TRAVERSE®

Requirements Planning

Training Manual

ETMRP11

Document Number RPTRN

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

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Introduction

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INTRODUCTION

WELCOME TO REQUIREMENTS PLANNING

Requirements Planning (RP) helps you balance future supply with demand so that you can solve inventory problems before they happen. Requirements Planning helps you plan accurately so that you can anticipate surplus or shortage, determine purchase or production requirements, manage inventory to retain less product on the shelves, increase customer satisfaction via better service, and institute cost-effective buying plans.

Requirements Planning works with the TRAVERSE Inventory, Sales Order, MFG Production, Project Costing, Bill of Material/Kitting, and Purchase Order applications. Requirements Planning uses the sales information entered in Sales Order to forecast demand for inventory items. RP then contrasts that sales information with the purchase and work order information from Purchase Order and MFG Production or Bill of Materials/Kitting and the current inventory status information from Inventory to determine whether you're purchasing or assembling enough of the appropriate items to meet forecasted demand and identify surplus or shortage. If Requirements Planning determines that you could fall short, you can automatically generate purchase orders and work orders to balance supply with demand.

Like all TRAVERSE applications, RP contains a number of report and interactive views functions to help you view and analyze your data and make the best business decisions. These reports and interactive views functions work the way you do: two RP report formats allow you to view information as you prefer, planning reports let you verify purchase and work orders before you place them, and interactive views functions give you an instant, on-demand picture that you can drill through for more detail.

Application Interaction

RP requires the TRAVERSE Inventory application, and optionally interfaces with the Purchase Order, Sales Order, Project Costing, MFG Production and Bills of Material/Kitting. You get the best use (and most accurate forecasting) when you interface RP with all available applications.

When you interface RP with Purchase Order, Sales Order, Project Costing, and MFG Production or Bills of Material/Kitting, RP can access the purchase, sales, project usage, and work order information in those applications to accurately forecast inventory needs. In addition, RP can automatically enter purchase requisitions and work orders into Purchase Order and MFG Production or Bills of Material/Kitting when inventory shortages are identified. Alternately, you can use RP's planning reports to manually enter purchase requisitions and work orders.

System Information

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

- the *Requirements Planning User's Help*
- the training manuals for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals
- online help

Customer Support

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

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

ABOUT THIS MANUAL

The Requirements Planning Training Manual is divided into these sections:

Introduction

The Introduction provides an overview of the Requirements Planning (RP) application and the TRAVERSE system.

Setup

The setup chapter covers the requirements for setting up the RP application.

Workflow

This chapter covers the functions you need to use within RP in order to use this module the most efficiently and effectively.

Setup and Maintenance

This chapter explains how to set up Business Rules, custom Time Frames or Period Definitions, Sales Forecasts, and Master Schedules.

RP Processing

This chapter describes the reports you need to use to perform Requirements Planning functions such as generating RP data, printing various planning reports, and creating purchase requisitions and work orders.

Blanket Orders

This chapter describes how to set up Blanket Orders, release the Blanket Orders to be Sales Orders, print reports to view the setup and status of your Blanket Orders.

Periodic Processing

This chapter describes how to remove existing RP data, Sales Forecasts, and Master Schedule information from the system.

Interactive Views

The Interactive Views chapter describes how to view Planning, Item Requirements, Daily Availability, Sales Forecasts, and Master Schedule information.

SETUP

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SETUP

OVERVIEW

Managing inventory is like balancing a seesaw—too little inventory and you're unable to fill orders in a timely manner, which could lead to customer dissatisfaction. Too much inventory and items sit on shelves, adding to your costs. You'd be able to solve these inventory problems, if only you could see them coming.

The Requirements Planning (RP) application for TRAVERSE helps you balance future supply with demand so that you can solve inventory problems before they happen. RP helps you plan accurately so that you can anticipate surplus or shortage, determine purchase or production requirements, manage inventory to retain less product on the shelves, increase customer satisfaction via better service, and institute cost-effective buying plans.

RP works with the TRAVERSE Inventory, Sales Order, Manufacturing Production and Bills of Material or Bill of Materials/Kitting, and Purchase Order applications. RP uses the sales information entered in Sales Order to forecast demand for inventory items. RP then contrasts that sales information with the purchase and work order information from Purchase Order and Manufacturing Production or Bill of Materials/Kitting and the current inventory status information from Inventory to determine whether you're purchasing or assembling enough of the appropriate items to meet forecasted demand and identify surplus or shortage. If RP determines that you could fall short, you can automatically generate purchase orders and work orders to balance supply with demand.

Like all TRAVERSE applications, RP contains a number of report and interactive view functions to help you view and analyze your data and make the best business decisions. These reports and interactive view functions work the way you do: two RP report formats allow you to view information as you prefer, planning reports let you verify purchase and work orders before you place them, and interactive view functions give you an instant, on-demand picture that you can drill through for more detail.

Application Interaction

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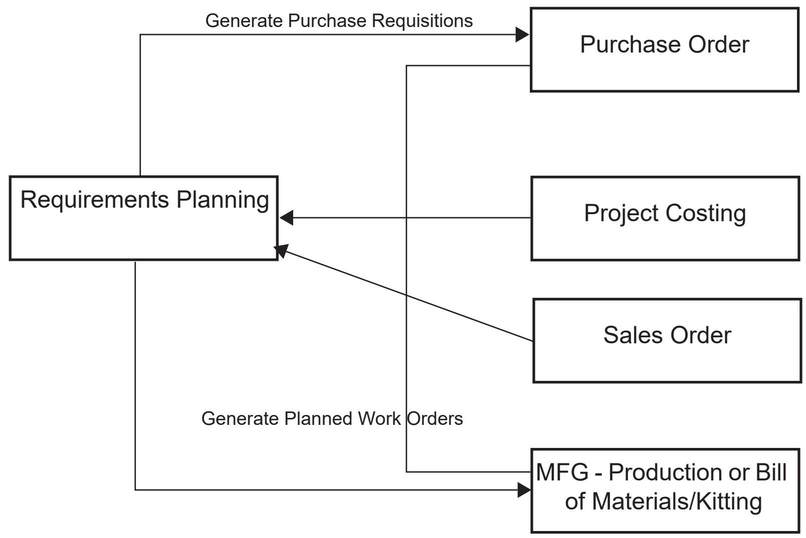

When you interface RP with Purchase Order, Sales Order, Project Costing, MFG Production and Bill of Materials/Kitting, RP can access the purchase, sales, project usage, and work order information in those applications to accurately forecast inventory needs. In addition, RP can automatically enter purchase requisitions and work orders into Purchase Order and MFG Production or Bill of Materials/Kitting when inventory shortages are identified. Alternately, you can use RP's planning reports to manually enter purchase requisitions and work orders.

SETTING UP RP

Follow these steps to set up the RP application:

1. Select the applications to interface RP with, and the reporting and precision options to use in the **System Manager, Business Rules** function (page 4-5).
2. Define the time frames or periods you use and, the time fence for each period in the **Period Definitions** function (page 4-15).
3. Set up Forecasts for inventory items in the **Sales Forecasts** function (page 4-21).
4. Set up a Master Schedule for assembled items based on forecasted sales and purchase information in the **Master Schedule** function (page 4-29).

Business Rules

Use the **Business Rules** function to define:

- The applications with which you want to interface RP.
- Whether to show prior period and future period data on the RP reports.
- The quantity precision to use to optimize space. Requirements Planning reports contain a lot of numbers. Reduce the precision of the values in these reports (how important is it to see fractions of a unit?) to free up space in order to accommodate larger numbers.

Example: If a particular number in the report is 1234567.7612, these examples show how it would appear based on the precision you select:

100 - 1234567

100.1 - 1234567.8

100.01 - 1234567.76

100.001 - 1234567.761

100.0001 - 1234567.7612

NOTE: Set this field to 100 if you do not sell or manufacture products in partial units.

Period Definitions

Use the **Period Definitions** function (page 4-15) to create custom definitions for the time frame you want to use in various functions within RP. You have the option to use the standard days, weeks, or months, but in addition, you can create as many of your own time frames as you need.

Each period you define uses a time fence to divide information into two categories based on time: information that occurs in the periods within the time fence and information that occurs after the time fence. Time fences are important when you're looking at orders vs. forecasts on reports. The system uses actual orders vs. forecasts within the time fence and the greater of the two beyond the time fence.

For example: imagine that the sales forecast for next March is 300 units, while actual sales are 275. If March lies within the time fence, the system uses the actual sales number of 275 on reports. If March is beyond the time fence, the system assumes 300 (the greater of the two) to be correct.

Sales Forecasts

Sales Forecasts represent your prediction for future unknown sales. Use the **Sales Forecasts** function (page 4-21) to define what is being sold, when, and in what quantities. The Master Schedule Report and the RP Reports use this information to provide you with a net picture of the future. This picture helps you determine when to place purchase and work orders to supply assembly components or inventory items themselves in a timely manner to fill demand.

Master Schedule

Use the **Master Schedule** function (page 4-29) to create your anticipated build schedule for assembled items in terms of specific Item IDs, Quantities, and Dates. This schedule is built as a planned response to the demand you create in the Sales Forecast.

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RP Workflow

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RP WORKFLOW

OVERVIEW

The RP application gives you the tools you need to manage inventory problems and balance supply with demand. To get maximum benefit from the application, there are tasks you must perform on a regular basis as part of your workflow. The processes you use as you work with RP include RP processing and requirements analysis.

These processes, and the functions or procedures they include, are described on the following pages. These procedures are meant to give you an idea of how RP works with other applications and what you may need to keep in mind as you work.

RP PROCESSING

You can think of RP as primarily a reporting application: first you gather the inventory, sales, purchase and manufacturing information you need to make accurate forecasts, then you use that information to generate reports that help you identify potential problem areas. Based on the report information, you can then generate purchase requisitions and work orders to address and correct deficiencies.

Follow these steps to generate data and produce the reports you need to determine distribution requirements after you've set up the system:

1. Use the **Generate RP Data** function (page 5-5) to gather inventory, sales, purchase and manufacturing information.
2. Produce the **Standard RP Report** (page 5-9) and **Daily Detail RP Report** (page 5-15) to identify surplus and shortages not easily seen in other reports, summarized either by periods or by day. The two formats allow you to use whichever you prefer to view the data.
3. Produce the **Component Pegging Report** (page 5-21) to audit the RP reports to better understand their numbers and how the information was calculated.
4. Produce the **Planned Purchases Report** (page 5-25) and **Planned Work Order Report** (page 5-29) to get an idea of the purchase requisitions and work orders the system can automatically generate before you create them.
5. Generate purchase requisitions and planned work orders to ensure you have an appropriate number of inventory items to meet forecasted demand.

    For more control, you can also use the planning reports as a base from which to manually create purchase requisitions and work orders in Purchase Order and MFG Production or Bill of Materials/Kitting.

Generating RP Data

Before you can print the reports that contain the supply and demand information you need to analyze and plan your inventory, you must generate the data they contain. Generating data gathers Inventory, Sales, Purchase, Project usage and Production or Bill of Material item information and provides a snapshot of your Sales and Purchase environment. Select the information you want to gather to target your analysis, then generate the main set of data behind your RP reports and processes.

Producing RP Reports

The two RP reports (**Standard RP Report** and **Daily Detail RP Report**) are designed to give you insight into upcoming inventory overages and shortages that cannot easily be seen in other reports. The two formats allow you use to view information organized either by standard period summaries, or by daily bucketless reporting, as you prefer. You may find one format preferable over the other.

Producing Component Pegging and Planning Reports

Once you generate the requirements planning data and produce the RP reports, produce the **Component Pegging Report** to audit the RP report information in order to better understand the sources of the numbers in the report and how the information was calculated.

Use the planning reports (**Planned Purchases Report** and **Planned Work Order Report**) to get an idea of what to expect from the order generation process. These reports show you the quantities, due dates, and items for which the system will automatically generate requisitions and work orders. Use these reports to verify the information and make any corrections as necessary before you actually generate the requisitions and work orders.

Generating Requisitions and Orders

After you generate the RP Reports, use the **Component Pegging Report** to audit the report information, and examine the planning reports to make accurate purchasing decisions, you are ready to Generate Purchase Requisitions and Work Orders to address supply deficiencies. Use the **Generate Purchase Requisitions** and **Generate Planned Work Orders** functions to create purchase requisitions within Purchase Orders, and generate work orders within MFG Production or Bill of Material/Kitting to meet supply requirements.

Alternately, you might want to use the **Planned Purchases Report** and the **Planned Work Order Report** as a base from which to manually create Purchase Orders or Requisitions, and Work Orders.

Blanket Orders

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.

REQUIREMENT ANALYSIS

RP includes several interactive view functions and lists to provide you with the information you need to analyze your business practices. To make the most of your processes, use the functions described below.

Interactive Views Functions

Use the functions on the **Interactive Views** menu to quickly get access to information without printing a report. Interactive View functions contain much the same information as reports, but in an interactive format that you can sort and drill down through to view more detail.

- The **Planning View** function provides you with information similar to the RP reports, but in a more concise format, displaying only one item at a time. A graphical view of the view information is also available, and drill-down options are available to help you view more detailed information. For more information, see (page 8-9).
- The **Item Activity View** (page 8-13) function displays all current activities for an item filtered by source and date.
- The **Component Pegging View** (page 8-17) function shows you where demand for Inventory Items originates. Additionally, the report lists all Sales Orders, Sales Forecasts, Production Orders, Purchase Orders and Purchase Requisitions. For more information, see (page 4-21).
- The **Daily Availability View** (page 8-21) function provides an item's availability information on a day-to-day basis, similar to that in the **Daily Detail RP Report**. For more information, see (page 5-15).
- The **Sales Forecasts View** function shows you the existing Sales Forecasts for Inventory Items. For more information, see (page 8-25).
- Use the **Master Schedule View** function to verify an assembled item's current Master Schedule work orders already in the system. This function does not show any moving availability but does show the current information in the system. The Master Schedule does not show activity prior to the current day. For more information, see (page 8-27).

Master Lists

Master lists contain the basic master information you entered in the Setup and Maintenance functions to set up the system. Master lists do not contain any calculated data, transaction information, or history. Produce these lists after setting up or changing basic information in the system to verify that your master information is correct and as part of your audit trail.

Periodic Maintenance

Use the **Periodic Maintenance** function on the **Periodic Processing** menu to delete existing RP Run Data, Sales Forecast, and Master Schedule information as necessary. Generally, the system removes old data when you generate new information, but you may want to perform periodic maintenance to delete old data you don't want others to access or to create more space, if needed. See (page 7-3) for more information.

Because this function permanently deletes data from your system, use it with caution.

BLANKET ORDERS

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.

Use the following functions to enter 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 Order** (page 6-5) maintenance function.
- Use the **Release Blanket Orders** (page 6-25) function for processing the release of one or more Blanket Orders.
- Use the **Scheduled Blanket Order Report** (page 6-31) to generate a list of scheduled shipments by release date.
- Use the **Blanket Order Report** (page 6-35) function to create a report listing summary information for Blanket Orders.

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SETUP AND MAINTENANCE

OVERVIEW

Use the Setup and Maintenance functions to set up the information in the main RP tables. The information in these tables forms the basis of the system.

- The **Business Rules** settings control how the system works.
- The **Period Definitions** function specifies the Time Periods and Time Fence used in forecasts and reports.
- The **Sales Forecast** function represents your prediction for future sales.
- The **Master Schedule** function stores your MFG Production or Bill of Material/Kitting build schedules to meet that prediction.

Because the information in these tables is fairly static, you only need to set up the information once. Afterwards, return to these functions only as needed to maintain the information or add new records.

BUSINESS RULES

Use the **Business Rules** function to interface RP with other applications and specify options that control how the system works, such as the information to include on reports and the quantity precision to use.

The **Business Rules** function centralizes and standardizes the options and interface controls for each of the TRAVERSE applications. It also gives an increased level of security over previous versions, and allows you to set role-specific values for many configured options.

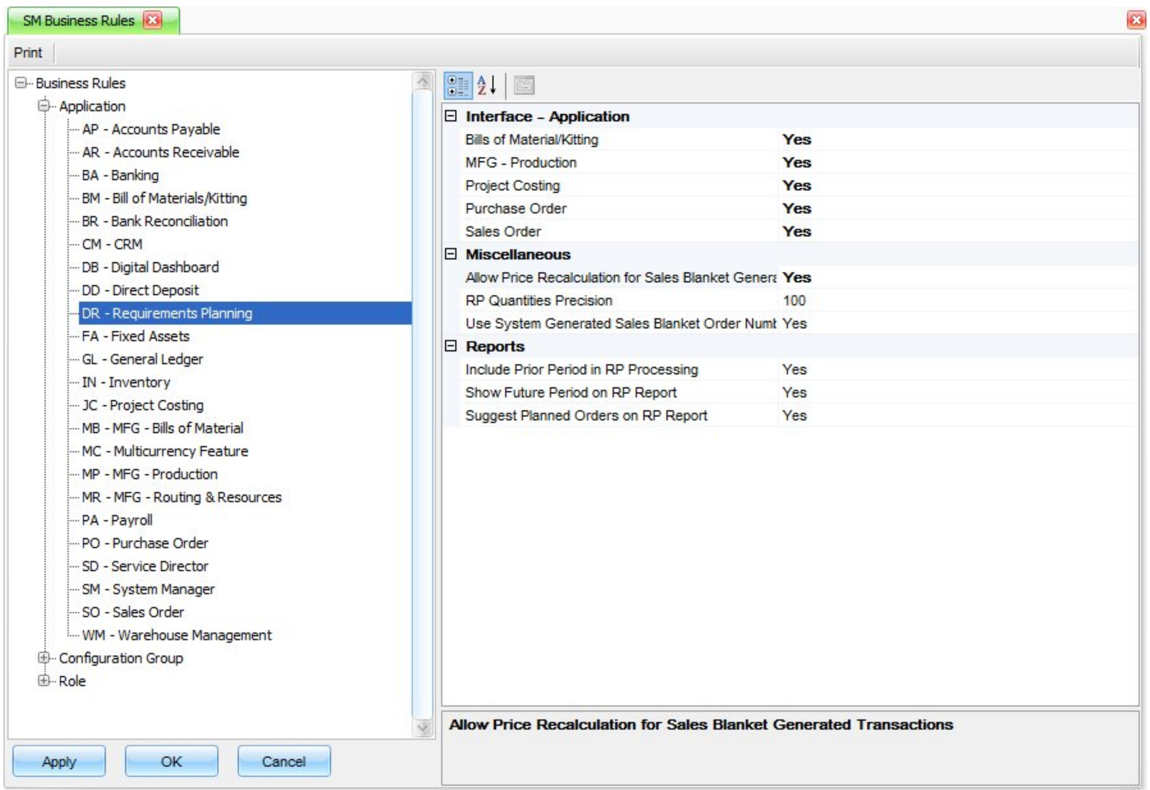
To set up these **Business Rules** for the RP application, follow these steps:

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

Business Rules Menu

2. The **Business Rules** screen appears. Select CR - Requirements Planning from the list.

Business Rules Screen



Interface - Application

3. The **Interfaces** section lists the TRAVERSE applications with which you can interface RP. Select **Yes** if you want to interface RP with that application, select **No** if you do not.
4. You get the most use (and best forecasts) when you interface RP with all applications:
    - When you interface RP with **Bill of Material/Kitting**, RP can access Bills of Material to determine supply requirements and can add new work orders to Bill of Material/Kitting in response to supply shortages of assembled items.
    - When you interface RP with **MFG - Production**, RP can access production to determine supply requirements and can add new work orders to MFG - Production in response to supply shortages of assembled items.
    - When you interface RP with **Project Costing**, RP can access Project Estimate information to best determine demand requirements for sales forecasts.

- When you interface RP with **Purchase Order**, RP can access Purchase Order to best determine supply requirements and can add new Purchase Requisitions to Purchase Order in response to supply shortages.
- When you interface RP with **Sales Order**, RP can access Sales Order information to best determine demand requirements for Sales Forecasts.

Miscellaneous

5. Select **Yes** for the **Allow Price Recalculation for Sales Blanket Generated Transaction** option to allow the system to automatically recalculate prices during transactions generated towards satisfying a Blanket Order. Select **No** to retain the price of items you entered into the Blanket Order when it is released to Sales Order.
6. Select the **RP Quantity Precision** to use to optimize space. Requirements Planning reports contain a lot of numbers. Reduce the precision of the values in these reports (how important is it to see fractions of a unit?) to free up space in order to accommodate larger numbers. Set this field to 100 if you do not sell or manufacture products in partial units.

   Example: If a particular number in the report is 1234567.7612, these examples shows how it would appear based on the precision you select:

   100 - 1234568

   100.1 - 1234567.8

   100.01 - 1234567.76

   100.001 - 1234567.761

   100.0001 - 1234567.7612
7. Select **Yes** for the **Use System Generated Sales Blanket Order Numbers** to allow the system to generate order numbers automatically when a Blanket Order is created. Select **No** to manually assign Blanket Order numbers when adding new Blanket Orders.

Reports

The **Reports** section allows you to define whether to include prior and future periods on the Standard RP Report. These periods are those that exist prior to the start date you select or after the last period definition date. You can also define whether you want to view planned orders on the RP report. See (page 5-9) for more information on how these settings are used.

8. If you print the Standard RP Report for the immediate future (such as the next few days, weeks, or months), select **Yes** for the **Include Prior Period in RP Processing** option to make sure overdue Sales Orders and Purchase Orders that haven’t arrived or haven’t started yet are included when you print the Standard RP Report. If you print the report for longer time

frames (such as six months or a year in the future), you might not want to include existing Sales Orders, Production Orders, or Purchase Orders.

9. Select **Yes** for the **Show Future Period on RP Report** option to view any activity that exists in the future on the Standard RP Report. For example: if you print the report for ten weeks, the tenth week only reflects activity in the tenth period. If you include future periods, the report's last column shows anything in the tenth week as well as any future activity that exists beyond that.

10. Planned orders are the quantities you need to order to prevent the inventory quantity from falling below the safety stock level. The system compares the minimum order quantity and the quantity needed, and uses the greater of the two. Planned orders have a planned order date designed to estimate when quantities should be ordered based on the lead time from Inventory. Select **Yes** in the **Suggest Planned Order Quantities** to activate this function.

11. Click **Print** to preview and print a report showing your selected Business Rules.

12. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.
Search	Perform a wild-card search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

Business Rules Report

Continental Products Unlimited
Business Rules List

Page 1

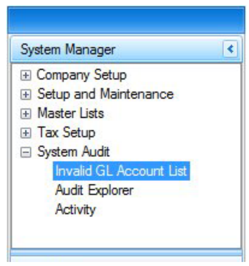
Application	Group	Description	Current Value	Default Value
DR - Requirements Planning				
	Interface - Application			
		Bills of Material/Kitting	Yes	No
		MFG - Production	Yes	No
		Project Costing	Yes	No
		Purchase Order	Yes	No
		Sales Order	Yes	No
	Miscellaneous			
		Allow Price Recalculation for Sales Blanket Generated Transactions	Yes	No
		RP Quantities Precision	0	0
		Use System Generated Sales Blanket Order Numbers	Yes	Yes
	Reports			
		Include Prior Period in RP Processing	Yes	Yes
		Show Future Period on RP Report	Yes	Yes
		Suggest Planned Orders on RP Report	Yes	Yes

7/16/2014 3:10 PM *** End of Report *** OPEN_SYSTEMS\KentHe

Invalid GL Account List

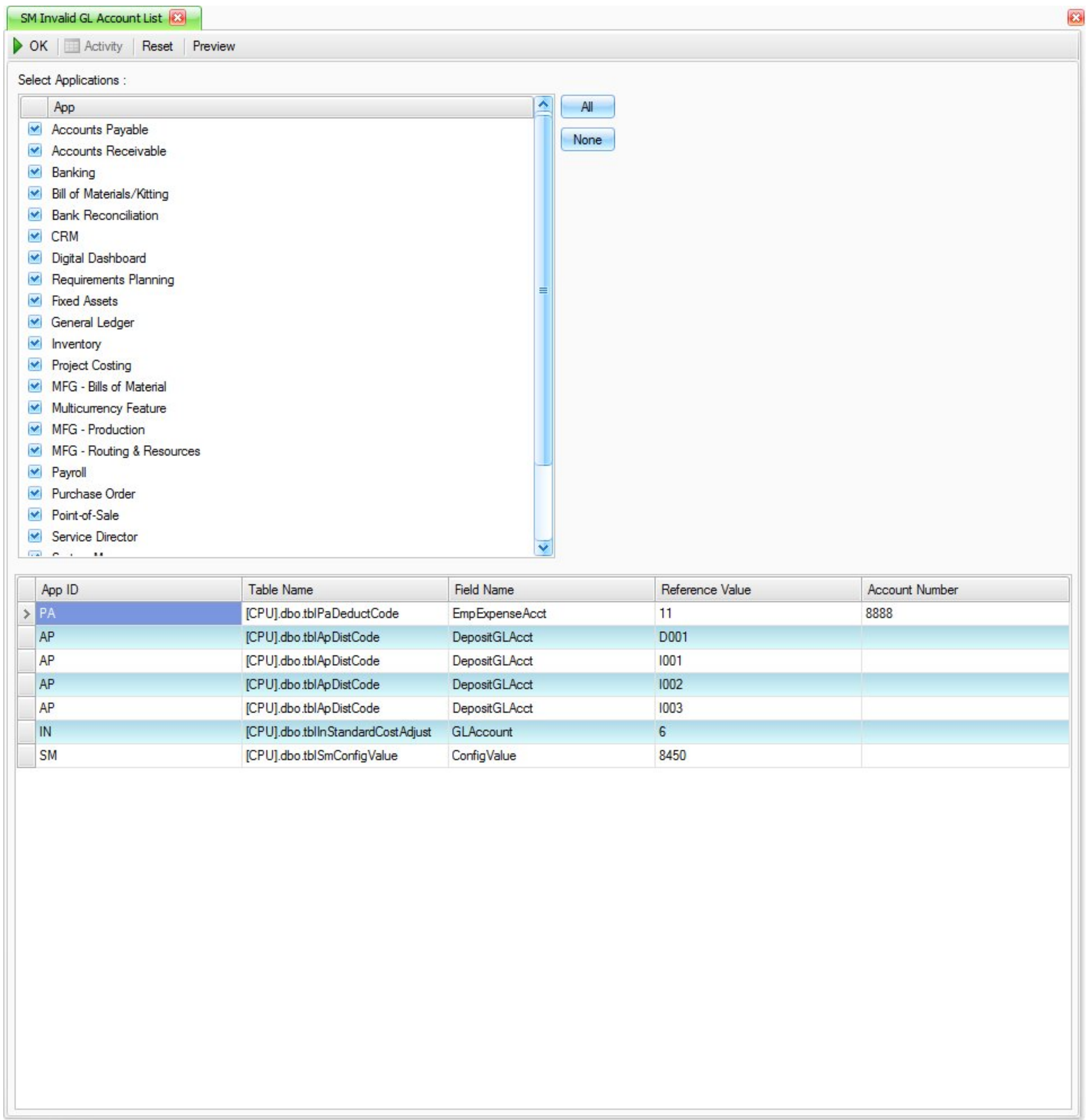
1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu



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

Invalid GL Account List Screen



3. Select the **Applications** you want to check for Invalid GL Accounts. If you want to have all applications checked click the **All** button.

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

Invalid GL Accounts List

Continental Products Unlimited
SM Invalid GL Account List

Page 1

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

PERIOD DEFINITIONS

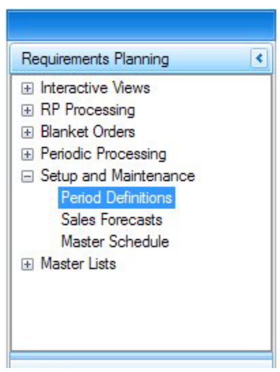
Use the **Period Definitions** function to create custom definitions for the time frames to use in various functions within RP. You can use the standard Days, Weeks, or Months that are already defined, but in addition, you can also create as many of your own time frames as you need.

This function is helpful, for example: when you want to define short-term time frames in Days and Weeks, but define long-term time frames by Week or by Month, creating a time frame that is a combination of Days, Weeks, and Months. Besides creating unique Period Definitions for items, you may want to create unique IDs for specific reports.

Follow these steps to set up custom **Period Definitions**:

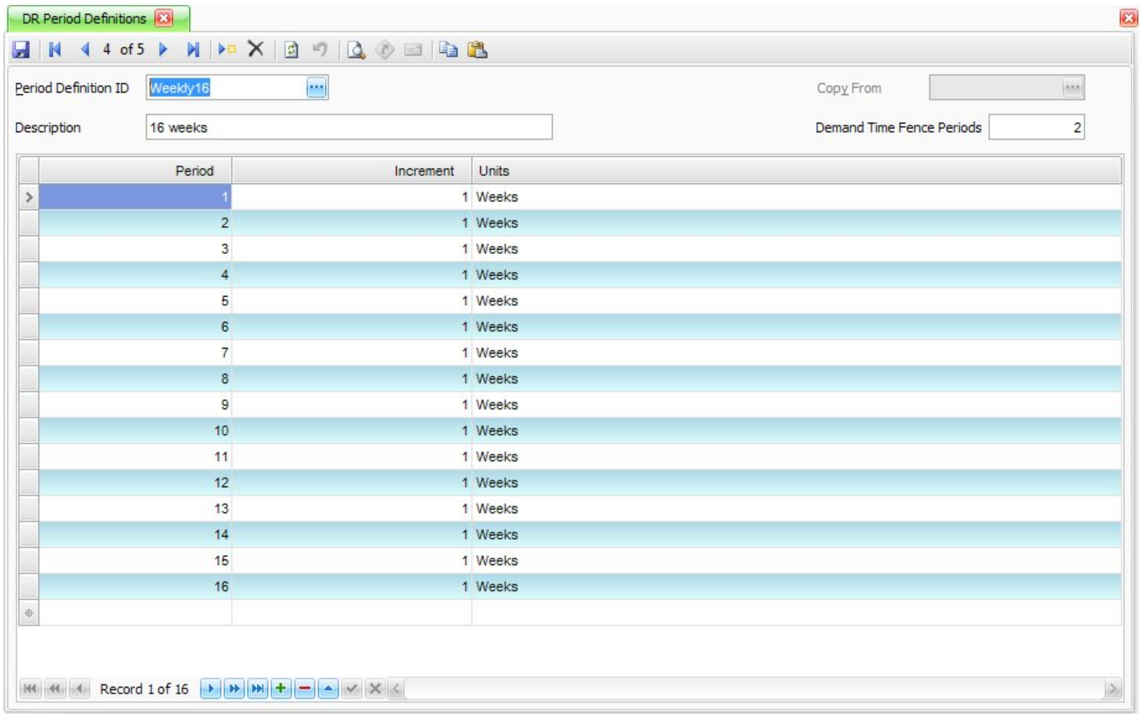
1. Select **Period Definitions** from the **Setup and Maintenance** menu.

Period Definitions Menu



2. The **Period Definitions** screen appears.

Period Definitions Screen



3. Click the **New Record** button , on the toolbar, to open a blank Period Definition record.
4. To edit an existing Period Definition, enter the **Period Definition ID**. If you want to enter a new period definition, enter the ID to assign to it.

   To delete a period definition, select the ID to delete and click the **Delete** button on the toolbar.
5. Enter the period definition's **Description**.
6. In the **Demand Time Fence Periods** field, enter the number of periods to include within the Time Fence.

   This Time Fence is an artificial way to divide reports into two sections based on time: time periods within the time fence and time periods after the time fence. The number you enter here is the number of periods you want to include within the time fence.

Time Fences are important when you're looking at Orders vs. Forecasts on reports. The system uses actual Orders vs. Forecasts within the Time Fence and the greater of the two beyond the Time Fence. For example: imagine that the Sales Forecast for next March is 300 units, while actual sales are 275. If March lies within the Time Fence, the system uses the actual sales number of 275 on reports. If March is beyond the time fence, the system assumes 300 (the greater of the two) to be correct.

In the example screen above, the **Demand Time Fence Periods** value is **2**, and 16 Periods are defined in total. This means that the first two periods in the Period Definition are included in the Time Fence (and actual numbers are used) while the remaining fourteen periods are outside the Time Fence (and the greater of forecasts vs. actual is used).

7. In the **Increment** section of the **Period** you're defining, enter the number of Days, Weeks, or Months to include in this period, and then specify whether the number you entered is **Day(s)**, **Week(s)**, or **Month(s)**.

   To delete a Period from the Period Definition, select the Period in the list to delete and press **F3** or click the **Delete Record** button . Click **Yes** to delete the period. The period is deleted from the definition but the remaining periods are not renumbered.

8. Continue defining periods until your definition is complete. When finished, click the **Save** button to save your changes.

Producing a Period Definitions List

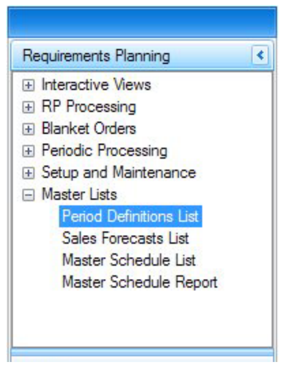
Print the **Period Definitions List** to view the time frame periods that you set up in the **Period Definition** function (page 4-15) and that are contained in the Period Definitions table.

Use the **Period Definitions** on the **Setup and Maintenance** menu to change incorrect information printed on the master list. After you've made your changes, reprint the list.

Follow these steps to print the **Period Definitions List**:

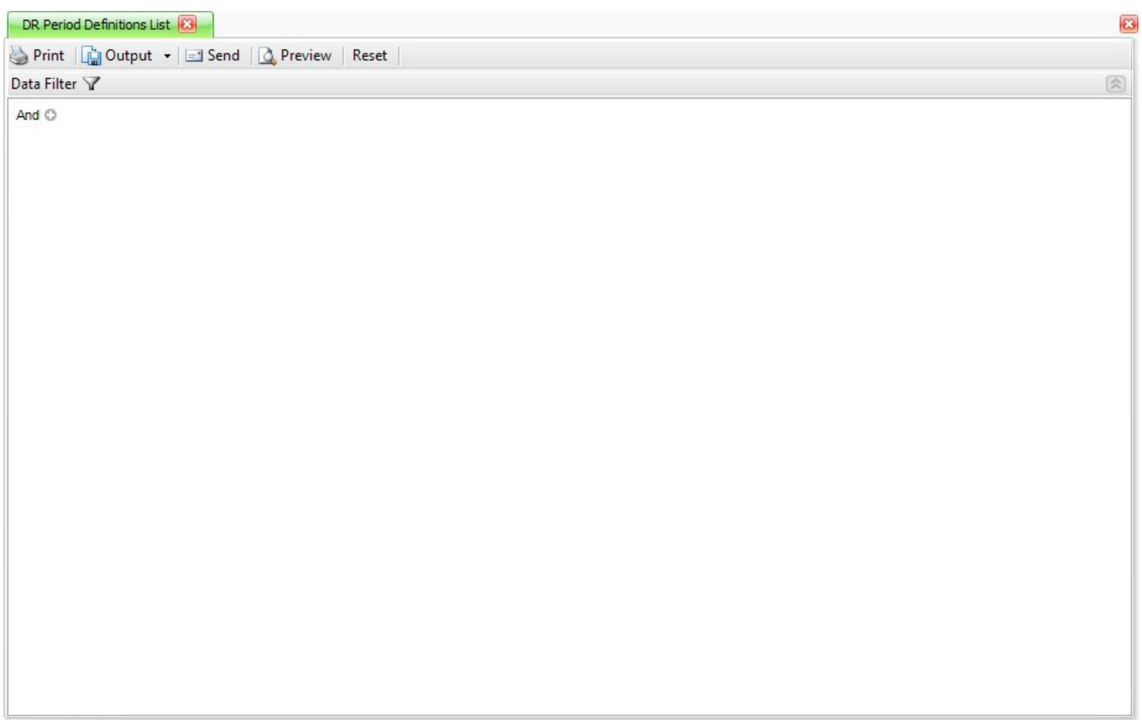
1. Select **Period Definitions List** from the **Master Lists** menu.

Period Definitions List Menu



2. The selection screen for the **Period Definitions List** appears.

Period Definitions 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 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.

Period Definitions List

Continental Products Unlimited
Period Definitions List
Page 1

Report Filter

Period Definition ID	Description	Demand Time Fence Periods
Daily30	30 Days	0

Period	Increment
1	1 Day(s)
2	1 Day(s)
3	1 Day(s)
4	1 Day(s)
5	1 Day(s)
6	1 Day(s)
7	1 Day(s)
8	1 Day(s)
9	1 Day(s)
10	1 Day(s)
11	1 Day(s)
12	1 Day(s)
13	1 Day(s)
14	1 Day(s)
15	1 Day(s)
16	1 Day(s)
17	1 Day(s)
18	1 Day(s)
19	1 Day(s)
20	1 Day(s)
21	1 Day(s)
22	1 Day(s)
23	1 Day(s)
24	1 Day(s)
25	1 Day(s)
26	1 Day(s)
27	1 Day(s)
28	1 Day(s)
29	1 Day(s)
30	1 Day(s)
31	1 Day(s)

Period Definition ID	Description	Demand Time Fence Periods
MONTHLY12	12 Months	0

Period	Increment
1	1 Month(s)
2	1 Month(s)
3	1 Month(s)
4	1 Month(s)
5	1 Month(s)
6	1 Month(s)
7	1 Month(s)
8	1 Month(s)
9	1 Month(s)
10	1 Month(s)
11	1 Month(s)
12	1 Month(s)
13	6 Month(s)
14	12 Month(s)

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SALES FORECASTS

The **Sales Forecasts** function provides demand at the assembly level to both the Master Schedule and the RP reports, and represents your prediction for future unknown sales. If all your customers place their orders well ahead of the lead time required to fill those orders, you may have little need for Sales Forecasts and for Master Scheduling.

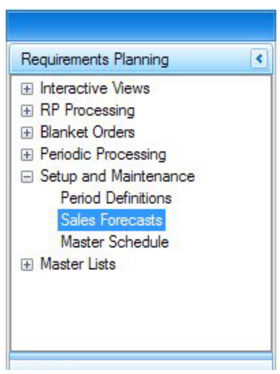
Sales Forecasts consist of three pieces of information: what is being sold, when, and in what quantities for individual items and locations. You feed these Sales Forecasts into the Master Schedule and the RP Report to get a net picture of the future. This picture helps you determine when to place Purchase Orders and Work Orders to supply assembly components or inventory items themselves in a timely manner to fill demand.

Creating a Sales Forecast

Follow these steps to create a **Sales Forecast** for an item:

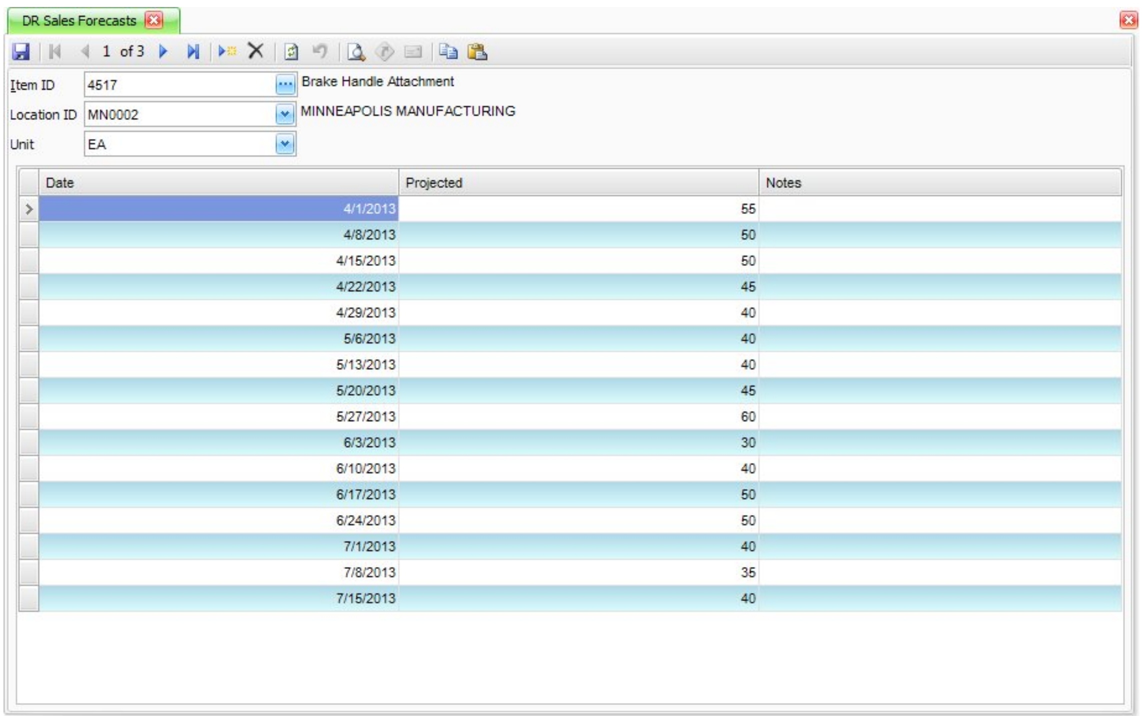
1. Select **Sales Forecasts** from the **Setup and Maintenance** menu.

Sales Forecast Menu



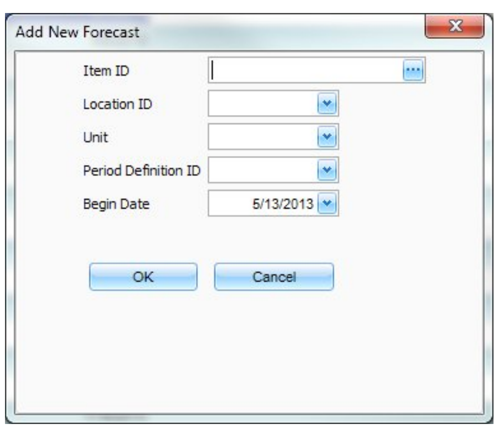
2. The **Sales Forecast** screen appears.

Sales Forecast Screen



3. Place the cursor in the **Item ID** box, then click the **New Record** button on the toolbar. The Add New Forecast screen appears.

Add New Forecast Screen



Maint

4. Select the **Item ID** and **Location ID** for which you are building the Sales Forecast.
5. Select the **Unit** of measure you want to use for this Item.

Maint

6. Select the **Period Definition ID** you want to use, then accept the current **Begin Date** or change it. This box appears only when you create a new Sales Forecast for an Item.

NOTE: Once you select a Period Definition ID and Begin Date and click OK, the system creates a list of dates for which you need to provide projected quantities.

7. Enter, if applicable, any sales predictions in the **Projected** field.

NOTE: These values are used in the Master Schedule and on RP reports.

8. Enter any notes, reminders, or additional information in the **Notes** column.
9. Continue defining projected sales in periods until your forecast is complete. When you finish, click the **Save** button to save your changes.

Task Summary

To edit a Sales Forecast, follow these steps:

1. Select **Sales Forecasts** from the **Setup and Maintenance** menu. The Sales Forecasts screen appears.

Maint

2. Select the **Item ID** for the sales forecast you want to edit. Information associated with that Item appears.
3. Edit the **Location ID**, **Unit**, **Projected** values, or **Notes** as appropriate.
4. When you finish, click the **Save** button to save your changes.

To delete a Sales Forecast, follow these steps:

1. Select **Sales Forecasts** from the **Setup and Maintenance** menu. The Sales Forecasts screen appears.

Maint

2. Select the **Item ID** for the Sales Forecast you want to delete.
3. Click the **Delete** button on the toolbar delete that Sales Forecast. When the confirmation message appears, click **Yes** to delete the forecast or **No** to return to the Sales Forecast screen without deleting.

When you delete a Sales Forecast, you do not delete any items or sales history from TRAVERSE, you merely delete the forecast information associated with the item.

Producing a Sales Forecasts List

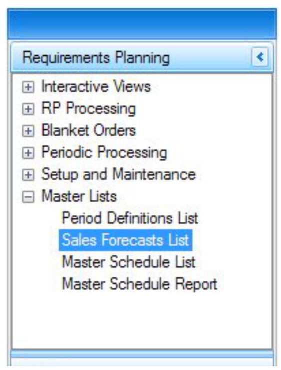
Print the **Sales Forecasts List** to view the forecast information that you set up in the **Sales Forecasts** function (page 4-21) and that is contained in the Sales Forecasts table.

Use the **Sales Forecasts** on the **Setup and Maintenance** menu to change incorrect information printed on the master list. After you've made your changes, reprint the list.

Follow these steps to print the **Sales Forecasts List**:

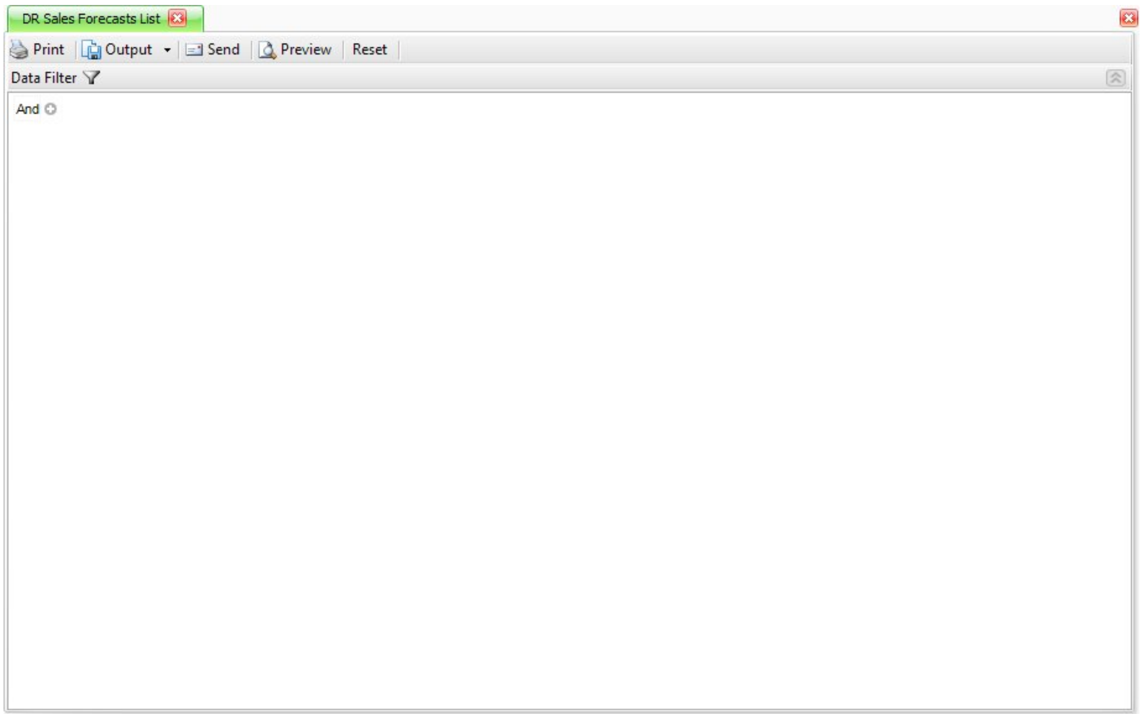
1. Select **Sales Forecasts List** from the **Master Lists** menu.

Sales Forecasts List Menu



2. The selection screen for the **Sales Forecasts List** appears.

Sales Forecasts 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 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.

Sales Forecasts List

Continental Products Unlimited
Sales Forecasts List

Page 1

Report Filter

Item ID	Description	Location ID	Unit
4517	Brake Handle Attachment	MN0002	EA

Date	Quantity	Notes
4/1/2013	55	
4/8/2013	50	
4/15/2013	50	
4/22/2013	45	
4/29/2013	40	
5/6/2013	40	
5/13/2013	40	
5/20/2013	45	
5/27/2013	60	
6/3/2013	30	
6/10/2013	40	
6/17/2013	50	
6/24/2013	50	
7/1/2013	40	
7/8/2013	35	
7/15/2013	40	

Item ID	Description	Location ID	Unit
4519	Brake Handle Lotted	MN0002	EA

Date	Quantity	Notes
4/15/2013	15	
4/22/2013	20	
4/29/2013	20	
5/6/2013	20	
5/13/2013	20	
5/20/2013	30	
5/27/2013	30	
6/3/2013	3	
6/10/2013	30	
6/17/2013	40	
6/24/2013	30	
7/1/2013	20	
7/8/2013	20	
7/15/2013	10	
7/22/2013	10	
7/29/2013	1	

Item ID	Description	Location ID	Unit
W-601-Z	Meter Model 601	CA0001	EA

Date	Quantity	Notes
11/1/2012	50	
12/1/2012	60	
1/1/2013	40	
2/1/2013	30	
3/1/2013	40	
4/1/2013	55	
5/1/2013	60	
6/1/2013	100	
7/1/2013	90	
8/1/2013	50	
9/1/2013	50	

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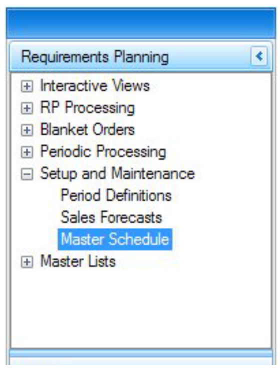
MASTER SCHEDULE

Use the **Master Schedule** function to create a Master Schedule of the assembled items you need to build with either the MFG Production or Bill of Material/Kitting as a planned response to the forecasted demand predicted by an item's Sales Forecast. Consider the Master Schedule your build schedule in terms of specific Item IDs, Quantities, and Dates.

Follow these steps to create a **Master Schedule** for an assembled Item ID:

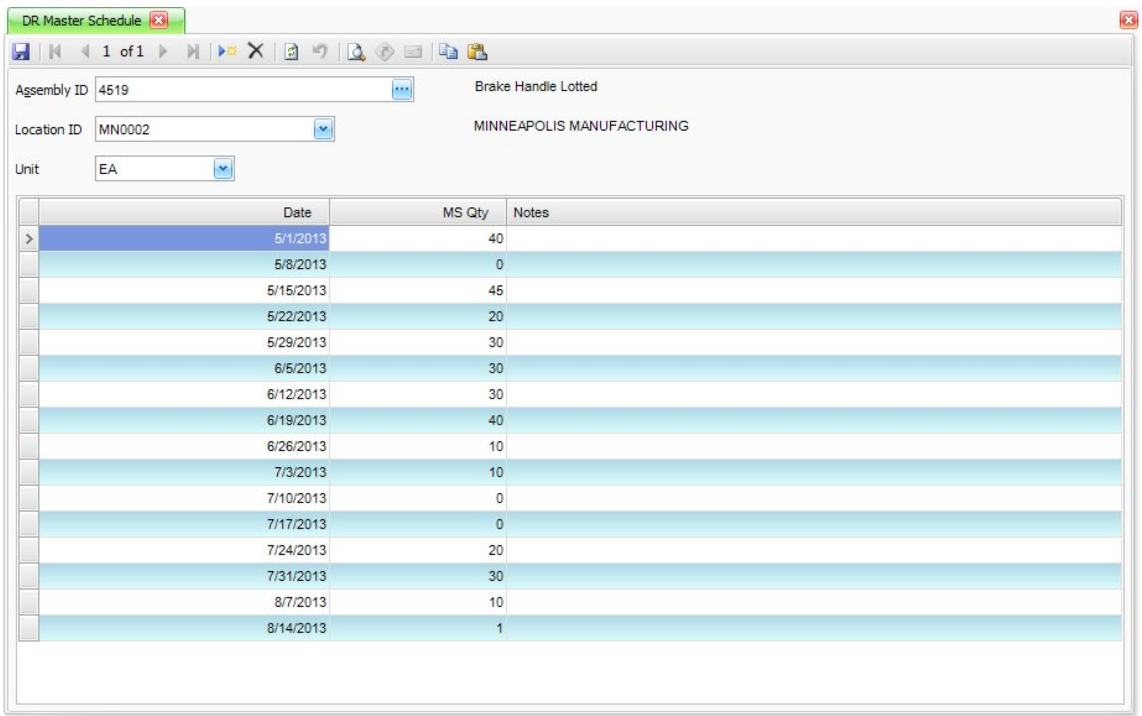
1. Select **Master Schedule** from the **Setup and Maintenance** menu.

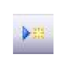
Master Schedule Menu



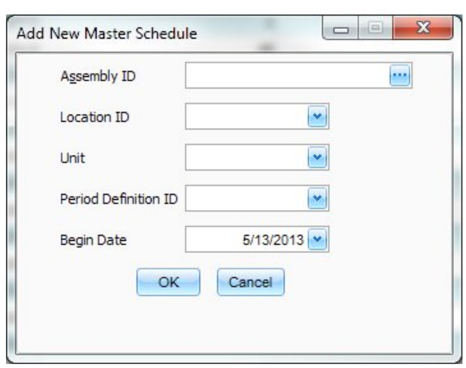
2. A blank **Master Schedule** screen appears.

Master Schedule Screen



3. Place the cursor in the **Assembly ID** box, then click the **New Record** button  on the toolbar. The **Add New Master Schedule** screen appears.

Add New Master Schedule Screen



Maint

4. Select the **Item ID** and **Location ID** for which you are building the Master Schedule.

5. Select the **Unit** of measure you want to use for this item.

Maint

6. Select the **Period Definition ID** you want to use, then accept the current **Begin Date** or change it. This box appears only when you create a new Master Schedule for an Assembly ID.

NOTE: Once you select a Period Definition ID and Begin Date and click OK, the system creates a list of dates for which you need to provide projected quantities.

7. Enter the total work order quantity (actual work orders + any additional needed to meet demand) for the time frame in the **MS Qty** column.

NOTE: Remember that the Master Schedule represents anticipated Work Orders, so it should be as large as the actual Work Orders, if not larger. If you enter a Master Schedule quantity smaller than the existing Work Order quantities, the system produces the same results as leaving the field at 0 for the Master Schedule Report and the RP Report since production orders override those Master Schedule quantities for reporting purposes.

8. Enter any reminders or additional information in the **Notes** column.

9. Continue defining projected work order needs in periods until your schedule is complete. When finished, click the **Save** button to save your changes.

Task Summary

To edit a Master Schedule, follow these steps:

1. Select **Master Schedule** from the **Setup and Maintenance** menu. The Master Schedule screen appears.
2. Select the **Assembly ID** for the Master Schedule you want to edit.
3. Edit the **Location ID**, **Unit**, **MS Qty** values, and any **Notes** as needed.
4. When finished, click the **Save** button to save your changes.

To delete a Master Schedule, follow these steps:

1. Select **Master Schedule** from the **Setup and Maintenance** menu.
2. Select the **Assembly ID** for the Master Schedule you want to delete, click the **Delete** button on the toolbar.

Remember that when you delete a Master Schedule, you do not delete the Assembly ID in MFG - Production or Bill of Material/Kitting or any sales history from TRAVERSE, you merely delete the schedule information associated with the Assembly ID.

Producing a Master Schedule List

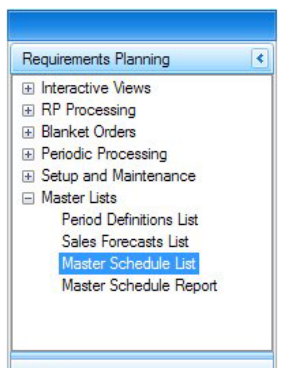
Print the **Master Schedule List** to view the work order quantities you entered for an assembled item in the **Master Schedule** function (page 4-29). Remember that this quantity represents both actual Work Orders (those already in the system) and planned Work Orders (those that either you or RP will generate to meet forecasted demand).

This list differs from the Master Schedule Report in that it lists only master schedule information; it does not list any Sales Forecast, actual Sales Order, or actual Work Order quantities.

Follow these steps to print the **Master Schedule List**:

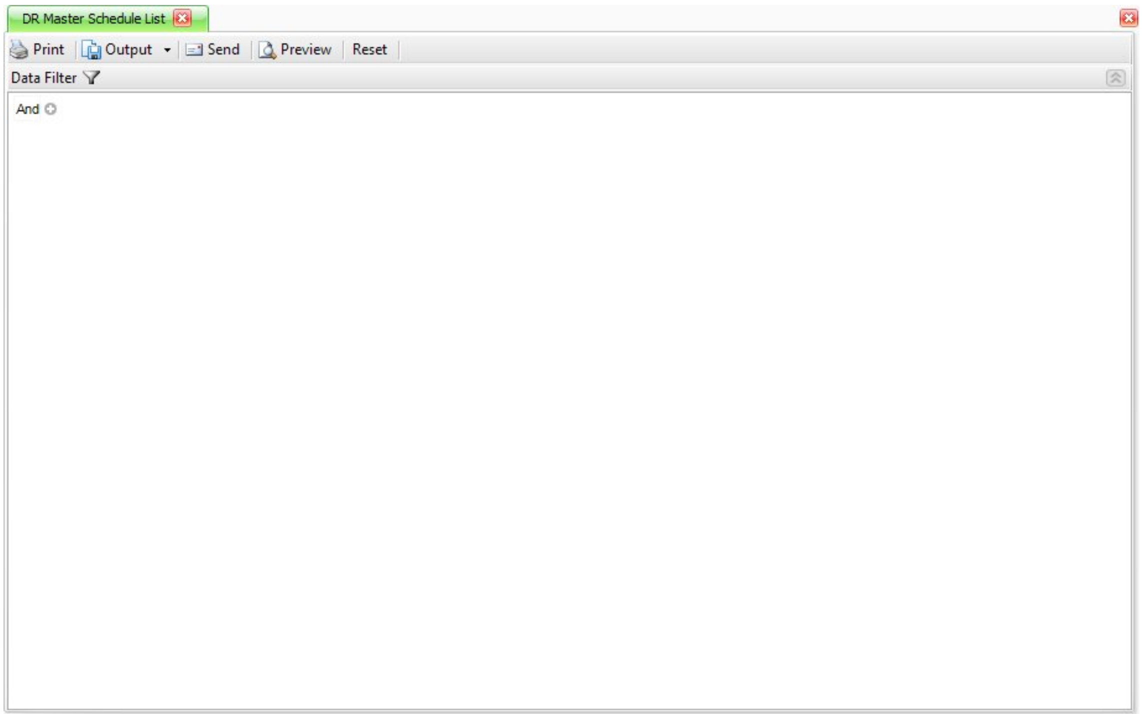
1. Select **Master Schedule List** from the **Master Lists** menu.

Master Schedule List Menu



2. The selection screen appears for the **Master Schedule List** appears.

Master Schedule 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 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.

Master Schedule List

Continental Products Unlimited
Master Schedule List
Page 1

Report Filter

Assembly ID	Description	Location ID	Unit
4519	Brake Handle Lotted	MN0002	EA

Date	Quantity	Notes
5/1/2013	40	
5/8/2013	0	
5/15/2013	45	
5/22/2013	20	
5/29/2013	30	
6/5/2013	30	
6/12/2013	30	
6/19/2013	40	
6/26/2013	10	
7/3/2013	10	
7/10/2013	0	
7/17/2013	0	
7/24/2013	20	
7/31/2013	30	
8/7/2013	10	
8/14/2013	1	

4/25/2013 8:13 AM   *** End of Report ***   OPEN_SYSTEMS\KentHe

Producing a Master Schedule Report

The **Master Schedule Report** compares Sales Forecasts and actual Sales Orders to existing Work Orders and the Master Schedule to determine supply and demand.

Actual Sales are compared to Forecasted Sales and the greater of the two is used to calculate Sales Demand. The Master Schedule is compared to actual Work Orders (from the MFG Production or Bill of Material/Kitting application) and the greater of the two is used to calculate Total Supply.

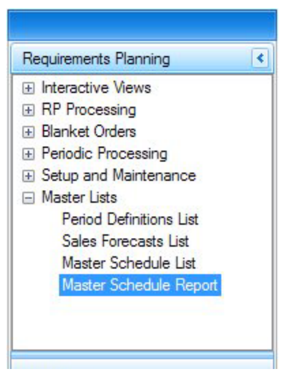
Only assembled items for which there is a Master Schedule appear on the report.

Use the **Master Schedule** on the **Setup and Maintenance** menu to change incorrect information printed on the master list. After you've made your change, reprint the report.

Follow these steps to print the **Master Schedule Report**:

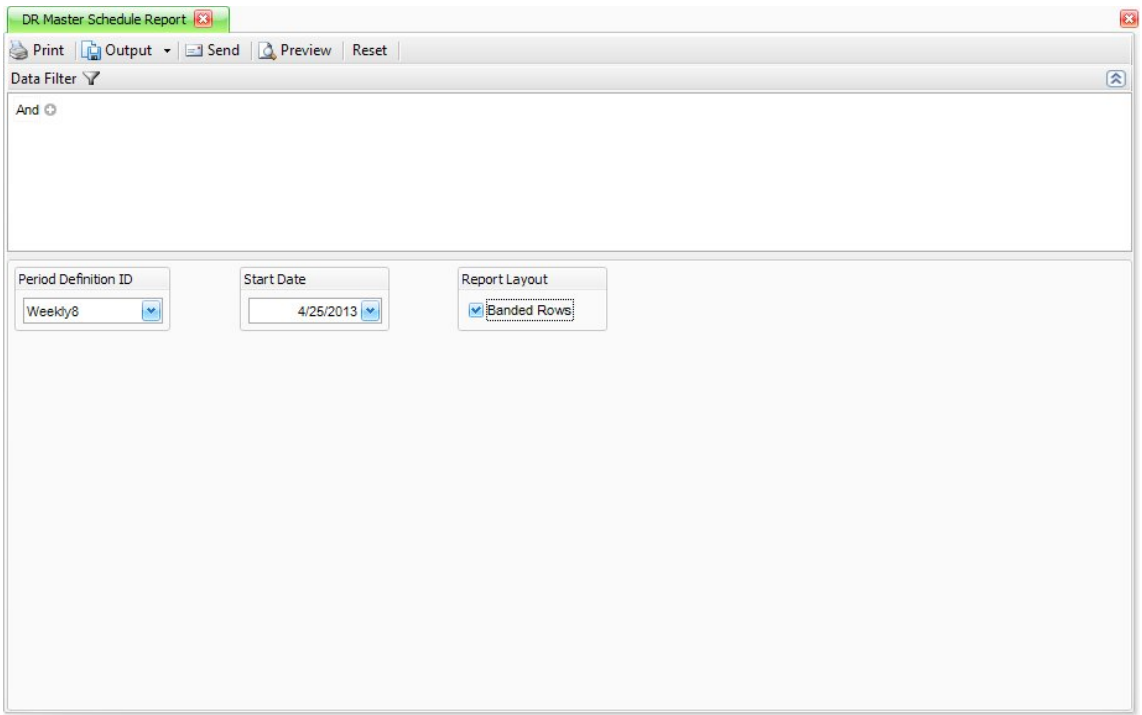
1. Select **Master Schedule Report** from the **Master Lists** menu.

Master Schedule Report Menu



2. The selection screen for the **Master Schedule Report** appears.

Master Schedule 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 Period Definition for which you want to generate the Master Schedule report from the **Period Definition ID** field.
5. Select a Start Date for which you want to generate the Master Schedule report from the **Start Date** field.
6. Select the check box if you want the **Print Layout** 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.

Master Schedule Report

Continental Products Unlimited
Master Schedule Report

PAGE 1

Report Filter
Period Definition ID Weekly8 **Start Date** 4/25/2013

Assembly ID	Description	Location ID	Unit	Demand Time Fence
4519	Brake Handle Lotted	MN0002	EA	0 Periods

	Prior Pds	4/25/2013	5/2/2013	5/9/2013	5/16/2013	5/23/2013	5/30/2013	6/6/2013	6/13/2013	Future Pds
On Hand	9	-26	-6	-26	-1	-11	-11	16	16	16
Sales Orders	2	20	15	0	0	0	0	6	0	0
Sales Forecasts	35	20	20	20	30	30	3	30	40	91
Production / Work Orders	0	0	0	9	0	2	0	0	0	20
Master Prod Schedule	0	40	0	45	20	30	30	30	40	81
Net Available	-26	-6	-26	-1	-11	-11	16	16	16	6

*** End of Report ***

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RP PROCESSING

5

5

RP PROCESSING

OVERVIEW

Use the functions on the **RP Processing** menu to perform requirements planning activities such as **Generate RP Data** (page 5-5) that appears on various planning reports, printing those reports, and creating purchase requisitions and planned work orders.

Before you can use any of the reporting or order generating tools, you must first generate the requirements planning data that forms the basis of the planning and generation process. When you generate the data, you select the information that is appropriate for your environment, creating a subset of your Sales, Purchase, and Work Order data so that RP processes can run faster.

After you've generated the data, use one of the two RP reports to gain insight into upcoming inventory shortages and surplus that you cannot see as easily in standard reports. The **Standard RP Report** (page 5-9) summarizes information using periods, while the **Daily Detail RP Report** (page 5-15) lets you review details on a day-to-day basis. Each report has a slightly different selection criteria and report output.

After you generate data and produce the RP reports, use the **Component Pegging Report** (page 5-21) to audit the RP report information in order to better understand the sources of the report's numbers and how the information was calculated.

Print the planning reports (**Planned Purchases Report** (page 5-25) and **Planned Work Order Report** (page 5-29)) to view the Purchase Requisitions and Planned Work Orders the system will automatically generate before you create them. These reports let you check the proposed Purchase Requisitions and Work Orders and allows you to make changes, if needed.

Finally, use the **Generate Purchase Requisitions** (page 5-33) and **Generate Planned Work Orders** (page 5-39) functions to create Purchase Requisitions in Purchase Order and Work Orders in MFG Production or Bill of Material/Kitting to replenish inventory quantities in response to forecasted and actual demands.

GENERATE RP DATA

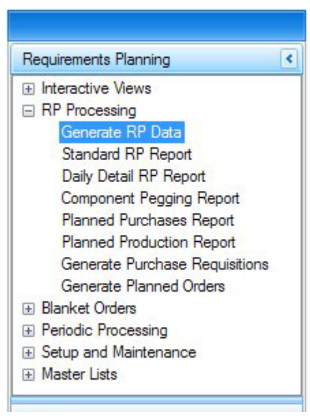
Before you can print the RP reports that help you determine supply requirements, you must generate the data they contain. When you **Generate RP Data**, you create a data subset from your Purchase, Sales, and Work Order information. This subset allows the RP reports and generation functions to run faster.

You should regenerate RP data frequently as the data is only as accurate as the last time this process was run.

Follow these steps to **Generate RP Data**:

1. Select **Generate RP Data** from the **RP Processing** menu.

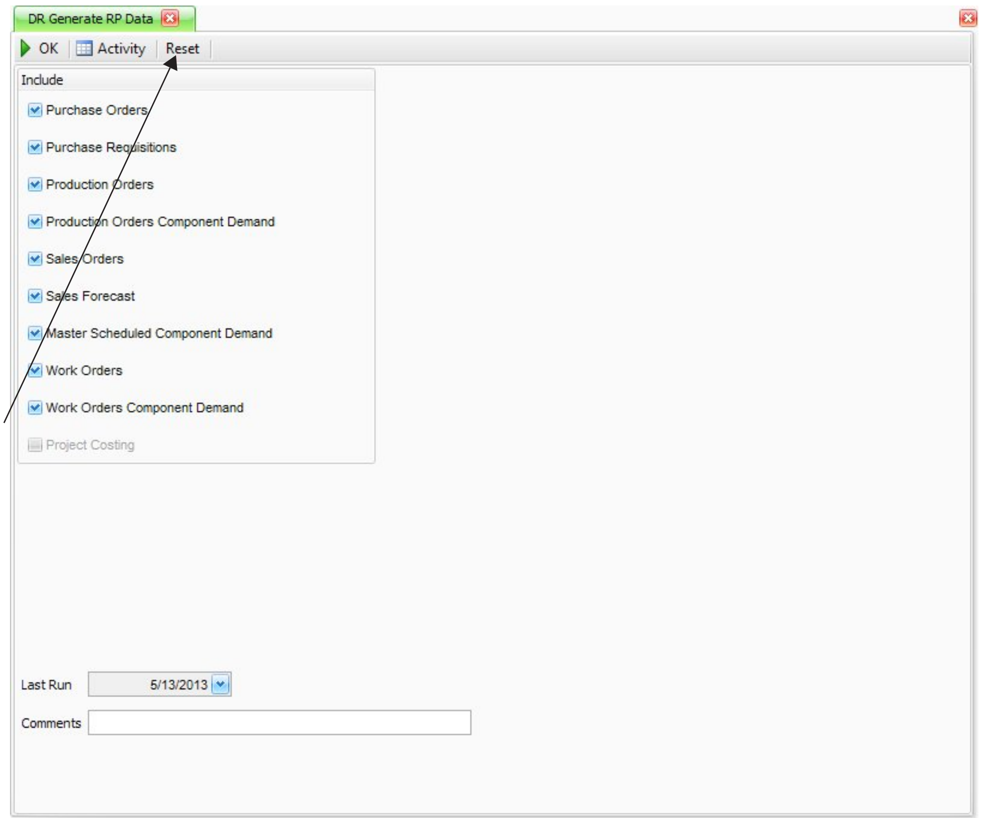
Generate RP Data Menu



2. The **Generate RP Data** screen appears.

Generate RP Data Screen

At any time, click **Reset** to reset the screen (the system selects all check boxes).



3. Select the check box to **Include** that data in the generation process:

   - Select **Purchase Orders** and **Purchase Requisitions** to include supply for inventory items.
   - Select **Production Orders** to include supply for offset orders and forecasts.
   - Select **Production Orders Component Demand** to include demand for the components for existing production orders.
   - Select **Sales Orders** and **Sales Forecasts** to include demand for inventory items.
   - Select **Master Scheduled Component Demand** to include demand for master schedule components.
   - Select **Work Orders** and **Work Order Component Demand** to include demand for assembled items and their subassemblies.

- Select **Project Costing** to include demand for material items needed in a Project/Phase/Task.

4. Enter any **Comments** about this generation run, if necessary.

   The last time RP data was generated appears above the **Comments** box beside the **Last Run** label.

5. Select a command button:

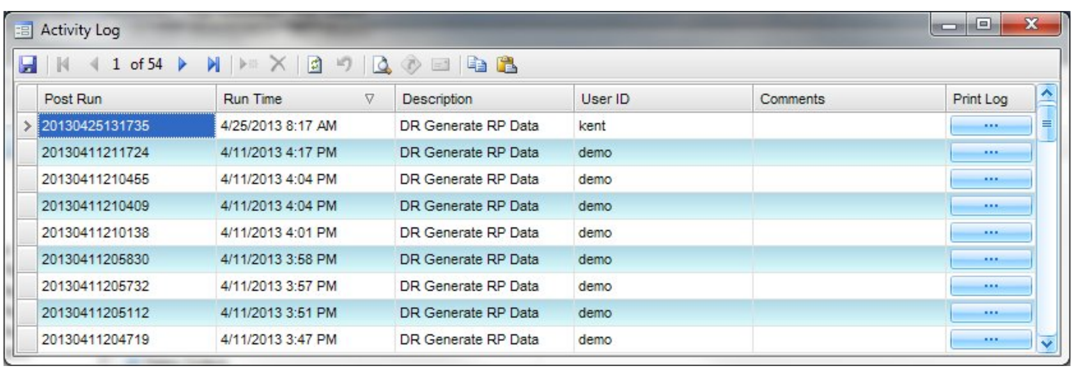
Command Buttons

Name	Description
OK	Generate RP data.
Activity	Display the Activity Log to view generating activity.
Reset	Clear all fields and begin entering information again.

- When the message box appears, click **Yes** to regenerate RP data and overwrite any existing data or **No** to return to the Generate RP Data screen.

NOTE: Remember that when you Generate RP Data, the system creates a snapshot of your entire system at that time. Any new Sales Orders or Purchase Orders that you create after running this process do not appear on the RP reports.

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 Generate Data appears.

Run Time - The date and time the Generate Data was made appear.

Description - The Generate Data description appears.

User ID - The user who performed the Generate Data appears.

Comments - Comments entered for the Generate Data appear.

Print Log - not available for this function.

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

STANDARD RP REPORT

Use this report to view which items need to be purchased and what assemblies need to be built within a specific time frame. The **Standard RP Report** has two main purposes: to provide you with information you can use to plan item purchases or to plan new work orders for assembled items.

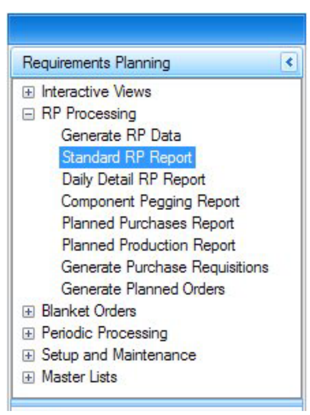
The report pulls data from the data subset you create using the **Generate RP Data** function and groups that data into date ranges. You can then view the total inventory requirements for a time frame you define using a **Period Definition ID**. Each report column begins with an available quantity for the time frame you define. The first value of the report is your quantity on hand in inventory less any defined safety stock.

NOTE: If you select Yes to the option to Suggest Planned Orders on RP Report, on the Business Rules screen's Reports section (page 4-7), this information prints at the bottom of each column. If you have not set up Minimum Order Quantities within Inventory and the availability in previous columns is negative, the system assumes you are ordering products and carries a quantity forward to the next column, which includes the planned order quantity, generally resulting in an on hand quantity of zero for the next period unless Minimum Order Quantities have been set up.

Follow these steps to print the **Standard RP Report**:

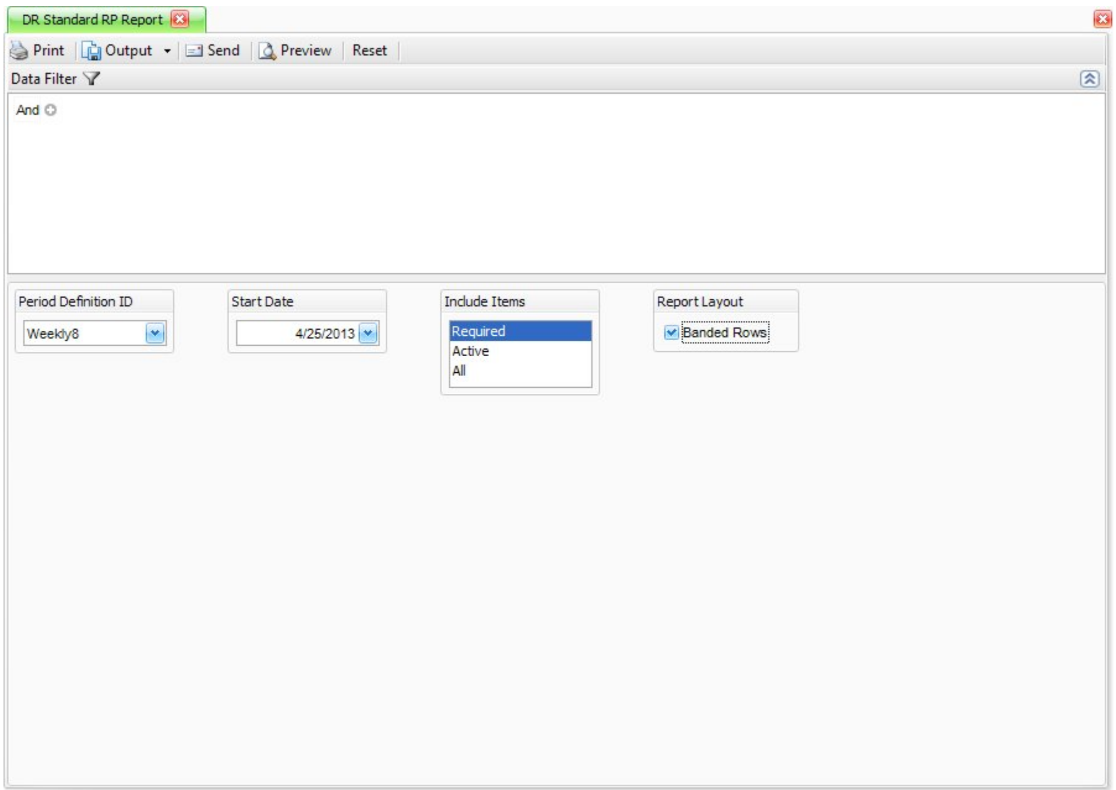
1. Select **Standard RP Report** from the **RP Processing** menu.

Standard RP Report Menu



2. The **Standard RP Report** screen appears.

Standard RP 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 **Period Definition ID** to use to summarize the report's information by date ranges.
5. The workstation date appears as the report's **Start Date**. Change it, if necessary.
6. Select the items to include in the report from the **Include Items** section:
   - If **Required** is selected, only items with shortages in any given period will appear. The Required version is generally a shorter, more concise report but many times may not give the whole picture, in that it does not show items which are right on the edge.
   - If **Active** is selected, all items with any type of activity will appear on the report. This eliminates seeing items never used, or basically inactive items, and is a good way to print the report if no specific criteria have been selected via the data filter.
   - If **All** is selected, all items will print within the parameters of the data filter.

7. Select the check box if you want the **Report Layout** 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.

Standard RP Report

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Standard RP Report PAGE 1

Report Filter
Period Definition ID Weekly8 **Start Date** 4/25/2013
Include Items Required

Item ID	Description	Location ID	Demand Time Fence
200300	Air Conditioner	CA0001	0 Periods

Unit	Min Order Qty	EOQ	On Hand	Safety Stock	Standard Cost	Default Vendor	Default Lead Time Days
EA	0	0	25	0	429.2500		7

Period Begin Dates	Prior Pds	4/25/2013	5/2/2013	5/9/2013	5/16/2013	5/23/2013	5/30/2013	6/6/2013	6/13/2013	Future Pds
On Hand less Safety Stock	25	25	25	0	0	0	0	0	0	0
Sales Orders	0	0	0	0	0	0	0	0	0	0
Sales Forecasts	0	0	0	0	0	0	0	0	0	0
Component Requirements	0	0	2,800	0	0	0	0	0	0	0
MS Comp Requirements	0	0	0	0	0	0	0	0	0	0
Production / Work Orders	0	0	0	0	0	0	0	0	0	0
Purchase Requisitions	0	0	0	0	0	0	0	0	0	0
Purchase Orders	0	0	0	0	0	0	0	0	0	0
Projected On Hand	25	25	-2,775	0	0	0	0	0	0	0
Planned Orders	0	0	2,775	0	0	0	0	0	0	0
Planned Order Date			4/25/2013							

4/25/2013 8:20 AM KentHe

Understanding the Standard RP Report

Demand Items

On Hand Less Safety Stock row **–** Quantities that are available for use appear. This value takes safety stock amounts into account.

Sales Order row – Real quantities from the Sales Order system that have not shipped appear.

Sales Forecast row – Quantities that are estimates of future sales appear.

Sales Orders and Sales Forecasts are compared within the defined Time Fence and only one figure is used to calculate the **Projected on Hand** quantity. If the time frame is within the time fence of the **Period Definition ID** you defined, the Sales Forecast number is ignored. If the time frame is outside the Time Fence, the system uses the larger of the two numbers. These two rows are only applicable when you look at a regular inventory item as opposed to a component within a Bill of Material.

Component Requirements row – Assembly component demand created from Production/Work Orders in MFG Production or Bill of Material/Kitting appears.

MS Comp Requirements row – Component demand you create using the Master Schedule appears. Component demand from Production/Work Orders and from the Master Schedule are compared within the defined time frame and only one figure is used to calculate the projected availability. If the time frame is within the Time Fence of the **Period Definition ID** you defined, the demand from the Master Schedule is ignored. If the time frame is outside the Time Fence, the system uses the larger of the two numbers.

These two rows are only applicable when you look at an item which is a component within a Bill of Material as opposed to a regular Inventory Item.

Supply Items

Production/Work Orders row – Existing Production/Work Orders for assembled items or subassemblies appear.

Purchase Requisitions and Purchase Orders rows – Existing Purchase Orders and Purchase Requisitions appear.

Projected On Hand row – The net total of the previous rows appears. This number can be positive or negative.

Planned Orders row – *Optional*. The quantity that should be ordered based on the quantity in the **Projected On Hand** row appears. The system uses your order policy. If you defined a Minimum Order Quantity in Inventory, either the minimum quantity or the quantity required appears, whichever is greater.

Planned Order Date row – The date that the quantity in the **Planned Receipts** row should be ordered appears.

DAILY DETAIL RP REPORT

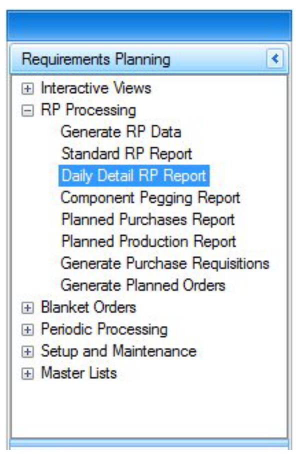
The **Daily Detail RP Report** is an ideal tool for quickly reviewing inventory activity details on a day-by-day basis. It looks at the detail of Sales Orders, Forecasts, Purchase Requisitions, Purchase Orders, Production/Work Orders, and component demand from both MFG Production or Bill of Material/Kitting and the Master Schedule and shows the effect on an item's availability on a daily basis.

NOTE: Since availability is shown on a day-by-day basis, the net availability varies greatly. For example: if an item shows there is a need for it in sales on Tuesday, and the Purchase Order won't arrive until Wednesday, the report could show that item as negative on Tuesday. The Standard RP Report, usually printed on a weekly or monthly basis, gives a more realistic availability picture depending on your environment.

Follow these steps to print the **Daily Detail RP** Report:

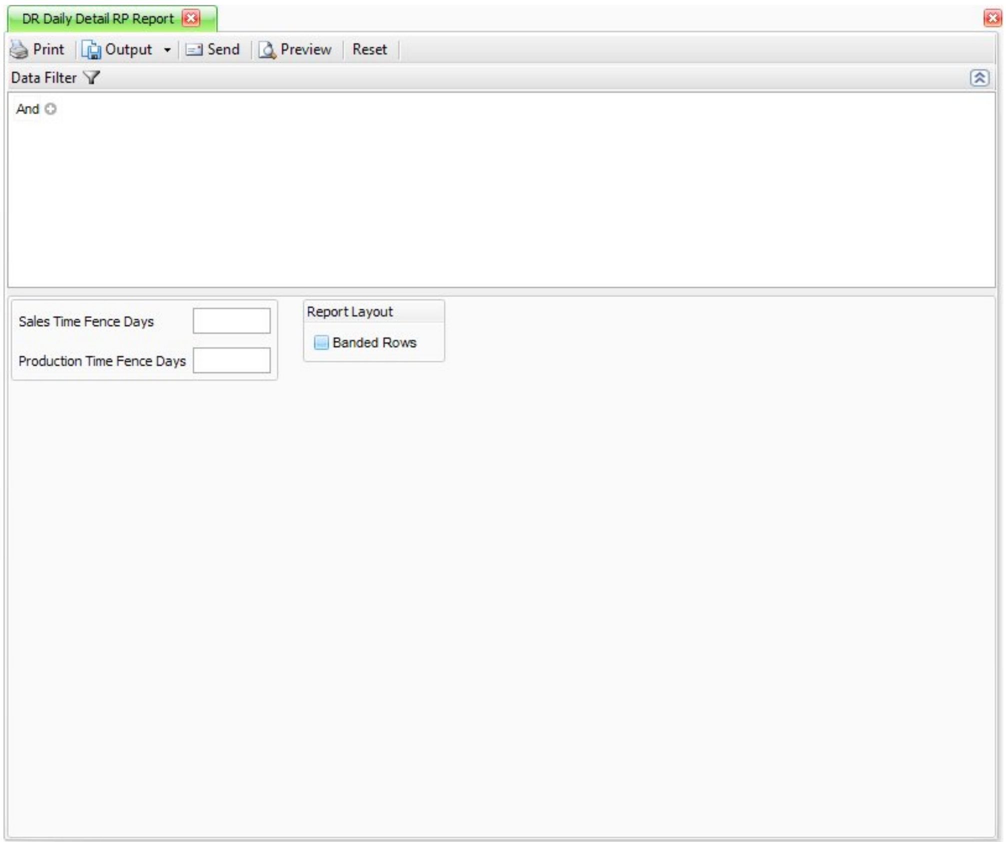
1. Select **Daily Detail RP Report** from the **RP Processing** menu.

Daily Detail RP Report Menu



2. The **Daily Detail RP Report** screen appears.

Daily Detail RP 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. Enter the number of days at which to set the time fence for sales orders vs. sales forecasts in the **Sales Time Fence Days** box.

NOTE: When you print the report, all dates prior to and including the sales time fence show no sales forecasts. All dates after the sales time fence show only sales forecasts. To print only actual sales, set the time fence to a large number such as 9999. To print only forecasted sales, set the time fence to zero.

NOTE: This time fence is an artificial way to divide reports into two sections based on time (time periods within the time fence and time periods after the time fence). The number you enter there is the number of periods you want to include within the time fence.

Time fences are important when you're looking at orders vs. forecasts on reports. The system uses actual orders vs. forecasts within the time fence and the greater of the two beyond the time fence. For example: imagine that the Sales Forecast for next March is 300 units, while actual sales are 275. If March lies within the time fence, the system uses the actual sales number of 275 on reports. If March is beyond the time fence, the system assumes 300 (the greater of the two) to be correct.

Example: You might have set the Demand Time Fence Periods to 3, and have defined 8 periods in total. This means that the first three periods in the period definition are included in the time fence (and actual numbers are used) while the remaining five periods are outside the fence (and the greater of forecasts vs. actual is used).

5. Enter the number of days at which to set the time fence for work orders vs. the master schedule in the **Production Time Fence Days** box. When you print the report, all dates prior to and including the production time fence show no Master Schedule information. All dates after the production time fence show only the Master Schedule. To print only Production/Work Orders, set the time fence to a large number such as **9999**. To print only the Master Schedule, set the time fence to zero.

NOTE: Most of the other reports within RP net sales against forecasts and Work Orders against the Master Schedule, but netting isn't practical when you report by the day.

6. Select the check box if you want the **Report Layout** 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.

Sample Daily RP Report

Continental Products Unlimited

Daily Detail RP Report

Page 1

Report Filter

Sales Time Fence Days 5 — Production Time Fence Days 5

Item ID	Description	Location ID
100	Electrical Package	CA0001

Unit	On Hand	Order Size	Safety Stock	Default Vendor	Standard Cost
PKG	323	32	2		350.0000

Date	Source	Document No	Quantity	Projected Available
3/15/2013	Production Orders	00000077	10	333
4/5/2013	Production Orders	00000079	200	533

Item ID	Description	Location ID
4401	Black Plastic 4" Handle	MN0002

Unit	On Hand	Order Size	Safety Stock	Default Vendor	Standard Cost
EA	1,056	0	0		0.3500

Date	Source	Document No	Quantity	Projected Available
3/14/2013	Prod Orders Comp Demand	00000077	30	1,026

Item ID	Description	Location ID
45020	Steel 1/4 Flat	MN0002

Unit	On Hand	Order Size	Safety Stock	Default Vendor	Standard Cost
SQIN	-4	0	0		0.2000

Date	Source	Document No	Quantity	Projected Available
11/30/2012	Prod Orders Comp Demand	00000077	180	-184
3/14/2013	Prod Orders Comp Demand	00000077	20	-204
3/29/2013	Prod Orders Comp Demand	00000079	400	-604
4/4/2013	Purchase Orders	00000038	604	0

Item ID	Description	Location ID
45030	Steel Rod 1/2"	MN0002

Unit	On Hand	Order Size	Safety Stock	Default Vendor	Standard Cost
IN	-16	0	0		0.1730

Date	Source	Document No	Quantity	Projected Available
11/30/2012	Prod Orders Comp Demand	00000077	540	-556
3/14/2013	Prod Orders Comp Demand	00000077	30	-586
3/29/2013	Prod Orders Comp Demand	00000079	600	-1,186

Item ID	Description	Location ID
4517	Brake Handle Attachment	MN0002

Unit	On Hand	Order Size	Safety Stock	Default Vendor	Standard Cost
EA	157	0	0		25.0000

Date	Source	Document No	Quantity	Projected Available
5/15/2013	Production Orders	00000085	100	257

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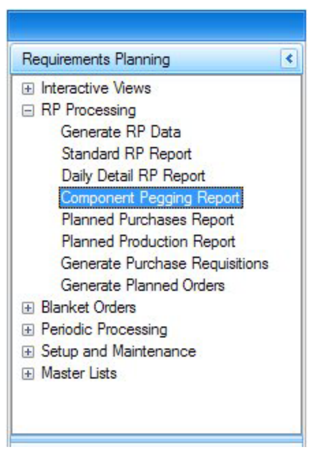
COMPONENT PEGGING REPORT

Use the **Component Pegging Report** function to view the orders, forecast, schedules, and gains that drive the quantities that appear on the Standard RP Report and enables you to validate those numbers. The report shows related Sales Orders, Forecasts, Purchase Requisitions, Purchase Orders, Production Order Releases, and Component Demand from both Production and the Master Schedule, as well as the requirements that drive and dictate the numbers on the Standard RP Report.

Follow these steps to print the **Component Pegging Report**:

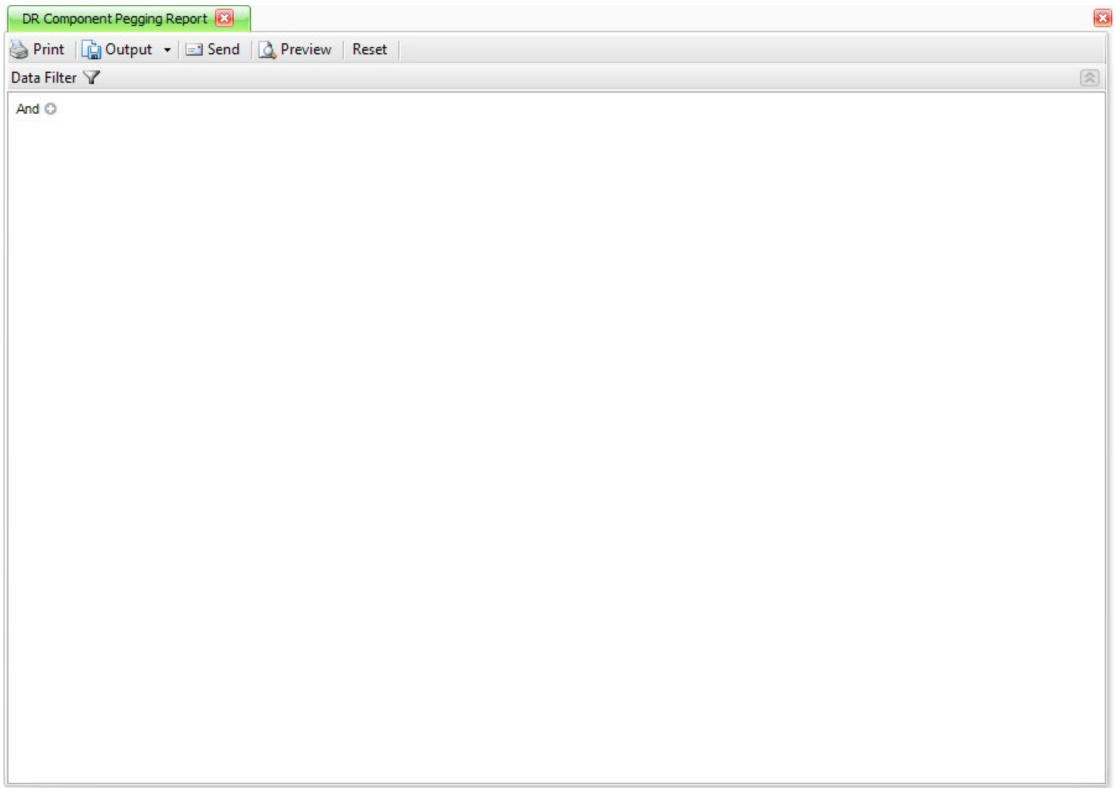
1. Select **Component Pegging Report** from the **RP Processing** menu.

Component Pegging Report Menu



2. The **Component Pegging Report** screen appears.

Component Pegging Report



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

4. Select a command button:

Command Buttons

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

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

Component Pegging Report

Computer Products Unlimited
Component Pegging Report

Page 1

Report Filter

Item ID	Description	Location ID	Unit
100	Electrical Package	CA0001	PKG

Production Orders

Date	Customer ID	Order No	Release No	Quantity
3/15/2013		00000077	1	10
4/5/2013		00000079	1	200

Item ID	Description	Location ID	Unit
155-0491-020	Grommet, strip, continuous spring f	TX0001	EA

Component Requirements

Date	Source	Order No	Quantity	Assembly ID
4/24/2013	Prod Orders Comp Demand	00000096	34	T03002221
4/24/2013	Prod Orders Comp Demand	00000119	34	T03002669
4/24/2013	Prod Orders Comp Demand	00000136	34	T03003252

Item ID	Description	Location ID	Unit
200300	Air Conditioner	CA0001	EA

Purchase Requisitions

Date	Vendor ID	Quantity
4/25/2013		2,775
4/25/2013		2,775

Component Requirements

Date	Source	Order No	Quantity	Assembly ID
4/2/2013	Prod Orders Comp Demand	00000088	8,400	M2001
5/6/2013	Prod Orders Comp Demand	00000087	2,800	M2001

Item ID	Description	Location ID	Unit
350	Entry Door	CA0001	EA

Purchase Requisitions

Date	Vendor ID	Quantity
4/18/2013	Bin004	50
4/18/2013	Bin004	50

Item ID	Description	Location ID	Unit
4401	Black Plastic 4" Handle	CA0001	EA

Component Requirements

Date	Source	Order No	Quantity	Assembly ID
5/14/2013	Prod Orders Comp Demand	00000086	100	4517

Item ID	Description	Location ID	Unit
4401	Black Plastic 4" Handle	MN0002	EA

Component Requirements

Date	Source	Order No	Quantity	Assembly ID
3/14/2013	Prod Orders Comp Demand	00000077	30	100
4/24/2013	Prod Orders Comp Demand	00000089	16	4519
4/30/2013	Master Scheduled Comp Demand		40	4519
5/1/2013	Prod Orders Comp Demand	00000089	15	4519
5/14/2013	Master Scheduled Comp Demand		45	4519

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PLANNED PURCHASES REPORT

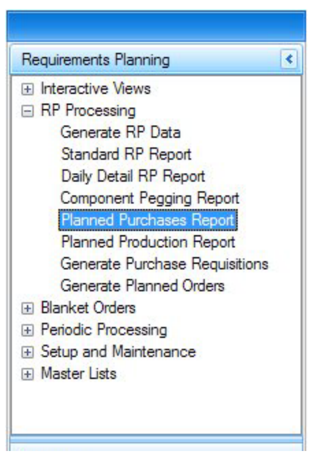
Once you print and review the RP report, you may need to generate Purchase Requisitions. Use the **Planned Purchases Report** to view the order dates and the quantities the system automatically orders if you Generate Purchase Requisitions. Based on the information provided, you may choose to manually address the purchasing requirements rather than allow the system to automatically Generate Purchase Requisitions.

> **Example: If you do not like the dates and quantities the system plans to order after you review this information in the report, you could manually enter Purchase Orders or Requisitions, then Generate RP Data again, rerun the Standard RP Report, and reprint the Planned Purchases Report.**

Follow these steps to print the **Planned Purchases Report**:

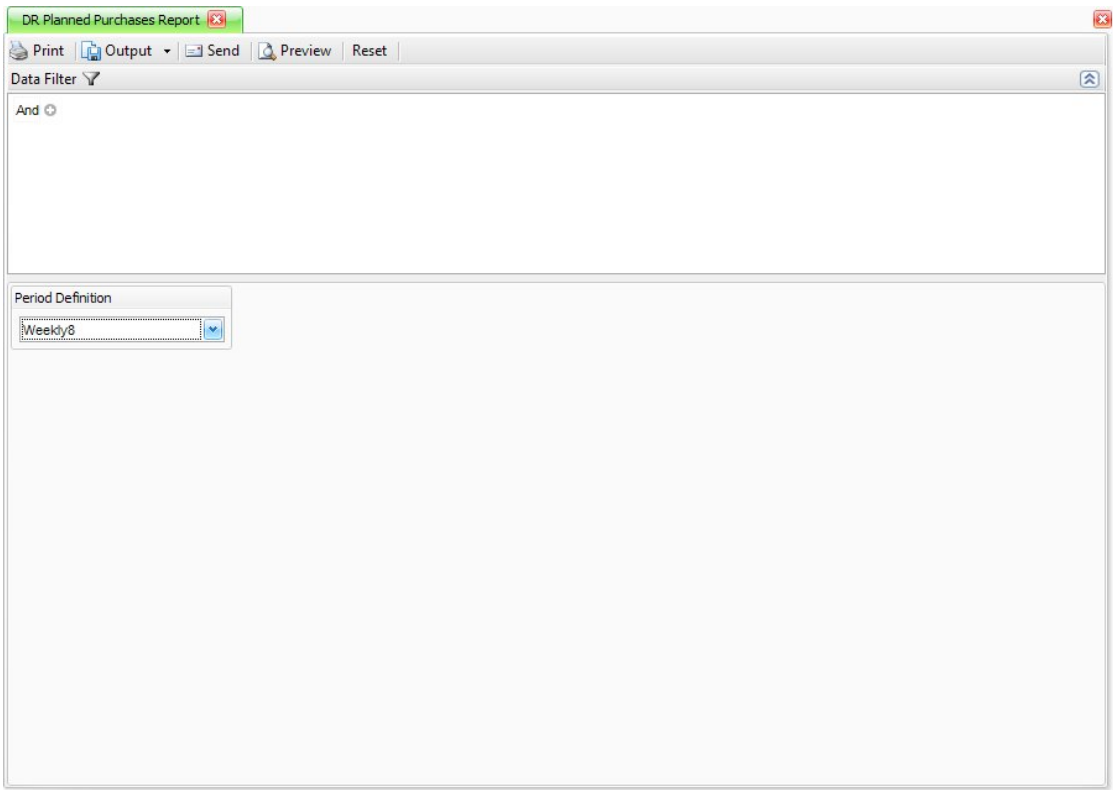
1. Select **Planned Purchases Report** from the **RP Processing** menu.

Planned Purchases Report Menu



2. The **Planned Purchases Report** screen appears.

Planned Purchases 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 or enter the **Period Definition ID** to use for 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.

Planned Purchases Report

Continental Products Unlimited
Planned Purchases Report

Page 1

Report Filter
Period Definition ID Weekly8

Item ID	Description	Location ID	Lead Time
200300	Air Conditioner	CA0001	7

Default Vendor		EOQ Qty	Min Qty	Max Qty	Unit
		0	0	0	EA

Previously Purchased From		Lead Time	Unit Cost	Date of Purchase
Ace001	Ace Computer Power Supply	7	0.0000	
Ntp015	Northern Territories Power Co.	0	419.9100	12/22/2009

Order Date	RP Date	Quantity
4/25/2013	5/2/2013	2,775

Item ID	Description	Location ID	Lead Time
350	Entry Door	CA0001	7

Default Vendor		EOQ Qty	Min Qty	Max Qty	Unit
Bin004	Binary Marketing Solutions	0	50	1,500	EA

Previously Purchased From		Lead Time	Unit Cost	Date of Purchase
Ace001	Ace Computer Power Supply	0	0.0000	
Digi010	Digital CD-Rom Drives	0	210.0300	4/11/2013

Order Date	RP Date	Quantity
4/18/2013	4/25/2013	50

Item ID	Description	Location ID	Lead Time
45020	Steel 1/4 Flat	MN0002	7

Default Vendor	EOQ Qty	Min Qty	Max Qty	Unit
	0	0	0	SQIN

Order Date	RP Date	Quantity
4/25/2013	5/2/2013	200
5/2/2013	5/9/2013	600

Item ID	Description	Location ID	Lead Time
45030	Steel Rod 1/2"	MN0002	7

Default Vendor	EOQ Qty	Min Qty	Max Qty	Unit
	0	0	0	IN

Order Date	RP Date	Quantity
4/18/2013	4/25/2013	1,186
4/25/2013	5/2/2013	280
5/2/2013	5/9/2013	1,962
5/16/2013	5/23/2013	36

Item ID	Description	Location ID	Lead Time
49112	White Paint	MN0002	3

Default Vendor	EOQ Qty	Min Qty	Max Qty	Unit
	0	0	0	OZ

Order Date	RP Date	Quantity
4/22/2013	4/25/2013	1,840

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PLANNED WORK ORDER REPORT

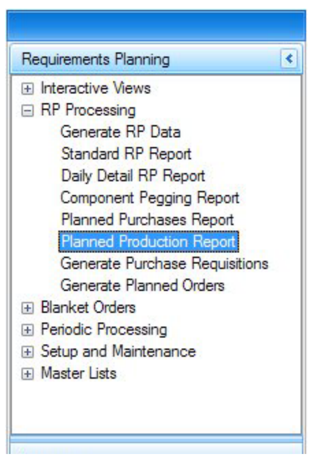
The **Planned Work Order Report** lists the items you need to assemble, rather than purchase, to satisfy demand requirements shown on the RP reports. Use the Planned Work Order Report to review the Production/Work Order dates and quantities the system automatically creates in MFG Production or Bill of Material/Kitting if you generate planned Production/Work Orders. Based on the information in the report, you may choose to manually address assembly needs rather than allow the system to automatically generate Production/Work Orders.

> **Example: If you do not like the dates and quantities for the Production/Work Orders the system plans to create after you review this information in the report, you could manually enter Production/Work Orders, then Generate RP Data again, rerun the Standard RP Report, and reprint the Planned Work Order Report.**

Follow these steps to print the **Planned Work Order Report**:

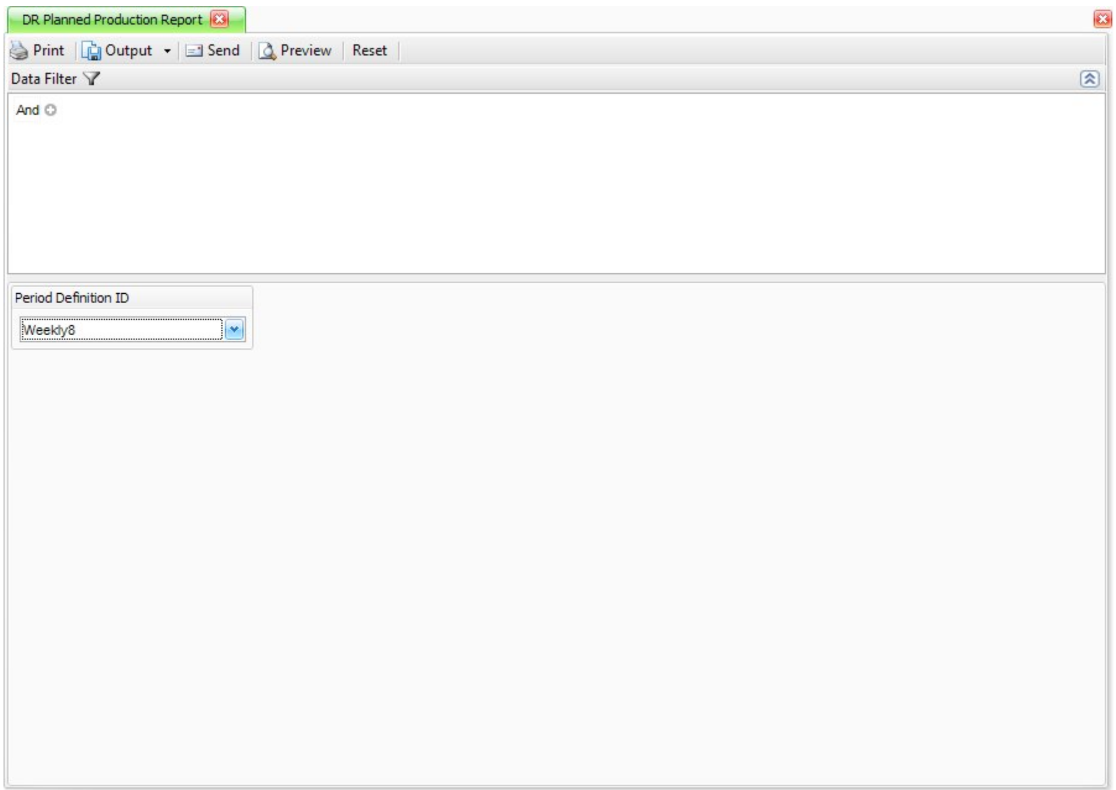
1. Select **Planned Work Order Report** from the **RP Processing** menu.

Planned Work Order Report Menu



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

Planned Work Order Report Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select or enter the **Period Definition ID** to use for 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.

Planned Work Order Report

Continental Products Unlimited
Planned Production Report

Page 1

Report Filter
Period Definition ID Weekly8

Assembly ID	Description	Location ID	Lead Time
45112	Brake Plate (Drilled)	MN0002	5

EOQ Qty	Min Qty	Max Qty	Unit
0	0	0	EA

Order Date	RP Date	Quantity
5/18/2013	5/23/2013	2

Assembly ID	Description	Location ID	Lead Time
4519	Brake Handle Lotted	MN0002	3

EOQ Qty	Min Qty	Max Qty	Unit
100	0	150	EA

Order Date	RP Date	Quantity
4/22/2013	4/25/2013	16
4/29/2013	5/2/2013	15

Assembly ID	Description	Location ID	Lead Time
GTS-DOC-000754	NUT, CLINCH, 8-32 X .09, 0.091 MIN	TX0001	0

EOQ Qty	Min Qty	Max Qty	Unit
1	4	32	EA

Order Date	RP Date	Quantity
4/25/2013	4/25/2013	6

Assembly ID	Description	Location ID	Lead Time
M2001	Platform Truck Myco 2 Handle w Wd	MN0002	14

EOQ Qty	Min Qty	Max Qty	Unit
0	0	0	EA

Order Date	RP Date	Quantity
4/11/2013	4/25/2013	300

Assembly ID	Description	Location ID	Lead Time
RC-0068	WIRE 19.25" X 19.25"	MN0002	0

EOQ Qty	Min Qty	Max Qty	Unit
0	0	0	EA

Order Date	RP Date	Quantity
4/25/2013	4/25/2013	1,071

Assembly ID	Description	Location ID	Lead Time
T03002201	FRONT PANEL, INSEP ASSEMBLY	TX00001	0

EOQ Qty	Min Qty	Max Qty	Unit
1	4	32	EA

Order Date	RP Date	Quantity
4/25/2013	4/25/2013	6

Assembly ID	Description	Location ID	Lead Time
T03002204	PANEL, LEFT, ASSEMBLY, PAC 9200 H	TX0001	0

EOQ Qty	Min Qty	Max Qty	Unit
1	4	32	EA

Order Date	RP Date	Quantity
4/25/2013	4/25/2013	6

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GENERATE PURCHASE REQUISITIONS

The **Generate Purchase Requisitions** function creates Purchase Requisitions within the Purchase Order application for items that, according to the RP reports, you need to purchase. This function follows through with the information listed on the Planned Purchases Report.

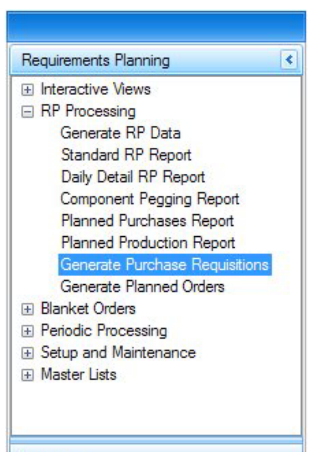
Remember that Purchase Requisitions are not the same as Purchase Orders. Purchase Requisitions are stored in a different table than Purchase Orders and must be converted to orders using the tools in the Purchase Order application. Refer to the Purchase Order Training Manual for more information.

NOTE: When you use the Generate Purchase Requisitions function, it is important that you use the same criteria you used to print the Planned Purchases Report. Otherwise, the results may not be what you expect.

Follow these steps to **Generate Purchase Requisitions**:

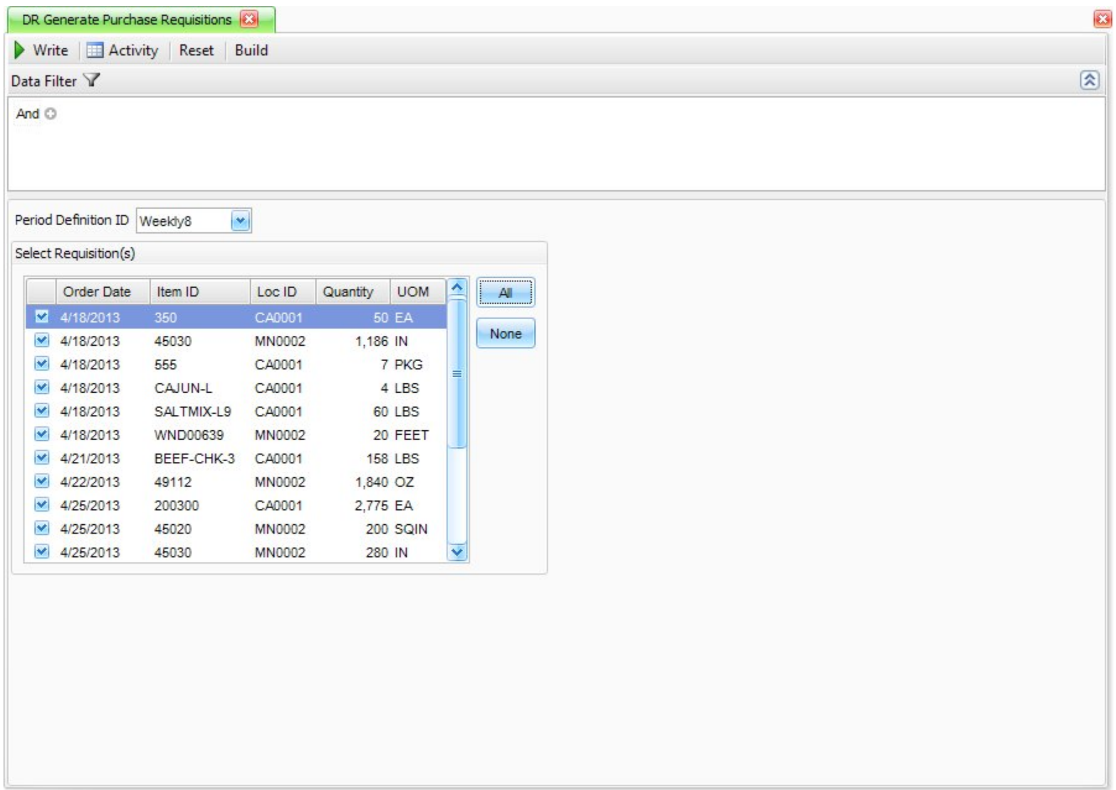
1. Select **Generate Purchase Requisitions** from the **RP Processing** menu.

Generate Purchase Requisitions Menu



2. The **Generate Purchase Requisitions** screen appears.

Generate Purchase Requisitions Screen



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

NOTE: Use the same criteria here that you used to print the Planned Purchases Report. If you do not, the Purchase Requisitions the system generates will not match those printed on the report.

4. Select the period definition you want to generate from the **Period Definition ID** field.
5. Click **Build** to list the planned requisitions that meet the selection criteria in the lower section of the screen.
6. The **Select Requisitions** section on the bottom of the screen lists the planned requisitions that meet the criteria you defined. Select the requisitions you want to generate.

Check the box next to the orders for which you want to generate Purchase Requisitions. Click the **All** button to select all orders to generate Purchase Requisitions for all listed orders. Click **None** to unselect all checked orders.

7. Select a command:

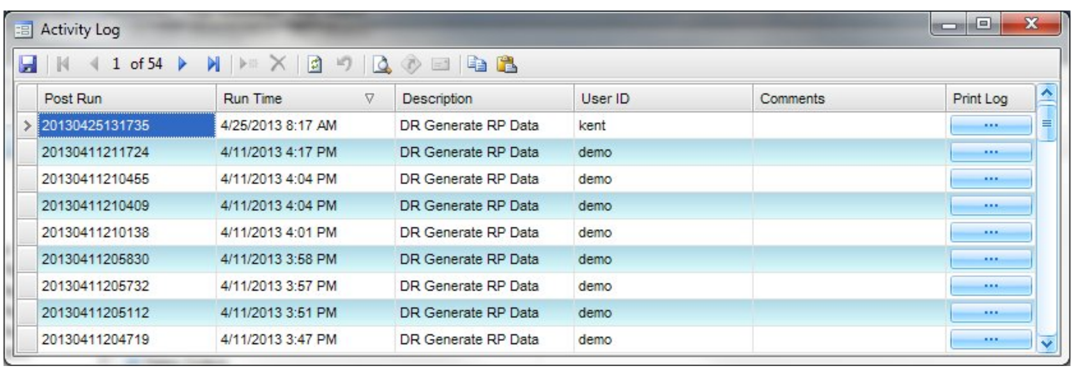
Command Buttons

Name	Description
Write	Begin generating Purchase Requisitions.
Activity	Display the Activity Log to view generating activity.
Reset	Restore the screen to its original state.
Build	List requisitions that meet your selection criteria.

A message appears after Purchase Requisitions have been generated successfully. Click **OK** to continue.

The Generate Purchase Requisitions Log appears after you click **OK**.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
20130425131735	4/25/2013 8:17 AM	DR Generate RP Data	kent		...
20130411211724	4/11/2013 4:17 PM	DR Generate RP Data	demo		...
20130411210455	4/11/2013 4:04 PM	DR Generate RP Data	demo		...
20130411210409	4/11/2013 4:04 PM	DR Generate RP Data	demo		...
20130411210138	4/11/2013 4:01 PM	DR Generate RP Data	demo		...
20130411205830	4/11/2013 3:58 PM	DR Generate RP Data	demo		...
20130411205732	4/11/2013 3:57 PM	DR Generate RP Data	demo		...
20130411205112	4/11/2013 3:51 PM	DR Generate RP Data	demo		...
20130411204719	4/11/2013 3:47 PM	DR Generate RP Data	demo		...

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 Generate Purchase Requisitions appears.

Run Time - The date and time the Generate Purchase Requisitions was made appear.

Description - The Generate Purchase Requisitions description appears.

User ID - The user who performed the Generate Purchase Requisitions appears.

Comments - Comments entered for the Generate Purchase Requisitions 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.

Generate Purchase Requisitions Log

Continental Products Unlimited
Generate Purchase Requisitions Log

Page 1

Report Filter
Period Definition ID Weekly8
Requisitions List

Item ID	Description	Location ID	Order Date	RP Date	Quantity	Unit	Default Vendor
200300	Air Conditioner	CA0001	4/25/2013	5/2/2013	2,775	EA	
350	Entry Door	CA0001	4/18/2013	4/25/2013	50	EA	Bin004
45020	Steel 1/4 Flat	MN0002	4/25/2013	5/2/2013	200	SQIN	
45020	Steel 1/4 Flat	MN0002	5/2/2013	5/9/2013	600	SQIN	
45030	Steel Rod 1/2"	MN0002	4/18/2013	4/25/2013	1,186	IN	
45030	Steel Rod 1/2"	MN0002	4/25/2013	5/2/2013	280	IN	
45030	Steel Rod 1/2"	MN0002	5/2/2013	5/9/2013	1,962	IN	
45030	Steel Rod 1/2"	MN0002	5/16/2013	5/23/2013	36	IN	
49112	White Paint	MN0002	4/22/2013	4/25/2013	1,840	OZ	
555	Millwork Package - Oak	CA0001	4/18/2013	4/25/2013	7	PKG	
BEEF-CHK-3	BEEF CHUCK	CA0001	4/21/2013	4/25/2013	158	LBS	AND002
CAJUN-L	Cajun Seasoning	CA0001	4/18/2013	4/25/2013	4	LBS	BGT001
M260	Sheet Steel 8' x 4'	MN0002	5/2/2013	5/2/2013	4,400	SQIN	
SALTMIX-L9	Salt Spice Mixture	CA0001	4/18/2013	4/25/2013	60	LBS	BGT001
WND00639	4150 1 1/4 RD X 20' LONG BAR	MN0002	4/18/2013	4/25/2013	20	FEET	Ace001
WND00639	4150 1 1/4 RD X 20' LONG BAR	MN0002	5/2/2013	5/9/2013	5	FEET	Ace001

4/25/2013 8:34 AM ***** End of Report ***** **OPEN_SYSTEMS\KentHe**

GENERATE PLANNED ORDERS

The **Generate Planned Orders** function creates Production/Work Orders within the MFG Production or Bill of Material/Kitting application for assembled items that, according to the RP reports, you need to build or assemble. The Generate Planned Orders function follows through with the information listed on the **Planned Work Order Report**.

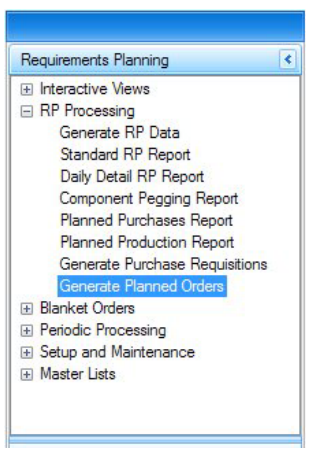
New Production/Work Orders are stored in the MFG Production or Bill of Material/Kitting tables, not in RP tables. Use the tools in the MFG Production or Bill of Material/Kitting application to Issue, Confirm, Record Production Activity, and Complete Work Orders, and Generate Work Order Reports. Refer to the MFG Production or Bill of Material/Kitting Training Manual for more information.

NOTE: When you use the Generate Planned Orders, it is important that you use the same criteria you used to print the Planned Production Report. Otherwise, the results may not be what you expect.

Follow these steps to **Generate Planned Orders**:

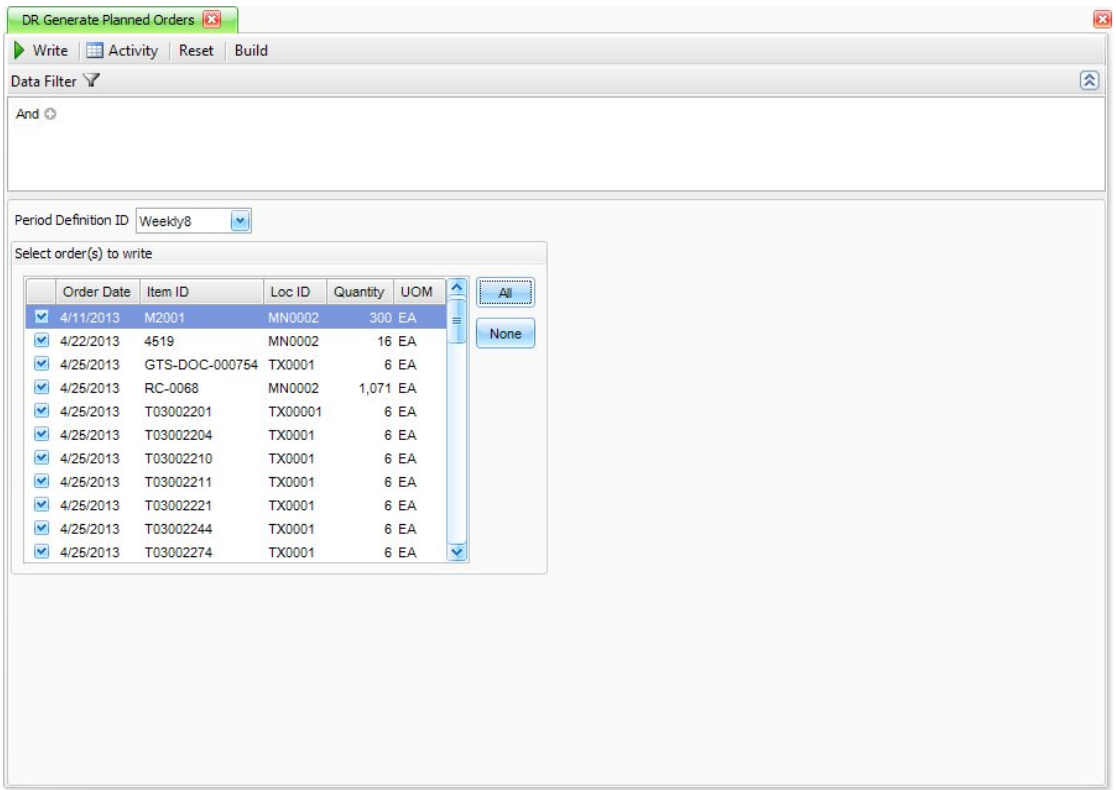
1. Select **Generate Planned Orders** from the **RP Processing** menu.

Generate Planned Orders Menu



2. The **Generate Planned Orders** screen appears.

Generate Planned Orders Screen



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

NOTE: When you use the Generate Planned Orders, it is important that you use the same criteria you used to print the Planned Production Report. Otherwise, the results may not be what you expect.

4. Select the period definition you want to generate from the **Period Definition ID** field.
5. Click **Build** to list the planned orders that meet the selection criteria in the lower section of the screen.
6. The **Select order(s) to write** section on the bottom of the screen lists the planned orders that meet the criteria you defined. Select the orders you want to generate.

Select the box next to the orders for which you want to generate orders. Click the **All** button to select all orders, to generate orders for all listed orders. Click **None** to unselect all checked orders.

7. Select a command:

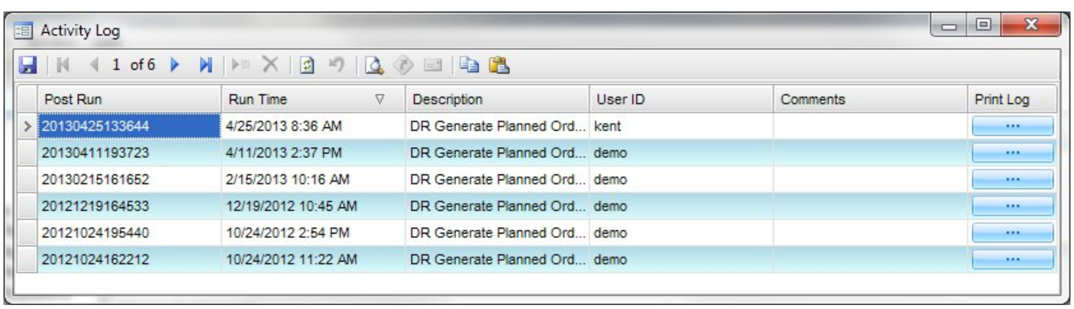
Command Buttons

Name	Description
Write	Begin generating Production/Work Orders.
Activity	Display the Activity Log to view generating activity.
Reset	Restore the screen to its original state.
Build	List orders that meet your selection criteria.

A message appears after orders have been generated successfully. Click **OK** to continue.

The **Generate Planned Orders Log** appears after you click **OK**.

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.

Generate Planned Work Orders Log

Continental Products Unlimited
Generate Planned Orders Log

Page 1

Report Filter
Period Definition ID Weekly8
Orders List 00000088 , 00000089 , 00000090 , 00000091 , 00000092 , 00000093 , 00000094 , 00000095 , 00000096 , 00000097 , 00000098 , 00000099 , 00000100 , 00000101 , 00000102 , 00000103 , 00000104 , 00000105 , 00000106 , 00000107 , 00000108 , 00000109 , 00000110 , 00000111 , 00000112 , 00000113 , 00000114 , 00000115 , 00000116 , 00000117 , 00000118 , 00000119 , 00000120 , 00000121 , 00000122 , 00000123 , 00000124 , 00000125 , 00000126 , 00000127 , 00000128 , 00000129 , 00000130 , 00000131 , 00000132 , 00000133 , 00000134 , 00000135 , 00000136 , 00000137 , 00000138 , 00000089 , 00000139

Assembly ID	Description	Location ID	Order No	Release	Order Date	RP Date	Quantity	Unit
45112	Brake Plate (Drilled)	MN0002	00000139	1	5/18/2013	5/23/2013	2	EA
4519	Brake Handle Attachment	MN0002	00000089	1	4/22/2013	4/25/2013	16	EA
4519	Brake Handle Attachment	MN0002	00000089	2	4/29/2013	5/2/2013	15	EA
GTS-DOC-000754	NUT, CLINCH, 8-32 X .09, 0.091 MIN	TX0001	00000090	1	4/25/2013	4/25/2013	6	EA
M2001	Platform Truck Myco 2 Handle w Wd	MN0002	00000088	1	4/11/2013	4/25/2013	300	EA
RC-0068	WIRE 19.25" X 19.25"	MN0002	00000091	1	4/25/2013	4/25/2013	1,071	EA
T03002201	FRONT PANEL , INSEP ASSEMBLY	TX00001	00000092	1	4/25/2013	4/25/2013	6	EA
T03002204	PANEL, LEFT, ASSEMBLY, PAC 9200 H	TX0001	00000093	1	4/25/2013	4/25/2013	6	EA
T03002210	ASSEMBLY, POWER BOARD W/ FACEPLATE,	TX0001	00000094	1	4/25/2013	4/25/2013	6	EA
T03002211	BRACKET, FACEPLATE, POWER BOARD,	TX0001	00000095	1	4/25/2013	4/25/2013	6	EA
T03002221	MODULE, SULFUR PMT, ASSEMBLY, PAC	TX0001	00000096	1	4/25/2013	4/25/2013	6	EA
T03002244	BRACKET, CONTROL BOARD SUPPORT , IN	TX0001	00000097	1	4/25/2013	4/25/2013	6	EA
T03002274	ASM, MANIFOLD, OUTLET, GENERIC, 92	TX0001	00000098	1	4/25/2013	4/25/2013	6	EA
T03002282	ASM, MANIFOLD, INLET, ,GENERIC, 920	TX0001	00000099	1	4/25/2013	4/25/2013	6	EA
T03002289	TUBE, ASM, CARRIER LOOP,GENERIC, PA	TX0001	00000100	1	4/25/2013	4/25/2013	6	EA
T03002293	CONTROL, ALTERA BOARD WITH, BRACKET	TX0001	00000101	1	4/25/2013	4/25/2013	6	EA
T03002297	COVER ASSEMBLY, PAC 9200	TX0001	00000102	1	4/25/2013	4/25/2013	6	EA
T03002332	BRACKET, MASS FLOW SENSOR, MOUNT, A	TX0001	00000103	1	4/25/2013	4/25/2013	6	EA
T03002333	TUBE, ASM, GENERIC,VENT SYS, PAC 92	TX0001	00000104	1	4/25/2013	4/25/2013	6	EA
T03002353	DC POWER SUPPLY, ASSEMBLY	TX0001	00000105	1	4/25/2013	4/25/2013	6	EA
T03002355	BRACKET, DC POWER SUPPLY SUPPORT, A	TX0001	00000106	1	4/25/2013	4/25/2013	6	EA
T03002381	ASSY, ENDCAP, PMT, PAC 9200	TX0001	00000107	1	4/25/2013	4/25/2013	6	EA
T03002382	ASSY, INSEP, PMT, END CAP, PAC 9200	TX0001	00000108	1	4/25/2013	4/25/2013	6	EA
T03002473	TOP, CHASSIS, SULPHER PMT, INSEP AS	TX0001	00000109	1	4/25/2013	4/25/2013	6	EA
T03002474	ASSY, DETECTOR, FLUORESCENCE CHAMBE	TX0001	00000110	1	4/25/2013	4/25/2013	6	EA
T03002491	TUBE, ASM, GENERIC, CAT DRY SCRUBBE	TX0001	00000111	1	4/25/2013	4/25/2013	6	EA
T03002565	SULFUR BASE, INSEP ASSEMBLY	TX0001	00000112	1	4/25/2013	4/25/2013	6	EA
T03002566	BACK PANEL, MODULE, SULPHER PMT, AL	TX0001	00000113	1	4/25/2013	4/25/2013	6	EA
T03002581	COVER, PLASTIC, FRONT, PAC 9200	TX0001	00000114	1	4/25/2013	4/25/2013	6	EA
T03002654	ASSEMBLY, TOP PAN, , ALUMUNUM, 2.30	TX0001	00000115	1	4/25/2013	4/25/2013	6	EA
T03002660	TUBE, ASM, PYRO O2 MASS FLOW OUTLET	TX0001	00000116	1	4/25/2013	4/25/2013	6	EA

4/25/2013 8:36 AM **OPEN_SYSTEMS\KentHe**

BLANKET ORDERS

6

BLANKET ORDERS

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.

Use the following functions to enter 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 6-5).

Use the **Release Blanket Orders** function for processing the release of one or more blanket orders (page 6-25).

Use the **Scheduled Blanket Order Report** to generate a list of scheduled shipments by release date (page 6-31).

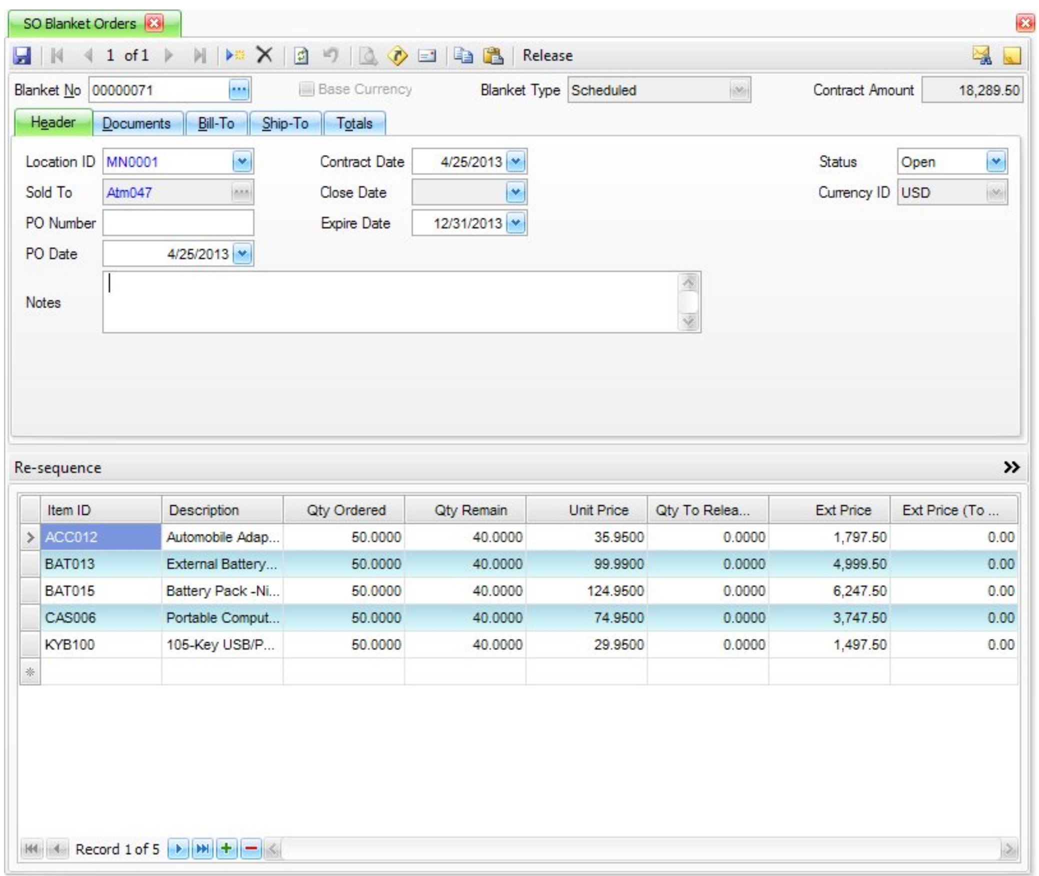
Use the **Blanket Order Report** function to create a report listing summary information for blanket orders (page 6-35).

BLANKET ORDERS

Use the **Blanket Orders** function 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.

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.

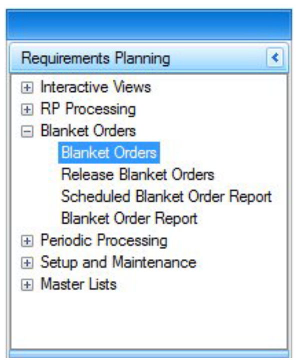
- The bottom section of the screen contains a list of the order's line items, when you are in the summary mode. You can use the arrow, page up, and page down keys to move the highlight to any line item with which you want to work.
- The bottom section of the screen in detail mode contains several tabs that relate to information associated with the line item, 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:

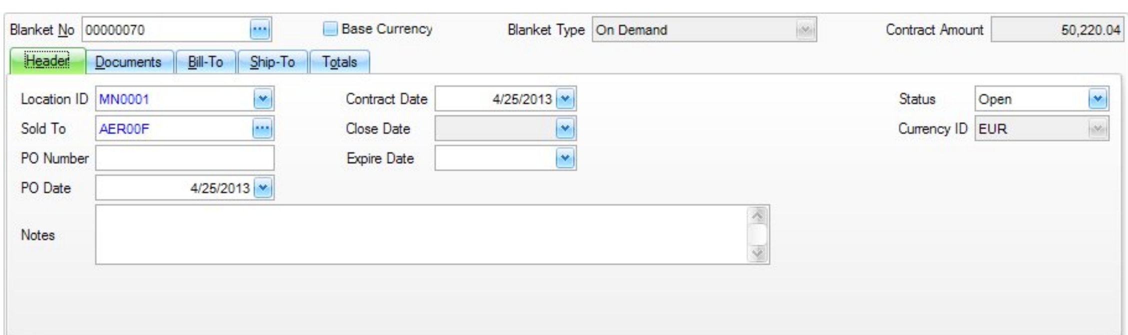
1. Select **Blanket Orders** from the **Blanket Orders** menu.

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 toolbar. 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 (page 4-5), enter the new **Blanket No**.

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.

Maint

6. 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

7. Select or enter the customer ID in the **Sold To** box.

8. Enter the customer's **PO Number** and **PO Date** for reference purposes, if desired.

9. Enter **Notes** specific to this blanket order.

10. 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.

11. The **Close Date** is automatically generated by the system on the date that the **Status** box is set to **Closed**.

12. Enter the expiration date for the blanket order in the **Expire Date** field.

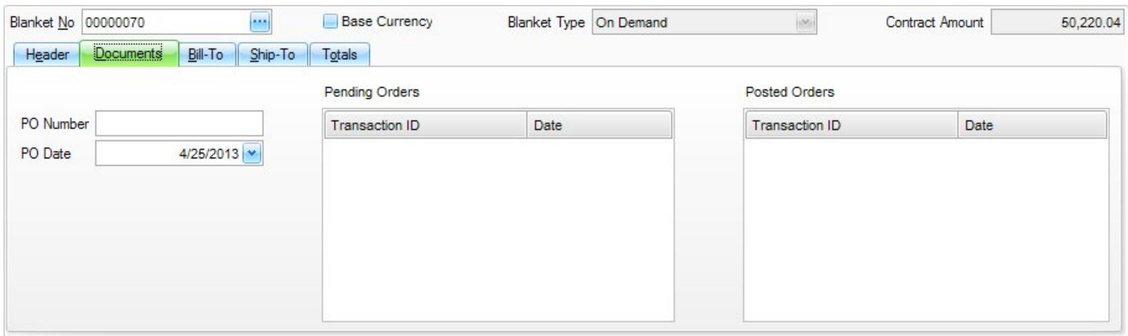
    This will set the date you no longer want the blanket order to be released to make a sales order. When releasing blanket orders the Thru Date will determine if the blanket order has expired or will be released.

13. 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.

14. 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.

15. 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.

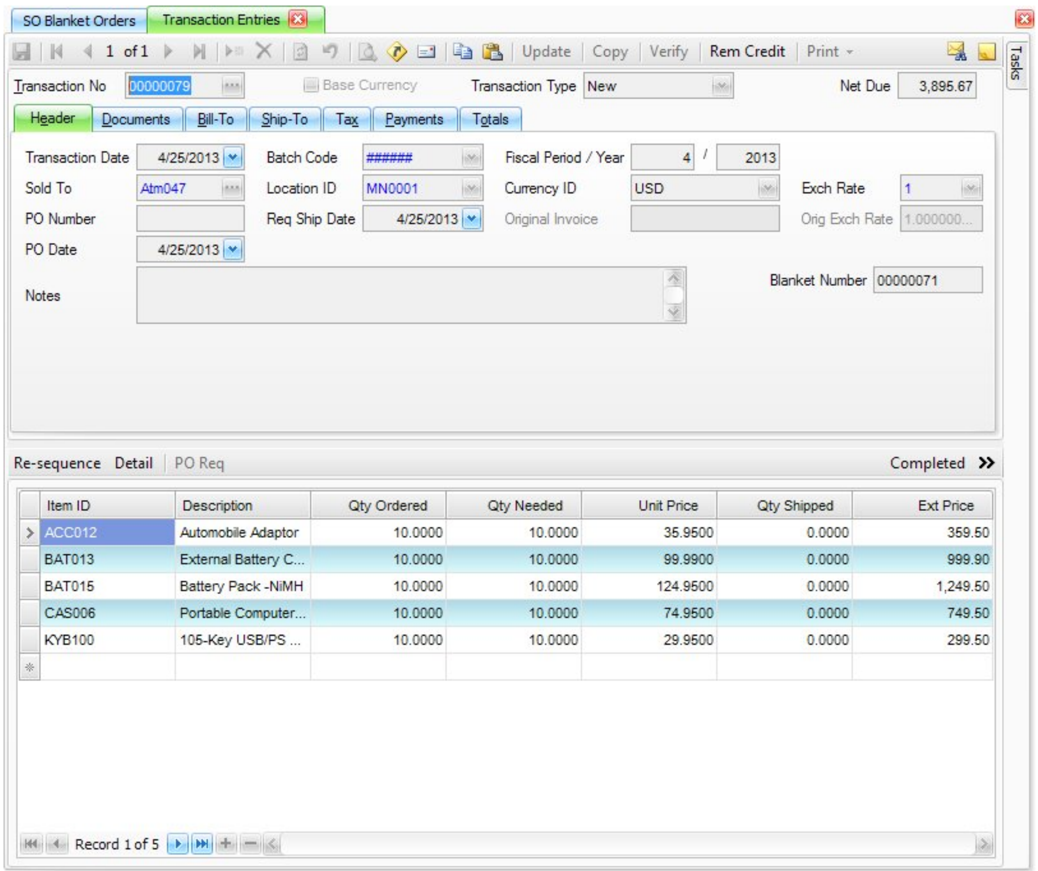
Blanket Orders - Documents Tab



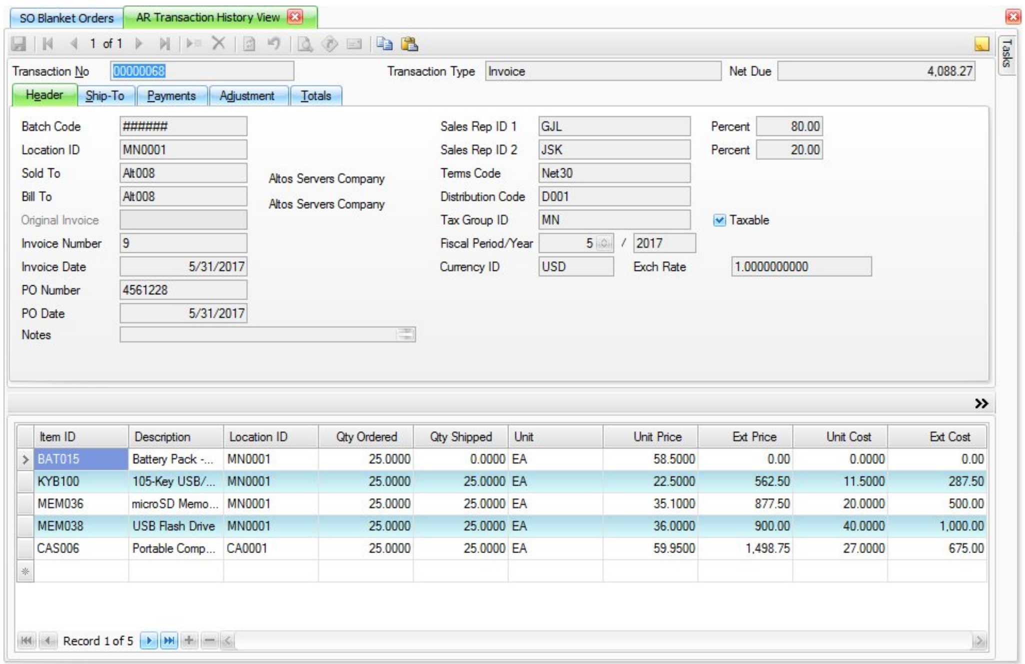
1. The **PO Number** and **PO Date** fields display the data you entered in them corresponding to the fields on the Header Tab. You may enter or change the data in this tab.
2. The view-only **Pending Orders** area displays information for open Sales Order transactions generated as a result of a Blanket Order release. Double-click the blue Transaction ID to view the details of the Sales Order generated, in the Sales Order View.
3. The view-only **Posted Orders** area displays information for posted Sales Order transactions associated with a Blanket Order release. Double-click the blue Transaction ID to view the details of the Sales Order posted, in the AR Transaction History View.

The information on each tab will not change between the Transaction Entries View and AR Transaction History View.

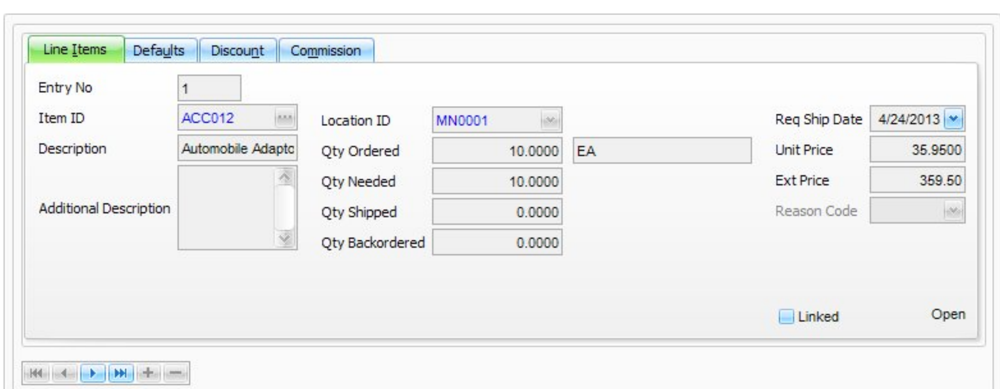
Transaction Entries View - Header Tab



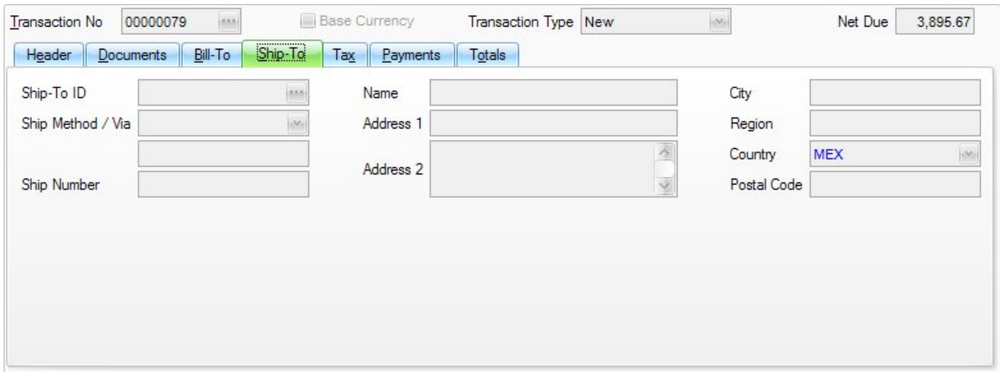
AR Transaction History View - Header Tab



- If you use multi-currency, select the **Base Currency** check box to view transaction amounts in the company's base currency. This check box appears only if you use multi-currency and the transaction you are viewing is for a customer who uses a currency other than the base currency.
- Item information is displayed at the bottom of the screen in the item area. To view detailed information about the items click the summary detail buttons » « to toggle between the summary view and detail view.

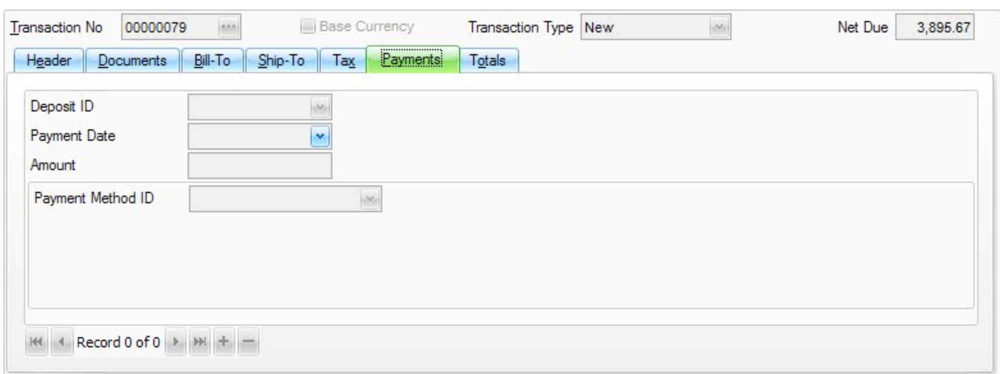


Transaction Entries View - Ship-To Tab



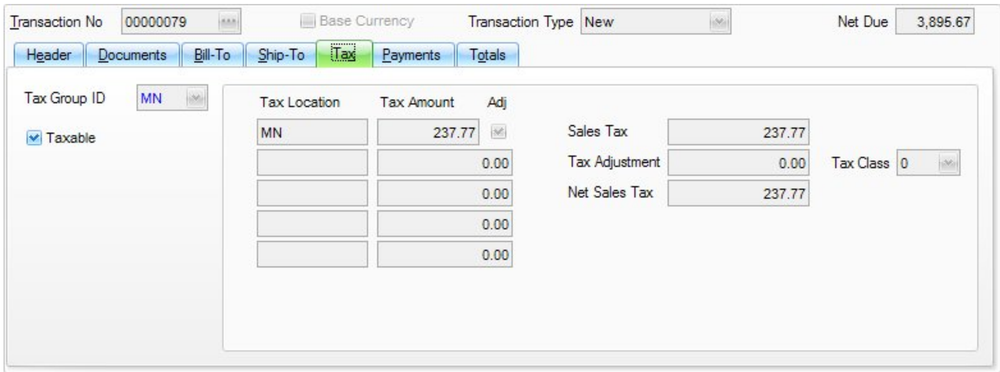
- On the **Ship-To** tab, click the **View Map** button to view a map of the address generated by the mapping program you chose within System Manager. This button appears only if you selected the **Allow Web Features** option in the System Manager **Business Rules** function. See the *System Manager Training Manual* for more information on defining mapping programs.

Transaction Entries View - Payments Tab



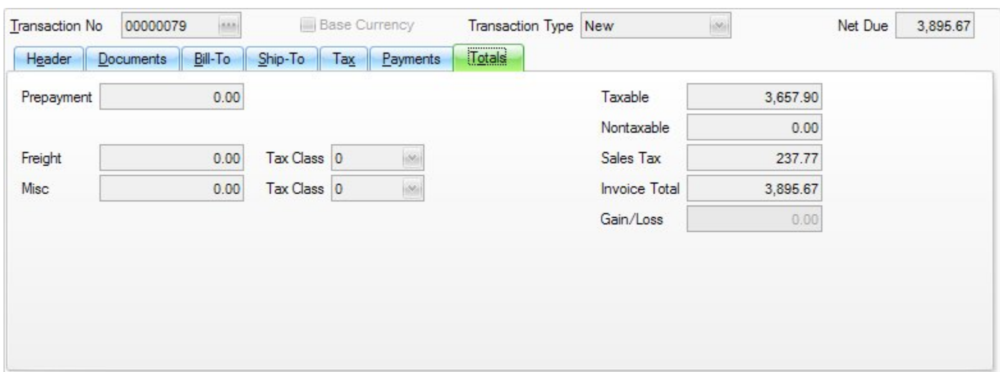
- Select the **Payments** tab to view details on any payments applied to the order as a prepayment.

Transaction Entries View - Tax Tab



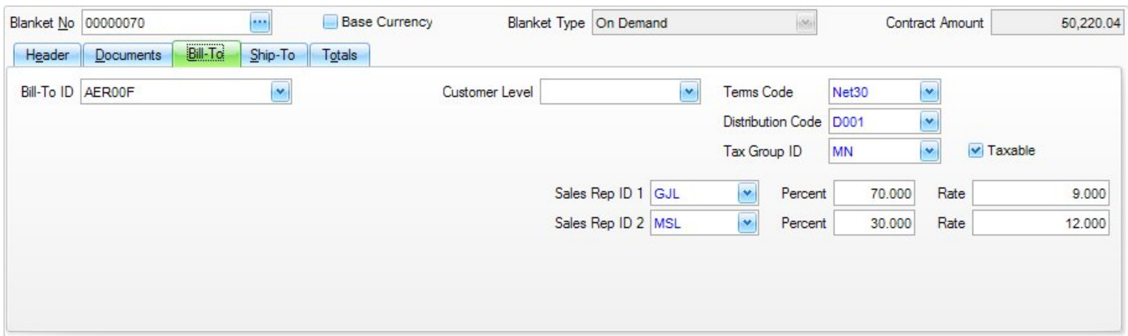
- Select the **Tax** to view any tax adjustments applied to the order.

Transaction Entries View - Totals Tab



- Click on the **Totals** tab to view the total Taxable, Nontaxable sales, Freight, Misc, Sales Tax, Prepayment and Invoice Total amounts.

Blanket Orders - Bill-To Tab



1. The **Bill To** field displays the Customer ID selected on the Header tab. If the Customer has a Bill-To ID established, you can enter it using the **Bill-To ID** field.

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.

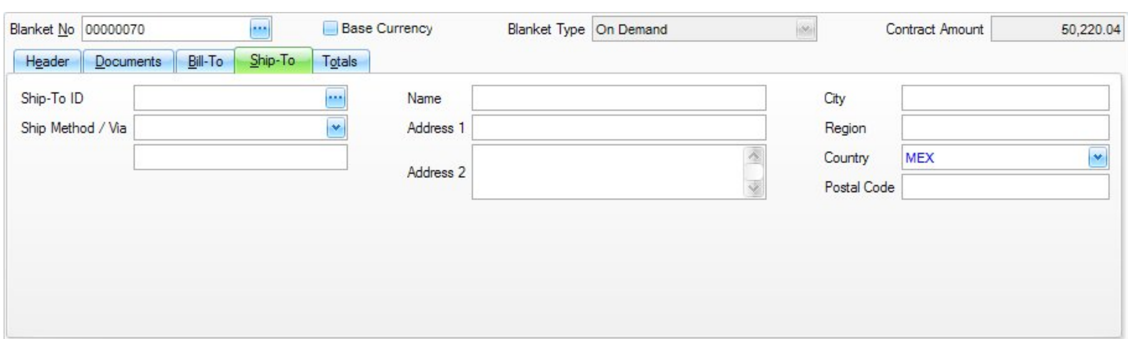
Maint

3. Select the **Terms Code, Distribution Code,** and the **Tax Group ID** you want used 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



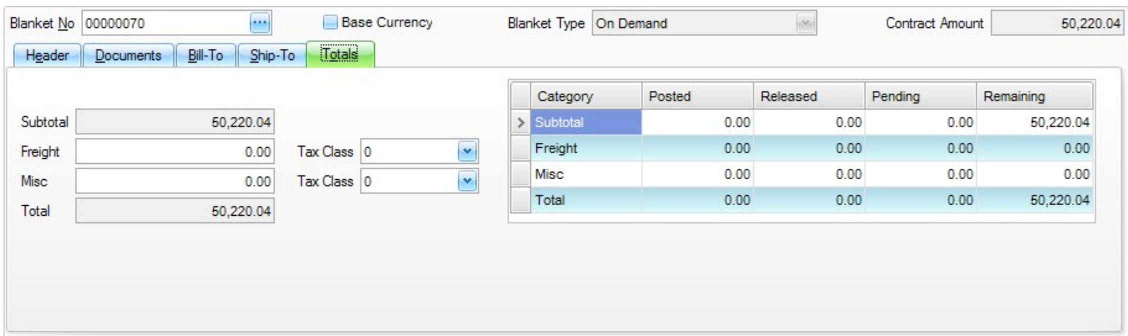
Maint

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, or a selected Ship-To ID, enter the desired address in the **Name**, **Address 1**, **Address 2**, **City**, **Region**, **Country**, and **Postal Code** fields.

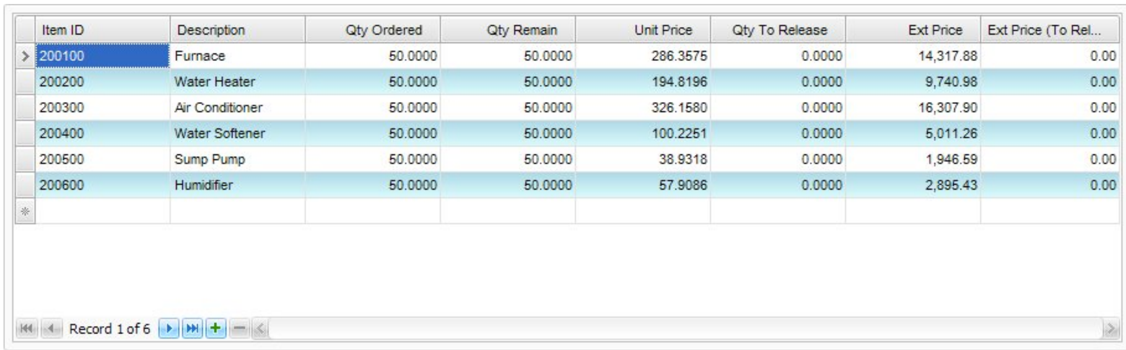
Blanket Orders - Totals Tab



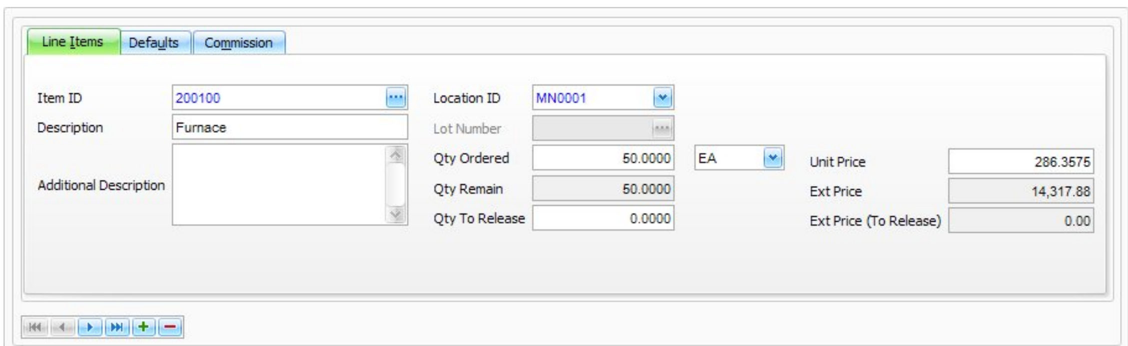
The customer's **Posted**, **Released**, **Pending**, and **Remaining** totals appear. To enter any additional charges, perform the following steps:

1. Enter or edit the shipping charges in the **Freight** box, if applicable.
2. Select the **Tax Class** to apply to the Freight charge.
3. Enter or edit any miscellaneous charges in the **Misc.** box, if applicable.
4. Select the **Tax Class** to apply to the Miscellaneous charge.
5. The customer's **Total** appears and are automatically adjusted when a Freight and/or Miscellaneous charge is entered.

Blanket Orders - Line Items Summary



Blanket Orders - Line Items Tab



Use the **Line Items** area to record information about the items in the blanket order.

Use the Column Chooser to add or take away columns to use in the summary mode. See the How to Use Grids section in the General Information guide for more information on using the Column Chooser function.

Maint

1. Enter or edit the **Item ID**. You can select inventory items and enter Aliases for Item IDs.
2. Edit the item **Description**, if necessary.

Maint

3. The **Location ID** from the **Header** tab appears. Change it, if needed.

4. If you are entering a lotted inventoried item, select the **Lot Number** for the item. The Lot Number field is only available if you are using the Warehouse Management application. In Warehouse Management the lot number will print on the picking list, so the warehouse staff will know what lot from which to pick the items. It can be used to specify a particular lot number if the contract calls for it. It is not required that information be entered. If the field is left blank, the actual lot number of product that is shipped can be entered when the order is verified.

5. The use of the **Qty Ordered** field 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. The **Qty Remain** field displays the difference between the original and processed quantities of the item.

7. The **Qty To Release** field displays the current quantity to be released for the line item. The use of the **Qty To Release** field 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, to release the Items to be made 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 the Sales Order.

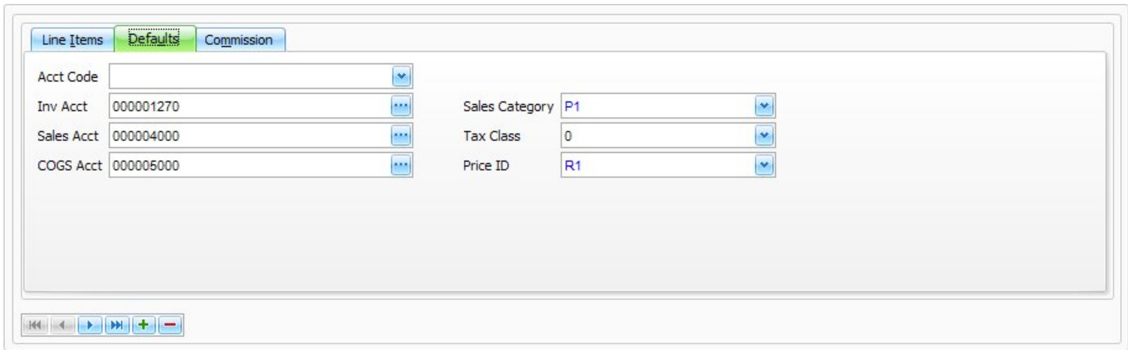
8. Select the **Unit** value if working with an inventoried item.

9. Change the **Unit Price**, if necessary. If you're working with an inventoried item, the Unit Price is pre-populated using the Sales Order Pricing system.

10. The extended price (**Unit Price** multiplied by the **Qty Ordered**) appears in the **Ext Price** field. If you edit the Unit Price, the Ext Price is recalculated accordingly.

11. The **Ext Price (To Release)** field displays the calculated extended price based upon the Qty To Release multiplied by the 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 Accounts Receivable 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** fields.

   If Accounts Receivable is interfaced with General Ledger you may select an account for the Inv Acct, Sales Acct, and COGS Acct. If Accounts Receivable is not interfaced with General Ledger you may enter an account for the Inv Acct, Sales Acct, and COGS Acct.

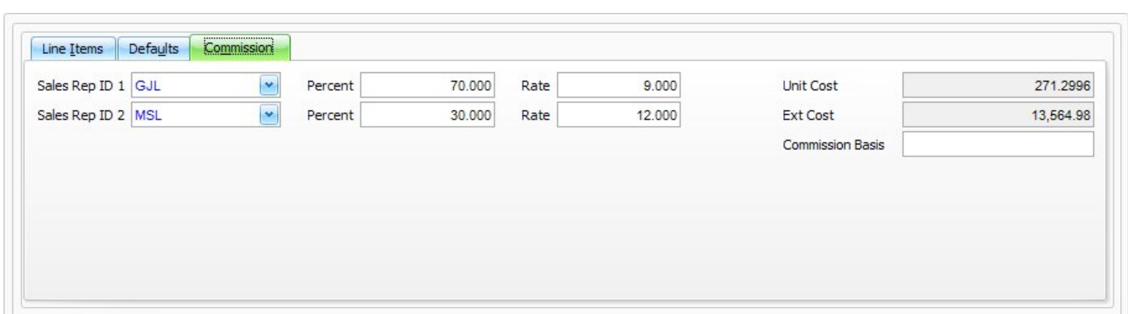
Maint

3. Choose a **Sales Category** for the item.
4. Choose the **Tax Class** for the item.

Maint

5. Choose the **Price ID** for the item, if desired.

Blanket Orders - Commission Tab



Maint

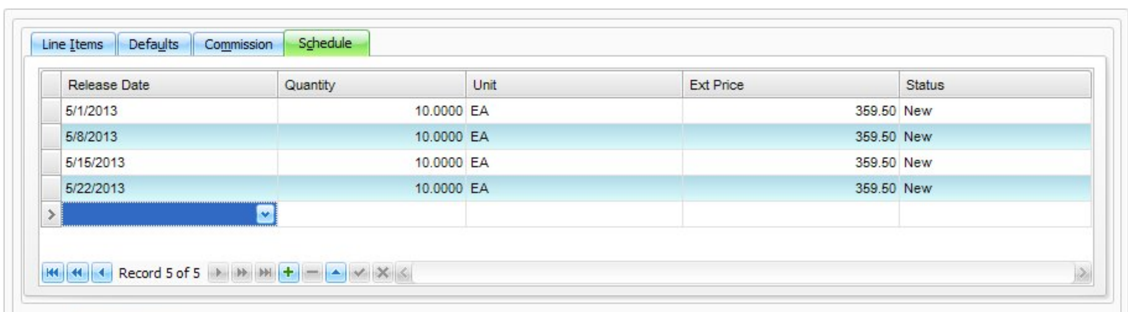
1. Select the **Sales Rep ID 1** and **2**, **Percent**, and **Rate** for the line item.

2. For non-inventory items, enter the **Unit Cost** for the line item. For inventoried items, the **Unit Cost** field displays the cost 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 for Sales Order. 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 Sales Order Transaction during the release process.

Blanket Orders - Schedule Tab



The **Schedule** tab is visible only when you are working with a Scheduled type Blanket Order. Select a line item in the summary mode and switch to the detail mode, or use the **Next** record button to scroll to the line item. Click the Schedule tab to edit or view schedule information.

NOTE: Scheduled Blanket Orders are included in the Generate RP Data information to be used for planning purposes.

1. Enter the scheduled date for the listed quantities to be released for processing in the **Release Date** field.

2. Enter the quantity to be released in the **Quantity** field.

3. The unit of measure for the given line item is displayed in the **Unit** field and cannot be edited.

4. The extended price for the given line item is displayed in the **Ext Price** field and cannot be edited.

5. Select one of the following values in the **Status** field:

    - **New** - the given scheduled quantity is available for processing.

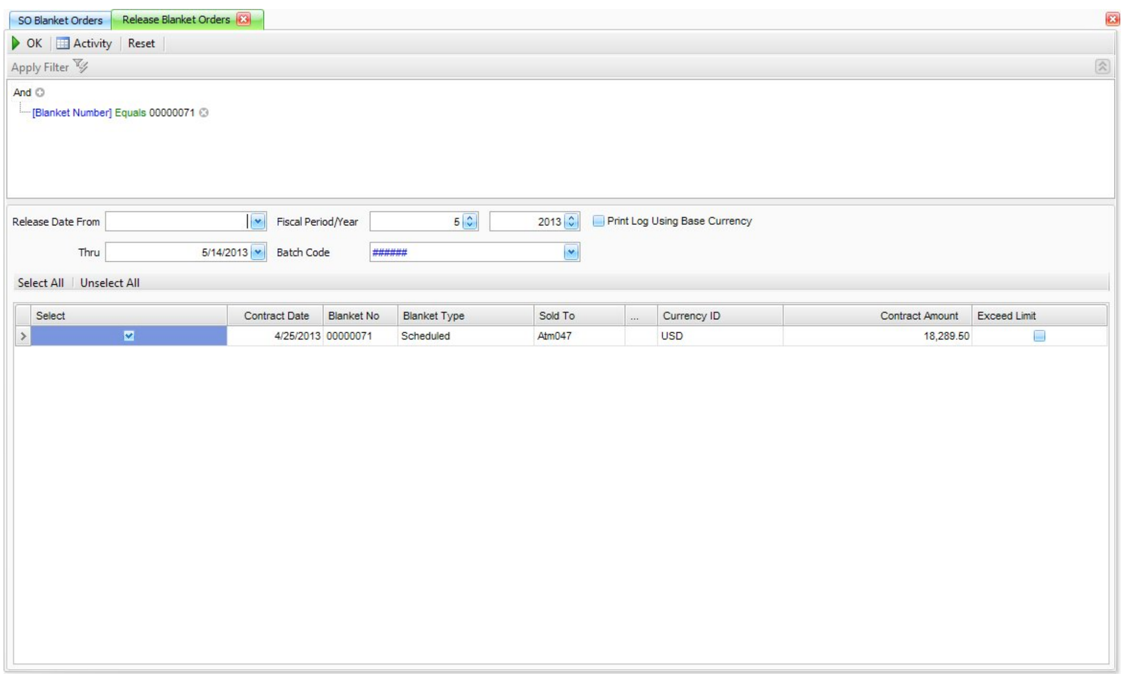
- **Released** - the given scheduled quantity has been released.
- **Hold** - the given scheduled quantity is on hold and will not be processed.

The Status of a scheduled release can be changed at any point during the processing of the Blanket Order. Changing the Status of a quantity that has already been released will result in quantities being processed again.

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 To Release** 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 can not 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 **GL Period** and **Year** you want your Sales Order, generated from this Blanket Order, into which period to be posted.

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, select the **Print Log Using Base Currency** check box to print the log using your base, or functional, currency.
- 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
Release Blanket Orders Log

Page 1

Report Filter

Release Date From		**Thru**	4/25/2013
Fiscal Period / Year	4/2013	**Batch Code**	######

Release Date **4/25/2013**

Status	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

Task Summary

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 toolbar.
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.
8. Select the **Save** icon on the toolbar to save the new **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 toolbar.
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.
7. Select the **Save** icon on the toolbar to save the new **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 toolbar.
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 Items, click on an Item entry and click **Detail** button », then select the **Schedule** tab. Enter the **Release Date** and the **Quantity** to be released on that date.
8. Select the **Save** icon on the toolbar to save the new **Blanket Order**.

RELEASE BLANKET ORDERS

Use the **Release Blanket Orders** function for processing the release of one or more Blanket Orders.

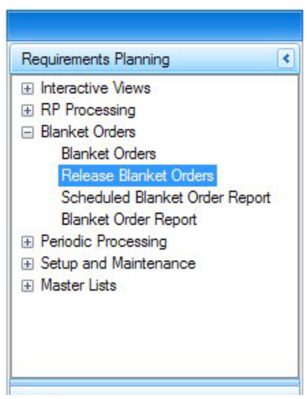
For Blanket Orders to be released for the **Scheduled** type, you must have a Scheduled Date and Quantity for the line Items filled in on the Schedule tab, and the Schedule Dates must be between the Release Date From and Thru.

To release blanket orders for the **Amount** and **On-Demand** types, you may use the **Online** button in the Blanket Orders function. You must have an amount filled into the **Qty To Release** field.

To **Release Blanket Orders**, follow these steps:

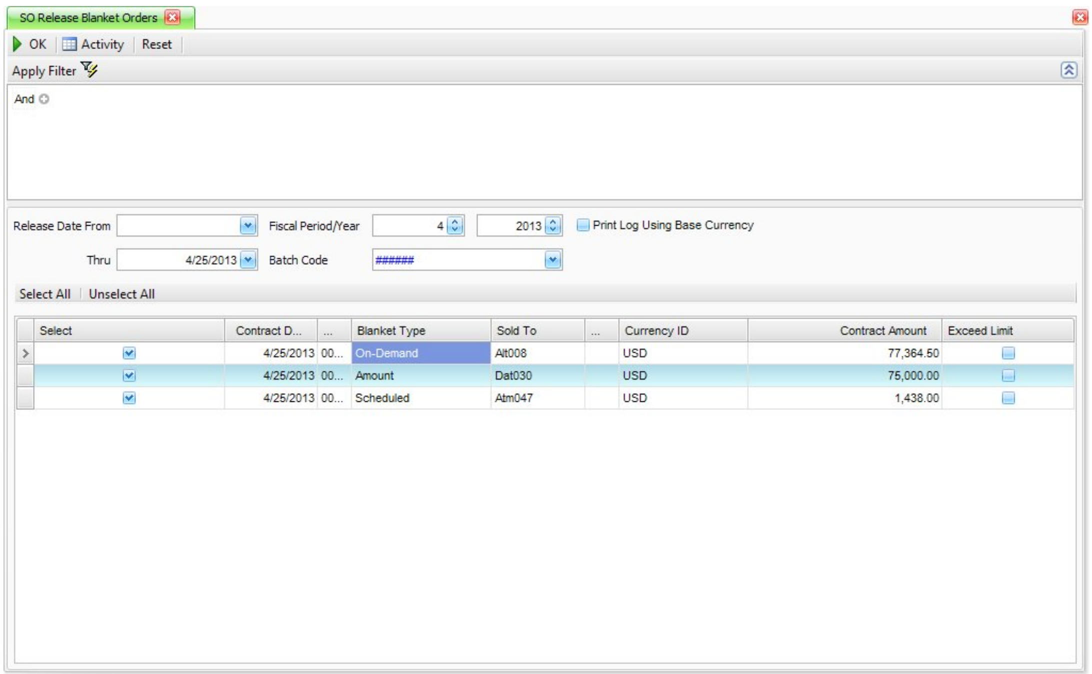
1. Select **Release Blanket Orders** from the **Blanket Orders** menu.

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.
4. Select a date or date range to include orders scheduled on or between the date or dates from the **Release Date 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.

   When there are Blanket Orders with the Blanket Types of Amount or On Demand, with a Qty To Release entered, the Blanket Orders will be displayed when the Apply Filter button is selected.

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 **Print Log Using Base Currency** check box, if applicable, to print the log using the selected base currency.
8. Click the Apply Filter button to populate the bottom portion of the screen with the Blanket Orders ready to be released.

9. 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.

10. The **Contract Date**, **Blanket No**, **Blanket Type**, **Sold To**, **PO Number**, **Currency**, **Contract Amount**, **Exceed Limit**, **Sales Rep ID 1** and **2**, **Ship-To ID**, **Region**, and **Exchange Rate** are displayed and are read only.

11. Select a command button:

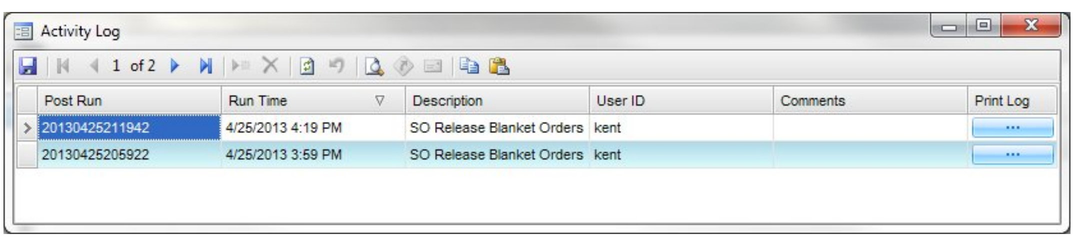
Command Buttons

Name	Description
OK	Release the specified order or orders.
Activity	Display the Activity Log to view releasing activity.
Reset	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**.

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

Computer Products Unlimited
Release Blanket Orders Log

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Report Filter
Release Date From **Thru** 4/25/2013
Fiscal Period / Year 4/2013 **Batch Code** ######

Release Date **4/25/2013**

Status	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	

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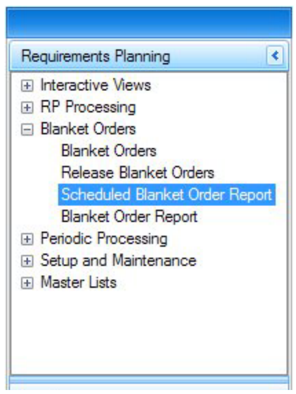
SCHEDULED BLANKET ORDER REPORT

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:

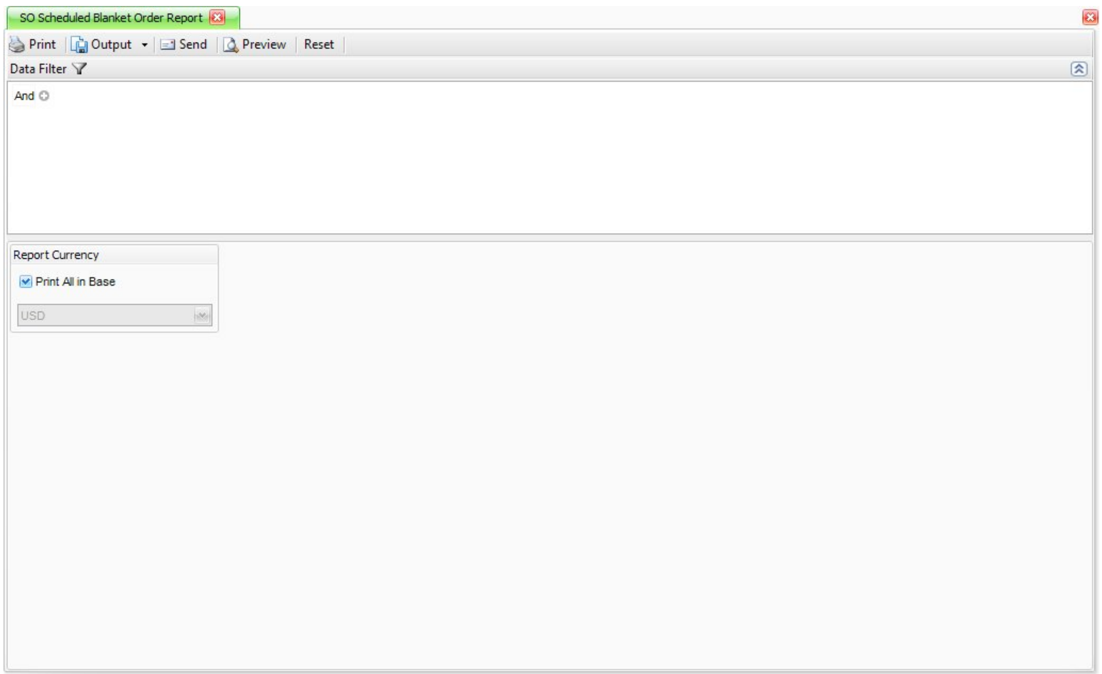
1. Select **Scheduled Blanket Order Report** from the **Blanket Orders** menu.

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. If you use multi-currency, these print options are available:
   - To print Blanket Orders that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only Blanket Orders that were entered in the base currency are printed on the report.
   - To print Blanket Orders that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only blanket orders that were entered in the currency you select are printed on the report.
   - To print all Blanket Orders (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
   - TRAVERSE converts all Blanket Order amounts from their original currency to the base currency (if necessary), then prints all Blanket Orders on the report.

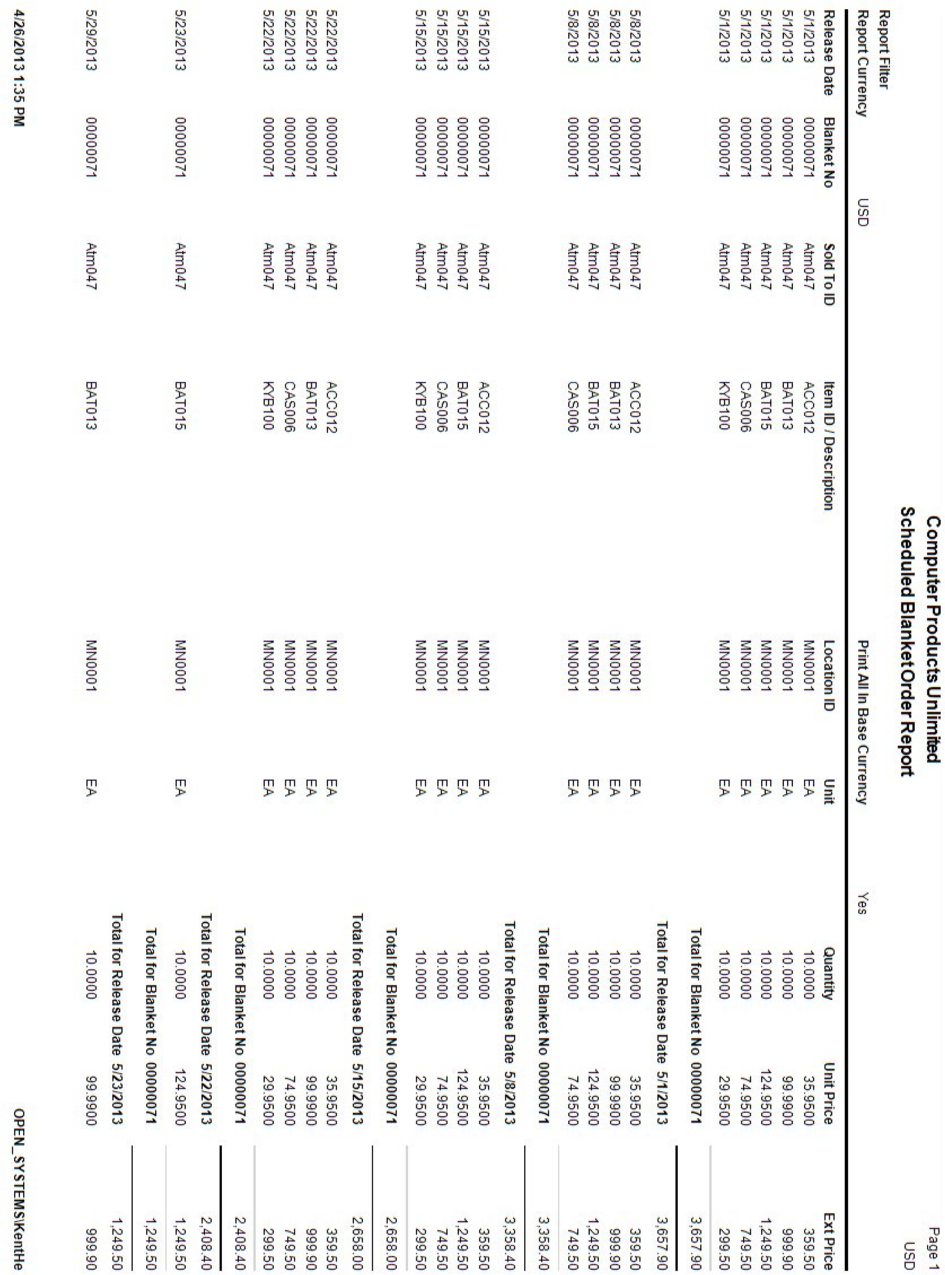
5. Select a command button:

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.

Scheduled Blanket Order Report



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Scheduled Blanket Order Report

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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
						Total for Release Date 5/1/2013		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
						Total for Release Date 5/8/2013		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
						Total for Release Date 5/15/2013		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
						Total for Release Date 5/22/2013		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
						Total for Release Date 5/23/2013		1,249.50
5/29/2013	00000071	Atm047	BAT013	MN0001	EA	10.0000	99.9900	999.90

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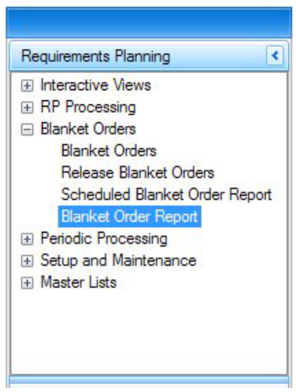
BLANKET ORDER REPORT

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:

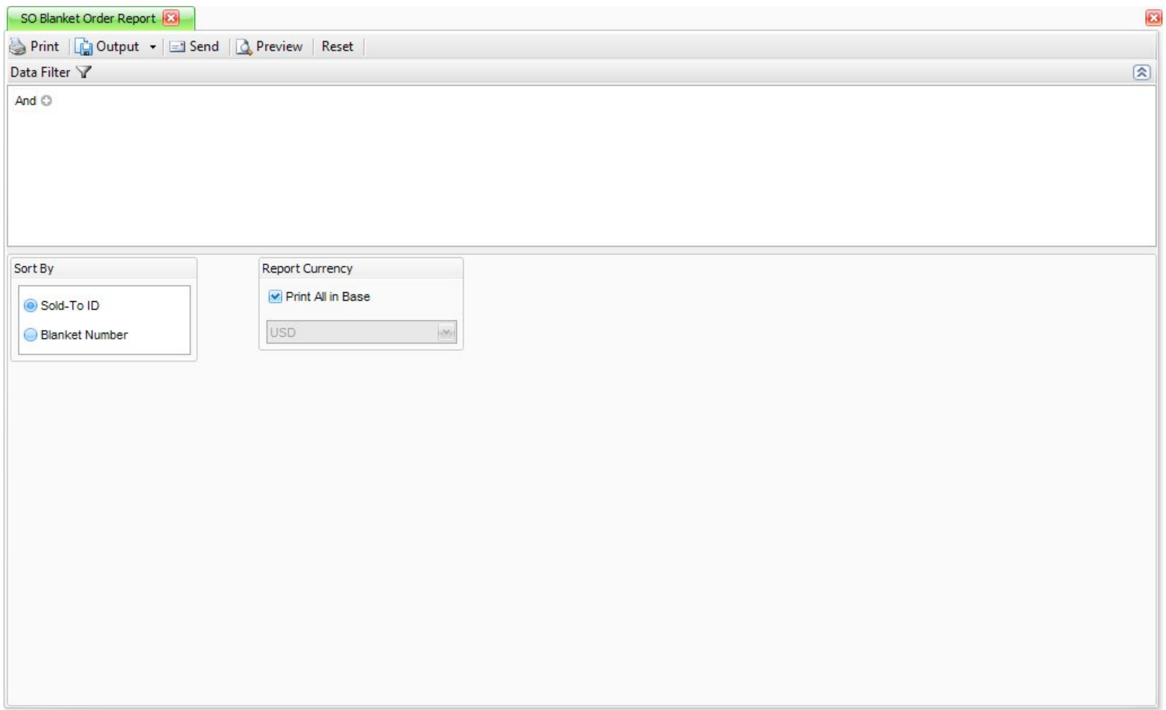
1. Select **Blanket Order Report** from the **Blanket Orders** menu.

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: **Sold-To ID** or **Blanket Number**.

5. If you use multi-currency, these print options are available:

    - To print Blanket Orders that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only Blanket Orders that were entered in the base currency are printed on the report.

    - To print Blanket Orders that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Blanket Orders that were entered in the currency you select are printed on the report.

    - To print all Blanket Orders (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.

- TRAVERSE converts all Blanket Order amounts from their original currency to the base currency (if necessary), then prints all Blanket Orders on 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.

Blanket Order Report Header

Computer Products Unlimited
Blanket Order Report
Sorted by Sold To ID

Page 1
USD

Report Filter
Report Currency USD **Print All In Base Currency** Yes

Blanket No	Type / Status	Sold To ID / Ship To ID	Close Date / Expire Date	Rep 1 / Rep 2	Percent / Percent	Rate / Rate	PO No
00000073	On Demand	Alt008		GJL	80.000	9.000	
	Open			JSK	20.000	5.000	

Item ID / Description	Location ID / Lot No	Unit	Original / Posted / Released / Pending / Remaining	Unit Price	Ext Price	Rep 1 / Rep 2	Percent / Percent	Rate / Rate	Tax Class

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Blanket Order Report Item Detail

Computer Products Unlimited
Blanket Order Report
Sorted by Sold To ID

Page 2
USD

200100	MN0001	EA	50.0000	449.9500	22,497.50	GJL	80.000	9.000	0
Furnace			0.0000		0.00	JSK	20.000	5.000	
			0.0000		0.00				
			0.0000		0.00				
			50.0000		22,497.50				
200200	MN0001	EA	50.0000	299.9500	14,997.50	GJL	80.000	9.000	0
Water Heater			0.0000		0.00	JSK	20.000	5.000	
			0.0000		0.00				
			0.0000		0.00				
			50.0000		14,997.50				
200300	MN0001	EA	50.0000	499.9500	24,997.50	GJL	80.000	9.000	0
Air Conditioner			0.0000		0.00	JSK	20.000	5.000	
			0.0000		0.00				
			0.0000		0.00				
			50.0000		24,997.50				
200400	MN0001	EA	50.0000	149.9500	7,497.50	GJL	80.000	9.000	0
Water Softener			0.0000		0.00	JSK	20.000	5.000	
			0.0000		0.00				
			0.0000		0.00				
			50.0000		7,497.50				
200500	MN0001	EA	50.0000	57.5000	2,875.00	GJL	80.000	9.000	0
Sump Pump			0.0000		0.00	JSK	20.000	5.000	
			0.0000		0.00				
			0.0000		0.00				
			50.0000		2,875.00				
200600	MN0001	EA	50.0000	89.9900	4,499.50	GJL	80.000	9.000	0
Humidifier			0.0000		0.00	JSK	20.000	5.000	
			0.0000		0.00				
			0.0000		0.00				
			50.0000		4,499.50				

Total for Blanket No 00000073

	Original	**Posted**	**Released**	**Pending**	**Remaining**
Subtotal	77,364.50	0.00	0.00	0.00	77,364.50
Freight	0.00	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00	0.00
Total	77,364.50	0.00	0.00	0.00	77,364.50

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Blanket Order Report Totals

Computer Products Unlimited
Blanket Order Report
Sorted by Sold To ID

Page 6
USD

		Original	Posted	Released	Pending	Remaining
Total for Blanket No 00000072						
	Subtotal	70,237.80	0.00	28,095.12	0.00	42,142.68
	Freight	0.00	0.00	0.00	0.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00
	Total	70,237.80	0.00	28,095.12	0.00	42,142.68
Total for Sold To ID Dat030		**Original**	**Posted**	**Released**	**Pending**	**Remaining**
	Subtotal	70,237.80	0.00	28,095.12	0.00	42,142.68
	Freight	0.00	0.00	0.00	0.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00
	Total	70,237.80	0.00	28,095.12	0.00	42,142.68
Grand Total		**Original**	**Posted**	**Released**	**Pending**	**Remaining**
	Subtotal	165,891.80	0.00	31,753.02	0.00	134,138.78
	Freight	0.00	0.00	0.00	0.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00
	Total	165,891.80	0.00	31,753.02	0.00	134,138.78

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7

Periodic Processing

7

PERIODIC PROCESSING

PERIODIC MAINTENANCE

Use the **Periodic Maintenance** function to delete current RP Run Data, Sales Forecasts, Master Schedule information, and Blanket Orders Closed before the date you specify. Generally, you do not need to delete RP Run Data since new RP Data automatically replaces old data when you Generate RP Date, but you might want to perform periodic maintenance to delete old data you don't want others to access or to create more space, if needed.

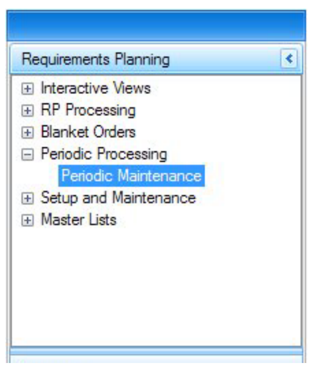
You are not required to perform periodic maintenance exactly at the end of each period since RP does not track activity by period, but tracks by date.

Because this function permanently deletes data from the system, use it with caution. Make a backup of your database prior to running this function.

Follow these steps to perform **Periodic Maintenance**:

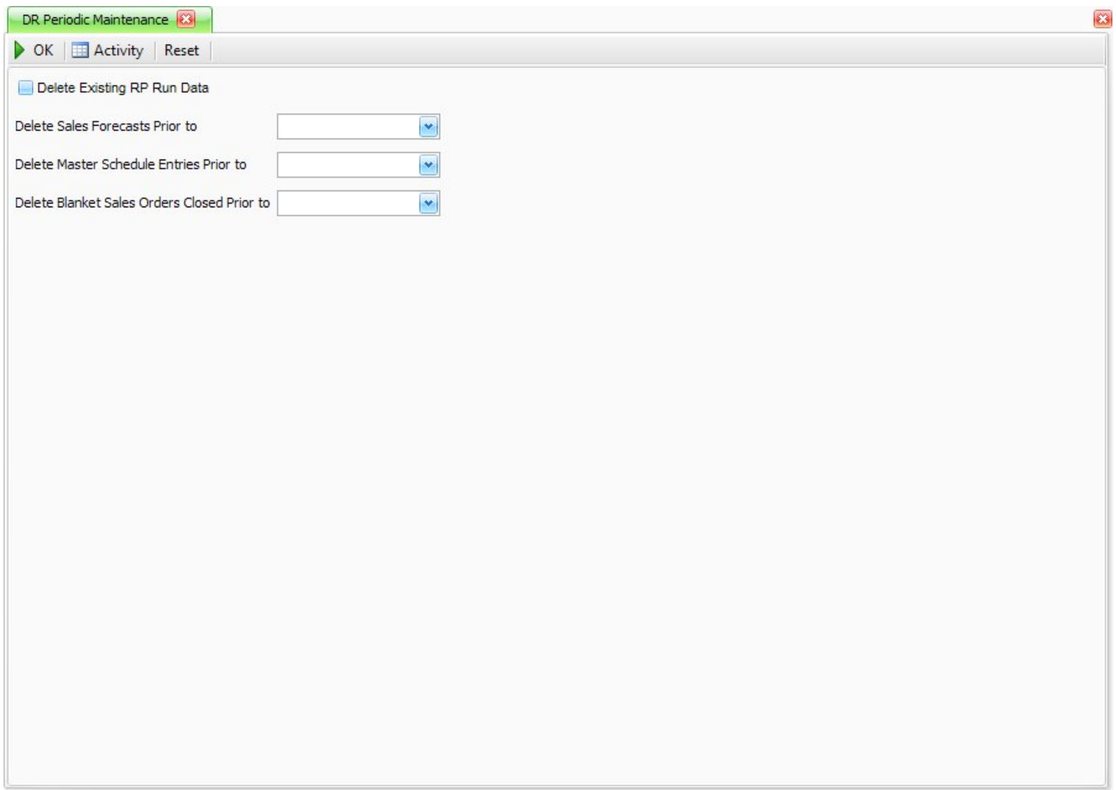
1. Select **Periodic Maintenance** from the **Periodic Processing** menu.

Periodic Maintenance Menu



2. The **Periodic Maintenance** screen appears.

Periodic Maintenance Screen



3. Select the **Delete Existing RP Run Data** check box if you want to delete data from the last time you ran the Generate RP Data function.
4. Select, if applicable, a specific date for which you want to delete all prior sales forecast information from the **Delete Sales Forecasts Prior to** field.
5. Select, if applicable, a specific date for which you want to delete all prior master schedule information from the **Delete Master Schedule Entries Prior to** field.
6. Select, if applicable, a specific date for which you want to delete all prior blanket sales orders closed from the **Delete Blanket Sales Orders Closed Prior to** field.

7. Select a command button:

Command Buttons

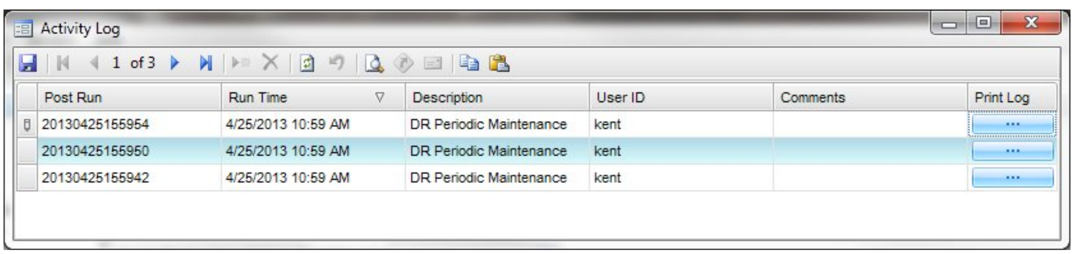
Name	Description
OK	Begin the purge process.
Activity	Display the Activity Log to view purging activity.
Reset	Clear all fields and begin entering information again.

8. A confirmation message appears when periodic maintenance completes successfully.

   If a field is left blank no purging is done on that data.

   A message appears after periodic maintenance has completed successfully. Click **OK** to continue.

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 - No log available to view.

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

8

INTERACTIVE VIEWS

OVERVIEW

The functions on the **Interactive Views** menu are designed to give you quick access to information without printing a report. These functions contain much the same information as a report, but filtered so that you don't have to sort through a lot of additional data. Interactive Views also use a more interactive format that you can drill through to view additional details.

Like all TRAVERSE Interactive Views functions, the information presented by these functions is view-only. To edit the information, you need to use the functions on the **Setup and Maintenance** and **RP Processing** menus as well as those available in the Sales Order, Purchase Order, and Bill of Material/Kitting applications.

Use the Interactive Views functions to view (but not change):

- Planning
- Item Activity
- Component Pegging
- Daily Availability
- Sales Forecasts
- Master Schedules

USING INTERACTIVE VIEWS

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.

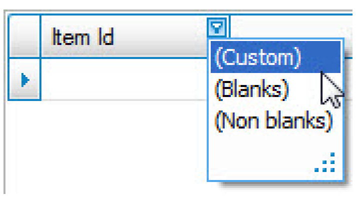
Filtering by an Individual Column

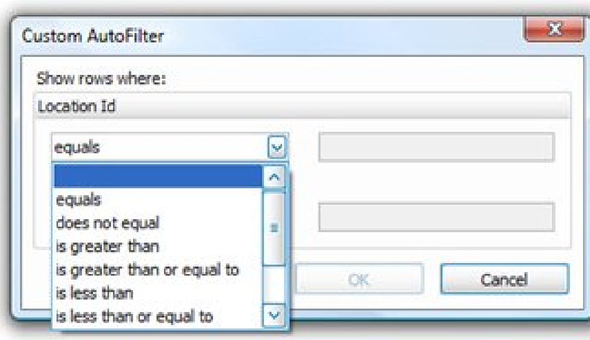
To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the drop down menu.

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

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

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





Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select	To
	Refresh the data in the tables.
	Remove the selected criterion from the table.
	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
	Close the PivotGrid Field List.

NOTE: Note: See instructions in the “Filtering Across All Columns” section for more information on filtering.

PLANNING VIEW

The **Planning View** allows you to select and view individual Items for one or all Locations. By providing a Period Definition ID, you get to change the format of the display as needed. The view shows all supply and demand applicable within the parameters of the stated Period Definition ID and current Business Rules.

At the bottom of each column the Net Availability is displayed. By double clicking on any of the supply and demand numbers, you can pull up the Item Activity View, which displays the specific activity driving the supply or demand number.

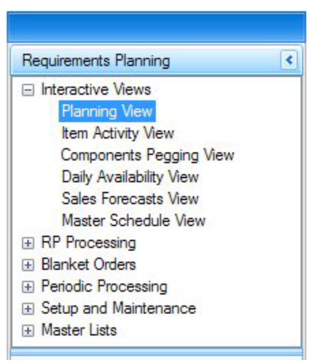
A graph at the bottom of the Planning View screen can be seen and changed as you click on the various rows of the display. Not only can the graph be enlarged but by clicking on the graph, you can change the color and type of chart.

The Planning View is the quickest and most comprehensive way to access data for a specific item.

To use the **Planning View**, follow these steps:

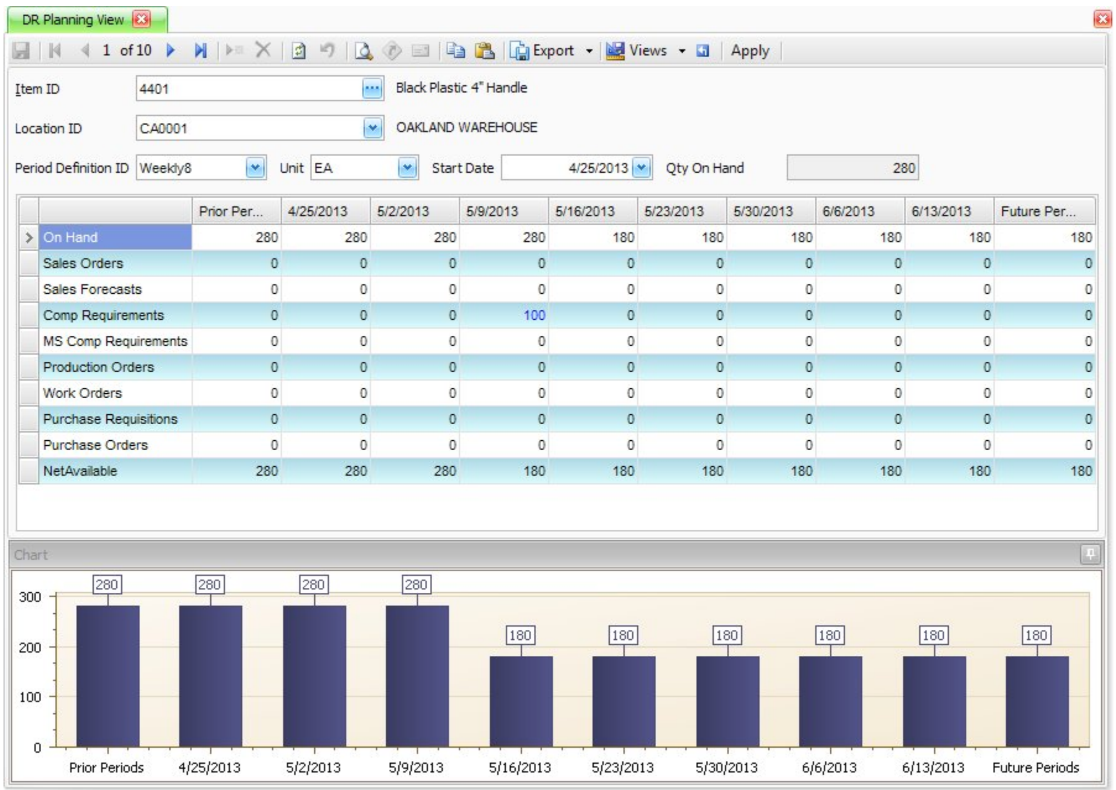
1. Select **Planning View** from the **Interactive Views** menu.

Planning View Menu



2. The **Planning View** screen appears.

Planning View Screen



	Prior Per...	4/25/2013	5/2/2013	5/9/2013	5/16/2013	5/23/2013	5/30/2013	6/6/2013	6/13/2013	Future Per...
On Hand	280	280	280	280	180	180	180	180	180	180
Sales Orders	0	0	0	0	0	0	0	0	0	0
Sales Forecasts	0	0	0	0	0	0	0	0	0	0
Comp Requirements	0	0	0	100	0	0	0	0	0	0
MS Comp Requirements	0	0	0	0	0	0	0	0	0	0
Production Orders	0	0	0	0	0	0	0	0	0	0
Work Orders	0	0	0	0	0	0	0	0	0	0
Purchase Requisitions	0	0	0	0	0	0	0	0	0	0
Purchase Orders	0	0	0	0	0	0	0	0	0	0
NetAvailable	280	280	280	180	180	180	180	180	180	180

3. Select the item for which to view planning information from the **Item ID** field.

NOTE: The Location ID and Unit fields display the default information from Inventory. Adjust these fields if necessary.

4. Select the time period for which you want to view planning information from the **Period Definition ID** field.

5. Select the start date for which you want to view the planning information from the **Start Date** field.

6. Click the **Apply** button, in the toolbar, to generate the planning information for the selected item.

Refer to the **Using the Interactive Views** section a the beginning of this chapter for more details on using the Planning 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.

ITEM ACTIVITY VIEW

The **Item Activity View** might be thought of also as a component pegging view, but with some subtle differences. The view shows all transactions related to a given item's supply and demand within the selected date range.

You can select what type of supply or demand to view or simply view everything. By clicking on the top of the displayed columns you can immediately sort the data into the desired sequence.

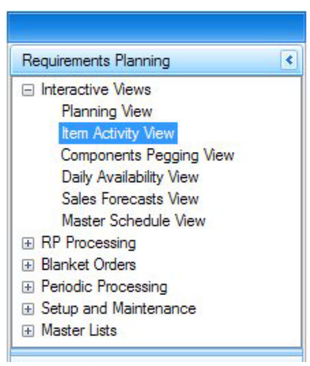
Unlike the Component Pegging View, the Item Activity View doesn't use a Period Definition ID, thus all data is shown within the date range. This may include data that's legitimate but may not be applicable depending on how the various RP reports are printed. For instance Sales Orders and Sale Forecasts for the same date can't both be used in the calculation, even if both appear on the view.

The Item Activity View can prove very useful in tracking down the source of a supply or demand number when a large amount of data exists.

To use the **Item Activity View**, follow these steps:

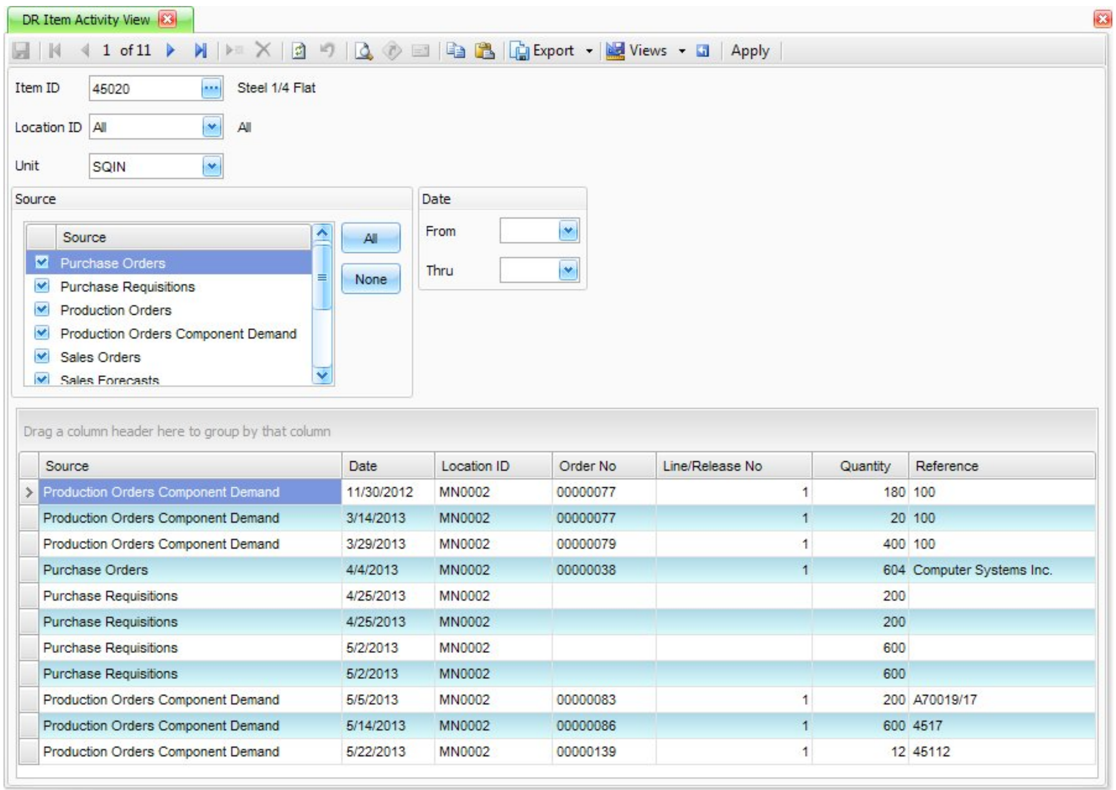
1. Select **Item Activity View** from the **Interactive Views** menu.

Item Activity View Menu



2. The **Item Activity View** screen appears.

Item Activity View Screen



3. Select the item for which to view activity from the **Item ID** field.

NOTE: The Location ID and Unit fields display the default information from Inventory. Adjust these fields if necessary.

4. Select the type of activity to view from the **Source** section: **Purchase Orders**, **Purchase Requisitions**, **Production Orders**, **Production Orders Component Demand**, **Sales Orders**, **Sales Forecast**, **Master Scheduled Component Demand**, **Work Orders**, and **Work Orders Component Demand**.

   Click the **All** button to select all source records. Click the **None** button to unselect all source records.

   See the Understanding the Standard RP Report section (page 5-13) for a description of each of these selections.

5. Select the date range for which you want to view activity from the **Date From** and **Thru** fields.

6. Click the **Apply** button, in the toolbar, to generate the summarized availability for the selected item.

Refer to the **Using the Interactive Views** section a the beginning of this chapter for more details on using the Item 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.

COMPONENT PEGGING VIEW

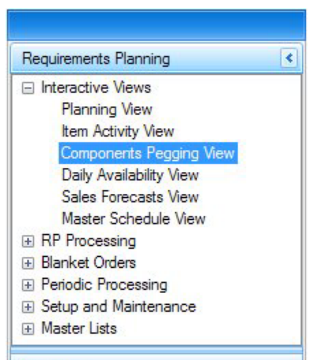
The **Component Pegging View** is similar to the Item Activity View, except that it uses a Period Definition ID to try to emulate the way a Standard RP Report would actually calculate availability on a period by period basis. All transactions are shown but the Applicable check box allows you to see which transactions are actually applicable and which ones are not.

It's important to select the same Period Definition ID as was used on the Standard RP Report and the same starting date to get accurate results. A day earlier or a day later could affect the output of the report or view.

To use the **Component Pegging View**, follow these steps:

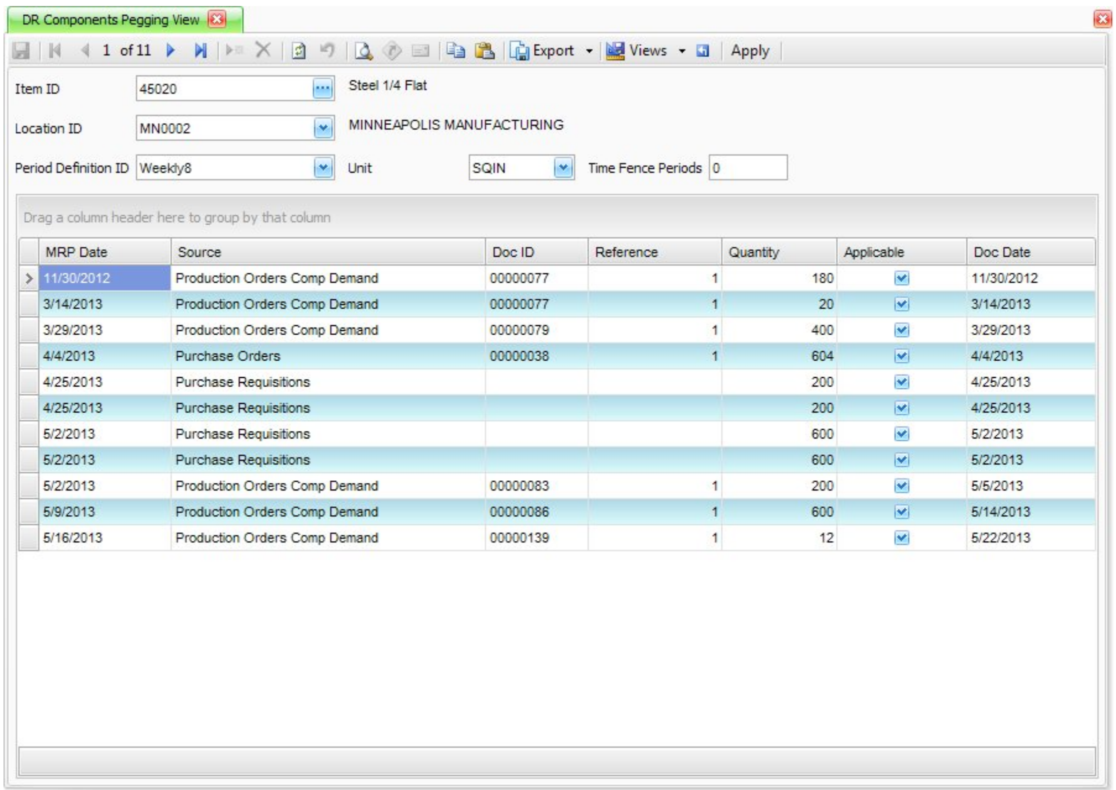
1. Select **Component Pegging View** from the **Interactive Views** menu.

Component Pegging View Menu



2. The **Component Pegging View** screen appears.

Component Pegging View Screen



3. Select the item for which to view activity from the **Item ID** field.

NOTE: The Location ID and Unit fields display the default information from Inventory. Adjust these fields if necessary.

4. Select the time period for which you want to view information from the **Period Definition ID** field.

5. The **Time Fence Periods** are displayed from the Period Definition ID setup and cannot be edited.

6. Click the **Apply** button, in the toolbar, to generate the summarized availability for the selected item.

Refer to the **Using the Interactive Views** section a the beginning of this chapter for more details on using the Component Pegging 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.

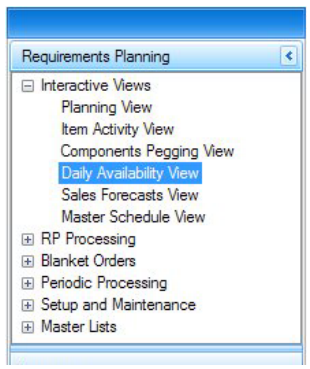
DAILY AVAILABILITY VIEW

Use the **Daily Availability View** function to view a variety of summarized activity on a day-to-day basis for a given Item ID. Each day's activity is summarized into supply and demand. A **Net Available** column lists the available inventory quantity on each activity day.

To use the **Daily Availability View**, follow these steps:

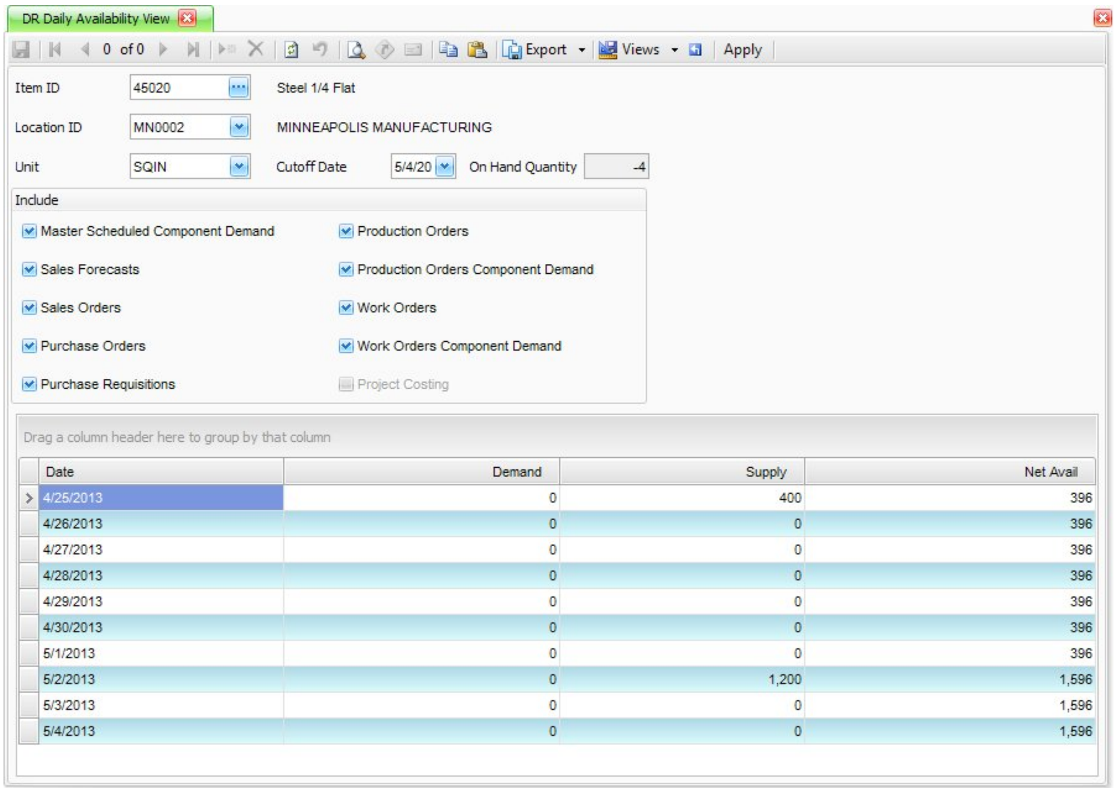
1. Select **Daily Availability View** from the **Interactive Views** menu.

Daily Availability View Menu



2. The **Daily Availability View** screen appears.

Daily Availability View Screen



3. Select the item for which to view daily activity from the **Item ID** field.

NOTE: The Location ID and Unit fields display the default information from Inventory. Adjust these fields if necessary.

4. Select the final date through which to view activity from the **Cutoff Date** field.

5. In the **Include** section, select the data sources you want to include: **Master Scheduled Component Demand**, **Sales Forecasts**, **Sales Orders**, **Purchase Orders**, **Purchase Requisitions**, **Production Orders**, **Production Orders Component Demand**, **Work Orders**, **Work Orders Component Demand**, and **Project Costing**.

   The available selections will vary depending on the applications you have installed and interfaced to RP in the Business Rules.

See the Understanding the Standard RP Report section (page 5-13) for a description of each of these selections.

6. Click the **Apply** button, in the toolbar, to generate the summarized availability for the selected item.

Refer to the **Using the Interactive Views** section a the beginning of this chapter for more details on using the Daily Availability 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.

SALES FORECASTS VIEW

Use the **Sales Forecast View** function to review existing Sales Forecasts for all Inventory Items. You can also filter the list of forecasts that appear to view those only for a specific Item, Location, or Date.

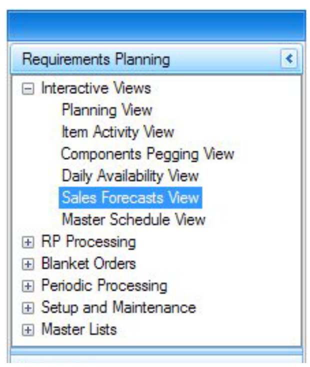
Since the actual sales that you enter in Sales Order extend into the future for only a limited time, RP is only accurate in the short term without a Sales Forecast. When you provide a forecast of long-term sales activity, you allow RP to consider these sales when calculating future product availability. Use the Sales Forecasts View function to view this information.

Since each item likely has several Sales Forecast records, the Item ID repeats for each sales date.

To use the **Sales Forecasts View**, follow these steps:

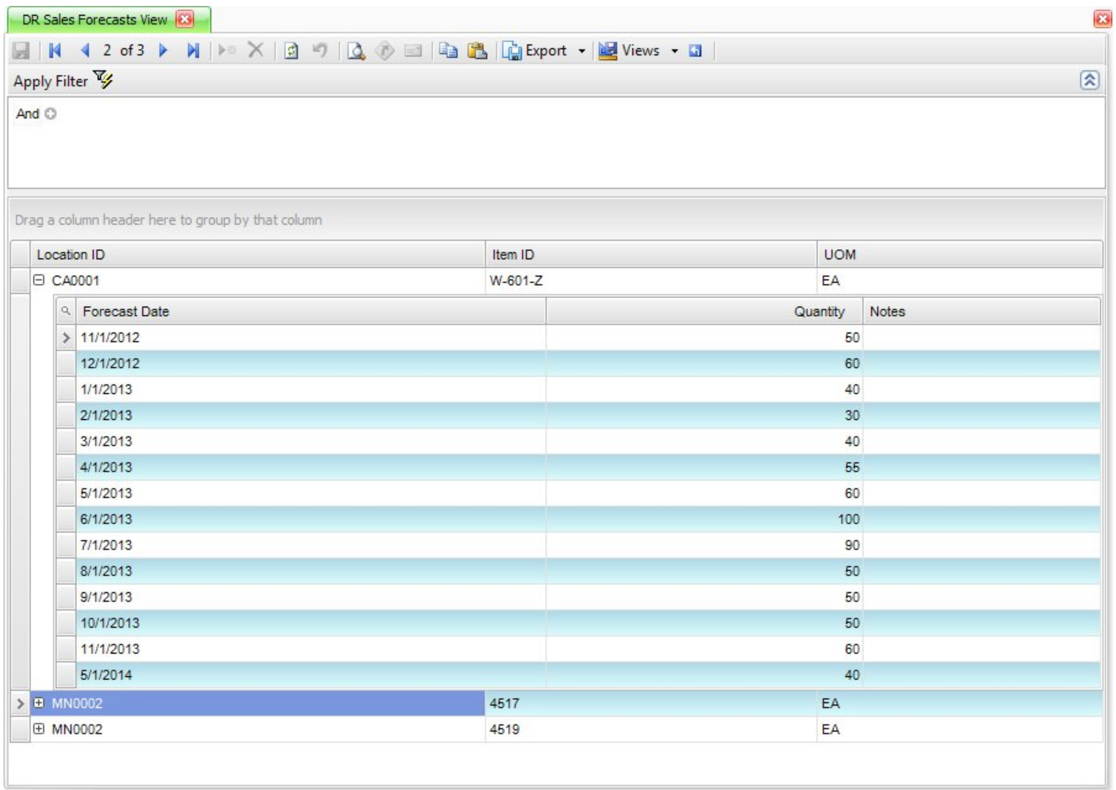
1. Select **Sales Forecasts View** from the **Interactive Views** menu.

Sales Forecasts View Menu



2. The **Sales Forecasts View** screen appears.

Sales Forecasts View Screen



3. Use the **Data Filter** to select the range of Item IDs and Location IDs to include in the view or leave the filter blank to include all options.
4. Select **Apply Filter** to populate the grid with Sales Forecast data.
5. Click the **Plus** (+) next to the **Location ID** to view the details of the Sales Forecast for the **Item ID** you want to see.

Refer to the **Using the Interactive Views** section a the beginning of this chapter for more details on using the Sales Forecasts 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.

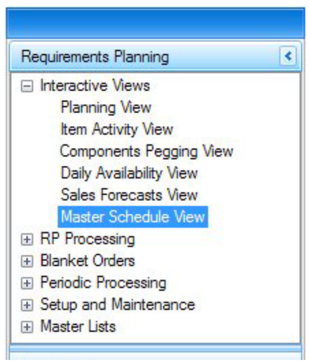
MASTER SCHEDULE VIEW

Use the **Master Schedule View** function to verify an assembled item's current Master Schedule against the existing Sales Orders, Sales Forecasts, and Production/Work Orders already in the system. This function does not show any moving availability but does show the current information in the system. The Master Schedule does not show activity prior to the current day.

To use the **Master Schedule View**, follow these steps:

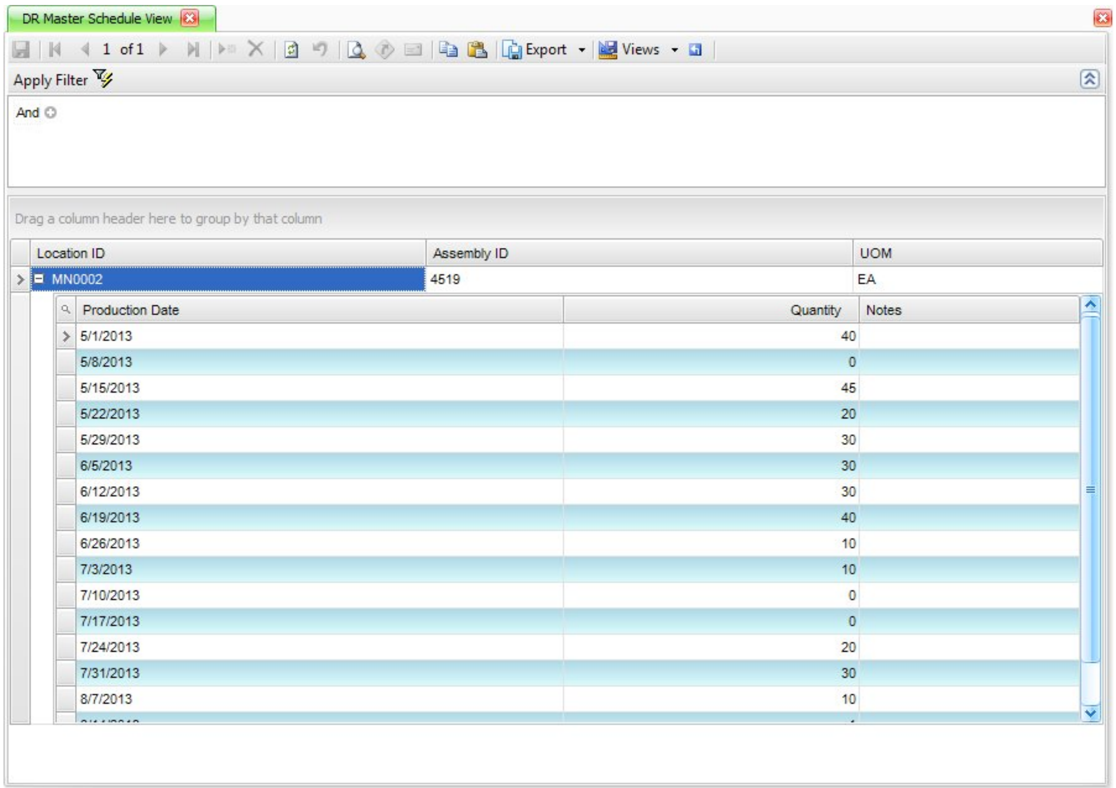
1. Select **Master Schedule View** from the **Interactive Views** menu.

Master Schedule View Menu



2. The **Master Schedule View** screen appears.

Master Schedule View Screen



3. Use the **Data Filter** to select the range of Item IDs and Location IDs to include in the view or leave the filter blank to include all options.
4. Select **Apply Filter** to populate the grid with Master Schedule data.
5. Click the **Plus** (+) next to the **Location ID** to view the details of the Master Schedule for the **Item ID** you want to see.

Refer to the **Using the Interactive Views** section a the beginning of this chapter for more details on using the Master Schedule 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.

9

COMMON QUESTIONS

9

COMMON QUESTIONS

QUESTIONS

How does the Daily Detail Report work?

The **Daily Detail RP Report** is not designed to be a report that will work in all circumstances; however some users will find it preferable to the **Standard RP Report**. Each has its advantages and disadvantages. The **Daily Detail RP Report** does not “mix” forecasted data with actual data in the same manner that the **Standard RP Report** does, although the report can contain both. Regardless of how the Time Fences are defined, the report will always show Production and Work Orders, Purchases, and Requisitions. By leaving the Time Fence Days blank or entering a large number such as 999, the report will only show Sales Orders as opposed to Sales Forecasts and component demand driven from Production or Work Orders as opposed to demand driven from the Master Schedule. (Leaving the Time Fence Days blank is actually like setting them to an infinite number) If the Time Fence Days are set to zero and zero, one would see Forecasted Sales and component demand driven from the Master Schedule. If the Time Fence Days are set to, for instance 30, all sales and component data less than 30 days from today will be actual Sales Orders and Production or Work Order demand. Transactions dated 30 days or more from today will show Forecasted Sales Orders and component demand based on the Master Schedule. This is different than the **Standard RP Report** because if the Time Fence was set to 30 days, and you were running it on a day by day basis, it would make a comparison and show the larger of the two numbers (Actual Sales vs. Sales Forecasts and Master Schedule component demand vs. Production and Work Orders component demand) for activity 30 days out. The reason for the change is that the **Standard RP Report** logic works well when looking at information in terms of Weeks or Months but not Days. One generally wouldn't run a **Standard RP Report** on a daily basis and if one did so, it could be a bit fickle, showing large shortages one day and excesses the next.

NOTE: If a Master Schedule has been set up, the Master Schedule Report should be used as opposed to the Daily Detail RP Report when it comes to finished goods or assemblies as the Daily Detail RP Report does not include Master Scheduled assemblies, only their components.

The Safety Stock factor isn't working?

The **Daily Detail RP Report** does not use the Safety Stock in the same fashion that the **Standard RP Report** does. The **Standard RP Report** is a tool that can actually calculate what is needed and when. To do this, Safety Stock must be considered. The **Daily Detail RP Report** is just presenting information to the user, thus the user should consider that they may or may not want to apply Safety Stock to the numbers they are viewing.

Why might one define multiple Period Definition IDs?

Many times the Period Definitions are defined multiple times. There might be a WEEKLY1, WEEKLY2, etc., etc. One reason might be to be able to print the **Standard RP Report** for different time frames. Sometimes the time frames in the Period Definition are not all the same, starting with shorter time frames building toward longer time frames as time moves out. Another situation that comes up from time to time is that the Period Definition for the **Master Schedule Report** is different than one might use on the **Standard RP Report**.

What if the same Item/Assembly exists as an Assembly in both the Bill of Materials (Kitting) module and the full Manufacturing module?

When the system creates required orders for a given product, it will first attempt to utilize the Manufacturing module. In other words, if we have a shortage of 20 assembly X's in a particular period, the system will generate a Manufacturing Production Order, rather than a Bill of Material/Kitting Work Order.

How does this apply to components that exist both in Work Orders and in Production Orders?

Components for both Work Orders (BM) and Production Orders (MB) appear on the various RP reports. The end result theoretically will be a generated requisitions using the combination of both sources.

Quantities from the Master Schedule aren't showing up on the Standard RP Report?

Only quantities for Items with legitimate Manufacturing Bills of Material will appear on the report, even though the system allows the user to create a Master Schedule for Items which don't have Bills of Material in the MB module.