship all message.
5. Ship the order. If you do not ship the entire order, the Sales Order system creates a backorder when you post the transaction. Backorders remain in the system until you fill or delete them.

COMPLETING SALES ORDERS

Do the following functions to complete the Sales Orders that have been entered. Sales Orders may be verified and posted once production has completed and the product has been shipped. See the chapters on production and warehouse management for details on completing production and shipping the finished product.

See the Sales Order Training Manual for details on performing these functions.

Print Invoices

Use the **Print Invoices** function to print invoices, price quotes, RMAs, and credit memos for the transactions you entered using the **Orders** functions. This function is useful if you want to print quotes, invoices, RMAs and credit memos or all four for more than one transaction at one time. If you assign numbers to the invoices when you enter them, print the **Sales Journal** before and after you print the invoices.

You can also print an invoice online when you enter a transaction. Invoices that are printed or reprinted online are not reprinted using the **Print Invoices** function.

You can reprint invoices either online or by using the **Print Invoices** function. If you reprint invoices online, the invoice number in the **Invoice Number** box on the Transactions screen is retained. If you reprint invoices using the **Print Invoices** function, a new invoice number is assigned to invoices and price quotes based on the number in the **First Invoice No** box on the Print Invoices screen. Original RMA and credit memo invoice numbers are retained.

Sales Journal

Print the **Sales Journal** before you post transactions to check for mistakes and omissions. The journal serves as an audit trail of sales transactions. If you find incorrect transactions in the Sales Journal, use the Transactions functions to edit or delete them.

The **Sales Journal** includes cost information, but the unit cost of items is only an estimate. The system updates the unit cost of items (based on your costing method) when you post.

Miscellaneous Credits Journal

Print the **Miscellaneous Credits Journal** before you post transactions to check for mistakes and omissions. The journal serves as an audit trail. If you find incorrect transactions in the Miscellaneous Credits Journal, use the **Transactions** functions to edit or delete them.

Post Transactions Overview

When you post transactions, the system creates open invoices for each invoice, shipped order, and miscellaneous credit entry that you recorded as a transaction. Next, the system updates both the due date for each transaction using the invoice date and the number of due days for the terms code, and the discount date from the invoice date and the number of discount days from the same terms code. Finally, the system creates a payment record for each cash receipt. Posting ignores transaction entries that have a status of **Backordered**, **New**, **Picked**, **RMA** or **Price Quote**.

The system creates temporary tables to store line-item entries, totals, and cash receipts 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 Sales Order 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 account. If the accounting period is closed, you can either edit transactions 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.

Posting orders also updates balance and sales fields in the customers' records. The taxable and nontaxable totals from the transactions and the tax collected update the tax location records in System Manager.

5

Purchase Orders & Receiving

Overview 5-3
Working With Purchase Order Transactions 5-5
Purchase Order Transactions 5-9
Completing Purchase Orders 5-61
- Print Orders 5-61
- Purchases Journal 5-61
- Miscellaneous Debits Journal 5-61
- Post Transactions Overview 5-61
- Prepare Payments 5-62
- Edit Register 5-62
- Print Checks 5-63
- Payment Register 5-63
- Post Payments 5-63

Warehouse Management Receiving Goods Overview 5-65
Warehouse Management Receive Goods 5-67
Warehouse Management Putaway 5-77

5 PURCHASE ORDERS & RECEIVING

OVERVIEW

Purchase Orders are used to order products from vendors. Purchase Orders can be manually entered or automatically generated from Sales Orders. When a Purchase Order is generated from a Sales Order, the two transactions are linked, and the Sales Order is considered Picked and the Qty Shipped is updated when the Purchase Order is Received.

When purchased film is received in the PO, a vendor lot number screen will appear to assign the vendor's lot number with the number of rolls, the weight of the roll, and how much each roll weighs. These rolls will later be available in the Shop Floor screen to load and use to produce bags.

For this manual it is assumed you have finished Accounts Payable, Purchase Order, and Warehouse Management setup. Refer to the Accounts Payable, Purchase Order, and Warehouse Management training manuals for detailed setup information.

Once your Purchase Orders have been invoiced you will need to print journals, post transactions, and pay invoices to finish the process with the vendor. See the Purchase Order Training Manual for details on these steps.

The most common method to receive goods for Purchase Orders is to use the Warehouse Management Receive Goods function. When receiving purchased film in warehouse management, a vendor lot number screen will appear to assign the vendor's lot number with the number of rolls, the weight of the roll, and how much each roll weighs. These rolls will later be available in the Shop Floor screen to load and use to produce bags. The process of receiving goods in Warehouse Management is a multiple step process. The goods are received into a received location and then put away to its final location in the warehouse.

When goods are received using the Receive Goods function in Warehouse Management, the Purchase Order is updated with the quantity received and the status is changed to Goods Received.

Follow the checklist below to process Purchase Orders:

____ 1. Enter or edit Purchase Orders. (page 5-9)

____ 2. Print the Purchase Order. (page 5-29)

____ 3. Receive goods either using the Purchase Order Transactions or Warehouse Management Receive Goods and Putaway functions. (page 5-35), (page 5-67), (page 5-77)

____ 4. Enter the Invoice into the PO transaction. (page 5-35)

____ 5. Print the Purchases and Debits journals. (See the Purchase Order Training Manual for details.)

____ 6. Post Transactions. (See the Purchase Order Training Manual for details.)

____ 7. Prepare Payments. (See the Purchase Order Training Manual for details.)

____ 8. Print the Edit Register. (See the Purchase Order Training Manual for details.)

____ 9. Print Checks. (See the Purchase Order Training Manual for details.)

____ 10. Print the Payments Journal. (See the Purchase Order Training Manual for details.)

____ 11. Post Payments. (See the Purchase Order Training Manual for details.)

WORKING WITH PURCHASE ORDER TRANSACTIONS

Use the **Purchase Order, Transactions** function for the following tasks:

- Enter transactions that consist of purchasing goods or services from a vendor.
- Set up initial vendor balances when using the detail method by entering outstanding invoices for purchases from your vendors. Thereafter, enter purchases and returns as you receive invoices for them.
- Enter new orders and returns.
- Edit new orders and returns.
- Enter the receipt of goods.
- Apply invoices.
- Enter return authorizations.
- Apply debit memos.

NOTE: If Purchase Order is interfaced with Inventory, entering transactions in Purchase Order updates item location quantities, history, and lot and serial information in Inventory.

Purchase Order Transaction Types

Each transaction and line item has an assigned type and status, which alerts you (and the system) where the transaction and line item fall in the Purchase Order work cycle.

Transactions in Purchase order move through three types:

For Orders	For Returns
New Order	New Return
Goods Received	Return Authorization
Invoice Received	Debit Memo

Purchase Order transactions have an initial type: *new order or new return*.

If the transaction type is a *new order,* it changes to *goods received* when goods are received. When the received goods are invoiced, the transaction type then changes to *invoice received*.

If your transaction is *new return,* when the returned goods sent to the vendor it changes to Return Authorization. When the items are debited, the transaction type changes to *debit memo*.

The transaction type is determined by the transaction type of the most complete line-item entry. If no line item has been received or authorized and debited as a return, the transaction type is *new order* or *new return*. When any line item is received on a *new order* transaction, the transaction type changes to *goods received.* When a line item is invoiced or debited by a debit memo, the transaction type changes to *invoice received* or *debit memo*.

Purchase Order Transaction Statuses

Transaction line items have an initial status of *open* when doing either a new order or a new return. They can be edited, and they can be deleted until the transaction is posted. The status of a line item remains *open* until all of the line item's quantity is invoiced or debited by a debit memo and you post the transaction. (Line item statuses change only when you post transactions.)

NOTE: If you are receiving less than the amount ordered and do not expect to receive the remainder, switch the status to 'Complete' and the remainder will be removed during the post.

When you post transactions and line items are received and invoiced (or authorized and debited), the status of line items changes to *completed*. Line items with *completed* status are not removed from transactions when you post, but will remain in the purchase order until all the line items in the purchase order have been completed. To view completed line items on an unfinished purchase order, you can click on the completed button at the bottom of the purchase order transactions screen. Posted line items with *completed* status cannot be changed. When you post a transaction where all line item statuses are *completed*, the transaction will be removed from the transaction tables and updated in the history tables.

Using the Purchase Order Transaction Function

Ordering goods

You can order goods by entering the order in the Transactions function and using the Print Orders dialog box (page 5-47) or the Print Orders function to print the order.

Entering received goods

You can enter all the goods at once in the Receive/Invoice All dialog box, or enter goods in stages as they are received in the Receipts and Invoices dialog box and the Receipts and Invoices Lotted Items dialog box.

Applying invoices

You can apply an invoice to the order (after you enter the receipt for the goods) when you enter the order; or enter the order first, receive the goods as they arrive, and assign the invoice later. You can apply the cost to the invoice at once in the Receive/Invoice All dialog box or in stages in the Receipts and Invoices dialog box and the Receipts and Invoices Lotted Items dialog box as invoices are received for the order.

Returning goods

You can return goods by entering the return in the Transactions function, use the Return/Debit All dialog box to process the return, and use the Print Orders (page 5-47) dialog box or the Print Orders function to print the debit memo.

Entering returned goods

You can enter all returned goods at once in the Return/Debit All dialog box, or enter returned goods in stages as they are shipped back to a vendor in the Return Auth/Debit Memo dialog box and the Return Auth/Debit Memo, Lotted Items dialog box.

Entering an authorization for returned goods

You can enter an authorization for all returned goods at once in the Return/Debit All dialog box, or enter authorizations for returned goods in stages as they are shipped back to a vendor in the Return Auth and Debit Memos dialog box, the Return Auth and Debit Memos and Lotted Items dialog box.

Applying a debit memo

You can assign a debit memo to a return when you enter the return and return authorization, or enter the return and return authorization first and apply the debit memo later.

Editing a transaction

To change transaction information, use the **Update** button. For example, use the **Update** button to add or delete line items or correct order quantity mistakes you discover after you have entered the order.

Deleting a transaction

If you do not require an audit trail, use **Update** and the delete hot key to delete unposted transactions. Delete new orders or new returns if necessary.

If you require an audit trail or are working with a posted transaction, generate a reversing transaction, rather than delete the existing transaction.

Transactions do not need to be in the currency assigned to the vendor for which you are entering a transaction. That is, transaction amounts may be entered in any Active Currency. Use the Base Currency check box that appears when you select a vendor that uses a currency other than the base currency to view or enter transaction amounts in your company's base, or functional, currency. If you use multi-currency, it is important to remember that the currency assigned to the vendor for which you are entering a transaction determines the transaction's currency. That is, transaction amounts are always entered in the vendor's currency.

NOTE: An Exchange Rate button on the tool-bar allows you to view/edit the exchange rate for the transaction.

PURCHASE ORDER TRANSACTIONS

Use the **Purchase Order, Transactions** function to enter your purchase transactions. When you enter a transaction you can enter either a New Order or a New Return. Each transaction requires three steps to complete the transaction: Enter a new order/return, enter a receipt/return authorization, and enter an invoice/debit memo.

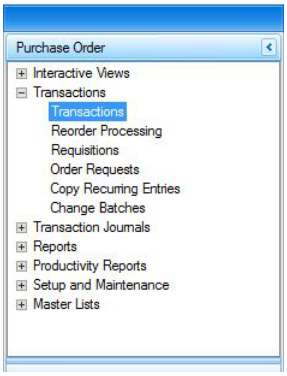
Purchase Order Transaction Types

Each transaction and line item has an assigned type, or status, which tells you (and the system) where the transaction and line item fall in the Purchase Order work cycle.

To enter **Transactions**, follow these steps:

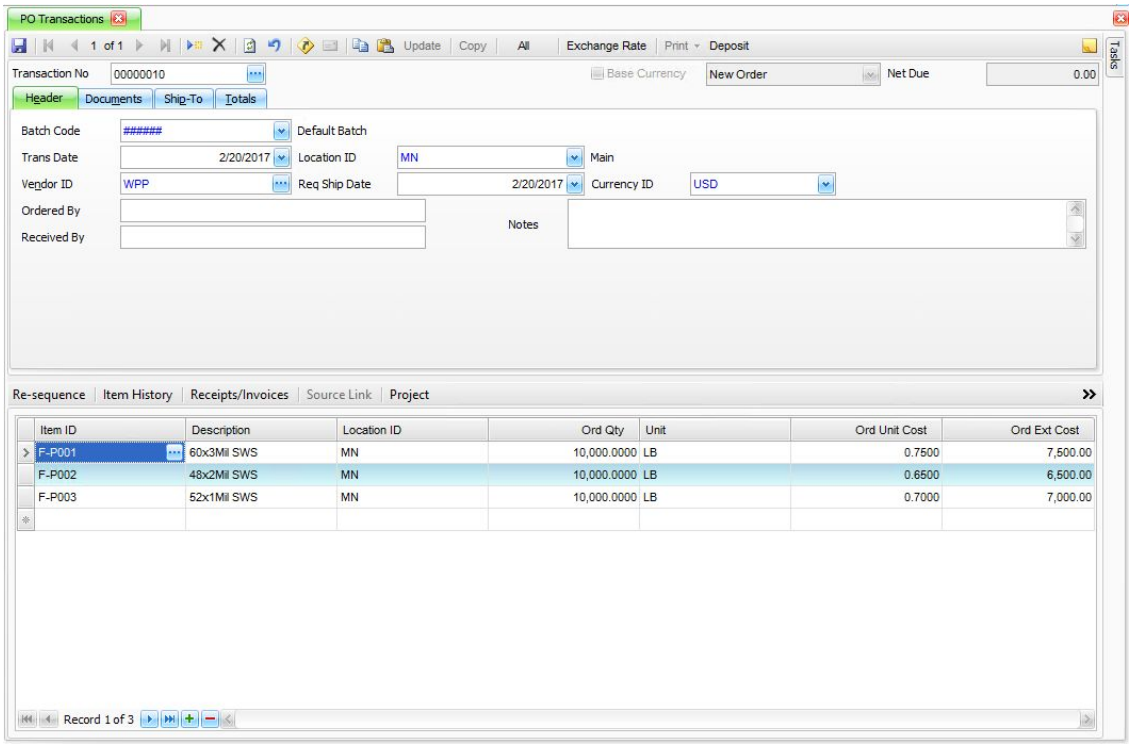
1. Select **Transactions** from the **Purchase Order, Transactions** menu.

Transactions Menu



2. The **Transactions** screen appears.

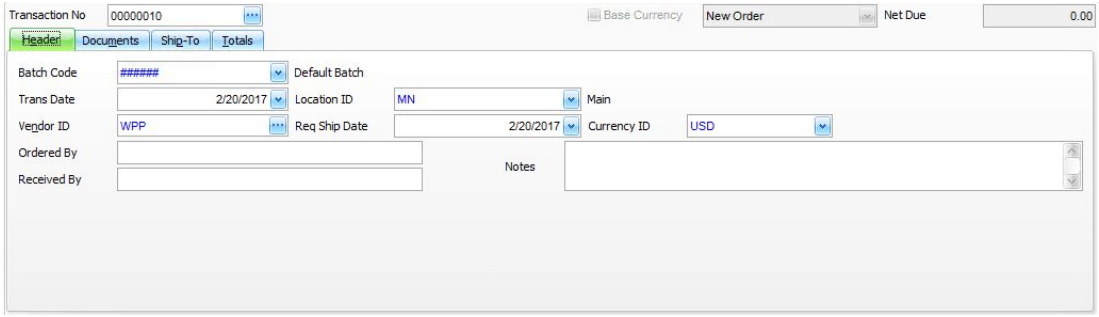
PO Transactions Screen



The Purchase Order Transactions screen is divided into two sections:

- The top section contains a set of tabs that relate to information about the order as a whole, including general information, associated documents, shipping information, order totals and so on.
- The bottom section of the screen, in summary mode, contains a list of the order's line items. You can use the arrow, page up, and page down keys to move the highlight to any line item with which you want to work.
- The bottom section of the screen, in detail mode, contains several tabs that relate to information associated with the line item selected, such as line item details, GL account information, drop-shipment, source transactions, and landed cost information.

Transactions Screen - Header Tab



3. Select a transaction number to work with or enter a new number. If you are entering a new transaction and you elected to use system-generated numbers in the **Business Rules** function, leave this field blank. The system creates a transaction number for you.
4. To add a new transaction select the **New Record** button from the tool-bar.
5. Select the **Transaction Type** for new transactions: **New Order** or **New Return**.

Maint

6. Select a **Batch Code** for the transaction. The description of the batch appears for verification. This field is available only if you elected to use batch processing in the **Business Rules** function.
7. The current date appears in the **Trans Date** field. Edit it if necessary.

Maint

8. Select the **Location ID** for which you are purchasing or returning items, leave the field blank, or accept the default value. To speed entry of items that you send to different locations, leave this field empty.

Maint

9. Select the **Vendor ID** for the transaction.

    To enter a vendor you plan to deal with only temporarily, use the F6 Maintenance command to define the vendor as a temporary vendor. Temporary vendors that have balances of zero may be removed when you perform periodic maintenance. See the Purchase Order Training Manual for details.

10. Enter the requested shipping date in the **Req Ship Date** field.

¥$£€

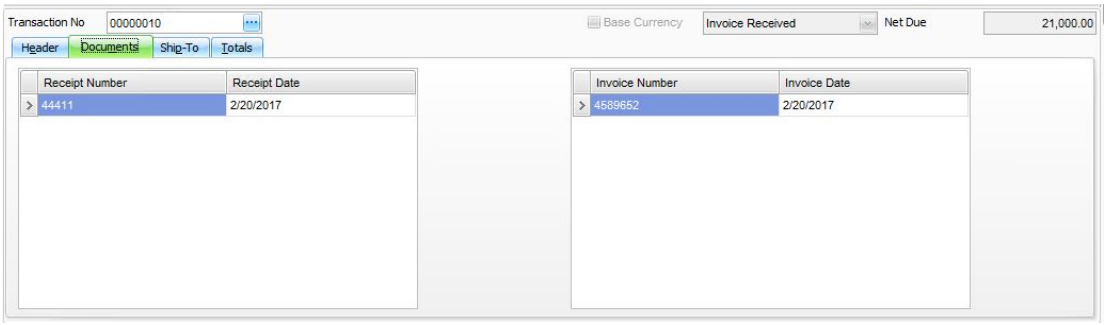
11. If you use multi-currency, the **Currency ID** you assigned to the vendor's record appears, accept the currency or select an active currency.

    If the vendor currency is not the same as the base currency, use the **Base Currency** check box to toggle currency amounts between the vendor's currency and the base currency.

    If you do not use multi-currency, this box is disabled.

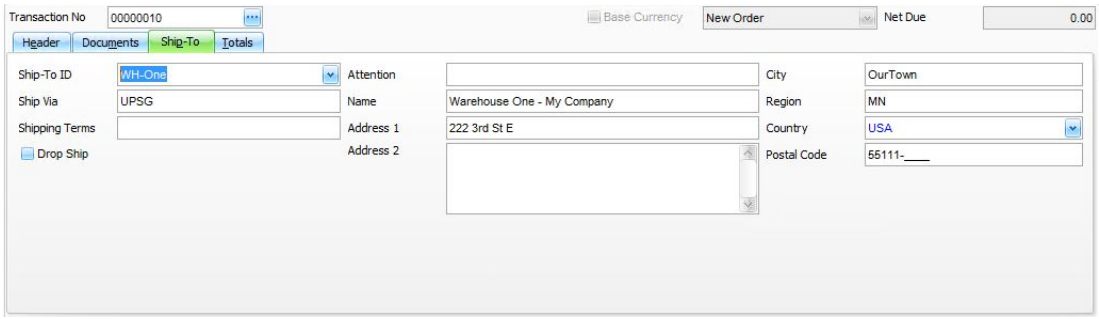
12. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button will be discussed later in this section (page 5-28).
13. For a new order or return, enter the name of the person who made the purchase order or return in the **Ordered By**/**Returned By** field.
14. Enter the name of the person who received the order or shipped the return in the **Received By**/**Shipped By** field.
15. Click in the **Notes** field to enter or view notes specific to this transaction.

Transactions Screen - Documents Tab



1. The **Receipt Number** and **Receipt Date** read-only fields display receipt information processed for the order.
2. The **Invoice Number** and **Invoice Date** read-only fields display invoice information processed for the order.

Transactions Screen - Ship-To Tab



Maint

1. Enter or select a **Ship-To ID**. Use the **Ship-To Addresses** function to set up ship-to addresses. If you select an existing ship-to ID, address information for that ID appears.

   If you enter a ship-to ID with a different distribution code or tax group ID than the vendor in the transaction, messages appear asking if you want to assign the ship-to address's tax location to the transaction and recalculate the sales tax.

2. Enter or edit the method used to ship the items in the **Ship Via** field; for example, enter the name of a shipping service.

3. Enter the **Shipping Terms**. Common entries are **destination** (the vendor pays) and **origin** (your business pays). Another common entry is the name of a city, meaning the vendor pays to move the goods to the city and you pay to move goods beyond that point.

4. Check the **Drop Ship** box to mark this transaction for drop shipment. The shipment will be shipped directly to another vendor or customer without being received through your system as inventory.

   Select the **Source Type** for the drop shipment in the **Source Link** function (page 5-23).

   The following information will be filled in when the purchase order was generated from a sales order. When the drop ship box is checked while generating the purchase order, these fields will be filled in when information is provided on the ship to tab of the source transaction; ship method/via, name, address 1 and 2, city, region, country and postal code.

5. Enter or edit the information in the **Attention** field.

6. Enter or edit the **Name**.

7. Enter or edit the **Address** in the **Addr 1** and **Addr 2** fields.

8. Enter or edit the **City** and **Region**.

Maint

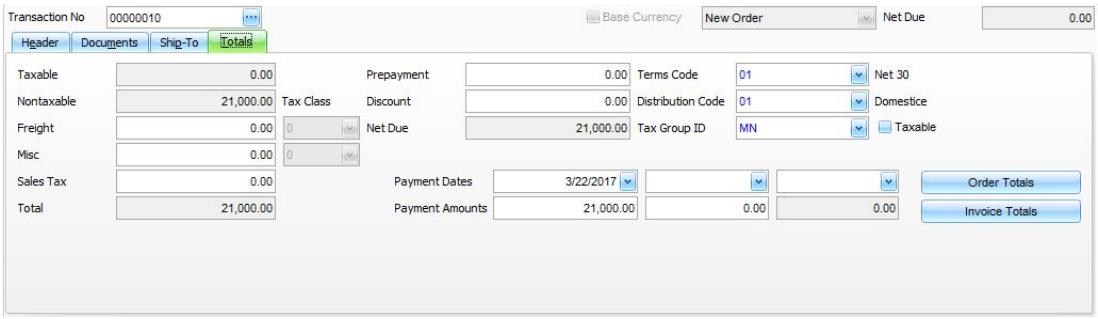
9. Enter or edit the **Country Code**.

10. Enter or edit the **Postal Code**. Use the System Manager **Country Codes** function to set up the input mask for the postal code.

11. Click the **View Map** button in the tool-bar to view a map of the vendor's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button does not appear.

NOTE: See the *System Manager Training Manual* for more information on defining the default mapping program.

Transactions Screen - Totals Tab



The taxable and nontaxable purchase or return subtotals for the line items entered in the **Line Items** section appear.

NOTE: The amounts on this tab will not post to General Ledger when posting invoices. You must enter your freight, misc., and any prepayment information on the invoice totals screen, once an invoice has been added to the purchase order.

1. The system displays the **Taxable** and **Nontaxable** amounts for the order.
2. Enter the shipping charges in the **Freight** field.
3. Select the **Tax Class,** if any, for the shipping charges.
4. Enter any miscellaneous charges, such as handling charges, in the **Misc.** field.
5. Select the **Tax Class**, if any, for the miscellaneous charges.
6. Enter the **Sales Tax** amount.
7. The total amount of the transaction (subtotal + freight charges + miscellaneous charges + sales tax) appears in the **Total** field.
8. If you prepaid a portion of the purchase, enter the **Prepayment** amount.

9. The **Discount** amount for the terms code entered on the **Header** tab appears. Change this amount if necessary.

10. The total minus the prepayment and discount amounts appears in the **Net Due** field.

Maint

11. Edit the **Terms Code**, **Distribution Code**, and **Tax Group ID**, if needed. If you use multi-currency, you can change the distribution code only if the Payables account associated with the new code is in either the base or the vendor's currency. If any open invoices or transactions exist for the vendor, the new distribution code must also use that same currency.

12. Check the **Taxable** box if the transaction is taxable; otherwise, clear it.

13. The first payment date is calculated from the number of due days in the terms code you entered on the **Header** tab. Edit this date, if necessary. This field does not appear for debit memos.

    If used, the second and third payment dates are calculated from the number of due days in the terms code. Change these dates if necessary. These fields do not appear for debit memos.

14. To split payments, enter an amount for the first payment into the first **Payment Amounts** field. It must be less than the amount listed. The remaining payment appears in the second **Payment Amounts** field. These fields do not appear for debit memos.

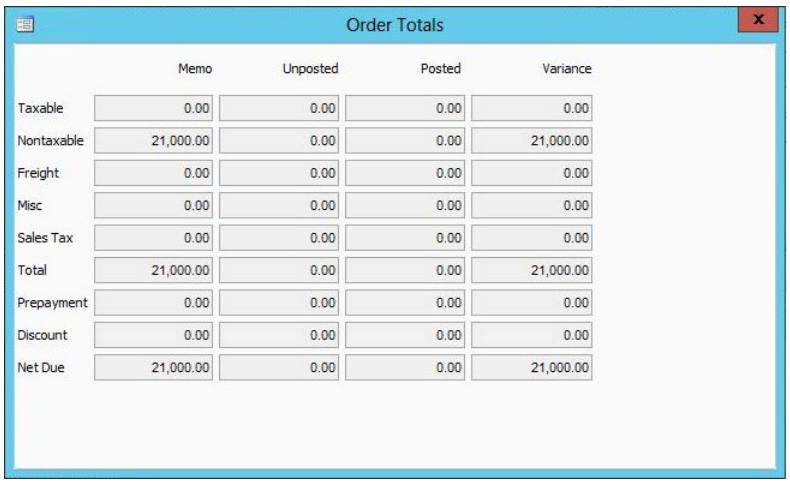
    To split the payments further, enter an amount for the second payment in the second field; the remaining payment appears in the third **Payment Amounts** field. These fields do not appear for debit memos.

    To split an invoice into more than three payments, post the purchases and then use the Accounts Payable **Hold/Release Invoices** function.

Order Totals

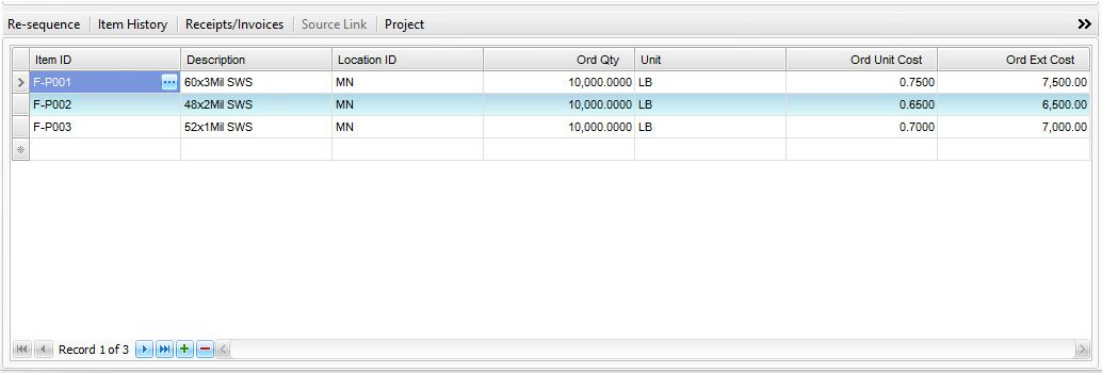
Use this button to open a view-only table that displays:

Order Totals Screen



- **Memo** - the same totals seen on the Totals tab.
- **Unposted** - the current invoice amounts based on invoice amounts added on the Receipts/Invoices form for unposted transactions.
- **Posted** - the posted invoice amounts based on invoice amounts added on the Receipts/Invoices form.
- **Variance** - the Memo column, minus the Unposted and Posted columns.

Transactions Screen - Line Items Summary



Use the **Line Items** to record information about the items you purchase.

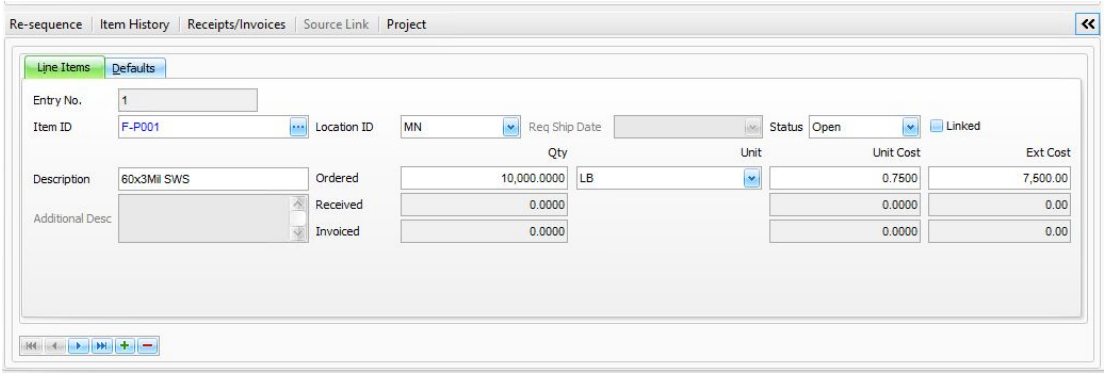
Maint

1. Enter the **Item ID** for the item you are purchasing or returning. An item ID is required only for Inventory or System Manager items. For example, you can leave the **Item ID** field blank and enter **Miscellaneous Charge** in the **Description** field to record miscellaneous charges in transactions.
2. Enter or edit the item **Description**.
3. Enter an additional description for the item in the **Additional Disc** field. This field is available only if you elected to use additional descriptions in the **Business Rules** function and you have moved the field to the columns using the Column Chooser. See the How to use Grids section in the General Information guide for more details on using the column chooser. If you elected to copy additional descriptions in System Manager or Inventory, those additional descriptions for the item appear.

Maint

4. If you entered a location ID on the **Header** tab, that ID appears in the **Location ID** field; otherwise, the first location ID set up for the item appears. Accept the default value or select the ID of the location for which you are purchasing the items.
5. Enter the item quantity in the **Ordered/Returned** field.
6. The default unit of measure appears in the **Unit** field. You can change it if an alternate unit of measure is set up for the inventory item and if the record has not yet been saved.
7. The unit cost of the ordered or returned item appears in the **Unit Cost** field. If you interface Purchase Order with Inventory, the last cost of the inventory item appears. Change it, if necessary.
8. The extended cost of the ordered or returned item (unit cost multiplied by quantity) appears in the **Ord Ext Cost** field. If you change it, the unit cost is automatically adjusted (extended cost divided by quantity).

Transactions Screen - Detail Line Items Tab



Use the **Line Items** to record information about the items you purchase.

Maint

1. Enter the **Item ID** for the item you are purchasing or returning. An item ID is required only for Inventory or System Manager items. For example, you can leave the **Item ID** field blank and enter **Miscellaneous Charge** in the **Description** field to record miscellaneous charges in transactions.
2. Enter or edit the item **Description**.
3. Enter an additional description for the item in the **Additional Disc** field. This field is available only if you elected to use additional descriptions in the **Business Rules** function. If you elected to copy additional descriptions in System Manager or Inventory, those additional descriptions for the item appear.

Maint

4. If you entered a location ID on the **Header** tab, that ID appears in the **Location ID** field; otherwise, the first location ID set up for the item appears. Accept the default value or select the ID of the location for which you are purchasing the items.
5. Enter the requested shipping date in the **Req Ship Date** field. This field is available only if you elected to use requested ship dates on line items in the **Business Rules** function.
6. The item's status appears in the **Status** field. The system changes this value as you post transactions:
    - A status of **Open** indicates that the item's quantities were not all invoiced or debited before you last posted the transaction.
    - A status of **Completed** indicates that the item's quantities were all invoiced or debited before you last posted the transaction. Completed items are displayed only if you click on the **Completed** button at the bottom of the screen.
7. Enter the item quantity in the **Ordered/Returned** field.

8. The default unit of measure appears in the **Unit** field. You can change it if an alternate unit of measure is set up for the inventory item and if the record has not yet been saved.
9. The unit cost of the ordered or returned item appears in the **Unit Cost** field. If you interface Purchase Order with Inventory, the last cost of the inventory item appears. Change it, if necessary.
10. The extended cost of the ordered or returned item (unit cost x quantity) appears in the **Ord Ext Cost** field. If you change it, the unit cost is automatically adjusted (extended cost / quantity).
11. The item quantity, unit cost, and invoiced or debited extended cost amounts appear in the remaining boxes. Use the **Receipts and Invoices** or **Return Auth and Debit Memos** dialog boxes to edit this information.
12. Click **Receipts/Invoices** to view one of the following:

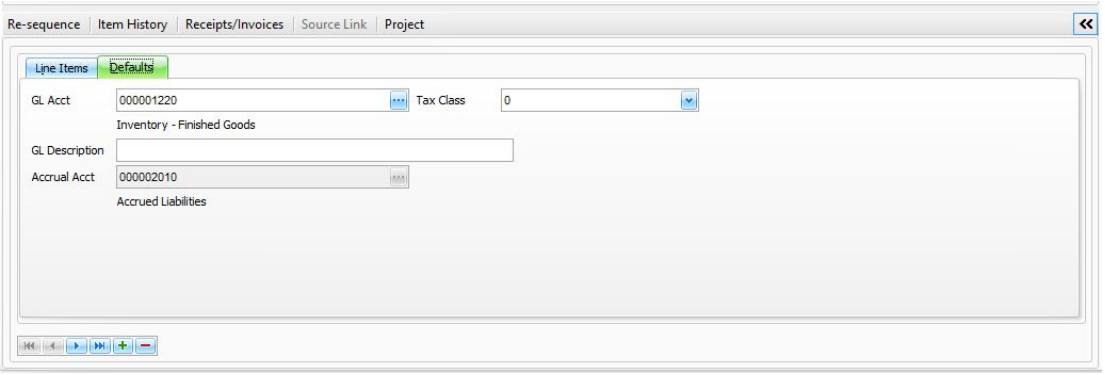
    - The **Receipts and Invoices** dialog box if the items are not lotted.
    - The **Receipts and Invoices Lotted Items** dialog box if items are lotted.

    This button is available only for **New Order**, **Goods Received**, or **Invoice Received** transactions. If no information appears when the dialog box opens, close the dialog box, click **Update** on the transaction screen, select the line item, then click the **Receipts/Invoices** button again.
13. Click **Auth/Debit Memo** to view one of the following:

    - The **Return Auth and Debit Memos** dialog box if the items are not lotted.
    - The **Return Auth and Debit Memos Lotted** Items dialog box if the items are lotted.

    This button is available only for **New Return**, **Return Authorization**, or **Debit Memo** transactions. If no information appears when the dialog box opens, close the dialog box, click **Update** on the transaction screen, select the line item, then click the **Auth/Debit Memo** button again.

Transactions Screen - Items Detail Defaults Tab



1. The account number appears in the **GL Acct.** field. Accept the default value or enter a GL account to which you want to post the line item. The account description appears under the account number.

   If the item is an inventory item this account will be brought in from the account code assigned to the item in the location selected on the Line Items tab.

   If the item is not an inventory item the account will come in from the account assigned to the vendor. If no account is entered into the vendor setup, the account will come from the default inventory account set up in the Accounts Payable Business Rules.

Maint

2. Select the **Tax Class** for the line item.
3. Enter an additional General Ledger description in the **GL Description** field. The description you enter appears in the **Description** column of the GL Journal when you post the transaction.

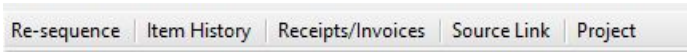
   If you elected to enter the vendor name in GL Description fields in the Accounts Payable Business Rules function, the vendor name appears in this field.

4. Select the **Accrual Acct** you want this item's receipts to post to when receipts are posted.

   When you select an inventory item, the Accrual Account set up in the Account Code will default into the field. If you do not select an inventory item, the accrual account from the AP distribution code used in the transaction's Totals tab will default into this field.

   If you selected not to use accruals during posting in the Purchase Order Business Rules this field is not available.

Item Command Buttons



Command Buttons

Select	To
Re-sequence	Reset the line sequence numbers if you've dragged the item lines into a different order.
Item History	View the quantities, cost, and other purchase information for the selected item and location. Information for open orders that have been received but not yet posted will also appear here.
Receipts/Invoices	Enter receipt, return authorization, invoice, or debit memo information.
Source Link	Create a link or break a link between a PO Transaction and a Sales Order, Job Costing, Service Director, or Manufacturing transaction. **Note**: To utilize the **Source Link** button, you must enable the **Transaction Link** field and select an option other than **None** for the **Generate Purchases from Sales Order** field in the Purchase Order Business Rules.
Project	The Project button is not active for FlexPack.

Re-sequence

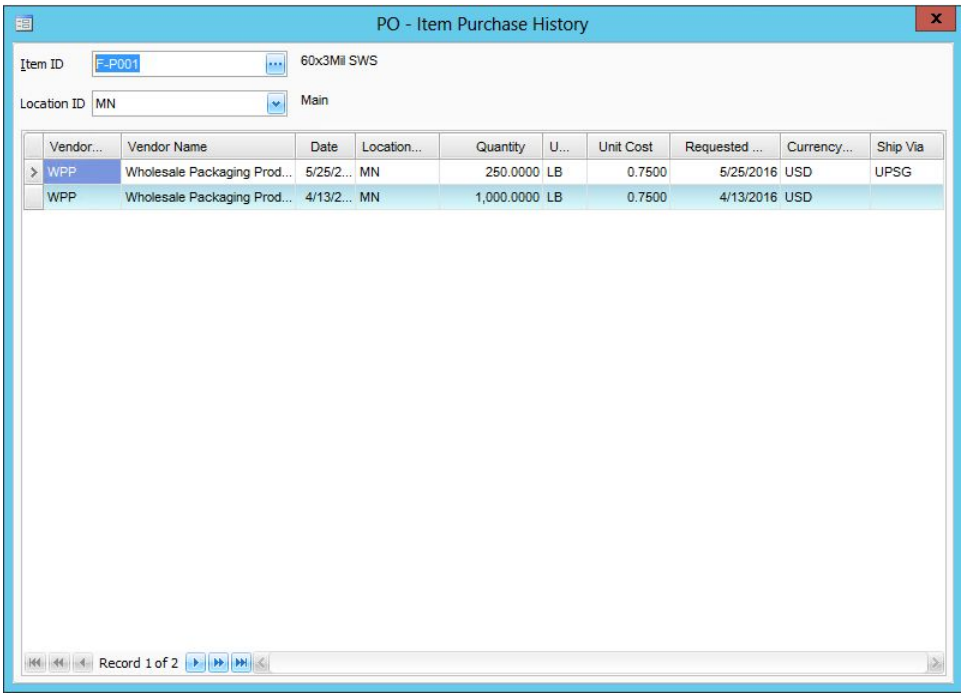
This function allows you to re-sequence the order the items appear. If you deleted a line item, non-sequential numbers may appear in the combo box when receiving items, even though line items appear sequentially on the Item Detail tab.

- You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.
- Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

Example: If you choose to sort by the Item ID column, you can then press Re-sequence and the system will retain that sequence for the line items. The purchase order will then print in that order, too.

Item History

The **PO - Item Purchase History** dialog box is displayed when you click the **Item History** button.



A list of **Vendors**, **Dates**, **Quantities**, and **Costs** is displayed for the selected item. This is a list of the purchases invoiced that have been posted.

Completed

The **Completed** button is a toggle to view or hide the items on the purchase order that have a status of **Completed**. Clicking the button will either hide or display the items that are completed.

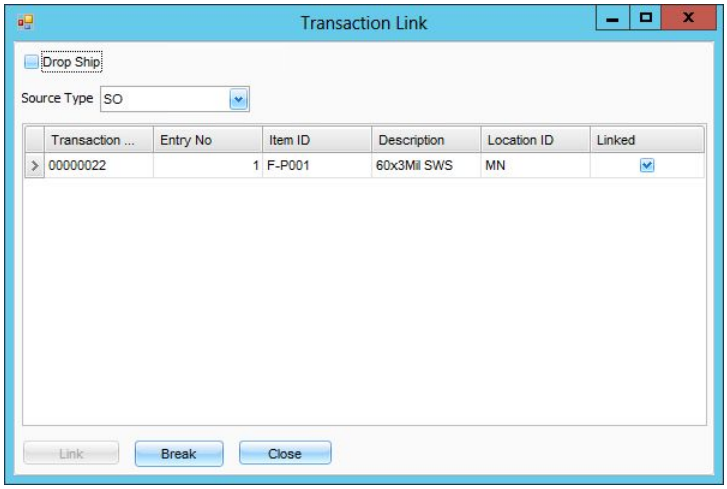
Receipts/Invoices

The **Receipts/Invoices** dialog box is displayed. Refer to the following section for details on receiving and invoicing items on the Purchase Order.

Source Link

The **Source Link** button will display the Source Link dialog box.

Transactions Screen - Transaction Link



Use the **Source Link** option to indicate that the item on that line is being purchased for a specific use. The fields on this form will be filled in automatically if the order was generated from another transaction, such as an order from the Sales Order application or a requirement from the Manufacturing application. Refer to the guides for those applications for more information regarding the automated creation of a purchase order.

The process of receiving goods will have special functionality applied if a source document is indicated for a line item. When items are received, the source document will automatically be updated with the received quantity. For instance, a line on a sales order will be marked as 'picked' as soon as the product is received in PO, and will be ready to be verified and invoiced.

If you have checked the Drop Shipment box in the Ship-To tab (page 5-13), the specific cost of this order will be passed to the source transaction, by-passing the normal inventory costing process.

- Check the **Drop Ship** box to mark this transaction for drop shipment. The shipment will be shipped directly to another vendor or customer without being received through your system as inventory.

  The following information will be filled in when the purchase order was generated from a sales order. When the drop ship box is checked while generating the purchase order, these fields will be filled in when information is provided on the ship to tab of the source transaction; Ship Method/via, Name, Address 1 and 2, City, Region, Country and Postal Code.

- Choose one of the following options for the **Source Type** of the line item you are entering, depending upon the reason for which you are purchasing or returning items. This field is required if you enter a project ID in the next step.
- Select **Sales Order** to associate the line item with a sales order for which you are purchasing the item. Then select the sales order's **Sales Order** number and **Line Number**.

  You will only be able to select a line number if the sales order selected has the item Id you are currently working with as an item in the sales order.
- Select **Material** to associate the line item with a material work order, in the Manufacturing Production application, for which you are purchasing the item. Then select the work order's **Work Order** number, **Release**, and **Requirement**.

  You will only be able to select a line number if the work order selected has the item Id you are currently working with as an item in the work order.

Project

The **Project** button is not active for FlexPack.

Transaction Screen - Command Buttons

Select	To
Update	Unlock fields for editing.
Copy	Allows you to copy purchase order information from another purchase order.
All	Receive and invoice all line items for orders and to return and debit all line items for returns.
Exchange Rate	Edit, if applicable, the exchange rate before saving the transaction. Once you save the transaction, you cannot change the exchange rate.
Print	Print, if applicable, the order associated to the transaction or request.

Select	To
Deposit	Enter and print a check for a deposit for the purchase order.

Command buttons remain on the top of the screen throughout the transaction entry process.

Update Button

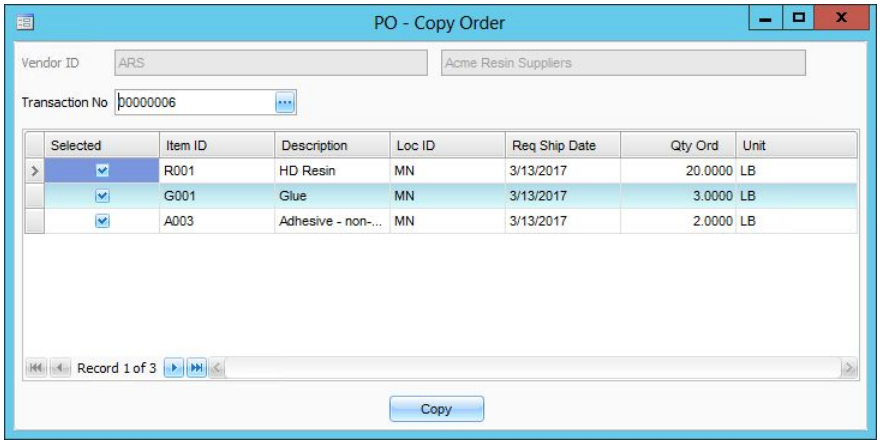
Click **Update** to unlock a transaction to allow you to edit the transaction or perform another function on the transaction displayed.

Copy Button

Click the **Copy** button on the Header tab of the Purchase Order Transactions screen to copy the line item information of a posted purchase order transaction. This button is only available after you choose a vendor, but becomes unavailable once you begin entering line item information.

If you are entering a new transaction, the **Copy** button will be visible. Click the **Copy** button to copy information from a previous Purchase Order transaction with the same vendor.

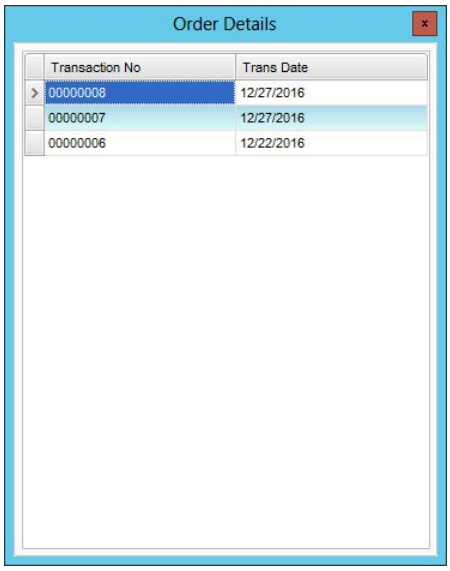
Transactions Screen - Copy Orders



- To copy an existing transaction, select the **Copy** button after selecting a **Vendor ID**.

- If you would like to see Purchase orders click on the browse button ... to display the Vendor Order History Inquiry screen.

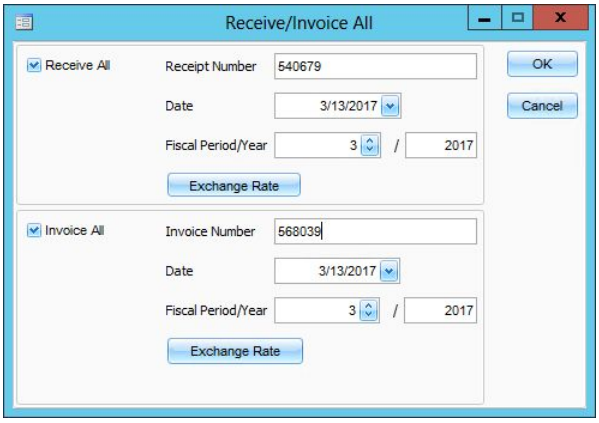
Transactions Screen - Vendor Order History Inquiry



- The dialog box displays the transaction you can choose to copy. Double click the transaction you want to view details or copy.
- The **Item ID**s for the selected order are displayed in the bottom box of the screen.
- Check the **Selected** box to select the item to copy to your new order.
- The **Item ID**, **Description** and **Loc ID** are displayed and can not be edited.
- Your current workstation date will default into the **Req Ship Date** field. Accept the default or change to your requested ship date.
- The **Qty Ord**ered from the history transaction is displayed. Accept the default quantity or enter the quantity you want on your new order.
- The **Unit** of measure from the history transaction is displayed. Accept the default or change to the desired unit of measure for the new order.
- After selecting the item IDs you would like to copy, select the **Copy** button and those items will drop into your new purchase order.

All Button

Receive/Invoice or Return/Debit All Dialog Box



The **Receive/Invoice All** or **Return/Debit All** dialog box appears when you click **All** on the Transactions screen to enter a receipt, invoice, return authorization, or debit memo for all items in a new order or return. The dialog box's name and field labels change depending on whether the transaction is an order or a return.

If you enter a **Receipt Number**, **Invoice Number**, **Return Authorization Number**, or **Debit Memo Number** for orders or returns that combine non-lotted and lotted items, the **Receive/Invoice All** or **Return/Debit All** dialog box applies the receipt, invoice, return authorization, or debit memo number to all items, but you must enter lot information for lotted items in the dialog box that appears.

1. Select the **Receive All** or **Return All** box to enter a receipt or return authorization for all items in the transaction.
2. Enter the **Receipt** or **Return Authorization Number**.
3. Enter the **Date** and **Fiscal Period/Year**, or accept the default workstation date and current period and year.

¥$£€

4. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button will be discussed later in this section (page 5-28).

   This button is not available if you do not use multi-currency.

5. Select the **Invoice All** or **Debit All** box to enter an invoice or debit memo for all of the items in the transaction. You must enter at least one receipt or return authorization before you can enter an invoice or debit memo for all of a transaction.
6. Enter the **Invoice Number** or **Debit Memo Number**.

7. Enter the **Date** and **Fiscal Period/Year**, or accept the default workstation date and current period and year.

8. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button will be discussed later in this section (page 5-28).

9. Click **OK** to apply the information to all items in the transaction. If lotted items are present in the transaction, dialog boxes appear where you can enter lot information.

10. Click **Cancel** to return to the Transactions screen. Your changes are not saved.

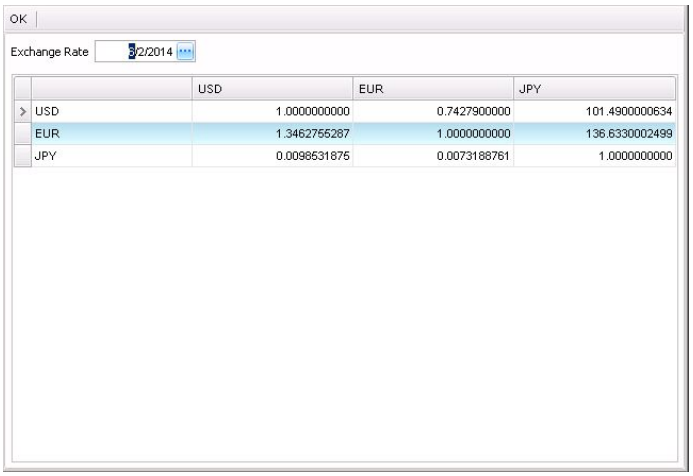
11. Once an inventory item quantity is completely received and invoiced, the item may be marked as completed. This can be done by adding the Status field to the summary view and selecting **Complete** for the status. See the How to use Grids section in the General Information guide for more details on using the column chooser. If you are in the detail view of the item id, on the Line Items tab the Status field is available and you may select the **Complete** value.

Currency Exchange Rates Button

If you use multi-currency, click the Exchange Rate button to display the exchange rates from the System Manager **Currency Exchange Rates** function.

Maint

Exchange Rates Screen



- Select the **Exchange Date**.
- The exchange rates for each currency set up for that date will be displayed. The grid will show the exchange rate for each currency with the rate exchanged to every other currency.

- Select the currency exchange rate and click **OK**.

Print Button

The Online List dialog box appears when you click the **Print** button on the Transactions screen to print an online Purchase Order.

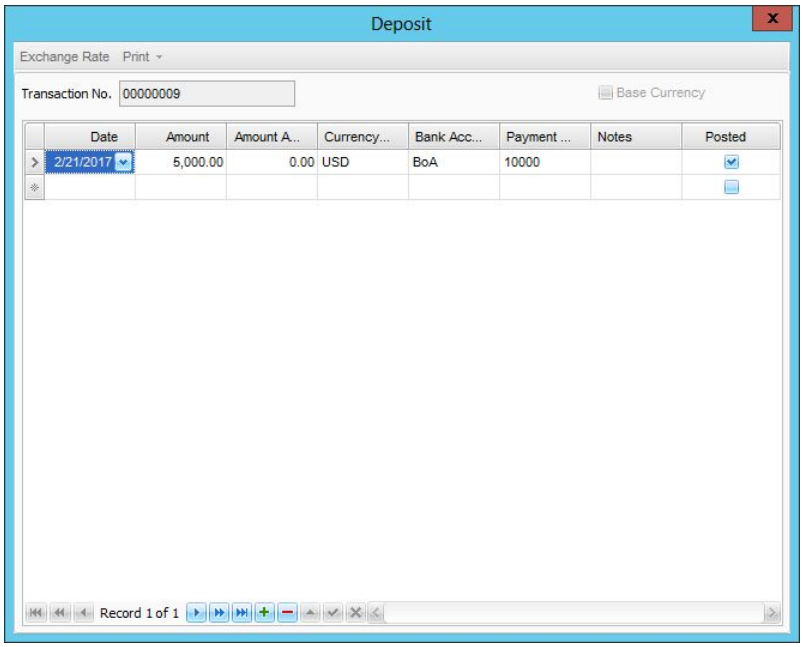
NOTE: You can print online forms only when allowed by the selections in the Business Rules function. If you elected not to allow printing of an online form, a message appears when you select that form.

Deposit Button

The Purchase Order Deposits functionality allows you to enter a deposit or prepayment before receiving an invoice using the **Deposit** button on the tool-bar in Purchase Order Transactions. You post these payments to a general ledger account in the Accounts Payable Distribution Codes.

Before using the PO Deposits functionality, you must go into AP, Setup and Maintenance, Distribution Codes and define a Deposit General Ledger account.

Deposit Screen



Entering a Purchase Order Prepayment and Printing a Check

Prepayments differ from Deposits based on the fact the transaction status must be Invoiced in order to enter a Prepayment. AP Transactions, AP Hold/Release Invoices and PO Transactions under Invoice Totals currently allow users to enter Prepayments.

Deposits can be entered using the **Deposit** button on the tool-bar for any transaction status. To enter a Deposit, you must use the column chooser to move the Bank Account ID and Payment Number fields onto the grid and then enter values. Once a deposit is entered, users are able to print an online Check.

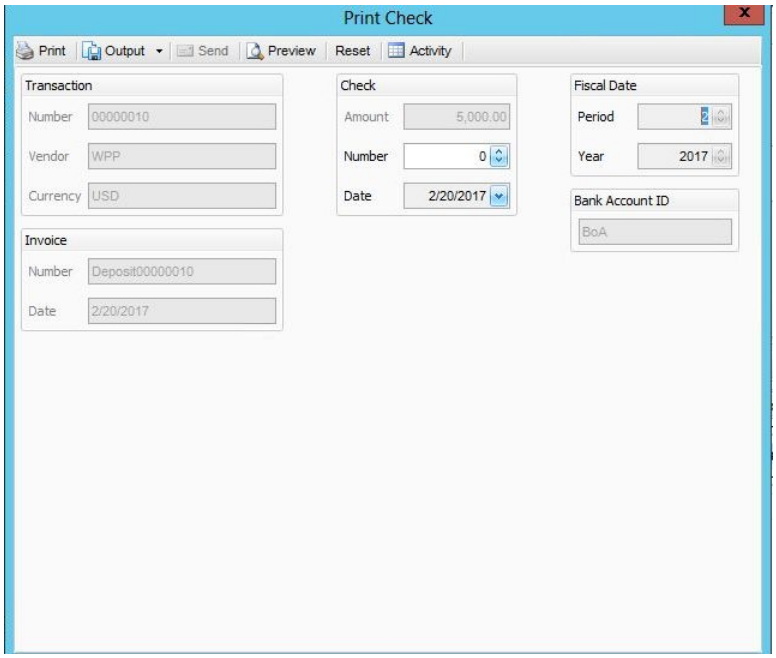
When this Deposits button is used, the Deposits GL Account is used to store the Deposit amount. Once the payment is posted, the amount will automatically be moved from the Deposit GL Account to the Bank GL Account.

NOTE: When the Invoice Totals button is used for Prepayments, the amount will go into the Bank GL Account GL when posted and the Deposits account is not used.

- Enter the deposit **Date**.
- Enter the **Amount** of the deposit.
- If the deposit has been applied to an invoice the **Amount Applied** will be populated.
- Enter any **Notes** the apply to this deposit.
- Select the **Currency ID**, if it is different than the vendor's currency.
- Select a **Bank Account ID** to apply the deposit to.
- Enter the **Payment Number** if applicable. If you print an online check the payment number will be populated for you.
- The **Posted** box will be checked if the deposit has been posted and is waiting to be applied to an invoice.

- If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button was discussed earlier in this section (page 5-28).
- Click the **Print** button to print an online check for the deposit.

Print Check Screen



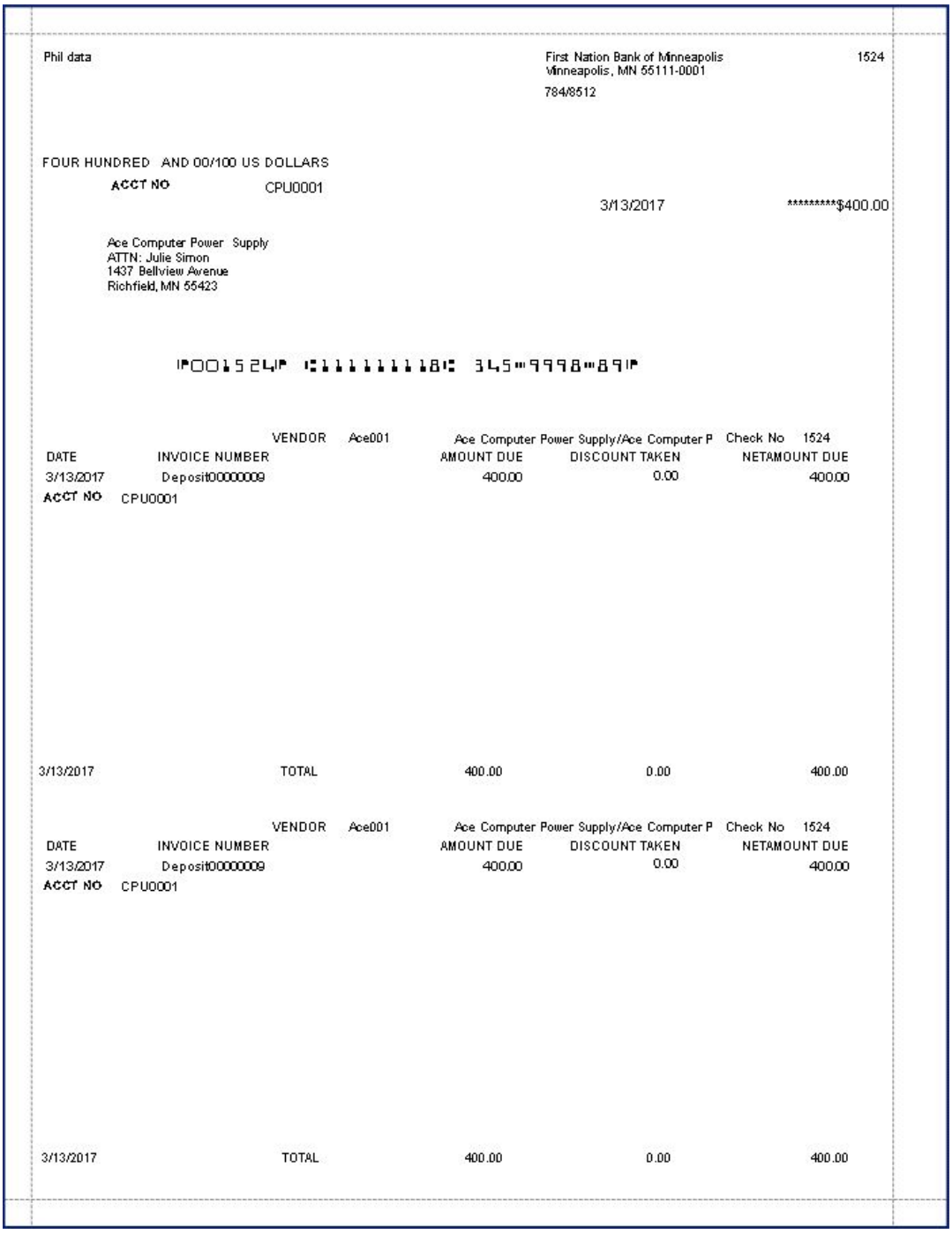
- The **Print Check** screen appears when you click **Print, Check** on the **Deposits** dialog box. Use it to print an online check for the transaction.
- The **Transaction Number**, **Vendor ID**, **Currency** (if you use multi-currency), **Invoice Number** (will show as Deposit<transID>), **Invoice Date**, **Check Amount**, you defined on the **Deposit** dialog box appear.
- Edit the check **Number** and **Date**, **Fiscal Period** and **Year** if necessary.
- The **Bank Account ID** is displayed from the selection you made on the Deposit dialog box.
- Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.

Name	Description
Output	Output the report as a .pdf file and save it.
Print	Print the report.

Print Online Check



Phil data

First Nation Bank of Minneapolis
Minneapolis, MN 55111-0001
784/8512

1524

FOUR HUNDRED AND 00/100 US DOLLARS

ACCT NO CPU0001

3/13/2017 *********$400.00

Ace Computer Power Supply
ATTN: Julie Simon
1437 Bellview Avenue
Richfield, MN 55423

⑈001524⑈ ⑆111111118⑆ 345⑈9998⑈89⑈

VENDOR Ace001 Ace Computer Power Supply/Ace Computer P Check No 1524

DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
3/13/2017	Deposit00000009	400.00	0.00	400.00

ACCT NO CPU0001

3/13/2017	TOTAL	400.00	0.00	400.00

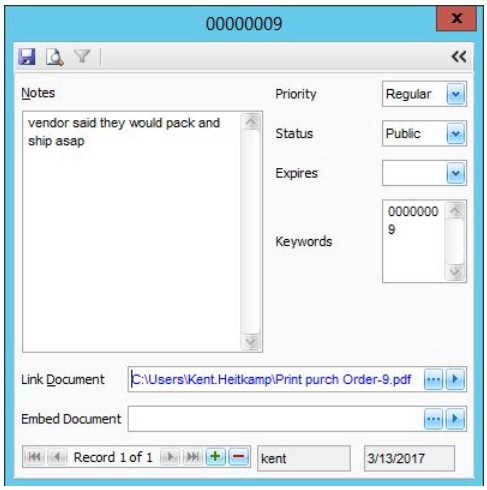
VENDOR Ace001 Ace Computer Power Supply/Ace Computer P Check No 1524

DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
3/13/2017	Deposit00000009	400.00	0.00	400.00

ACCT NO CPU0001

3/13/2017	TOTAL	400.00	0.00	400.00

Attachments Screen



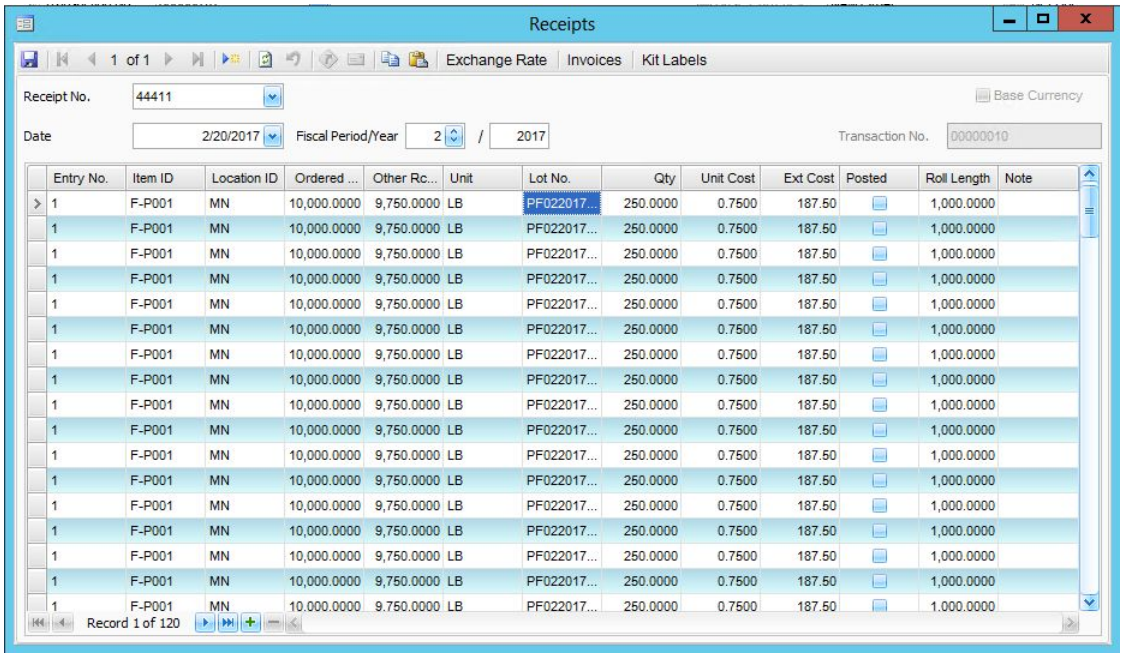
Click the **Attachments** button to enter comments or attach documents relating to this vendor.

1. Select the **Priority** for the comment and attachment: **Regular**, **High** or **Low**.
2. Select the **Status** for the comment and attachment: **Public** or **Private**.
3. Select the **Expires** date for the comment.
4. The transaction ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the transaction.
6. Attach any **Documents** associated with this transaction by clicking on the browse button and selecting the file to attach.
7. You may use the **Embedded Document** to place a document into the attachment. The document will be stored within the database and will not require a folder to be shared to view the document.

Receiving and Invoicing Items

When you select the **Receipts/Invoices** button the Receipts/Invoices screen is displayed.

Receipts/Return Auth Screen



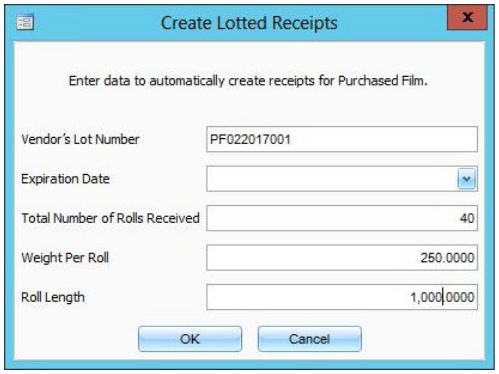
1. If you use multi-currency and the vendor's currency is a foreign currency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the vendor's currency. If you do not use multi-currency, this check box does not appear.
2. Enter or edit the **Receipt Number** or **Return Auth** number. You cannot duplicate receipt and return authorization numbers within the same line item.
3. Edit the **Date**, **Period**, and **Year**, if necessary.
4. To display records for different line items, select the entry number of the line item in the **Entry No** box. Entry numbers for line items appear in the order in which you entered the line items; if you deleted a line item, non-sequential numbers may appear in the combo box even though line items appear sequentially on the Item Detail tab.
5. The **Item ID** and **Location ID** are displayed and cannot be edited.
6. Enter or edit the quantity of goods received or returned in the **Qty** box.

7. Edit the **Unit Cost** of the goods received or returned, if necessary.
8. Edit the extended cost in the **Ext Cost** box, if necessary.
9. The **Posted** check box indicates whether this receipt or return authorization has been posted. TRAVERSE automatically checks this box when you post transactions.

   You will not be able to delete the line item once you have received a quantity and posted the purchase order. You are not allowed to delete a receipt once it has been posted and the posted box is checked.

10. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button was discussed earlier in this section (page 5-28).
11. The **Create Lotted Receipts** dialog box appears for items that are Purchased Film.

Create Lotted Receipts



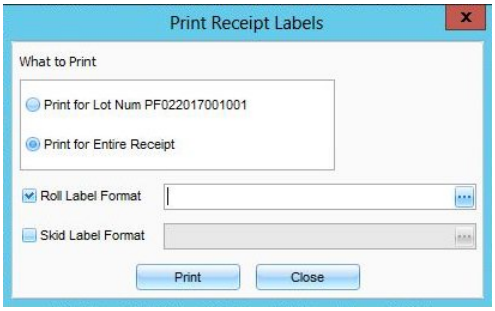
12. Enter the **Vendor's Lot Number**. The vendor's lot number should be displayed somewhere on the shipping documents received with the shipment.
13. Enter the **Expiration Date** for the lot if applicable.
14. Enter the **Total Number of Rolls Received**.

    This will be the total number of rolls for this lot number. If you received more than one lot from the vendor enter the number of rolls for the listed lot and click OK. Enter a second line for the same entry number and enter the next lot number and related information.

15. Enter the **Weight Per Roll**.
16. Enter the **Roll Length** for each roll.
17. Click **OK** to continue. This will make a record for each roll on the Receipts screen.

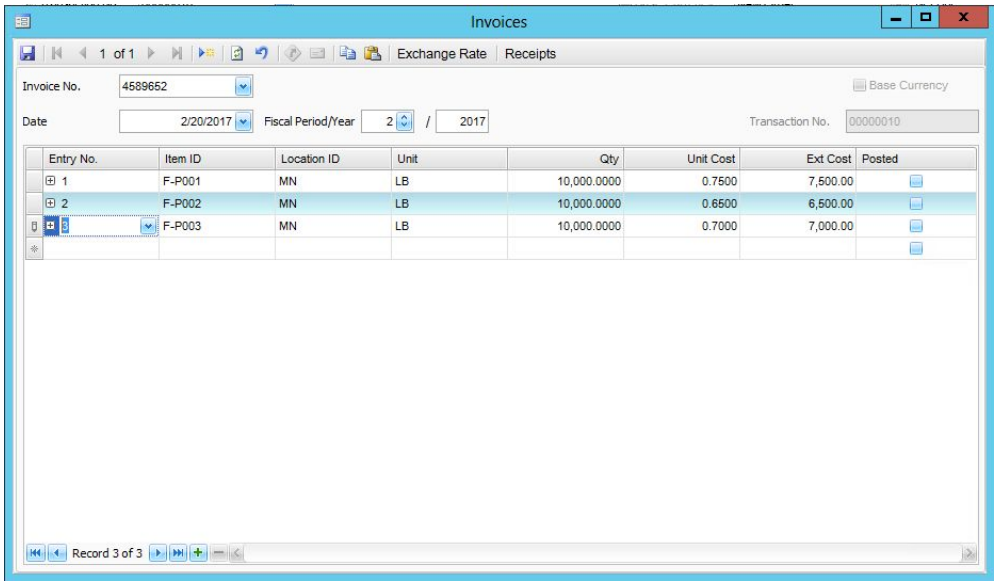
18. Click the **Kit Labels** button to print labels for the rolls of film received.
19. The **Print Receipt Labels** dialog box appears.

Print Receipt Labels Screen



20. Select **What to Print** labels for: **Print for Lot Num <selected lot record>** or **Print for Entire Receipt**.
21. If applicable, mark the check box to print roll labels, and select the **Roll Label Format** from the drop-down list.
22. If applicable, mark the check box to print skid labels, and select the **Skid Label Format** from the drop-down list.
23. Click the **Print** button to print the labels.
24. Click the **Close** button to return to the Receipts window.

Invoice/Debit Memos Screen



Click the **Invoice/Debit Memo** button on the Receipts screen to open the **Invoices/Debit Memo** screen.

You must enter a receipt or return authorization for goods before you apply an invoice or debit memo to items. You cannot enter a quantity greater than the received or shipped quantity.

1. Enter the **Invoice Number** or **Debit Memo** number. You cannot duplicate invoice numbers within the same line item.
2. Edit the **Date**, **Period**, and **Year**, if necessary.
3. Edit the **Unit Cost** of the goods invoiced or returned, if necessary.
4. Edit the extended cost in the **Ext Cost** box, if necessary.
5. The **Posted** check box indicates whether this invoice or debit memo has been posted.

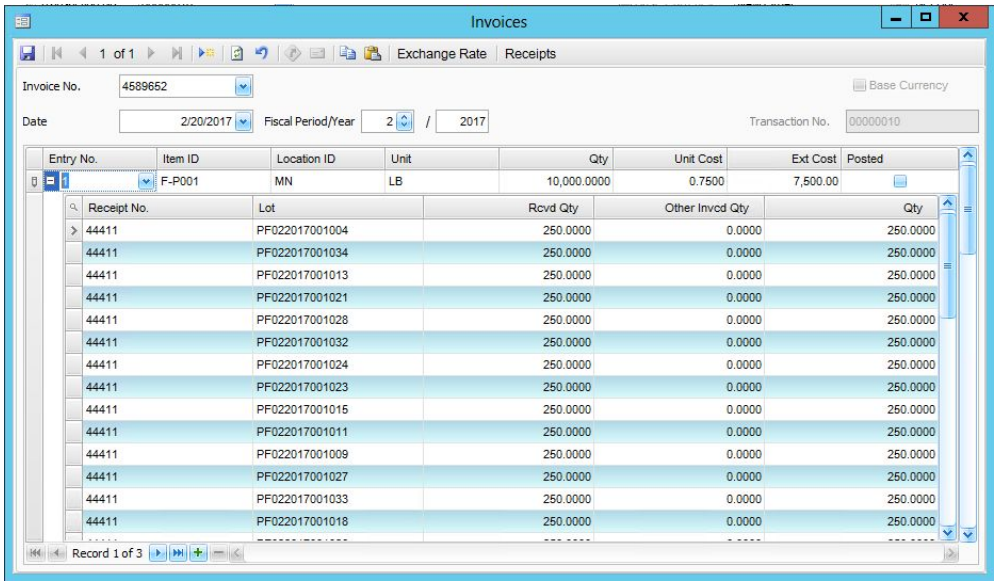
   You will not be able to delete the line item once you have received and invoiced a quantity and posted the purchase order. You are not allowed to delete an invoice once it has been posted and the posted box is checked.

¥$£€

6. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button was discussed earlier in this section (page 5-28).

7. When there is more than one receipt for a line item, the entry number details will be expanded to show the receipt records (See screen below). In each receipt record enter the quantity to invoice for that receipt record for this invoice. Click the plus (+) or minus (-) next to the entry number to view or hide the receipt records.

Edit Invoices Dialog Box



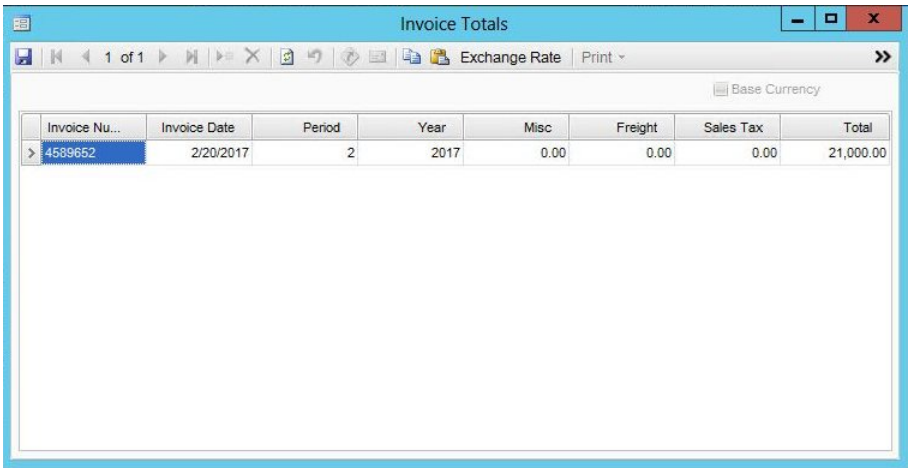
Invoice Totals

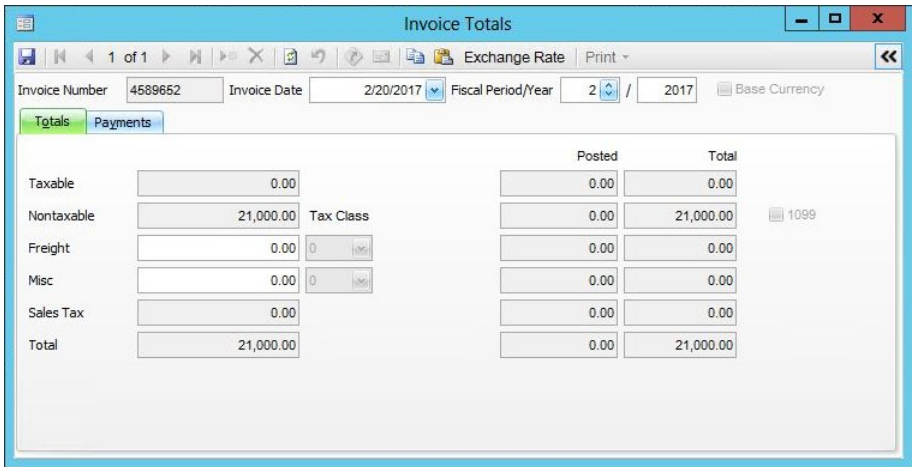
Once items on the Purchase Order have been invoiced the **Invoice Detail** button on the Totals tab becomes available.

1. Click **Invoice Totals/Debit Totals** to view the Invoice Totals or Debit Totals dialog box. If you cannot edit the information in this dialog box, close the box, click **Update**, then click **Invoice Totals/Debit Totals** again.

NOTE: This button is only active if you have entered an invoice for the purchase order.

Invoice/Debit Memo Totals Dialog Box





The **Invoice/Debit Totals** dialog box appears when you click **Invoice Totals** or **Debit Totals** on the Transactions screen's **Totals** tab. The dialog box's name and field labels change depending on whether you enter an order or a return.

Use the dialog box to view invoice and debit memo totals for the transaction, edit the **Invoice** or **Debit Memo Date** and **Fiscal Period/Year** information, and edit **Freight** and **Miscellaneous** charges. The **Invoice** or **Debit Memo Number**, **Sales Tax** total, subtotal, and total appear.

The dialog box has two views: **Detail** and **Summary**. The **Detail** view lists in-depth information about each invoice, while the **Summary** view lists more invoices on the screen. When you use the **Detail** view, click » to view the **Summary** view. When you use the **Summary** view, click « to view the tab's **Detail** view.

The **Detail** view is shown above. The instructions refer to the **Detail** view, which contains all available fields and command buttons. If you are using the **Summary** view, skip the step if it refers to a field that does not appear on that view of the screen.

1. The **Invoice** or **Debit Memo Number** appears. Edit the **Date**, **Fiscal Period**, and **Year**, if necessary.

   Use the buttons at the bottom of the screen to view totals for a different invoice when you use the detail view, if necessary.

2. If you use multi-currency, select the **Base Currency** check box to view amounts in your company's base currency. Clear the check box to view amounts in the vendor's currency. If you do not use multi-currency, this check box does not appear.

3. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button was discussed earlier in this section (page 5-28).

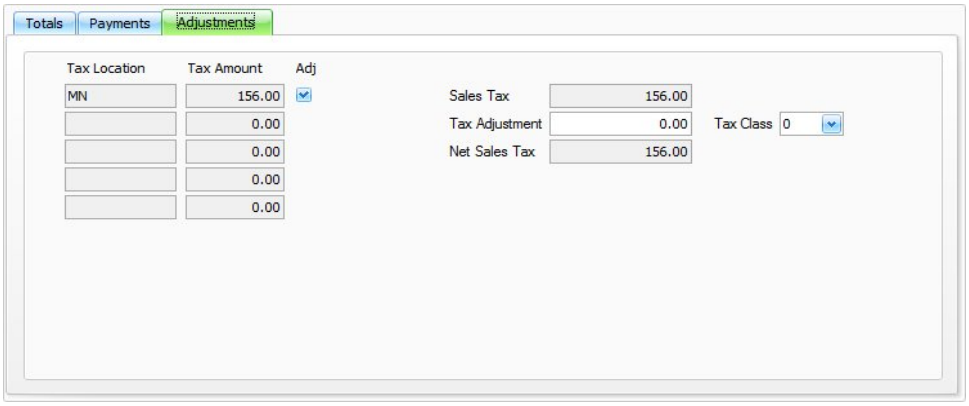
4. Enter or edit applicable shipping charges in the **Freight** field, then select the **Tax Class** for the shipping charges.

5. Enter or edit the miscellaneous charges in the **Misc.** field, then select the **Tax Class** for the miscellaneous charges.

If the purchase order transaction is taxable and you need to adjust the sales tax total, click the **Adjustments** tab. Enter the **Tax Adjustment** and **Tax Class** and click **OK**. The invoice **Total** appears.

NOTE: This tab is not available if the transaction is not marked as taxable.

Invoice Totals - Tax Adjustment Tab

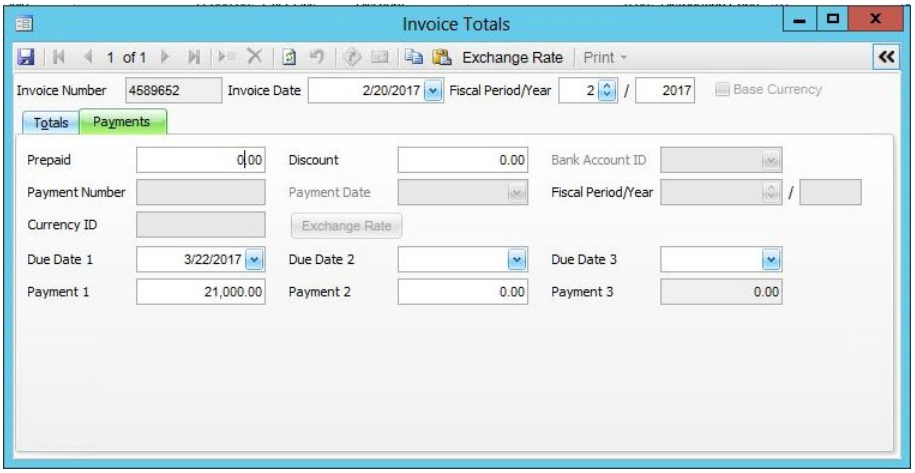


The Tax **Adjustments** tab appears when you click in it. Use it to enter adjustments to sales tax for the invoice or debit memo.

- Select the **Adj.** box next to the tax location you want to adjust.
- Enter the **Tax Adjustment**.
- Select the **Tax Class**.

6. Select the **Payments** tab to enter prepaid amounts or divide the invoice totals into multiple payment periods.

Invoice Totals Payments Tab



7. On the **Payments** tab, enter or edit the **Prepaid** amount.
8. Edit the calculated **Discount** amount, if necessary.
9. The check number used for the prepayment appears in the **Payment Number** field. Edit the number, if necessary. If you are printing an online check, leave this field blank. This field cannot be changed for debit memos.
10. The **Payment Date** appears. Edit the date, if necessary, on invoices; you cannot edit the date on debit memos.

    The period and year corresponding to the check date appear in the **Fiscal Period/Year** fields. Edit these values, if necessary.

11. Select the **Bank Account ID** for the check.

¥$£€

12. If you use multi-currency, the currency assigned to the bank account appears in the **Currency ID** field and cannot be changed.

¥$£€

13. If you use multi-currency, click the **Exchange Rate** button to select a currency exchange rate. The Exchange Rate button was discussed earlier in this section (page 5-28).

14. If the exchange rate you enter for the prepayment differs from the invoice's exchange rate, you may gain or lose money due to the fluctuating exchange rates. This amount appears in the **Gain/Loss** box when you view totals in base currency.

    If you do not use multi-currency, these fields do not appear.

15. The total minus the prepayment and discount amounts appears in the **Payment 1** field. Edit this value, if necessary. This field does not appear on the Debit Totals screen.

    To split payments, enter an amount in the **Payment 1** field that is less than the amount listed; the remaining payment appears in the **Payment 2** field. These fields do not appear on the Debit Totals screen.

    To split payments further, enter an amount in the **Payment 2** field that is less than the amount listed; the remainder appears in the **Payment 3** field. These fields do not appear on the Debit Totals screen.

    To split an invoice into more than three payments, post the purchases and then use the Accounts Payable **Hold/Release Invoices** function.

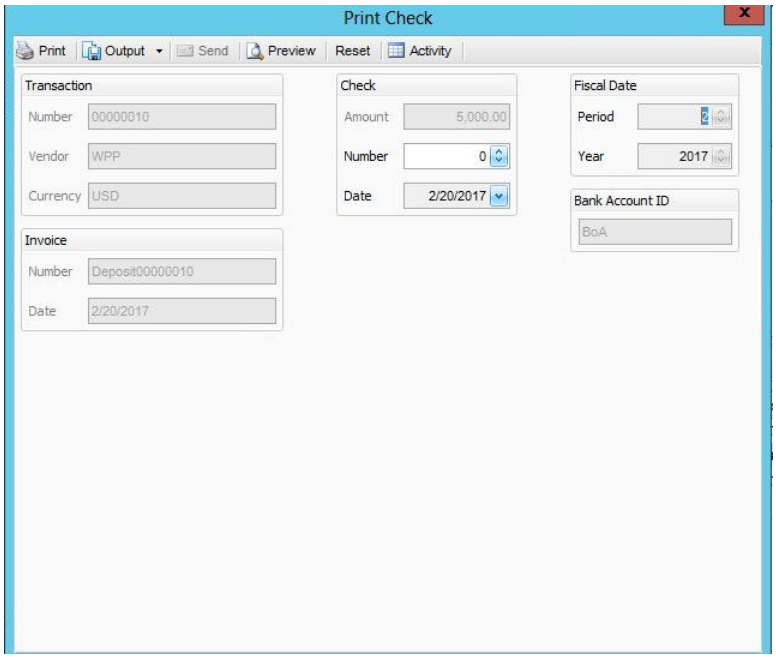
16. Edit the date payment is due in the **Due Date 1** field, if necessary. The first due date is calculated from the number of due days in the terms code you entered. This field does not appear on the Debit Totals screen.

    If used, the second date payment is due is calculated from the first due date and the terms code, and appears in the **Due Date 2** field. Edit this date, if necessary. This field does not appear on the Debit Totals screen.

    If used, the third date payment is due is calculated from the second due date and the terms code, and appears in the **Due Date 3** field. Edit this date, if necessary. This field does not appear on the Debit Totals screen.

17. Click **Print, Check** to open the **Print Checks** screen to print a check for the invoice. This button is not available for debit memos.

Print Check Screen



The **Print Check** screen appears when you click **Print, Check** on the **Invoice Totals** dialog box in detail view. Use it to print an online check for the transaction.

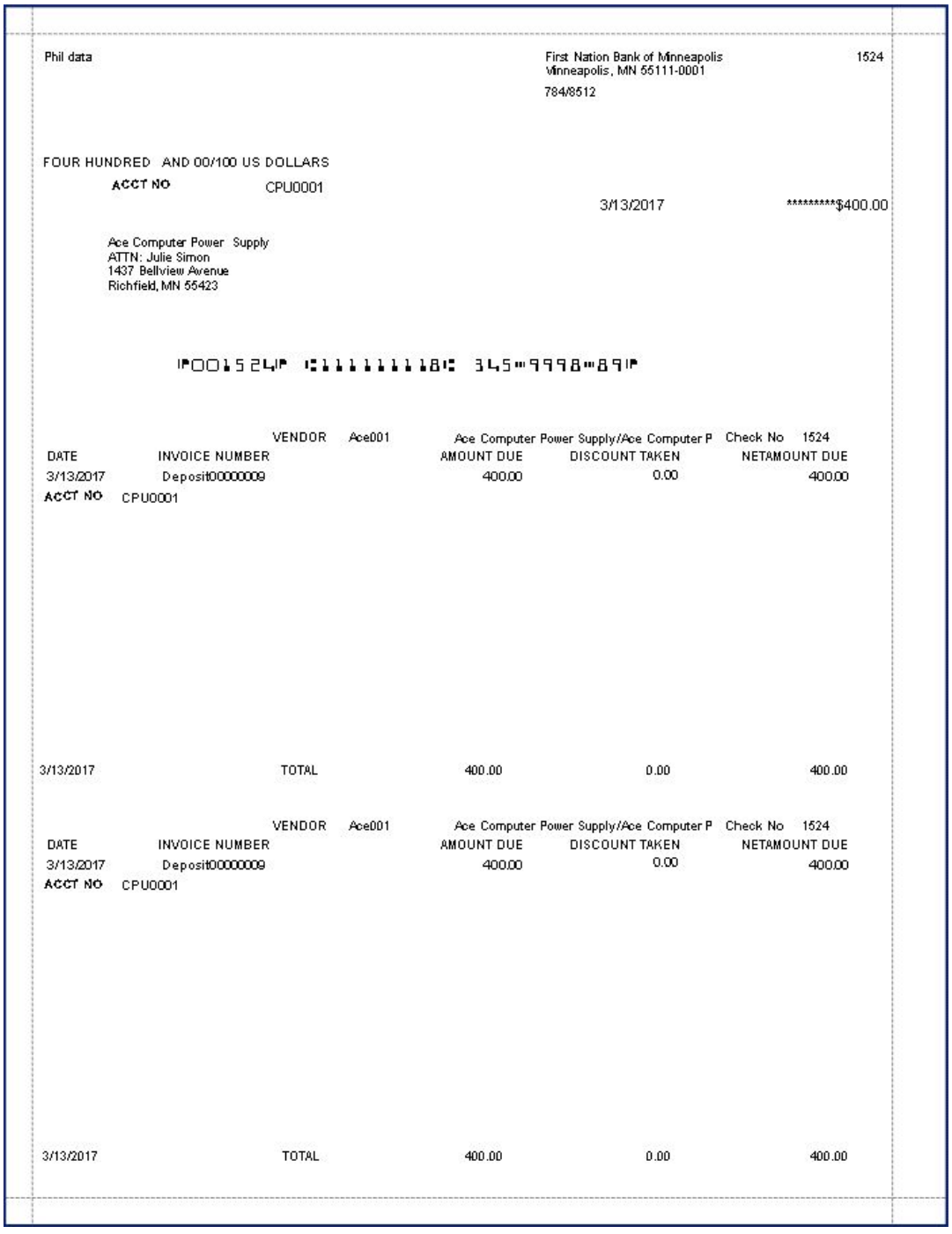
- The **Transaction Number**, **Vendor ID**, **Invoice Number**, **Invoice Date**, **Check Amount**, and **Currency** (if you use multi-currency) you defined on the **Invoice/Debit Memo Totals** dialog box appear.
- Edit the check **Number** and **Date**, **Fiscal Period** and **Year** if necessary.

- 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.
Print	Print the report.

Print Online Check



Phil data

First Nation Bank of Minneapolis
Minneapolis, MN 55111-0001
784/8512

1524

FOUR HUNDRED AND 00/100 US DOLLARS

ACCT NO CPU0001

3/13/2017 **********$400.00

Ace Computer Power Supply
ATTN: Julie Simon
1437 Bellview Avenue
Richfield, MN 55423

⑈01524⑈ ⑆111111118⑆ 345⑈9998⑈89⑈

VENDOR Ace001 Ace Computer Power Supply/Ace Computer P Check No 1524

DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
3/13/2017	Deposit00000009	400.00	0.00	400.00

ACCT NO CPU0001

3/13/2017	TOTAL	400.00	0.00	400.00

VENDOR Ace001 Ace Computer Power Supply/Ace Computer P Check No 1524

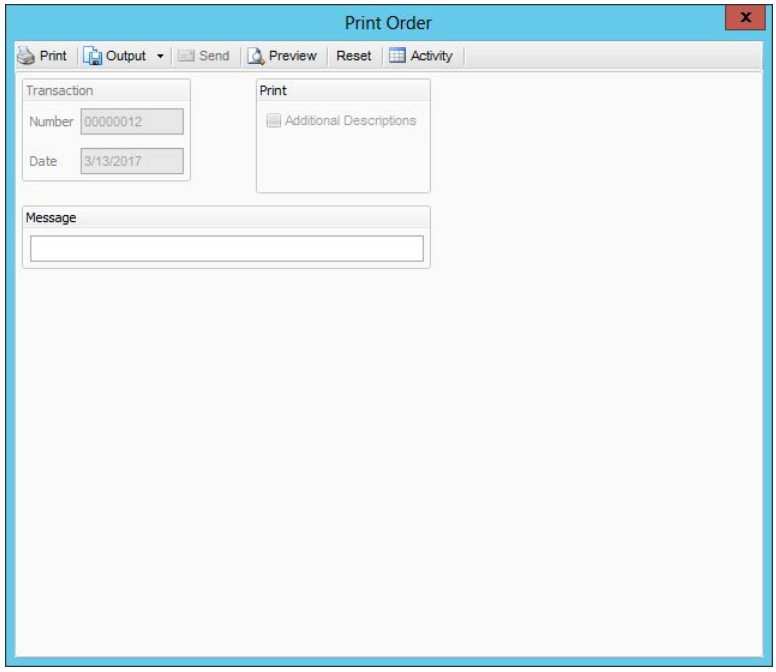
DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NETAMOUNT DUE
3/13/2017	Deposit00000009	400.00	0.00	400.00

ACCT NO CPU0001

3/13/2017	TOTAL	400.00	0.00	400.00

Print Orders Button

Print Orders Screen



The **Print Orders** screen appears when you click **Print** and **Order** on the Transactions screen. Use this screen to print an online purchase order or debit memo for the transaction, or to reprint orders for transactions for which you have entered receipts or invoices. The **Transaction Number** and **Date** appear.

1. If you use additional descriptions, select the box to **Print Additional Descriptions** on the order; otherwise, clear the box.
2. Enter a **Message** to print on the order. Leave the box blank if you do not want to add an additional message.
3. If you use multi-currency, select the **Print in Base Currency** check box to print the order in the company's base currency; otherwise, clear the box to print the order in the vendor's currency. If you do not use multi-currency, this check box does not appear.

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.
Print	Print the report.

Purchase Order

PURCHASE ORDER

Flexible Packaging Inc
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PO NUMBER	PO DATE
00000012	3/13/2017

REQ SHIP DATE	LOCATION	PAGE
3/13/2017	MN	1

VENDOR
ARS
AcmeResin Suppliers
John Black
85 Lock Lane
Denver, CO 80210
Phone No (303)-234-5433
Fax No (303)-222-4444

SHIP TO

ORDERED BY	SHIP VIA	Shipping Terms	TERMS DESCRIPTION	BATCH CODE
			Net 30	######

ENTRY	ITEM ID	UNIT	UNIT PRICE	ORD QTY	RCVD QTY	BACKORD	EXTENSION
1	R001 HD Resin	LB	112.0000	20.0000	0.0000	0.0000	2,240.00
2	G001 Glue	LB	74.0000	3.0000	0.0000	0.0000	222.00
3	A003 Adhesive - non-solvent	LB	38.0000	2.0000	0.0000	0.0000	76.00

TAXABLE	Freight	Misc	PREPAID	GRAND TOTAL
0.00	0.00	0.00	0.00	2,538.00

NONTAXABLE	SALES TAX	DISCOUNT
2,538.00	0.00	0.00

Received By

Authorized Signature

Working with New Order and New Return Transactions

You can add, edit, and delete unposted New Order and New Return transactions using the same methods you use in Accounts Payable or Accounts Receivable. If you add, change, or delete transaction line items, verify the payment dates and payment amounts on the **Totals** tab. The system puts the payment balance in the **Payment 1** field when a quantity or a cost is changed.

Enter a New Order or Return Transaction

To enter a New Order or New Return transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Click the **New Record** button on the tool-bar. A blank screen appears.
3. Enter the transaction number if it is not automatically generated.
4. Select the transaction type: **New Order** or **New Return**.
5. Enter the required **Header**, **Detail**, **Ship-To**, **Totals** tab and **Line Item** information.
6. Save the transaction by clicking the **Save** button on the tool-bar.

Edit a New Order or Return Transaction

To edit a New Order or New Return transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Edit the appropriate information. If you selected the Automatic Discount Update option in the **Business Rules** function, discounts are recalculated; otherwise, verify your discount change.
5. Save the transaction by clicking the **Save** button on the tool-bar.

Enter a Receipt for Transaction Line Items

To enter a Receipt for transaction line items, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click **Receipts/Invoices** button.

5. Enter the **Receipt Number** and **Receipt Date**.
6. Select the sequence number for the line item to apply the receipt to. Do this for each line item the receipt applies to.
7. If the item is lotted enter the lot number and lot information in the dialog box that appears.
8. Enter the receipt information for each sequence number selected in the Receipts and Invoices dialog box.
9. Save the transaction by clicking the **Save** button on the tool-bar.

Enter a Receipt for All Line Items in a Transaction

To enter a Receipt for all line items in a transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click **All**. The Receive/Invoice All dialog box appears.
5. Select the **Receive All** check box; the **Receipt Number**, **Date**, and **Period** fields become active.
6. Enter the receipt number, date, and period and click **OK**.
7. If the item is lotted enter the lot number and lot information in the dialog boxes that appear.
8. Click **OK** to return to the Transactions screen, or select the **Invoice All** check box to enter an invoice for all line items in the transaction.

Enter an Invoice for All Line Items in a Transaction

To enter an Invoice for all line items in a transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Click **All**. The Receive/Invoice All dialog box appears.
4. Select the **Invoice All** check box; the **Invoice Number**, **Date**, and **Period** fields become active.
5. Enter the invoice number, date, and period and click **OK**.
6. Click **OK**.

Enter Return Authorization for Transaction Line Items

To enter a Return Authorization for transaction line items, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the new return's transaction number and click **Update**.
3. Click the **Line Items** tab and select the line item for which to enter the return authorization.
4. Click **Auth/Debit Memo**.
5. Enter the **Return Auth Number** and **Return Date**.
6. Select the sequence number for the line item to apply the RA to. Do this for each line item the RA applies to.
7. If the item is lotted enter the Lot Number and Lot Information in the dialog box that appears.
8. Enter the RA information for each sequence number selected in the Return Authorization and Credit Memo dialog box.
9. Save the transaction by clicking the **Save** button on the tool-bar.

Enter Return Authorizations for All Line Items in a Transaction

To enter a Return Authorization for all line items in a transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Click **All**. The Return/Debit All dialog box appears.
4. Select the **Return All** check box; the **Return Auth**, **Date**, and **Period** fields become active.
5. Enter the return authorization information, date, and period and click **OK**.
6. If the item is lotted enter the Lot Number and Lot Information in the dialog boxes that appear.
7. Click **OK** to return to the Transactions screen, or select the **Debit All** box to enter debit memo information for all line items in the transaction.

Enter a Debit Memo for All Line Items in a Transaction

To enter a Debit Memo for all line items in a transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update** when the transaction appears.

3. Click **All**. The Return/Debit All dialog box appears.
4. Select the **Debit All** box; the **Debit Memo**, **Date**, and **Period** fields become active.
5. Enter the debit memo information, date, and period and click **OK**.
6. Click **OK**.

Change a Transaction Batch Code

To change a transaction Batch Code, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Change the **Batch Code**.
4. Save the transaction by clicking the **Save** button on the tool-bar.

Delete a New Order or Return Transaction

To delete a New Order or New Return transaction and the line-item entries associated with it, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number of the new order or new return to delete.
3. Click **Update**.
4. Press the delete hot key (**F3**) or select the **Delete** button on the tool-bar. A confirmation message appears.

Print an Online Order

To Print an online order, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Enter an order, or select a new order transaction number. If you are working with an existing transaction, click **Update**.
3. Click **Online**. The Print Orders screen appears.
4. Select available options on the Print Orders screen and enter a message.
5. Click **Print**.

Print Several Orders

To Print several orders, follow these steps:

1. Select **Print Orders** from the **Transaction Journals** menu.
2. Select the orders to print.
3. Click **Print**.

Print an Online Check

To Print an online check, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Enter an invoice received transaction, or select an invoice received transaction. If you are working with an existing transaction, click **Update**.
3. Click the **Totals** tab.
4. Click **Invoice Totals**. The Invoice Totals dialog box appears in summary view.
5. Click » to open the dialog box's detail view.
6. Select the **Payments** tab.
7. Enter the **Prepaid Amount**, or accept the current amount.
8. Enter the **Date** for the check, or accept the current date.
9. Click **Print, Check**. The **Online Checks** screen appears.
10. Enter the **Check Number** and **Date**, or accept the current values.
11. Click **Print**.

Working With Goods Received Transactions

You can edit Goods Received transactions by using the same steps as for New Order transactions, but you must delete receipts of goods from an unposted line item before you can delete a line item, and you must delete all receipts of goods from all line items before you can delete a transaction. With lotted items, you must also remove lot information. You cannot delete posted receipts, but you can edit them.

Edit a Goods Received Transaction

To edit a Goods Received transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.

3. Click **Update**.
4. Select the tabs and fields to edit.
5. Edit the information.
6. Press the delete hot key (**F3**) or select the **Delete** button on the tool-bar.

Edit a Receipt

To edit a Receipt for a Goods Received transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click the **Line Items** tab.
5. Select the line item entry with the receipt you want to edit.
6. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
7. Edit the receipt.
8. Save the transaction by clicking the **Save** button on the tool-bar.

Enter an Invoice for Transaction Line Items

To enter an Invoice for a transaction line item, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Enter the **Invoice Number** and **Invoice Date**.
4. Select the sequence number for the line item to apply the invoice to. Do this for each line item the invoice applies to.
5. If the item is lotted enter the Lot Number and Lot Information in the dialog box that appears.
6. Enter the invoice information for each sequence number selected in the Receipts and Invoices dialog box.
7. Save the transaction by clicking the **Save** button on the tool-bar.

Delete a Receipt

To delete a Receipt for an unposted transaction line item, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number and click **Update**.
3. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
4. Select the receipt you want to delete.
5. Select the Sequence number for the item for which you want to delete the receipt and press the delete hot key (**F3**) or select the **Delete** button ✕ on the tool-bar. You must delete all receipts for a line item before you can delete a line item from a **Goods Received** transaction.

Delete a Line Item from a Goods Received Transaction

To delete an unposted line item from a Goods Received transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click the **Line Items** tab.
5. Follow the steps for deleting receipts (above) until you have deleted all receipts for the line item. Close the Receipts and Invoices dialog box.
6. Press the delete hot key (**F3**) or select the **Delete** button ✕ on the tool-bar. A confirmation message appears.

Delete an Unposted Goods Received Transaction

To delete an unposted Goods Received transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click the **Line Items** tab.
5. Follow the steps for deleting receipts until you have deleted all receipts for all line items.
6. Click the **Header** tab.
7. Press the delete hot key (**F3**) or select the **Delete** button ✕ on the tool-bar. A confirmation message appears.

Delete a Posted Goods Received Transaction

To delete a posted Goods Received transaction, generate a reversing transaction.

Working With Invoice Received Transactions

You can delete unposted Invoice Received transactions and transaction line items, but you must first delete all invoices and receipts from a line item. You must delete all invoices and receipts from all line items before you can delete an invoice received transaction. You cannot delete invoice received transactions with posted line items.

Edit an Invoice Received Transaction

To edit an Invoice Received transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Select the tabs and fields to edit.
5. Edit the information.
6. Save the transaction by clicking the **Save** button on the tool-bar.

Delete an Invoice

To delete an Invoice for an unposted transaction, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select the transaction number. The transaction appears.
3. Click **Update**.
4. Click **Receipts/Invoices**. The Receipts and Invoices dialog box appears.
5. Click **Invoice** to go to the invoice screen.
6. Select the invoice you want to delete.
7. Select the Sequence number for the item for which you want to delete the invoice and press the delete hot key (**F3**) or select the **Delete** button on the tool-bar. You must delete all invoices for a line item before you can delete a line item from an Invoice Received transaction.

Delete an Unposted Invoice Received Transaction Line Item

To delete an unposted Invoice Received transaction line item, follow the steps for deleting an invoice (above) and deleting a receipt until you delete all invoices and receipts from the line item. After you delete all invoices and receipts, press the delete hot key (**F3**) or select the **Delete** button on the tool-bar. A confirmation message appears.

Delete an Unposted Invoice Received Transaction

To delete an unposted Invoice Received transaction, follow the steps for deleting an invoice and deleting a receipt until you delete all invoices and receipts from the transaction line items. After you delete all invoices and receipts, click the **Header** tab and press the delete hot key (**F3**) or select the **Delete** button on the tool-bar. A confirmation message appears.

Delete an Invoice Received Transaction with Posted Line Items

To delete an Invoice Received transaction with posted line items, generate a reversing New Return, Return Authorization and Debit Memo transaction.

Working With Return Authorization Transactions

You can edit posted and unposted Return Authorization transactions by using the same steps as for New Order transactions, but you must delete Return Authorizations from unposted line items before you can delete them, and you must delete all return authorizations from all line items before you can delete an unposted transaction.

Follow the steps in the Working With Goods Received Transactions (page 5-54) section replacing Receipts with Return Authorization.

Working With Debit Memo Transactions

You can edit Debit Memo transactions with the same methods as New Order or New Return transactions. You can delete unposted Debit Memo transactions and transaction line items, but you must first delete debit memos and return authorizations from line items. You must delete all debit memos and return authorizations from all line items before you can delete a transaction.

Follow the steps in the Working With Invoice Received Transactions (page 5-57) section replacing Invoice with Credit Memo.

Cancel a Transaction

To cancel a transaction, follow one of these procedures:

- If the New Order or New Return transaction is unposted, follow the steps for deleting a new order or return (page 5-53).
- If the transaction is unposted and is not a New Order or New Return transaction, follow the steps for deleting a transaction with Receipts, Invoices, Return Authorizations, or Debit Memos (page 5-58).
- If you want an audit trail that is more detailed than the Open Order Report and the order you want to cancel has been posted, enter a return to back out the order. To cancel an order that has not been posted, enter a return for the order so that the return and the order are posted at the same time.

COMPLETING PURCHASE ORDERS

Print Orders

To check your purchase orders before you print them, produce the **Open Order Report**. If you need to change information, use the **Transactions** function to edit the orders.

Use the **Print Orders** function to print purchase order forms for all new order transactions you entered in the Transactions function. The Print Orders function will only print purchase orders for new orders; to reprint a purchase order for a transaction for which receipts or invoices have been entered, use the **Print** button on the Transactions screen.

The **Print Orders** function does not print debit memos. To print a debit memo, use the **Online** button on the Transactions screen.

Purchases Journal

Print the **Purchases Journal** before you post transactions to check for mistakes and omissions. It also serves as a transaction audit trail. If you find incorrect transactions in the Purchases Journal, use the Transactions function to edit or delete them.

Miscellaneous Debits Journal

Print the **Miscellaneous Debits Journal** before you post transactions to check for mistakes and omissions. It also serves as an audit trail of all debits, including those not directly related to purchases. If you find incorrect transactions in the Miscellaneous Debits Journal, use the Transactions function to edit or delete them.

Post Transactions Overview

Use the **Post Transactions** function to create open invoices for the transactions you entered in the Transactions function. If the quantities you received and invoiced for a line item are equal to or greater than the quantity you ordered, the status of the line item changes to "Completed". When all the line items in an order are completed, the transaction is removed from the list after you successfully post it.

Completed line-item detail information about the transactions is saved until the whole transaction is completed. Posting transactions also updates the amount due, amount prepaid, and purchase history in the vendor records. If you interface Purchase Order with Project Costing, the status of the project is changed from "Unposted" to "In process" or "Billed/charged", depending on the project type.

If you interface Purchase Order with General Ledger, debit and credit entries are created in the GL Journal. If you post detail information, entries are made for each line item. If you post summary information, one entry is made for each account. If the accounting period is closed, you can either edit the transactions or use the System Manager Period Conversion function to open the accounting period and then post the transactions. See the System Manager User's Guide for more information.

If you use multi-currency, TRAVERSE automatically creates entries for any realized gains or losses due to fluctuating currency exchange rates for payments in the accounts you specified in the System Manager Gains and Losses Accounts function to record those gains and losses for correct accounting. Because individual transactions may have been recorded with different exchange rates, information is always posted in detail when you use multi-currency.

Before you post transactions, complete these tasks:

- If you use batch processing, make sure that no one else is using the batches you plan to post; you cannot post a batch if it is in use. If you are not using batch processing, make sure that no one else is using the Post Transactions or Transactions functions.
- Print the **Purchases Journal**.
- Print the **Receipts and Invoices Report**.
- Print the **Miscellaneous Debits Journal**.

Prepare Payments

Use the **Prepare Payments** function to create a record of released invoices that are due to be paid.

If you want to prepare a payment for only one invoice, use the Change Invoice Status function and the Hold/Release Invoices function to find out which invoices are released for the vendor. Use the Hold/Release Invoices function to hold all invoices except the one whose payment you want to prepare. Then use the Prepare Payments function to enter the vendor ID.

If you prepare a payment for an invoice that you do not want to pay, use the Select Payables function to drop the invoice from the payment run.

Edit Register

Use the **Edit Register** function to produce a list of the payments for which you prepared invoices. Before you print the payments, print this list to verify the prepare results. If you find errors, use the Hold/Release Invoices function to change the invoices status and prepare payments again, or use the select payables function to drop invoices from the payments.

Print Checks

Use the **Print Checks** function to print checks. Before you can print checks, you must prepare payments.

A POSTNET bar-code, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your checks if you chose that option using the Country Codes function of the System Manager Setup and Maintenance menu.

Payment Register

Use the **Payment Register** as an audit trail of the payments your company issues to vendors.

The Payment Register has two parts. The first part lists the payments you used to prepay invoices since the last time you posted payments. The second part lists the payments you used the last time you printed payments. The date, vendor IDs, currency, discount date, payment date, bank account ID, payment exchange rate, and general ledger period you selected when you prepared payments appear on the screen.

Post Payments

Use the **Post Payments** function to post the payments you prepared and printed.

When you post payments, the status of paid invoices changes, vendor totals, and history information are updated for the invoices you paid, and payments are cleared to make way for the next payment cycle.

If you interface Accounts Payable with General Ledger, summary or detail entries for the payment, discount amounts, and the realized gain or loss are made in the GL Journal.

If you use multi-currency, TRAVERSE automatically creates entries for any realized gains or losses due to fluctuating currency exchange rates for payments in the accounts you specified in the System Manager Gains and Losses Accounts function to record those gains and losses for correct accounting. Because individual transactions may have been recorded with different exchange rates, information is always posted in detail when you use multi-currency.

WAREHOUSE MANAGEMENT RECEIVING GOODS OVERVIEW

The most common method to receive goods for Purchase Orders is to use the Warehouse Management Receive Goods function. When receiving purchased film in warehouse management, a vendor lot number screen will appear to assign the vendor's lot number with the number of rolls, the weight of the roll, and how much each roll weighs. These rolls will later be available in the Shop Floor screen to load and use to produce bags. The process of receiving goods in Warehouse Management is a multiple step process. The goods are received into a received location and then put away to a final location in the warehouse.

When goods are received using the Receive Goods function in Warehouse Management the Purchase Order is updated with the quantity received and the status is changed to Goods Received.

WAREHOUSE MANAGEMENT RECEIVE GOODS

Use the **Warehouse Management, Receive Goods** function to record the items you receive, their quantities, and the orders you received them for. You can receive items for orders in Purchase Order or for Warehouse Management transfers and material requisition returns.

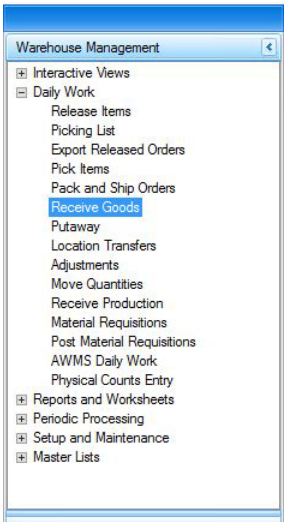
This function does not update item quantities in Inventory and transactions in Purchase Order or Warehouse Management until you confirm the entries you've made. When you click the Confirm button on the Receive Goods screen, Warehouse Management updates item quantities and transaction status, as needed.

- If you receive items for purchase orders, Warehouse Management updates item on hand quantities, updates the order with the receipt information, and changes the status to Goods Received for the orders you select.
- If you receive items for a material requisition return, Warehouse Management updates the extended cost and Filled quantities for the return, and updates the on hand quantity in Inventory for the items you received.

Follow these steps to **Receive Goods** and apply their quantities to an order, or requisition return:

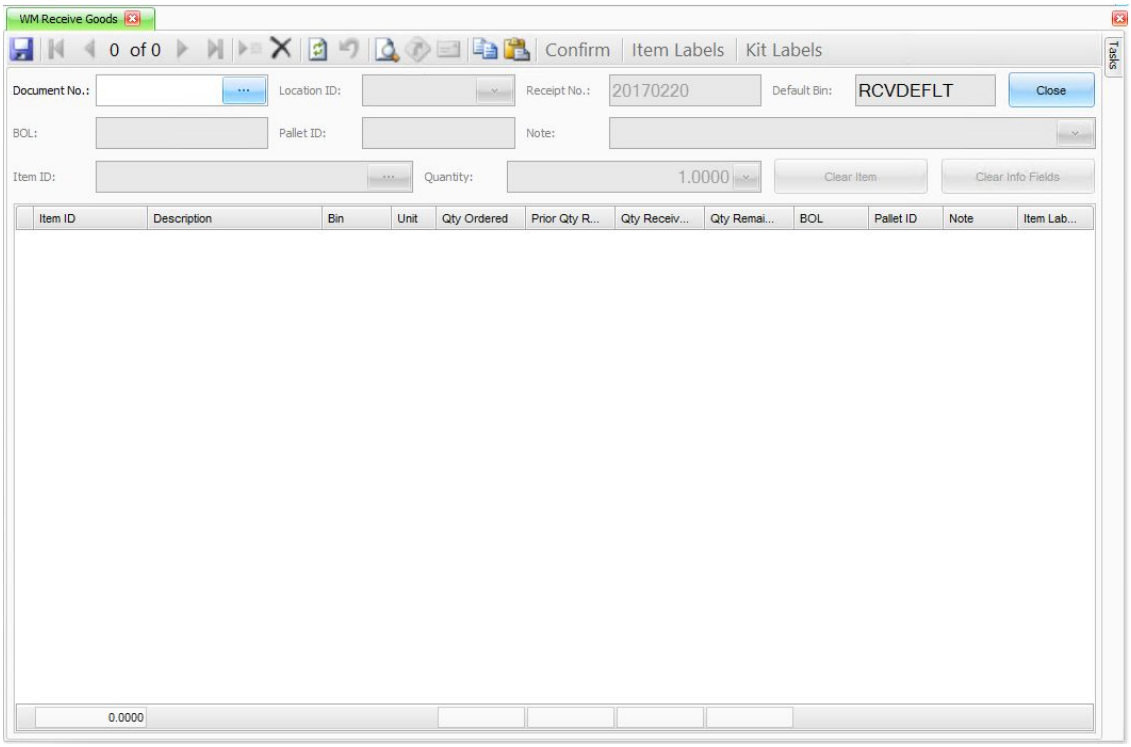
1. Select **Receive Goods** from the **Warehouse Management, Daily Work** menu.

Receive Goods Menu



2. The **Receive Goods** screen appears (all fields are initially blank).

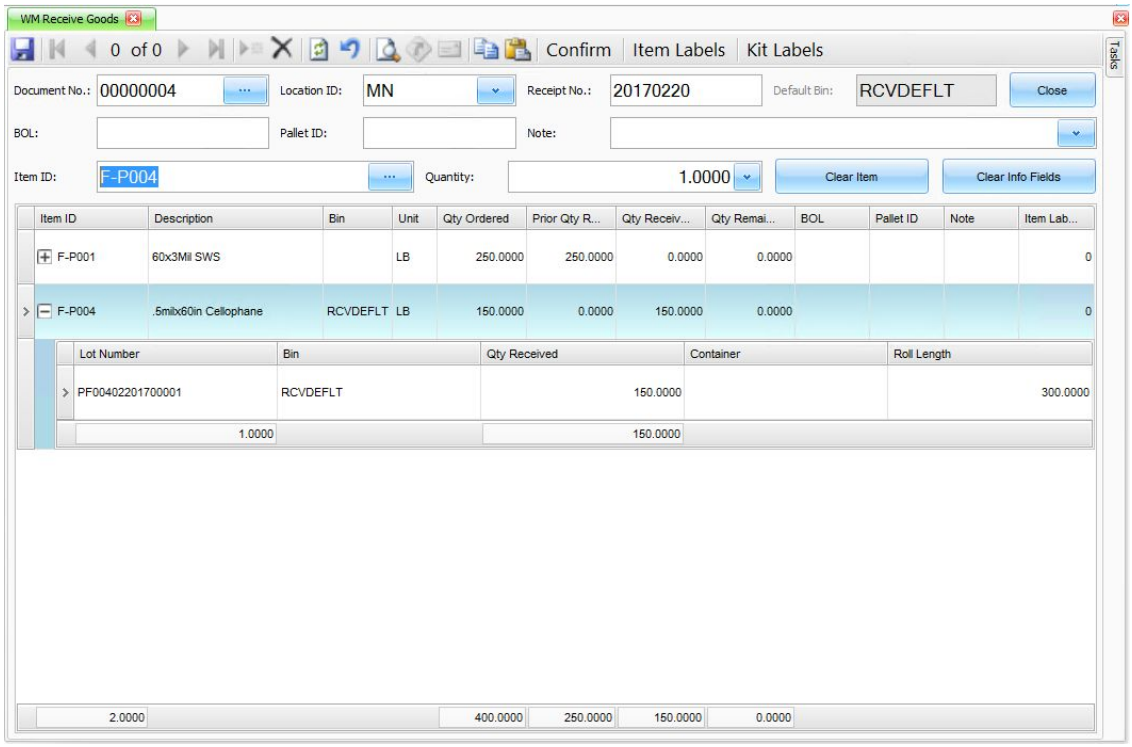
Receive Goods Screen



3. To locate transactions that involve a specific order number for which you should be receiving goods, select the order from the **Document No** field lookup box.

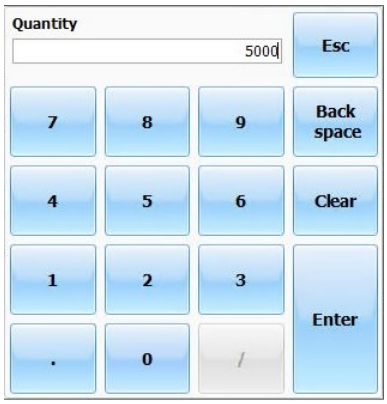
   Remember that different TRAVERSE applications can have transactions with the same order number. For example, if a purchase order 00000011 and material requisition return 00000011 exist, both are listed in the window.

Receive Goods Screen Filled



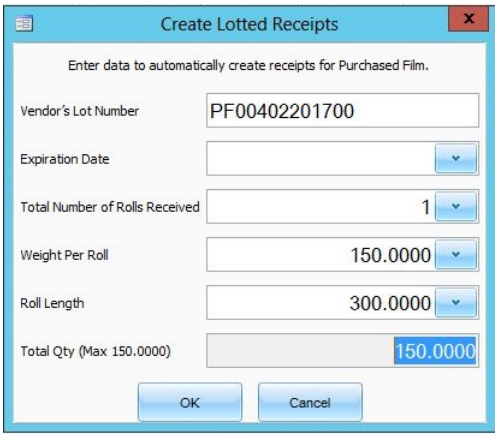
4. The **Location ID** for the document number selected is displayed.
5. Enter the **Receipt No** if you don't want to accept the default receipt number. The default receipt number will be the year, month, and day.
6. The **Default Bin** is displayed and cannot be edited. The default bin will come from the bin selected as the default receiving bin in the Bin setup. If no bin is selected in the bin setup the default bin in the business rules is used.
7. If you received a bill of lading with the goods being received, enter the bill of lading number into the **BOL** field.
8. Enter the **Pallet ID** to receive the goods into, if desired.
9. Enter any **Notes** applicable to the goods being received.
10. Select the **Item ID** from the transaction selected, or click the item from the list in the bottom half of the screen and the item ID will be filled in.

11. Enter the **Quantity** being received. When the cursor is placed into the quantity field, a number pad is displayed. Use this number pad to enter the quantity being received. Press **Enter** to complete the quantity entry.



12. The **Vendor Lot Number** dialog box appears for items that are Purchased Film.

Vendor Lot Number



13. Enter the **Vendor's Lot Number**. The vendor's lot number should be displayed somewhere on the shipping documents received with the shipment.

14. Enter the **Expiration Date** for the lot if applicable.

15. Enter the **Total Number of Rolls Received**.

    This will be the total number of rolls for this lot number. If you received more than one lot from the vendor, enter the number of rolls for the listed lot and click **OK**. Enter a second line for the same entry number, and enter the next lot number and related information.

16. Enter the **Weight Per Roll**.
17. Enter the **Roll Length** for each roll.
18. Click **OK** to continue. This will make a record for each roll on the Receipts screen.
19. On the line item information, the **Item ID**, **Description**, **Bin**, **Unit**, **Qty Ordered**, **Prior Qty Received**, **Qty Received**, and **Qty Remaining** are displayed.
    - **Item ID**, **Description**, and **Unit** will be from the item IDs from the document number selected.
    - **Bin** will come from the **Default Bin** displayed in the header section. This cannot be edited.

      The final bin assignment will come in the Putaway function.
    - **Qty Ordered** is the quantity from the document number selected.
    - **Prior Qty Received** will be any prior receipts that have been done on the line item.
    - **Qty Received** will be the quantity entered into the **Quantity** field header section of the screen.
    - **Qty Remaining** will be the quantity left to be received. This will be the (**Qty Ordered** - **Prior Qty Received** - **Qty Received**).
20. Enter or edit the **BOL** number. If a BOL was entered into the header section, it will be displayed.
21. Enter or edit the **Pallet ID**. If a Pallet ID was entered into the header section, it will be displayed.
22. Enter or edit any **Notes** for the line item. If a Note was entered into the header, section it will be displayed.
23. Enter the **Labels Quantity** to print for the item being received.
24. Click the **Item Labels** button to print the number of labels for each item indicated.
25. Click the plus (+) next to the line item to view detailed information for the line item.
    - The **Lot Number** generated from the Vendor Lot Number screen will be displayed.
    - The **Bin** from the Default Bin header record will be displayed.
    - The **Qty Received** for the lot record will be displayed.
    - Select a **Container** (Pallet) if you want to add the received rolls to an existing container (pallet).

- The **Roll Length** will be displayed from the roll length entered in the Vendor Lot Number screen.

26. When you finish, click **Confirm** to approve your entries and update Inventory item quantities and transaction status, as appropriate.
27. After you click **Confirm**, the Confirm all received quantities? message appears. Click **Yes** to confirm all the quantities you entered; click **No** to return to the Receive Goods screen. Transactions are removed from the screen when you receive the entire quantity.
28. If you clicked **Yes**, a message appears when the confirmation processing completes successfully.

Command Buttons

Name	Description
Confirm	Confirm the orders being received.
Item Labels	Prints the number of item label sets indicated on the line item.
Kit Labels	Displays the Kit Labels screen to print FlexPack label kits for rolls and/or pallets.
Close	Close the screen to return to the menu.
Clear Item	Clear the information selected from the Item ID field.
Clear Info Fields	Clears all information fields, with the exception of Document No, Location ID and Receipt No.

Confirm Button

After you click **Confirm**, the Confirm all received quantities? message appears. Click **Yes** to confirm all the quantities you entered; click **No** to return to the Receive Goods screen. Transactions are removed from the screen when you receive the entire quantity.

Receipts are not completed and written to Inventory or the source transaction until the Confirm button has been clicked.

If the full quantity for the items is not received, a prompt will be displayed asking if you want to continue with the confirm process.

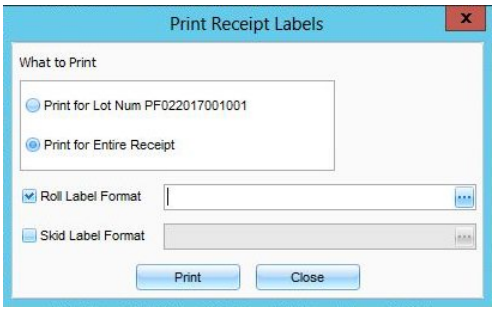
Item Labels Button

Click the **Item Labels** button to print the number of labels for each item indicated.

Kit Labels Button

1. Click the **Kit Labels** button to print labels for the rolls of film received.
2. The **Print Receipt Labels** dialog box appears.

Print Receipt Labels Screen



3. Select **What to Print** labels for: **Print for Lot Num <selected lot record>** or **Print for Entire Receipt**.
4. If applicable, mark the check box to print roll labels, and select the **Roll Label Format** from the drop-down list.
5. If applicable, mark the check box to print skid labels, and select the **Skid Label Format** from the drop-down list.
6. Click the **Print** button to print the labels.
7. Click the **Close** button to return to the Receipts window.

Close Button

Close the screen to return to the menu. If the received items have not been saved, a prompt will be displayed asking if you want to save the changes made.

Clear Item Button

Clear the information selected from the Item ID field.

Clear Info Fields Button

Clears all information fields, with the exception of Document No, Location ID and Receipt No.

Receive Goods Log

After the confirmation process completes, the Received Goods Log appears.

- A **preview report** screen appears.
- Select the **Print** button in the tool-bar to print your log.

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

Receive Goods Confirm Log

Flexible Packaging Inc
Receive Goods Confirm Log

Page 1

Status / Source / Receipt No	Document No / Received Date	Item ID / Location ID	Quantity / Unit	Serial No / Lot No	Bin / Container	Linked Source / Linked Trans ID
Completed						
Purchase Order 20170323	00000012 3/23/2017	A003 MN	2.0000 LB	32317003	RCVDEFLT	
Purchase Order 20170323	00000012 3/23/2017	G001 MN	3.0000 LB	32317002	RCVDEFLT	
Purchase Order 20170323	00000012 3/23/2017	R001 MN	20.0000 LB	32317001	RCVDEFLT	

3/23/2017 1:55 PM *** End of Report *** OPEN_SYSTEMS\Kent.Heilkamp

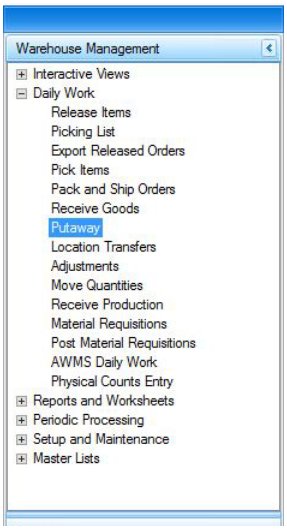
WAREHOUSE MANAGEMENT PUTAWAY

Use the **Warehouse Management, Putaway** function to move the items that have been received into the default receiving bin to the bin they will be stored in within the warehouse.

Follow these steps to put away items into their storage bins:

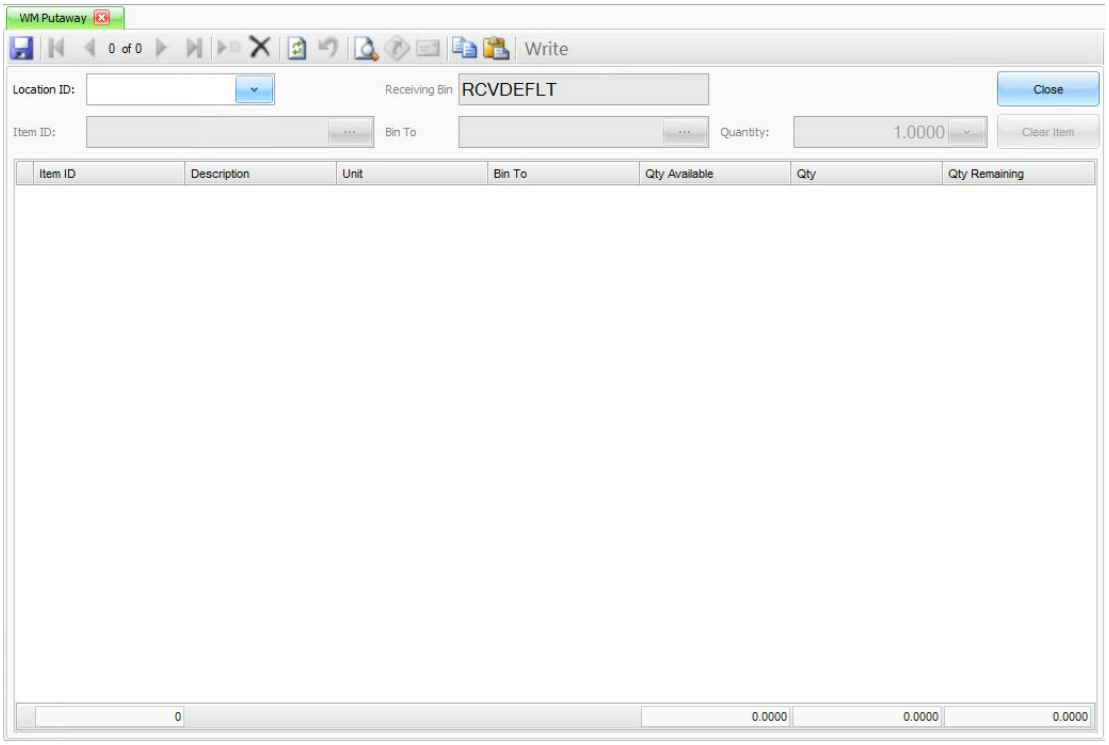
1. Select **Putaway** from the **Warehouse Management, Daily Work** menu.

Putaway Menu



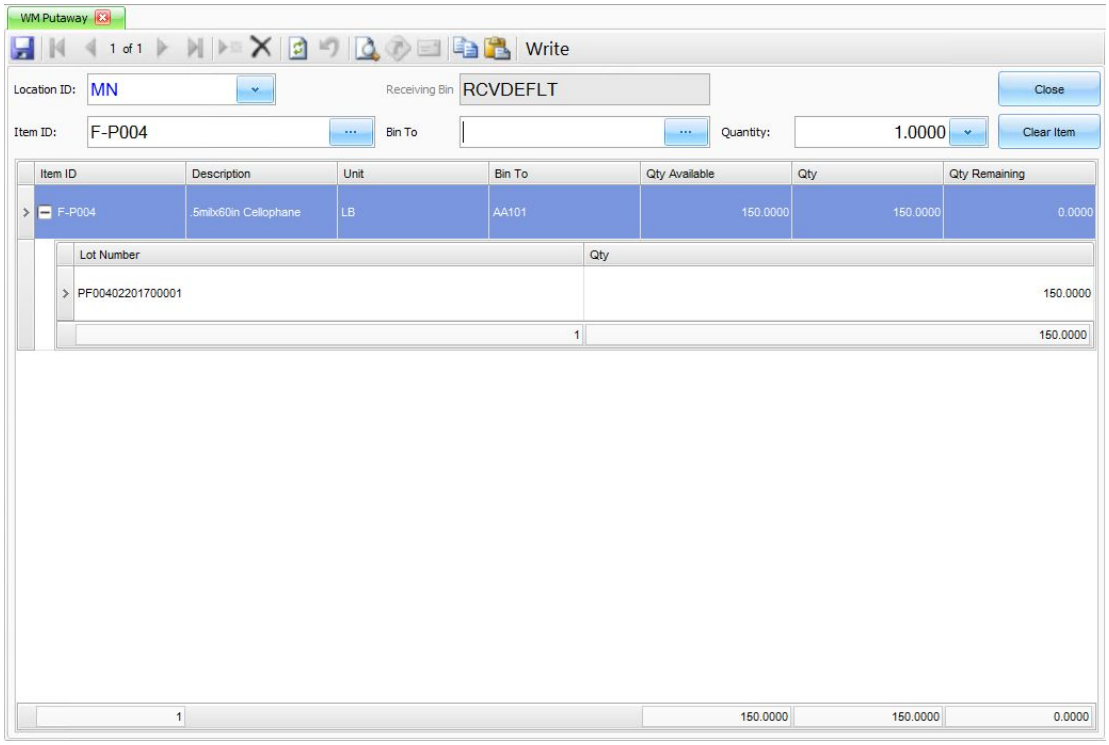
2. The **Putaway** screen appears (all fields are initially blank).

Putaway Screen



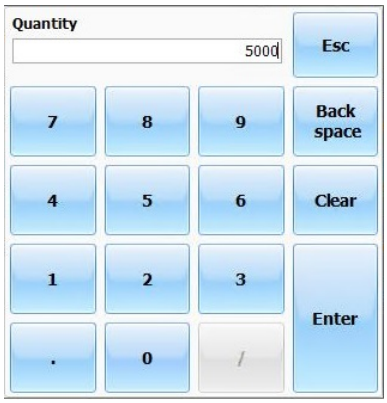
3. Select the **Location ID** into which you will be putting away items.

Putaway Screen (Filled)



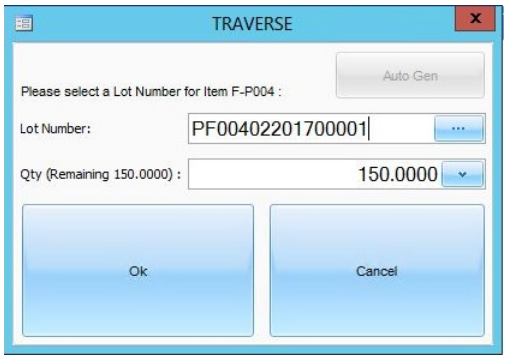
4. The default **Receiving Bin** is displayed. This is the bin into which the receive goods function has put the received items.
5. Select the **Item ID** to put away, or select the item from the list and the item id will fill in.
6. Select the **Bin To** bin location to which you will be moving the selected item.

7. Enter the **Quantity** to put away. When the cursor is placed into the quantity field, a number pad is displayed. Use this number pad to enter the quantity being put away.



8. If the item selected is lotted the **Lot Selection** screen is displayed.

Lot Selection Screen



9. Select a **Lot Number** from the available lots.

10. Enter the **Quantity** to put away from the lot. When the cursor is placed into the quantity field, a number pad is displayed. Use this number pad to enter the quantity being put away.

11. Select **OK** to select the lot and quantity. Select **Cancel** to return without selecting a Lot Number.

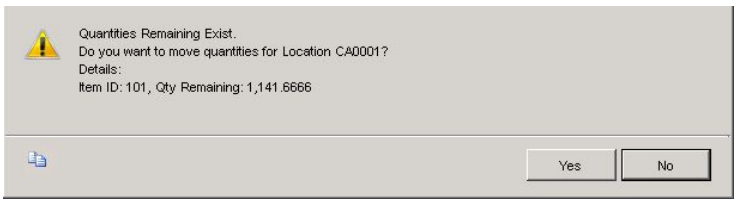
12. The following fields are displayed in the item detail section of the screen.

    - The **Description** of the item is displayed.
    - The **Unit** of measure of the item is displayed.
    - The **Bin To** is displayed from the Bin To selected in the header section.

- The **Qty Available** of the quantity to put away from the receiving bin is displayed.
- The **Qty** to put away is displayed from the Quantity entered on the header section.
- The **Qty Remaining** is displayed with a quantity if the whole quantity is not put away with the first lot record.

13. Click the plus (+) next to the Item ID to view the details on the lot(s) selected to put away.
    - The **Lot Number**(s) selected to put away is displayed.
    - The **Qty** to put away for that lot is displayed.
14. Select the next Item to put away and follow the steps above for the remaining items.
15. Click **Write** to move the items into the selected bin(s).
16. A confirmation message appears. Click **Yes** to write the move. A process completed message is displayed. Click **OK** to return to the Putaway screen.

    If a quantity remains in the receiving bin for an item being put away, a message box appears asking if you want to continue. Select **Yes** to continue or **No** to go back to the putaway screen and finish putting the item away.



Command Buttons

Name	Description
Write	Write the information you have entered to move the items from the receiving bin to the put away bin.
Close	Close the screen to return to the menu.
Clear Item	Clear the information selected from the Item ID field.

17. Click the **Close** button to close the screen and go back to the menu.

6

PRODUCTION PROCESSING

Overview 6-3
Production Orders 6-9
Release Production Orders 6-23
Edit Released Orders 6-27
Work Order Production Sheet 6-49
Production Picking List 6-55
Order Traveler 6-59
MFG – Production Shop Floor 6-65
- Entering Time 6-74
- Materials Button 6-78
- Recording Production 6-79
- Skids Button 6-87
- WIP To Stock Button 6-89
- Job Specs Button 6-91
- History Button 6-92

Finishing Production 6-101
- Order Status 6-101
- Work In Process Valuation 6-101
- Production Activity Journal 6-101
- Posting Production Activity 6-101

6 PRODUCTION PROCESSING

OVERVIEW

The Production module manages and maintains inventory integrity, gives you a feel for ongoing activities and production order release status, and provides you with variance tools to compare anticipated or planned material and resource use to actual use. The following section discusses the tasks required to prepare for production runs, maintain the inventory as manufacturing activity is recorded, and to record the use of other factors such as labor, machinery, tooling, and other non-material production factors to be performed when you record production activity.

Analyze Production Needs

Depending on your environment, the first step when using the Production module may be to run the Sales Order Analysis report to review the current need for production orders based on sales orders. Once you establish your production order needs, you can either automatically generate the production orders using the Generate Orders from Sales function, or enter them manually using the Production Orders function. Production orders may also be generated directly from Sales Orders. (See the Production Training Manual for details on running this report.)

Generate Orders from Sales

(Preferred) The most common method to generate a production order from Sales Orders is to use the Generate button (page 4-39) on the Sales Order to generate a production order for the item on the Sales Order.

(Optional) If you want to automatically generate the production orders based on existing sales orders, use the Generate Orders from Sales function. This function uses the same logic as the Sales Order Analysis report when looking at existing sales orders and generating production orders from them, except it creates production orders instead of just reporting what orders will be created. Only sales orders with a status of New, Picked, or Backordered are considered. The sales order item must be a legitimate inventory item and have a bill of material (BOM) in the manufacturing BOM master table. (See the Production Training Manual for details on running this function.)

Prepare Production Orders

If you manually enter production orders or if you want to review or adjust existing orders, use the Production Orders function. TRAVERSE Manufacturing uses a two-tier production order process in which you create production orders and then release them individually. You do not need to create production orders if you used the Generate Orders from Sales function or generated the production directly from the sales order, because those functions automatically create them.

Review Production Orders

After you create production orders, use the Production Schedule report to review all production order releases in the system to insure that specific products are scheduled to be produced, and to review the workload, review start dates, and so on. (See the Production Training Manual for details on running this report.)

Release Production Orders

The release process reads through the BOM and creates records in a series of production tables as well as a list of all materials and resources needed to produce the assembly. During the release, the system calculates how many material components, machine hours, labor hours, and subcontracted processes are required. It also calculates the lead time and required date for each one of the requirements based on the order release due date. After you release production orders you can edit them, record activity information against them, and produce a variety of reports.

You can use the Release Production Orders (page 6-23) function to release orders “in bulk” after they are entered, or utilize the Generate button on the Production Order entry screen to release each order as soon as you enter it.

Verify Material Availability

Use the Requirements Availability report to review material component availability based on existing demand. Each component appears with the quantity required for each work order and a running net available quantity. The total quantity needed for all work orders appears as well as the quantity on order, committed, sold, and in production, to give you an idea of what is needed, what is on order, or what is being made. This report assumes that you need all requirements immediately. (See the Production Training Manual for details on running this report.)

NOTE: The Total for Component XXXXX will change based on the format of the report. When printed by Component ID, the Total for Component will be the total for all work orders for which the component is used. When printed by Order Number, the Total for Component will be the total needed of the component for that order number.

Edit Production Orders

After you release and explode production orders, you can record production activity. If you want to change the structure of the release so that it is different from the original BOM (for example, last minute changes in design or at the request of a customer looking for a unique twist to a standard product) use the Edit Released Orders (page 6-27) function.

Print Lists and Preparatory Reports

The **Work Order Production Sheet** (page 6-49)allows you to print a worksheet for the work order(s) of your choice. This report prints one page per operation and contains all the important information needed to perform the operation. The report also has bar-codes to update select information when in Shop Floor.

Next, use the **Production Picking List** (page 6-55) function to print a list of materials to pull from stock for your upcoming production orders. The list is a simple checklist of the material components that make up the working BOM. It leaves a free text area open on the right side for recording information such as quantity pulled, quantity scrapped, initials, and so on. (See the Production Training Manual for details on running this report.)

Use the **Order Traveler** (page 6-59) to print a list that is routing-or process-oriented rather than materials-oriented. This worksheet lists what needs to be done and provides room for recording time and quantities as you complete the work. The worksheet is printed in production order and release number sequence, and lists each step with its expected time. (See the Production Training Manual for details on running this report.)

Use the **Prioritize Order Releases** function to set the priority of released orders. This function allows the user to “sequence” production orders in a manner very similar to the way that we “sequence” production processes in the dispatching process. Upon opening the screen, the user will see all order releases. Once orders have been rearranged, the OK button will become activate. Upon clicking on the OK button, the system reassigns the priority based on the sequence displayed on the screen. The Priority field will show the results of this process when you open the Production Order screen and review the Order Releases. (See the Production Training Manual for details on running this function.)

Use the **Dispatch Production** function to view and resequence the workload for any specific work centers, machine groups, or labor types. Use this function as a tool to help you determine the sequence in which production orders should flow through the selected resource. (See the Production Training Manual for details on running this function.)

If you choose not to use the Dispatch Production function, you may instead want to print the **Dispatch List** to view upcoming loads for a specific work center, machine group, or labor type, and to plan the day’s or week’s activity. Print the **Work Centers Load Profile report** to view the upcoming workload and make necessary preparations to accommodate the size or nature of the process requirements. The information is based solely on work center information and shows both current and closed activity within a work center. (See the Production Training Manual for details on running this report.)

Print the **Resource Availability** report to compare the hours required to the hours available, according to the associated Routing and Resources calendar. If there are more hours in the day than a process step requires, the report shows that you can begin the next process. If there are fewer hours in the day than a process requires, the process is carried over to the next day, or the next day when hours are available. As a result, some days may reflect many process steps and others only one, depending on the length of the processes. (See the Production Training Manual for details on running this report.)

Record Activity

After you release production orders and, if necessary, edit the working BOM, you can record production activity.

For FlexPack the most common method of recording production activity is using the **Shop Floor** function (page 6-65). All the information entered into the Record Production Activity and Record Labor Time functions are contained within Shop Floor. Shop Floor Entry is a "container" screen that has a side-tabbed collection of sub-screens to view and record various aspects of Flex Pack production activity. The design of the screens (large buttons, a separate numeric keypad, etc.) to be used with touch screen technology whether on a traditional screen or a tablet. Shop Floor will allow you to do all the functions needed to record time and quantities of finished products. If components are set up as auto-consume, there is no need to record raw material usage. If components are not set up as auto-consume or are purchased film, you will manually record the materials used on the Production screen.

An alternate to Shop Floor is to use the **Record Production Activity** function to tell the system quantity of a raw material or stocked subassembly used, the amount of scrap produced, labor and machine times, and so on. (See the Production Training Manual for details on running this function.)

You may use the **Record Labor Time** function as another way to record activity. Using this function is optional because you can use the Shop Floor or Record Production Activity function to do the same thing–both functions access and write to the same data. The function you use depends on how you record time ticket information. The Record Labor Time function is quicker and more efficient when you record information in Employee ID sequence (such as a time card or time clock report). (See the Production Training Manual for details on running this function.)

If you record data using other systems (such as portable data collection units and time card systems), use the **Import Production Activity** function to import the data. The information you import should be in an ASCII file, either in a comma-delimited or flat file format. Use this function to increase your efficiency by automating the entry of production activity. (See the Production Training Manual for details on running this function.)

Post Activity

After you record production activity, use the **Post Production Activity** function to perform these tasks:

- Post activity to General Ledger (if Production interfaces with General Ledger).
- Post transactions stored with closed/complete order releases to the manufacturing history database.
- Clear the production order release and related information.
- Clear production orders with no releases from the system.
- Post the time recorded for labor to the payroll transactions table (if Production interfaces with Payroll). (See the Production Training Manual for details on running this function.)

PRODUCTION ORDERS

The **Production, Production Orders** process enables the user to enter and to a limited extent, change or maintain new production orders. There are several ways to get new production orders into the system: they can be entered manually as we are about to discuss, they can be generated by Sales Orders automatically using the Generate Orders From Sales function, they can be generated directly from a Sales Order, or they can be generated from the MRP or Requirements Planning module (see the Requirements Planning Training Manual for more information).

The Order No, also called the Production Order Number, is automatically generated by the system.

The Assembly ID is the Id of the product or assembly to be made.

The Revision No field will default to the default revision of the selected bill of material; however, the user can override this field, selecting another revision if required.

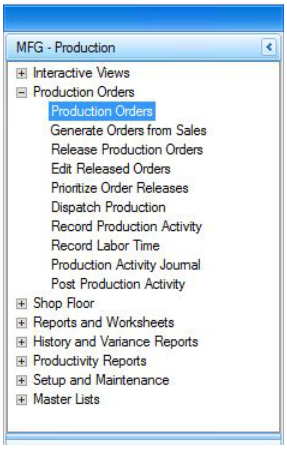
The Location ID indicates where the finished product will end up in terms of an inventory location. Any legitimate location which has been set up in inventory for this assembly is permitted.

The Planner is not a crucial field but simply indicates the employee designated as the Planner. If interfaced to Payroll this drop-down list shows a list of valid employees set up in the payroll system. If the system is not interfaced to Payroll, the drop-down liar is based on System Manager Employees. This field is often left blank.

To use **Production Orders**, follow these steps:

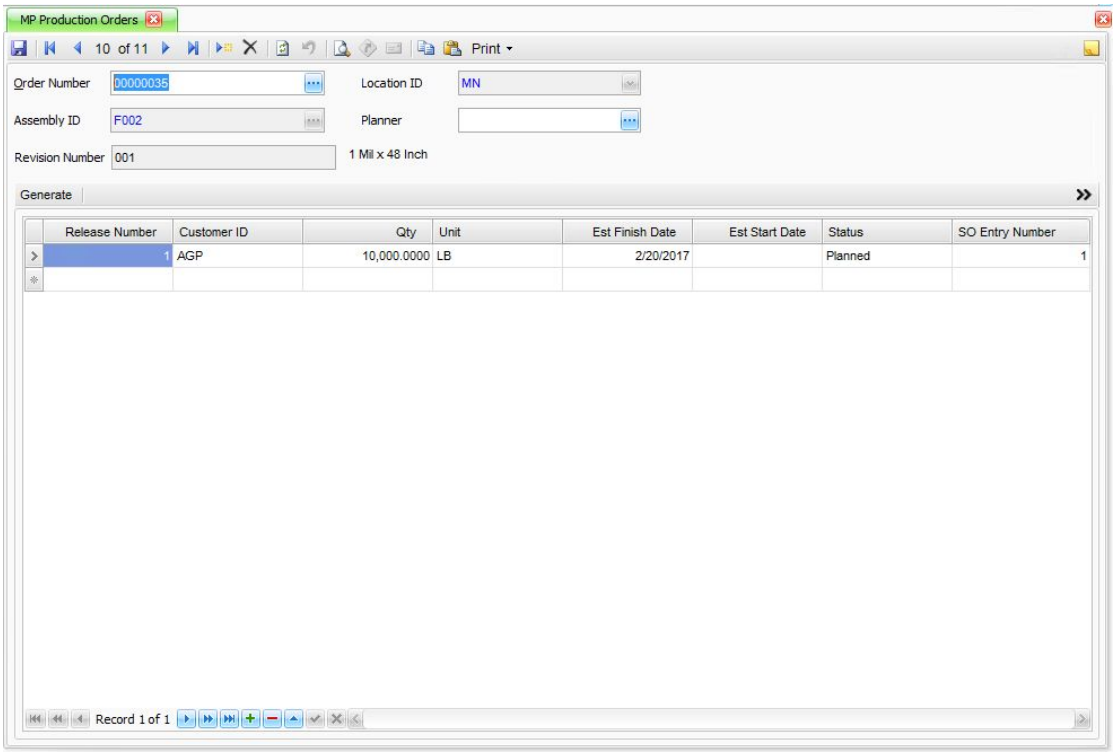
1. Select **Production Orders** from the **Production, Production Orders** menu.

Production Orders Menu



2. The **Production Orders** screen appears.

Production Orders Screen (Summary)



Most production orders in FlexPack will be generated from Sales Orders (page 4-101) that have been generated from Estimates (page 4-39). The fields described below will be automatically filled in by the information coming from the Sales Order.

3. Select the production order you want to work with from the **Order Number** field.
4. If you are making a new order not tied to a Sales Order, click the **New Record** button on the tool-bar to open a blank production record.

NOTE: An order number automatically generates in the Order Number field.

Maint

5. The Assembly ID is displayed, or enter the **Assembly Id** to be built. The assembly must have a manufacturing BOM already associated with it.
6. The Revision Number is displayed, or select the revision from the **Revision No** field.
7. The **Description** of the revision is displayed adjacent to the Revision No field.

NOTE: The assembly description automatically appears in this field.

Maint

8. The Location ID is displayed, or select the location ID for the assembly from the **Location ID** field.
9. Select, if applicable, the person responsible for the order from the **Planner** field.
10. Enter or accept the release number in the **Release No** field.
11. The Customer ID from the Sales Order is displayed, if applicable. Accept or select the customer to associate with the release from the **Customer ID** field.
12. The Quantity from the Sales Order is displayed. Accept or edit the quantity you want to build in the **Qty** field.
13. The Unit of measure from the Sales Order is displayed. Accept or select the unit of measure for the assembly from the **Unit** field.
14. Select the estimated finish date from the **Est Finish Date** field.

NOTE: The system subtracts the lead time (this field is in Inventory, in terms of days) from that date and creates an estimated start date. The system will calculate the start date automatically and will display it.

15. Accept or edit the estimated start date from the **Est Start Date** field.
16. Select, if applicable, the status of the release from the **Status** field.

NOTE: New, Planned, Firm Planned, and Released are used prior to releasing a production order. In Process, Production Hold, and Completed are used after the production order has been released.

- **New** - This status is used when order releases are initially entered into the system, although you can change the status to Released, Planned, or Firm Planned. Order releases with a status of New cannot be released using the Release Production Orders function.
- **Planned** - This status is assigned when production orders are generated by the Production module or from Sales Order.

NOTE: A New or Planned status is handled the same way by the system.

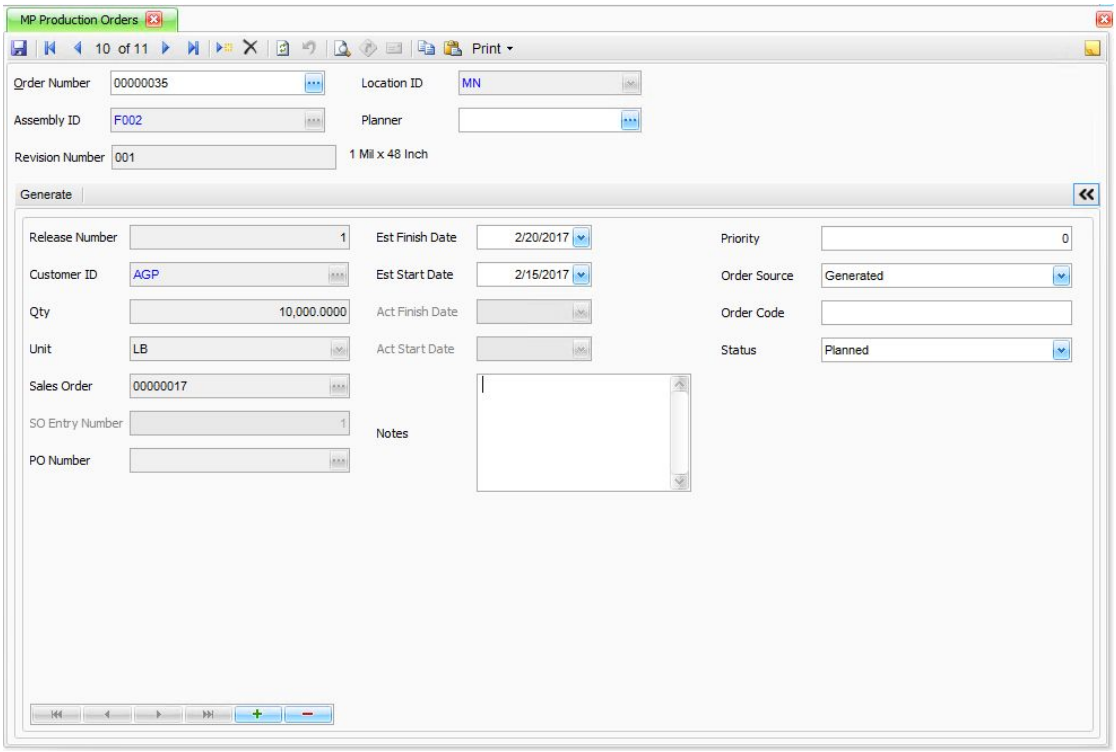
- **Firm Planned** - When Planned orders are confirmed to be built, change the status to Firm Planned. Orders with this status do not get recalculated by the order generation process and can only manually be changed to New, Planned, or Released.

- **Released** - This status can be assigned to any New, Planned, or Firm Planned order release at any time. This status indicates that the order release is new, but is ready to be exploded and put in process. Order releases with this status can be released online or released using the Release Production Orders function.

NOTE: A Firm Planned or Released status is handled the same way by the system.

- **In Process** - This status is assigned once a production order has been released. All order releases for which you record transaction data such as material use, production, or time must have a status of In Process. In Process order releases can only be changed to Production Hold using the Production Orders function. They can be changed to Production Hold or Completed using the Shop Floor or Record Production Activity functions.
- **Production Hold** - This status is used when an In Process order release is put on hold because there is something wrong. No further work is normally done on the release until it is changed back to In Process. Production Hold order releases can be changed only to In Process using the Production Orders function. They can be changed to In Process or Completed using the Shop Floor and Record Production Activity functions.
- **Completed** - Completed order releases are releases for which no additional materials, labor, and machine time will be recorded. You only change the status to Completed using the Shop Floor and Record Production Activity functions.

Production Orders Screen (Detail)



Most production orders in FlexPack will be generated from Sales Orders (page 4-101) that have been generated from Estimates (page 4-39). The fields described below will be automatically filled in by the information coming from the Sales Order.

NOTE: In addition to the fields in the summary screen (see Production Orders Screen (summary) section above), the detail section has these fields:

1. Enter or accept the release number in the **Release No** field.
2. The Sales Order number from the Sales Order is displayed. Accept or select the sales order number this production order offsets or was created to address from the **Sales Order** field.

NOTE: This field automatically populates if you used the Generate Orders from Sales or generated directly from a Sales Order, functions and are creating orders on a one-to-one basis with sales orders.

3. The SO Entry Number from the Sales Order is displayed. Accept or enter a sales order entry number in the **SO Entry Number** field.

4. The PO Number from the Sales Order, customer PO Number is displayed. Accept or select the purchase order number this production order applies to from the **PO Number** field.

NOTE: The field automatically populates if you used the Generate Orders from Sales generated directly from a Sales Order, functions and are creating orders on a one-to-one basis with sales orders.

5. Enter any notes pertaining to the associated release in the **Notes** field.
6. Enter a priority code from the **Priority** field.

NOTE: A priority code of 1 is considered the highest priority. Currently, this is an information-only field.

7. Select the source of the order from the **Order Source** field. The choices are:
   - **Manual** - The default source is Manual if the order was manually generated.
   - **Generated** - The order source will be Generated if it was made from a Sales Order, the Generate Orders From Sales, or from the Requirements Planning application.
   - **Imported** - The order source will be Imported if the Import Production Orders function was used to import the order from a file outside of the system.
8. Enter an order code in the **Order Code** field.

NOTE: This field is for information use only.

9. Select a command button:

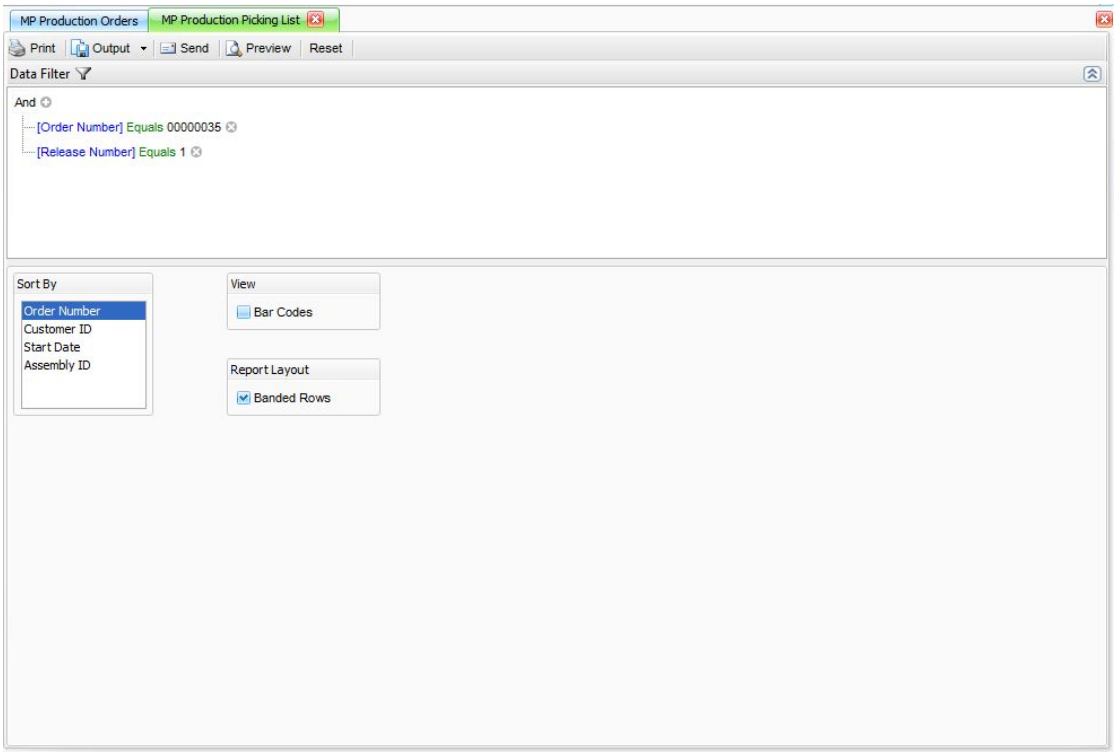
Command Buttons

Name	Description
Save	Save the entered/edited production orders.
Generate	Generate/release the production orders.
Print	Print the Production Picking List or the Order Traveler for the displayed order.

10. Click the **Append** button to add a release number to an existing production order.
11. Click the **Delete** record button to delete a release number from an existing production order.

12. Select **Print** and **Production Picking** List to display the print production picking list screen.

Production Picking List Screen



1. The Data Filter area will fill in the filtering criteria to print the picking list for just the displayed order.
2. Select the sort criteria for the list from the **Sort By** section. The choices available are: **Order Number**, **Customer ID**, **Start Date**, and **Assembly ID**.
3. Select the **Bar Codes** check box, if applicable, to include bar codes in the list.
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.

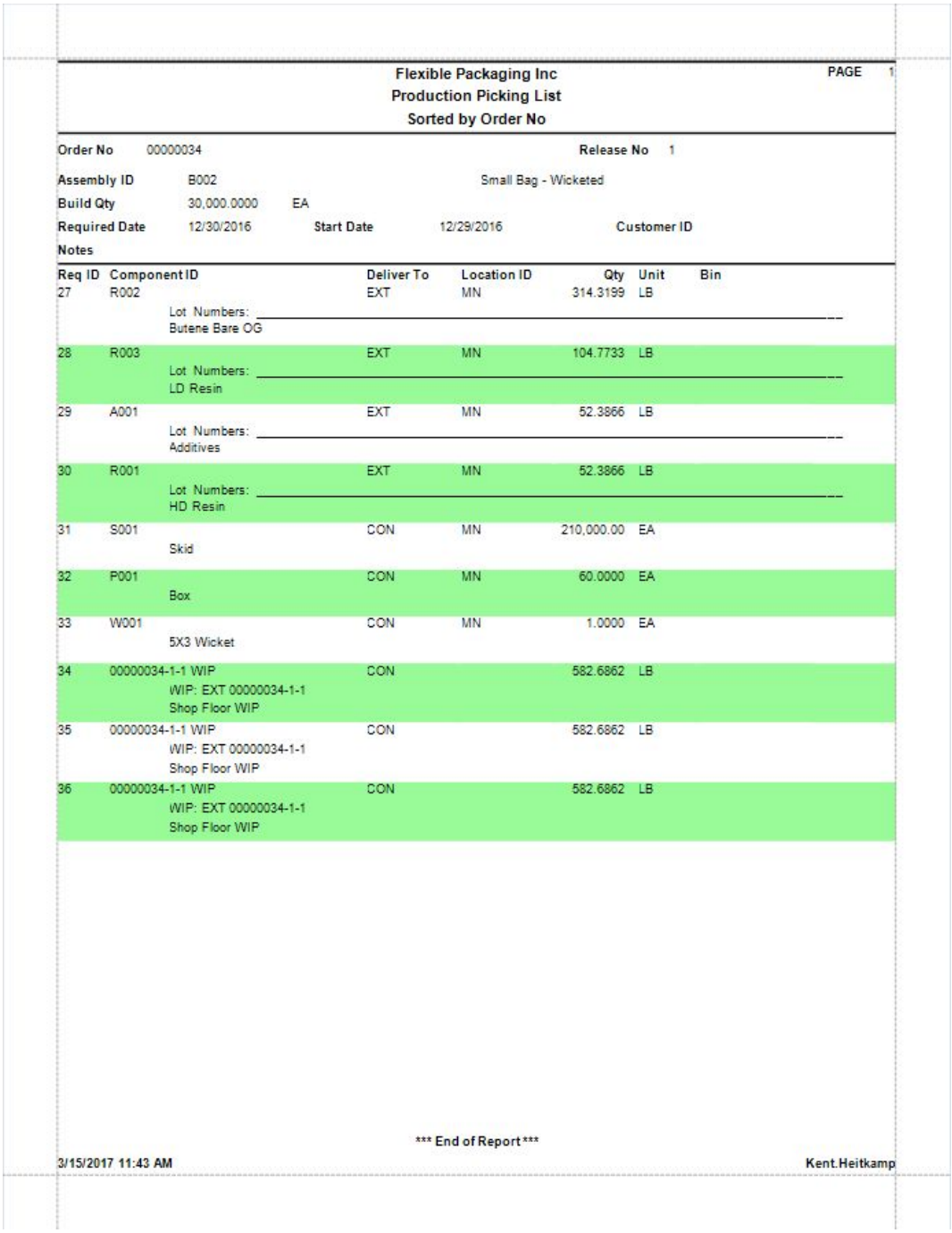
5. Select a command button:

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.

Production Picking List Report



Flexible Packaging Inc — PAGE 1
Production Picking List
Sorted by Order No

Order No 00000034 — Release No 1
Assembly ID B002 — Small Bag - Wicketed
Build Qty 30,000.0000 EA
Required Date 12/30/2016 — Start Date 12/29/2016 — Customer ID
Notes

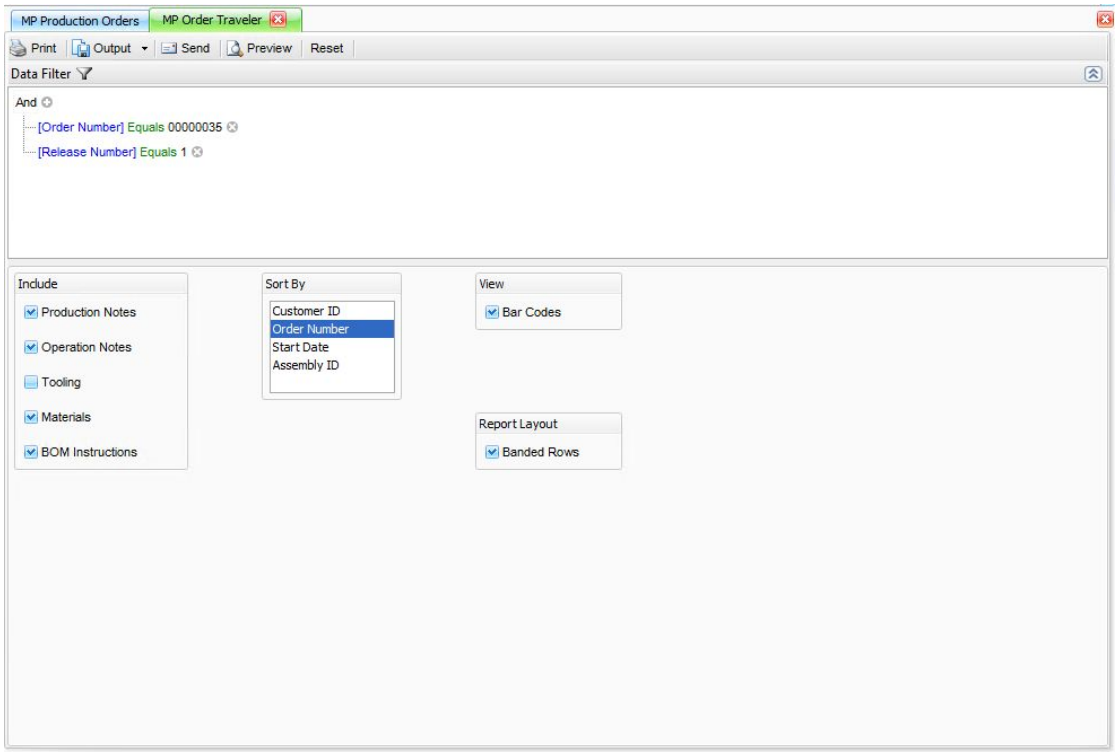
Req ID	Component ID	Deliver To	Location ID	Qty	Unit	Bin
27	R002	EXT	MN	314.3199	LB	
	Lot Numbers: _____					
	Butene Bare OG					
28	R003	EXT	MN	104.7733	LB	
	Lot Numbers: _____					
	LD Resin					
29	A001	EXT	MN	52.3866	LB	
	Lot Numbers: _____					
	Additives					
30	R001	EXT	MN	52.3866	LB	
	Lot Numbers: _____					
	HD Resin					
31	S001	CON	MN	210,000.00	EA	
	Skid					
32	P001	CON	MN	60.0000	EA	
	Box					
33	W001	CON	MN	1.0000	EA	
	5X3 Wicket					
34	00000034-1-1 WIP	CON		582.6862	LB	
	WIP: EXT 00000034-1-1					
	Shop Floor WIP					
35	00000034-1-1 WIP	CON		582.6862	LB	
	WIP: EXT 00000034-1-1					
	Shop Floor WIP					
36	00000034-1-1 WIP	CON		582.6862	LB	
	WIP: EXT 00000034-1-1					
	Shop Floor WIP					

*** End of Report ***

3/15/2017 11:43 AM — Kent.Heitkamp

1. Select **Print** and **Order Traveler** to print the order traveler for the displayed order.

Order Traveler Screen



2. The Data Filter area will fill in the filtering criteria to print the order traveler for just the displayed order.
3. Select options to include in the report from the **Include** section. The choices available are: **Production Notes**, **Operation Notes**, **Tooling**, **Materials**, and **BOM Instructions**. You may select one more of these check boxes.
4. Select the sort criteria for the report from the **Sort By** section. The choices available are: **Customer ID**, **Order Number**, **Start Date**, and **Assembly ID**.
5. Select the **Bar Codes** check box, if applicable, to include bar codes in the report.
6. 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.

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.

Order Traveler Report

Flexible Packaging Inc PAGE 1
Order Traveler
Sorted by Order No

Order No	00000034	**Release No**	1	**Assembly ID**	B002	**Qty**	30,000.0000
					Small Bag - Wicketed	**Customer ID**	
Start Date	12/29/2016	**Due Date**	12/30/2016	**Revision No**	001	**Sales Order**	00000016
Instructions							
Notes							

Req ID	Rtg Step	Operation ID	Machine Group ID	Machine Setup	Machine Run	Pcs			
Parent		Work Center ID	Labor Type ID	Labor Setup	Labor Run				
25	1	EXT	EXT	0.500	5.833	30,000.0			
1		EXT		0.250	0.000				

Component ID	Description	Unit	Planned Usage Qty	Scrap	Qty Used	Pct Used
R002	Butene Bare OG	LB	314.3199	0.0000	1,440.0000	458.132
R003	LD Resin	LB	104.7733	0.0000	480.0000	458.132
A001	Additives	LB	52.3866	0.0000	240.0000	458.132
R001	HD Resin	LB	52.3866	0.0000	240.0000	458.132

26	2	CON	CON	0.500	5.000	30,000.0	
1		CON		0.200	0.000		

Component ID	Description	Unit	Planned Usage Qty	Scrap	Qty Used	Pct Used
S001	Skid	EA	210,000.0000	0.0000	6,430.5000	3.062
P001	Box	EA	60.0000	0.0000	180.0000	300.000
W001	5X3 Wicket	EA	1.0000	0.0000	3.0000	300.000
00000034-1-1 WIP		LB	582.6862	0.0000	0.0000	0.000
00000034-1-1 WIP		LB	582.6862	0.0000	0.0000	0.000
00000034-1-1 WIP		LB	582.6862	0.0000	0.0000	0.000

*** End of Report ***

3/15/2017 11:44 AM Kent.Heitkamp

RELEASE PRODUCTION ORDERS

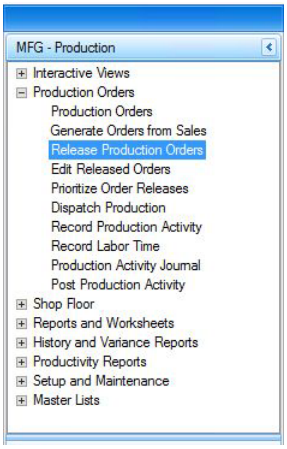
Use the **Production, Release Production Orders** function to release a group of production order releases at one time rather than individually using the **Generate** button on the Production Orders screen. The Release Production Orders function allows you to control who performs the release of orders by allowing you to turn off the Enable Generate Requirements Button in the MP Business Rules, and setting the menu permissions for the Release Production Orders function.

The release process reads through the BOM and creates records in a series of production tables. A list of all materials and resources needed is created. During the release process, the system calculates how many material components, machine hours, labor hours, and subcontracted processes are required. It also calculates the lead time and required date of each one of the requirements based on the order release due date. Once production orders are released, you can edit them, record activity information against them, and attain a variety of reports.

To use **Release Production Orders**, follow these steps:

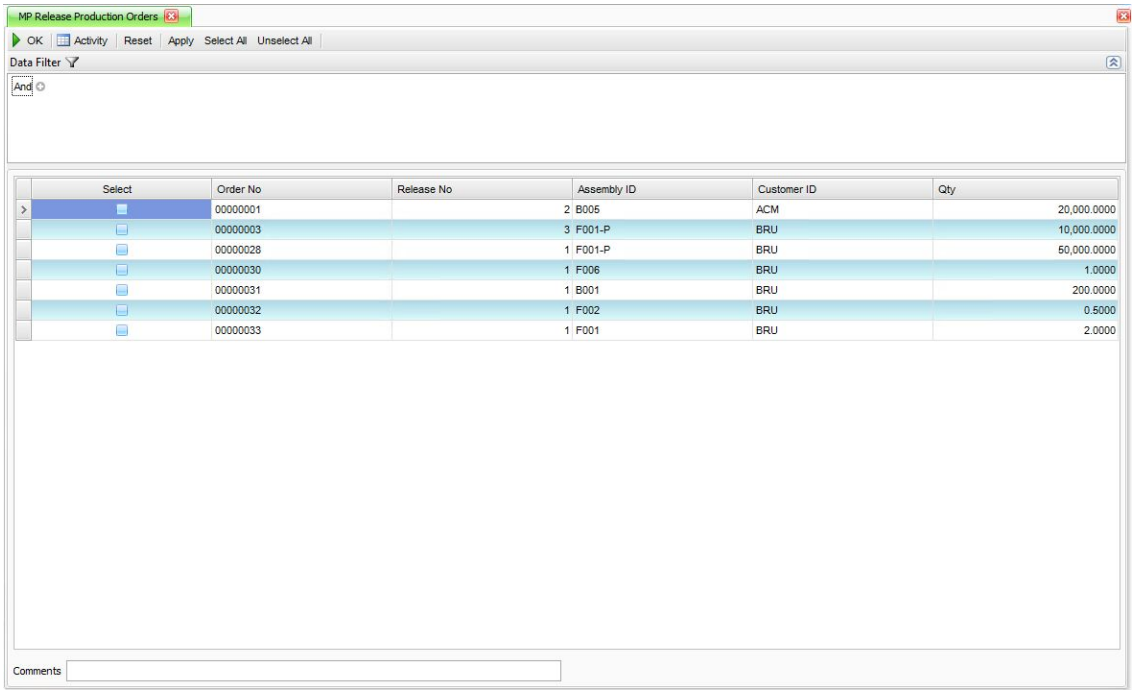
1. Select **Release Production Orders** from the **Production, Production Orders** menu.

Release Production Orders Menu



2. The **Release Production Orders** screen appears.

Release Production Orders Screen



3. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
4. Click the **Apply** button to display the available orders using the selected filtering options.

NOTE: Orders with the status of Firm Planned or Released will be displayed in the list when the Apply button is selected.

NOTE: New and Planned orders will not show in the list. To get them to appear on the list, go to the Production Orders function and change the status of the orders to Firm Planned or Released.

5. Select the **Select** check boxes adjacent to the orders you want to release.

NOTE: You can use the Select All or Unselect All buttons to either select all available orders for release or deselect all selected orders for release.

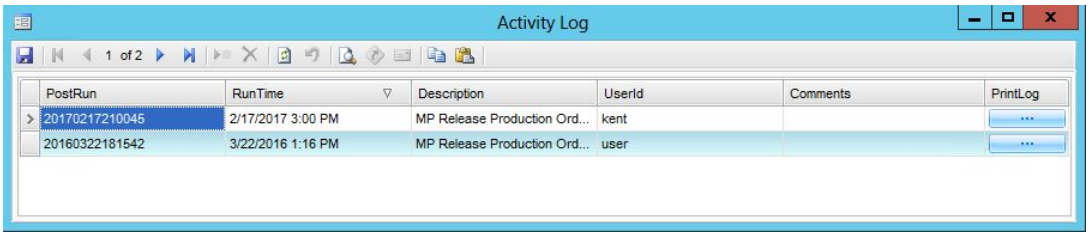
6. Enter any applicable comments in the **Comments** field.

7. All other fields are read only.
8. Select a command button:

Command Buttons

Name	Description
OK	Begin processing.
Activity	View the Activity Log for releasing production orders.
Reset	Set all fields to their default values
Apply	Apply the filtering selected in the filtering area.
Select All	Select all the production orders displayed to be released.
Unselect All	Uncheck any of the previously selected production orders to be released.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the post appears.

Run Time - The date and time the post was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log to print the post log from the selected post.

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

EDIT RELEASED ORDERS

Once you release orders, you can record production activity. If you want to change the structure of the release so that it is different from the original BOM that generated it (for example, for last minute changes in design or at the request of a customer looking for a unique twist to a standard product) use the **Production, Edit Released Orders** function. This function allows you to reconfigure the production order release structure, creating a separate "working bill of material." Any changes you make to the working BOM are not reflected on the original BOM and vice versa.

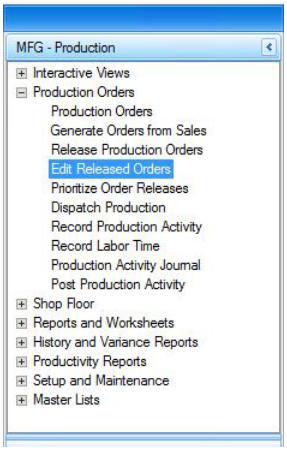
The Edit Released Orders function uses a tree concept in a typical Windows Explorer-type view which enables you to view the routings and material that make up the BOM. You can drill-down through the BOM to change quantities and times that make up the BOM as well as the actual routing and material makeup of the BOM.

NOTE: Once you record production for a process or material requirement, that specific process or requirement may be restricted as to what type of information can be edited.

To use **Edit Released Orders**, follow these steps:

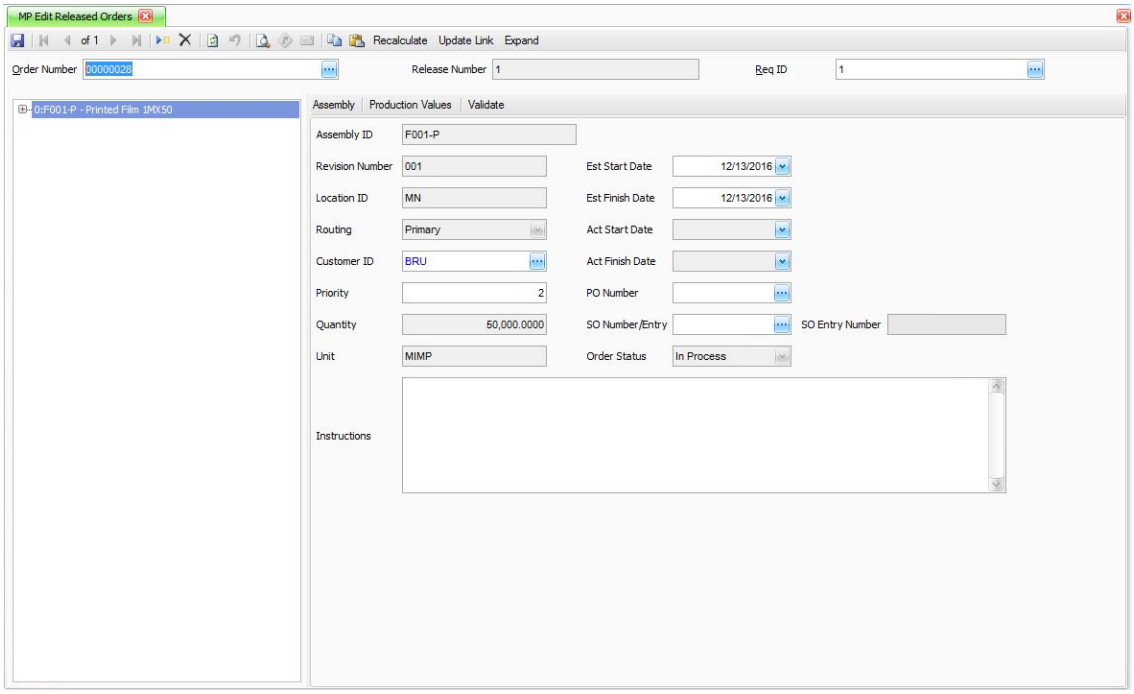
1. Select **Edit Released Orders** from the **Production, Production Orders** menu.

Edit Released Orders Menu



2. The **Edit Released Orders** screen appears.

Edit Released Orders Screen (Assembly)



3. Select the order for which you want to edit the released order from the **Order Number** field.
4. Select the requirement for which you want to edit from the **Req ID** field or the assembly from the left panel.
5. The **Assembly ID** is displayed and cannot be edited.
6. The **Revision Number** is displayed and cannot be edited.
7. The **Location ID** for which the order is being made is displayed and cannot be edited.
8. The **Routing** is displayed and cannot be edited.

Maint

9. Edit, if applicable, the customer from the **Customer ID** field by selecting a customer from the list of AR customers.
10. Edit, if applicable, the priority number in the **Priority** field.

NOTE: A priority code of 1 is considered the highest priority. Currently, this is an information-only field.

11. The **Quantity** is displayed and cannot be edited.
12. The **Unit** of measure for the assembly is displayed and cannot be edited.
13. Edit, if applicable, the estimated start date from the **Est Start Date** field.
14. Edit, if applicable, the estimated finish date from the **Est Finish Date** field.

NOTE: The system subtracts the lead time (this field is in Inventory, in terms of days) from that date and creates an estimated start date. The system will calculate the start date automatically and will display it.

15. The **Actual Start Date** is displayed and cannot be edited. This would be the first date activity was recorded for this work order.
16. The **Actual Finish Date** is displayed and cannot be edited. This would be the date the order was completed.
17. Edit, if applicable, the associated purchase order number from the **PO Number** field to which this production order applies.

NOTE: The field automatically populates if you used the Generate Orders from Sales function or generated directly from a Sales Order. These functions create production orders on a one-to-one basis with sales orders.

18. Edit, if applicable, the sales order number and SO entry number to which this production order applies in the **SO Number/Entry** field.

NOTE: These fields automatically populate if you used the Generate Orders from Sales function or generated directly from a Sales Order. These functions create production orders on a one-to-one basis with sales orders.

19. The **Status** is displayed and cannot be edited.

20. Select a command button:

Command Buttons

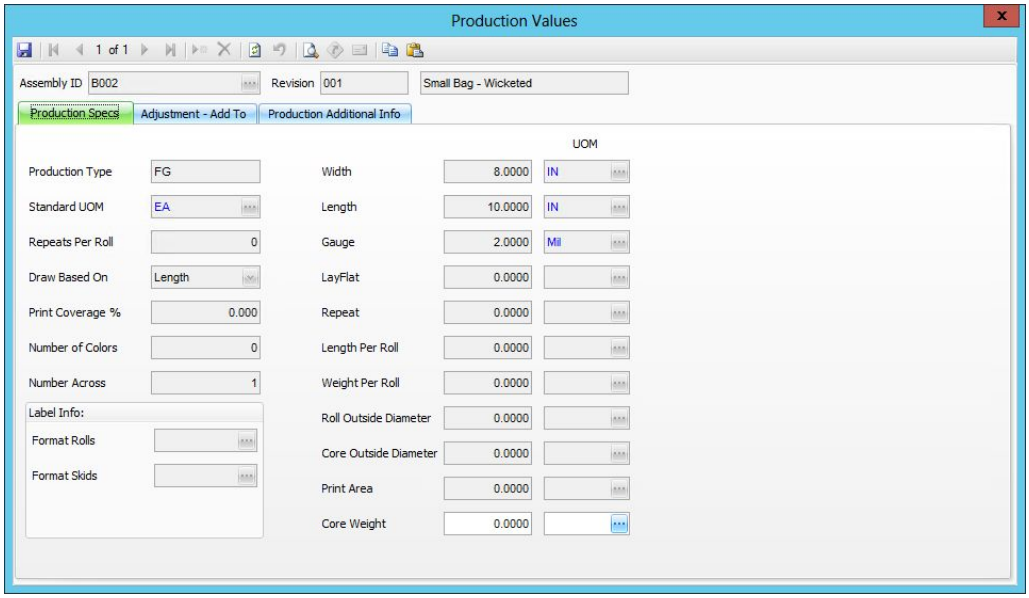
Select	To
Production Values	Open the Production Values function as read-only.
Validate	Validate the order.

Production Values Button

The Production Values function allows you to see parameters used in the production of an assembly. These parameters range from dimensional specifications to label information to production adjustments. The Production Values screen can be opened from the FlexPack Setup and Maintenance menu. A button on the MFG Production, Edit Released Orders screen will open a read-only Production Values screen, allowing you to view the characteristics of the item you produce.

Production values are additional properties used in the manufacture of an assembly for which a Bill of Materials exists. The Production Values which are set up in this function represent characteristics of finished goods only. This screen is not applicable to purchase film or other components and ingredients used in manufacturing. Use Component Production Values for those items.

Production Values Screen - Production Specs Tab



The production specifications are used when calculating costs, materials required, and yield.

All the fields are displayed in read only mode.

1. The **Assembly ID** you selected from the Edit Released Orders screen is displayed.
2. The unit of measure in the **Standard UOM** field is displayed as the UOM on the Bill of Material.
3. The number of **Repeats Per Roll** is displayed.

   Repeat indicate the number of plates that are on the roller used for printing. Repeats are usually from 1 to maybe 10 on a large drum. Number of Repeats Per Roll indicates the number of bags or prints on a given roll, and will usually number in the thousands. This is used in the Production Values when setting up a BOM.
4. The draw of the assembly appears in the **Draw Based On** field. The selection values are **Length** or **Width**.

   - **Length** is the distance from end to end of a roll of film or a bag.
   - **Width** is the length from side to side of a roll of film or a bag.

5. The **Print Coverage** percentage, **Number of Colors**, and **Number Across** are displayed.

    - **Print Coverage** is the percentage of area on the bag or roll of film that will have a printed image on it.
    - **Number of Colors** is how many colors will be used to make the printed image. Each color is printed on the bag or film in layers. Each layer will be a separate plate on the print drum and a separate pass through the print machine.
    - **Number Across** is the number of plates on the print roller across the roll of film. The number across will be the number of images that can be printed at the same time.

6. The label format for Rolls and Skids from the **Format Rolls** and **Format Skids** are displayed.

The following parameters are displayed. If a numeric value for a specification is entered, a UOM for that parameter is displayed.

7. The **Width** and **UOM** of the finished product, bag or roll of film, are displayed.

    Width is the length from side to side of a roll of film or a bag.

8. The **Length** and **UOM** of the finished product, bag or roll of film, are displayed.

    Length is the distance from end to end of a roll of film or a bag. This is used in the Production Values when setting up a BOM.

9. The **Gauge** and **UOM** of the finished product, bag or roll of film, are displayed.

    Gauge is the thickness of film used in a BOM. Gauge is usually measured by Mil, which is thousandths of an inch.

10. The **Layflat** and **UOM** of the finished product, bag or roll of film, are displayed.

    Layflat generally refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is approximately twice the width or length of the bag, since the bag consists of the single layer film folded over.

11. The **Repeat** and **UOM** of the finished product, bag or roll of film, are displayed.

    Repeat will indicate the number of plates that are on the roller used for printing. Repeats are usually from 1 to maybe 10 on a large drum. Number of Repeats Per Roll indicates the number of bags or prints on a given roll. Number of repeats per roll usually will number in the thousands. This is used in the Production Values when setting up a BOM.

12. The **Length per Roll** and **UOM** of the finished roll of film, are displayed.

    When film is being produced and put on rolls, this is how long normal roll is going to be.

13. The **Weight per Roll** and **UOM** of the finished roll of film, are displayed.

When a roll has been completed with the desired length, this is how much that roll will weigh.

14. The **Roll Outside Diameter** and **UOM** of the finished roll of film, are displayed.

    The **Roll Outside Diameter** is the length across, from outside to outside, of the roll of film.

15. The **Core Outside Diameter** and **UOM** used inside the finished roll of film, are displayed.

    The **Core Outside Diameter** is the length across, from outside to outside, the core for the roll of film.

    If the outside roll diameter and outside core diameter are defined, the system can calculate the length and weight of the roll material. If the weight is defined, the system can calculate the length, however it will not be able to calculate the diameters of the roll and core.

16. The **Print Area** and **UOM** of the finished product, bag or roll of film, are displayed.

    Print Area is the amount of area on the bag or roll of film that will have a printed image on it. This is usually measured in square inches.

17. The **Core Weight** and **UOM** used inside the finished roll of film, are displayed.

    This will be the weight of the core used inside the finished roll of film. The core weight is calculated using the total weight of the finished roll film less the core weight.

Adding an Operation

A new **Operation** may be added to the current production order's bill of material that will only affect this production order.

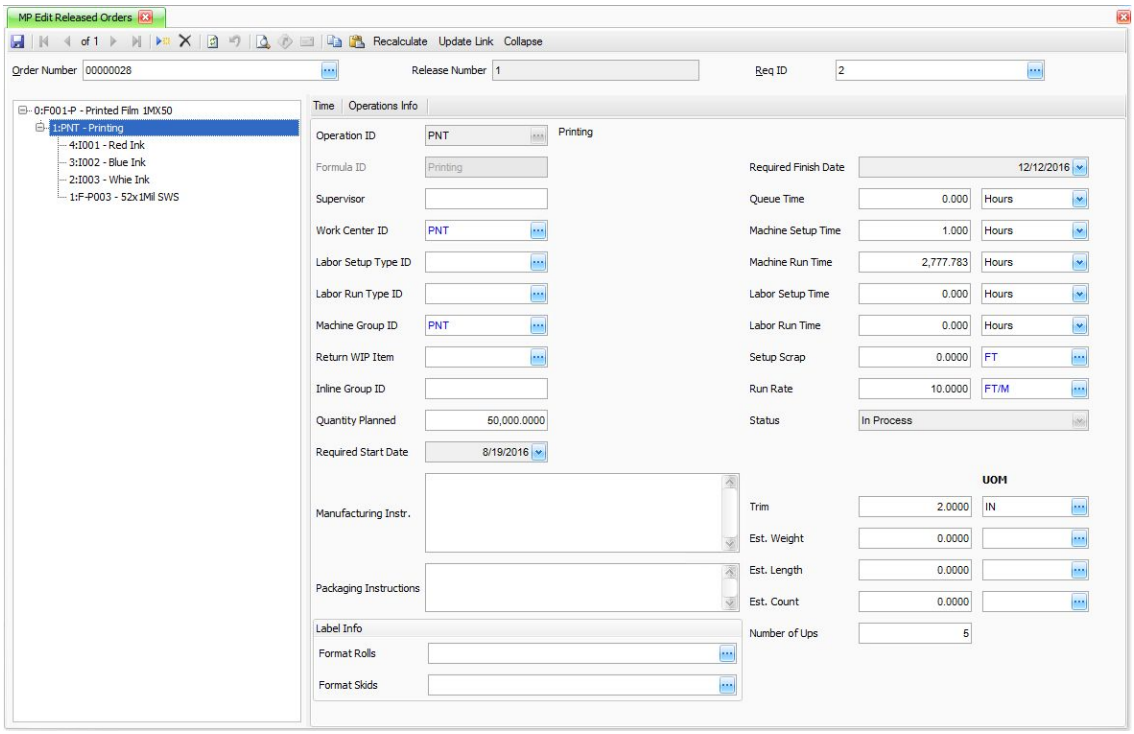
To add a new **Operation**, follow these steps:

1. With the assembly highlighted in the left panel, click the New Record button on the tool-bar to open the Insert Routing screen.

Insert Routing Screen

2. Select the **Operation ID** you would like to insert.
3. Click **OK** to insert the operation ID.

Edit Released Orders Screen (Operation)



To edit an **Operation**, follow these steps:

1. Select the order you want to edit from the **Order Number** field.
2. Click **Expand** in the tool-bar.
3. Select the requirement for which you want to edit from the **Req ID** field or the **Operation ID** from the tree in the left panel of the screen.

   The Operation ID is created and set up in the Routing and Resources application.

4. The **Formula ID** is displayed. If you wish to edit the formula you will need to edit the Operation in the maintenance function.
5. Edit, if applicable, the supervisor in the **Supervisor** field.

   There is no search box to select an employee; enter any supervisor name.

Maint

6. Edit, if applicable, the work center location from the **Work Center ID** field.

   The Work Center ID defines the work center where the work is to take place and the overhead rate for that given work center via the work center master.

Maint

7. Edit, if applicable, the labor setup type from the **Labor Setup Type ID** field.

   The Labor Setup Type defines the labor skill required for the setup of this operation.

Maint

8. Edit, if applicable, the labor run type from the **Labor Run Type ID** field.

   The Labor Run Type defines the labor skill required to run this operation.

Maint

9. Edit, if applicable, the machine group from the **Machine Group ID** field.

   The Machine Group identifies the machine required for this process.

NOTE: The Work Center ID, Labor Setup Type ID, Labor Run Type ID, and Machine Group ID become read only fields once production activity has been recorded.

10. If applicable, select a **Return WIP Item** number from the drop-down list.

    The Return WIP Item is the item number under which the WIP is returned to inventory stock. This is sometimes referred to as “Put Away” functionality. This functionality also exists in the Production Order processes depending on the operation. See the Bills of Material setup (page 3-175) for more information regarding inline processing and return WIP items.

11. If the step is part of an **Inline Group**, enter a reference for the group to which the step belongs.

    Inline Processing is a grouping of operations for the purpose of creating a single WIP entry.

    A product that can be made without stopping the process by connecting one machine to another i.e.: an inline-printed bag can be made by connecting a bag making machine to a printing press which, is in turn connected to an extruder. Finished goods would be posted only against the final process, while other data such as scrap and time could be posted against any of the inline steps.

    Inline groups are often used when operations are concurrent or complimentary, that is, used together to product a WIP component that then feeds into another operation. If the routing step is part of an inline group, enter a name for the group in the Inline Group field.

NOTE: If multiple steps are included in the same inline group, only the highest numbered step will have a WIP component for the production order. See the Bills of Material Overview for more information regarding inline processing and return WIP items.

NOTE: If you re-sequence the routing steps, the values in all the Inline Group fields will be erased.

12. Edit, if applicable, the estimated quantity to produce in the given amount of time in the **Quantity Planned** field.
13. The **Required Start Date** is displayed and cannot be edited.
14. Enter or edit **Manufacturing Instructions**, as applicable. These instructions will print on the Work Order Production Sheet.
15. Enter or edit **Packing Instructions**, as applicable. These instructions will print on the Work Order Production Sheet.
16. In the Label Info area select the label kit for:
    - **Format Rolls** to select the label kit to print for rolls of film.
    - **Format Skids** to select the label kit to print for pallets of product.
17. The **Required Finish Date** is displayed and cannot be edited.
18. Edit, if applicable, the queue time in the **Queue Time** field.

    Queue Time is the time we generally wait for the process to become available. It is not part of the BOM cost algorithm and is more or less an extra buffer time.
19. Edit, if applicable, the unit of time to use: **Hours**, **Minutes** or **Seconds**.
20. Edit, if applicable, the time required to setup the machine for this process in the **Machine Setup Time** field.
21. Edit, if applicable, the unit of time to use: **Hours**, **Minutes** or **Seconds**.
22. Edit, if applicable, the time it takes the machine to process one piece in the **Machine Run Time** field.
23. Edit, if applicable, the unit of time to use: **Hours**, **Minutes** or **Seconds**.
24. Edit, if applicable, the labor time required to set up the process in the **Labor Setup Time** field.
25. Edit, if applicable, the unit of time to use: **Hours**, **Minutes** or **Seconds**.
26. Edit, if applicable, the labor time required to run one unit in the **Labor Run Time** field.

27. Edit, if applicable, the unit of time to use: **Hours**, **Minutes** or **Seconds**.

28. Edit, if applicable the **Setup Scrap** amount to account for scrap while setting up the operation.

29. Edit, if applicable, the unit of measure to use: **Feet**, **Inches** or **Yards**.

30. Edit, if applicable the **Run Rate** for the operation.

31. Edit, if applicable, the unit of rate to use: **Feet per Minute**, **Inches per second** or **other rates**.

32. The **Status** is displayed and cannot be edited.

33. As applicable, enter or edit a **Trim** value, and select a **UOM** for the trim.

    Film is trimmed coming out of extrusion, printing, slitting, and other operations. Trim works much like scrap, forcing the system to increase the raw material requirements at any previous level.

NOTE: Trim is driven by produced quantity; the more you produce, the more trim you create or lose. Scrap, on the other hand, is driven by machine time or the setup value.

Maint

34. Edit, if applicable default values in the **Est. Weight**, **Est. Length**, and **Est. Count** fields and the associated **UOM** fields.

    These values should be the normal weight, length, and/or count that will be produced for the operation.

35. Edit if applicable, the **Number of Ups**.

    Ups refers to the number of identical objects (rolls, bags, etc.) produced simultaneously.

    The **Number of UPs** does two things.

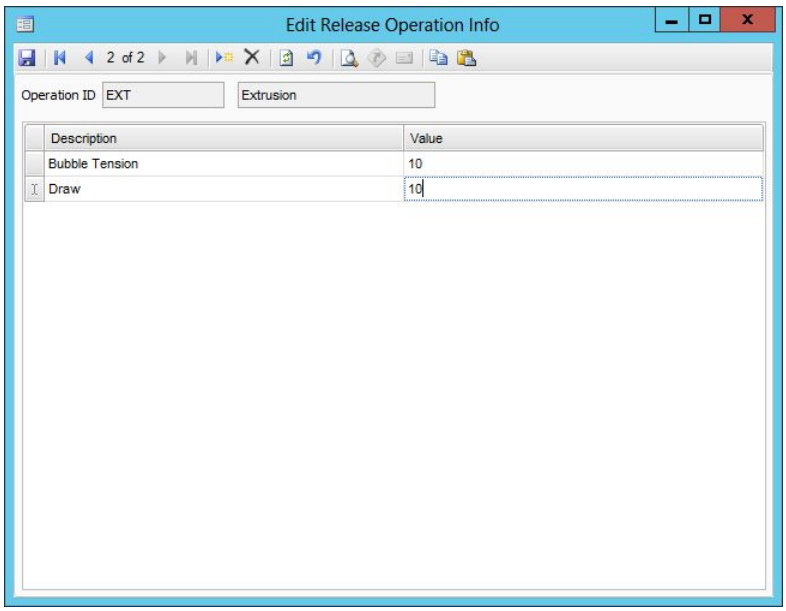
    - It tells the system what the multiplier will be coming out of this process. For example; if I feed 100 feet of film through a process that has the UPs set to 3, I should get 300 feet out of the process.
    - It also is used in printing to truly represent the number UPs. In this particular case it makes the process go faster and reduces cost. For example; if I set my UPs to three, I'm really running at three times the speed in producing the same thing.

NOTE: When you set your machine run rates, you have to think in terms of the run rate assuming you will be running 1 up. If you set the run rate at 3 times the rate and then you set the Ups to 3, you'll be running at 9 times the 1 up run rate, not 3 times the rate.

Operation Info Button

Click the **Operation Info** button to view the **Edit Release Operation Info** screen.

Edit Release Operation Info Screen



The Operation Info Screen allows you to add or edit Operations Product Info Descriptions (parameters), along with a value, to the routing operation.

1. Add or edit as applicable the Operation **Description** from the available list. The list will be the Operation Product Info Descriptions (page 3-109) assigned to the selected operation.
2. Edit, if applicable the **Value** that applies to the operation info description.
3. Click the **Save** button on the tool-bar to save the Release Operation Information.

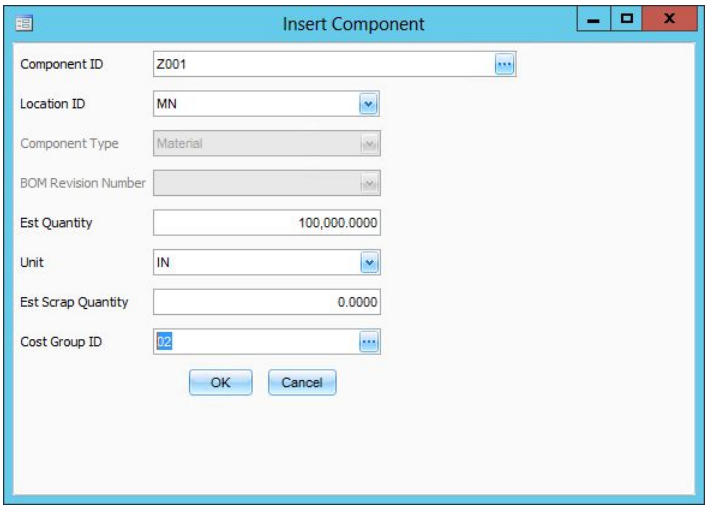
Adding a Component

A new **Component** may be added to the current production order's bill of material that will only effect this production order.

To add a new **Component**, follow these steps:

1. Click the **New Record** button on the tool-bar to open the Insert Component screen.

Insert Component Screen



2. Select or enter the **Component ID** you would like to insert.
3. Select or enter the **Location ID** to use the component from.
4. The Component Type is displayed and cannot be edited. The only component type will be Material.

   Components with a Detail Type of **Material** are simply inventory items with no bill of material. They are considered raw materials or components. Material items must be purchased; they are not built.

5. Enter or edit the **Est Qty** for usage in this bill of material.

   This field represents the quantity needed to make the quantity in the production order, given the unit of measure shown. Keep in mind the finished assembly might be one liter, one drum, or one ounce. To enter the correct number here, you need to know the unit of measure for the finished product. Non-inventoried items do not have units of measure, in which case this is simply a multiplier.

6. Accept or edit the component's **Unit** of measure.

The system will default to the inventory default unit of measure. Non-inventoried items do not have a unit of measure.

7. Enter the **Est Scrap Quantity** for the amount of this component that will end up as scrap.

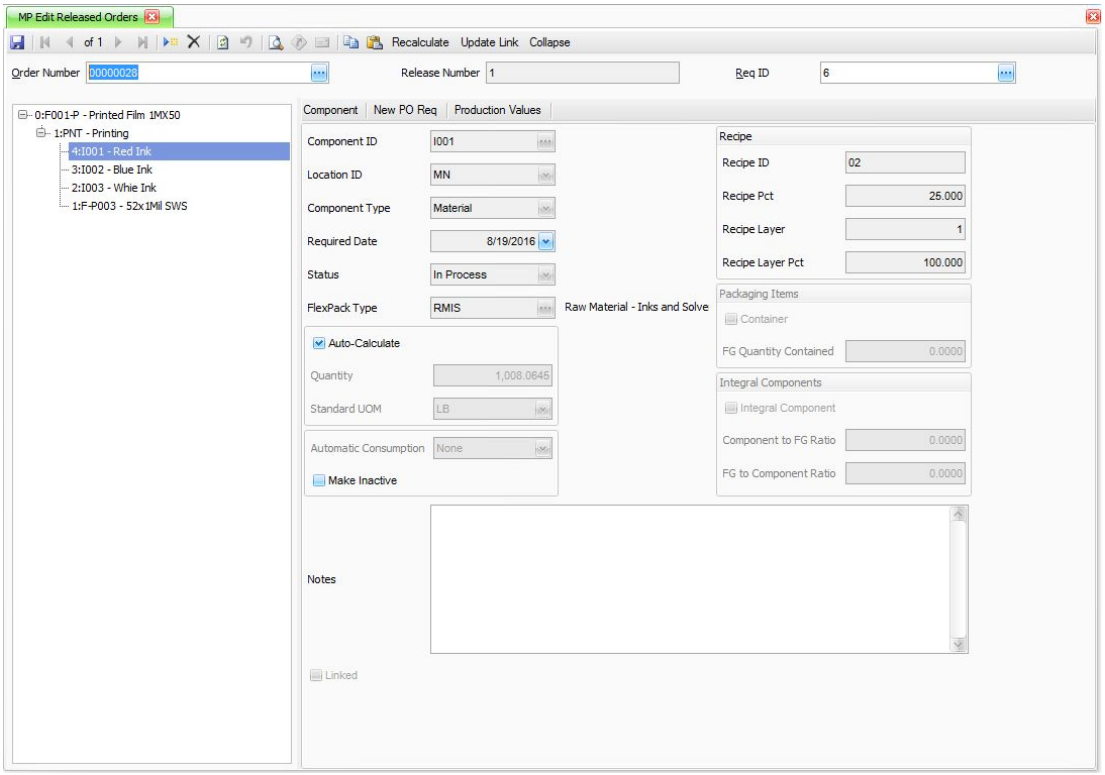
   The estimated scrap quantity is calculated from the scrap percentage in the BOM setup, which indicates the amount of shrinkage or loss incurred for this component. If the quantity is 70 and the scrap percentage is 2%, the calculated quantity required will be 71.43. If there is a 2% scrap as a percentage of 71.43, approximately 1.43, one would have 70.00 units remaining. The scrap percentage can work in conjunction with the operation yield percentage, but they are actually two different factors.

8. If available, select a **Cost Group ID** from the drop-down list.

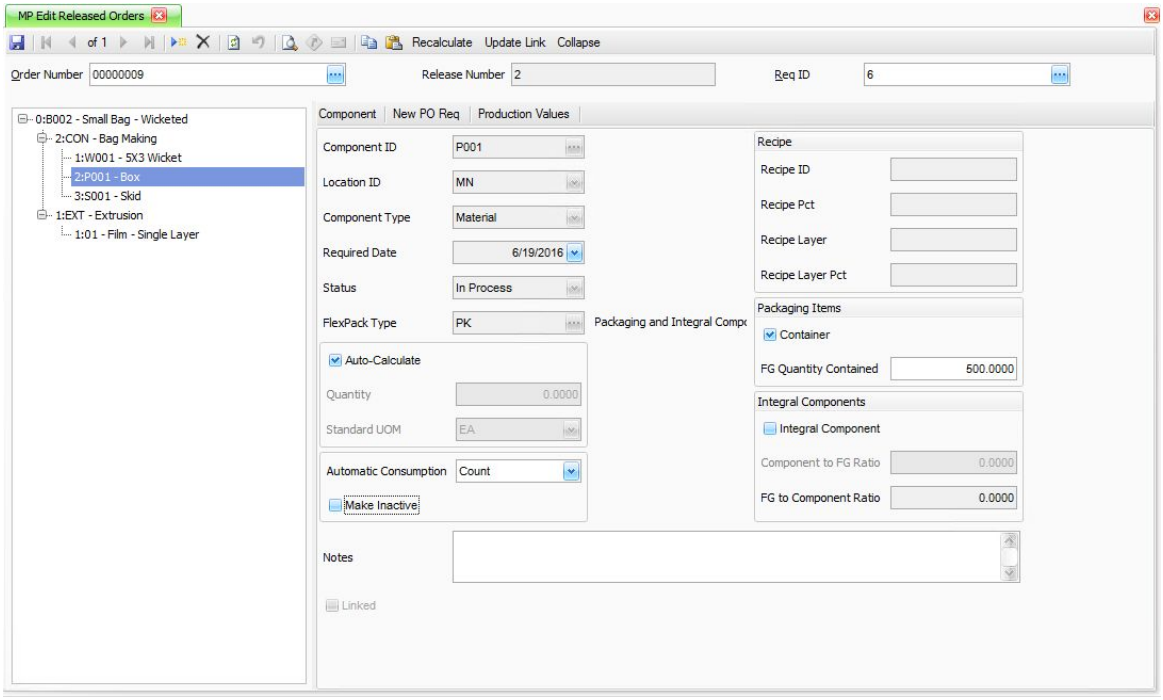
9. Click **OK** to insert the Component ID.

To edit a **Component**, follow these steps:

Edit Released Orders Screen (Component)



Edit Released Orders Screen (Component) Package



1. Select the order for which you want to edit from the **Order Number** field.
2. Click **Expand** in the tool-bar to expand the tree.
3. Select the requirement for which you want to edit from the **Req ID** field or the **Component ID** the list of components in the tree in the left panel of the screen.
4. The default **Location ID** from the inventory item master record displays the location associated with the selected inventory item.
5. The **Component Type** of component is displayed and cannot be edited. Components with a Component Type of **Material** are simply inventory items with no bill of material. They are considered raw materials or parts. Material items must be purchased; they are not built.
6. The **Required Date** is displayed and cannot be edited.
7. The **Status** is displayed and cannot be edited.
8. The **FlexPack Type** and description are displayed.

9. If the component is flagged as **Auto-Calculate**, the **Quantity** and **Standard UOM** fields are not available. See the Auto-Calculate section (page 3-200) for details on how this check box works.

   This field represents the **Quantity** of the component needed to make the quantity of assemblies in the work order, given the unit of measure shown. Keep in mind the finished assembly might be one liter, one drum or one ounce.To enter the correct number here, you need to know the unit of measure for the finished product. Non-inventoried items don't have units of measure, in which case this is simply a multiplier.

   The **Unit** of measure for the component is displayed and cannot be edited.

10. The **Auto Consumption** type field will be enabled or disabled depending on the component type of the component selected:

Component Type	Description	Enabled?	Auto-Consumption Type
PF	Purchased Film	No	None
PK	Packaging and Integral Components	Yes	User selects
RMIS	Raw Material - Inks and Solvents	No	None
RMOT	Raw Material - Other	Yes	User selects
RMRES	Raw Material - Resins	No	Weight

11. Edit the Automatic Consumption, **Make Inactive** check box if applicable.

    When the box is clear, the auto consume process will be disabled, and you will be required to enter the quantity used when recording production in Shop Floor.

12. The **Recipe ID**, **Recipe Pct**, **Recipe Layer**, and **Recipe Layer Pct** are displayed if the component selected is part of a Recipe.

13. The **Packaging Items** and **Integral Components** sections are available if the **FlexPack Type** is **Packaging**. These sections are applicable to products that may not be actual packaging items, but are components that do not have values set up in Component Production Values. This requires ad hoc (case by case) metrics for more accurate calculations of the amount of component used.

NOTE: If the FlexPack Type is PK (Packaging), either the Container or Integral Components check-box and corresponding fields are required.

- When the component is an actual **Container**, check the box. Enter the quantity of the finished good that will fit in the container into the **FG Quantity Contained** field. The auto calculate process uses the **FG Quantity Contained** and the **Quantity** values.
- When the component is an integral part of the finished good, mark the **Integral Component** check-box.

- Enter the **Component to FG Ratio** to calculate the quantity of the component to use for the finished product. Enter the size of the packaging in relation to the finished good. For example, if a zipper is to be added to an 8" bag, and the unit of measure for zippers is 1", then the user would enter 8, which is the ratio of the bag size to the zipper size.
- The **FG to Component Ratio** is calculated from the Component to FG Ratio. In the example above this value will be .125” (1 divided by 8).

14. Enter **Notes** for additional information about this component.

    The notes field is an unlimited length field in which notes specific to this component can be entered. These notes pass through to the bills of material, and later appear on the production order worksheets.

15. The **Linked** box will be checked if this component is tied to a Purchase Order that was generated for this component in this production order.

Select a command button:

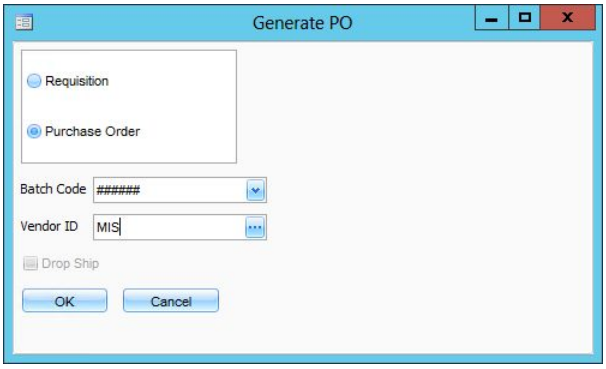
Command Buttons

Name	Description
New PO Req	Create a Purchase Requisition or Purchase Order for the selected component, and link the purchase order to this production order.
Production Values	View the component production values setup screen

New PO Req Button

Select the **New PO Req** button to display the **Generate PO** screen where you can create a Purchase Requisition or Purchase Order for the selected component. The purchase order will be linked to this production order.

You must have the Generate Purchases from Production PO business rule set to a value other than “None” to use this feature.



- You will get the option to select either a requisition or purchase order if you selected **Choice** in the business rules for Purchase Order for the **Generate Purchases from Production**. If you selected either **Requisitions** or **Purchase Order** you will only be able to generate the type of transaction selected. If you selected **None** for this option the button will be inactive.
- Select the **Batch Code** in which you want your Purchase Order to be generated. You will only see this option if you use transaction batching in Purchase Order and you selected to generate a Purchase Order.
- Select the **Vendor ID** for the vendor for which you want the Purchase Order to be generated. This vendor ID will be filled in on the purchase order and the purchase requisition.
- The **Drop Ship** box is disabled for this function.
- Click **OK** to generate the requisition or purchase order.
- Click **Cancel** to return to the Edit Released Orders screen without generating a purchase order or requisition.
- A confirmation message stating the transaction was generated successfully appears when you click **OK**.

Component Production Values Button

The Component Production Values function allows you to further define components used in production in terms of their Gauge, Yield, Density, and Layflat. This data is used in demand calculations. Not all fields are applicable to all components.

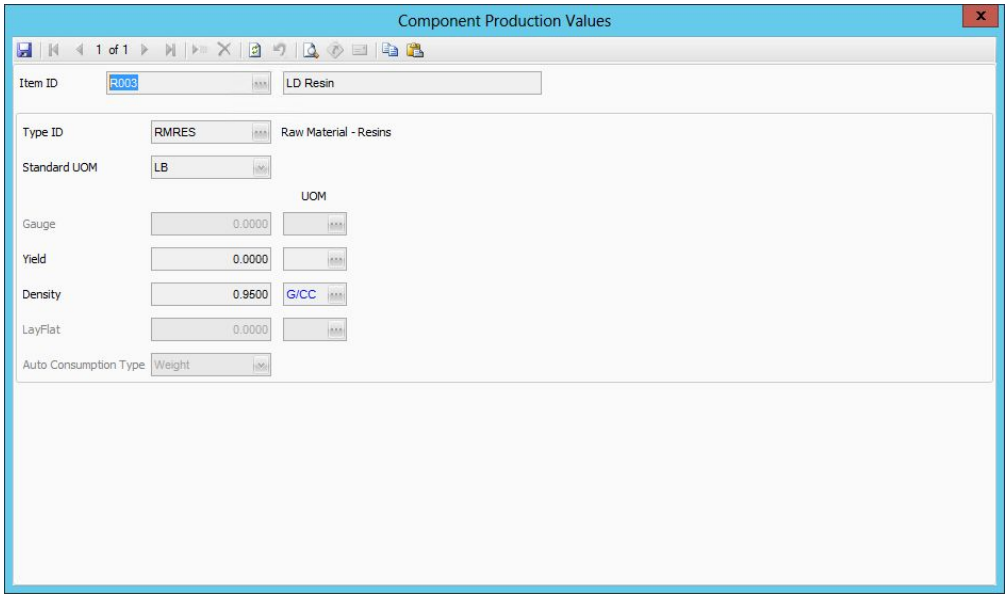
Component Production Values may also be set up using the Component Production Values menu selection in the FlexPack, Setup and Maintenance menu (page 3-143) and in the Items setup function menu in the Inventory Setup and Maintenance menu (page 3-57).

The Component Production Values must be set up for items to be able to add a component to the BOM. If the Component Production Values are not set up for an item, it will not show in the list of available items to select from.

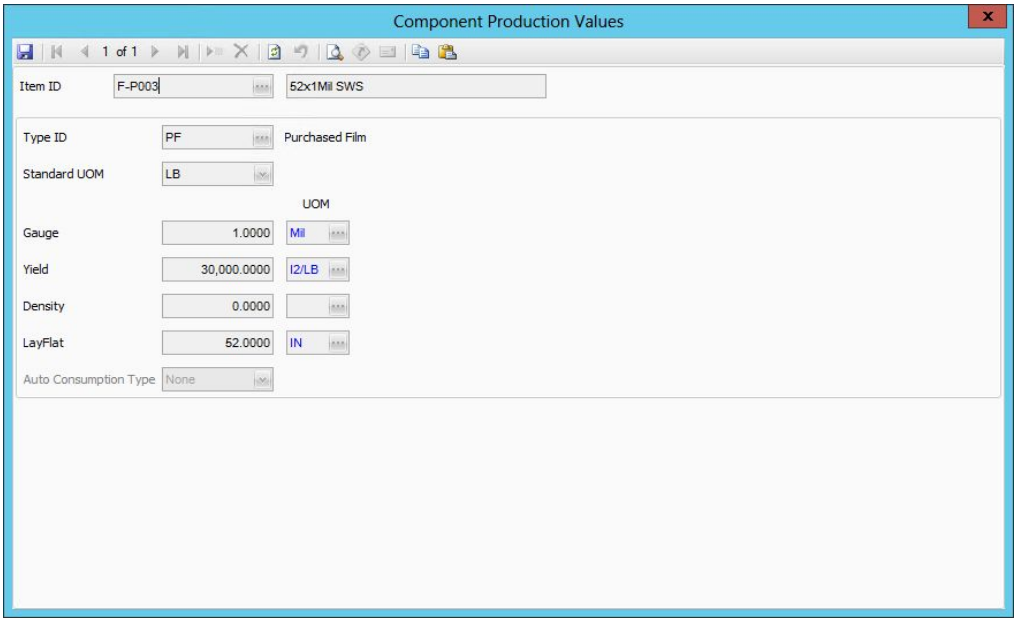
To view **Component Production Values** for an item:

1. Select a component in the tree in the left panel of the screen and click the **Production Values** button in the Components section of the screen.
2. The **Component Production Values** screen appears.

Component Production Values Screen



Component Production Values Screen (Purchased Film)



3. The **Item ID** and **Description** are displayed.
4. The component **Type ID** is displayed. The type IDs are:
    - **PF** - Purchased Film
    - **PK** - Packaging and Integral Components
    - **RMIS** - Raw Material - Inks and Solvents
    - **RMOT** - Raw Material - Other
    - **RMRES** - Raw Material - Resins
5. The component's **Standard UOM** displays. This value is based on the item's inventory setup information.

NOTE: The following fields will be populated based on the Type ID the component has been assigned.

6. The **Gauge** of the film and UOM are displayed.

    Gauge applies to films, but not inks or resins. By knowing the gauge of the film, we can determine the resin and other ingredients used in the manufacturing of the product.

7. The **Yield** of the raw material and UOM are displayed.

   Yield refers to coverage in most cases and is defined in terms of the quantity square inches, feet, meters, etc. created by a given weight of the ingredient, such as square inches of coverage per ounce.

NOTE: In some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter.

8. The **Density** of the raw material and UOM are displayed.

   Density describes the weight of the ingredient in terms of cubic dimension, such as .5 grams per cubic centimeter or 2 cubic centimeters per gram.

NOTE: In some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter.

NOTE: Yield and Density generally apply to component items like ink and resins.

Maint

9. The **LayFlat** of the film and UOM are displayed.

   Layflat refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is approximately twice the width or length of the bag, since the bag consists of the single layer film folded over.

10. The **Auto Consumption Type** field will be populated depending on the component type:

Component Type	Description	Enabled?	Auto-Consumption Type
PF	Purchased Film	No	None
PK	Packaging and Integral Components	Yes	User selects
RMIS	Raw Material - Inks and Solvents	No	None
RMOT	Raw Material - Other	Yes	User selects
RMRES	Raw Material - Resins	No	Weight

Select a command button on the main tool bar to:

Command Buttons

Name	Description
Recalculate	Reassess the lead times and required dates from the top down and change them accordingly.

Name	Description
Update Link	Refresh, if applicable, the link information on the Production Order.
Expand/Collapse	Expand or Collapse the tree to the full detail or summary of the assembly in the work order.

WORK ORDER PRODUCTION SHEET

The **Work Order Production Sheet** allows you to print a work order production sheet for the work order(s) of your choice. This report prints one page per operation and contains the important necessary to process the work order on the production line. The report also has bar-codes that can be used to select information when in the Shop Floor function.

This report is the preferred report go pick necessary components and providing information about tasks to accomplish to complete the finished product.

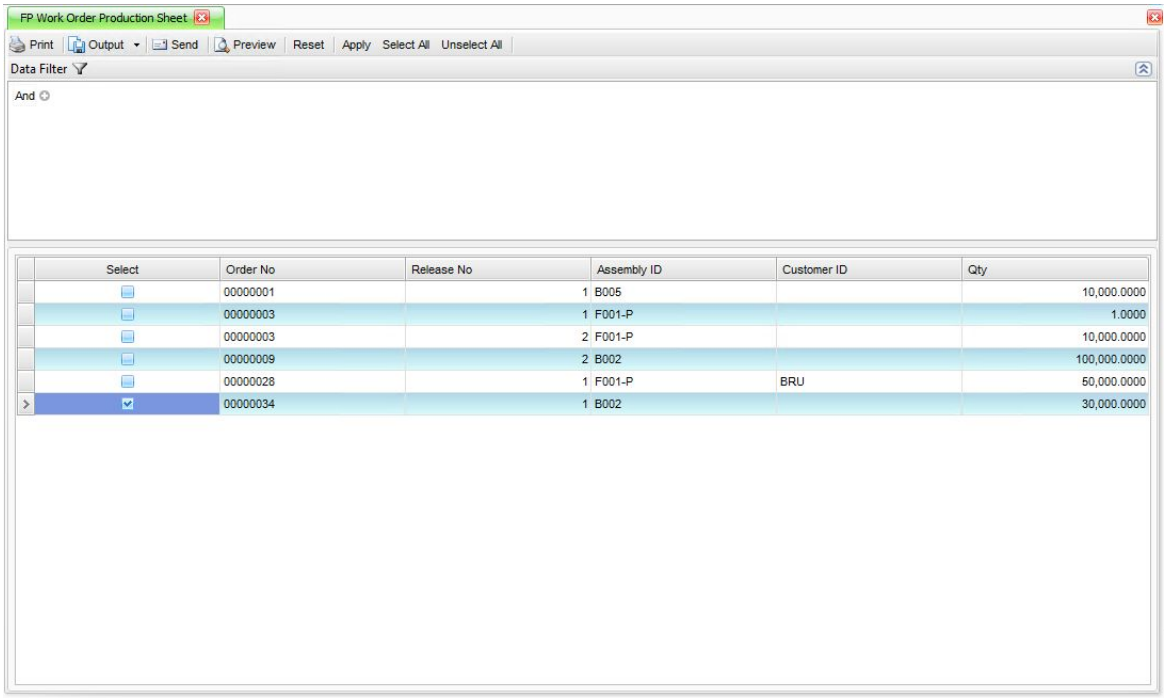
To produce the **Work Order Production Sheet**, follow these steps:

1. Select **Work Order Production Sheet** from the **Production, Reports and Worksheets** menu.

Work Order Production Sheet Menu

2. The **Work Order Production Sheet** screen appears.

Work Order Production Sheet Screen



3. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
4. Click **Apply** to display the available orders from your filtering criteria.
5. Select the work orders to print by marking the **Select** check box.

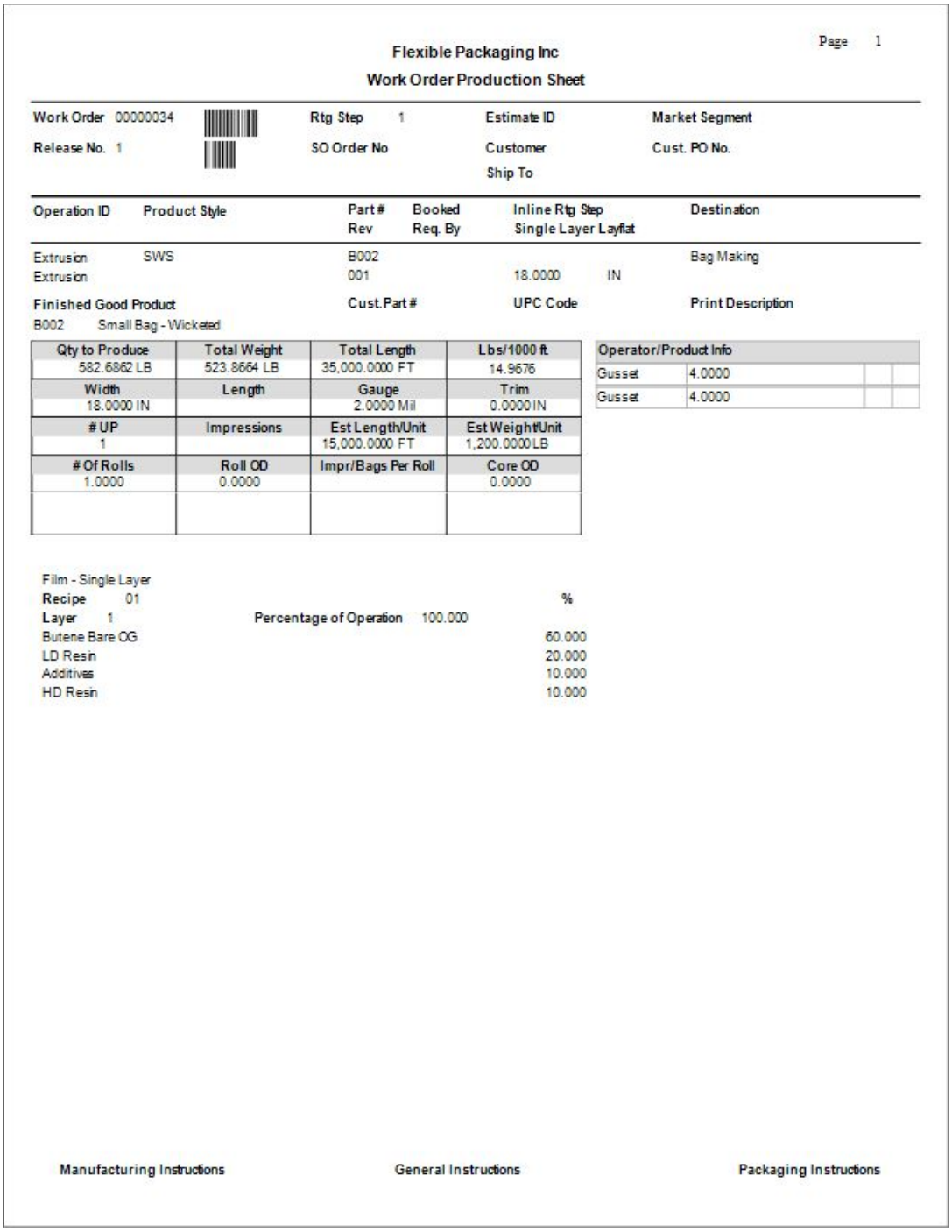
6. Select a command button:

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 Production Sheet Report (Page 1)



Page 1

Flexible Packaging Inc

Work Order Production Sheet

Work Order 00000034 | Rtg Step 1 | Estimate ID | Market Segment

Release No. 1 | SO Order No | Customer | Cust. PO No.

Ship To

Operation ID	Product Style	Part # / Rev	Booked / Req. By	Inline Rtg Step / Single Layer Layflat		Destination
Extrusion	SWS	B002				Bag Making
Extrusion		001		18.0000	IN	

Finished Good Product: B002 Small Bag - Wicketed | Cust.Part # | UPC Code | Print Description

Qty to Produce	Total Weight	Total Length	Lbs/1000 ft
582.6862 LB	523.8664 LB	35,000.0000 FT	14.9676
Width	**Length**	**Gauge**	**Trim**
18.0000 IN		2.0000 Mil	0.0000 IN
# UP	**Impressions**	**Est Length/Unit**	**Est Weight/Unit**
1		15,000.0000 FT	1,200.0000 LB
# Of Rolls	**Roll OD**	**Impr/Bags Per Roll**	**Core OD**
1.0000	0.0000		0.0000

Operator/Product Info			
Gusset	4.0000		
Gusset	4.0000		

Film - Single Layer

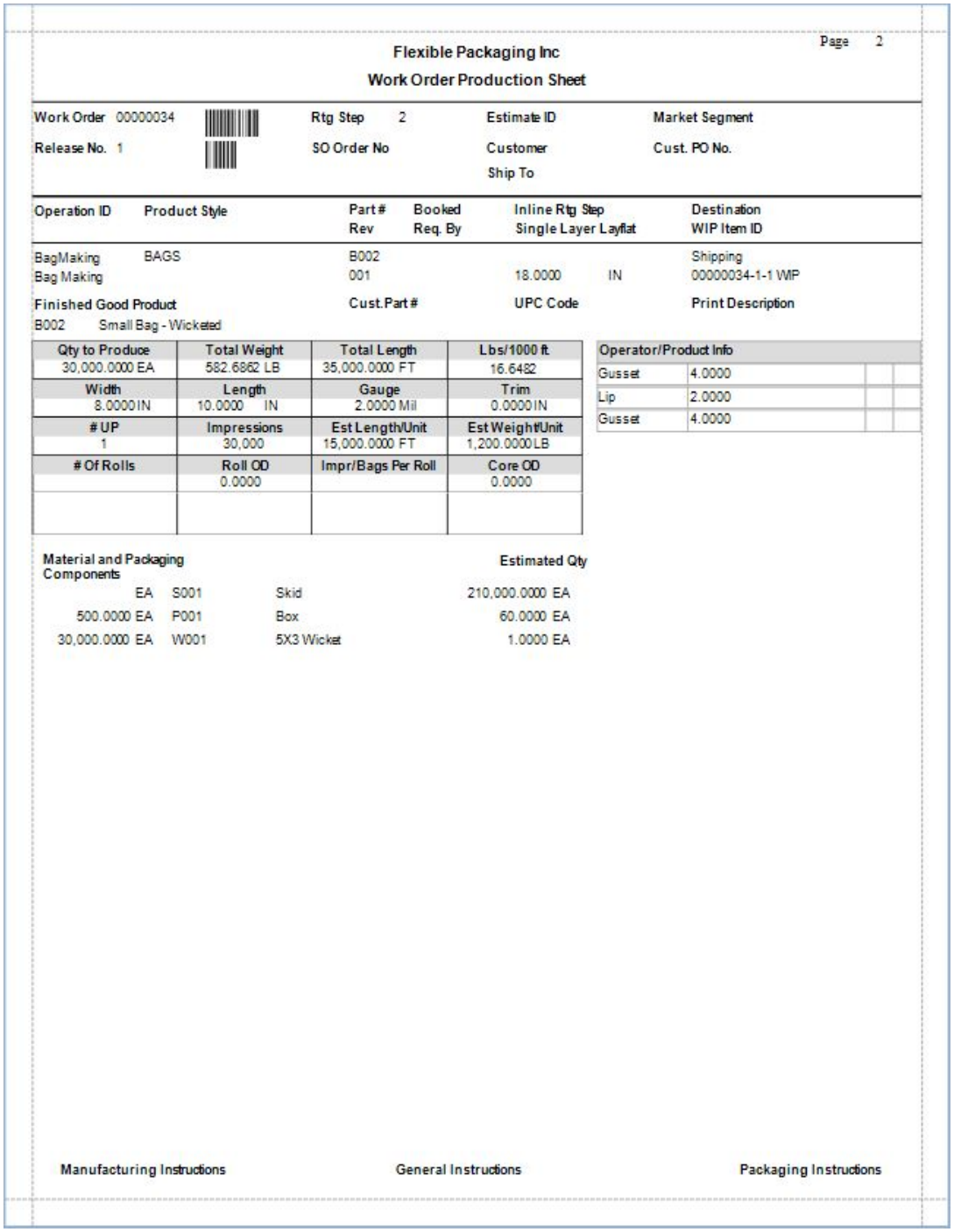
Recipe 01

Layer 1 — Percentage of Operation 100.000

	%
Butene Bare OG	60.000
LD Resin	20.000
Additives	10.000
HD Resin	10.000

Manufacturing Instructions | General Instructions | Packaging Instructions

Work Order Production Sheet Report (Page 2)



Page 2

Flexible Packaging Inc

Work Order Production Sheet

Work Order 00000034	Rtg Step 2	Estimate ID	Market Segment
Release No. 1	SO Order No	Customer	Cust. PO No.
		Ship To	

Operation ID	Product Style	Part # / Rev	Booked / Req. By	Inline Rtg Step / Single Layer Layflat	Destination / WIP Item ID
BagMaking	BAGS	B002			Shipping
Bag Making		001		18.0000 IN	00000034-1-1 WIP

Finished Good Product: B002 Small Bag - Wicketed

Cust.Part #

UPC Code

Print Description

Qty to Produce	Total Weight	Total Length	Lbs/1000 ft
30,000.0000 EA	582.6862 LB	35,000.0000 FT	16.6482
Width	**Length**	**Gauge**	**Trim**
8.0000 IN	10.0000 IN	2.0000 Mil	0.0000 IN
# UP	**Impressions**	**Est Length/Unit**	**Est Weight/Unit**
1	30,000	15,000.0000 FT	1,200.0000 LB
# Of Rolls	**Roll OD**	**Impr/Bags Per Roll**	**Core OD**
	0.0000		0.0000

Operator/Product Info	
Gusset	4.0000
Lip	2.0000
Gusset	4.0000

Material and Packaging Components				Estimated Qty	
	EA	S001	Skid	210,000.0000	EA
500.0000	EA	P001	Box	60.0000	EA
30,000.0000	EA	W001	5X3 Wicket	1.0000	EA

Manufacturing Instructions

General Instructions

Packaging Instructions

PRODUCTION PICKING LIST

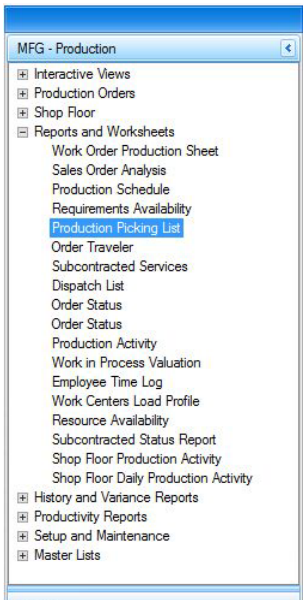
The **Production Picking List** report provides a checklist of materials for the working BOM that you can pull items from stock for upcoming production. This form can then be used as a source for entering material use transactions in the Shop Floor function. You have the option to print a bar code version of this report as well.

NOTE: This list is a very simple component list and will not show the components of recipes. This list may be used for production orders of purchased film to bags production orders, where no recipes or printing is used. The Work Order Production Sheet is the preferred report.

To produce the **Production Picking List**, follow these steps:

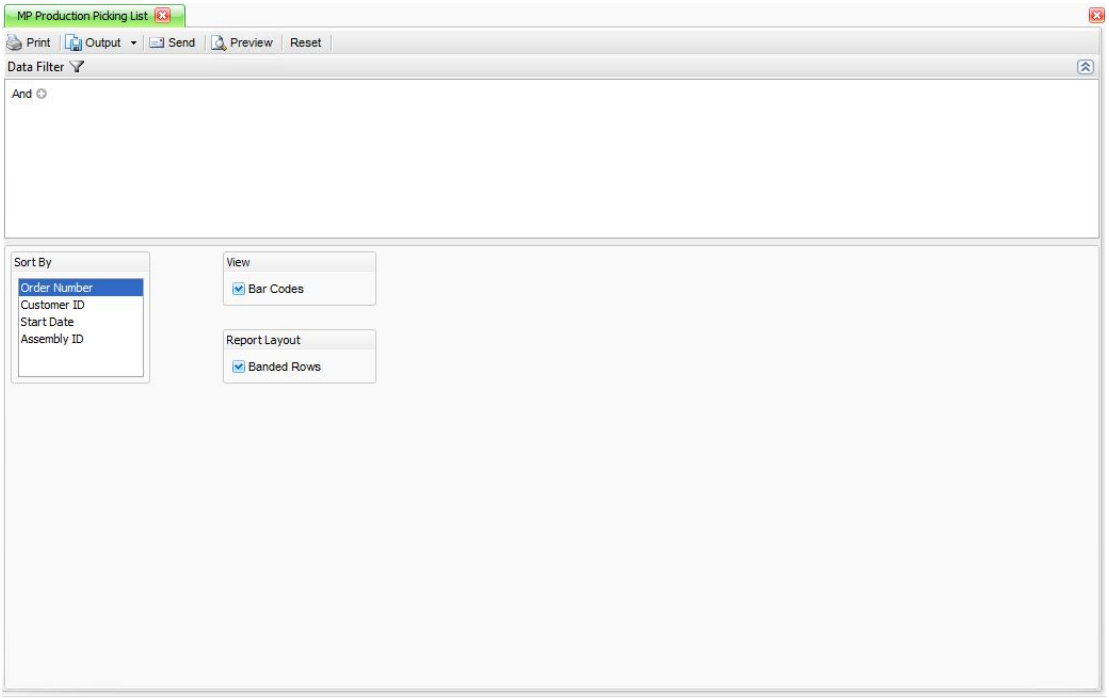
1. Select **Production Picking List** from the **Production, Reports and Worksheets** menu.

Production Picking List Menu



2. The **Production Picking List** screen appears.

Production Picking 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 for the list from the **Sort By** section. The choices available are **Order Number**, **Customer ID**, **Start Date** and **Assembly ID**.
5. Select the **Bar Codes** check box, if applicable, to include bar codes in the list.
6. 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.

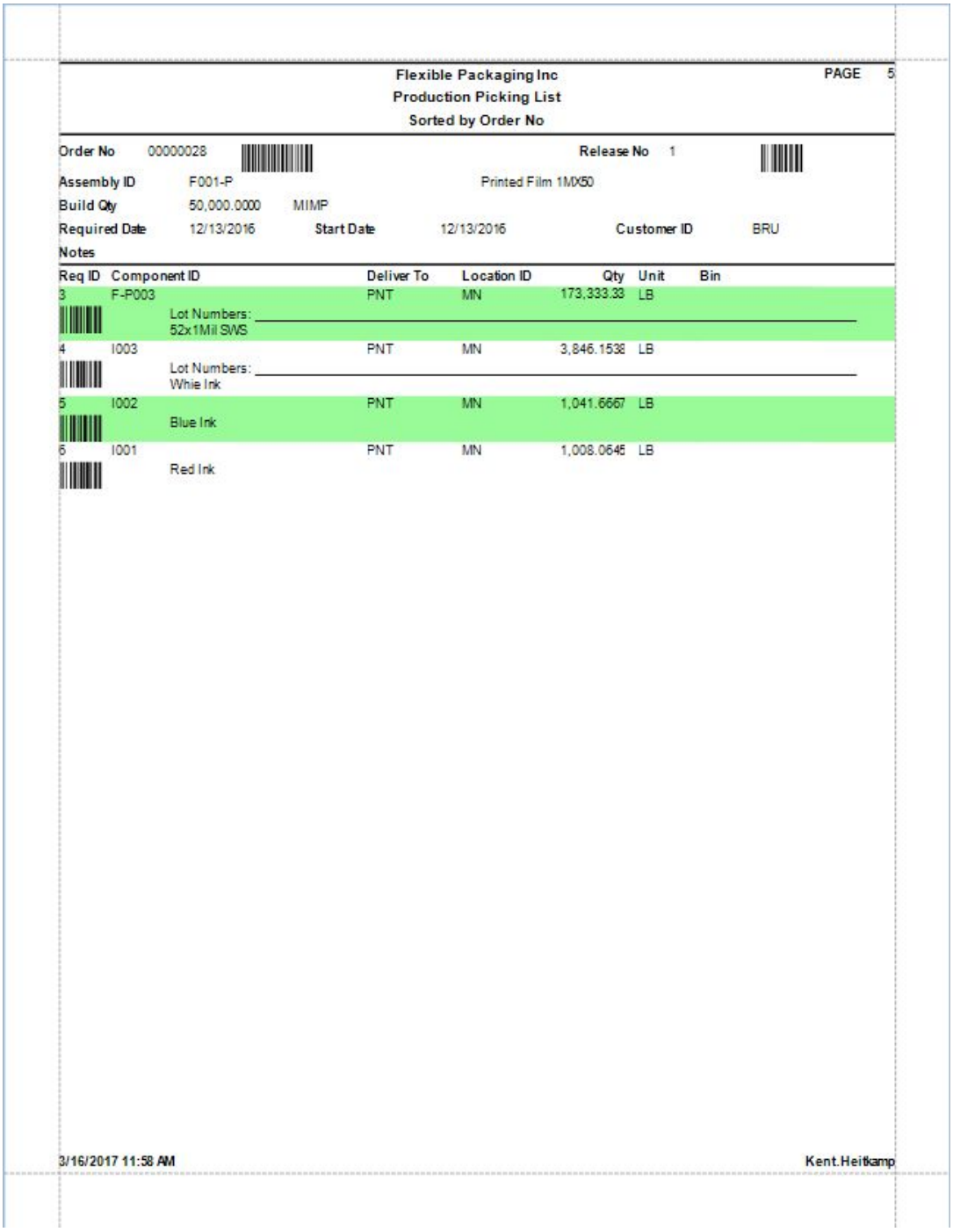
7. Select a command button:

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.

Production Picking List Report



Flexible Packaging Inc PAGE 5
Production Picking List
Sorted by Order No

Order No 00000028 Release No 1
Assembly ID F001-P Printed Film 1MX50
Build Qty 50,000.0000 MIMP
Required Date 12/13/2016 Start Date 12/13/2016 Customer ID BRU
Notes

Req ID	Component ID	Deliver To	Location ID	Qty	Unit	Bin
3	F-P003	PNT	MN	173,333.33	LB	
	Lot Numbers: 52x1Mil SWS					
4	I003	PNT	MN	3,846.1538	LB	
	Lot Numbers: Whie Ink					
5	I002	PNT	MN	1,041.6667	LB	
	Blue Ink					
6	I001	PNT	MN	1,008.0645	LB	
	Red Ink					

3/16/2017 11:58 AM Kent.Heitkamp

ORDER TRAVELER

The **Production Order Traveler** is a worksheet similar to the Production Picking List, except it is routing-oriented or process-oriented rather than materials-oriented. This worksheet lists what needs to be done and provides room for writing down time and quantities as work is completed. The worksheet is printed in production order and release number sequence listing each step and the anticipated times respective to each step. You have the option to include bar codes on the report, as well.

Like the Production Picking List, there are a number of user-defined areas on the form that can be used for additional information such as quantity passed or rejected, employee ID, setup time, processing time, wait time, or move time.

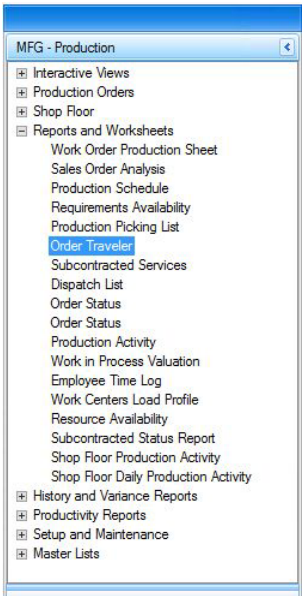
This report is not available if you do not have Routing and Resources installed.

NOTE: This list is a very simple component report grouped by operation, and will not show the components of recipes. This report may be used for purchased film to bags production orders, where no recipes or printing is used. The Work Order Production Sheet is the preferred report.

To produce the **Order Traveler**, follow these steps:

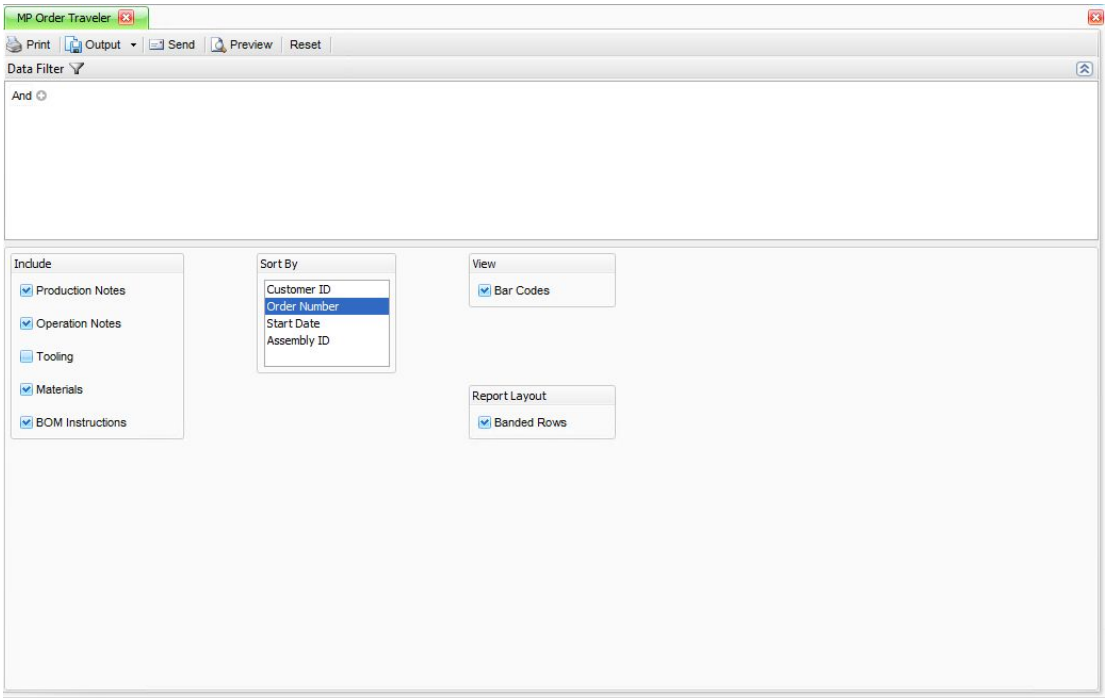
1. Select **Order Traveler** from the **Production Reports and Worksheets** menu.

Order Traveler Menu



2. The **Order Traveler** screen appears.

Order Traveler 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 options to include in the report from the **Include** section. The choices available are; **Production Notes**, **Operation Notes**, **Tooling**, **Materials**, **BOM Instructions**. You may select one or any combination of these check boxes.
5. Select the sort criteria for the report from the **Sort By** section. The choices available are **Customer ID**, **Order Number**, **Start Date** and **Assembly ID**.
6. Select the **Bar Codes** check box, if applicable, to include bar codes in the report.
7. 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.

8. 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.

Order Traveler Report

Flexible Packaging Inc
Order Traveler
Sorted by Order No

PAGE 1

Order No 00000001 | Release No 1 | Assembly ID B005 8x10 2mil | Qty 10,000.0000
Start Date 3/30/2016 | Due Date 3/31/2016 | Revision No 101 | Customer ID | Sales Order
Instructions
Notes

Req ID	Parent	Rtg Step	Operation ID	Work Center ID	Machine Group ID	Labor Type ID	Machine Setup	Labor Setup	Machine Run	Labor Run	Pcs
5	1	EXT	EXT	EXT			0.500	0.000	0.000	0.000	10.0000
1		EXT					0.000	0.000	0.000	0.000	

Component ID 05 Description Unit Planned Usage Qty 0.0000 Scrap 0.0000 Qty Used 0.0000 Pct Used 0.000

Req ID	Parent	Rtg Step	Operation ID	Work Center ID	Machine Group ID	Labor Type ID	Machine Setup	Labor Setup	Machine Run	Labor Run	Pcs
6	2	PNT	PNT	PNT		PNT	1.000	0.000	0.000	0.000	10.0000
1		PNT					0.000	0.000	0.000	0.000	

Component ID 02B Description Unit Planned Usage Qty 0.0000 Scrap 0.0000 Qty Used 0.0000 Pct Used 0.000

Req ID	Parent	Rtg Step	Operation ID	Work Center ID	Machine Group ID	Labor Type ID	Machine Setup	Labor Setup	Machine Run	Labor Run	Pcs
4	3	LAM	LAM	LAM		LAM	1.000	0.000	0.000	0.000	10.0000
1		LAM					0.000	0.000	0.000	0.000	

Component ID	Description	Unit	Planned Usage Qty	Scrap	Qty Used	Pct Used
G001	Glue	LB	0.0000	0.0000	0.0000	0.000
F016	Foil 60" .5mil	LB	0.0000	0.0000	0.0000	0.000

Req ID	Parent	Rtg Step	Operation ID	Work Center ID	Machine Group ID	Labor Type ID	Machine Setup	Labor Setup	Machine Run	Labor Run	Pcs
2	4	SLT	SLT	SLT		SLT	0.500	0.000	0.000	0.000	10.0000
1		SLT					0.000	0.000	0.000	0.000	

Component ID	Description	Unit	Planned Usage Qty	Scrap	Qty Used	Pct Used
P001	Box	EA	10.0000	0.0000	0.0000	0.000

Req ID	Parent	Rtg Step	Operation ID	Work Center ID	Machine Group ID	Labor Type ID	Machine Setup	Labor Setup	Machine Run	Labor Run	Pcs
3	5	CON	CON	CON		CON	0.500	0.000	0.000	0.000	10.0000
1		CON					0.000	0.000	0.000	0.000	

Component ID	Description	Unit	Planned Usage Qty	Scrap	Qty Used	Pct Used
P001	Box	EA	10.0000	0.0000	0.0000	0.000

3/16/2017 11:53 AM Kent.Heitkamp

MFG – PRODUCTION SHOP FLOOR

Shop Floor Entry is a "container" screen that has a side-tabbed collection of sub-screens to view and record various aspects of FlexPack production activity. The design of the screens (large buttons, a separate numeric keypad, etc.) is driven in part by the fact that the production operators will often be working with monitors that provide touch screen entry.

The special instructions section on the right-hand side of the screen is display-only. It shows the 'Manufacturing Instructions' that were entered in the BOM Routing section for the currently-selected Work Order/Release/Operation. You can edit the instructions in the Edit Released Orders function (page 6-27) for the selected Work Order/Release/Operation.

When you rely on Shop Floor to capture your business critical information, you'll speed up your processes while reducing the chance of entry error. And because Shop Floor ties in closely with all TRAVERSE applications, you'll improve the real-time communication throughout your organization.

With Shop Floor for TRAVERSE version 11, you can:

- Record labor or machine time
- Record production and materials
- Make real-time inventory updates throughout the manufacturing process
- Take advantage of the portable, easy-to-use user interface for machine operators

Using Shop Floor

The Shop Floor application is used to record time and production activity on the shop floor.

- Shop Floor Entry is a user-friendly front end to Record Production Activity.
- Any validation rules enforced when entering data in Record Production Activity will be enforced when corresponding data is entered through Shop Floor Entry.
- Tablet friendly!
- Users of the Shop Floor Entry function may have a keyboard available as well as a keyboard wedge that will allow for scanning of bar coded data.
- Shop Floor Entry can be used even when touchscreen technology is not available.

Auto-Consumption Processing

When material is automatically consumed during production, the actual quantity produced at a given production step, whether it be a WIP item or the Finished Good, will determine the component consumption based upon formula calculations.

In contrast, it is the responsibility of the shop floor personnel to enter the amount consumed for any quantities that are not automatically consumed. Manual consumption methods include loading/unloading of WIP or Purchased Film, or entering the quantity consumed for components that are not WIP or PF.

Auto-Consumed Based upon Weight

FlexPack Type	Consumption Demand determined by	Consumed Component is Lotted Item	Consumed Component is not Lotted
Raw Material (Type starts with RM)	Add Weight and Scrapped values from production record then Multiply by Recipe Percent for that component in the BOM then Multiply by the Recipe Layer Percent of Operation for that component in the BOM	If the FIRST/NEXT lot by initial date has enough qty to cover demand, consume qty needed. If lot has less qty than demand, consume lot and find NEXT lot, consume remaining requirement. Continue process until all demand is satisfied.	Consume quantity equivalent to demand.
Packaging (Type starts with PK)	Divide Weight value from production record by Packaging per field from BOM then Multiply by Qty in the BOM for the packaging component ID	If the FIRST/NEXT lot by initial date has enough qty to cover demand, consume qty needed. If lot has less qty than demand, consume lot and find NEXT lot, consume remaining requirement. Continue process until all demand is satisfied.	Consume quantity equivalent to demand.

Auto-Consumed Based upon Length

FlexPack Type	Consumption Demand determined by	Consumed Component is Lotted Item	Consumed Component is not Lotted
Raw Material (Type starts with RM)	Use Length value from production record, then Multiply by Recipe Percent for that component in the BOM, then Multiply by the Recipe Layer Percent of Operation for that component in the BOM	If the FIRST/NEXT lot by initial date has enough qty to cover demand, consume qty needed. If lot has less qty than demand, consume lot and find NEXT lot, consume remaining requirement. Continue process until all demand is satisfied.	Consume quantity equivalent to demand.
Packaging (Type starts with PK)	Divide Length value from production record by Packaging per field from BOM, then Multiply by Qty in the BOM for the packaging component ID.	If the FIRST/NEXT lot by initial date has enough qty to cover demand, consume qty needed. If lot has less qty than demand, consume lot and find NEXT lot, consume remaining requirement. Continue process until all demand is satisfied.	Consume quantity equivalent to demand.

Auto-Consumed Based upon Count

FlexPack Type	Consumption Demand determined by	Consumed Component is Lotted Item	Consumed Component is not Lotted
Raw Material (Type starts with RM)	Use Count value from production record then Multiply by Recipe Percent for that component in the BOM then Multiply by the Recipe Layer Percent of Operation for that component in the BOM	If the FIRST/NEXT lot by initial date has enough qty to cover demand, consume qty needed. If lot has less qty than demand, consume lot and find NEXT lot, consume remaining requirement. Continue process until all demand is satisfied.	Consume quantity equivalent to demand.
Packaging (Type starts with PK)	Divide Count value from production record by Packaging per field from BOM then Multiply by Qty in the BOM for the packaging component ID	If the FIRST/NEXT lot by initial date has enough qty to cover demand, consume qty needed. If lot has less qty than demand, consume lot and find NEXT lot, consume remaining requirement. Continue process until all demand is satisfied.	Consume quantity equivalent to demand.

Shop Floor buttons

Users

Main entry point.

Each user will select a Shift Code and enter their user Access Code to log in to Shop Floor.

Logging Into Shop Floor

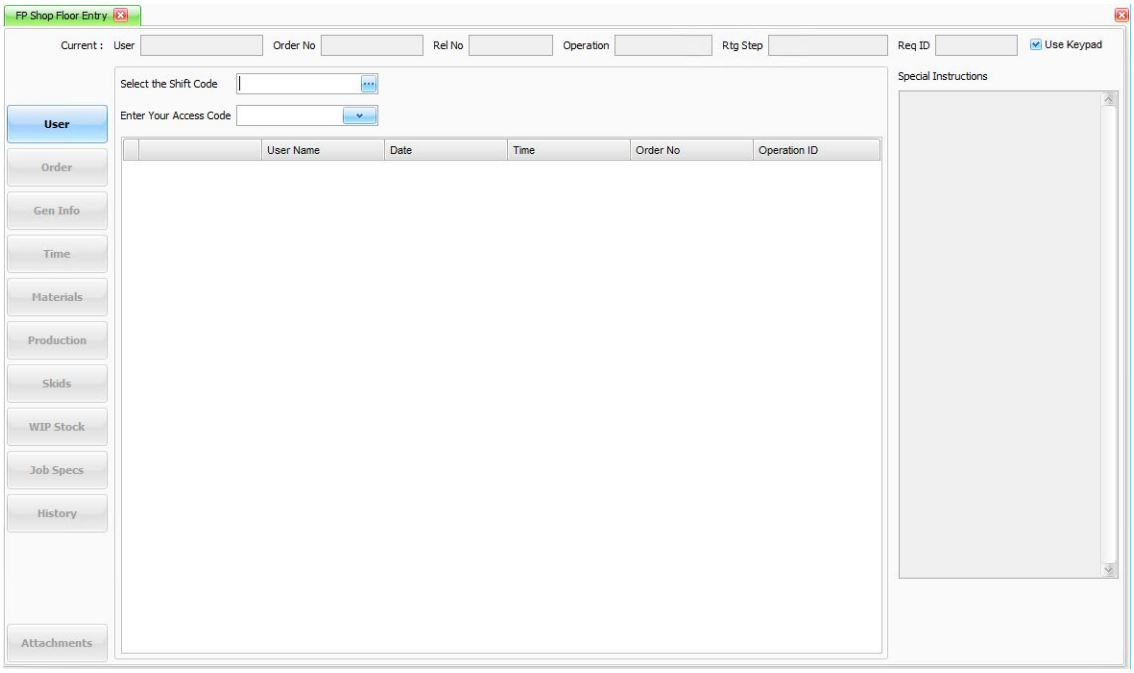
To log into Shop Floor follow these steps:

1. Select **Shop Floor Entry** from the **Production Shop Floor** menu.

Shop Floor Menu

2. The **Shop Floor** entry screen appears.

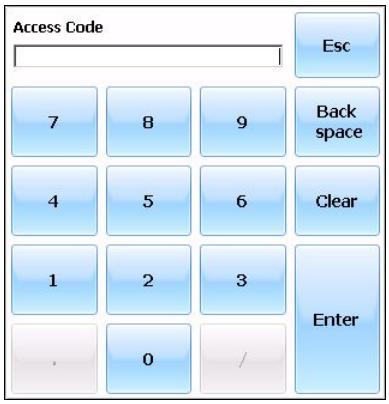
Shop Floor Screen User Login



3. Mark the **Use Keypad** check-box if you want the have a keypad display when entering numbers. If you are using a keyboard and don't want the keypad to display clear the box.

4. Select a **Shift Code** from the drop-down list.
5. Enter your access code by clicking in the **Access Code** field.

   An on-screen keypad will appear for you to use to enter your code if you selected the Use Keypad check-box. Use the on-screen keypad or the keyboard to enter your code, then press the Enter key.

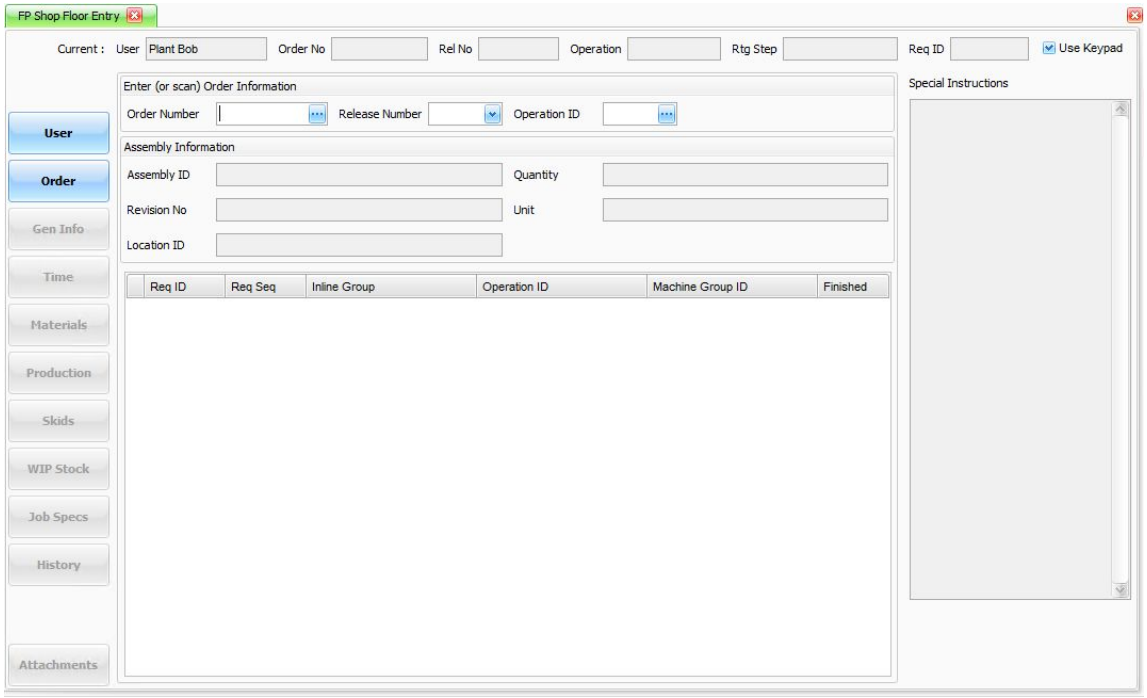


6. The Shop Floor screen is updated with the **Order** button activated.

Selecting an Order

1. Select the **Order** button to open the Order screen.
2. The Order screen is displayed with the **Order Number** field activated and blank.

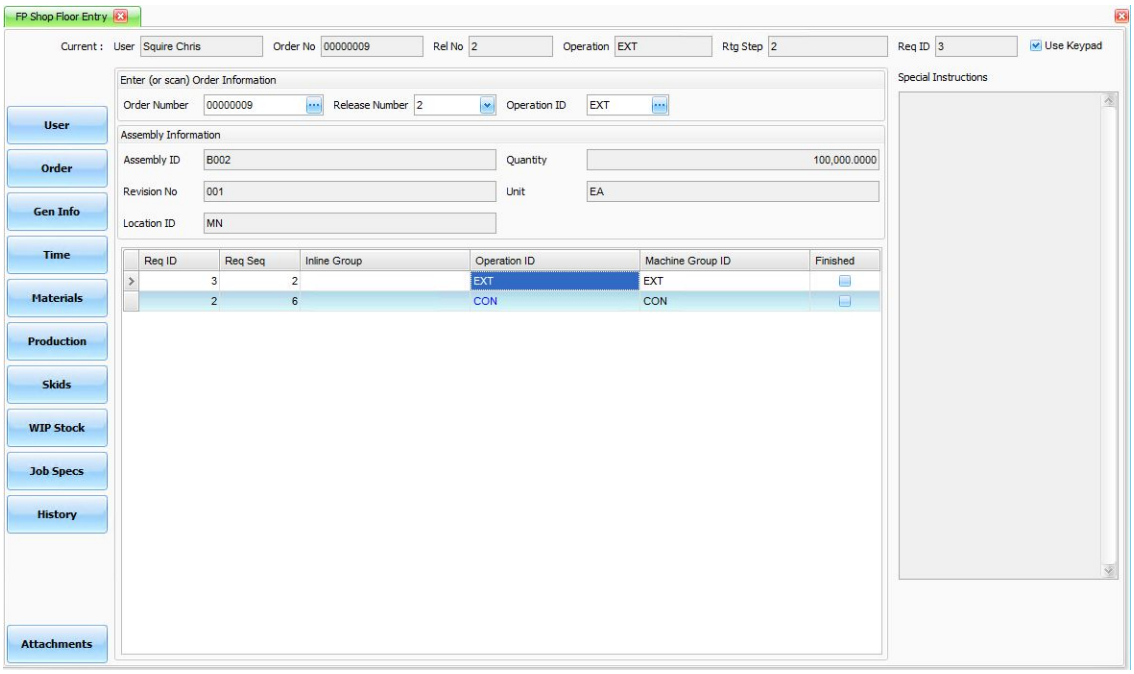
Shop Floor - Order Screen - Blank



3. Select a production order from the **Order Number** drop-down list, or enter the order number.

4. The Operations for the selected order are displayed.

Shop Floor - Orders Screen - Filled



If there are special instructions entered into the Bill of Material setup, they are displayed in the **Special Instructions** field on the right side of the screen.

5. The grid in the bottom half of the screen displays the following fields: **Req ID**, **Req Seq**, **Inline Group**, **Operation ID**, **Machine Group ID**, and **Finished**.

   The Inline Group field will be filled in if you have entered an Inline Group into the BOM setup for multiple operations (page 3-177). When selecting an Operation ID, you will only be able to select the last operation with the same inline group.

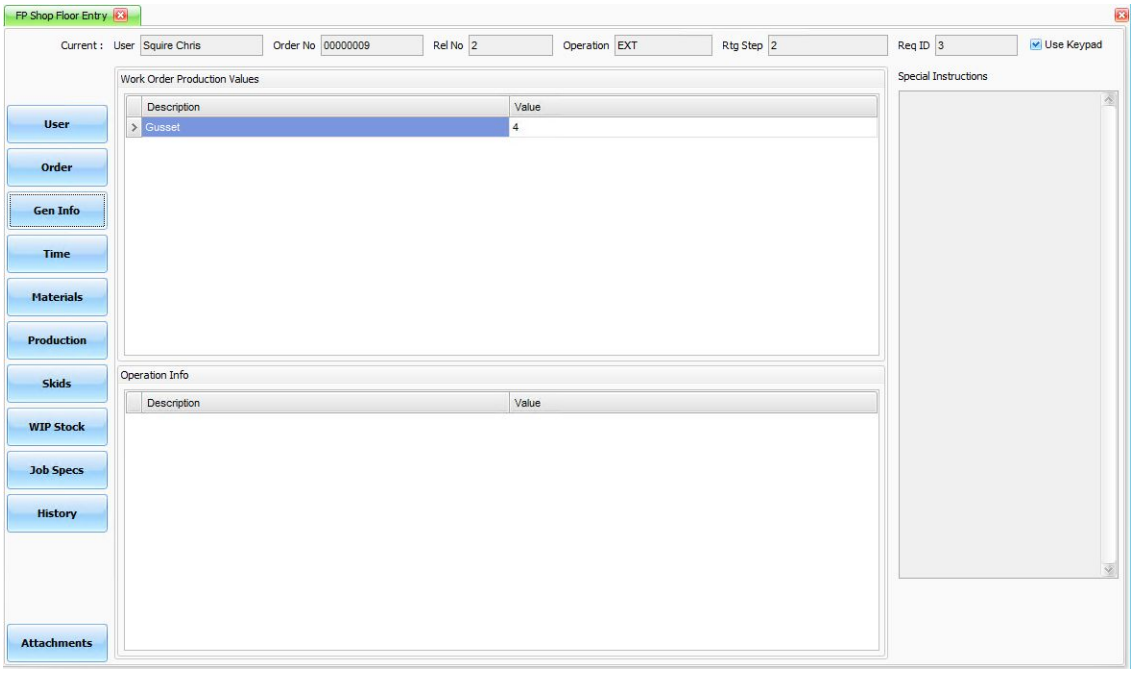
6. Select the blue **Operation ID** for which you want to enter production information, or select an operation ID from the drop-down list.

7. The **Operation**, **Rtg Step**, and **Req ID** are populated at the top of the screen.

Viewing General Information

1. Select the Gen Info button to view general information about the production order.

Shop Floor - General Information Screen



2. The **Gen Info** button opens a screen which displays two sections of custom values related to the work order:

   - **Work Order Production Values** shows fields and values based on what is assigned to the Assembly in the **Production Values** maintenance screen (page 3-219) on the **Production Additional** Info tab.
   - **Operation Info** shows fields and values based on the selected operation. In order for the value to show in this tab, the field will need to have the current Operation selected in the **Operation Work Order Assignment** screen (page 3-139), and a value added in the BOM on the Routing section via the **Operation Info** button (page 3-194).

Entering Time

The **Time** button launches a screen used to record or edit machine hours (by default). Some of these entries are written to the MP Record Production Activity (Time) fields within TRAVERSE when the operation is completed.

The **Time** screen is used to view and enter time spent on the selected production order and operation.

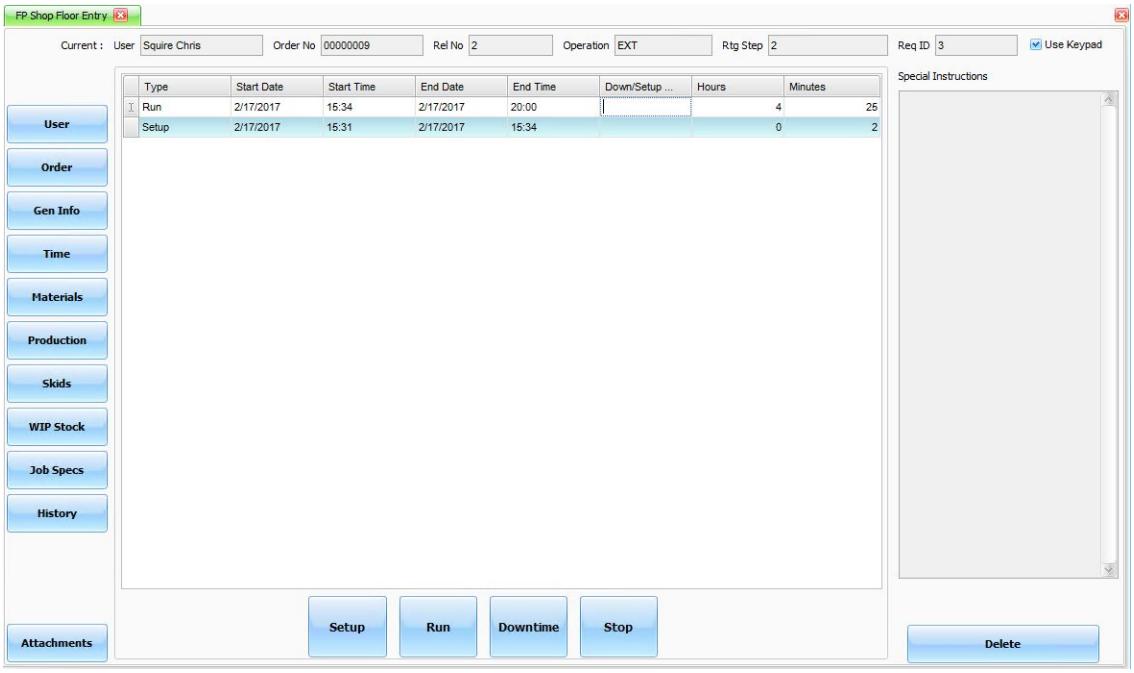
At the bottom of the screen, there are four buttons to affect the time being recorded:

Command Buttons

Button	Function
Setup	Used to record time setting up the machine for the operation. A reason code is not required.
Run	Used to record actual production time on the machine.
Downtime	Used to record any time the machine is down (breakage, in-line fixing, etc.). A **Reason Code** is required.
Stop	Used to stop recording of any type of time.

- You will be accessing the time screen several times throughout the process of recording production within shop floor.
- You will first go into the Time screen to start time spent doing **Setup**, time spent **Running** the operation, and any **Downtime** away from working on the operation.
- You will go into the Time screen a second time to **Stop** the time you spent doing Setup, Running the operation, and Downtime.

Shop Floor - Time Screen



1. When entering time worked on an operation, select the button that applies to the type of time spent working on the operation.
2. Selecting one of the buttons will start the time recorded for the operation.
3. When you click a button:
    - If a time entry exists and is running (no **End Date/Time** values), that time record will be updated with an **End Date** and **Time**.
    - If the button is not the **Stop** button, the system will create a new time entry record with **Type** and current date and time.
    - You can override the **End Date** and **Time**.
        - The only way to add a time entry record is by using the **Setup**, **Run**, or **Downtime** buttons.
        - The **Setup**, **Run**, or **Downtime** buttons will be disabled if the current Operation is complete.
4. A record will be added with the **Type**, **Start Date** and **Start Time** filled in based on the workstation date and time. Accept the time shown, or enter the start date and time.

5. If you select **Setup** or **Downtime** you can select a **Downtime/Setup** reason for the downtime or the setup.
6. To stop time recording, select the time record you are stopping, and select the **Stop** button. Accept the time filled in, or edit the finish date and time.
7. When time recording is stopped, the **End Date** and **Time** are filled in. The **Hours** and **Minutes** are calculated from the difference between the start time and end time.
8. A time record may be deleted by selecting the time record to delete and selecting the **Delete** button. Select **Yes** to delete the time record, or **No** to go back to the time screen without deleting.

Time records will not appear in the Production Activity report until the Operation is marked as completed.

NOTE: If you need to add time to the operation after the operation is completed in Shop Floor, you must use the standard TRAVERSE interface to add the time.

Below is an example of how a user might use the Time screen.

This screen is designed in a way that the user can capture time simply by pressing the **Setup**, **Run**, **Downtime** and **Stop** buttons at the bottom of the screen.

Pressing the Setup button:

- Completes the previously unfinished record (there is none in this example) by filling in the **End Date** and **Time**. The **Hours** and **Minutes** are calculated by the program and cannot be changed by the user.
- Starts a new **Setup** record by filling in the **Start Date** and **Start Time**. The user can select a **Downtime/Setup Reason** code from the list of codes. Entry of a Downtime/Setup Reason is optional.

Pressing the Run button:

- Completes the previously unfinished record (Setup in this example) by filling in the **End Date** and **Time**. The **Hours** and **Minutes** are calculated by the program and cannot be changed by the user.
- Starts a new **Run** record by filling in the **Start Date** and **Start Time**.

Pressing the Downtime button:

- Completes the previously unfinished record (Setup in this example) by filling in the **End Date** and **Time**. The **Hours** and **Minutes** are calculated by the program and cannot be changed by the user.
- Starts a new **Downtime** record by filling in the **Start Date** and **Start Time**. The user can select a **Downtime/Setup Reason** code from the list of codes. Entry of a Downtime/Setup Reason is optional.

Pressing the Stop button:

- Completes the unfinished entry without starting a new record.

When records are updated, the entry information is saved.

Whenever the user opens the Time screen, all the previously recorded time for that Order/Req ID appears on the screen (regardless of what user started/finished the entry).

The user can edit these records by altering the Start Date, Start Time, End Date, End Time or Downtime/Setup Reason.

The **Save** button becomes enabled when the user is editing an existing record. After the user makes the change they want they will need to click on Save to update the record.

The system will automatically recalculate the hours and minutes.

A user can delete an entire record.

- The **Delete** button becomes enabled when the user is editing an existing record.
- When the **Delete** button is clicked, a prompt is displayed. After the user responds to the “are you sure” message, the selected record is deleted.

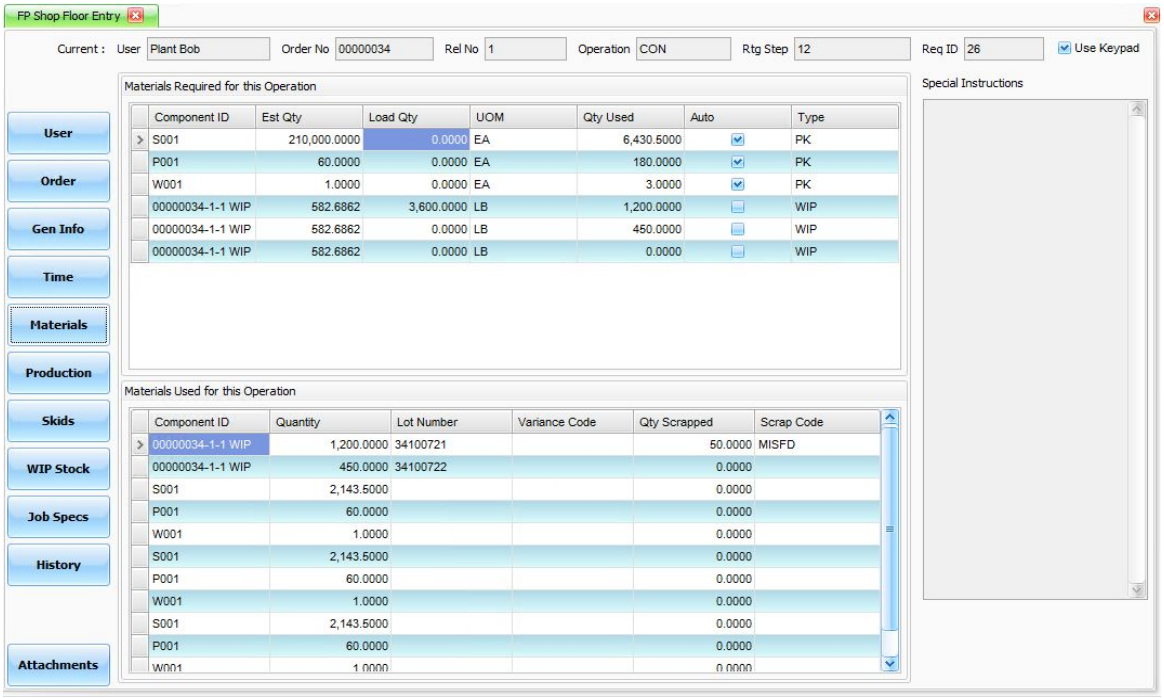
Materials Button

The **Materials** button allows the user to see materials required and materials already used in the current Operation.

This screen is for information only. Any changes needed must be done on the Production screen.

1. Click the **Materials** button to go to the materials screen.

Shop Floor - Materials Screen



2. The top half of the screen shows the **Materials Required for this Operation**.
3. The **Component ID**, **Est Qty**, **Load Qty**, **UOM**, **Qty Used**, **Auto**, and **Type** are displayed and cannot be edited.

   These fields are also displayed on the Production screen, where they will be updated when production activity is recorded. See the Recording Production section (page 6-79) for details on how these fields are updated.

4. The bottom half of the screen shows **Materials Used for this Operation**.

5. The **Component ID**, **Quantity**, **Lot Number**, **Variance Code**, **Qty Shipped** and **Scrap Code** are displayed and cannot be edited.

   These fields are displayed on the Production screen also, where they will be updated when production activity is recorded. See the Recording Production section (page 6-79) for details on how these fields are updated.

Recording Production

The **Production** screen allows the user to record material (raw and WIP) consumption, WIP component production, or, in the case of the final Operation, of the actual finished good.

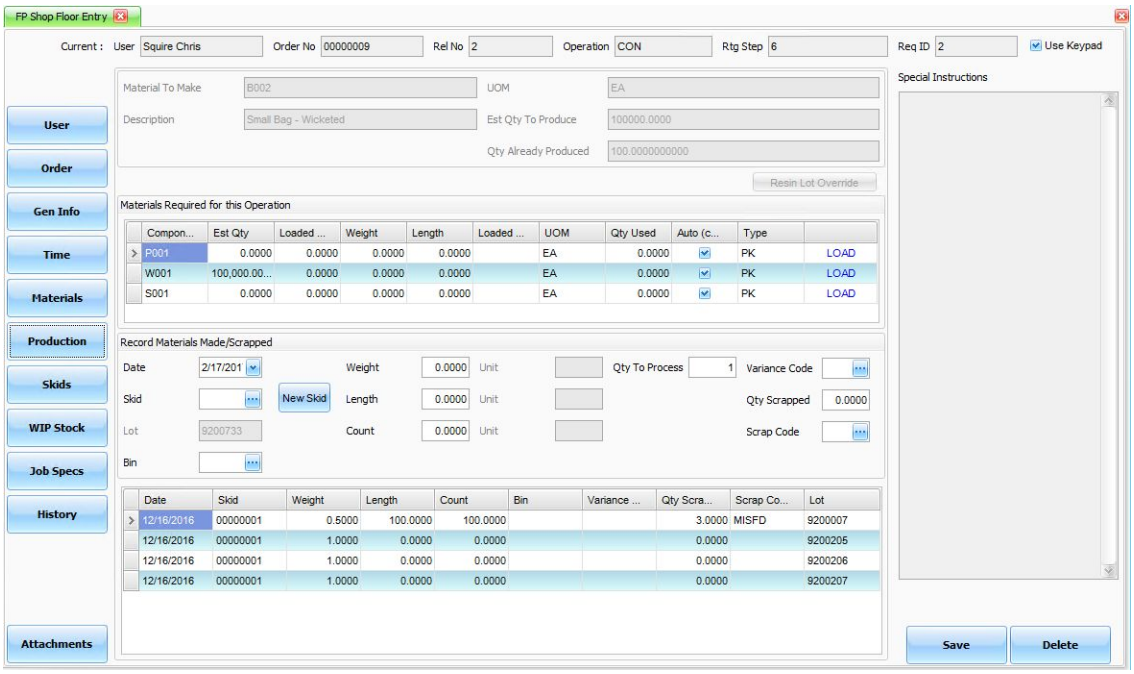
NOTE: A WIP component must be "Produced" before it can be used in the next production step.

The top portion of the screen shows information pertaining to the order shown at the top of the screen.

The middle section of the screen is used to enter the information for each box/container/package created.

1. To record production of the finished product, select the **Production** button.

Shop Floor - Production Screen



2. The order information for the selected production order is displayed at the top of the screen.
3. In the top portion of the screen, the **Material To Make**, **Description**, **UOM**, **Est Qty To Produce**, and **Qty Already Produced** are displayed and cannot be edited.

   Material To Make is the **Assembly ID** and cannot be changed.
4. In the middle of the screen, the grid displays the components used for the operation selected.
5. The grid displays the following fields that are display only: **Component ID**, **Est Qty**, **Loaded Qty**, **Weight**, **Length**, **Loaded Lot**, **UOM**, **Qty Used**, **Auto (consumed)** and **Type**.

   When production is recorded in the **Record Materials Made/Scrapped** area, the corresponding fields will be updated with the information entered.

NOTE: Resin is auto-consumed for extrusion operations using a FIFO (First In, First Out) process based on the date the lot was created/received. Occasionally you might need to change which lot is being used during a production run, such as putting a lot on hold for QA or pulling a lot because it is bad.

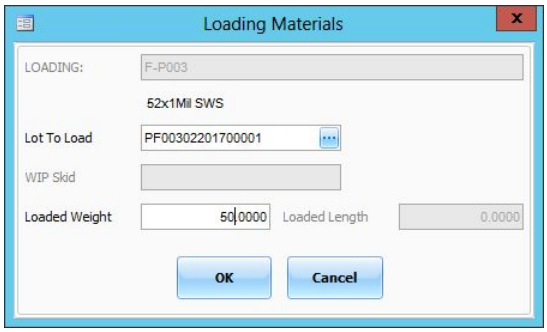
6. If you need to change the resin lot being used during the production run, use the **Resin Lot Override** button to open the **Resin Lot Override** window.

   - Select the **Component ID** from the resins used in this operation.
   - You can then select to override the current lot and put it on hold. You can then choose to **Continue with FIFO** to replace the lot in the current production with the next FIFO lot, or **Select a Specific Lot**.
   - If you used the Select a specific Lot option, select the **Lot Num**ber you want to use.

   Another way you can stop the auto-consume functionality from using a lot is to go into the Lot Number maintenance screen in Inventory and setting the lot's status to Inactive.

7. Use the **Load** field to manually load a component, such as WIP or Purchased Film. You cannot manually load material or components that are auto-consumed. When you load a component such as a WIP component, you can select the lot to load, if applicable.
8. Click the blue **Load** field and the Load screen appears.

Load Screen



9. The component ID is displayed in the **LOADING:** field. The description is displayed below the LOADING: field.
10. Select the **Lot To Load** from the list of available lot numbers.
11. The **WIP Skid** is displayed if the item is a WIP type item.
12. Enter the **Loaded Weight** of the lot you selected.

    This field is available for items that are not WIP items. When a WIP item is selected to load, the loaded weight is automatically populated with the WIP quantity produced.
13. Click **OK** to load the component, prepare it to be consumed by recorded production, and return to the Production screen.
14. Enter the **Date** of production or accept the default of today's date.
15. Use the **New Skid** button to assign the next sequential **Skid** number or, type in a new Skid, to manually assign a skid number.

    If you want to add to an existing skid, select a previously-started Skid from the drop-down list. (The drop-down list will contain Skids that have not been released.)

    A Skid number is required if you are entering **Weight**, **Length**, or **Count**. If you are entering scrap, you can leave the Skid number blank.
16. **Lot** numbers are automatically assigned to each production record when the **Weight**, **Length**, or **Count** is entered and saved. The lot number consists of: work order number (leading zeros stripped) + release number + sequential number (padded with leading zeros to 5 digits).

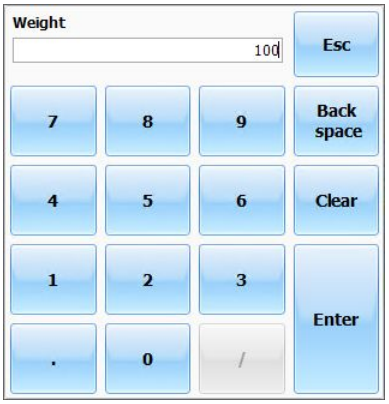
    For example: 9200733 where the work order number is 000000009, the release number is 2 and the last five digits are a sequential number padded with leading zeros.

The Lot number will not change for a specific production screen even if production is added on another day.

17. If Warehouse Management is used, enter a **Bin** into which you are going to put the finished product.

18. Enter the total **Weight** of the production. The unit of measure from the Est Weight field in the BOM setup is defaulted into the Unit field.

    If you selected the Use Keypad check-box, an on-screen keypad will appear for you to use to enter the weight. Use the on-screen keypad or the keyboard to enter the weight, then press the **Enter** key.

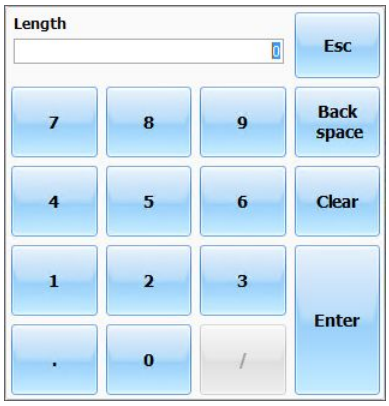


    The weight entered here is for reference only. The field is available to print on the label. The weight entered would be the total weight for the quantity recorded.

    If the item is lotted, the weight is displayed on the Cost Detail tab of the Item setup screen next to the lot.

19. Enter the total **Length** of the production. The unit of measure from the Est Length field in the BOM setup is defaulted into the Unit field.

    If you selected the Use Keypad check-box, an on-screen keypad will appear for you to use to enter the length. Use the on-screen keypad or the keyboard to enter the length, then press the **Enter** key.

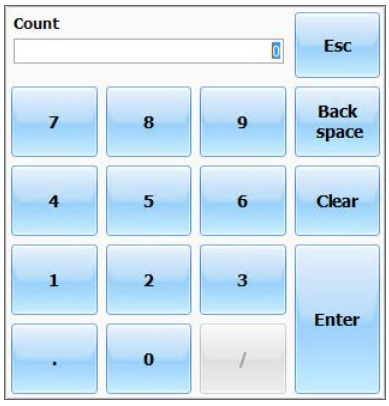


    The length entered here is for reference only. The field is available to print on the label. The length entered would be the total length for the quantity recorded.

    If the item is lotted, the weight is displayed on the Cost Detail tab of the Item setup screen next to the lot.

20. Enter the quantity produced in the **Count** field. The unit of measure from the Est Count field in the BOM setup is defaulted into the Unit field.

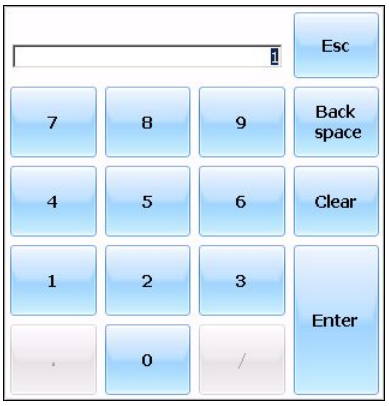
    If you selected the Use Keypad check-box, an on-screen keypad will appear for you to use to enter the count. Use the on-screen keypad or the keyboard to enter the count, then press the **Enter** key.



The count entered here is for reference only. The field is available to print on the label. The count entered would be the total count for the quantity recorded.

21. Enter the **Qty to Process** for the recorded production.

    If you selected the Use Keypad check-box, an on-screen keypad will appear for you to use to enter the qty to process. Use the on-screen keypad or the keyboard to enter the qty to process, then press the **Enter** key.



    If this quantity is greater than one, it will apply to how many labels should be printed for the package of finished products. You would also enter into the **Count** field the quantity per package.

    Example: If you were making grocery bags and 200 bags fit into a box and 20 boxes fit on a pallet. You would enter 200 into the Count field and 20 into the Qty To Process. This will produce 4000 bags and print 20 box labels when the skid is released.

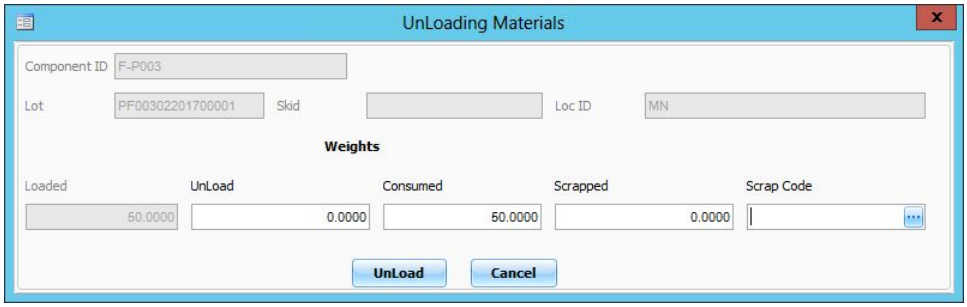
22. Enter a **Variance Code** if the quantity produced is different than the quantity originally entered on the production order.

23. Enter the **Qty Scrapped** to record the quantity of the finished product that has been scrapped.

24. Enter a **Scrap Code** to indicate the reason for scrapping the products.

25. Double click the **Unload** field in the list of components, if available, to unload a component.

26. The **Unload Materials** screen appears.



27. Enter the **Unload** Weight. (If the entire roll is used, enter zero as the Unload Weight.)

28. The **Consumed** quantity will be calculated from the Loaded quantity minus the Unload quantity.

29. **Scrapped** and **Scrap Code** are optional entries.

30. When the information is correct, use the **Unload** button to determine the amount consumed and create a material consumption record (visible on the History page).

NOTE: If WIP exists/remains at the completion of an Operation, the user must transfer the lots to an existing inventory item via the Shop Floor WIP Stock function.

- If the **Unload** Weight is not zero, a new roll label is printed.
- If the component is a **Shop Floor WIP** item, WIP quantities will be reduced rather than inventory quantities.

31. Press the **Save** button to save the production entry. This performs the following actions:

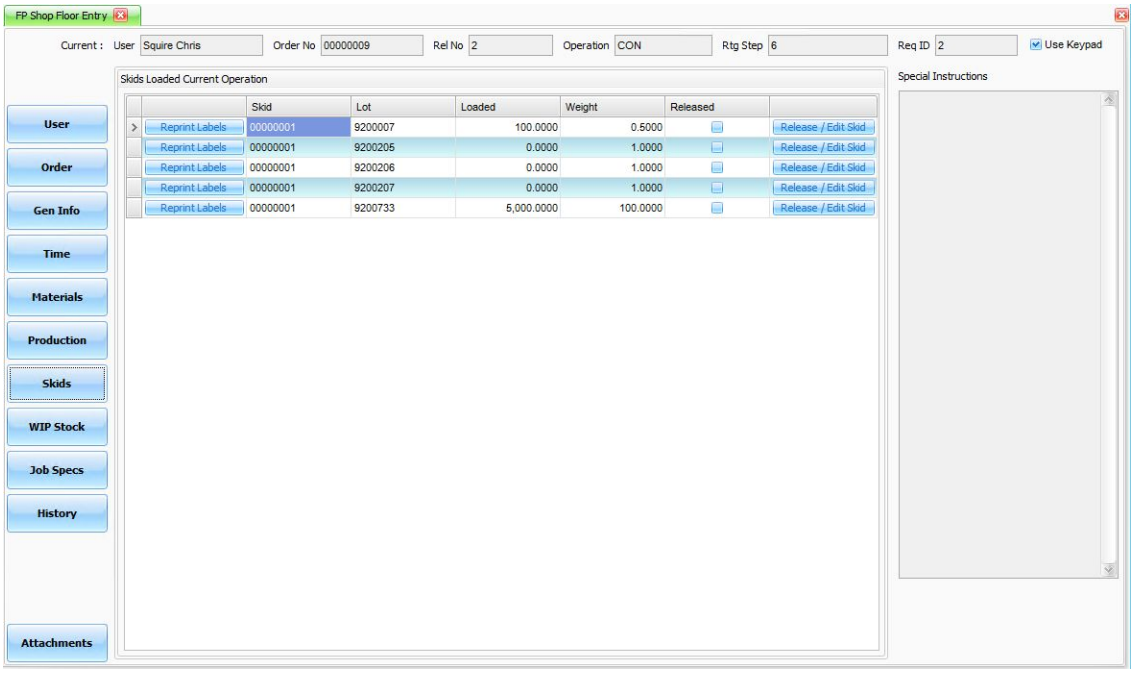
- Populates the field **Label Time**. This field can be selected to print on the label.
- Based on the business rule, labels are automatically printed. The quantity to print comes from the **Qty to Process** field.
- Creates a record in TRAVERSE Record Production Activity for the Order Number/Release No shown at the top of the screen.
- Updates inventory in real time; inventory quantities are updated as if this record was entered using the Record Production Activity function.
- Add verbiage of “Shop Floor User” plus the SM Employee ID associated with the current user who saved the record in the **Notes** field.

Skids Button

The **Skids** screen allows the user to release, edit, and/or print a label for a skid. Labels automatically print when a skid is released, but this button allows you to reprint the label if necessary.

1. To work with **Skids**, click the **Skids** button.

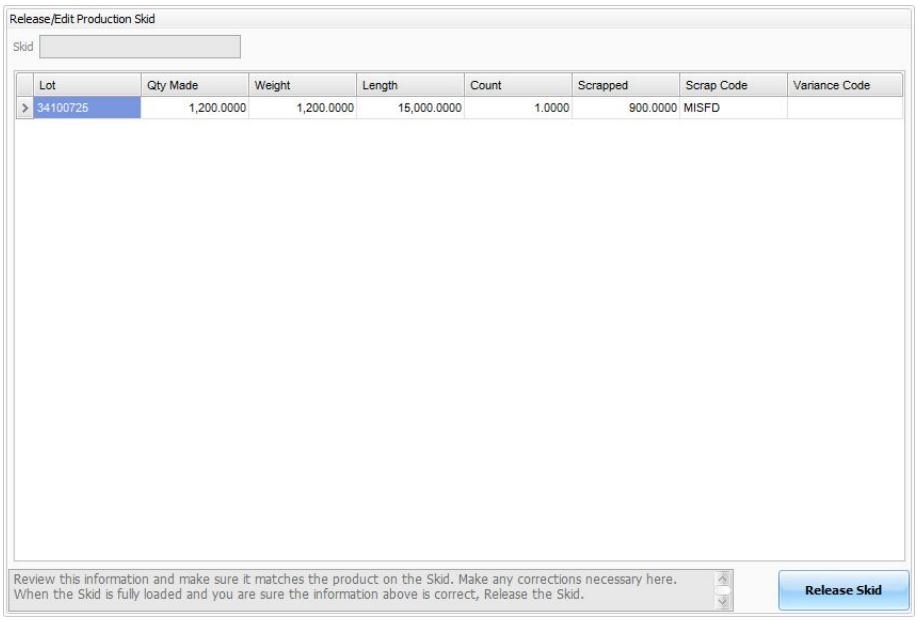
Skids Screen



- A released Skid cannot be used or selected in the Production screen.
- Only one unreleased Skid can exist at any one time.
- More than one item, including multiple lots, WIP, or finished good roll/box can be on a Skid.
- The **Reprint Labels** button is used to reprint both a Skid label and a roll label for the Skid and Lot associated with the selected record.
- The **Loaded** field represents the count (quantity produced) from Production records for the Skid/Lot combination.
- The **Weight** field is the total weight from Production records for the Skid/Lot combination.

- Use the **Release/Edit Skid** button to open the Release/Edit Production Skid screen.

Release/Edit Production Skid Screen



- You can edit information on a previously-released skid if the product is WIP.
- This screen allows you to edit production records if they were recorded incorrectly on the Production screen.
- You can edit all of the fields except **Lot** number and **Qty Made**.
- If the scrap value is greater than zero, you must select a scrap code. The scrap value is in addition to the produced weight of the lot being edited.
- The edit is recorded in the **History** screen as a **Skid Release/Update** transaction. This entry cannot be deleted or edited by the user.

2. Use the **Release Skid** button to:
   - Print a Skid label.
   - Create material auto-consumption records, as appropriate. See the Auto-Consumption Process for more information (page 6-66).
   - Create Production Activity records for all consumption records found in history since the last Release Skid processing. This decreases the inventory On-Hand quantity for the item as well as the available quantity for associated lots.

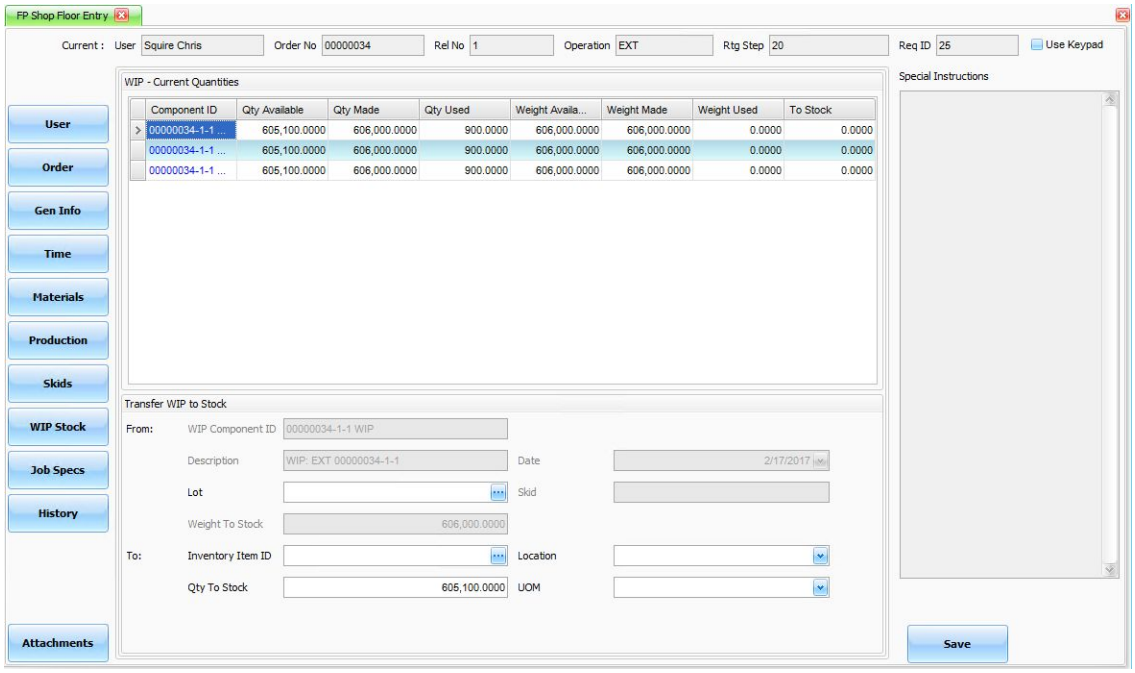
- Create Production Activity records for all production of the Finished Goods (not WIP) found in history since the last Release Skid processing. This increases the inventory On-Hand quantity for the assembly item.
- Update Warehouse Management for production of Finished Goods (not WIP) showing production and assigning the Shop Floor Skid as the WM container.
- Mark all lots on the skid as Released and write a Skid Release record to history showing date/time of release.

WIP To Stock Button

The WIP to Stock screen allows you to transfer the quantity and cost of a selected FlexPack WIP component to an item in inventory. This is accomplished by 'auto-generating' an inventory transaction which will ultimately be posted with other inventory transactions.

1. To work with **WIP To Stock**, click the **WIP To Stock** button.

WIP To Stock Screen



The WIP To Stock screen is divided into two sections:

WIP – Current Quantities

2. This read-only section shows the quantity made, used, moved to stock and available for consumption amount for all WIP Items associated with this order (including all lots – both released and not released). These values are updated real time as consumption, production and WIP to Stock entries are made.
3. The top portion of the screen displays the following fields: **Component ID**, **Qty Available**, **Qty Made**, **Qty Used**, **Weight Available**, **Weight Made**, **Weight Used**, and **To Stock**.

   These fields have all been updated when production was recorded on the Production screen.
4. Select a **Component** to initiate a Transfer WIP to Stock transaction (bottom section of this screen).
5. If there is quantity available to transfer to stock (Available > 0), the **WIP Component ID**, **Description**, **Date**, and **Skid** in the Transfer WIP to Stock section of the page is updated in preparation for entry of a Transfer WIP to Stock transaction. A message appears if no released skid exists with a quantity to transfer for the selected WIP component.

Transfer WIP to Stock

You do not have to transfer a WIP component from the operation generating the WIP, but you should.

6. When the **Component ID** is selected from the grid, information is transferred to the bottom section of the screen to finish the transfer WIP to stock.
7. The **WIP Component ID** and **Description** are displayed in the **From:** section.
8. Select the **Lot** you want to transfer to stock.
9. The **Weight to Stock**, **Date**, and **Skid** are displayed.
10. In the **To:** section, select the **Inventory Item ID** to use for the stocked WIP item.

    If an item was entered into the Return WIP Item field in the BOM setup of the Operation (page 3-186), the Inventory Item ID will automatically be filled in.
11. Enter the **Qty to Stock** amount to transfer into stock.

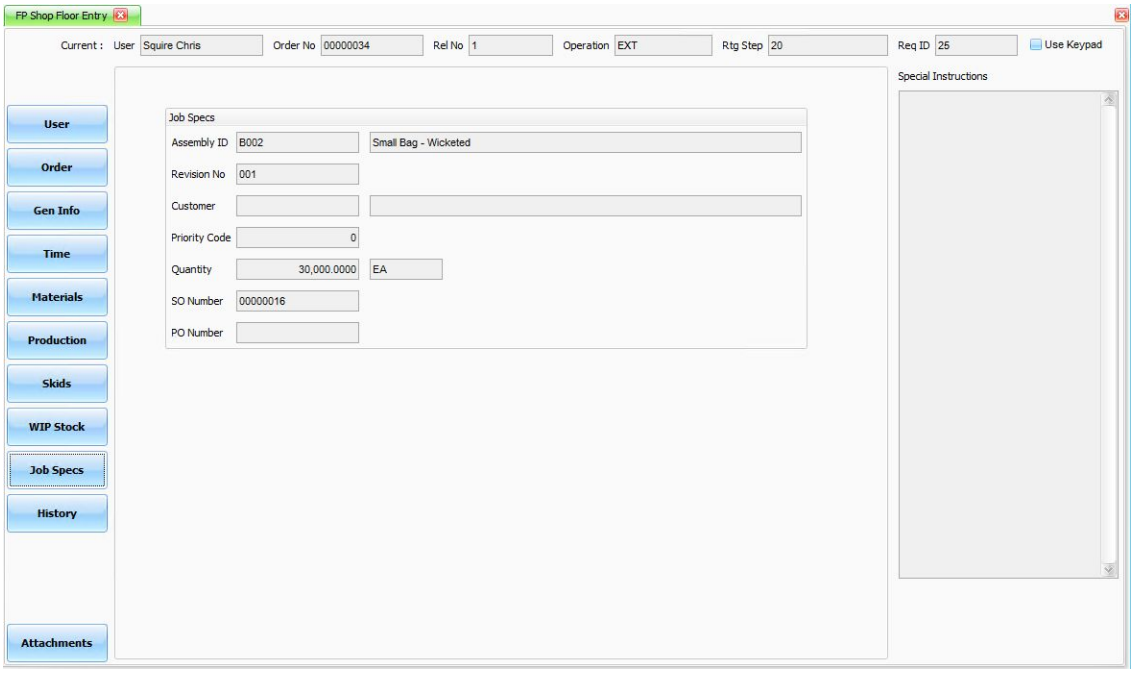
    The full quantity from the **Weight To Stock** field will be defaulted. Accept the default or change to the quantity you want to transfer to stock.
12. Select the **Location** ID into which you want to transfer the stock.
13. Select the **UOM** for the WIP item when it is transferred to stock.
14. Press the **Save** button to do the following:

- write a WIP history record
- reduce Shop Floor WIP by the entire quantity/weight available for the selected Lot
- perform an Inventory Increase Adjustment transaction for each transfer

Job Specs Button

1. Select the **Job Specs** button to display the **Job Specs** screen.

Job Specs Screen



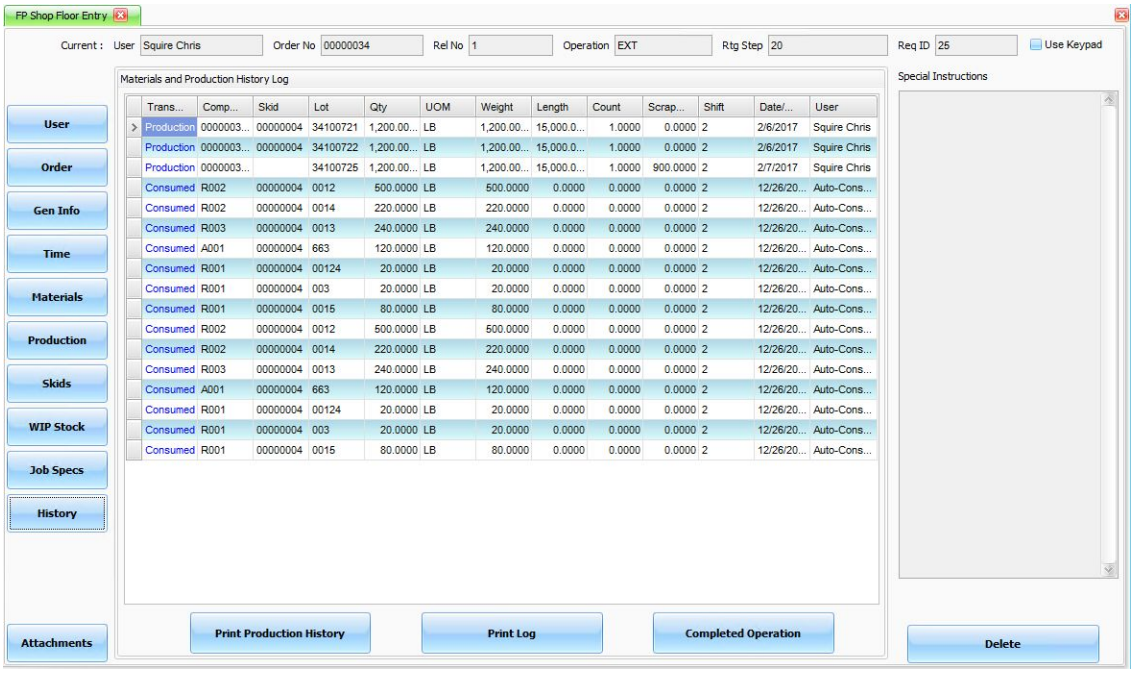
2. The information displayed on the Job Specs screen is for information only and cannot be edited.
3. The top section of the Job Specs screen will show general **Work Order** information.
4. The bottom section of the screen will show assembly-level (header) information related to the current order.

History Button

The **History** screen shows a grid of all Production, Consumption, To Stock, Skid Release, and Load/Unload transactions that have taken place for the current Operation.

1. To work with **History**, click the **History** button.

History Screen



2. Although this is a display only screen, you can delete some types of records from this screen by selecting the Trans Type of the desired record and then using the **Delete** button. The Delete button will only be enabled if the selected record is eligible for deletion.

Transactions Delete Availablility

Trans Type	Conditions/Notes	Eligible for Deletion
Load	**Note**: If there are associated Unload/Consumed records, those are automatically deleted when the Load record is deleted.	Yes
Unload	**Note**: Associated Load/Consumed records are automatically deleted when the Unload record is deleted.	Yes

Transactions Delete Availablility

Trans Type	Conditions/Notes	Eligible for Deletion
Consumed	System Generated	No
Consumed	Manually entered on Materials Page **Note**: If deleted AFTER being updated to Production Activity, a reversing negative consumption record will be generated to reinstate the inventory. That record is only visible in the History Log under the Deletion Audit section.	Yes
Production	Skid has not been released.	Yes/No
Skid Rel/Upd		No
To Stock	If the Inventory transaction has not been posted	Yes

- You can delete a **Consumption** record from the History screen until the Production record is saved.
- You can delete a **Load** record from the History screen at any time. If you do delete a record, regardless of any saved production using that lot, the material entry is automatically removed from the Production screen, and the Lot number with the loaded quantity is returned as an available Lot to load.

NOTE: A deletion record remains in the history table, but is not shown on the Shop Floor History screen.

3. The **Print Production History** button launches a printer selection dialog box. Select the printer to print the report to and click **OK**. This report can also be printed from the Reports and Worksheets function in MFG-Production.

Shop Floor Production Activity Report

BA latest Flexpack company PAGE 1
Shop Floor Production Activity

Report Filter OrderNo = '00000034' And ReleaseNo = '1'

Order No	Release No	Customer	Sales Order	Purchase Order	Assembly ID	Description	Est Start Date	Est Completion Date
00000034	1		00000016		B002	Small Bag - Wicketed	12/29/2016	12/30/2016

Time Entries

		Start		End			
Operation ID	Type	Time	Date	Time	Date	Duration	Down Time Reason
EXT	Setup	11:42:32	12/26/2016	12:27:59	12/26/2016	0:45	
EXT	Run	12:27:59	12/26/2016	16:02:00	12/26/2016	3:35	
EXT	Run	08:36:24	12/27/2016	10:02:11	12/27/2016	1:26	
EXT	Run	10:02:11	12/27/2016	10:10:15	12/27/2016	0:8	
EXT	Run	10:10:15	12/27/2016	13:51:39	12/27/2016	3:41	
CON	Setup	11:41:41	12/27/2016	11:51:43	12/27/2016	0:10	
CON	Run	11:51:43	12/27/2016	12:00:07	12/27/2016	0:9	
CON	Run	12:00:07	12/27/2016				

Material Consumption Entries

Operation ID	Component ID	Date	Lot	UOM	Qty Used	Variance Code	Qty Scrapped	Scrap Code
	Description							
EXT	R002	12/27/2016	0012	LB	500.0000		0.0000	
	Butene Bare OG							
EXT	R002	12/27/2016	0014	LB	220.0000		0.0000	
	Butene Bare OG							
EXT	R003	12/27/2016	0013	LB	240.0000		0.0000	
	LD Resin							
EXT	A001	12/27/2016	663	LB	120.0000		0.0000	
	Additives							
EXT	R001	12/27/2016	00124	LB	20.0000		0.0000	
	HD Resin							
EXT	R001	12/27/2016	003	LB	20.0000		0.0000	
	HD Resin							

2/17/2017 3:45 PM Kent.Heitkamp

4. The **Print Log** button allows the user to print a report showing most of the information seen on the History page plus any of the deletions. However, deleted Load records that have not been unloaded will not be displayed in the log.

Shop Floor Production History Log

Phil data

Shop Floor Production History Log

PAGE 1

Work Order: 00000142
Release No: 1
RoutingStep: 30

Trans Type	Component ID	Lot	Qty	UOM	Weight	Length	Count	Skid	Scrap Qty	Date/Time Entered
Production	146	142100031	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100032	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100033	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100034	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100035	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100036	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100037	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100038	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100039	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Production	146	142100040	13,000.0000	BAG	2,346.00	0.0	13,000.0000	00000019	0.0000	11/30/2016 12:00 PM
Consumed	00000142-1-1WIP	970	0.0000	LB	0.00	0.0	0.0000	00000018	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Consumed	109		6.5000	EA	0.00	0.0	6.5000	00000019	0.0000	03/17/2017 10:40 AM
Load	00000142-1-1WIP	970	10.0000	EA	0.00	0.0	0.0000	00000019	0.0000	11/30/2016 12:00 PM
Load	00000142-1-1WIP	142100025	0.0000		306.00	0.0	0.0000		0.0000	03/17/2017 11:46 AM

*** End of Report ***

3/20/2017 8:51 AM

Kent.Heitkamp

5. The **Completed Operation** button records activity created through the Shop Floor Entry functions. When the process completes successfully, the user is brought to the Production Order screen.

   An error message will appear if any of the following conditions exist when you click the **Completed Operation** button:

   - The Operation has already been marked as completed.
   - Entry of a Production record has been started (has a qty or scrap amount) and not yet saved.
   - There are any unreleased skids.
   - There are any materials Loaded that have not been Unloaded.
   - Entry of a Material record has been started (has a qty or scrap amount) and not yet saved.
   - Entry of a To Stock record has been started (has To Stock Qty) and not yet saved.
   - Entry of a time record has been started with no duration time.
   - No Time records have been entered for the Operation.
   - No production records have been entered.
   - All WIP to be consumed in the operation has not been consumed and/or transferred To Stock (i.e., has a qty available <>0).

   When you click the **Completed Operation** button, the following updates take place:

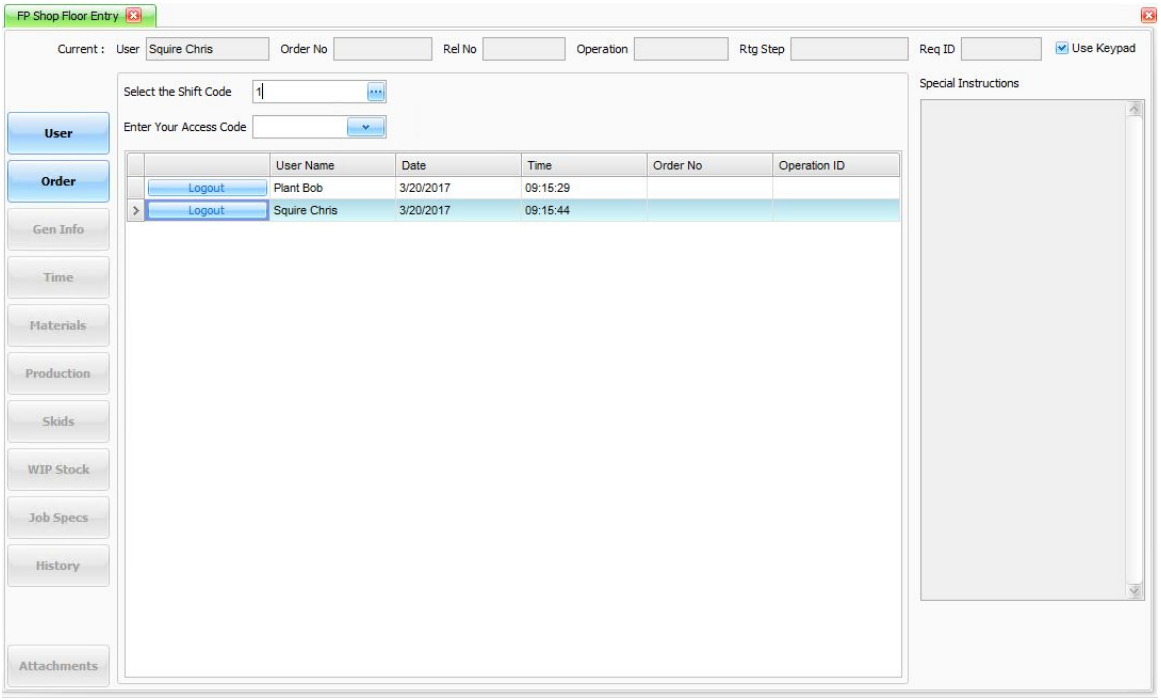
   - Time records are created in Production Activity. The **Qty Produced** is updated but only in the first Time record created (so Overhead will calculate).
   - Material consumption records and production records that have not been previously created are generated in Production Activity.
   - If the Automatically Generate Labor Transactions business rule is set to Yes, Labor Time records are created in Production Activity.
   - Your current production order will be removed from your workstation login record.
   - The Routing Step will be marked as completed in Shop Floor.

The user must log out of all Req IDs/Operations they have selected on the Orders screen before they are allowed to exit the Shop Floor screen.

To log out of shop floor follow these steps:

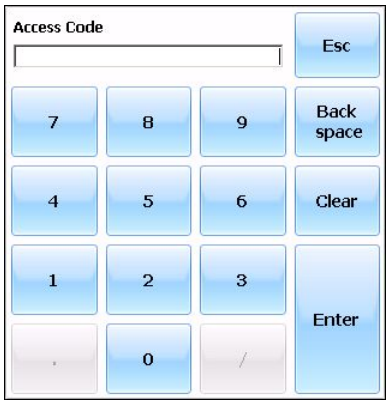
1. Select the **Users** button to display the **Users** screen.

Shop Floor - Users Screen - Filled



2. All users' logins and operations accessed are displayed.
3. Click the **Logout** button for the user and operation you want to log out of.

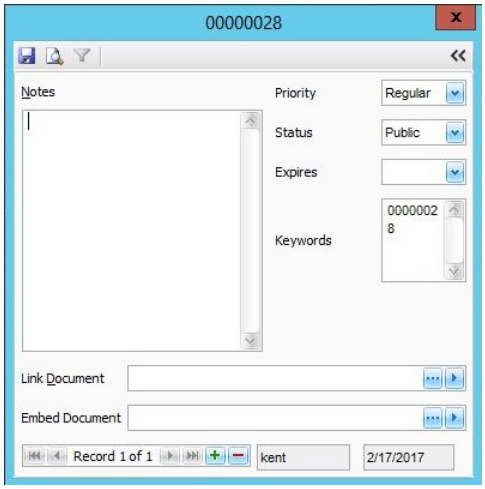
4. The **Access Code** dialog box is displayed.



5. Enter your access code and click **Enter** to log you out of the selected operation.
6. You must log out of ALL operations you are logged into before you are allowed to exit the shop floor screen.

Attachments Button

Use the **Attachments** button to view, or enter comments and to attach files to the shop floor production recording.



1. Select the **Priority** for the comment and attachment: **Regular**, **High** or **Low**.
2. Select the **Status** for the comment and attachment: **Public** or **Private**.
3. Select the **Expires** date for the comment.
4. The transaction ID will default into the **Keywords** field. Add more key words if desired.

5. Enter the **Notes** for the transaction.
6. Attach any **Documents** associated with this transaction by clicking on the browse button and selecting the file to attach.
7. You may use the **Embedded Document** to place a document into the attachment. The document will be stored within the database and will not require a folder to be shared to view the document.

FINISHING PRODUCTION

When production activity has been recorded and completed using Shop Floor, you must use the following Production functions to finish the production process to get the production orders moved to production history and entries made to General Ledger.

Order Status

The **Order Status** report provides you with the status or progress of a specific production order release. It lists the percentage of completion for each of the process steps and the quantity of material components issued to the release, as well as the status of subassembly completion. Each routing step and component item is shown in detail. The report also shows the number of partially completed items at each routing step. You can choose to print a page break after each order and release. (See the Production Training Manual for details on running this report.)

Work In Process Valuation

The **Work In Process Valuation** report enables you to determine the value of inventory that has been pulled from stock and is currently on the shop floor. As materials are pulled from inventory, the value of inventory is reduced - inventory valuation reports show less inventory than actually exists because pulled inventory is now work in process. To see the full value of existing inventory, consider the value shown on the WIP report as well as the inventory valuation reports. (See the Production Training Manual for details on running this report.)

Production Activity Journal

Use the **Production Activity Journal** to view production activity sorted by order/release number or fiscal year/period. This journal will print activity recorded in the Shop Floor function. (See the Production Training Manual for details on running this report.)

Posting Production Activity

This section pertains specifically to the recording of finished production quantities when the assembly is selected in the Shop Floor function. The behind the scenes accounting can be simple or quite complicated depending on how you record the production of finished goods.

Although this overview talks in terms of making General Ledger entries, in actuality, the Shop Floor function is creating transactions in a manufacturing table, which are later posted to the G/L journal via the Post Production Activity function. When these transactions are posted they are flagged as “Posted” internally, but stay in the transaction table. Essentially each record in the transaction table represents one side of a journal transaction. To see the results of this activity, print the Work In Process Valuation report.

There are four general scenarios, which can exist when recording completion of finished goods:

1. You are using standard costing and recording multiple transactions for finished goods before completing and closing the order.
2. You are using standard costing and as you record the finished quantity, you immediately complete/close the order.
3. You are using an actual costing method, such as LIFO, FIFO or Average Costing, and recording multiple transactions for finished goods before completing and closing the order.
4. You are using an actual costing method, such as LIFO, FIFO or Average Costing, and as you record the finished quantity you immediately complete/close the order.

See the Production Training Manual for more details on posting production activity.

7

Shipping Orders

Overview 7-3
AWMS Daily Work 7-5
Release Items 7-7
Picking List 7-15
Pick Items 7-19
Pack and Ship Orders 7-25

7 SHIPPING ORDERS

OVERVIEW

The most common and efficient method for shipping Sales Orders once the production is completed is to use the functions within the Warehouse Management Daily Work menu. The Sales Orders can be verified and shipped through Sales Order; however, there are no bin or pallet quantities used to fulfill the Sales Order. Sales Orders must be shipped through EITHER Sales Order or Warehouse Management, NOT both.

Because Warehouse Management pushes the quantity information you enter to the appropriate transactions in other TRAVERSE applications, entering quantity information in these applications and picking or receiving items in Warehouse Management can lead to duplicate records and incorrect item quantities.

> **Example: When you pick items for sales orders in Warehouse Management, Warehouse Management automatically enters the quantity shipped and backordered into the appropriate transactions in Sales Order. However, if you enter shipped and backordered quantities into the Sales Order transactions, and record picking activity in Warehouse Management and confirm your selections, the system updates the quantities in the Sales Order transactions a second time, duplicating your previous entries and incorrectly updating inventory item quantities.**

Warehouse Management has a menu selection on the Daily Work menu called AWMS Daily Work. This screen is designed to be used on a tablet running TRAVERSE and Warehouse Management. The screen has large buttons to touch that will open the functions used with the Warehouse Management Daily Work menu.

Picking in the Warehouse

- The Release Items screen allows the warehouse manager to assign orders to be picked as well as keep track of the status of every order being picked in the warehouse in real time.
- You have full order picking traceability using the Pick Items function with five statuses to track an order from the time it is released to be picked, through the picking process, and finally to being staged and ready for packing and shipping.
- You can load an entire order into the screen and sort by bin to route the picker through the warehouse in an efficient way.
- You can move items to a staging area to be packed and shipped.

Packing and Shipping in the Warehouse

- You will use a separate function for packing and shipping that allows the packer to validate quantities picked to ensure accurate order fulfillment.
- After validation use the 'Fill All' option to quickly and easily populate the quantities packed.
- Automatically print the packing list from the warehouse to complete the final step of the packing and shipping process.

AWMS DAILY WORK

Tablet Menu

Warehouse Management has a menu selection on the Daily Work menu called AWMS Daily Work. This screen is designed to be used on a tablet running TRAVERSE and Warehouse Management. The screen has large buttons to touch that will open the functions used with Warehouse Management.

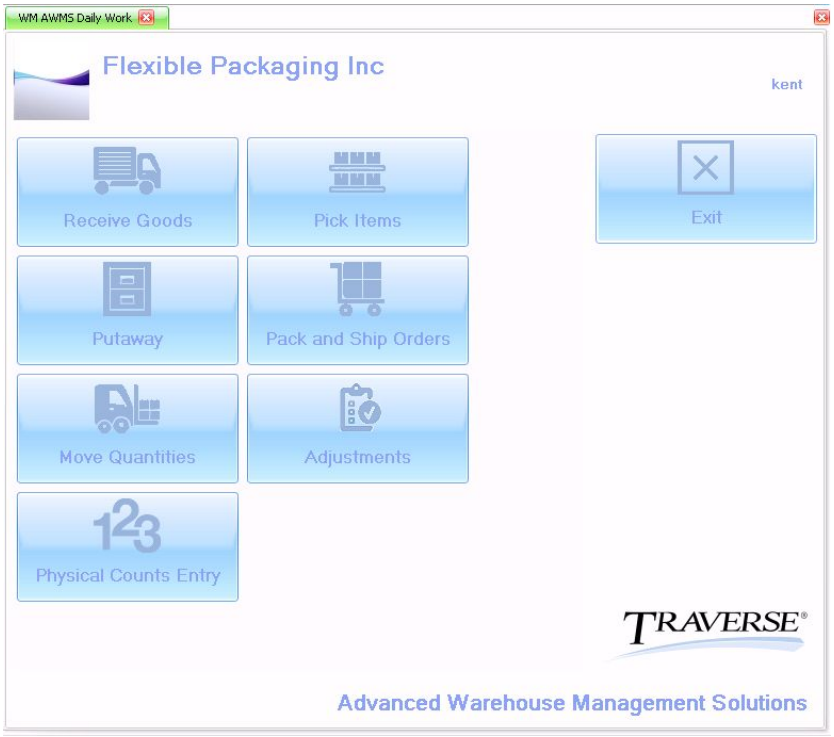
To use the **AWMS Daily Work** menu follow these steps:

1. Select **AWMS Daily Work** from the **Warehouse Management Daily Work** menu.

AWMS Daily Work Menu

2. The **AWMS Daily Work** screen is displayed.

AWMS Daily Work Screen



3. Touch or click on the function you would like to use and the corresponding screen will open.
4. Touch or click the **Close** button to exit the AWMS Daily Work screen.

See the following sections for detailed instructions for each applicable function.

RELEASE ITEMS

The **Release Items** function is the starting point of Warehouse Management's order fulfillment process. This function collects item and quantity information from Sales Order, Production, and Warehouse Management transfers and material requisitions for all transactions that are due to be picked and shipped. After you assign the orders you need to fulfill to a picker, you can print a picking list and pull items from inventory.

You can narrow the list of orders retrieved by this function by using the data filtering area at the top of the screen and click **Apply Filter**.

If you use a multiuser system, Warehouse Management groups released orders by Picker IDs. You can view and pick the orders that were released by another user in the Pick Items function.

You will see MFG - Production orders in the list of items to be released for picking. Normal FlexPack picking is done by the users in the Shop Floor function. Most components are set to auto consume, so you don't need to use this function to pick individual components.

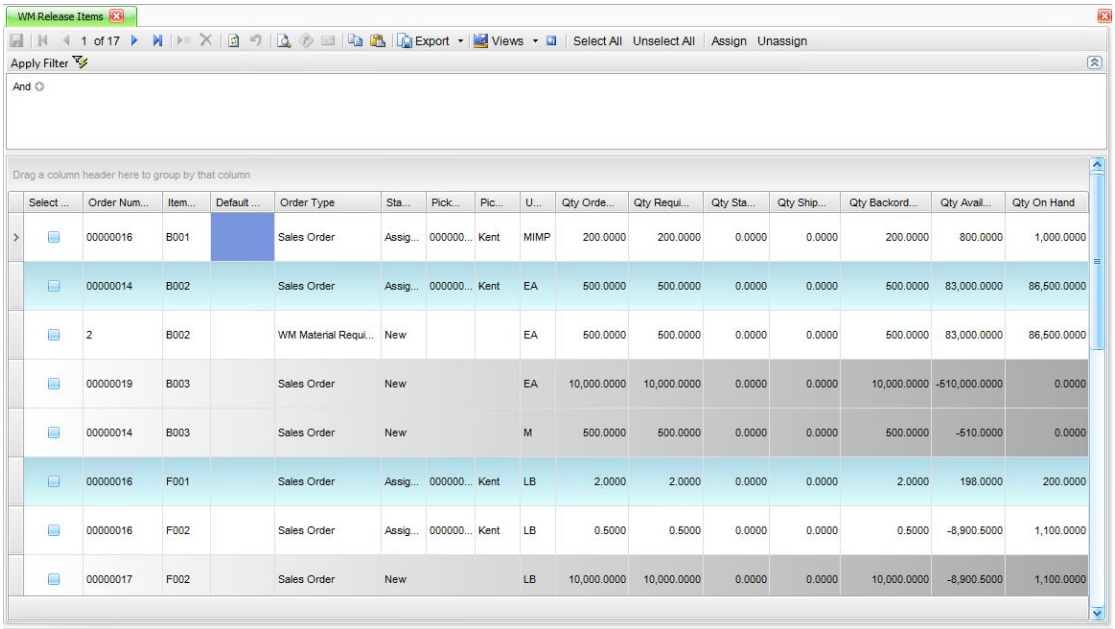
Follow these steps to Release Items and build a list of the orders you need to fulfill:

1. Select **Release Items** from the **Warehouse Management**, **Daily Work** menu.

Release Items Menu

2. The **Release Items** screen appears.

Release Items Screen



3. Use the Filter to select the information to include in the list of orders or leave the filter blank to include all orders. Click **Apply Filter** to apply the filtering selected.

   The available items to be released for picking will be displayed in alternating blue and white rows. Some items may be displayed in gray. These items do not have enough on hand to fulfill the pick quantity for the order.

4. The **Order Number**, **Item ID**, **Default Bin**, **Status**, **Pick ID**, **Picker**, **Unit**, **Qty Ordered**, **Qty Required**, **Qty Staged**, **Qty Shipped**, **Qty Backordered**, **Qty Available**, and **Qty On Hand** will be displayed. These fields are for information only and cannot be edited.

   The **Status**, **Pick ID**, and **Picker** will change when a picker is assigned to the item. The statuses for the items are as follows:

   - **New** - The item has been released but not assigned to a picker.
   - **Assigned** - The item has been assigned to a picker, but has not been picked yet.
   - **In-Progress** - The item has been picked and information on the Pick Items screen has been filled, but has not been confirmed yet.
   - **Moving** - The **Move** button on the Pick Items screen has been clicked, but the Confirm button has not yet been clicked.

- **Picked** - The items have been picked and confirmed on the Pick Items screen. These items are ready to be packed and shipped.
- Once the item has been packed and shipped, it will be taken off the screen when refreshed.

The **Qty Staged**, **Qty Shipped**, **Qty Backordered**, **Qty Available**, and **Qty On Hand** will be updated when the item is picked and confirmed.

5. Select the items you want to release by clicking the **Select** check box next to the items you are releasing and assigning to a picker.

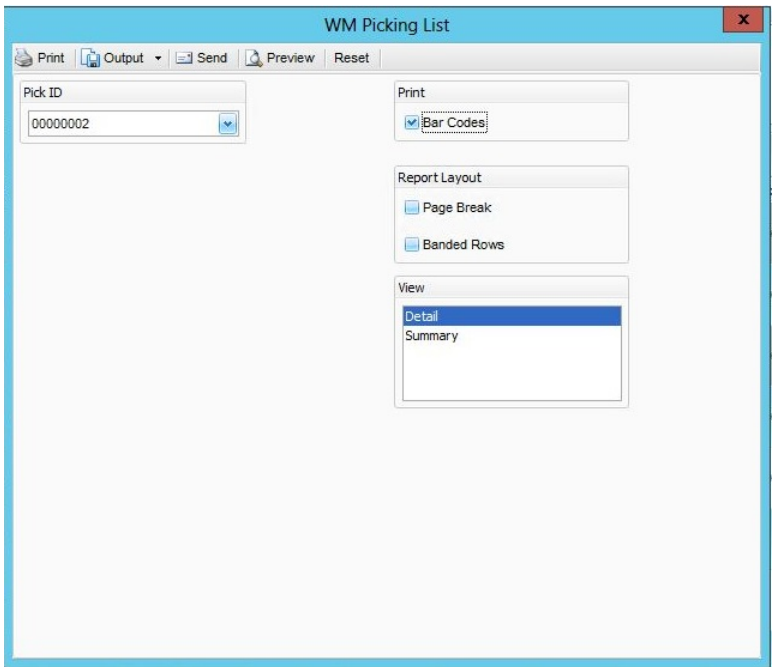
   Click the **Select All** button to select all displayed records. Click **Unselect All** to uncheck the select box for all items displayed.

6. Click the **Assign** button to assign the selected items to a picker. The Assign picker screen is displayed.

7. Enter or select a **Picker** to assign the selected items to and click **OK**.

   You may select an existing Picker from the drop-down list, or enter a Picker who is not in the list. This list will grow as you manually enter pickers.

8. A confirmation message is displayed to verify you want to assign the selected records to the picker and if you want to print the picking slip. Select **Yes** to print the picking slip for the released items. The **WM Picking List** selection screen is displayed.



9. Select the **Pick ID** to print and if you want to print **Bar Codes**, if you want a **Page Break** by picker, **Banded Rows**, and if you want the pick list printed in **Detail** or **Summary**.

   The Pick ID will be filled in with the pick ID assigned for the items just released for picking. You may select a different Pick ID to print another pick list.

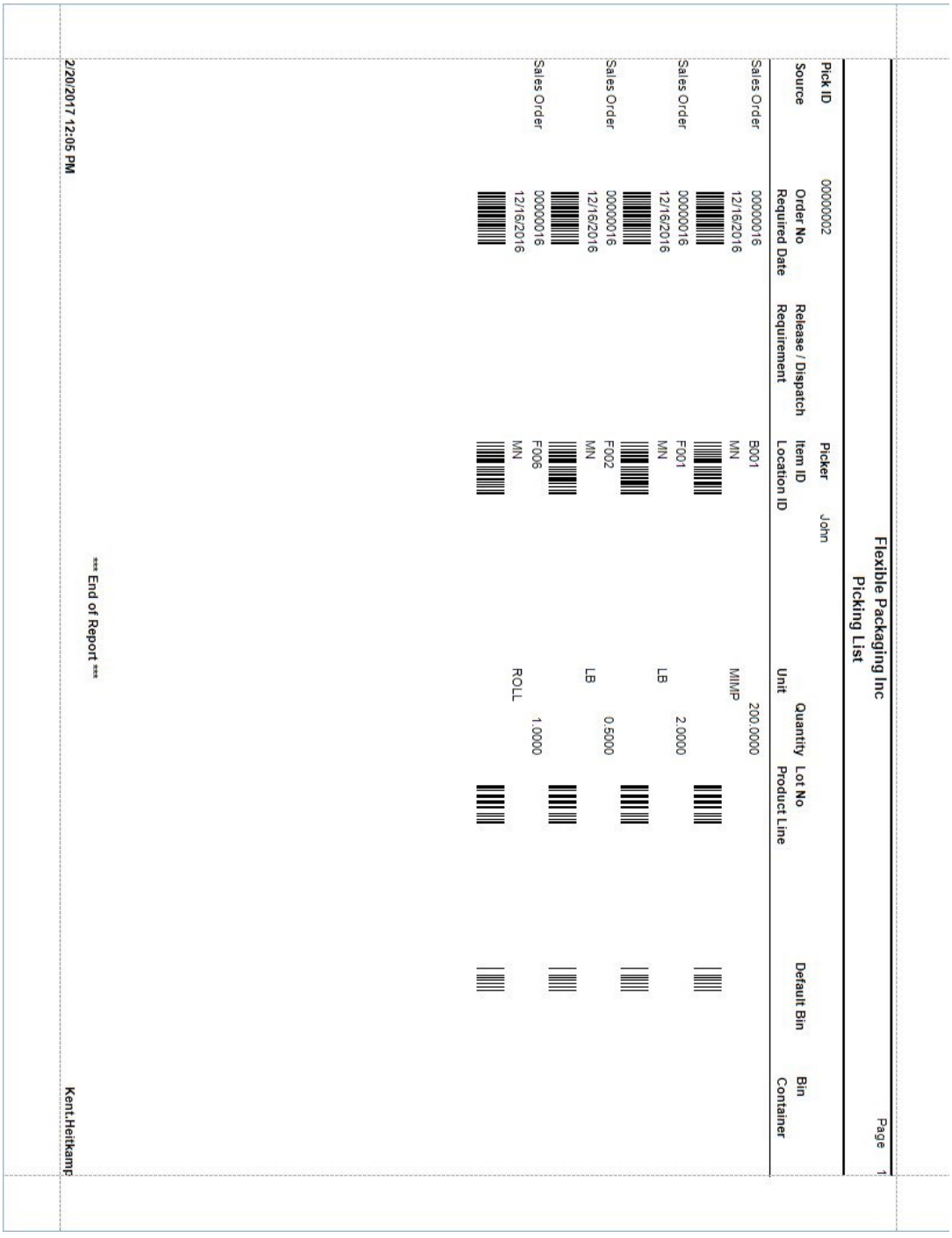
10. Select a command button:

Command Buttons

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

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

Picking List



Flexible Packaging Inc
Picking List

Page 1

Pick ID 00000002 Picker John

Source	Order No / Required Date	Release / Dispatch Requirement	Item ID / Location ID	Quantity / Unit	Lot No / Product Line	Default Bin	Bin / Container
Sales Order	00000016 12/16/2016		B001 MN	200.0000 MMP			
Sales Order	00000016 12/16/2016		F001 MN	2.0000 LB			
Sales Order	00000016 12/16/2016		F002 MN	0.5000 LB			
Sales Order	00000016 12/16/2016		F006 MN	1.0000 ROLL			

*** End of Report ***

2/20/2017 12:05 PM

Kent.Heitkamp

11. You will be returned to the Release Items screen and the **Pick ID** and **Picker** fields will be filled in for the selected items.
12. The status will be changed to **Assigned**.
13. If you want to change the assigned picker for selected pick ids click **Unassign**. The Unassign screen is displayed.

14. Select the **Pick ID** to unassign and click **OK**.
15. A prompt message box is displayed asking “Do you want to unassign Pick ID xxxxxxx?”. Select **Yes** to unassign the pick ID, or select **No** to cancel the unassign.
16. You are returned to the Release Items screen and the **Pick ID** and **Picker** fields will be cleared for the pick id you unassigned.
17. The status will be changed to **New**.
18. To re-assign items follow steps 4 to 7 above.
19. Click the **Close** button to close the screen and go back to the menu.

If you do not print the Picking List after assigning a picker, use the Picking List menu selection to print the picking list for selected Pick IDs.

Select a command button in the tool-bar to:

Command Buttons

Name	Description
Preview Report	View a preview of the information as a report. To print the report, click the Print button or to export the report to a **PDF**, **HTML**, **MHT**, **RTF**, **Excel**, **CSV**, **Text**, or **Image** **File**, click the **Export Document** button .

Name	Description
Export Data	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document. **Note**: Depending on the output type selected, the information may export exactly as it appears on the screen, including column widths and expanded or collapsed grouped entries.
Views	Save the current parameters set for the interactive view for using at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.
Select/Unselect All	Mark or clear all selection check boxes.
Assign	Release and assign the marked item(s) to a **Picker**.
Unassign	Unassign a **Pick ID**.

PICKING LIST

After you've released the items to be picked, print the **Warehouse Management Picking List** to use as a guide as you pull items from inventory to fulfill those orders.

You print your picking lists by pick ID. This is the pick ID assigned to the release items screen. You are required to select a pick ID prior to printing the picking list.

If you did not print the picking list after assigning the items to a picker, you would use this function to print the picking list.

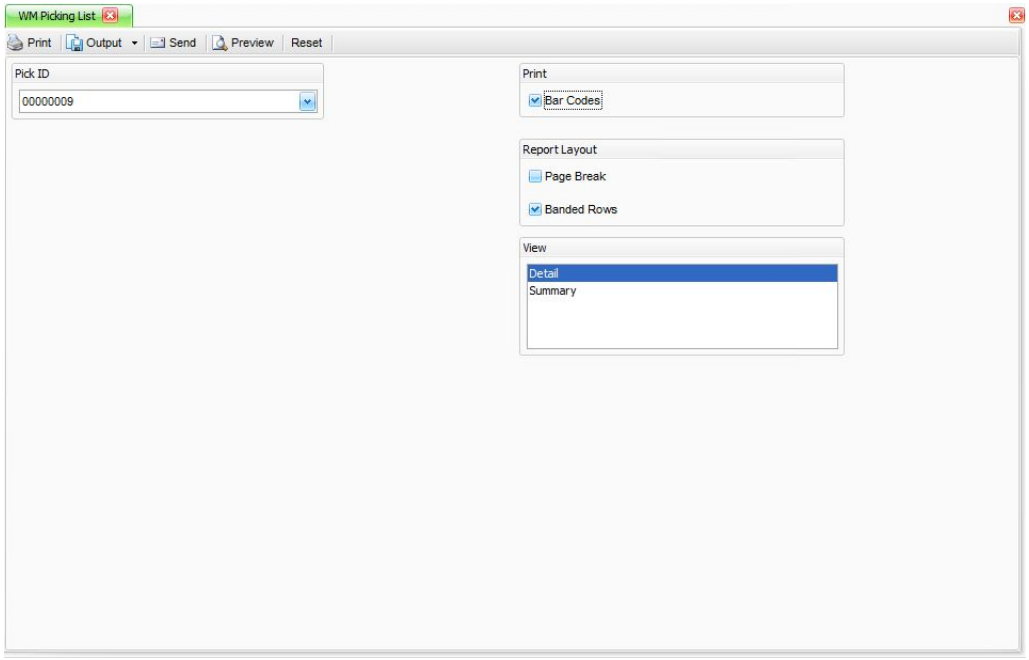
Follow these steps to print a picking list:

1. Select **Picking List** from the **Warehouse Management Daily Work** menu.

Picking List Menu

2. The **Picking List** screen appears.

Picking List Screen



3. Select the **Pick ID** for which you want to print the picking list. Pick IDs are used to group orders for more efficient warehouse operation.
4. To print bar codes on the picking list so that you can scan in item IDs as you pick them from inventory, select the **Print Bar Codes** check box. Clear this check box to leave bar codes off the list.
5. Select the **Page Break** check box to place different records on a new page.
6. 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.
7. Select how to **View** the report, in **Detail** or **Summary**.

   The only difference between the detail and summary report is that the summary report leaves off the order source.

8. 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.

Picking List

Flexible Packaging Inc
Picking List

Page 1

Pick ID	00000009	Picker	Kent				
Source	Order No	Release / Dispatch	Item ID	Quantity	Lot No	Default Bin	Bin
	Required Date	Requirement	Location ID	Unit	Product Line		Container
Sales Order	00000023	B002		100,000.0000			
	3/22/2017	MN		EA			
Sales Order	00000014	B003		500.0000			
	7/20/2016	MN		M			
Sales Order	00000017	F002		10,000.0000			
	2/20/2017	MN		LB			

*** End of Report ***

3/22/2017 11:22 AM

Kent.Heitkamp

PICK ITEMS

Use the **Warehouse Management**, **Pick Items** function to pick items from bins in your warehouse and move them to a staging area to Pack and Ship the items to the customer.

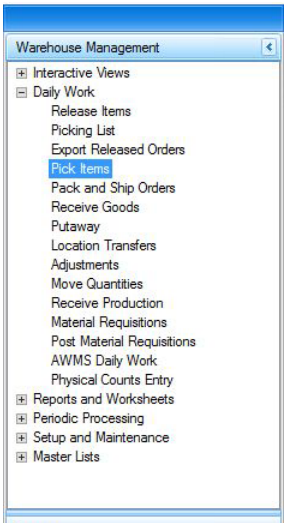
The picking and packing process in FlexPack Warehouse Management is a two-step process. First you will pick the items for the order from the bins in your warehouse. These items will be moved to a staging area to pack and ship to the customer. The Pack and Ship function will move the items from the staging area out of inventory to the customer.

Picking the items has no effect on the Sales Order status or quantity shipped.

Follow these steps to **Pick Items** you have picked to move to staging to ship to customers:

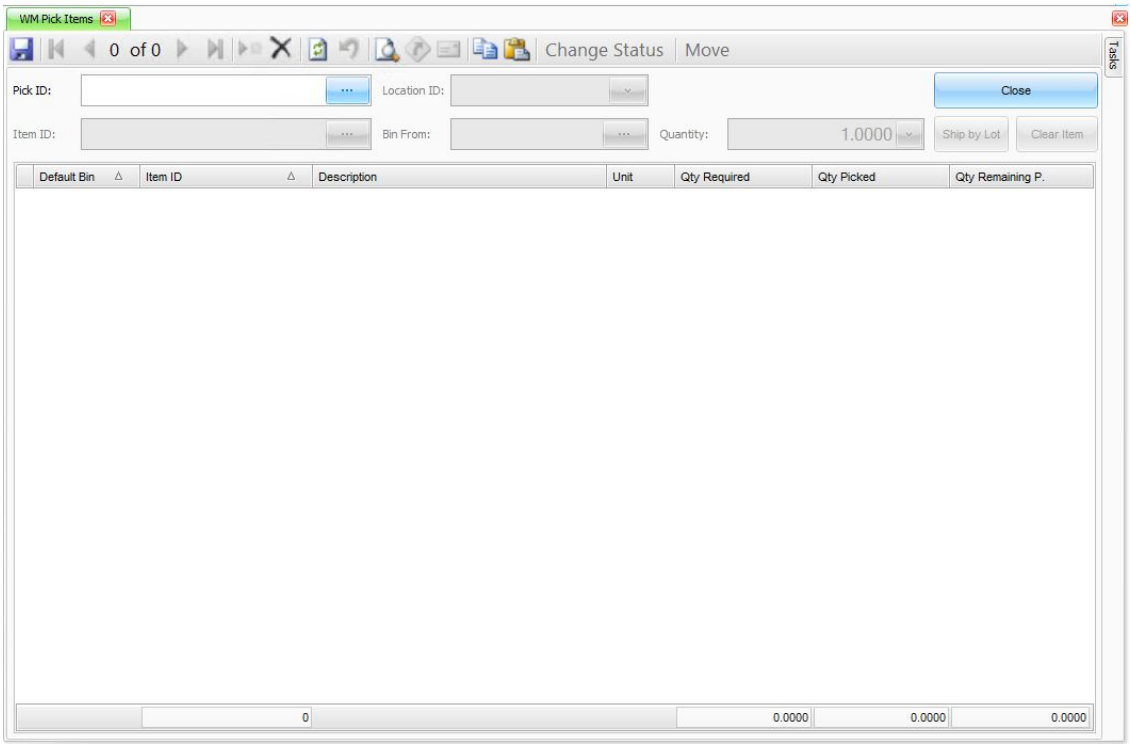
1. Select **Pick Items** from the **Warehouse Management, Daily Work** menu.

Pick Items Menu



2. The **Pick Items** screen appears.

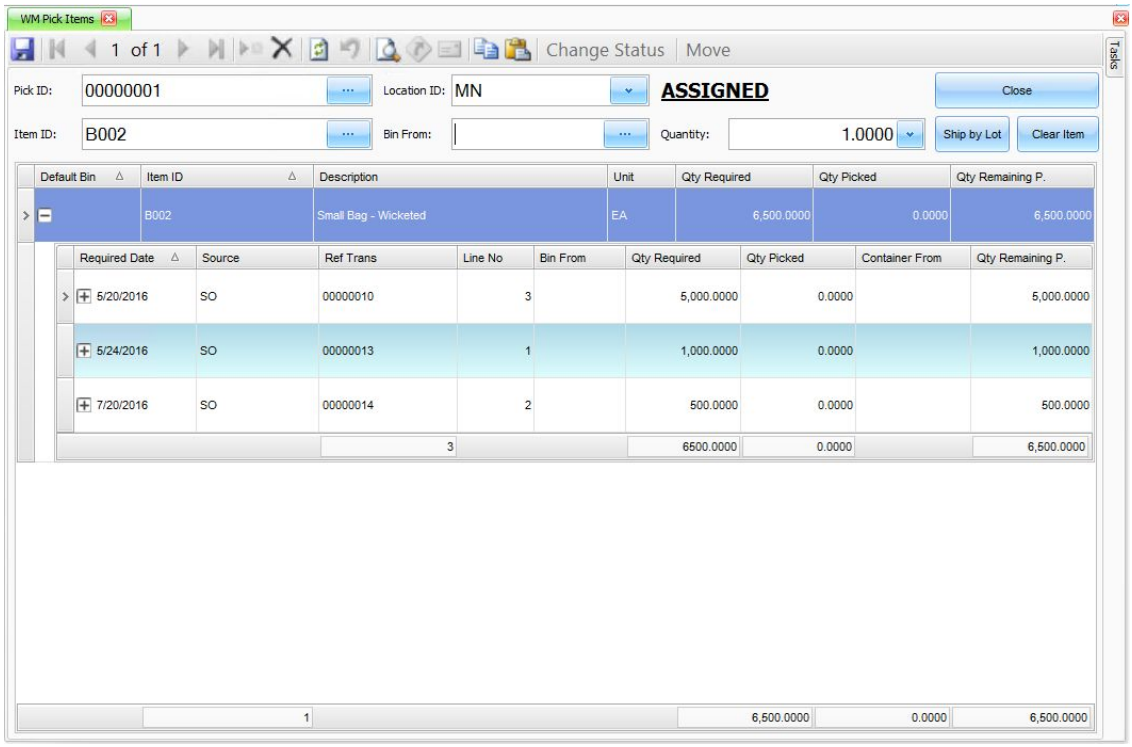
Pick Items Screen (Blank)



3. Select the **Pick ID** you have picked and want to move to the staging area.

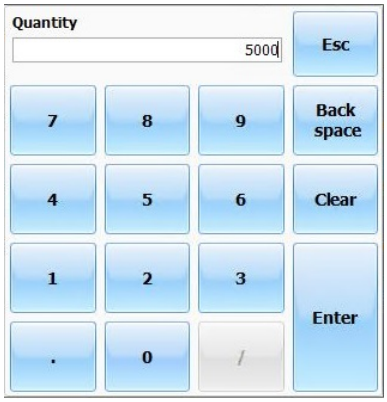
4. The **Pick Items** screen gets populated with information from the **Pick ID**.

Pick Items Screen (Filled)

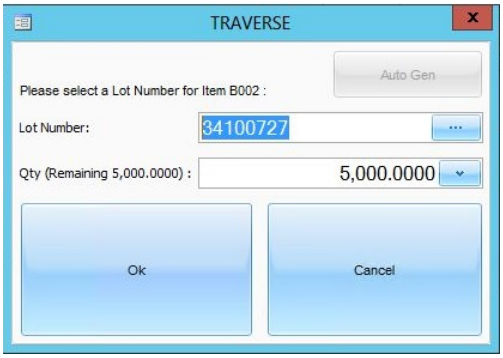


5. The **Location ID** for the Pick ID is displayed.
6. The **status** of the pick id is displayed. This status will change as different functions are performed on the Pick ID.
    - **Assigned** - The item has been assigned to a picker, but has not been picked yet.
    - **In-Progress** - The item has been picked and information on the Pick Items screen has been filled, but has not been confirmed yet.
    - **Moving** - The **Move** button has been clicked, but the **Confirm** button has not yet been clicked.
    - **Picked** - The items have been picked and confirmed on the Pick Items screen.
7. Select the **Item ID** from the lookup box list, or select the item from the list at the bottom of the screen.

8. Select the **Bin From** you picked the item from in the warehouse. This field may be left blank if the item was not placed in a bin when produced.
9. Enter the **Quantity** to pick. When the cursor is placed into the quantity field, a number pad is displayed. Use this number pad to enter the quantity being picked.



10. Select **Enter** and you are taken back to the Pick Items screen.
11. If the item being picked is a lotted item the Lot Number screen is displayed.

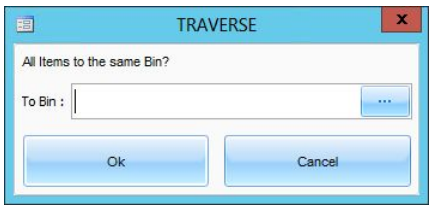


12. Select the **Lot Number** you have picked from the list of available lots.

    If the full quantity of the pick is larger than the quantity in the lot, the quantity of the lot will be picked and you will be asked to select another lot until the full quantity is filled with available quantities in the lot(s).

13. Select **OK** to pick the quantity from the selected lot.
14. Select the plus (+) next to the **Item ID** to expand the row, and view details of the orders and lots selected to pick.
15. If you have picked a pallet (container) from inventory that was filled in Shop Floor, you may select the pallet you picked in the **Container From** field.

16. Select **Move** to initiate the move process.
17. A dialog box is displayed to select the destination bin to move the item(s) to.



18. Select the **To Bin** you want to move the items to for staging.
19. Select **OK** to move the item quantities to the selected To Bin.

Select a command button in the tool-bar and header section to:

Command Buttons

Name	Description
Change Status	If the status of the Pick ID is Picked, change the status beck to Assigned.
Move	Once the information for the Pick ID has been filled in, select the location to Move the items to the staging location.
Confirm	After the **Move** button has been selected, Confirm the move to the staging location. Confirming executes the move to the staging bin.
Close	Close the screen and go back to the menu.
Ship by Lot	Select the lots you want to pick from a list of lot numbers.
Clear Item	Clears out the item information to start the selection process over.

PACK AND SHIP ORDERS

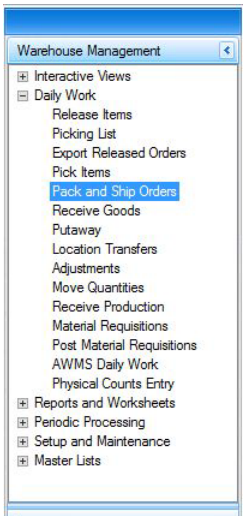
Use the **Warehouse Management, Pack and Ship Orders** function to take the items that have been picked for orders out of inventory and update the associated orders with the shipped quantities.

The Pick Items function moved the items picked from the warehouse bin to a staging bin to await packing and shipping. A “staging” bin should be added to the Bins function. Common IDs for the staging bin are STAGE, DOCK, or SHIP.

Follow these steps to **Pack and Ship Orders** you have picked to move to staging to ship to customers:

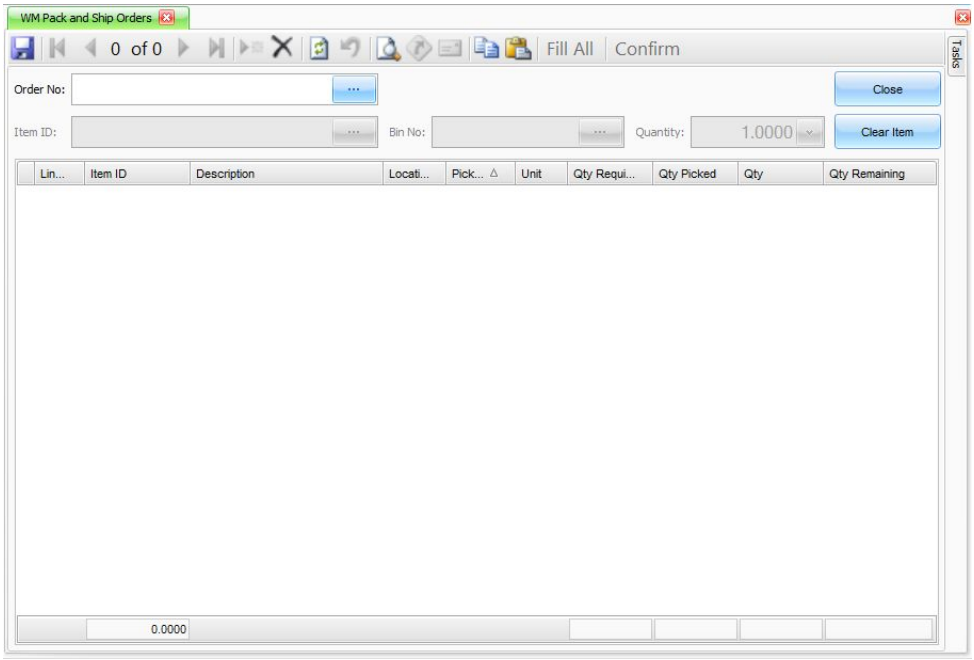
1. Select **Pack and Ship Orders** from the **Warehouse Management, Daily Work** menu.

Pack and Ship Orders Menu



2. The **Pack and Ship Orders** screen appears.

Pack and Ship Orders Screen (Blank)

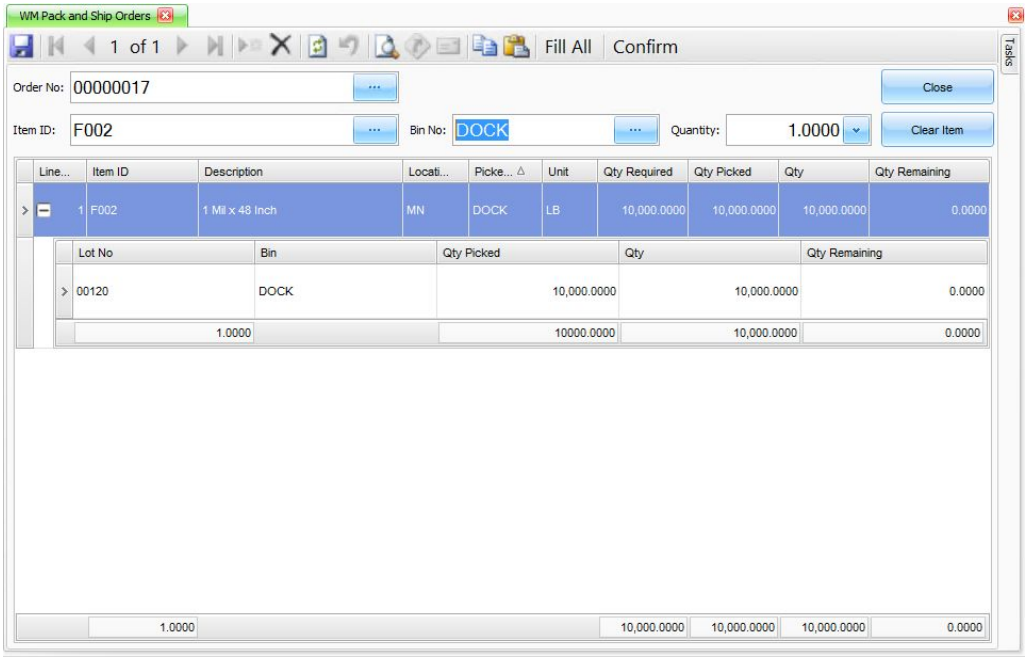


3. Select the **Order No** you have picked and want to pack and ship.

   The status of the order selected must be Picked to be able to pack and ship the order.

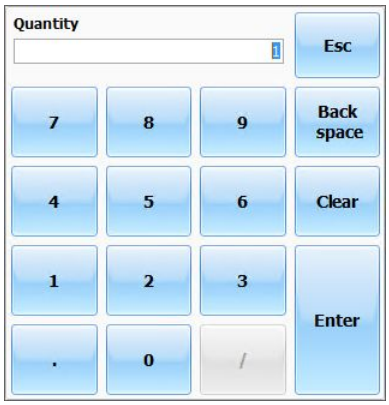
4. The Pack and Ship Orders screen gets populated with information from the Order No. selected.

Pack and Ship Orders Screen (Filled)

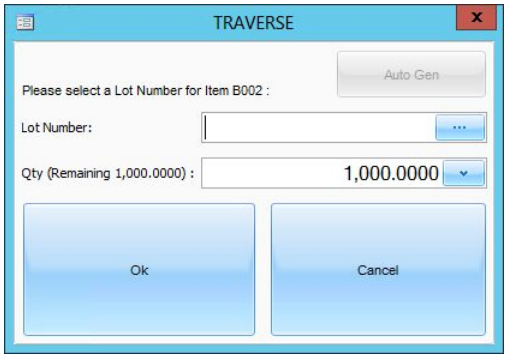


5. Select the **Item ID** from the lookup box list, or select the item from the list at the bottom of the screen.
6. The staging **Bin No** the item is displayed.

7. Enter the **Quantity** to pack and ship. When the cursor is placed into the quantity field, a number pad is displayed. Use this number pad to enter the quantity being picked.



8. Click **Enter** and you are taken back to the Pack and Ship screen.
9. If the item is lotted the **Lot Number** selection screen will be displayed.



10. Select the **Lot Numbers** to be moved to the staging bin and select **OK**.
11. Select, if applicable, the **Fill All** button to fill all item quantities for orders that share the same order number, release, or dispatch number, and requirement ID number.

NOTE: Warehouse Management automatically updates all order item quantities with the required number.

12. Select the **Confirm** button to approve your entries and update Inventory item quantities, and the transaction status.

NOTE: Orders are removed from this screen when you ship the entire quantity.

A prompt will be displayed when the confirm process is completed.

13. A log file is printed when the confirm process is completed.
14. Select the **Close** button to close the screen and go back to the menu.

Select a command button in the tool-bar and header section to:

Command Buttons

Name	Description
Fill All	Fill all item quantities for orders that share the same order number, release or dispatch number and requirement ID number.
Confirm	Ships the item. Confirming removes the item's quantity from inventory and updates the Shipped quantity in the Sales Order.
Close	Close the screen and go back to the menu.
Clear Item	Clears out the item information to start the selection process over.

Pack and Ship Confirm Log

Flexible Packaging Inc
Confirm Picked Orders Log

Status / Source	Order No / Required Date	Release / Dispatch Requirement	Item ID / Location ID	Quantity / Unit	Serial No / Lot No	Bin / Container
Confirmed						
Sales Order	0000013 5/24/2016		B002 MN	1,000.0000 EA	34100727	DOCK

*** End of Report ***

3/22/2017 9:17 AM

OPEN_SYSTEMS\KentHeilkamp

8

Reports and Interactive Views

Overview 8-3
Using the Interactive Views Menu 8-11
Recipes View 8-15
Recipes Where Used View 8-19
Lot Number Where Used View 8-23
Finished Goods Lot Number View 8-27
SF Login Activity View 8-31
SF Production History View 8-35
Lot Number View 8-39
Using the Reports Menu 8-43
Costed Bills of Material 8-45
Component Where - Used 8-51
Available Components 8-55
Indented Bills of Material 8-59
Summarized Bills of Material 8-63
Bill of Material Worksheets 8-67
Shop Floor Production Activity 8-71
Shop Floor Daily Production Activity 8-75

8 REPORTS AND INTERACTIVE VIEWS

OVERVIEW

Interactive Views and Reports are quick and easy methods to view data from setup, transactions, and history. Before you can use the views and reports, you will need to complete the setup for the application's information for which you are using the views or reports.

Using interactive views, you can easily and quickly build and manipulate the view to display information in exactly the way you need it. 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/columns display as a graph below the table. Use the Ctrl+click (to select multiple rows/columns) and Shift+click (to select all rows/columns between the first and second click) shortcuts, after selecting an original row/column, to include multiple rows/columns in the graph.

There are many views and reports throughout the TRAVERSE system in all applications. This chapter will show only those views and reports that reflect information used and gathered through the FlexPack functionality and process. See the training manual for the applications' views and reports not covered in this document.

Bills of Material Interactive Views

Bills of Material View

The Bills of Material View uses a tree concept in a Microsoft Explorer-type setup to help you easily view a BOM from top to bottom. (See the Bills of Material training manual for more information.)

Component Availability View

The Component Availability View function is designed to allow you to see the material component availability based on the building of a specified number of a selected assembly. You can immediately know which component materials you are low on and by how much. This view saves you the time of having to calculate all of the quantities required of each subcomponent, and then checking the inventory availability of each one. The quantity of the finished assembly that you can build is dictated by the material component with the least availability. (See the Bills of Material training manual for more information.)

Available to Promise View

The Available to Promise function allows you to quickly view the availability of any given inventory item. The system displays two availability dates for the item. The first date is the first available date. The second date is the first available date that does not compromise another pending order. (See the Bills of Material training manual for more information.)

This function differs from Component Availability in these ways:

- It checks the availability of any item rather than just BOM items.
- It doesn't consider component availability.
- It takes into consideration the passage of time.

Production Interactive Views

Production Schedule

The Production Schedule View is a summary of all production order releases in the system. It contains information about each production order release, but does not contain any component information. (See the Production training manual for more information.)

Dispatched Production

The Dispatched Production View provides a view of the workload for any specific work center, machine groups or labor type. Use the Dispatch Production function within Production Orders to make and save changes to the production sequence. (See the Production training manual for more information.)

Order Status

The Order Status View provides you with detailed information about a specific production order release and the status of all its elements. It shows the overall percentage of completion as well as specific information on materials, labor, machinery, and costs. The tabs on the screen provide progress information in each of the order areas. (See the Production training manual for more information.)

GL WIP Transactions

This view enables you to determine the value of inventory you pulled from stock and is currently on the shop floor. As you pull materials from inventory, the value of inventory is reduced – inventory valuation reports show less inventory than actually exists because pulled inventory is now work in process. To see the full value of existing inventory, consider the value shown on the WIP transactions view as well as the inventory valuation reports. (See the Production training manual for more information.)

Production History

Use the Production History View to review information about previous production order releases. The Production History view allows you to select ranges of information so you can quickly locate specific history information by defining your search criteria. This allows you to see history information for an order number, even if all you know is, for example, the customer purchase order. (See the Production training manual for more information.)

Lot Numbers Where Used

Use the Lot Numbers Where Used View (page 8-23) to find what products a particular lot number was used to make. Example: I have a lot number that is suspect or known to be defective. Knowing that lot number, I want to know what it went into so I know what finished products might have quality or recall issues.

Finished Goods Lot Number

Use the Finished Goods Lot Number View (page 8-27) to find what lot numbers and part numbers went into a given finished good lot. This allows you to find possible bad components. Example: I have a finished good that's defective. I know the lot number. I need to know what went into it because I suspect one of the raw materials was defective.

Sales Order Analysis

Use this view when you generate production orders based on sales orders. If the environment in which you are using TRAVERSE Manufacturing is a make-to-order or job shop environment in which production orders are entered as a direct result of an incoming sales order, you may want to automatically generate the production orders from the sales orders. (See the Production training manual for more information.)

SF Login Activity View

Use the Shop Floor Login Activity View (page 8-31) to see a log of user logins, including time and date logged in and logged out, as well as the duration of the session. This can be used to compare Shop Floor recorded time spent on a production order to time actually spent on the production order. This will allow you to see if employees are correctly logging their time within Shop Floor.

SF Production History View

Use the Shop Floor Production History View (page 8-35) to see Shop Floor History information. The information in this view is the same information displayed on the History screen within Shop Floor.

FlexPack Views

Recipes View

The Recipes View (page 8-15) function allows you to view the material component information for the components in your recipes. You can double-click on the blue Recipe ID to open the Recipe screen for that recipe.

Recipes Where Used View

The Recipes Where Used View (page 8-19) function allows you to view the assemblies in which a recipe is used. This may be helpful if you need to change a recipe and you want to know everywhere the recipe is used and which BOMs it will affect. You can double-click on the blue Recipe ID to open the Recipes View screen for that recipe.

Inventory Views

Lot Numbers View

Use the Lot Numbers View (page 8-39) function to view the costs and quantities of lots.

Use the Lot Numbers function on the Setup and Maintenance menu to change lot information. (See the Inventory Training Manual for more details on Lot Number setup.)

Bills of Material Reports

The Bills of Material reports offer you more detailed information than an Inquiry or Setup and Maintenance function. The option to output to a file or printer also enables you to save the information to review later. Many reports offer a variety of selection criteria and sort parameters for formatting the report to meet your needs.

Costed Bills of Material

Use the Costed Bills of Material report (page 8-45) to view what costs make up a BOM and where these costs come from. A BOM consists of two elements: materials and operations.

Component Where-Used

The Component Where-Used report (page 8-51) enables you to select a range of inventory items and view where those items are used in BOMs. Use the Single Indention option to view a simple list by component of each BOM in which the component can be found. Use the Fully Indented option to view a fully indented BOM. By looking at a fully indented Component Where-Used report, you can determine the overall effect of a problem with a low level component starting from the bottom and working your way up.

Available Components

If you want to build a specific quantity of a given item, and you can't easily calculate how many you can build without knowing the quantities available at the subcomponent levels, use the Available Components report (page 8-55). This report calculates the required quantity of each of the components involved from the top level to the bottom (or stocked assembly level) and shows the component availability at each level, the quantity required, and the net over or under.

Summarized Bills of Material

The Summarized Bills of Material report (page 8-63) summarizes components by cost group. Information is not indented, but grouped from the top-level BOM down. Use the Summarized Bill of Material report to quickly see what material components, machinery, labor, and work centers are used for the entire BOM without searching through a lot of additional information.

Bill of Material Worksheets

The Bill of Material Worksheets (page 8-67) is a working form and can be used in place of the Order Traveler and Production Picking List functions within the MFG - Production module. This form is very useful if the Production module is not installed or not yet implemented. The form reflects much of the information that can be found in the Bills of Material master list or other forms, but in a simplified and shortened format.

Production Reference Reports

The Production module includes inquiry functions, reports, and lists that provide you with the manufacturing information you need to analyze your business practices. To make the most of your manufacturing processes, use the functions described below.

Order Status

This report provides you with the status or progress of a specific production order release. It lists the percentage of completion for each of the process steps, the quantity of material components issued to the release, as well as the status of subassembly completion. It shows each routing step and component item in detail as well as the number of partially completed items at each routing step. (See the Production training manual for more information.)

Work in Process Valuation

This report helps you determine the value of inventory pulled from stock and currently on the shop floor. As you pull materials from inventory, the value of inventory is reduced–an inventory valuation shows less inventory than actually exists because pulled inventory is now work in process (which can change its value) and is not reflected in current inventory. To calculate the true value of inventory, include the values shown on the Work In Process Valuation report. (See the Production training manual for more information.)

Employee Time Log

As you record time and activity information for specific employees, you may want to print a log that focuses on employee time rather than production results. The Employee Time Log provides you with the hours worked by each employee. It also provides a preview of the data that will post to Payroll, if you interfaced it with Production. (See the Production training manual for more information.)

Production History & Variance Reports

The Production History and Variance reports provide a history of variances that have taken place and give you a way to trace information for old production orders that you have already processed.

At first glance, these history reports may appear to be similar. However, although each report uses the same historical data, each has a unique purpose or focus. These reports compare expected production results with actual production results and display different sorts of variances, pointing out problem areas.

Cost Variance Analysis

Use this report to review past production and analyze situations where the actual production cost was notably different from the expected cost. (See the Production training manual for more information.)

Time Variance Analysis

Use the Time Variance Analysis report to review the difference between anticipated time and actual time spent. The report shows each routing step, its machine group or labor type, setup times, run times, wait times, and so on. (See the Production training manual for more information.)

Production Variance Analysis

The Production Variance Analysis report examines unplanned variances in finished goods. Use this report to compare the quantity you planned to produce against the actual production quantity, and to compare the actual finished good unit cost against the standard unit cost. The report serves as a great starting point for locating quantitative or cost-oriented output variances. (See the Production training manual for more information.)

Transaction History

Use the Transaction History report to review detailed information relating to past production. This report deals with the use of materials, labor, machinery, and the finished production. The report is grouped into up to four sections showing material use, process-related time and expense, usage or creation of sub-assemblies, and finished production. (See the Production training manual for more information.)

Production History

Use the Production History report to access the results of production runs. The report groups information together for each order, providing production run information for one order release at a time, and includes a specific breakdown of the lot numbers created if you are using lotted inventory. (See the Production training manual for more information.)

Variance Code History

If you use the Variance Code field when you record production activity, variance codes are recorded in the production history tables. The Variance Code History report displays manufacturing history based on the variance codes grouped by sources such as materials or operations. (See the Production training manual for more information.)

USING THE INTERACTIVE VIEWS MENU

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
	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.**
	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 By This Column	Group the identical entries from this column into a single group. **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.

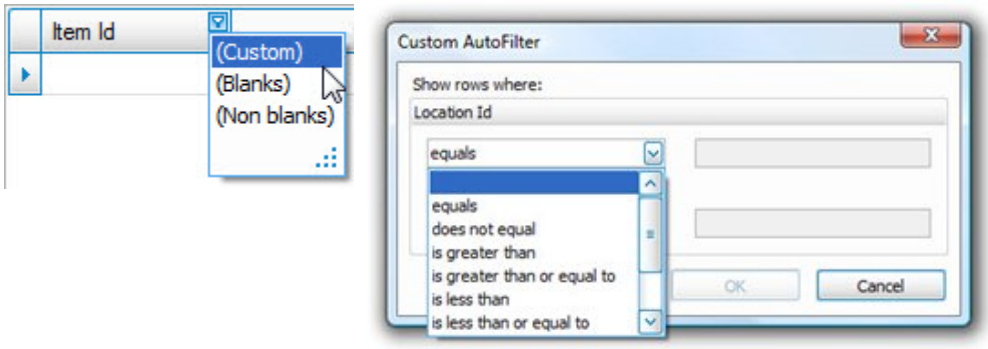
Filtering by an Individual Column

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 drop-down 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 lists, 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.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.

Select	To
	Close the PivotGrid Field List.

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

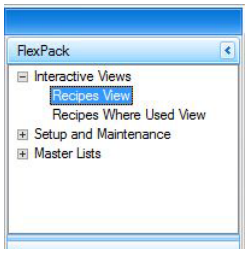
RECIPES VIEW

The **Recipes View** function allows you to view the material component information for the components in your recipes. You can double-click on the blue Recipe ID to open the Recipe screen for that recipe.

To use the **Recipes View**, follow these steps:

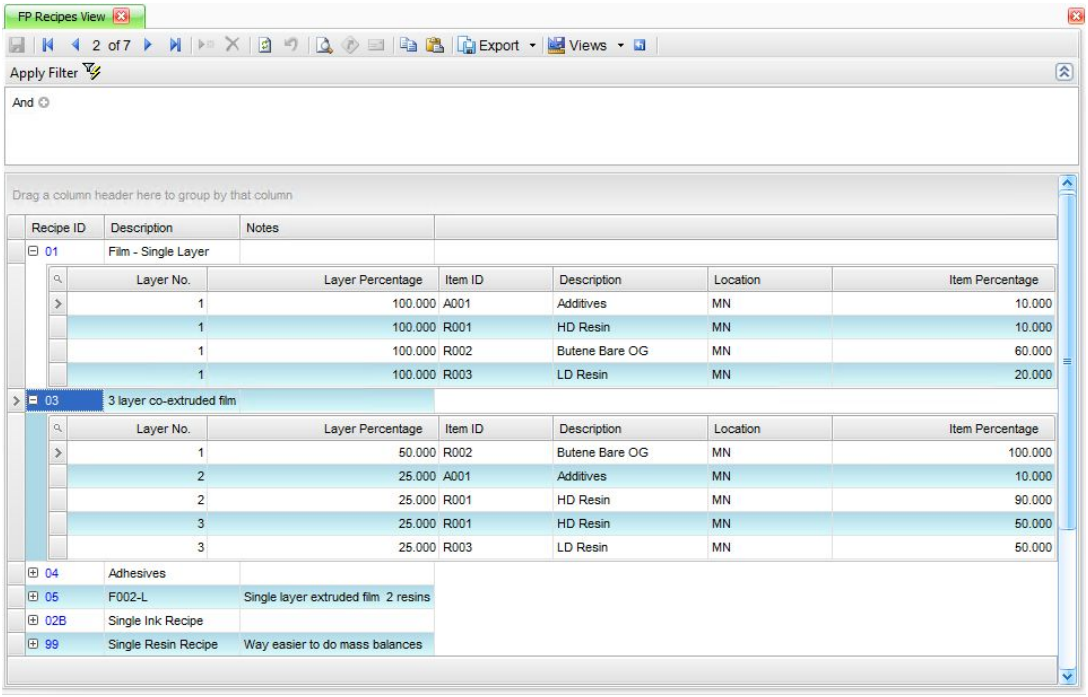
1. Select **Recipes View** from the **FlexPack, Interactive Views** menu.

Recipes View Menu



2. The **Recipes View** screen appears.

Recipes View Screen



3. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
4. Click **Apply Filter** to populate the grid portion of the screen with your filtered data.
5. Double click on the blue **Recipe ID** field to drill down to the Recipes setup screen.
6. Click on the plus sign (+) to expand the component list for the recipe.

7. Select a command button:

Command Buttons

Name	Description
Preview Report	View a preview of the information as a report. To print the report, click the **Print** button or to export the report to a **PDF**, **HTML**, **MHT**, **RTF**, **Excel**, **CSV**, **Text**, or **Image File**, click the **Export Document** button .
Export Data	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document. **Note**: Depending on the output type selected, the information may export exactly as it appears on the screen, including column widths and expanded or collapsed grouped entries.
Views	Save the current parameters set for the interactive view for use at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Recipes 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.

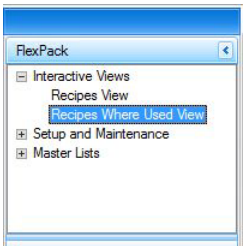
RECIPES WHERE USED VIEW

The **Recipes Where Used View** function allows you to view the assemblies in which a recipe is used. You can double-click on the blue **Recipe ID** to open the Recipes View screen for that recipe.

To use the **Recipes Where Used View**, follow these steps:

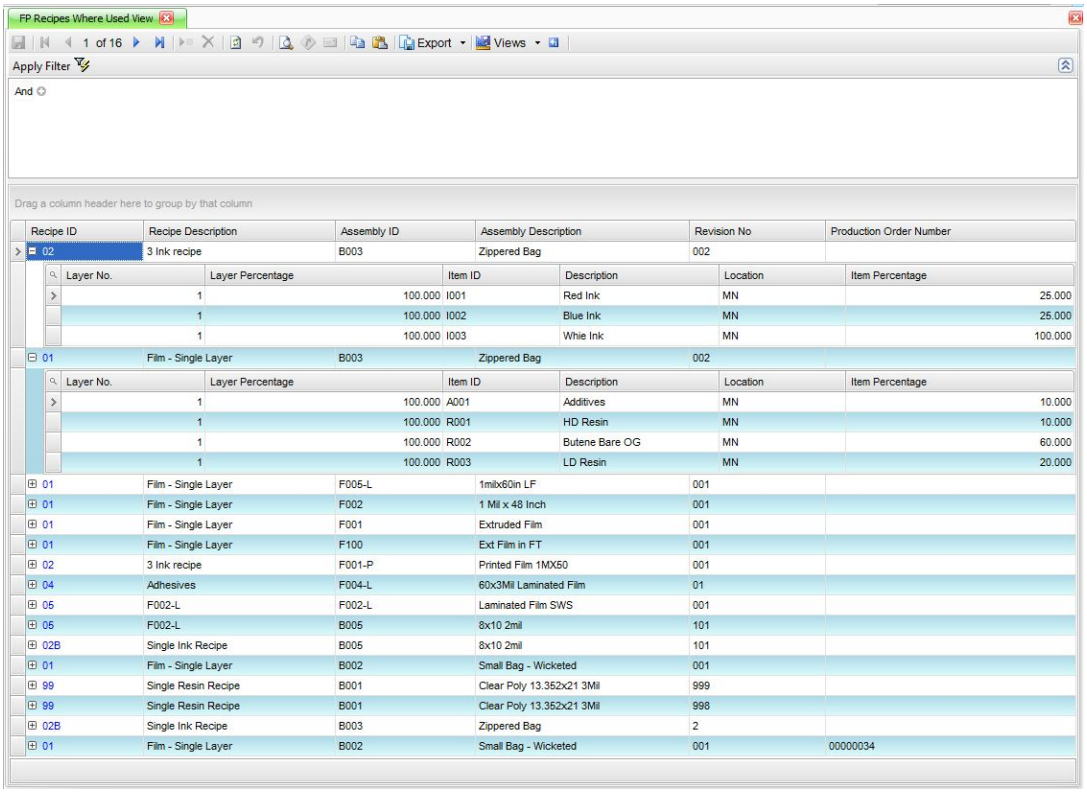
1. Select **Recipes Where Used View** from the **FlexPack, Interactive Views** menu.

Recipes Where Used View Menu



2. The **Recipes Where Used View** screen appears.

Recipes Where Used View Screen



3. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
4. Click **Apply Filter** to populate the grid portion of the screen with your filtered data.
5. Double click on the blue **Recipe ID** field to drill down to the Recipes setup screen.
6. Click on the plus sign (+) to expand the component list for the recipe.

7. Select a command button:

Command Buttons

Name	Description
Preview Report	View a preview of the information as a report. To print the report, click the **Print** button or to export the report to a **PDF**, **HTML**, **MHT**, **RTF**, **Excel**, **CSV**, **Text**, or **Image File**, click the **Export Document** button .
Export Data	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document. **Note**: Depending on the output type selected, the information may export exactly as it appears on the screen, including column widths and expanded or collapsed grouped entries.
Views	Save the current parameters set for the interactive view for use at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Recipes Where Used 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.

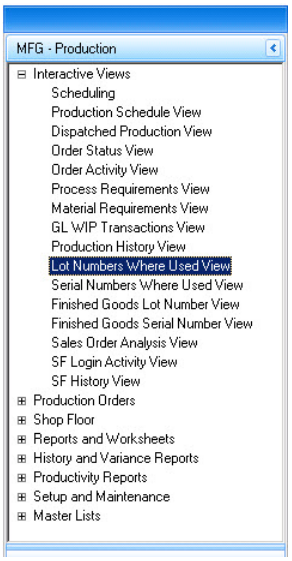
LOT NUMBER WHERE USED VIEW

Use the **Production, Lot Number Where Used View** function to view products that were produced in a particular lot number. This function could be used if you have a lot number that is suspect or known to be defective. Knowing the lot number, you could find which finished products might have quality or recall issues.

To use the **Lot Number Where Used View**, follow these steps:

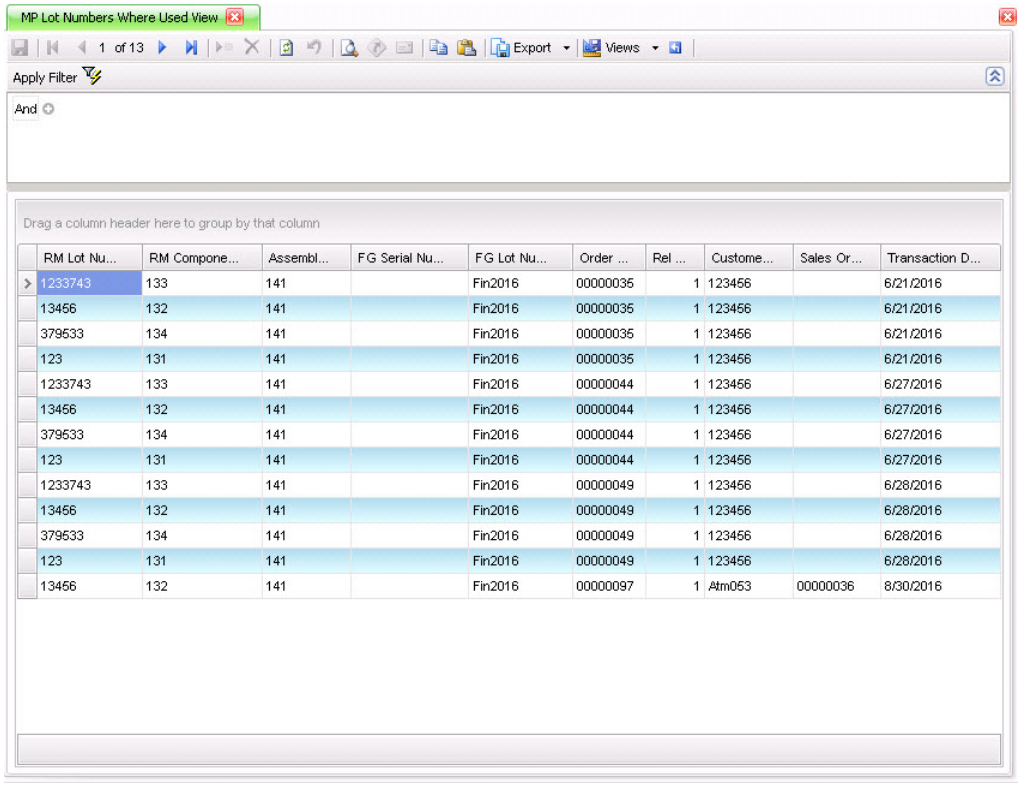
1. Select **Lot Number Where Used View** from the **Production, Interactive Views** menu.

Lot Number Where Used View Menu



2. The **Lot Number Where Used View** screen appears.

Lot Number Where Used View Screen



RM Lot Nu...	RM Compone...	Assembl...	FG Serial Nu...	FG Lot Nu...	Order ...	Rel ...	Custome...	Sales Or...	Transaction D...
1233743	133	141		Fin2016	00000035	1	123456		6/21/2016
13456	132	141		Fin2016	00000035	1	123456		6/21/2016
379533	134	141		Fin2016	00000035	1	123456		6/21/2016
123	131	141		Fin2016	00000035	1	123456		6/21/2016
1233743	133	141		Fin2016	00000044	1	123456		6/27/2016
13456	132	141		Fin2016	00000044	1	123456		6/27/2016
379533	134	141		Fin2016	00000044	1	123456		6/27/2016
123	131	141		Fin2016	00000044	1	123456		6/27/2016
1233743	133	141		Fin2016	00000049	1	123456		6/28/2016
13456	132	141		Fin2016	00000049	1	123456		6/28/2016
379533	134	141		Fin2016	00000049	1	123456		6/28/2016
123	131	141		Fin2016	00000049	1	123456		6/28/2016
13456	132	141		Fin2016	00000097	1	Atm053	00000036	8/30/2016

3. Use the Filter to select the range of assemblies, lot numbers, and order numbers to include in the view or leave the filter blank to include all options.
4. Click **Apply Filter** to populate the grid portion of the screen with your filtered data.

5. Select a command button:

Command Buttons

Name	Description
Preview Report	View a preview of the information as a report. To print the report, click the **Print** button or to export the report to a **PDF**, **HTML**, **MHT**, **RTF**, **Excel**, **CSV**, **Text**, or **Image File**, click the **Export Document** button .
Export Data	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document. **Note**: Depending on the output type selected, the information may export exactly as it appears on the screen, including column widths and expanded or collapsed grouped entries.
Views	Save the current parameters set for the interactive view for use at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Lot Number Where Used 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.

FINISHED GOODS LOT NUMBER VIEW

Use the **Production, Finished Goods Lot Number View** function to view the lot, serial, and part numbers that went into a given finished good lot number. This function could be used if you have a finished good that is suspect or known to be defective. Knowing the lot number, you could find which raw materials were used in producing the good that might have quality or recall issues.

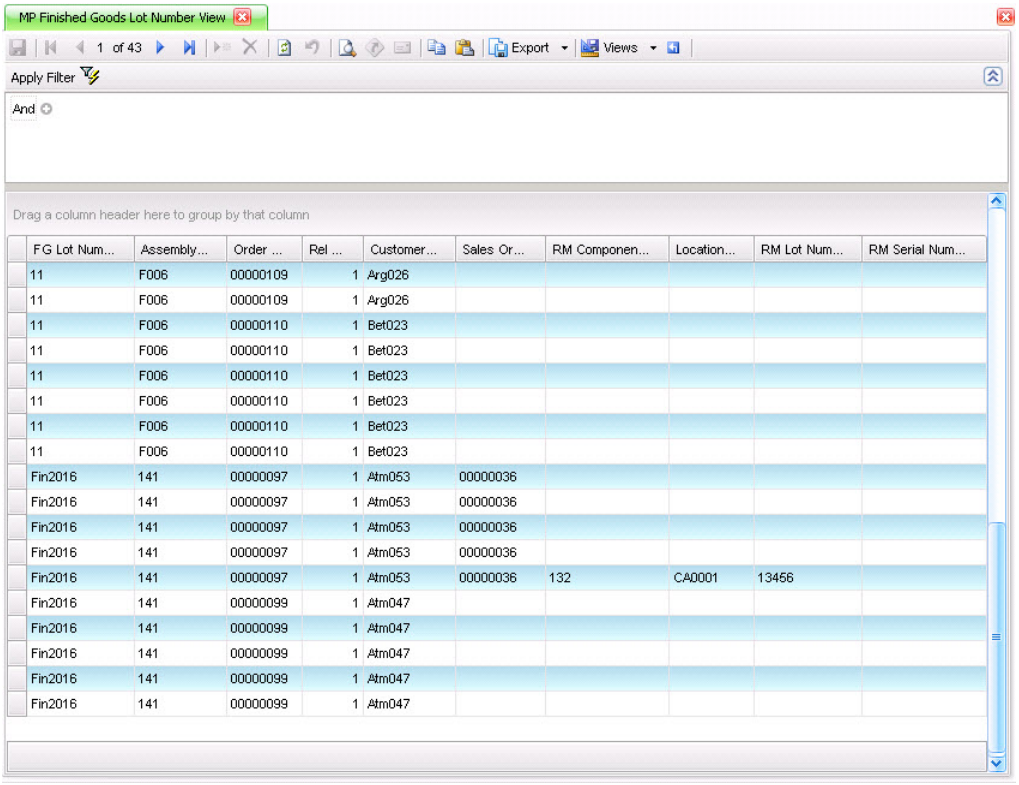
To use the **Finished Goods Lot Number View**, follow these steps:

1. Select **Finished Goods Lot Number View** from the **Production, Interactive Views** menu.

Finished Goods Lot Number View Menu

2. The **Finished Goods Lot Number View** screen appears.

Finished Goods Lot Number View Screen



FG Lot Num...	Assembly...	Order ...	Rel ...	Customer...	Sales Or...	RM Componen...	Location...	RM Lot Num...	RM Serial Num...
11	F006	00000109	1	Arg026					
11	F006	00000109	1	Arg026					
11	F006	00000110	1	Bet023					
11	F006	00000110	1	Bet023					
11	F006	00000110	1	Bet023					
11	F006	00000110	1	Bet023					
11	F006	00000110	1	Bet023					
11	F006	00000110	1	Bet023					
Fin2016	141	00000097	1	Atm053	00000036				
Fin2016	141	00000097	1	Atm053	00000036				
Fin2016	141	00000097	1	Atm053	00000036				
Fin2016	141	00000097	1	Atm053	00000036				
Fin2016	141	00000097	1	Atm053	00000036	132	CA0001	13456	
Fin2016	141	00000099	1	Atm047					
Fin2016	141	00000099	1	Atm047					
Fin2016	141	00000099	1	Atm047					
Fin2016	141	00000099	1	Atm047					
Fin2016	141	00000099	1	Atm047					

3. Use the Filter to select the range of assemblies, lot numbers, and order numbers to include in the view or leave the filter blank to include all options.
4. Click **Apply Filter** to populate the grid portion of the screen with your filtered data.

5. Select a command button:

Command Buttons

Name	Description
Preview Report	View a preview of the information as a report. To print the report, click the **Print** button or to export the report to a **PDF**, **HTML**, **MHT**, **RTF**, **Excel**, **CSV**, **Text**, or **Image File**, click the **Export Document** button .
Export Data	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document. **Note**: Depending on the output type selected, the information may export exactly as it appears on the screen, including column widths and expanded or collapsed grouped entries.
Views	Save the current parameters set for the interactive view for use at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Finished Goods Lot Number 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.

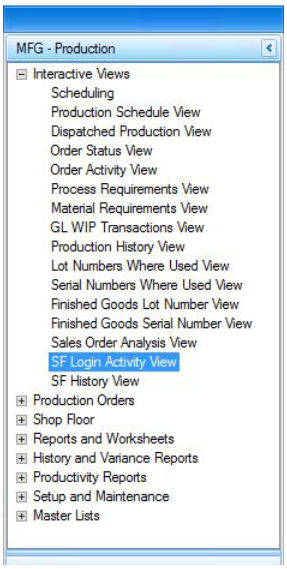
SF LOGIN ACTIVITY VIEW

Use the **Production, SF Login Activity View** to see a log of user logins, including time and date logged in and logged out, as well as the duration of the session.

To use the **SF Login Activity View**, follow these steps:

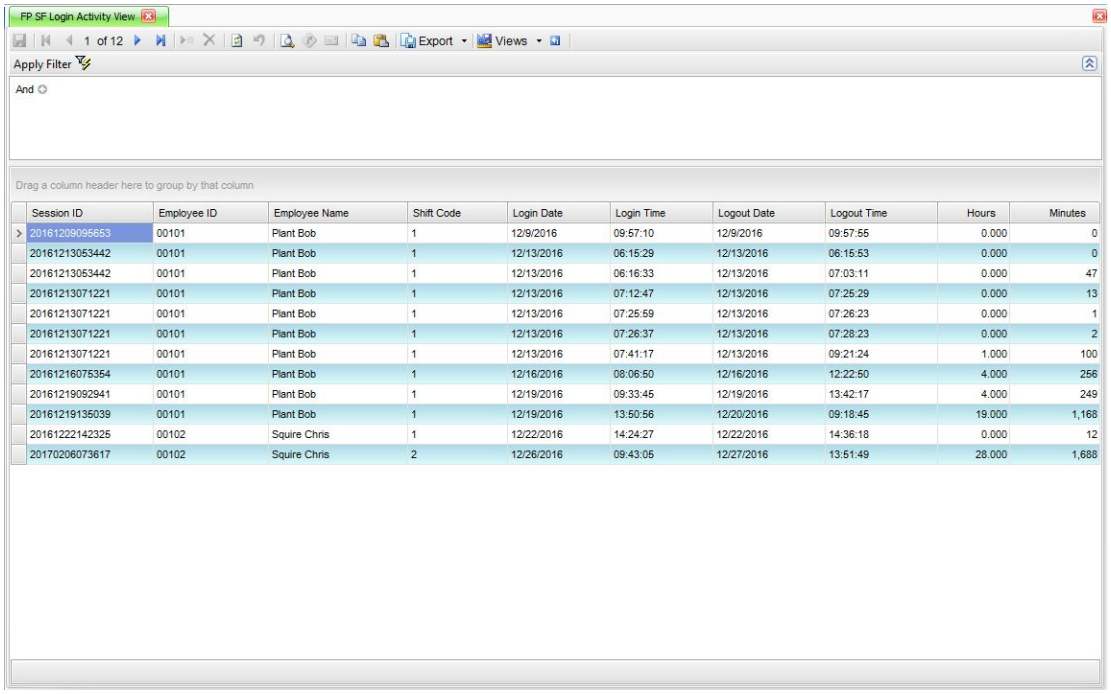
1. Select **SF Login Activity View** from the **Production, Interactive Views** menu.

SF Login Activity View Menu



2. The **SF Login Activity View** screen appears.

SF Login Activity View Screen



Session ID	Employee ID	Employee Name	Shift Code	Login Date	Login Time	Logout Date	Logout Time	Hours	Minutes
20161209095653	00101	Plant Bob	1	12/9/2016	09:57:10	12/9/2016	09:57:55	0.000	0
20161213053442	00101	Plant Bob	1	12/13/2016	06:15:29	12/13/2016	06:15:53	0.000	0
20161213053442	00101	Plant Bob	1	12/13/2016	06:16:33	12/13/2016	07:03:11	0.000	47
20161213071221	00101	Plant Bob	1	12/13/2016	07:12:47	12/13/2016	07:25:29	0.000	13
20161213071221	00101	Plant Bob	1	12/13/2016	07:25:59	12/13/2016	07:26:23	0.000	1
20161213071221	00101	Plant Bob	1	12/13/2016	07:26:37	12/13/2016	07:28:23	0.000	2
20161213071221	00101	Plant Bob	1	12/13/2016	07:41:17	12/13/2016	09:21:24	1.000	100
20161216075354	00101	Plant Bob	1	12/16/2016	08:06:50	12/16/2016	12:22:50	4.000	256
20161219092941	00101	Plant Bob	1	12/19/2016	09:33:45	12/19/2016	13:42:17	4.000	249
20161219135039	00101	Plant Bob	1	12/19/2016	13:50:56	12/20/2016	09:18:45	19.000	1,168
20161222142325	00102	Squire Chris	1	12/22/2016	14:24:27	12/22/2016	14:36:18	0.000	12
20170206073617	00102	Squire Chris	2	12/26/2016	09:43:05	12/27/2016	13:51:49	28.000	1,688

3. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
4. Click **Apply Filter** to populate the grid portion of the screen with your filtered data.

5. Select a command button:

Command Buttons

Name	Description
Preview Report	View a preview of the information as a report. To print the report, click the **Print** button or to export the report to a **PDF**, **HTML**, **MHT**, **RTF**, **Excel**, **CSV**, **Text**, or **Image File**, click the **Export Document** button .
Export Data	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document. **Note**: Depending on the output type selected, the information may export exactly as it appears on the screen, including column widths and expanded or collapsed grouped entries.
Views	Save the current parameters set for the interactive view for use at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the SF Login Activity 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.

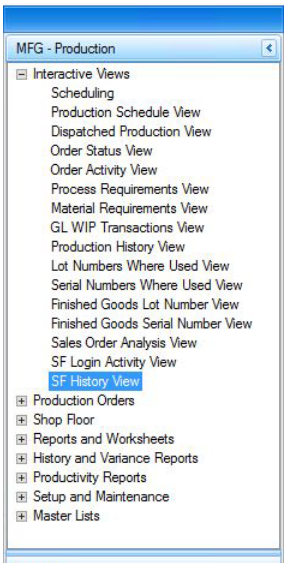
SF PRODUCTION HISTORY VIEW

Use the **Production, SF Production History View** to see Shop Floor History information. The information on the Shop Floor History button screen is displayed in this view.

To use the **SF Production History View**, follow these steps:

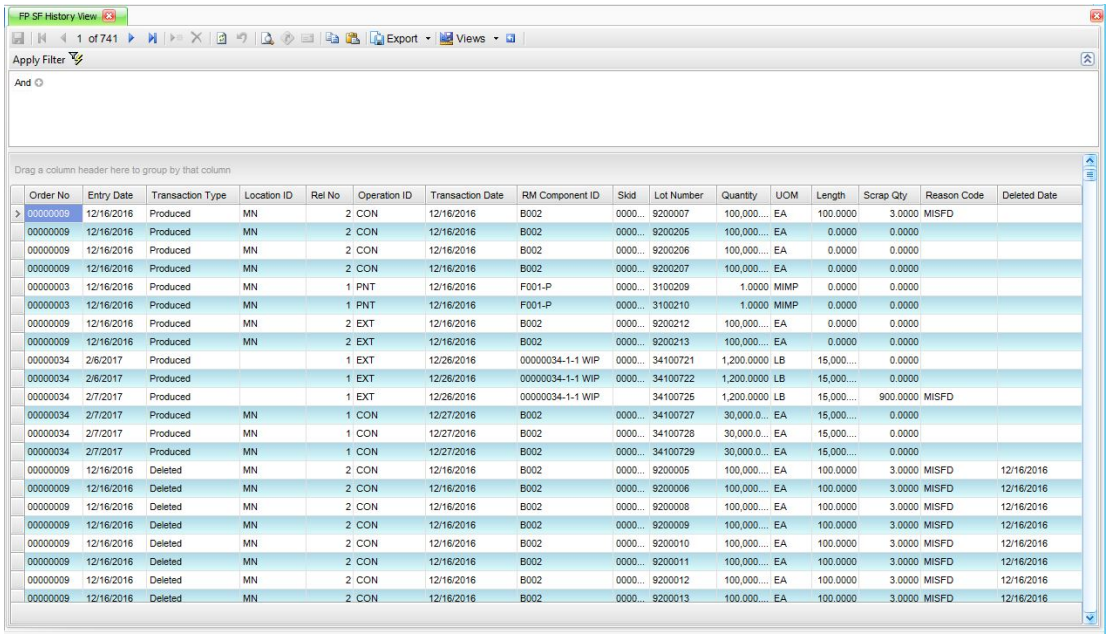
1. Select **SF Production History View** from the **Production, Interactive Views** menu.

SF Production History View Menu



2. The **SF Production History View** screen appears.

SF Production History View Screen



Order No	Entry Date	Transaction Type	Location ID	Rel No	Operation ID	Transaction Date	RM Component ID	Skid	Lot Number	Quantity	UOM	Length	Scrap Qty	Reason Code	Deleted Date
00000009	12/16/2016	Produced	MN	2	CON	12/16/2016	B002	0000...	9200007	100,000....	EA	100.0000	3.0000	MISFD	
00000009	12/16/2016	Produced	MN	2	CON	12/16/2016	B002	0000...	9200205	100,000....	EA	0.0000	0.0000		
00000009	12/16/2016	Produced	MN	2	CON	12/16/2016	B002	0000...	9200206	100,000....	EA	0.0000	0.0000		
00000009	12/16/2016	Produced	MN	2	CON	12/16/2016	B002	0000...	9200207	100,000....	EA	0.0000	0.0000		
00000003	12/16/2016	Produced	MN	1	PNT	12/16/2016	F001-P	0000...	3100209	1.0000	MIMP	0.0000	0.0000		
00000003	12/16/2016	Produced	MN	1	PNT	12/16/2016	F001-P	0000...	3100210	1.0000	MIMP	0.0000	0.0000		
00000009	12/16/2016	Produced	MN	2	EXT	12/16/2016	B002	0000...	9200212	100,000....	EA	0.0000	0.0000		
00000009	12/16/2016	Produced	MN	2	EXT	12/16/2016	B002	0000...	9200213	100,000....	EA	0.0000	0.0000		
00000034	2/6/2017	Produced		1	EXT	12/26/2016	00000034-1-1 WIP	0000...	34100721	1,200.0000	LB	15,000....	0.0000		
00000034	2/6/2017	Produced		1	EXT	12/26/2016	00000034-1-1 WIP	0000...	34100722	1,200.0000	LB	15,000....	0.0000		
00000034	2/7/2017	Produced		1	EXT	12/26/2016	00000034-1-1 WIP		34100725	1,200.0000	LB	15,000....	900.0000	MISFD	
00000034	2/7/2017	Produced	MN	1	CON	12/27/2016	B002	0000...	34100727	30,000.0...	EA	15,000....	0.0000		
00000034	2/7/2017	Produced	MN	1	CON	12/27/2016	B002	0000...	34100728	30,000.0...	EA	15,000....	0.0000		
00000034	2/7/2017	Produced	MN	1	CON	12/27/2016	B002	0000...	34100729	30,000.0...	EA	15,000....	0.0000		
00000009	12/16/2016	Deleted	MN	2	CON	12/16/2016	B002	0000...	9200005	100,000....	EA	100.0000	3.0000	MISFD	12/16/2016
00000009	12/16/2016	Deleted	MN	2	CON	12/16/2016	B002	0000...	9200006	100,000....	EA	100.0000	3.0000	MISFD	12/16/2016
00000009	12/16/2016	Deleted	MN	2	CON	12/16/2016	B002	0000...	9200008	100,000....	EA	100.0000	3.0000	MISFD	12/16/2016
00000009	12/16/2016	Deleted	MN	2	CON	12/16/2016	B002	0000...	9200009	100,000....	EA	100.0000	3.0000	MISFD	12/16/2016
00000009	12/16/2016	Deleted	MN	2	CON	12/16/2016	B002	0000...	9200010	100,000....	EA	100.0000	3.0000	MISFD	12/16/2016
00000009	12/16/2016	Deleted	MN	2	CON	12/16/2016	B002	0000...	9200011	100,000....	EA	100.0000	3.0000	MISFD	12/16/2016
00000009	12/16/2016	Deleted	MN	2	CON	12/16/2016	B002	0000...	9200012	100,000....	EA	100.0000	3.0000	MISFD	12/16/2016
00000009	12/16/2016	Deleted	MN	2	CON	12/16/2016	B002	0000...	9200013	100,000....	EA	100.0000	3.0000	MISFD	12/16/2016

3. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
4. Click **Apply Filter** to populate the grid portion of the screen with your filtered data.

5. Select a command button:

Command Buttons

Name	Description
Preview Report	View a preview of the information as a report. To print the report, click the **Print** button or to export the report to a **PDF**, **HTML**, **MHT**, **RTF**, **Excel**, **CSV**, **Text**, or **Image File**, click the **Export Document** button .
Export Data	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document. **Note**: Depending on the output type selected, the information may export exactly as it appears on the screen, including column widths and expanded or collapsed grouped entries.
Views	Save the current parameters set for the interactive view for use at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the SF Production History 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.

LOT NUMBER VIEW

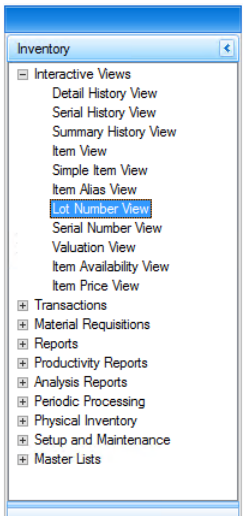
Use the **Inventory, Lot Numbers View** function to view the costs and quantities of lots.

Use the Lot Numbers function on the Inventory Setup and Maintenance menu to change lot information.

To use the **Lot Number View** function, follow these steps:

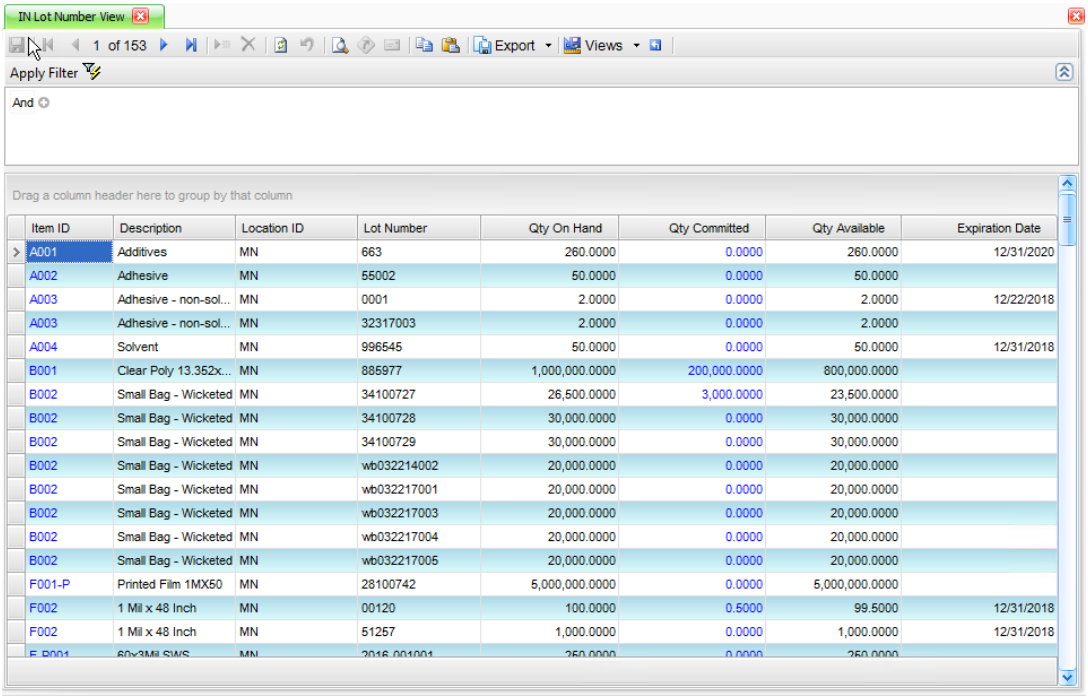
1. Select **Lot Number View** from the **Inventory, Interactive Views** menu.

Lot Numbers View Menu



2. The **Lot Number View** screen appears.

Lot Numbers View Screen



Item ID	Description	Location ID	Lot Number	Qty On Hand	Qty Committed	Qty Available	Expiration Date
A001	Additives	MN	663	260.0000	0.0000	260.0000	12/31/2020
A002	Adhesive	MN	55002	50.0000	0.0000	50.0000	
A003	Adhesive - non-sol...	MN	0001	2.0000	0.0000	2.0000	12/22/2018
A003	Adhesive - non-sol...	MN	32317003	2.0000	0.0000	2.0000	
A004	Solvent	MN	996545	50.0000	0.0000	50.0000	12/31/2018
B001	Clear Poly 13.352x...	MN	885977	1,000,000.0000	200,000.0000	800,000.0000	
B002	Small Bag - Wicketed	MN	34100727	26,500.0000	3,000.0000	23,500.0000	
B002	Small Bag - Wicketed	MN	34100728	30,000.0000	0.0000	30,000.0000	
B002	Small Bag - Wicketed	MN	34100729	30,000.0000	0.0000	30,000.0000	
B002	Small Bag - Wicketed	MN	wb032214002	20,000.0000	0.0000	20,000.0000	
B002	Small Bag - Wicketed	MN	wb032217001	20,000.0000	0.0000	20,000.0000	
B002	Small Bag - Wicketed	MN	wb032217003	20,000.0000	0.0000	20,000.0000	
B002	Small Bag - Wicketed	MN	wb032217004	20,000.0000	0.0000	20,000.0000	
B002	Small Bag - Wicketed	MN	wb032217005	20,000.0000	0.0000	20,000.0000	
F001-P	Printed Film 1MX50	MN	28100742	5,000,000.0000	0.0000	5,000,000.0000	
F002	1 Mil x 48 Inch	MN	00120	100.0000	0.5000	99.5000	12/31/2018
F002	1 Mil x 48 Inch	MN	51257	1,000.0000	0.0000	1,000.0000	12/31/2018
F P001	60x3Mil SWS	MN	2016 001001	250.0000	0.0000	250.0000	

3. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
4. Click **Apply Filter** to populate the grid portion of the screen with your filtered data.
5. Double-click on the blue **Item ID** to drill down to the Inventory Detail History screen with the Item ID filtered.
6. Double-click on the blue **Qty Committed** to drill down to the Inventory Item Availability screen with the Item ID filtered.

7. Select a command button:

Command Buttons

Name	Description
Preview Report	View a preview of the information as a report. To print the report, click the **Print** button or to export the report to a **PDF**, **HTML**, **MHT**, **RTF**, **Excel**, **CSV**, **Text**, or **Image File**, click the **Export Document** button .
Export Data	Export and save the data as an HTML, XML, plain text, or Microsoft Excel document. **Note**: Depending on the output type selected, the information may export exactly as it appears on the screen, including column widths and expanded or collapsed grouped entries.
Views	Save the current parameters set for the interactive view for use at a later time. You can also use the button to select, edit, or delete from the multiple saved views.
Reset Layout	Reset the column headings and any sorting changes made to the information table.

Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Lot Number 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.

USING THE REPORTS MENU

Before you use the functions on the Bills of Material Reports menu, make sure you have set up Bills of Material using the corresponding functions on the FlexPack Setup and Maintenance menu. Verify your setup information using the functions on the Master Lists and Interactive Views menus. See “Bills of Material Setup” on (page 3-175) for more information on setting up Bills of Material.

Before you use the functions on the Production Reports and Worksheets menu, make sure you have set up Production using the corresponding functions in the Business Rules. Verify your setup information using the functions on the Master Lists and Interactive Views menus.

There are many reports throughout the TRAVERSE system. Only those reports that are directly affected by FlexPack functionality will be covered in the following pages.

COSTED BILLS OF MATERIAL

The **Bills of Material, Costed Bills of Material Report** is designed to give you a printed copy of all the costs that go into a bill of material resulting in a total product cost based on your choice of current standard costs or component last costs. The report shows each process from start to finish, listing material components within those routing steps. Queue time, Wait time, and Move time need not be shown on the report since they are not costed items.

A BOM consists of materials and operations. In FlexPack, the BOM costs are calculated using the Formula calculations.

BOMs may also contain routing steps to which you can attach a list of materials used to complete those steps.

The report is indented to show operations if you interface with Routing and Resources, and further indented to show material components. The costs that appear at the right vary depending on whether or not you chose to print the report using last cost or standard cost. Using Last Cost, the report provides an accurate idea of what the assemblies actually cost. Choosing Standard Cost, the report displays what the assemblies cost based on standard cost and match the Cost summary section found in the Bills of Material inquiry or Bills of Material setup functions.

The first line of each report section shows the Assembly or product ID being produced and its description. The Type always appears as “Assembly” for this line. The Labor Type ID and Machine Group ID are blank. The Lot Size, and Unit of Measure are the respective fields from the General area. Finally the total calculated cost of the item appears to the far right.

Below the Assembly line are the various cost lines of the report. These consist of Labor Setup Costs, Machine Setup Costs, Overhead (Work Center) costs, and Material costs. On the far right side of the report is the cost contribution of that specific cost area to the total cost of the assembly.

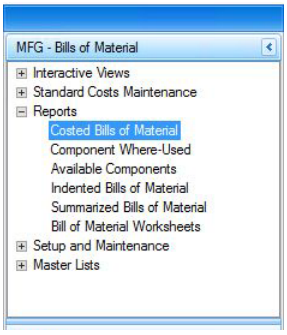
The Location ID/Work Center will print the name of the Work Center for these lines. The type will appear as Labor, Machine, Machine Setup, or Labor Setup. The Labor Type ID and Machine Group ID will appear accordingly. The Qty/Lot Size should generally equate to the time to run one piece or one unit. The Unit is going to be Hrs, Mins, or Secs. . Cost Group ID prints the cost group assigned to that machine group or labor type, and the Cost is the cost contribution to the total cost of the product that this line provides.

Material components will appear below the operation or routing step they have been assigned to and are indented slightly from the operations. The Recipe ID will not display, only the components of the Recipe. They will print their Location and Type, which always appears as Material. The Labor Type ID and Machine Id are not applicable and appear blank. The Qty field holds the quantity to be used. Unit is the Unit of Measure. Cost Group shows the Cost Group assigned to that material in the bill of material, and finally the Cost is the unit cost multiplied by the quantity. As Needed and Non-Inventory components also appear on the report.

To produce the **Costed Bills of Material Report**, follow these steps:

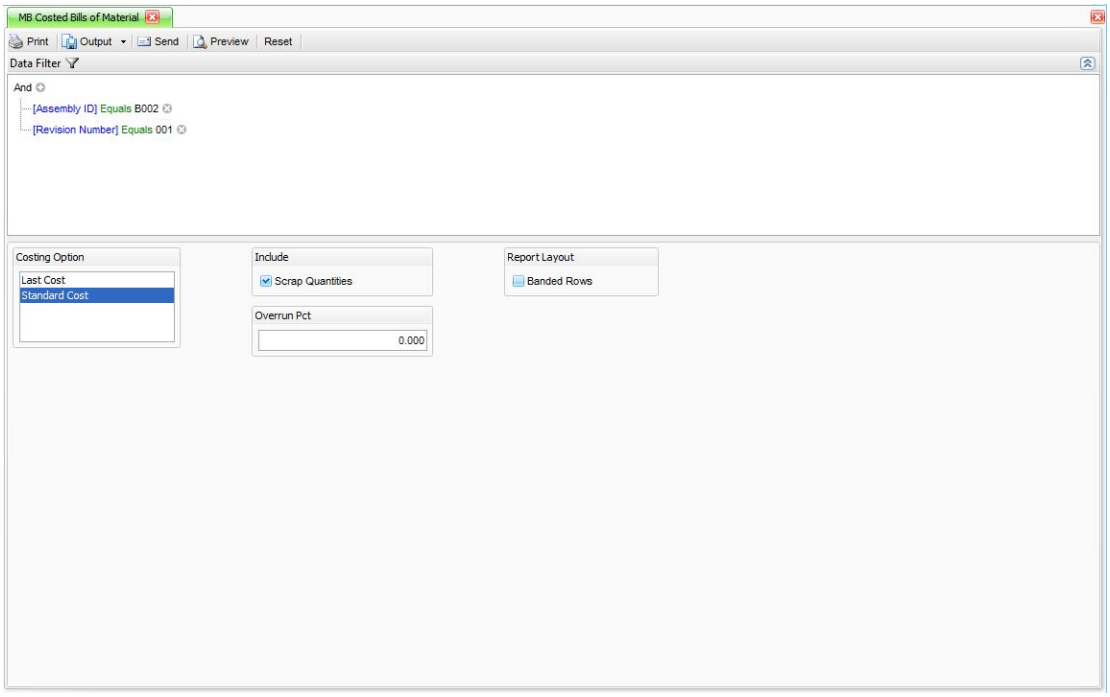
1. Select **Costed Bills of Material Report** from the **Bills of Material, Reports** menu.

Costed Bills of Material Report Menu



2. The **Costed Bills of Material Report** screen appears.

Costed Bills of Material Report Screen



3. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.
4. Select the **Costing Option** for the report. The selections are **Last Cost** and **Standard Cost**.
5. Check the box to **Include Scrap Quantities** on the report.
6. Enter an overrun percentage to use when calculating costs in the **Overrun Pct** field.

   Use the Overrun Percentage to calculate the unit price of the finished good for the order and agreed-upon Overrun Percentage. This amount will change the weight, the manufacturing costs and the unit price.

   When an overrun percentage is used, the BOM is being exploded with a new batch quantity. The formulas will recalculate the demand, e.g. If the batch quantity is 10,000 lbs of film and you enter an 8% overrun, the weight will change to 10,800 lbs and the costs will change based on the additional materials, labor, and machine costs. The total cost will change based on the overrun percentage.

7. 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.
8. 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.

Costed Bills of Material Report

BA latest Flexpack company

Costed Bills of Material - Standard Cost

Report Filter Assembly ID = 'B002' And Revision Number = '001'
Include Scrap Quantities Yes

Assembly / Operation / Component	Location ID / Work Center	Type	Labor Type ID	Machine Group ID	Qty / Lot Size	Unit	Cost Group ID	Cost
B002-001 (Primary): Small Bag - Wicketed		Assembly			100,000.0000	EA		4,959.8559
EXT: Extrusion	EXT	Routing Material	EXT	EXT	0.0000			2,044.8559
EXT: Extrusion	EXT	Labor Setup	EXT	EXT	0.2500	Hrs		0.0000
EXT: Extrusion	EXT	Machine Setup	EXT	EXT	30.0000	Mins		75.0000
EXT: Extrusion	EXT	Machine	EXT	EXT	0.3469	Hrs		52.0283
R002: Butene Bare OG	MN	Material	EXT	EXT	1,122.6308	LB	02	1,122.6308
R003: LD Resin	MN	Material	EXT	EXT	374.2103	LB	02	374.2103
A001: Additives	MN	Material	EXT	EXT	187.1051	LB	02	233.8814
R001: HD Resin	MN	Material	EXT	EXT	187.1051	LB	02	187.1051
CON: Bag Making	CON	Routing Material	CON	CON	0.0000			2,915.0000
CON: Bag Making	CON	Labor Setup	CON	CON	0.2000	Hrs		0.0000
CON: Bag Making	CON	Machine Setup	CON	CON	30.0000	Mins		75.0000
CON: Bag Making	CON	Machine	CON	CON	16.6667	Hrs		2,500.0000
S001: Skid	MN	Material	CON	CON	10.0000	EA	02	50.0000
P001: Box	MN	Material	CON	CON	200.0000	EA	02	50.0000
W001: 5X3 Wicket	MN	Material	CON	CON	4.0000	EA	02	240.0000

2/16/2017 3:07 PM ***** End of Report ***** **OPEN_SYSTEMS\Kent.Heitkamp**

COMPONENT WHERE - USED

The **Bills of Material, Component Where - Used** report shows in which bills of material, components can be found. This report is useful if a particular component is being discontinued or has had a significant price change, and management is considering replacing the component and needs to know what finished goods will be affected. Single indentation would allow you to see the component and the bill it is used in. The report resembles an upside-down bill of materials because one is seeing the component, then all the bills it is a part of at any given level. The fully indented version of the report allows you to not only see the bill the component goes into, but if that bill is a component to another bill of material, the report will show that also. Seeing this hierarchy of bills of material can be helpful in seeing how minor components can impact several bills of material at higher levels.

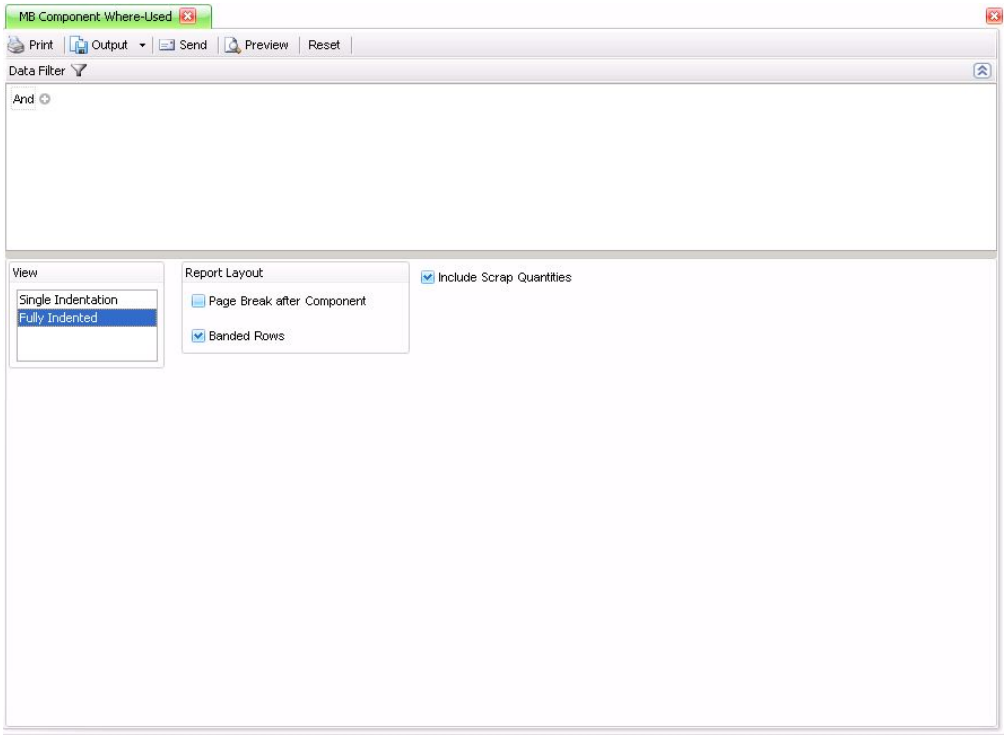
To produce the **Component Where - Used Report**, follow these steps:

1. Select **Component Where - Used Report** from the **Bills of Material, Reports** menu.

Component Where - Used Report Menu

2. The **Component Where - Used Report** screen appears.

Component Where - Used Report Screen



3. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.
4. Select the **View** format for the report. The selections are **Single Indentation** and **Fully Indented**.
5. Select the **Report Layout**; check the box if you want to have a **Page Break after Component**. Leave this check box blank to have a continuous report.
6. 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.
7. Check the box to **Include Scrap Quantities** on the report.

8. 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 Where - Used Report - Fully Indented

Flexible Packaging Inc Page 1

Component Where-Used (Fully Indented)

Report Filter
Include Scrap Quantities Yes

Component ID: Component Description Assembly ID: Assembly Description	Revision No	Detail Type	Location ID	Unit	Component Qty
+101:Printed Film			CA0001		
+155:P1410 10 CT Fir Fajita	1	Material	CA0001	LB	0.0000
+102:4x5 Wickets			CA0001		
+155:P1410 10 CT Fir Fajita	1	Material	CA0001	EA	0.0000
+103:Packaging cartons			CA0001		
+155:P1410 10 CT Fir Fajita	1	Material	CA0001	EA	0.0000
+104:Zipper			CA0001		
+155:P1410 10 CT Fir Fajita	1	Material	CA0001	IN	0.0000
+B003:2mil 8 x 10 zippered bag Test for Estimate vs. Bill 967 vs. 1083	65	Material	CA0001	IN	0.0000
+105:stretch film 80 gauge 20"			CA0001		
+123456789012345678901234:9 Film A rev1	123	Material	CA0001	LBS	320.0000
+155:P1410 10 CT Fir Fajita	1	Material	CA0001	LBS	2.0000
+109:Box 18x12 15 in depth			CA0001		
+151:Finished bag test	1	Material	CA0001	EA	0.0000
+146:52873:Extrusion to Conversion	1	Material	CA0001	EA	0.0000
+52873-X:Bag 10X15X1.75	001	Material	CA0001	EA	0.0000
+111:2008 Film 15 3/4 CF .0009			CA0001		
+151:Finished bag test	1	Material	CA0001	LBS	0.0000
+B003:2mil 8 x 10 zippered bag Test for Estimate vs. Bill 967 vs. 1083	65	Material	CA0001	LBS	0.0000
+125:9 INK Green			CA0001		
+160:9 FILM Printed	1	Material	CA0001	LB	0.0000
+F001-P-***:Problems with ink quantity - Using Purchased Film - Printed 50 in 1 mil Film	A04	Material			0.0000
+B003:*** Resin time seems off. Used QA - 2mil 8 x 10 zippered bag QS is working	A68	Material		EA	0.0000
+F001-P-***:Off by .01 in weight calculation - Using Purchased Film - Printed 50 in 1 mil Film	A01	Material	CA0001	LB	0.0000
+126:9 INK Yellow			CA0001		
+160:9 FILM Printed	1	Material	CA0001	LB	0.0000
+F001-P-***:Problems with ink quantity - Using Purchased Film - Printed 50 in 1 mil Film	A04	Material			0.0000
+B003:*** Resin time seems off. Used QA - 2mil 8 x 10 zippered bag QS is working	A68	Material		EA	0.0000

3/23/2017 3:15 PM **OPEN_SYSTEMS\Kent.Heitkamp**

AVAILABLE COMPONENTS

The **Bills of Material, Available Components** is the report version of the Available Components View.

The report can be run for a range of assemblies and revisions but is really intended to be run for one specific assembly. You can enter a quantity, and that quantity is exploded for the bill or bills in the range. The system then prints an availability report of components for each bill of material. It also shows how many of the finished assembly could be built based on the components available. This report allows you to focus on the weakest link or links in terms of availability. To see more specific details in regard to the makeup of the report, refer to the more detailed notes on the Available Components Interactive View discussed previously.

The Available Components Report function allows you to enter an Assembly and Revision, as well as an estimated or desired final production quantity. When you print the report, the software then prepares a list of all the components that go into the bill of material. This list of components extends through all levels of the bill of material if multiple levels exist. The report displays that list, showing the current quantity required, the quantity available for each component, the maximum buildable quantity based on each individual component, the actual buildable quantity based on the status of all components.

The report only concerns itself with material components and does not make any consideration for time-related resources such as labor, machines, or subcontract processes. Again, the report treats recipes like raw materials in calculating the requirements. “Sub-assemblies” which have been defined in the bill as “Recipes” do not appear on the report, but their material and recipe components will appear. Non-inventory items, service items, and “as needed” items that have been defined with required quantities of zero are included in the report, but have no affect on the buildable quantity. Non-inventory items and service items will display a quantity required in most cases, but the quantity available will always display as zero since neither item can be given a quantity within the inventory system. The maximum quantity buildable will also display as zero for those line items, but this has no effect on the buildable quantity.

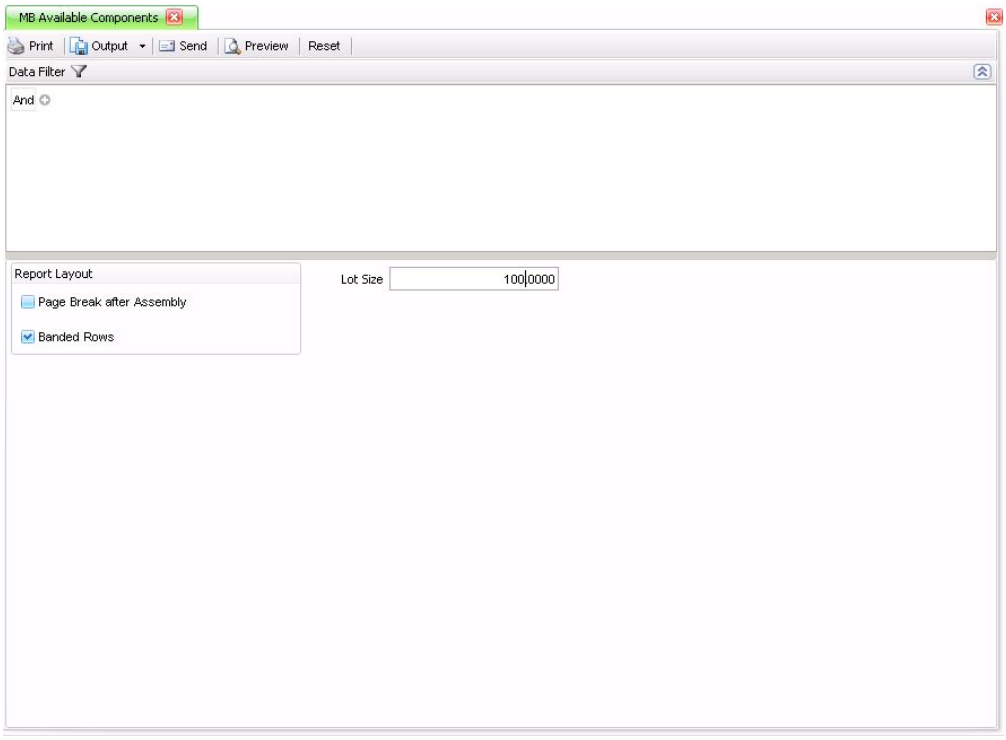
To produce the **Available Components Report**, follow these steps:

1. Select **Available Components Report** from the **Bills of Material, Reports** menu.

Available Components Report Menu

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

Available Components Report Screen



3. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.
4. Select the **Routing** for the report. The selections are **Primary, Secondary** and **Both**.
5. Select the **Report Layout**; check the box if you want to have a **Page Break after Assembly**. Leave this check-box blank to have a continuous report.
6. 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.
7. Enter the **Lot Size** for the report.
8. 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.

Available Components Report

Flexible Packaging Inc
Available Components

Page 1

Report Filter: Assembly ID Like 'b%'
Lot Size: 100.0000

Assembly ID	Revision No	Description		Unit	Qty to Build	Qty Buildable
B001	A03	Clear Poly 13.352x21 3Mil		EA	100.0000	3,225.0000
Component ID	**Location ID**	**Description**	**Item Type**	**Unit**	**Qty Required**	**Qty Available**
RESIN2	CA0001	Raw Material Resin2	Material	LBS	1.5339	16,466.0559
RESIN3	CA0001	Raw Material Resin3	Material	LBS	0.6903	21,516.8583
RESIN4	CA0001	Raw Material Resin4	Material	LBS	2.4543	7,917.1565
RESIN5	CA0001	Raw Material Resin5	Material	LBS	1.1504	11,813.8759

Assembly ID	Revision No	Description		Unit	Qty to Build	Qty Buildable
B001	A04	Clear Poly 13.352x21 3Mil - Problem with UOM of M		M	100.0000	-2.0000
Component ID	**Location ID**	**Description**	**Item Type**	**Unit**	**Qty Required**	**Qty Available**
RESIN2	CA0001	Raw Material Resin2	Material	LBS	1,533.9290	16,466.0559
RESIN3	CA0001	Raw Material Resin3	Material	LBS	690.2680	21,516.8583
RESIN4	CA0001	Raw Material Resin4	Material	LBS	2,454.2864	7,917.1565
RESIN5	CA0001	Raw Material Resin5	Material	LBS	1,150.4467	11,813.8759
X001	CA0001	3x20 Box	Material	EA	50.0000	-100.0000
Z001	CA0001	Zipper	Material	IN	800,000.0000	99,200.0000

Assembly ID	Revision No	Description		Unit	Qty to Build	Qty Buildable
B003	301	2mil 8 x 10 zippered bag		EA	100.0000	-100.0000
Component ID	**Location ID**	**Description**	**Item Type**	**Unit**	**Qty Required**	**Qty Available**
F002	CA0001	Purchased Film 50 in Layflat 1 mil	Material	LBS	0.0000	0.0000
I001	CA0001	Cyan Ink	Material	LBS	0.0031	0.0000
I002	CA0001	Magenta Ink	Material	LBS	0.0032	0.0000
I003	CA0001	White Ink	Material	LBS	0.0117	0.0000
L001	CA0001	Label 8x10 zipper bag	Material	EA	0.0000	-50.0000
RESIN1	CA0001	Raw Material Resin1	Material	LBS	0.2933	10,000.0000
RESIN2	CA0001	Raw Material Resin2	Material	LBS	0.2933	16,466.0559
RESIN3	CA0001	Raw Material Resin3	Material	LBS	0.2639	21,516.8583
RESIN4	CA0001	Raw Material Resin4	Material	LBS	1.3519	7,917.1565
RESIN5	CA0001	Raw Material Resin5	Material	LBS	0.4399	11,813.8759
X001	CA0001	3x20 Box	Material	EA	0.0000	-100.0000
Z001	CA0001	Zipper	Material	IN	0.0000	99,200.0000

Assembly ID	Revision No	Description		Unit	Qty to Build	Qty Buildable
B003	34	*** No error but now I just get zeros - 2mil 8 x 10 zippered bag		M	100.0000	-2.0000
Component ID	**Location ID**	**Description**	**Item Type**	**Unit**	**Qty Required**	**Qty Available**
A002	CA0001	Adhesive	Material	LBS	32.0000	0.0000
F002	CA0001	Purchased Film 50 in Layflat 1 mil	Material	LBS	533.3333	0.0000
I001	CA0001	Cyan Ink	Material	LBS	3.2258	0.0000
I002	CA0001	Magenta Ink	Material	LBS	3.3333	0.0000
I003	CA0001	White Ink	Material	LBS	12.3077	0.0000
L001	CA0001	Label 8x10 zipper bag	Material	EA	50.0000	-50.0000
RESIN2	CA0001	Raw Material Resin2	Material	LBS	435.3995	16,466.0559
RESIN4	CA0001	Raw Material Resin4	Material	LBS	653.0993	7,917.1565
X001	CA0001	3x20 Box	Material	EA	50.0000	-100.0000
Z001	CA0001	Zipper	Material	IN	800,000.0000	99,200.0000

3/23/2017 3:19 PM OPEN_SYSTEMS\Kent.Heitkamp

INDENTED BILLS OF MATERIAL

The **Bills of Material, Indented Bills of Material** report enables you to see the framework of the bill of material from top to bottom. Unlike many of the costing reports, the Indented Bills of Material report is designed to show structure and quantity but does not contain costing information.

Components of Recipes are indented for ease of readability. The report can be printed with or without operations, but printing the report to include existing operations may be of greater benefit than without.

The report can be printed in Banded or Non-Banded rows and with or without a page break after each assembly. The sequence of the routing can be printed in Ascending or Descending order. You may enter an overrun percentage to simulate a true customer order.

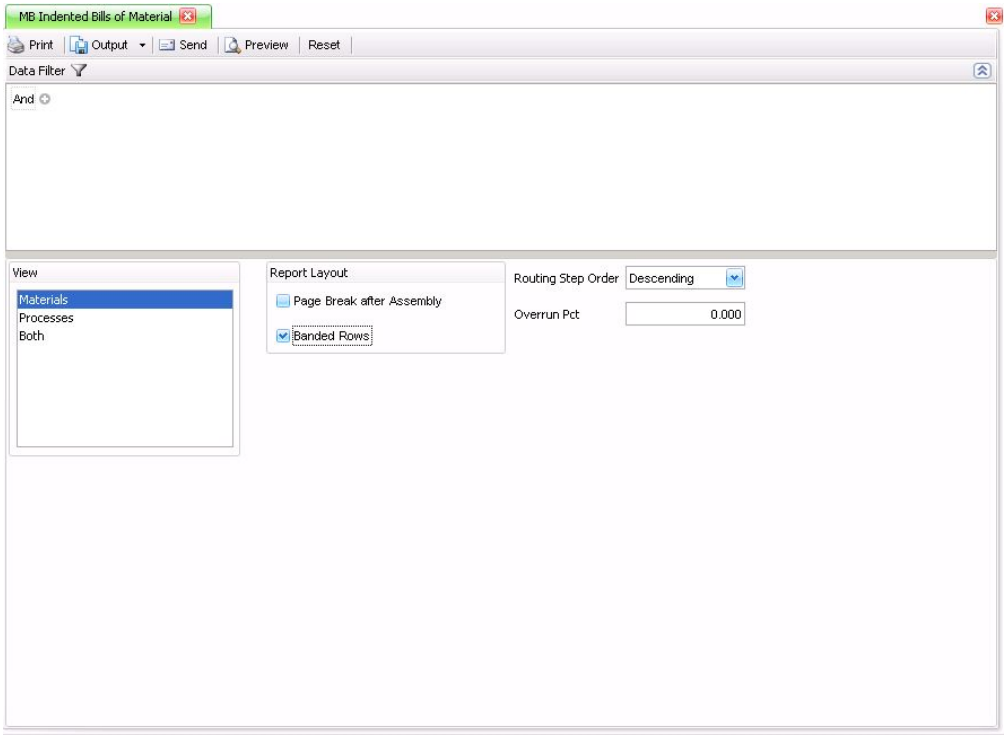
To produce the **Indented Bills of Material Report**, follow these steps:

1. Select **Indented Bills of Material Report** from the **Bills of Material, Reports** menu.

Indented Bills of Material Report Menu

2. The **Indented Bills of Material Report** screen appears.

Indented Bills of Material Report Screen



3. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.
4. Select the **View** for the report. The selections are **Materials, Processes** and **Both**.
    - **Materials** will print only materials and will not include any routings or operations.
    - **Processes** will print only routings and operations and exclude materials.
    - **Both** will print all routings, operations, and materials.
5. Select the **Report Layout**; check the box if you want to have a **Page Break after Assembly**. Leave this check box blank to have a continuous report.
6. 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.

7. Select the **Routing Step Order** for the report: **Ascending** or **Descending**.
8. Enter an overrun percentage into the **Overrun Pct** field to simulate a true customer order.
9. 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.

Indented Bills of Material Report

Flexible Packaging Inc Page 1

Indented Bills of Material

Materials and Processes

Report Filter Assembly ID Like 'b%'
Overrun Percent 5
Routing Step Order Descending

Assembly ID	Revision No	Description	Lot Size	Drawing No
B001	A03	Clear Poly 13.352x21 3Mil	10,000.0000	

Level	Routing / Component	Routing Step	Location / Work Center	Total Qty	Machine Group	Labor Type	Labor Setup
1	CON	2	GENERAL		CON	GENERAL	GENERAL
1	EXT	1	GENERAL		Extruder	GENERAL	GENERAL
2	RESIN2:Raw Material Resin2	1	CA0001	161.0625			
2	RESIN4:Raw Material Resin4	1	CA0001	161.0625			
2	RESIN3:Raw Material Resin3	1	CA0001	72.4781			
2	RESIN4:Raw Material Resin4	1	CA0001	96.6375			
2	RESIN5:Raw Material Resin5	1	CA0001	120.7969			

Assembly ID	Revision No	Description	Lot Size	Drawing No
B001	A04	Clear Poly 13.352x21 3Mil - Problem with UOM of M	10,000.0000	

Level	Routing / Component	Routing Step	Location / Work Center	Total Qty	Machine Group	Labor Type	Labor Setup
1	CON	2	GENERAL	5,000.0000	CON	GENERAL	GENERAL
2	X001:8x20 Box	2	CA0001	80,000,000.000			
2	Z001:Zipper	2	CA0001	0			
1	EXT	1	GENERAL		Extruder	GENERAL	GENERAL
2	RESIN4:Raw Material Resin4	1	CA0001	161,062.5427			
2	RESIN2:Raw Material Resin2	1	CA0001	161,062.5427			
2	RESIN5:Raw Material Resin5	1	CA0001	120,796.9070			
2	RESIN4:Raw Material Resin4	1	CA0001	96,637.5256			
2	RESIN3:Raw Material Resin3	1	CA0001	72,478.1442			

Assembly ID	Revision No	Description	Lot Size	Drawing No
B003	001	2mil 8 x 10 zippered bag	10,000.0000	

Level	Routing / Component	Routing Step	Location / Work Center	Total Qty	Machine Group	Labor Type	Labor Setup
1	CON	8	GENERAL		CON	GENERAL	GENERAL
2	L001:Label 8x10 zipper bag	8	CA0001	0.0000			
2	X001:8x20 Box	8	CA0001	0.0000			

3/24/2017 3:53 PM **OPEN_SYSTEMS\Kent.Heifkamp**

SUMMARIZED BILLS OF MATERIAL

The **Bills of Material, Summarized Bills of Material** report summarizes components by cost group. Information is not indented, but grouped from the top-level BOM down. Use the Summarized Bill of Material report to quickly see what material components, machinery, labor, and work centers are used for the entire BOM without searching through a lot of additional information. For example, if you print a summarized BOM for a printed bag, you should be able to see every machine used in the entire process in one grouped summary area if every machine has the same cost group.

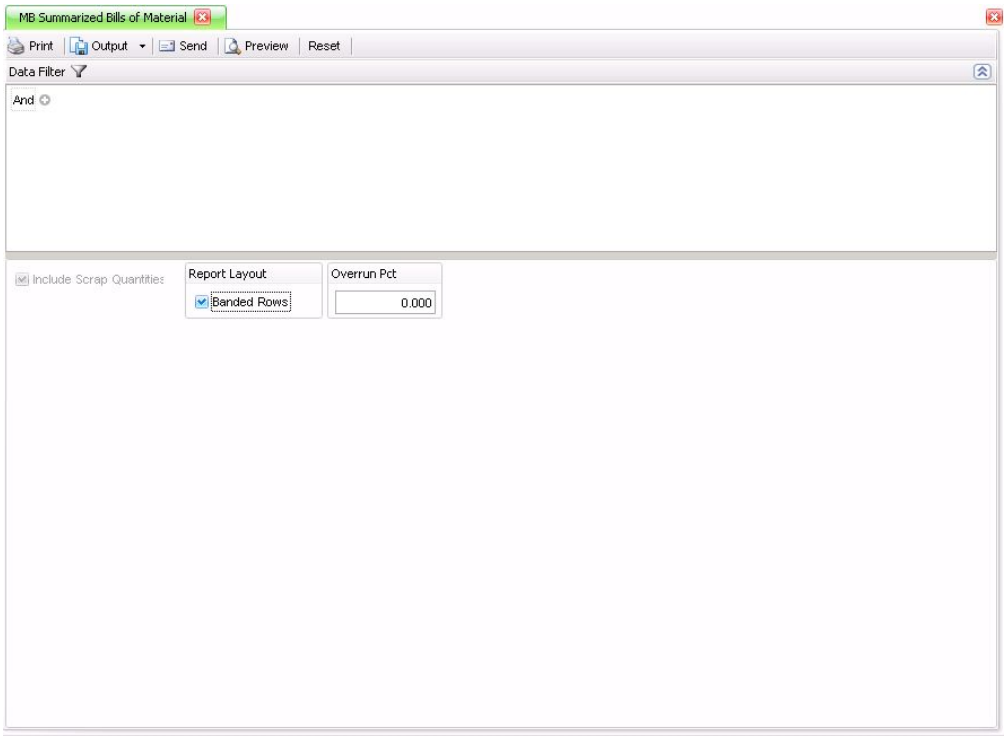
To produce the **Summarized Bills of Material Report**, follow these steps:

1. Select **Summarized Bills of Material Report** from the **Bills of Material, Reports** menu.

Summarized Bills of Material Report Menu

2. The **Summarized Bills of Material Report** screen appears.

Summarized Bills of Material Report Screen



3. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.
4. The check-box to **Include Scrap Quantities** in the quantity calculations is checked and cannot be edited.
5. 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.
6. Enter an overrun percentage into the **Overrun Pct** field to simulate a true customer order.

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.

Summarized Bills of Material Report

Flexible Packaging Inc Page 1
Summarized Bills of Material

Report Filter: Assembly ID Like 'b%' Overrun Percent: 0
Include Scrap Quantities: Yes

Assembly ID	Revision No	Description			
B001	A03	Clear Poly 13.352x21.3Mil			
Component ID / Operation ID		Labor Type ID			
Location ID / Work Center ID		Machine Group ID	Detail Type	Cost Group ID	Cost
CON:Convesion		GENERAL			
GENERAL		CON	Machine	Conv	250.0000
				Conv Total	250.0000
EXT:Extrude		GENERAL			
GENERAL		Extruder	Machine	Mach	115.0451
				Mach Total	115.0451
RESIN2:Raw Material Resin2					
CA0001			Material	Matl	337.4644
RESIN3:Raw Material Resin3					
CA0001			Material	Matl	158.7616
RESIN4:Raw Material Resin4					
CA0001			Material	Matl	589.0288
RESIN5:Raw Material Resin5					
CA0001			Material	Matl	287.6117
				Matl Total	1,372.8665
				Assembly Cost	1,737.9116

Assembly ID	Revision No	Description			
B001	A04	Clear Poly 13.352x21.3Mil - Problem with UOM of M			
Component ID / Operation ID		Labor Type ID			
Location ID / Work Center ID		Machine Group ID	Detail Type	Cost Group ID	Cost
CON:Convesion		GENERAL			
GENERAL		CON	Machine	Conv	250,000.0000
				Conv Total	250,000.0000
EXT:Extrude		GENERAL			
GENERAL		Extruder	Machine	Mach	115,045.1453
				Mach Total	115,045.1453
RESIN2:Raw Material Resin2					
CA0001			Material	Matl	337,464.3752
RESIN3:Raw Material Resin3					
CA0001			Material	Matl	158,761.6493
RESIN4:Raw Material Resin4					
CA0001			Material	Matl	589,028.7277
RESIN5:Raw Material Resin5					
CA0001			Material	Matl	287,611.6834
X0018x20 Box					
CA0001			Material	Matl	50.0000
Z001:Zipper					
CA0001			Material	Matl	800,000.0000
				Matl Total	2,172,916.4356
				Assembly Cost	2,537,961.5809

3/23/2017 3:32 PM OPEN_SYSTEMS\Kent.Heitkamp

BILL OF MATERIAL WORKSHEETS

The **Bills of Material**, **Bill of Material Worksheets** are working forms that you can use instead of the Order Traveler and Production Picking List functions within the Production module. This form is very useful if the Production module is not installed or is not yet implemented. The form reflects much of the information that you can find in the Bills of Material List or other forms, but in a simplified and shortened format.

The body of the report lists the routing steps involved in building the BOM followed by the components attached to them. Use the lines on the right side of the worksheet for recording information such as quantity, time, and signatures.

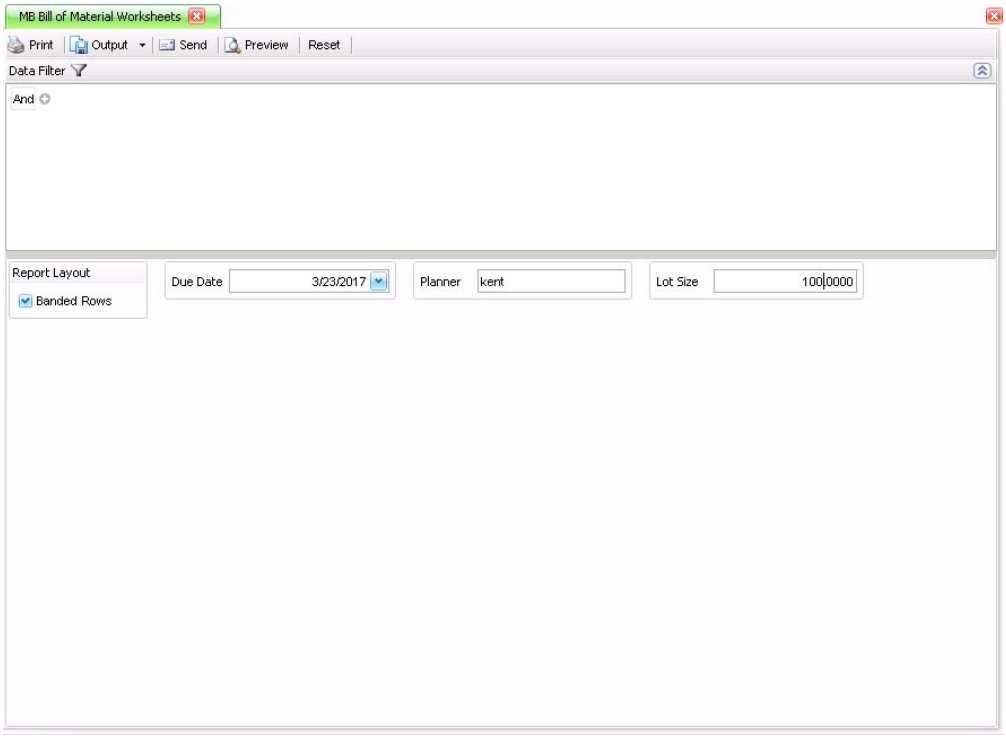
To produce the **Bill of Material Worksheets**, follow these steps:

1. Select **Bill of Material Worksheets** from the **Bills of Material, Reports** menu.

Bill of Material Worksheets Menu

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

Bill of Material Worksheet Screen



3. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.
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. Enter a **Due Date** to display on the worksheet.
6. Enter a **Planner** to display on the worksheet; the planner is for information only. The user logged into TRAVERSE is defaulted into the planner field.
7. Enter the **Lot Size** for the report.

8. 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 Worksheet

Flexible Packaging Inc
Bill of Material Worksheets

Report Filter Assembly ID Like 'b%'

Assembly ID	B001	**Revision**	A03			**Description**	Clear Poly 13.352x21.3Mil
Due Date	3/23/2017	**Planner**	kent			**Lot Size**	100.0000
Instructions							

Operation ID	EXT	**Routing Step**	1	**Machine Time**	0.038	Hrs	**Labor Time**	0.000	Hrs
Routing Desc	Extrude			**Machine Group ID**	Extruder		**Labor Type ID**	GENERAL	
Notes									

Component ID	**Location ID**	**Component Description**	**Qty**	**Unit**
RESIN2	CA0001	Raw Material Resin2	1.5339	LBS
RESIN4	CA0001	Raw Material Resin4	1.5339	LBS
RESIN3	CA0001	Raw Material Resin3	0.6903	LBS
RESIN4	CA0001	Raw Material Resin4	0.9204	LBS
RESIN5	CA0001	Raw Material Resin5	1.1504	LBS

Operation ID	CON	**Routing Step**	2	**Machine Time**	0.017	Hrs	**Labor Time**	0.000	Hrs
Routing Desc	Conversion			**Machine Group ID**	CON		**Labor Type ID**	GENERAL	
Notes									

Component ID	**Location ID**	**Component Description**	**Qty**	**Unit**

3/23/2017 3:28 PM

OPEN_SYSTEMS\kent.Heitkamp

SHOP FLOOR PRODUCTION ACTIVITY

The **Production, Shop Floor Production Activity** report shows you the activity on Shop Floor production orders.

The data in this report will show detailed records of all the transactions done in Shop Floor, grouped by the production order.

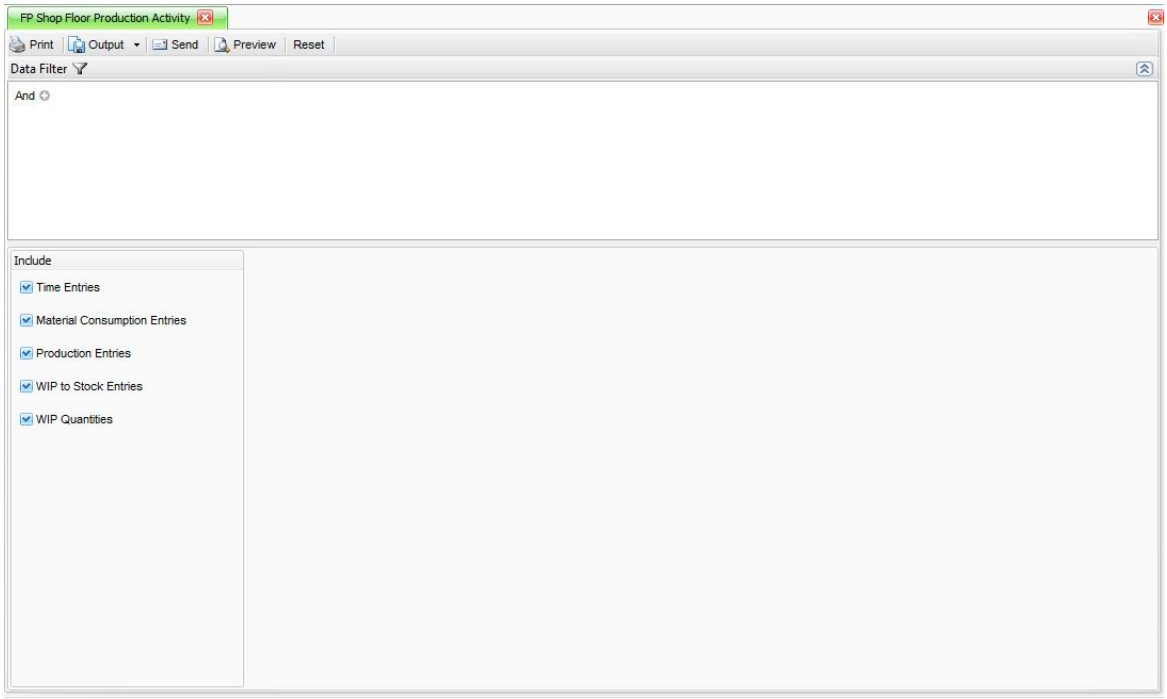
To produce the **Shop Floor Production Activity** report, follow these steps:

1. Select **Shop Floor Production Activity** from the **Production, Reports and Worksheets** menu.

Shop Floor Production Activity Menu

2. The **Shop Floor Production Activity** screen appears.

Shop Floor Production Activity Screen



3. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.
4. Mark the check box(es) for the information to include in the report in the **Include** section. You may select one, all, or any combination of the check boxes.

   The choices to select from are: **Time Entries**, **Material Consumption Entries**, **Production Entries**, **WIP to Stock Entries**, and **WIP Quantities**.

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.

Shop Floor Production Activity

Flexible Packaging Inc PAGE 3
Shop Floor Production Activity

Order No	Release No	Customer	Sales Order	Purchase Order	Assembly ID	Description	Est Start Date	Est Completion Date
00000003	1				F001-P	Printed Film 1MX50	6/2/2016	6/3/2016

Time Entries

		Start		End			
Operation ID	Type	Time	Date	Time	Date	Duration	Down Time Reason
PNT	Setup	08:23:03	12/13/2016	08:26:54	12/13/2016	0:3	
PNT	Run	08:26:54	12/13/2016	08:30:00	12/13/2016	0:4	
PNT	DownTime	08:31:20	12/13/2016	08:37:11	12/13/2016	0:6	PWR
PNT	Setup	10:57:03	12/16/2016	10:58:04	12/16/2016	0:1	
PNT	Run	10:58:04	12/16/2016				

Material Consumption Entries

Operation ID	Component ID	Description	Date	Lot	Qty Used	UOM	Variance Code	Qty Scrapped	Scrap Code

Production Entries

Operation ID	Skid	Lot	Weight	Length	Count	UOM	Qty Made	Scrap Qty	Scrap Code
PNT	00000001	3100209	0.2500	0.0000	0.0000	MIMP	0.0000	0.0000	
PNT	00000001	3100210	0.2500	0.0000	0.0000	MIMP	0.0000	0.0000	

WIP to Stock Entries

WIP ID	Location	Lot	UOM	Qty	Qty Date
Inventory ID					

From
To

WIP Quantities

Component ID	Description	Made	Used	Scrapped	To Stock	Available

3/16/2017 11:48 AM Kent.Heitkamp

SHOP FLOOR DAILY PRODUCTION ACTIVITY

The **Production, Shop Floor Daily Production Activity** report shows you the daily activity on Shop Floor production orders.

The data in this report shows a summary of what was done in Shop Floor grouped by the day and production order. This report will show the totals of what was produced for WIP and the finished product.

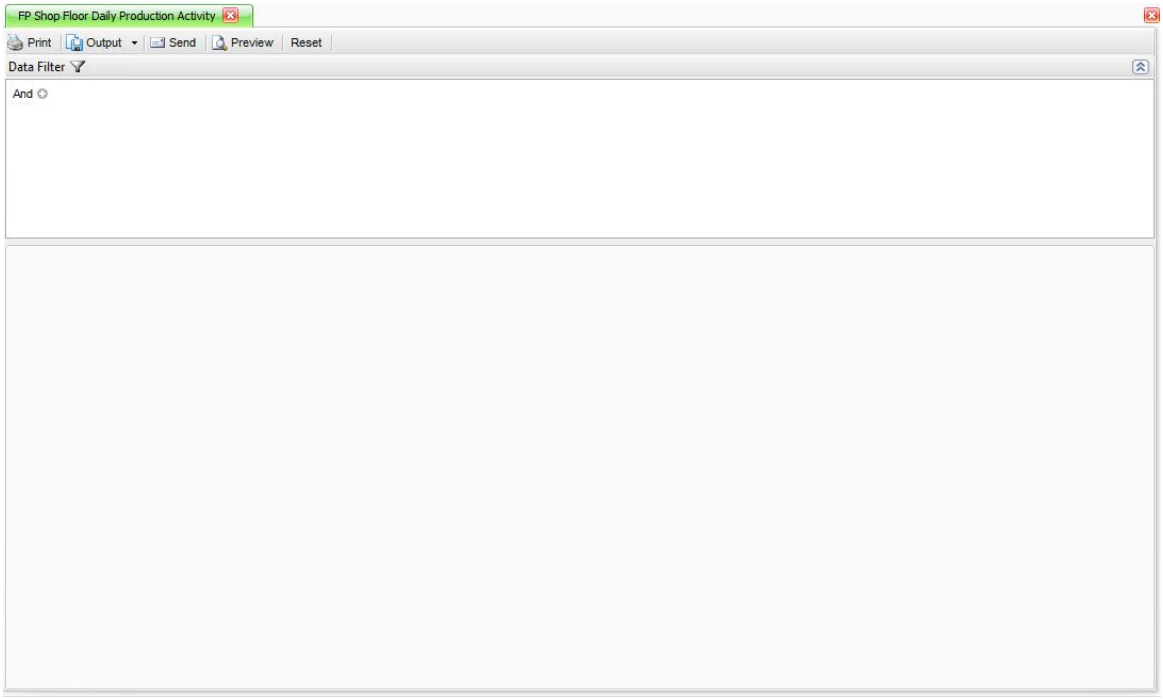
To produce the **Shop Floor Daily Production Activity** report, follow these steps:

1. Select **Shop Floor Daily Production Activity** from the **Production, Reports and Worksheets** menu.

Shop Floor Daily Production Activity Menu

2. The **Shop Floor Daily Production Activity** screen appears.

Shop Floor Daily Production Activity Screen



3. Select the range of **Filter Criteria** to include in the report. Leave this area blank to include all information in the report.

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.

Shop Floor Daily Production Activity

Flexible Packaging Inc PAGE 1
Daily Shop Floor Production Activity

Report Filter

Work Order	Release	Current Order Status								
	Operation ID	Component ID	Lot	Weight	Length	Count UOM	Scrap Qty	Scrap Code	User
Shift Code	1	Friday, 16 December 2016							
00000003	1	InProcess							
	PNT	F001-P	31100209	0.2500	0.0000	0.0000 MIMP	0.0000		
	PNT	F001-P	31100210	0.2500	0.0000	0.0000 MIMP	0.0000		
	Operation Total			0.5000	0.0000	0.0000	0.0000		
	Workorder/Rel Total			0.5000	0.0000	0.0000	0.0000		

Time Recorded for Work Order

			Start		End				
Type	Operation ID	Time	Date	Time	Date	Duration	Down Time Reason	User
Run	PNT	10:57:03	12/16/2016	10:58:04	12/16/2016	0:1		Plant Bob
Setup	PNT	10:58:04	12/16/2016					Plant Bob
					Total	0		

00000009	2	InProcess								
	CON	B002	9200007	0.5000	100.0000	100.0000 EA	3.0000	MISFD		
	CON	B002	9200205	1.0000	0.0000	0.0000 EA	0.0000			
	CON	B002	9200206	1.0000	0.0000	0.0000 EA	0.0000			
	CON	B002	9200207	1.0000	0.0000	0.0000 EA	0.0000			
	Operation Total			3.5000	100.0000	100.0000	3.0000			
	EXT	B002	9200212	0.2500	0.0000	0.0000 EA	0.0000			
	EXT	B002	9200213	200.0000	0.0000	0.0000 EA	0.0000			
	Operation Total			200.2500	0.0000	0.0000	0.0000			
	Workorder/Rel Total			203.7500	100.0000	100.0000	3.0000			

Time Recorded for Work Order

			Start		End				
Type	Operation ID	Time	Date	Time	Date	Duration	Down Time Reason	User
Run	CON	08:32:56	12/16/2016	08:36:51	12/16/2016	0:4	CALIBR	Plant Bob
Setup	CON	08:36:51	12/16/2016	08:55:38	12/16/2016	0:19		Plant Bob
					Total	0		

Total Shift	204.2500	100.0000	100.0000	3.0000	
3/16/2017 11:49 AM					**Kent.Heitkamp**

A

Formula Details and Calculations

Component Production Values A-3
Production Types A-3
Bills of Material - Standard Operations A-5
- Extrusion A-5
- Bag-Making/Conversion A-5
- Printing A-5
- Slitting A-6
- Lamination A-6

Calculations A-6
- Calculating Resin Weight A-6
- Multi-layer Resin Calculation A-8
- Other Calculations A-11
- Resin Weight using Roll Weight A-11
- Resin Weight using Roll Diameter and Core Diameter A-11
- Run Rate Criteria A-13
- Product Styles A-13

A FORMULA DETAILS AND CALCULATIONS

FLEXPACK -- ADVANCED DETAILS

This appendix offers more depth into the core aspects of the FlexPack application that allow it to handle the unique production characteristics of the flexible packaging industry.

Component Production Values

Component Production Values allow you to define characteristics for raw materials used to produce a finished good. These values are used by the Auto Consumption functionality to calculate required consumption based on production of the finished good. These values are also used for the Auto Calculate functionality in the Bill of Materials function to calculate the demand of the component for the purpose of estimating the cost of manufacturing the finished good.

Inventory items like resins, solvents, inks, etc., have characteristics of yield or density that allow the system to calculate their requirements based on those characteristics. Technically, items might have both yield and density, but in the Traverse FlexPack world, inventory items have either Yield or Density (or neither), but never both.

Resins have density, whereas inks and adhesives have yield. There may be other chemicals that have one or the other but they probably would be part of a resin- or ink-oriented recipe and would use Density or Yield according to the rest of the ingredients of the recipe.

Production Types

There are several production types. Currently they are PF, FG, PK, RMOT, RMIS, and RMRES. For example, the production type PF represents purchased film. Purchased film is unique, as opposed to manufactured film, because it has a Yield characteristic, like inks and adhesives. It is always auto calculated by the system, which uses its Yield characteristic to calculate the amount of film required based on the end product. If manufactured film is stocked (put into inventory as a FG) and later used as input to a different bill of material, it must be set up as PF, even if it was, at one point, manufactured. This may require moving the inventory from product to product depending upon how the process was done.

Production Types

Production Type	Represents	Production Characteristics	Notes
PF	Purchased Film	Yield (like inks and adhesives), Gauge, LayFlat	Always auto-calculated by system. **NOTE**: If manufactured film is put into inventory as a finished good, and later used on a different bill of material, it must be set up as a PF even though it was manufactured. This may require moving the inventory from product to product depending upon how the process was done.
FG	Finished Good		All header items (the item being produced) on bills of material must be set up as FG.
PK	Packaging and Integral Components	Quantitative relationship to the finished product.	Represents packaging and other products added to a bag such as a zipper or a stick-on label. Example of a quantitative relationship: a bag could have a 1 to 8 relationship to zipper inches, or the bag could have a 2000 to 1 relationship to the box it is put into.
RMOT	Raw Material: Other	Yield, Density	Includes ingredients such as adhesives. They can be used on their own and auto-calculated, or as part of a recipe, which is more often the case.
RMIS	Raw Materials: Inks and Solvents	Yield	Can be used in a recipe.
RMRES	Raw Materials: Resins	Density	Always contained in a recipe.

Bills of Material - Standard Operations

Extrusion

Extrusion is generally done in pounds. To calculation the amount of FG produced by the operation (and thus determine the method by which the amount of resin required is calculated), you could use Length Per Roll and Weight per Roll, or you could use Roll Outside Diameter and Core Outside Diameter. These are generally used with film production.

Extrusion is going to consist mainly of different resins. These resins are always defined in a recipe and inserted into the bill of material via a recipe. There is a recipe calculation spreadsheet available that may help in calculating those resins.

Bag-Making/Conversion

When in Bag-Making, the Ups[1] has a dramatic effect on the time. Bag-making components would generally be packaging materials and would never be a recipe.

Printing

In Printing by impressions, Ups[2] affects the quantity of film required. If the film is 60 inches wide and you are doing 6 ups, as opposed to 60 inches wide and you are doing 1 ups, the required number of impressions will require considerably more film. There are two fields within FlexPack that address this: the **Number Across** field in the **Production Values** screen and the **Ups** field in the Bill of Material Routing detail. Though these fields technically represent the same thing, they serve different purposes in the FlexPack calculations.

Technically, the Number Across field in the Production Values screen represents a characteristic of the finished product, whereas the Ups field represents a specific characteristic of the operation. Many times the two are the same. If a given film is printed three up (three across), you could set the Number Across to 3, and this would affect both speed and component demand very, possibly requiring less film or less resin if the number across were higher. The setting of the Ups in the BOM Routing detail screen only affects the speed of the process. If the process is indeed running 3 ups, set one or the other field but not both. If the product being produced is film, use the Number Across field. If the finished product is a pouch or bag in a downstream process, use the Ups field.

There are multiple ways to calculate the ink requirements. One of the more common methods works as follows: Multiply the Print Area by the Print Coverage Percentage. Multiply that number by the number of bags being printed to give you the total area to print. Divide that number by the ink coverage and that will give you the pounds or grams required.

---

1. the number of identical objects (e.g. rolls, bags etc.) produced simultaneously (including printed rolls and printed bags)
2. the number of identical objects (e.g. rolls, bags etc.) produced simultaneously (including printed rolls and printed bags)

Total Area to Print = (Print Area * Print Coverage Percentage) * Number of Bags to Print

Lbs or Grams Required to Print = Total Area to Print / Ink Coverage

The number of colors and the bag dimensions are not applicable to ink usage.

Slitting

In Slitting, the number of Ups doesn't affect speed or component demand.

The **Quantity** field in the Components area of the BOM is a pass-through number. If it is set to 17 and you make 10,000 assemblies, the quantity is 17. If the work order is for 50,000, the quantity is still 17.

Lamination

Lamination uses the coating formula, but lamination can have a dramatic effect on the bill of material. When you define the Production Values for the bill of material, you define the gauge of the product. This finished gauge includes any laminated materials.

For example, if you create a bill of material with no lamination for a 2 mil bag, and run a costed bill of material, you will get the resin required to produce that bag. If you add lamination to the process and don't change the gauge of the bag, the resin requirements will be reduced because it is assumed that laminated film will account for part of this 2 mil bag.

Therefore, if you are making a 3 mil bag which includes a 1 mil film laminated to it, you only need enough resin to create 2 mil film prior to lamination, after which it becomes 3 mil.

Calculations

Calculating Resin Weight

Figuring out specific recipe quantity requirements in FlexPack is done in many different ways. If we are simply extruding film based on weight, the calculation is much simpler because we immediately know how much we want in terms of weight.

A simple example: You have a bill of material that is set up for a quantity of 100 300-pound rolls, or 30,000 pounds of film.

You have 5 resins in two layers, the first layer (Layer #1) representing 40% of the whole, and the second one (Layer #2) representing 60%.

Layer #1 resins are 50/50 (two resins) and Layer #2 resins are 30/40/50 (three resins). To calculate the amount of resin needed (in pounds) use the following algorithm: (30,000 * .4 * .5) + (30,000 * .4 * .5) + (30,000 * .6 * .3) + (30,000 * .6 * .4) + (30,000 * .6 * .5). This equals 33,600 pounds. . . relatively straight forward.

The more challenging situation occurs when you are converting a product into cubic inches, feet or centimeters first to try to arrive at the weight.

Start with the following recipe:

Ingredient	Qty	Units	Percentage of Total
9-Resin-A	1.3	LBS/Cubic Inch	25%
9-Resin-B	.42	LBS/Cubic Inch	25%
9-Resin-C	.90	LBS/Cubic Inch	25%
9-Resin-D	.325	LBS/Cubic Inch	25%

We are using these resins to make 10,000 feet of 9-Film-B, a plastic film. The formula figures out how much raw ingredient we would need by taking the mil, width, and length of the film and determining the base pounds of resin required. **Note:** This is not intended to represent the actual algorithm, this is only intended to aid in understanding the calculation process.

Using the previous example as a guide for the calculation, the result would be 4,320 LBS of resin, but ONLY IF all the resin densities and resin makeups were 1 LB per cubic inch. The resins, however, are not all the same density or makeup.

So, calculate 25% of all the inverses.

1/1.3 = .769 * .25 = .1923

1/.42 = 2.381 * .25 = .5952

1/.9 = 1.111 * .25 = .2778

1/.325 = 3.077 * .25 = .7692

Then add these values: .1923 + .5952 + .2778 + .7692 = 1.8345

Divide total amount of resin (if all the resins were densities of 1.0) by the recalculated factor to get Total Weight: 4,320 / 1.834 = 2,354 lbs.

The weight is allocated by ingredient based on percentage. Divide the Total Weight by the number of resins in the recipe to get the per ingredient weight., or about 588.72 lbs per ingredient, since all ingredients have the same 25% weight factor.

Because most of the ingredients are not very dense, the weight comes out far less than might be expected if all items were at the 1 pound per cubic inch density.

Now a situation where the percentages vary from component to component.

Start with the following recipe:

Ingredient	Qty	Units	Percentage of Total
9-Resin-A	1.3	LBS/Cubic Inch	10%
9-Resin-B	.42	LBS/Cubic Inch	25%
9-Resin-C	.90	LBS/Cubic Inch	47%
9-Resin-D	.325	LBS/Cubic Inch	18%

We are using these resins to make 9-Film-B, a plastic film. We are going to make 10,000 feet of film. The formula figures out how much raw ingredient we would need by taking the mil, width, and length of the film and determining the base pounds of resin required. **NOTE:** This is not intended to represent the actual algorithm, this is only intended to aid in understanding the calculation process.

Using the previous example as a guide for the calculation, the result would be 4,320 LBS of resin, but ONLY IF all the resin densities and resin makeups were 1 LB per cubic inch. The resins, however, are not all the same density or makeup.

So, work the formula:

1/1.3 = .769 * .10 = .0769

1/.42 = 2.381 * .25 = .5952

1/.9 = 1.111 * .47 = .5222

1/.325 = 3.077 * .18 = .5539

Then add these values: .0769 + .5952 + .5222 + .5539 = 1.7482

Divide total amount of resin (if all the resins were densities of 1.0) by the recalculated factor to get Total Weight: 4,320 / 1.7482 = 2,471.11

The weight is allocated by ingredient based on percentage.

Multi-layer Resin Calculation

Note: This is not intended to represent the actual algorithm, this is only intended to aid in understanding the calculation process.

This recipe is for an 8" x 10" 2 mil bag, with a lot size of 100,000 bags.

Ingredient	Qty	Units	Ingredient Percentage of Total	Layer
RESIN1	.9424	GRAMS/cu cm	50%	Layer 1 (40% of total)
RESIN2	58.82	LBS/cu ft	50%	
RESIN3	.9424	GRAMS/cu cm	30%	Layer 2 (60% of total)
RESIN4	.0304	LBS/Cubic Inch	40%	
RESIN5	.0304	LBS/Cubic Inch	50%	

To calculate the amount of resin required for each of these resins:

1. First we convert all resins to one unit of measure. For example, let's convert all resins to Pounds per cubic foot. This is easy with LB/CU IN, we just multiply by 1728: the number of cubic inches in a cubic foot. In the G/CC we need to first multiply by 28316.85, which is the number of cubic centimeters in a cubic foot, and then divide by 453.59, which is the number of grams in a pound.
    - RESIN1: (.9424 GM/cu cm * 28,316.85 cu cm/cu ft) / 453.59 GM/LB = 58.83 LBS/CU FT
    - RESIN2: 58.82 LBS/CU FT
    - RESIN3: (.9424 GM/cu cm * 28,316.85 cu cm/cu ft) / 453.59 GM/LB = 58.83 LBS/CU FT
    - RESIN4: .0304 LBS/CU IN * 1728 CU IN/CU FT = 52.53 LBS/CU FT
    - RESIN5: .0304 LBS/CU IN * 1728 CU IN/CU FT = 52.53 LBS/CU FT
2. Ingredients now in matching units:

Ingredient	Qty	Units	Ingredient Percentage of Total	Layer
RESIN1	58.83	LBS/cu ft	50%	Layer 1 (40% of total)
RESIN2	58.82	LBS/cu ft	50%	

Ingredient	Qty	Units	Ingredient Percentage of Total	Layer
RESIN3	58.82	LBS/cu ft	30%	Layer 2 (60% of total)
RESIN4	52.53	LBS/cu ft	40%	
RESIN5	52.53	LBS/cu ft	50%	

3. Next we take the reciprocal of each ingredient and multiply it by the percentage of the total resin requirement:

    - RESIN1: 1/58.83 * .4 * .5 = .003399626
    - RESIN2: 1/58.82 * .4 * .5 = .003400204
    - RESIN3: 1/58.83 * .6 * .3 = .003059663
    - RESIN4: 1/52.53 * .6 * .4 = .004568819
    - RESIN5: 1/52.53 * .6 * .5 = .005711022

    Then add the values: .003399626 + .003400204 + .003059663 + .004568819 + .005711022 = .020139334

4. We have 100,000 bags at 8 x 10. or 80 sq. inches. The bag has 2 sides, so each bag is 160 square inches. Total square inches: 160 * 100,000 = 16,000,000 square inches.

    16,000,000 multiplied by a thickness or mil of .002 gives us 32,000 cubic inches. Convert cubic inches to cubic feet: 32,000 / 1728 gives us 18.52 cubic feet to be created.

5. Next divide the total cubic feet to be created by the sum of the resin requirement: 18.52 / .020139334 = 919.5935 LBS

    But, due to different densities and situations where the layer percentage may not add up to 100%, and percentages, divide the weight up among the different resins:

    - RESIN1: 919.5935 * .4 * .5 = 183.9187 LBS
    - RESIN2: 919.5935 * .4 * .5 = 183.9187 LBS
    - RESIN3: 919.5935 * .6 * .3 = 165.5268 LBS
    - RESIN4: 919.5935 * .6 * .4 = 220.7024 LBS
    - RESIN5: 919.5935 * .6 * .5 = 275.878 LBS

Other Calculations

NOTE: This is not intended to represent the actual algorithm, this is only intended to aid in understanding the calculation process.

Resin Weight using Roll Weight

If you are in an extrusion process making rolls, and you only have roll weight, the resin weight is simply allocated amongst the resin percentages. In this case, the calculation is much simpler because we have the total weight to start with, which is simply roll weight multiplied by lot size.

Ingredient	Qty	Units	Ingredient Percentage of Total	Layer
RESIN1	.034	LBS/SQ IN	50%	Layer 1 (40% of total)
RESIN2	.034	LBS/SQ IN	50%	
RESIN3	.034	LBS/SQ IN	30%	Layer 2 (60% of total)
RESIN4	.034	LBS/SQ IN	40%	
RESIN5	.034	LBS/SQ IN	50%	

If you have a 300-pound roll and a lot quantity of 100, thus the total weight is 30,000 pounds.

- RESIN1: 30,000 * .4 * .5 = 6000
- RESIN2: 30,000 * .4 * .5 = 6000
- RESIN3: 30,000 * .6 * .3 = 5400
- RESIN4: 30,000 * .6 * .4 = 7200
- RESIN5: 30,000 * .6 * .5 = 9000

Then 6000 + 6000 + 5400 + 7200 + 9000 = 33,600 pounds of resin required.

Resin Weight using Roll Diameter and Core Diameter

If you are in an extrusion process and you have roll diameter and core diameter, the process gets more challenging. The difference between the core diameter and the roll diameter determines the thickness of the film on the roll. Divide that thickness by the mil to calculate how many times the film has gone around the core.

So a 15-inch roll with a 5-inch core has 10 inches of film. Divide 10 inches by .002 (or 2 mil) to calculate the film is wrapped around the core 5,000 times.

Multiply the 5,000 by the length around, then multiply by the layflat (30 inches) to get the number of square inches. The length around is the average roll diameter multiplied by pi.

Length around: 10 * 3.14 = 31.40 inches

31.40 * 5,000 = 157,000 inches long

157,000 x 30 = 471,0000 square inches.

4,710,000 * .002 = 9,420 cubic inches

Convert cubic inches to cubic feet: 9,420 / 1728 gives us 5.4514 cubic feet to be created.

Ingredient	Qty	Units	Ingredient Percentage of Total	Layer
RESIN1	.9424	GM/CC	50%	Layer 1 (40% of total)
RESIN2	.9424	GM/CC	50%	
RESIN3	.9424	GM/CC	30%	Layer 2 (60% of total)
RESIN4	.9424	GM/CC	40%	
RESIN5	.9424	GM/CC	50%	

.9424 GM/CC * 28,316.85 cu cm/cu ft) / 453.59 GM/LB = 58.83 LBS/CU FT

Next we take the reciprocal of each ingredient and multiply it by the percentage of the total resin requirement:

- RESIN1: 1/58.83 * .4 * .5 = .003399626
- RESIN2: 1/58.83 * .4 * .5 = .003399626
- RESIN3: 1/58.83 * .6 * .3 = .003059663
- RESIN4: 1/58.83 * .6 * .4 = .004079551
- RESIN5: 1/58.83 * .6 * .5 = .005099439

Then add the values: .003399626 + .003399626 + .003059663 + .004079551 + .005099439 = .019037906

Next divide the total cubic feet to be created by the sum of the resin requirement: 5.4514 / .019037906 = 286.3445 LBS of resin required.

Run Rate Criteria

The purpose of populating the two Run Rate Criteria fields in the Machine Group Run Rates function is so you have two “from-thru” criteria fields that are unique to the machine group, which affects the operations to which you assign the machine group. One could use Octane and Calories and the system could still be made to work fine.

The criteria for speed would vary by machine because length and width aren’t import to printing but are important to conversion. Number of colors might be important to printing but not to extrusion, etc. Note that these fields are optional on the bill of materials. One could simply enter the rates for every specific machine and product but by using these criteria, the creation of the bill of material might be easier for a user with product knowledge, but not familiar with machine speeds.

Product Styles

Product Styles are set up in FlexPack and define different “groups” of product, which would run at different rates of production or which would be used in different operations. For instance, a 10 x 10 loose bag might run at a different rate than a loose 10 x 10 sheet.

Typical Product Styles might be: tubing, gusseted tubing, loose bags, loose sleeves, loose sheets, folded sheets, BOR (Bags on Rolls), DWS (double wound sheeting), SWS (Single Wound Sheeting), PTO (Perforated Tear Off) Sheets, PTO (Perforated Tear Off) Sleeves, etc. These Product Styles are then used in setting up machine group production characteristics.

Each machine carries two parameters which are defined by the user, thus a given machine might have different speed and scrap characteristics depending on the product style and the other two parameters defined. This allows you to create a matrix of time and scrap factors for the products that are run on that machine.

When the bill of materials is defined, in the Routing detail section the user can enter the Product Style and the values for parameters 1 and 2. The system will look to the machine matrix to calculate the setup, run rates, and scrap rates.

Sample Costed BOM Report: where do the numbers come from?

Note: This is not intended to represent the actual algorithm, this is only intended to aid in understanding the calculation process.

Applied Binding Corp. Page 1
Costed Bills of Material - Standard Cost

Report Filter Assembly ID = 'B003' And Revision Number = 'A50'
Include Scrap Quantities Yes

Assembly / Operation / Component	Location ID / Work Center	Type	Labor Type ID	Machine Group ID	Qty / Lot Size	Unit	Cost Group ID	Cost
B003-A50 (Primary): Zippered Bay - Extrude - Slit - Print - Convert		Assembly			100,000.0000	EA		5,859.6004
EXT: Extrusion	EXT	Routing Material		EXT	0.0000			2,865.9031
EXT: Extrusion	EXT	Machine		EXT	3.3876	Hrs	Extr	508.1404
RESIN2: Resin 2	MN	Material		EXT	406.5108	LBS	Other	894.3238
RESIN4: Resin 4	MN	Material		EXT	609.7662	LBS	Other	1,463.4389
SLT: Slitting	SLT	Routing Material		SLT	0.0000			128.2295
SLT: Slitting	SLT	Machine Setup		SLT	1.0000	Hrs	Slit	100.0000
SLT: Slitting	SLT	Machine		SLT	0.2823	Hrs	Slit	28.2295
PNT: Printing	PNT	Routing Material		PNT	0.0000			277.7778
PNT: Printing	PNT	Machine		PNT	1.8519	Hrs		277.7778
CON: Bag Making	CON	Routing Material		CON	0.0000			2,587.6900
CON: Bag Making	CON	Machine Setup		CON	30.0000	Mins	Conv	75.0000
CON: Bag Making	CON	Machine		CON	16.6667	Hrs	Conv	2,500.0000
Z001: Zipper	MN	Material		CON	17.0000	IN	02	0.1700
X001: Box 8 x 20 Shipping Box	MN	Material		CON	50.0000	EA	02	12.5000
L001: Label One	MN	Material		CON	2.0000	EA	Other	0.0200

*** End of Report ***

Specifics:

Ingredient	Qty	Units	Ingredient Percentage of Total
RESIN2	58.82	LBS/cu ft	40%
RESIN4	.0304	LBS/cu in	60%

Bag size: 8" x 10" by 2 mil

1. Resins: Resin2 has a density of 58.82 LB/F3. Resin4 has a density of .0304 LB/I3. These densities are about the same, just stated differently. Convert the LB/F3 to LB/I3 by dividing the 58.82 by 1728 to get .0341 LB/I3 (there are 1728 cubic inches in a cubic foot). So, Resin2 has a density of .0341 LB/I3 and Resin4 has a density of .0304 LB/I3.

   Total cubic inches: We have a 10 x 8 bag which has 160 square inches of plastic (10*8*2 sides). Multiply 160 square inches by a lot of 100,000 bags, which equals 16,000,000 square inches total. The bag is a 2 mil bag so 16,000,000 * .002 = 32,000 cubic inches.

   Total estimated weight: Add the reciprocals of each resin, and then divide the weight by that sum.

   - Resin2: 1/.0341 = 29.3255 * .4 = 11.7302

- Resin4: 1/.0304 = 32.8947 * .6 = 19.7368
- 11.7302 + 19.7368 = 31.47

Total estimated weight: 32,000/31.47 = 1,017 pounds.

Allocate 1,017 * 40% = about 407 pounds to Resin2 and 1,017 * 60% = about 610 pounds to Resin4.

2. Machine time for extrusion: According to the BOM, the machine is running at a rate of 300 LB/HR. Total estimated weight of 1,017 pounds divided by 300 = 3.39 hours of machine run time.
3. Machine time for slitting: Slitting is running at a rate of 60 LB/M. Total estimated weight of 1,017 pounds / 60 = 16.95 minutes of machine run time. This translates into .2825 hours.
4. Machine time for printing: Printing is running at a rate of 100 FT/M and is running 3 up. We have a 8 x 10 inch bag with a draw based on Width or 8 inches. Multiply the 8 inches by 100,000 bags for a length of 800,000 inches, or 66666.667 feet. Divide 66666.667 feet by 100 FT/M = 666.667 minutes or 11.11 hours. Printing is running 3 up, so the process is actually running 3 times as fast, therefore we divide the 11.11 hours by 3 = 3.70 hours. This SHOULD be the print time.
5. Machine time for conversion: The conversion process is running at a rate of 100 CYC/M. 100,000 bags / 100 = 1000 minutes. Convert 1000 minutes to hours to get 16.6667 hours.

B

Process Flow Charts

Introduction B-3
Considerations B-3
MFG Process Flows B-3
Process Flow Chart Symbols and Definitions B-4
Extrusion B-5
Printing B-6
Bag Making B-7
Slitting B-8
Laminating B-9
Metalizing B-10
Rewinding B-11
Inline Extrusion-Printing-Bag Making B-12
Inline Extrusion-Slitting for In-House Use B-13
Start to Finish Process Flow B-15
Color Codes B-16

B PROCESS FLOW CHARTS

MFG PROCESS FLOWS

Introduction

Manufacturing processes in the Plastics Conversion Industry include;

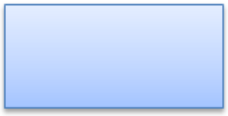
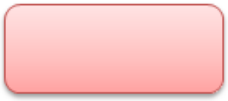
- Extrusion
- Printing
- Bag making
- Slitting
- Laminating
- Metalizing
- Rewinding

One or more processes may be 'inline', in which a process is physically linked to a predecessor; for example bag making may be inline with extrusion

Considerations

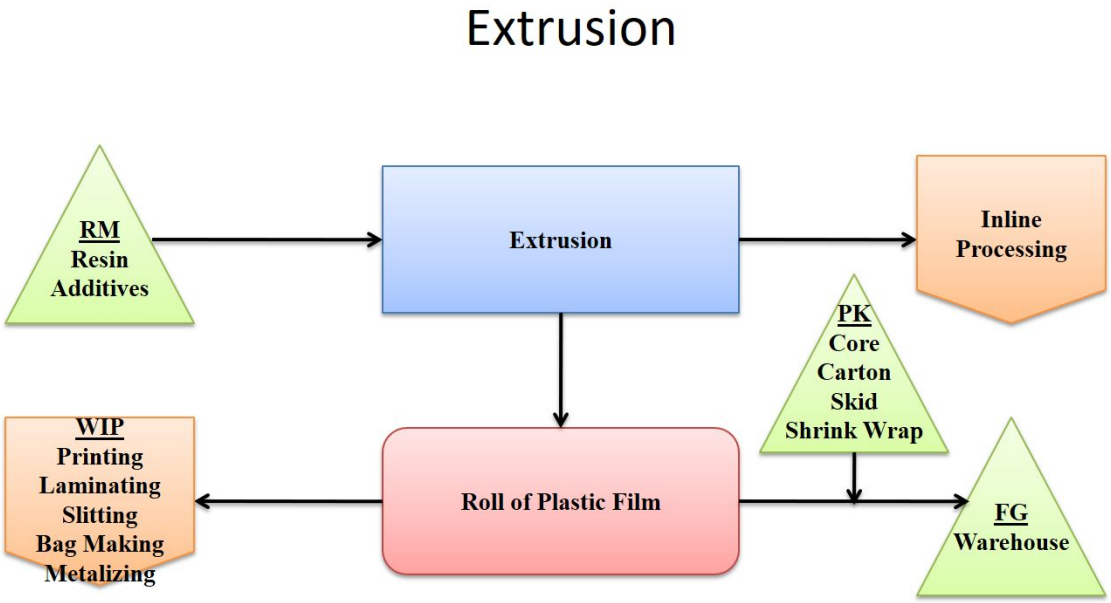
- A manufacturer may do one or any number of these processes
- Since the principal raw material is plastic film, a manufacturer that does not extrude or does not have the capability to extrude a specific type of resin will purchase film
- One or more processes may be performed by an external vendor; the product may be shipped directly to the customer from that outside processor
- Future versions of software should allow the user to define a process with its inputs and out flows.

Process Flow Chart Symbols and Definitions

Symbol	Description
	Activity/Process
	Raw Material/Packaging/Inventory
	Start or End
	Flow
	Off-page Process

FG Finished Goods; **WIP** Work In-Process; **RM** Raw Materials; **PK** Packaging; **+/-** with/without

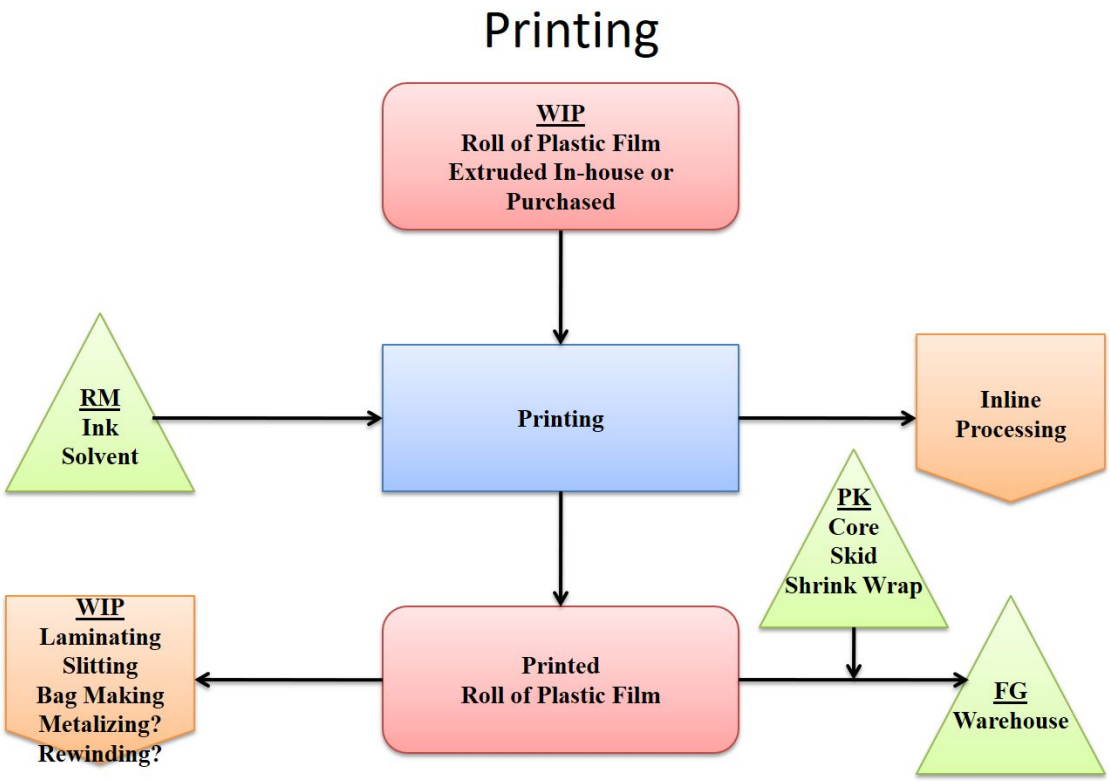
Extrusion



Resin is typically stored in and directly consumed from large silos or rail cars, although gaylords are sometimes used. The resin, plus any additives such as colorant, are mixed, melted, and formed into a tube through a process called blown film or tubular film extrusion. The tube may be split into two sheets during the process, which may result in the accumulation of waste material in the form of trim. This material may be sold or re-used in extrusion processes. Although the rolls of film are individually weighed and measured, production of plastic film by extrusion is more of a continuous, as opposed to a discrete manufacturing process (which applies to the majority of the other processes used by the plastics conversion industry).

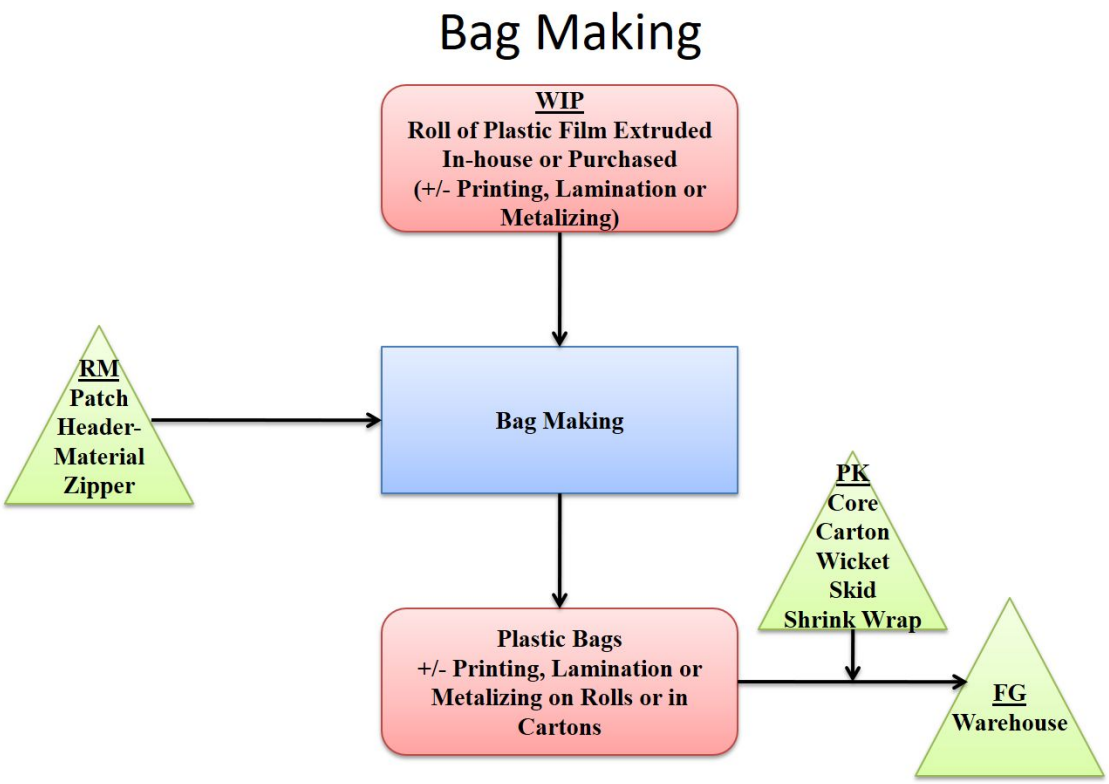
It is possible, although not common, for a single extrusion production order to provide rolls of plastic film that are to be used as WIP for more than one (different) downstream processes/production order.

Printing



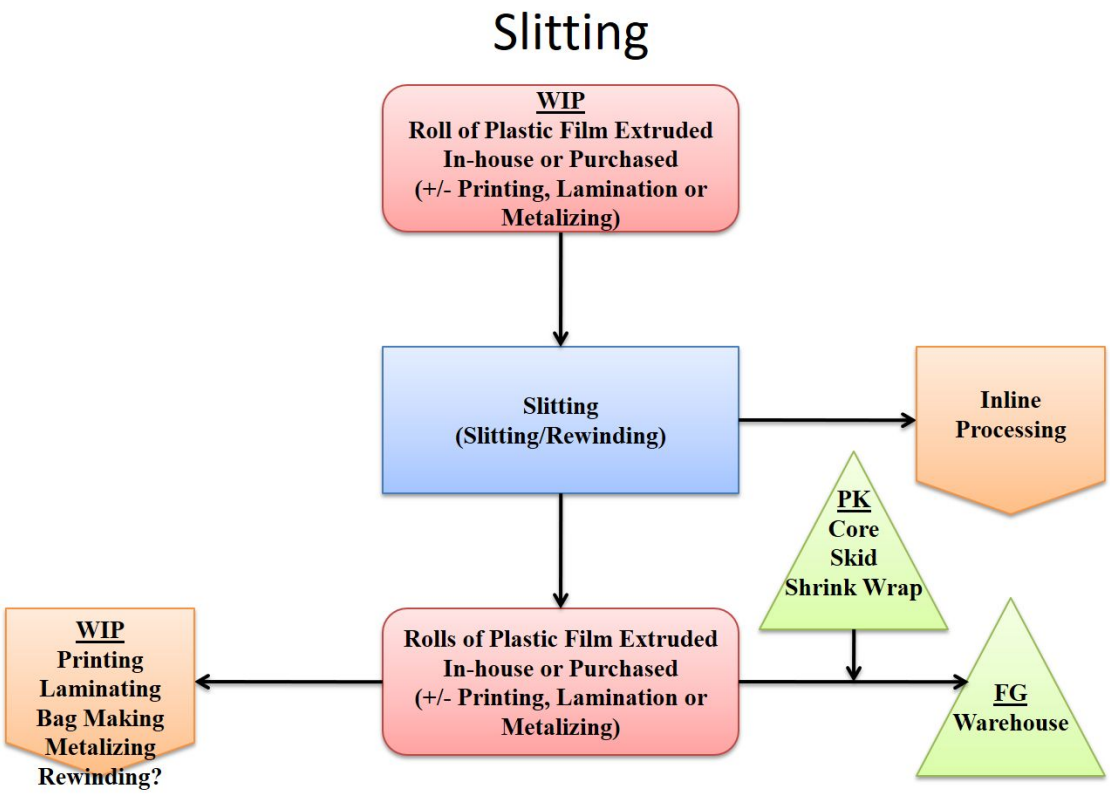
The printing process applies graphics to one or both sides of a plastic film. The most common type of printing in the plastic conversion industry is flexographic printing, with the proprietary Pantone Matching System most often used to describe the colors. Print area is one of the key metrics in this process step. Due to the sophisticated nature of coloring, many facilities have a representative of the ink manufacturer (e.g. Sun, Flint) on site. Some manufacturers track the time required for the plate mounting step separately from the actual printing process. Due to spills, dilutions, and mixing, inventory management of inks and solvents is extremely complex and is typically a manual process.

Bag Making



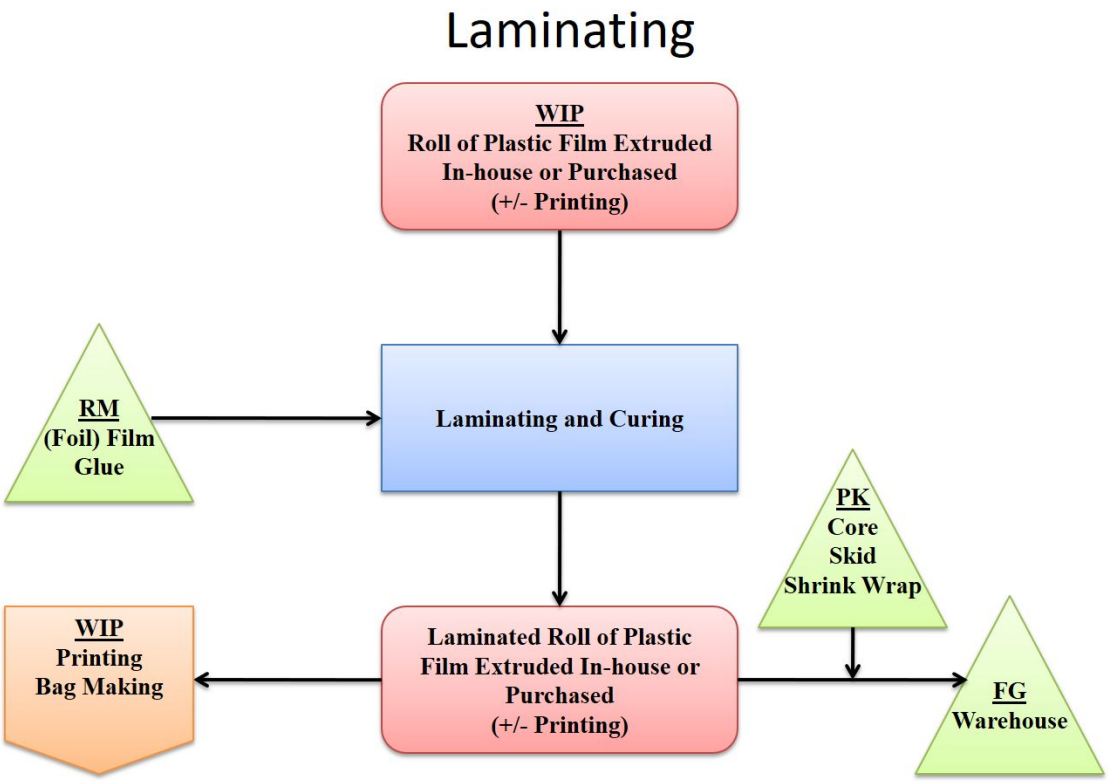
Bag Making tends to be the final step in the plastic conversion process and involves a sealing step (heat or sonic) plus a simultaneous cutting or perforating step. Individual bags can be manufactured from a single sheet (via a folding operation preceding the seal and cut operation) or directly from an extruded tube of film – often as part of an inline process. Value-added, supplementary steps such as the welding of zippers (to the appropriate product, of course), or the formation of handles (by a punch-press process), occur as part of the bag making process. Since a bag making machine typically produces more than one bag per cycle with production rates in the order of 200 plus bags per minute, and since multiple WIP rolls may be used simultaneously, there is very little time for the operator to pack and load the bags, let alone do complex data entry.

Slitting



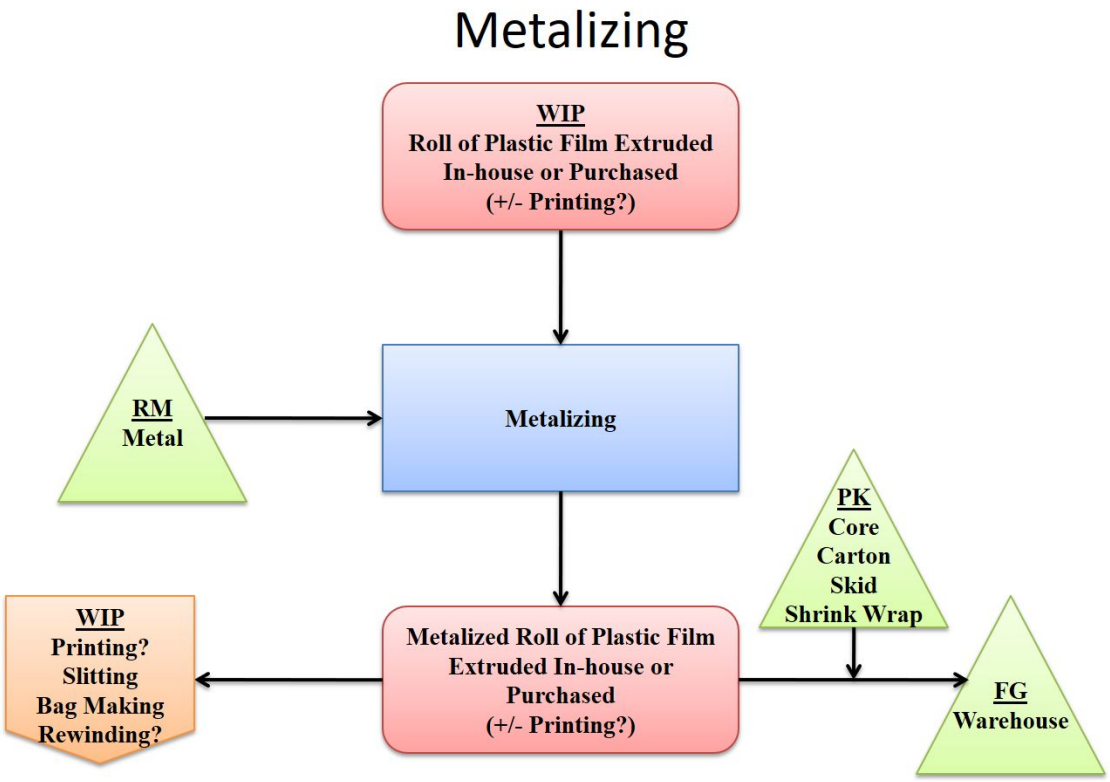
Slitting is used to cut single roll of film (most often a single sheet of film, as opposed to a tube or double wound sheeting) into a number of smaller rolls. It is an extremely rapid process during which the film is unwrapped from a long thick cardboard core, cut by knives, and wound or spooled back onto smaller core lengths. As an optional combined activity, slitting provides the opportunity to rewind the film, if required. The resulting rolls of film may be destined for one or more downstream operations (as WIP) as well as Finished Goods. Some manufacturers need to track the position from which the individual slitted rolls were produced.

Laminating



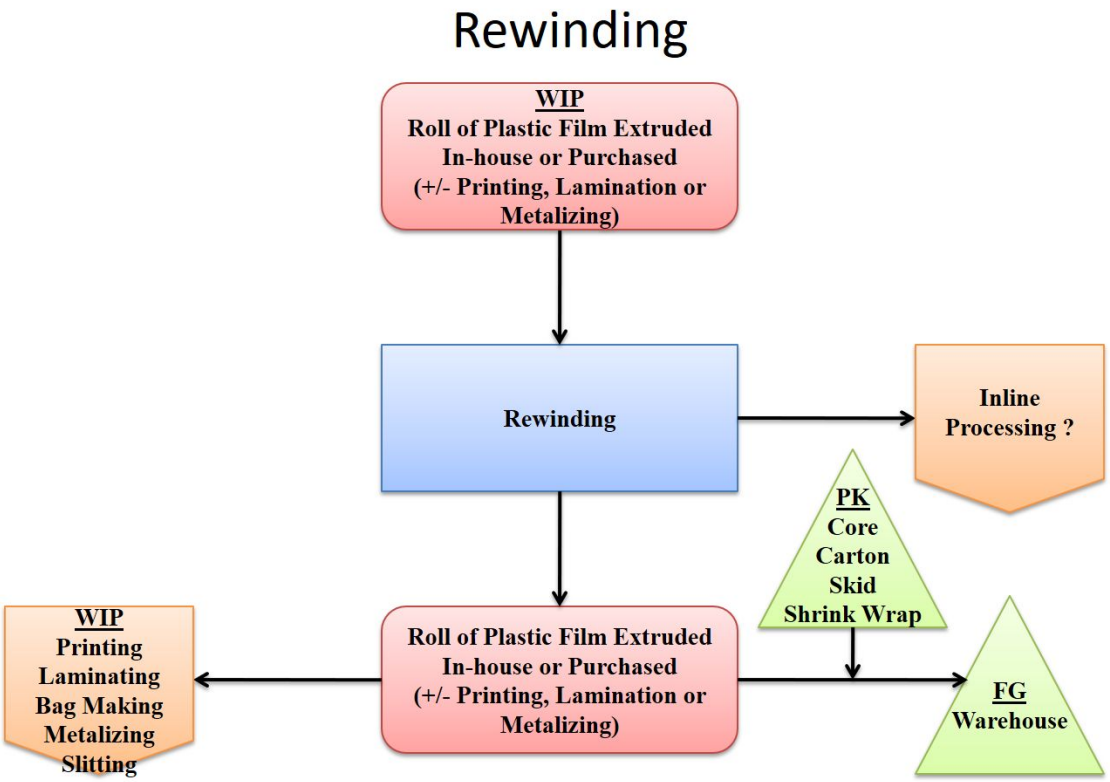
In the laminating process, two films – most often a thin foil film and a plastic film - are melded together. Glue may be used, and the duration of a curing step, if curing is required, must be monitored. Glue coverage and thickness (the latter of which would affect gauge of the final product) are two important metrics.

Metalizing



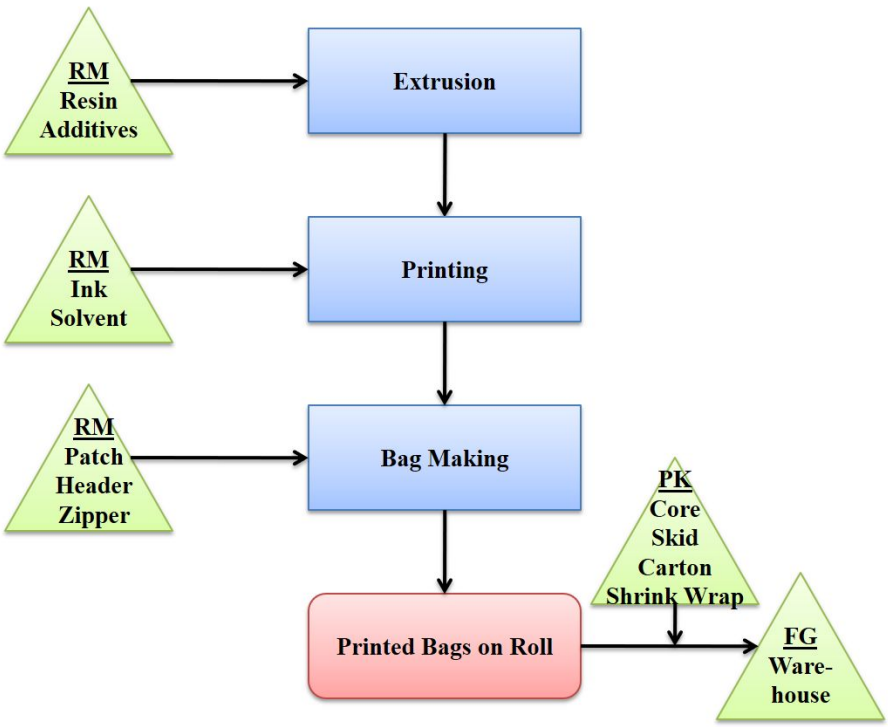
In Metalizing, a roll of plastic film is coated with an ultra-thin layer (i.e. atomic thicknesses) of a metal, such as aluminum, copper silver, or gold. The film is effectively spooled/rewound in a vacuum chamber in which the metal is heated. This relatively new process, with very specific applications, requires significant capital investment.

Rewinding



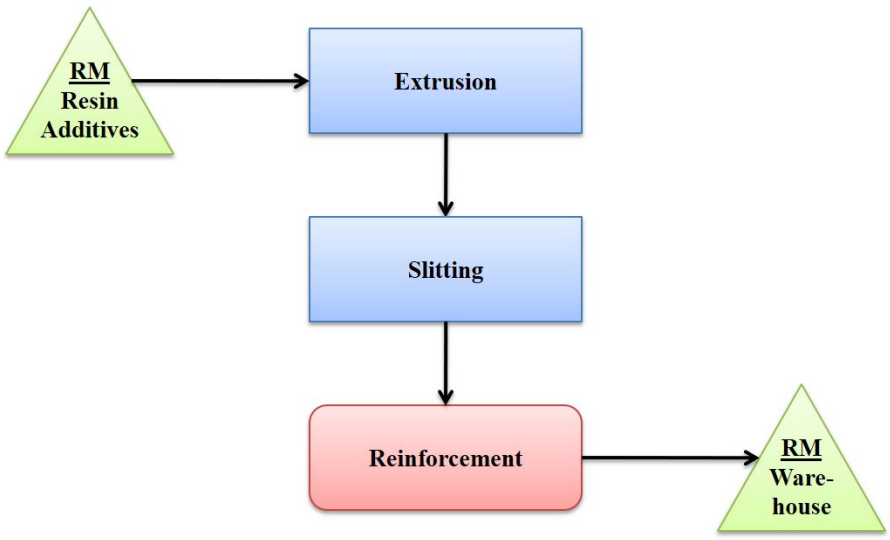
Rewinding, most often done to satisfy the subsequent processing requirements of a customer, simply reverses the two sides of film (on the roll). It is an extremely rapid process if done stand-alone (as opposed to part of an inline process). Rewinding can be coupled directly to the slitting process.

Inline Extrusion-Printing-Bag Making



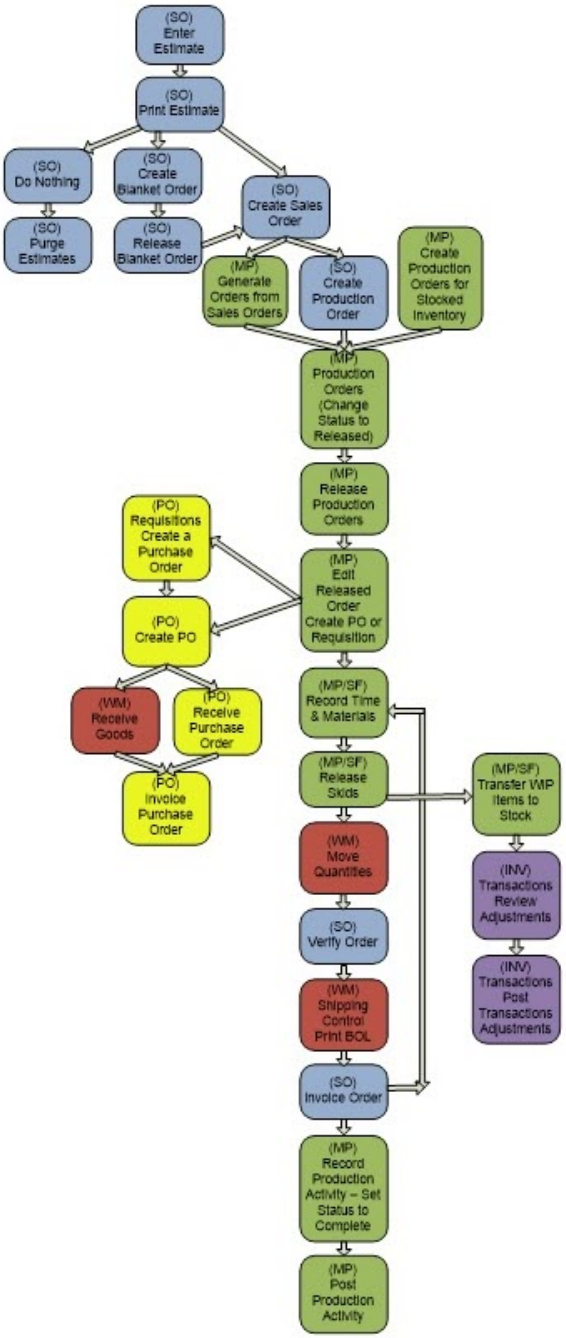
While time and material can be posted against each of the inline process steps, because the machinery is physically linked in an inline process, production (typically finished goods as opposed to WIP), is only posted in the final step. Consumption, or back-flushing of raw material in the entire inline stream is based upon the posting of production in the last step which, may be expressed in a unit of measure that is different from the up stream processes.

Inline Extrusion-Slitting for In-House Use



In some instances, an internal work order may be issued to generate raw material used in the production of finished goods. In this example, an inline extrusion-slitting operation is used to generate a reinforcing component that will be consumed during the manufacture of a number of goods (different products, different customers). Issues associated with the conversion industry in general and inline production specifically, such as posting of production against the final step and different units of measure, apply. Since the product remains internal to the operation, packaging such as cartons and skids, may be re-used and is not shown in the diagram.

START TO FINISH PROCESS FLOW



Color Codes

Color	Application
Blue	Sales Order
Green	MFG-Production
Yellow	Purchase Order
Red	Warehouse Management
Purple	Invoicing

Glossary

G

absorption costing

An approach to Inventory valuation in which variable costs and a portion of fixed costs are assigned to each unit of production. The fixed costs are usually allocated to units of output on the basis of labor hours, machine hours, or material costs.

account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done in a particular accounting period.

activity

The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) between the business and one or more outside parties.

activity based costing (ABC)

The allocation of indirect costs against the activities that caused them. An accounting technique that can more accurately reflect indirect cost improvement than traditional standard costing.

actual costing

A cost system that collects costs historically and allocates those costs as items are sold or used in production.

adjustment

A type of transaction that corrects differences in quantity.

alias

An alternate name for an inventory item. For example, the alias for item 700873920PS might be plumbing supplies.

alternate item

A comparable item that can be substituted when you sell an item with insufficient quantities in stock.

alternate routing

A routing, usually less preferred than the primary routing, but resulting in an identical item.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Payable, Accounts Receivable, or Payroll.

assemble to order

A production environment where a product request can be assembled after the receipt of a customer's order. The key components (bulk, semi-finished, intermediate, subassembly, fabricated, purchased, packaging) used in the assembly or finished process are planned and possibly stocked in anticipation of the customer order.

asset

The resources (such as cash, investments, manufacturing materials, inventory, buildings, leases, and fixtures) owned by a business. Assets are entered as debits in asset accounts.

audit trail

A detailed record of accounting activity used to explain the source of every dollar in the accounts.

auto consume

Auto Consumption allows the system to automatically consume the component based on count, weight, or length as specified in the bill of material, when the assembly is produced.

When material is automatically consumed during production, the actual quantity produced at a given production step, whether it be a WIP item or the Finished Good, will determine the component consumption based upon formula calculations.

average cost

An inventory costing method. The average cost method calculates a weighted average cost by dividing the total cost of all units of an inventory item by the number of units on hand. See also FIFO, LIFO and standard cost.

average price

The average selling price of an item updated each time a purchase is entered.

backflush

Automatic deduction of the parts used on an assembly from stock triggered by the release, progress, or completion of a production order. Unless there is a very high level of data accuracy and discipline, back-flushing leads to inaccurate inventory records so is not recommended except when used in conjunction with Kan Bans.

back up

To make a copy of data for archival purposes.

balance

(1) The difference between the total debit entries and the total credit entries for an account. (2) The total amount owed by a customer or owed to a vendor.

balance sheet

A standard financial statement that summarizes the financial status of a business at a particular time, according to the fundamental accounting equation Assets = Liabilities + Owner's Equity.

base cost

Cost used for calculating prices as a markup from cost.

base currency

In TRAVERSE, the currency selected in the System Manager Company Setup Company Information function. While TRAVERSE stores both base and foreign currencies, all other currencies are converted to base currency.

base price

A price assigned to each unit and used to calculate price breaks and customer level pricing in Sales Order.

batch

A group of items, locations, bins, product lines, and user-defined fields that are assigned an ID. Batch IDs are used in the physical count process to group similar items for counting purposes.

bin number

A number that identifies the location of an item.

blanket order

Blanket Orders are used to contract large orders to be shipped over a period of time.

blind shipment

A blind shipment is one shipped directly to a client of the customer, where all ship-from information on packing lists, bills of lading, invoices, and acknowledgments references only the customer and not your company.

blow-through
When a Phantom or Pseudo is found in the preparation of a kit picking list, the parts needed to make the Phantom or pseudo (less any Phantom Parts found in stock) are “blown through” to the kit.

bills of materials
The list of the components necessary to make a part of product and the amount of each component required.

bill of resources
A list of some or all of the critical resources necessary to make an end item.

bucketless
All demands for a part keep their individual date identity and so can be traced back to their original source of demand through a Pegging Report–essential for bottom up re-planning.

byproduct
Material produced as a residual of a production process. Represented by negative use in the bill of material for an assembly.

capital
Claims on a company’s assets by the owners, either the capital put up by the owners or the income earned by the business and not distributed (retained earnings).

carrying cost percent
The percentage of the total value of inventory. This amount is used in the EOQ calculation in the reorder process.

COGS
The beginning inventory plus purchases minus the ending inventory.

component
Part needed to make a parent item as shown on its bill of material.

configurator
A software tool to simplify order entry when a product may be sold with a number of features and options.

cumulative lead time
The total time required to make an item assuming there are is no stock of any of it’s components including the time to purchase those components.

conversion
The process of updating existing data, programs, or applications to the current version. See also installation.

conversion factor

The portion of the base unit that is the alternate unit. For example, if the base unit were EACH and the alternate unit were BOX of 10, the conversion factor would be 10.

costing method

The method used for costing sales and inventory: FIFO, LIFO, average cost, and standard cost.

count date

The date when a physical count of inventory items is taken.

counted quantity

The quantities from the on-hand physical inventory, generally listed on tags or worksheets. See also frozen quantity.

current liquidity ratio

The ratio of current assets to current liabilities.

density

Density describes the weight of the ingredient in terms of cubic dimension, such as .5 grams per cubic centimeter or 2 cubic centimeters per gram.

depreciation

The allocation of the cost of using up fixed assets over time in the form of a particular portion per accounting period.

diameter

Diameter is the length across, from outside to outside, of a core or roll of film.

discount

An amount subtracted from the full amount of a vendor invoice in return for prompt payment.

discrete manufacturing

Refers to the manufacturing of specific unique items to exacting specifications such as a custom-made cabinet or a new sophisticated carburetor. Discrete manufacturing is used heavily by the engineering, automotive, electronics, and aerospace industries, among others.

Unlike continuous manufacturing, this is divided into discrete stages and usually involves a wide range of finished products. The products themselves are discrete units. Depending on the variety and volume of finished products, discrete manufacturing is further sub-divided into Job Shop, Batch Production, and Repetitive manufacturing.

distribution code

A code that indicates how amounts are to be distributed among general ledger accounts.

Economic Order Quantity (EOQ)

An ordering method that compares the cost of placing a purchase order (and all associated receiving and invoicing costs) against the cost of carrying stock in inventory. It uses the Carrying Cost percent and Order Cost Amount fields from the locations table. If an item is particularly expensive to order (imported, for example) or expensive to stock (very large, for example), you can override these fields on an item basis. Generally, the higher the cost, the lower the purchase quantity. The traditional EOQ formula is used with Annual Use as the movement variable:

$$\sqrt{\frac{2 \times AnnualUsage \times OrderCost}{UnitValue \times CarryingCost}}$$

effective date

The date range for which a part or assembly is considered correct and in effect.

effectivity date

The date on which a change is due to take effect.

Engineering Change Order (ECO)

A record of revisions to one or more items usually released by engineering.

estimate

Estimates enable you to add order information and allows you to set up Item/Finished Good variations via a worksheet, based on variables such as Quantity, Discount, Overrun%, etc. You can then print a Quote from the estimate, as well as generate new Sales Order(s) or Blanket Order(s).

expense

The cost incurred in earning revenue: cost of goods sold, wages, rent.

explosion

A computer process or calculation of the requirements in terms of components of an assembly based on its bill of material.

extrusion

One of the most common methods of film manufacture is Blown Film (also referred to as Tubular File) Extrusion. The process involves extrusion of a plastic through a circular die, followed by “bubble-like” expansion.

field

(1) A region on the screen that accepts input from the user. (2) One element of a record in a table.

FIFO

A costing method that uses the oldest items in your inventory as the basis for costing your sales and inventory. FIFO allocates the oldest unit costs to the cost of goods sold and the most recent unit costs to the ending inventory. When costs rise, the FIFO method yields the highest net income; when costs fall, the FIFO method yields the lowest net income. See also average cost, LIFO, and standard cost.

finite capacity planning

Computer controlled re-scheduling of orders based on preset capacity resource levels and fixed scheduling rules.

firm planned order

An order which is treated as a planned order for the MRP calculation but one that does not be change, either in date or quantity, by the computer. Firm planned orders are changed manually and are used for Master production scheduling and to override the computer setting of order quantity, lead times, and safety stock, usually to overcome material or capacity problems.

flow manufacturing

A form of manufacturing in which machines and operators handle a standard, usually uninterrupted, material flow. Extreme examples could be process industries in the areas of chemicals, oil, paint.

forecast

An estimate of future demand. Generally related to the Master Production Schedule and used in MRP reporting.

freeze

A step in physical inventory in which inventory quantities are calculated and stored before the inventory is counted.

frozen quantity

The calculated inventory totals that are stored before the inventory is counted. See also counted quantity.

function

A menu item that leads to a full screen. Most functions have a corresponding program.

gauge

Gauge is the thickness of film used in a BOM. Gauge is usually measured by Mil, which is thousandths of an inch.

general ledger

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

income statement

A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period.

infinite planning

Loading a work center with orders to see how much current capacity is exceeded.

inline groups

Inline groups are often used when operations are concurrent or complimentary, that is, used together to product a WIP component that then feeds into another operation. If the routing step is part of an inline group, enter a name for the group in the Inline Group field.

inline processing

Inline Processing is a grouping of operations for the purpose of creating a single WIP entry.

A product that can be made without stopping the process by connecting one machine to another, i.e.: an inline-printed bag can be made by connecting a bag making machine to a printing press which, is in turn, connected to an extruder. Finished goods would be posted only against the final process, while other data such as scrap and time could be posted against any of the inline steps.

installation

The process of adding an application to an existing system. See also conversion.

integral component

When the component is an integral part of the finished good. An example of an integral component would be a zipper for a bag. The zipper is not manufactured, but it is a vital part of the bag that is included in the production of the finished bag.

interface

To join to another application for the purpose of having information entered in one application update information in another application.

inventory

The goods a business owns at a particular time, whether held for direct sale or for use in manufacturing goods for future sale. Manufacturing inventory is usually divided into raw material, work in process, and finished goods.

job shop environment

Tend to be high variety and low volume factories which make to order or to customer specifications. Their customers are very often other factories, so they tend not to produce consumer goods. Job shops tend to be highly flexible and their workers highly skilled. The shop floor layout would consist mostly of separate functionally specialized departments. Frequent change overs from one product to another are common.

journal

A chronological record of transactions.

journal entries

Transactions recorded in a journal.

KanBan

A method of JIT production that uses standard lot sizes with pull cards to signal wanting to withdraw parts from a supplying operation.

labor type

Labor types define the skill level or grade that can be defined and applied to specific processes. Associated with the labor type is a rate by piece or by the hour. Later, you'll assign labor types to operations to calculate the labor costs involved.

layflat

Layflat generally refers to a bag dimension and describes the width or length of the film used to create the bag prior to foldover. Bag layflat is typically approximately twice the width or length of the bag, since the bag consists of the single layer film folded over. This is used in the item setup, Component Production Values for raw material items.

lead time

The amount of time required from the point of ordering or the point of entering the production line to the completion of the order. Each requirement of an order, be it a given raw material, subcontracted process, or labor or machine process has a point in time where it should be introduced into the flow of the order to ensure an on-time delivery of the product. If materials are made available too early, there may not be room for them and they may simply add congestion to the process. If brought in too late, delays may result. The problems are the same for labor, machine use, and subcontracting.

Lead time is in terms of hours. It assumes a perfect world in which all materials, machines, and personnel are available when needed. It indicates the number of hours after the materials are brought to the floor or the number of hours after a process begins, that the order will be finished.

Lead time is calculated by first establishing the process time of each individual process requirement, adding the queue time, setup time (uses labor setup time or machine setup time, whichever is longer), wait time, and move time.

To calculate the lead time, the system then starts at the top of the bill and works its way down calculating the hours of lead time required at each step by accruing the process time for each step. Lead time is actually only calculated for processes. It is then assigned to materials, based on which routing step the material is assigned to. If the bill of material is more than one level deep, the lead times of the first level become the starting point of lead times for the second level, and so on. Overlap factors come into play here, which can complicate things considerably if being used. (See the overlap entry in the Glossary for more information.)

length

Length is the distance from end to end of a roll of film or a bag.

LIFO

A costing method that uses the last items brought into inventory as the basis for costing your sales and inventory. When costs of your inventory items rise, the LIFO method yields the lowest net income of all the costing types; when inventory item costs fall, the LIFO method yields the highest net income. LIFO is often preferred when prices rise because it results in a lower pretax income and a lower tax obligation. See also average cost, FIFO, and standard cost.

liquidity ratio

Ratio that indicates the amount of cash that could be available for investment after meeting short-term obligations.

list price

The basic published price for each unit without discounts added to it.

location

The place your inventory is stored—a van, a warehouse, etc.

lotted items

Items that are grouped for identification and given a lot number, such as items with the same shipping, receiving, or expiration date.

master production schedule (MPS)

What the company intends to produce in terms of products or end-items.

materials requirements planning (MRP)

A computer based technique which takes an MPT, product structure data, and inventory information, generates a report and creates planned orders for assemblies and components based on anticipated demand.

material requisition

A document that a business uses to record internal use of stock items from its own warehouse.

menu

A list of applications, functions, options, or other menus.

miscellaneous debit

A transaction that nullifies a purchase, resulting from a return or an adjustment to the purchase transaction. Miscellaneous debits reduce the total amount of accounts payable due vendors.

mixed model production

Making several different parts or products in varying lot sizes that closely match the mix of products sold that day.

move time

The time required to move the product from one workstation to another. This could be across the plant floor or to a completely different location.

net change MRP

An approach in which the material requirements plan is continually retained in the computer and adjustments made only as needed.

order point

The quantity you want to have on hand when you place an order for an item at a location.

ordering cost amount

The total cost of shipping, stocking, and labor. This amount is used in the EOQ calculation in the reorder process.

overlap

Overlap is simply a matter of trying to attain a more realistic and accurate lead time by reducing the calculated lead time based on the assumption that in a series of sequential processes, the next process can begin before the last process is finished.

NOTE: Each step is compared to the next step in the BOMs. The time to complete one step doesn't change, but the determination of at what point to begin a step in relation to the previous step can have a significant effect on the total time required to manufacture the BOMs.

overlap quantity

The number of items that need to be run and sent to the following operation before the "overlap" operation can begin.

overrun percentage

Overrun percentage is the percent of product allowed to be made above the original ordered amount and the customer agrees to pay for this overrun quantity.

pegging

The capability to identify the sources of a given item's gross requirements.

penalty type
The percent or amount used to determine the price when fractional parts of a unit are sold.

periodic inventory
Physical inventory taken at the end of the year to establish ending inventory.

perpetual inventory
A continuous record of inventory maintained by keeping detailed records of purchases and sales.

phantom bill of material
A bill of material coding and structuring technique used primarily for transient subassemblies.

physical inventory
The actual on-hand inventory.

planned order
Generally a production order created by an MRP system.

planning bill of material
An artificial grouping of items or events in a bill of material format to enable the calculation of mixed components to achieve a mixture of finished product, for example, 2 blues, 2 yellows, 1 green.

post
To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

price break
A price break set up by quantity, generally giving increasing discounts as the quantity of sales increase.

price ID
Customer-level pricing identifier that is useful for categories of items and items in particular locations.

print area
Print area is the amount of space on the bag or roll of film that will have a printed image on it. This is usually measured by square inches.

product line
A category of similar items used for sorting.

program

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu.

process manufacturing

Production that adds value by mixing, separating, forming, and /or performing chemical reactions. It can be done in either a batch or continuous mode.

product styles

Product styles refer to the general “type” or “style” of product we are making. This characteristic is used in the calculation of requirements as well as in the calculation of machine time.

prox term

A term of a business arrangement which specifies that the payment’s due date is based on days from the beginning of the next month. See also regular terms.

purchase price variance

The difference between the standard cost and the actual price paid for an item in the standard costing valuation method. For example, if your standard cost for an item is $50 and you purchase the item at $60, the purchase price variance between the standard cost and what was paid for the item is $10.

purchased film

Purchased film is bag making film that has been purchased from an outside vendor, not produced and used in-line to make bags. Film that has been manufactured and put into stock, then used later must be categorized as purchased film.

purge

To remove from the system.

queue time

Used mainly as a cushion for error. Queue time is the time the materials sit in front of the workstation waiting to be processed.

quick ratio

The ratio of current assets less inventory to current liabilities.

recipe

The necessary set of information that uniquely identifies the production requirements for a specific product. Recipes allow you to define the makeup of inks, resins, and other components or ingredients which have, more or less, their own bill of material or recipe. The most common use of this feature is to define the resin makeup.

record
A unit of information that has other pieces of information assigned to it.

regeneration MRP
An MRP processing approach where the requirements are totally re-exploded down through all bills of material, resulting in a totally new MRP report and plan.

regular terms
A term of a business arrangement which specifies that the payment's due date is based on days from the discount date. See also prox terms.

repeat
Repeat will indicate the number of plates that are on the roller used for printing. Repeats are usually from 1 to maybe 10 on a large drum. **Number of Repeats Per Roll** indicates the number of bags or prints on a given roll. Number of repeats per roll usually will number in the thousands.

repetitive manufacturing
This type of production is characterized by low variety and high volume. It is concerned with the production of consumer goods. Production is mostly to stock. The factory floor normally consists entirely of production lines, each dedicated to a specific product. The line is designed for optimum production of that product. Changeovers are infrequent and tend to be costly in terms of time and labor.

resin
The raw material used to make the plastic film in the extrusion process. This resin is usually in the form of pellets, then it is heated to melting and blown through the extrusion die.

restore
To bring information back to its original place and condition.

routing
Information detailing the method of manufacture of a particular item. It includes the operations to be performed, their sequence, the various work centers involved, and the standards for run and setup time. Also may include additional information such as required skill levels, tooling, or testing equipment.

run rate
Run rate is the number of units produced for a period of time. Common run rates for flexible packaging production are feet per minute, bags per minute, images per minute, and pounds per minute.

safety stock
The quantity of stock in inventory to have as a safeguard against order process uncertainty and fluctuations in demand or supply.

scrap

(1)Materials outside of specifications and possessing characteristics that make rework impractical. For example, a raw material with a 2% scrap factor is assumed to be something in which when an assembly is put together and the material is used, about 2% is lost or scrapped. It could be that 2% of the material is defective or is lost due to the nature of the process. The reason a scrap factor is set up is to enable you to actually track these quantities in the hopes of improving your process. Scrap should be considered a variable quantity and expense.

(2)The unexpected loss of a completed part for any reason.

scrap factor

A percentage factor used in the product structure to increase gross needed requirements to account for anticipated scrap.

setup time

The time it takes to adjust a machine or fit a tool to make a particular item. Part of the lead time which does not vary with the order quantity.

shrinkage

The anticipated loss or reduction of an item when being used. It can be related to the specific manufacturing nature but can also represent other things.

The reduction of actual quantities of items in stock, in process, or in transit. The loss may be caused by scrap, theft, deterioration, evaporation.

serialized item

An item that is identified by a serial number, such as an appliance, a computer, a stereo system.

standard cost

A costing method that is an estimate of costs you set. For example, in a manufacturing operation the standard cost is the cost of the item plus costs of raw materials, labor, and overhead. See also average cost, FIFO, and LIFO.

standard UOM (Units of Measure)

The standard UOM represents the most common UOM for an item and should be the item's smallest valid unit of measure. The standard UOM must be valid for ordering, stocking, and shipping.

subcontracting

Sending production work outside to another manufacturer.

superseded item ID

An ID assigned to an item that is set up to replace an item that is no longer available for purchase or sale.

table
(1) A grid that holds records and is visible. (2) An object that stores data.

tact time
The time required between completion of successive units of an end product.

temporary vendor
An organization or source of supply from which your business purchases goods or services only once.

terms code
A code that serves as a shorthand notation for the terms of a business arrangement.

time
The number of hours, minutes or seconds needed to produce a product.

time bucket
A number of days of data summarized into a column display.

transaction
An exchange between a business and another party, leading to an accounting entry, which is recorded in the GL Journal.

traveler
A copy of the manufacturing order that actually moves with the work through the shop.

UPC
The universal price code that records the identification number for an item.

UOM Conversions
The UOM Conversion supplies the conversion factor for formulas when calculating the yield from raw material through the production process to finished good.

variance amount
The difference between frozen quantities and calculated (counted quantities times cost) quantities.

volume
Volume is measured in “cubic” units. The volume of a figure is the number of cubes required to fill it completely, like blocks in a box.

wait time

Time required after an operation or process is complete for curing, drying, setting, or cooling. This time is required after the process is complete but before the next process can begin, or before it can be moved to the next step. It does not involve any trackable machine or labor time.

width

Width is the length from side to side of a roll of film or a bag.

WIP (Work In Process)

Work in process (WIP) is a company's partially finished goods waiting for completion and eventual sale or the value of these items. These items are either just being fabricated or waiting for further processing in a queue or a buffer storage.

work in process

Products in various stages of completion throughout the factory, including raw material that has been released for initial processing and products awaiting inspection.

yield

Yield refers to coverage in most cases and is defined in terms of the quantity square inches, feet, meters, etc. created by a given weight of the ingredient, such as square inches of coverage per ounce. However in some cases it may be set up vice versa in that we could define the weight required for a given cubic dimension, such as grams required per square meter. This is used in the item setup, Component Production Values for raw material items.