

We are currently updating our site; thank you for your patience.

MANUFACTURING

PRODUCTS – ADD A PRODUCT

Creating a product will link the inventory definition of the intended final product with the required bill of materials to make up that product.

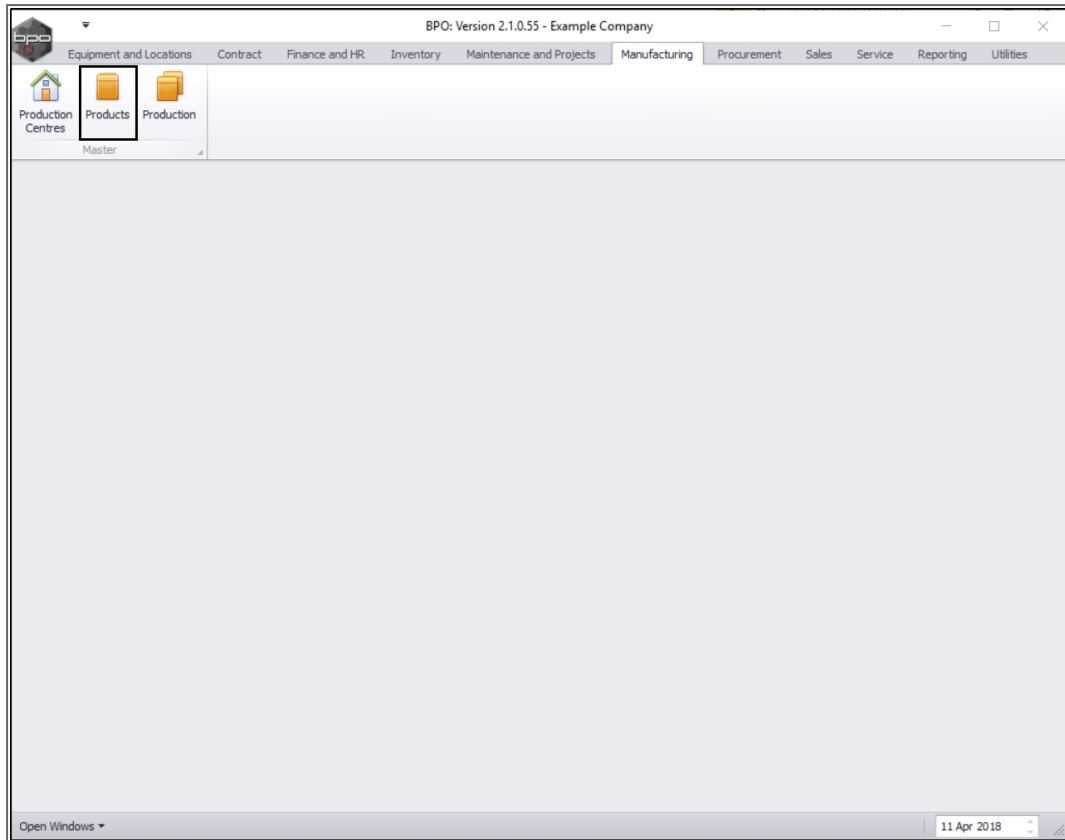
You can set up the system to be able to automatically number serialised production items.

You can use a Standard Price, or have the system calculate the price based on goods, services, time and/or expenses used during production.

Topics:

- [Add Production Part](#)
- [Product Details](#)
- [Link a BOM](#)
- [In Production](#)
- [Production History](#)

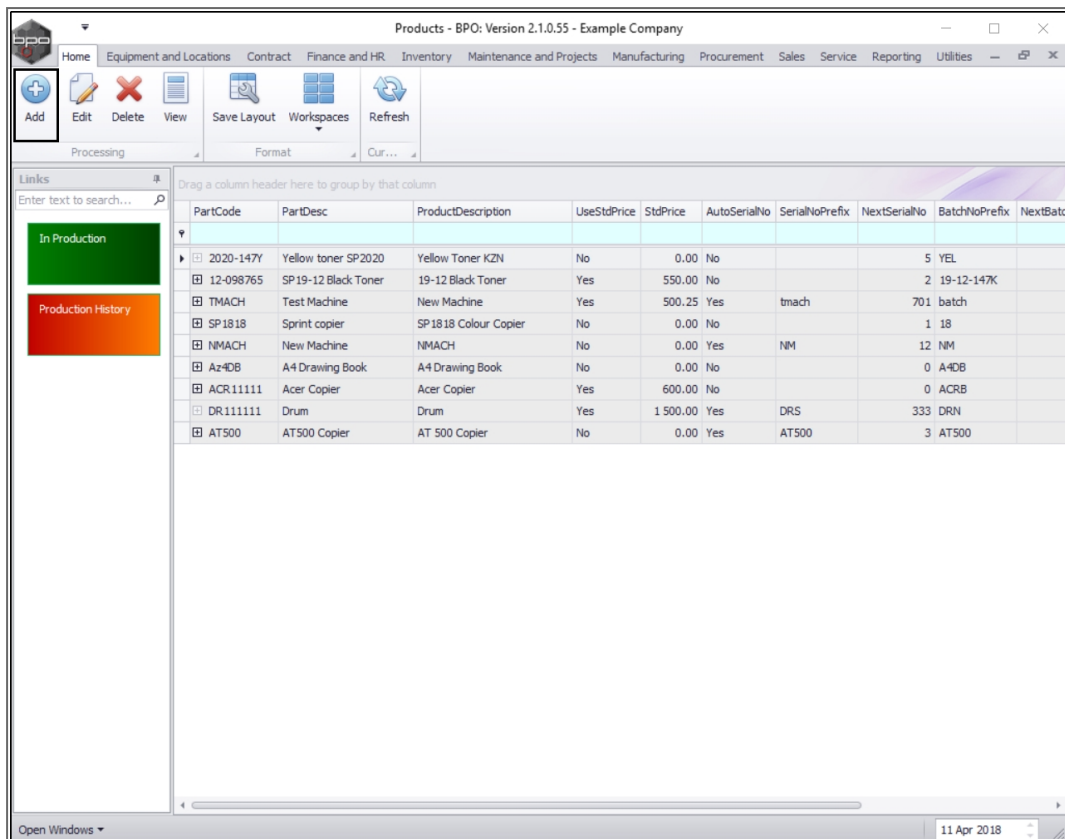
Ribbon Access: Manufacturing > Products



- The **Products** listing screen will be displayed.

ADD A PRODUCT

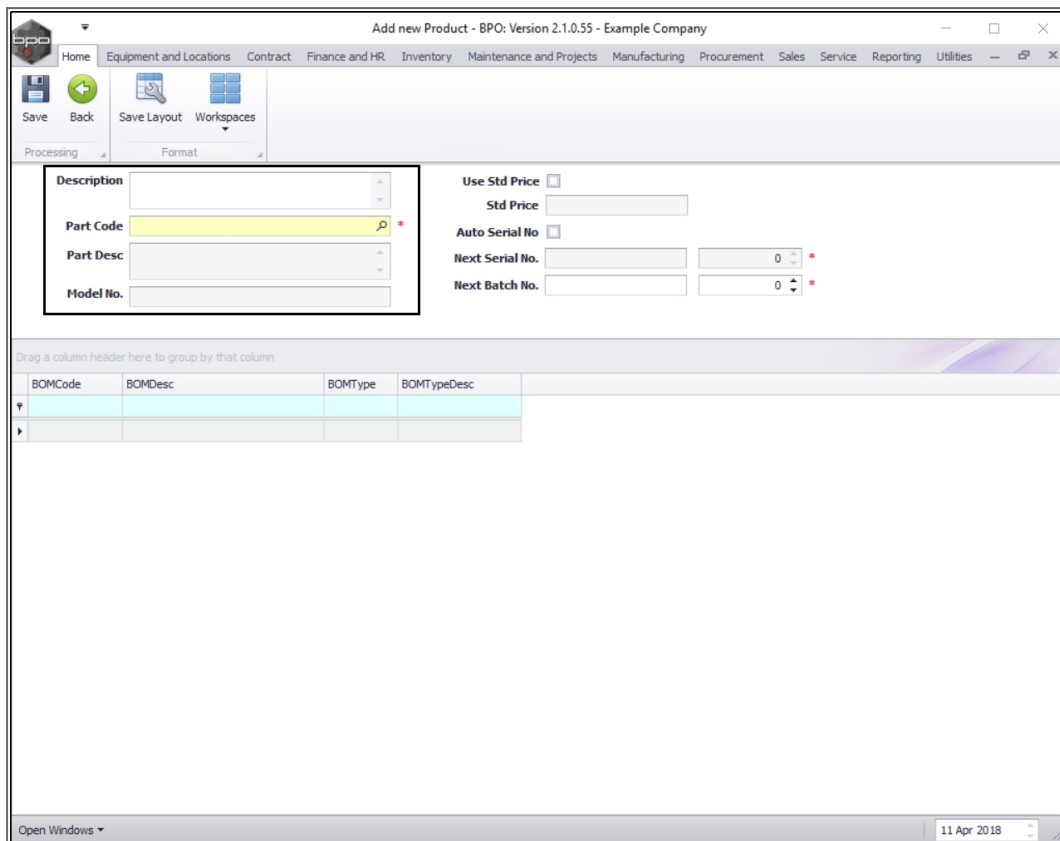
- Click on **Add**.



- The **Add new Product** screen will be displayed.

ADD PRODUCT DETAILS

- **Description:** Click in this text box and type in a description of the product.
- **Part Code:** Click on the search button and select the inventory definition for this product code from the **Select a part** pop up screen.
- **Part Description:** This will populate according to the part code selected in the previous step.
- **Model No.:** This will populate according to the part code selection.



Add new Product - BPO: Version 2.1.0.55 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Processing Format

Description

Part Code

Part Desc

Model No.

Use Std Price ☐

Std Price

Auto Serial No. ☐

Next Serial No. 0

Next Batch No. 0

Drag a column header here to group by that column

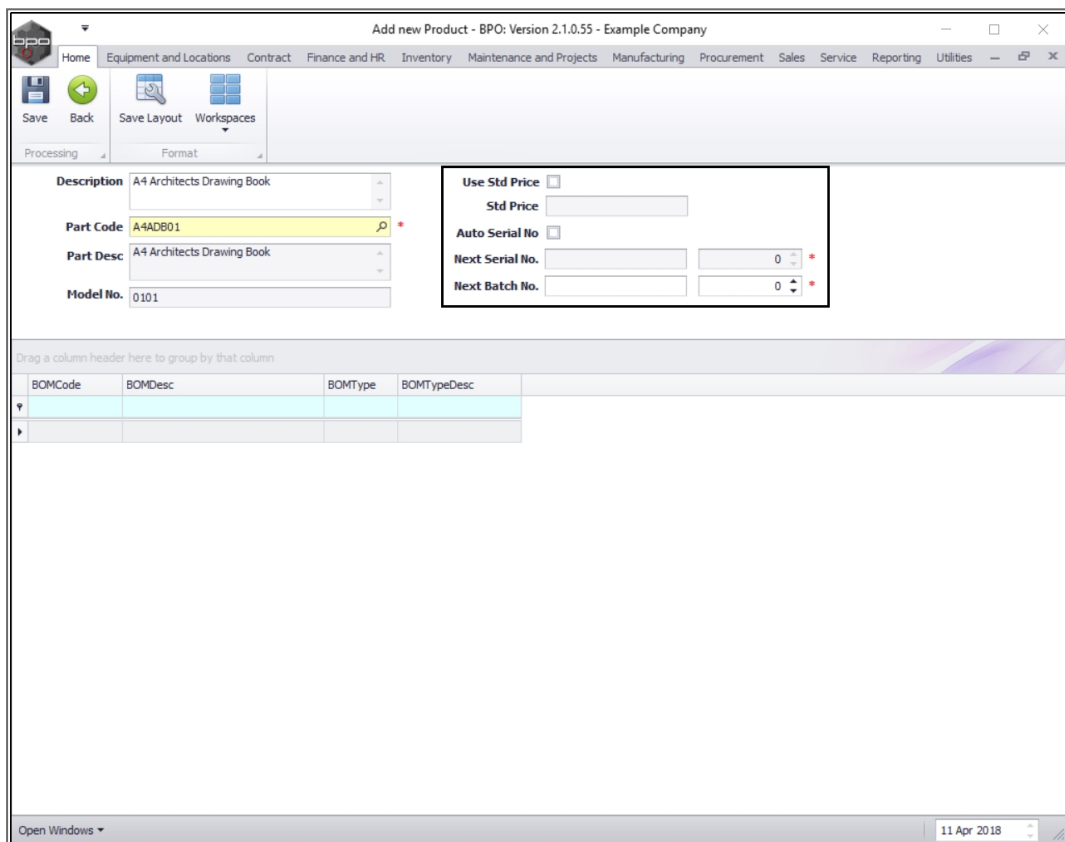
BOMCode	BOMDesc	BOMType	BOMTypeDesc

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- **Use Std Price:** Click on this check box if you wish to use a **fixed** standard price, then type in the price in the '**Std Price**' field. This means that instead of calculating the costs of all items used to manufacture your product, you will be setting a fixed cost to the manufactured product (regardless of the actual unit costs of the consumed items).
- **Std Price:** If you selected the check box above, then type in the price in this text box.
- **Auto Serial No.:** Click on this check box if you wish to automate the serial number on an A or B-class item.
 - **Note:** When this text box is selected, the Next Serial No. text boxes will be 'activated' and you will be able to type a serial number in. If, however, this check box

is left un-ticked, then only the Next Batch No. text boxes will be 'active'.

- **Next Serial No.:** Type in the **prefix** for your serial number in the **first** text box in this row. Type in or use the arrow indicators in the **second** text box in this row to select the **next serial number** the system should use. Auto numbering will follow on from there.
- **Batch Serial No.:** Type in the prefix for you C-class batch in the **first** text box in this row. Type in or use the arrow indicators in the **second** text box in the row to select the **next serial number** the system should use. Auto numbering will follow on from there.



Add new Product - BPO: Version 2.1.0.55 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Processing | Format

Description: A4 Architects Drawing Book

Part Code: A4ADB01

Part Desc: A4 Architects Drawing Book

Model No.: 0101

Use Std Price ☒

Std Price: R490

Auto Serial No ☐

Next Serial No.: 0

Next Batch No.: 0

Drag a column header here to group by that column

BOMCode	BOMDesc	BOMType	BOMTypeDesc

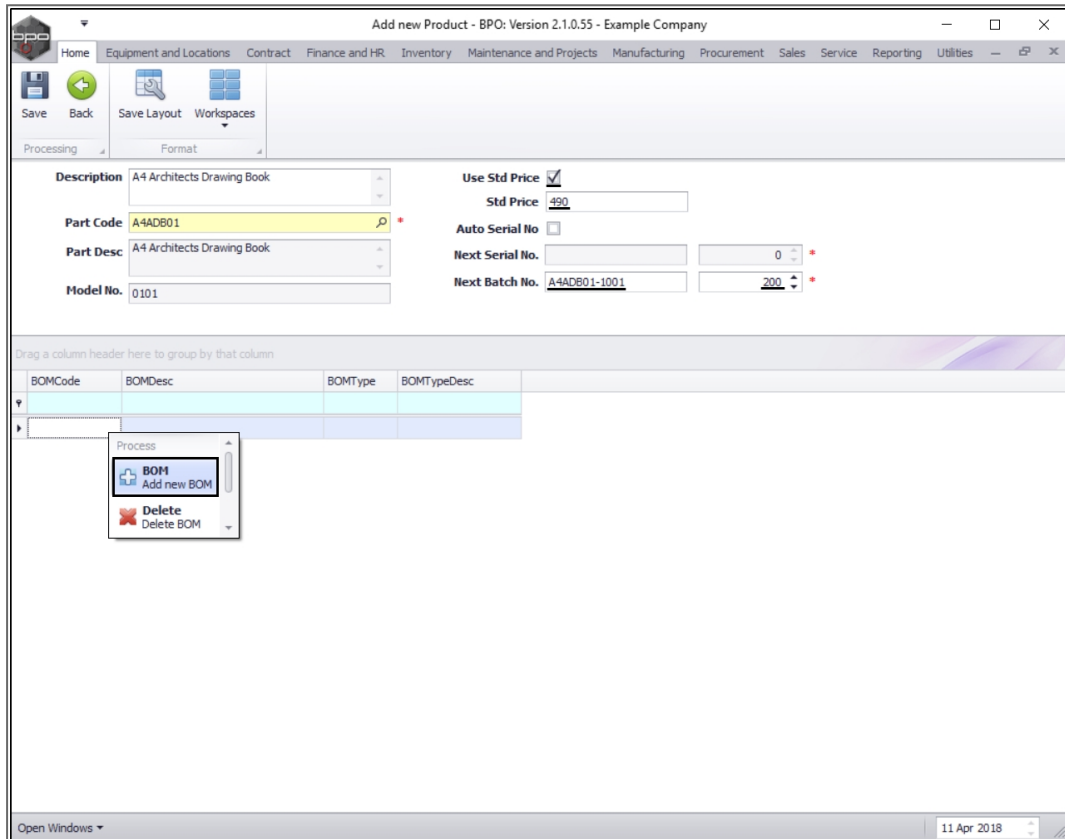
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- In this image, a **Std Price** has been selected (**R490**) and a **Next Batch No.** has been set up (as this is a C-class item).

- The system will work out the subsequent batch number as being **A4ADB01-1001 201**.

LINK A BOM

- Right click** anywhere in a row of the **BOMs** data grid.
- A **Process** menu will pop up.
- Click on **BOM - Add new BOM**.



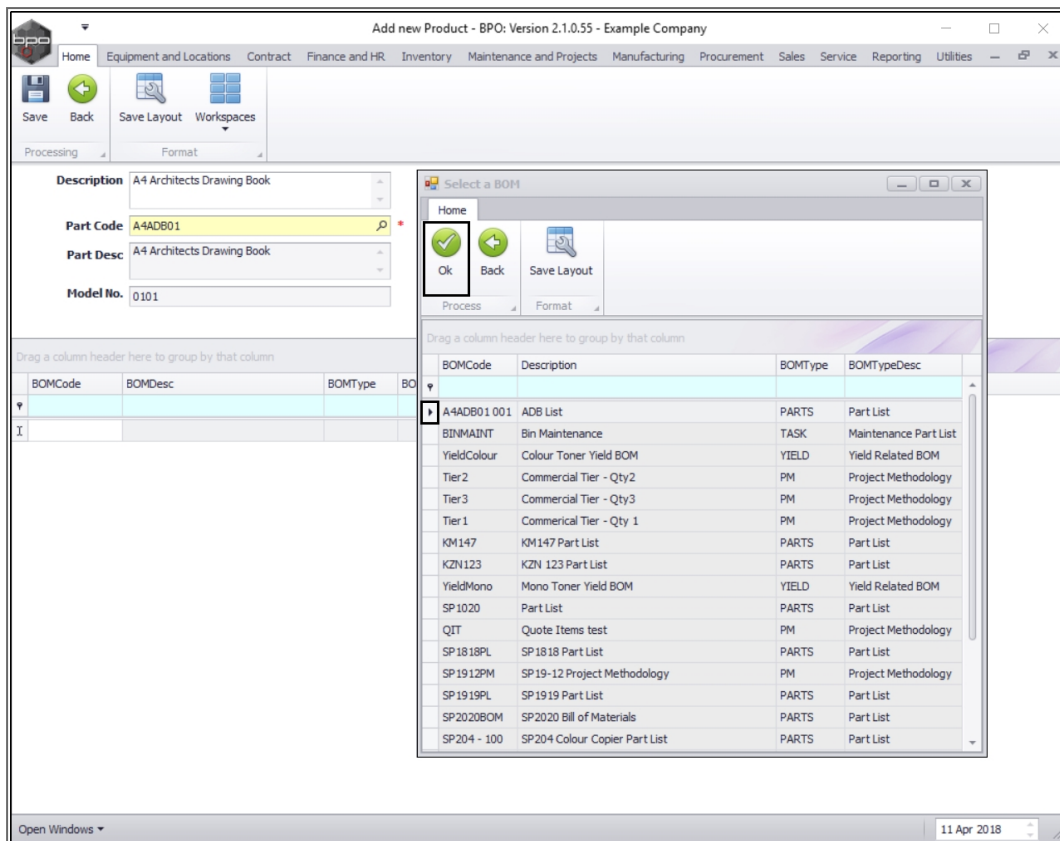
The screenshot shows the 'Add new Product' window in BPO Version 2.1.0.55. The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities. Below the menu bar is a toolbar with icons for Save, Back, Save Layout, and Workspaces. The main form area contains the following fields:

- Description: A4 Architects Drawing Book
- Part Code: A4ADB01
- Part Desc: A4 Architects Drawing Book
- Model No.: 0101
- Use Std Price: ☒
- Std Price: 490
- Auto Serial No: ☐
- Next Serial No.: 0
- Next Batch No.: A4ADB01-1001

Below the form is a table with the following columns: BOMCode, BOMDesc, BOMType, BOMTypeDesc. A 'Process' menu is open over the table, showing the following options:

- BOM - Add new BOM
- Delete - Delete BOM

- The **Select a BOM** screen will pop up.
- Select the **row** of the **BOM** you wish to **link** to this **product**.
- Click on **Ok**.



Add new Product - BPO: Version 2.1.0.55 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Processing | Format

Description: A4 Architects Drawing Book

Part Code: A4ADB01

Part Desc: A4 Architects Drawing Book

Model No.: 0101

Drag a column header here to group by that column

BOMCode	BOMDesc	BOMType	BOMTypeDesc
A4ADB01 001	ADB List	PARTS	Part List
BINMAINT	Bin Maintenance	TASK	Maintenance Part List
YieldColour	Colour Toner Yield BOM	YIELD	Yield Related BOM
Tier2	Commercial Tier - Qty2	PM	Project Methodology
Tier3	Commercial Tier - Qty3	PM	Project Methodology
Tier1	Commercial Tier - Qty 1	PM	Project Methodology
KM147	KM147 Part List	PARTS	Part List
KZN123	KZN 123 Part List	PARTS	Part List
YieldMono	Mono Toner Yield BOM	YIELD	Yield Related BOM
SP1020	Part List	PARTS	Part List
QIT	Quote Items test	PM	Project Methodology
SP1818PL	SP1818 Part List	PARTS	Part List
SP1912PM	SP19-12 Project Methodology	PM	Project Methodology
SP1919PL	SP1919 Part List	PARTS	Part List
SP2020BOM	SP2020 Bill of Materials	PARTS	Part List
SP204 - 100	SP204 Colour Copier Part List	PARTS	Part List

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- The selected BOM will be **linked** and **saved** in the BOM frame data grid.
 - **Note:** You can link more than one BOM to this product.
- When you have finished linking the BOM(s), click on **Save**.

Add new Product - BPO: Version 2.1.0.55 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Processing Format

Description: A4 Architects Drawing Book

Part Code: A4ADB01 *

Part Desc: A4 Architects Drawing Book

Model No.: 0101

Use Std Price: ☒

Std Price: 490

Auto Serial No: ☐

Next Serial No.: 0 *

Next Batch No.: A4ADB01-1001 200 *

Drag a column header here to group by that column

BOMCode	BOMDesc	BOMType	BOMTypeDesc
A4ADB01 001	ADB List	PARTS	Part List

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- A message box will pop up informing you that;
 - **Product: [] saved.**
- Click on **OK**.

Add new Product - BPO: Version 2.1.0.55 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Processing Format

Description: A4 Architects Drawing Book

Part Code: A4ADB01

Part Desc: A4 Architects Drawing Book

Model No.: 0101

Use Std Price: ☒

Std Price: 490

Auto Serial No: ☐

Next Serial No.: 0

Next Batch No.: A4ADB01-1001

200

Drag a column header here to group by that column

BOMCode	BOMDesc	BOMType	BOMTypeDesc
A4ADB01 001	ADB List	PARTS	Part List

Product : A4 Architects Drawing Book saved

OK

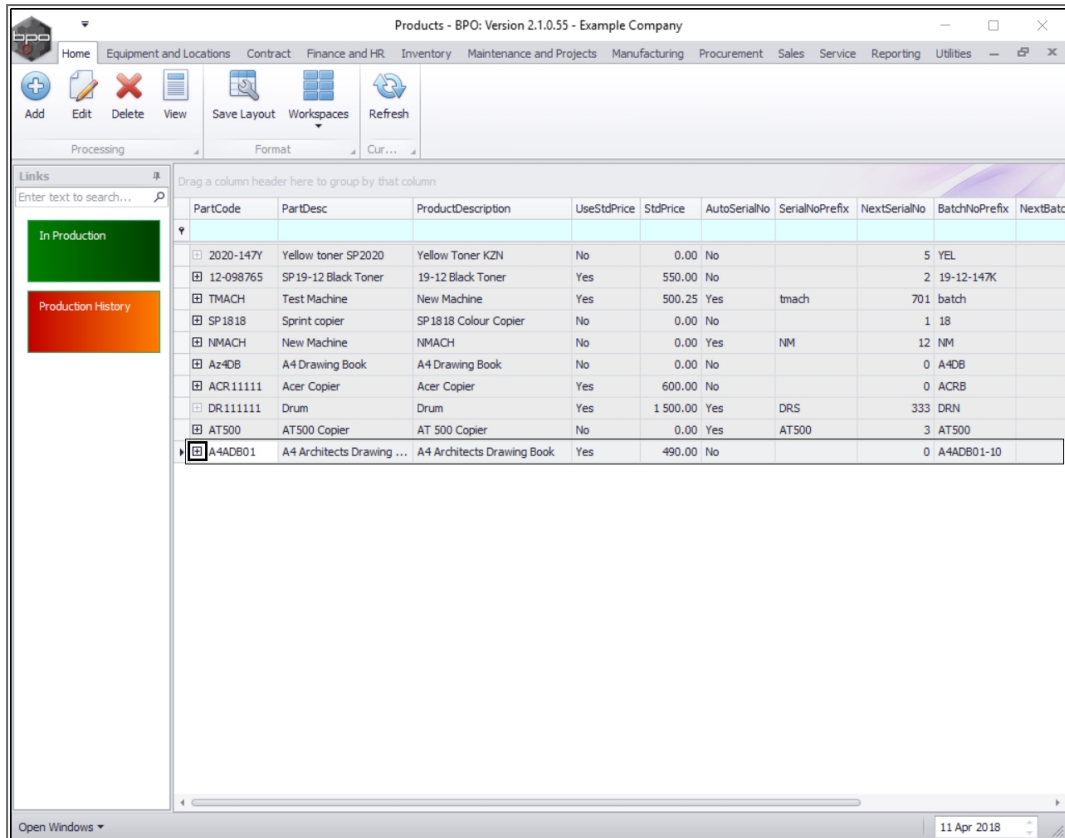
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VIEW NEW PRODUCT

- You will return to the **Products** listing screen.
- Here you can view the newly linked product.

VIEW PRODUCT BOM(S)

- Click on the **expand** icon in the row of the new product.

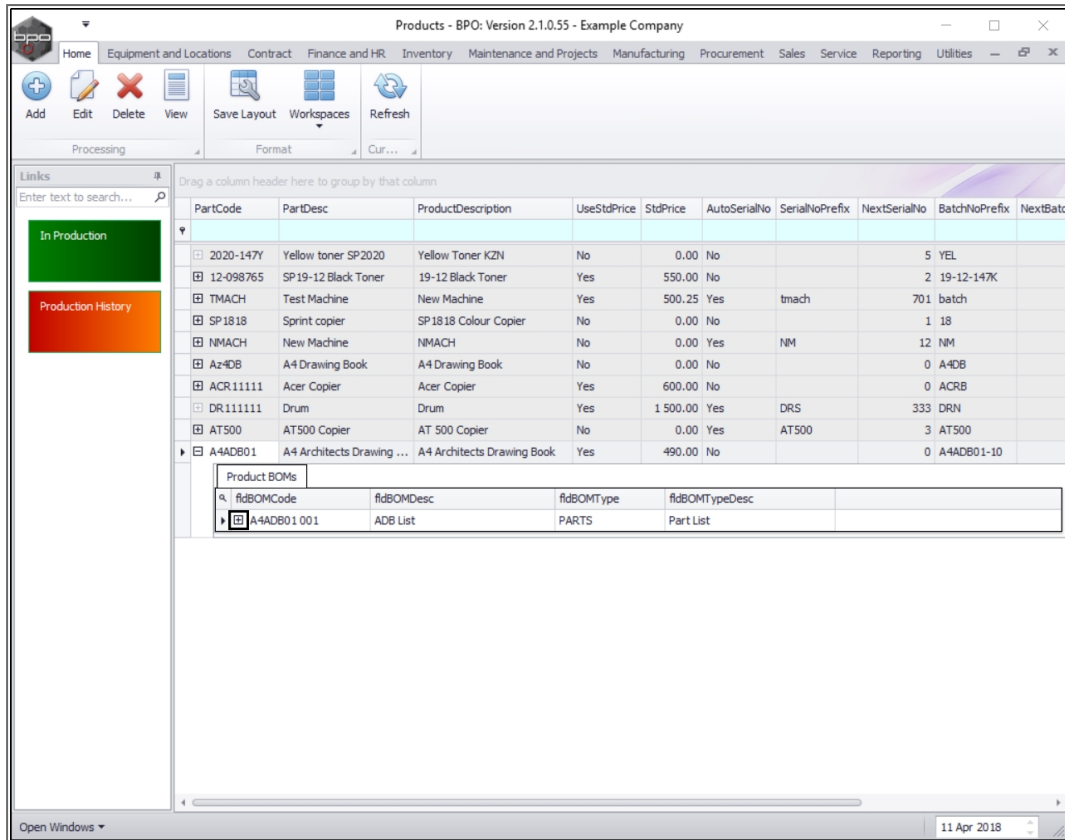


PartCode	PartDesc	ProductDescription	UseStdPrice	StdPrice	AutoSerialNo	SerialNoPrefix	NextSerialNo	BatchNoPrefix	NextBatchNo
2020-147Y	Yellow toner SP2020	Yellow Toner KZN	No	0.00	No		5	YEL	
12-098765	SP19-12 Black Toner	19-12 Black Toner	Yes	550.00	No		2	19-12-147K	
TMACH	Test Machine	New Machine	Yes	500.25	Yes	tmach	701	batch	
SP1818	Sprint copier	SP1818 Colour Copier	No	0.00	No		1	18	
NMACH	New Machine	NMACH	No	0.00	Yes	NM	12	NM	
Az4DB	A4 Drawing Book	A4 Drawing Book	No	0.00	No		0	A4DB	
ACR11111	Acer Copier	Acer Copier	Yes	600.00	No		0	ACRB	
DR111111	Drum	Drum	Yes	1 500.00	Yes	DRS	333	DRN	
AT500	AT500 Copier	AT 500 Copier	No	0.00	Yes	AT500	3	AT500	
A4ADB01	A4 Architects Drawing ...	A4 Architects Drawing Book	Yes	490.00	No		0	A4ADB01-10	

- The **Product BOMs** frame will be expanded.
- Here you can view all the BOMs linked to this product.

VIEW PRODUCT BOM DETAILS

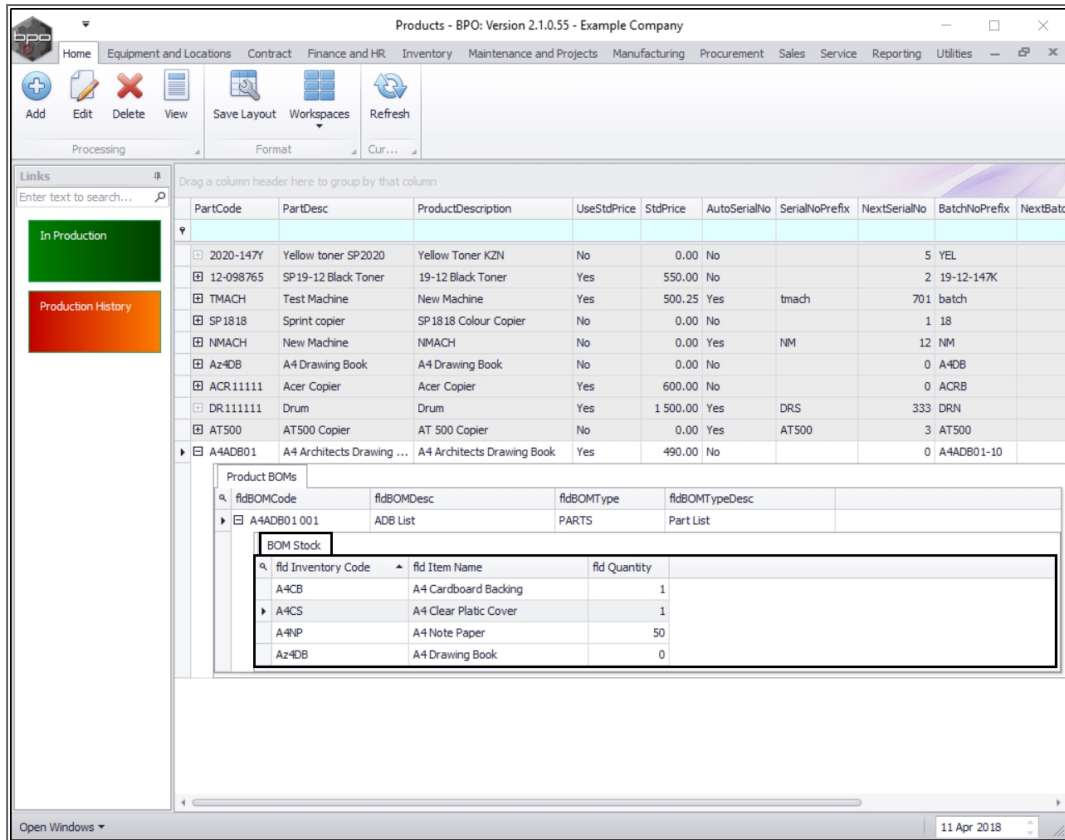
- Click on the **expand** icon in the **row** of the **BOM** that you wish to view the **details** of.



PartCode	PartDesc	ProductDescription	UseStdPrice	StdPrice	AutoSerialNo	SerialNoPrefix	NextSerialNo	BatchNoPrefix	NextBatchNo
2020-147Y	Yellow toner SP2020	Yellow Toner KZN	No	0.00	No			5 YEL	
12-098765	SP19-12 Black Toner	19-12 Black Toner	Yes	550.00	No			2 19-12-147K	
TMACH	Test Machine	New Machine	Yes	500.25	Yes	tmach		701 batch	
SP1818	Sprint copier	SP1818 Colour Copier	No	0.00	No			1 18	
NMACH	New Machine	NMACH	No	0.00	Yes	NM		12 NM	
Az4DB	A4 Drawing Book	A4 Drawing Book	No	0.00	No			0 A4DB	
ACR11111	Acer Copier	Acer Copier	Yes	600.00	No			0 ACRB	
DR111111	Drum	Drum	Yes	1 500.00	Yes	DRS		333 DRN	
AT500	AT500 Copier	AT 500 Copier	No	0.00	Yes	AT500		3 AT500	
A4ADB01	A4 Architects Drawing ...	A4 Architects Drawing Book	Yes	490.00	No			0 A4ADB01-10	

fldBOMCode	fldBOMDesc	fldBOMType	fldBOMTypeDesc
A4ADB01 001	ADB List	PARTS	Part List

- The product **BOM Stock** frame will be expanded.
- Here you can view a list of all the **stock items** and their **quantities** that make up this product.



Products - BPO: Version 2.1.0.55 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Refresh

Processing Format Cur...

Links

Enter text to search...

In Production

Production History

Drag a column header here to group by that column

PartCode	PartDesc	ProductDescription	UseStdPrice	StdPrice	AutoSerialNo	SerialNoPrefix	NextSerialNo	BatchNoPrefix	NextBatchNo
2020-147Y	Yellow toner SP2020	Yellow Toner KZN	No	0.00	No			5 YEL	
12-098765	SP19-12 Black Toner	19-12 Black Toner	Yes	550.00	No			2 19-12-147K	
TMACH	Test Machine	New Machine	Yes	500.25	Yes	tmach		701 batch	
SP1818	Sprint copier	SP1818 Colour Copier	No	0.00	No			1 18	
NMACH	New Machine	NMACH	No	0.00	Yes	NM		12 NM	
AzADB	A4 Drawing Book	A4 Drawing Book	No	0.00	No			0 AADB	
ACR11111	Acer Copier	Acer Copier	Yes	600.00	No			0 ACRB	
DR111111	Drum	Drum	Yes	1 500.00	Yes	DRS		333 DRN	
AT500	AT500 Copier	AT 500 Copier	No	0.00	Yes	AT500		3 AT500	
A4ADB01	A4 Architects Drawing ...	A4 Architects Drawing Book	Yes	490.00	No			0 A4ADB01-10	

Product BOMs

fIdBOMCode	fIdBOMDesc	fIdBOMType	fIdBOMTypeDesc
A4ADB01 001	ADB List	PARTS	Part List

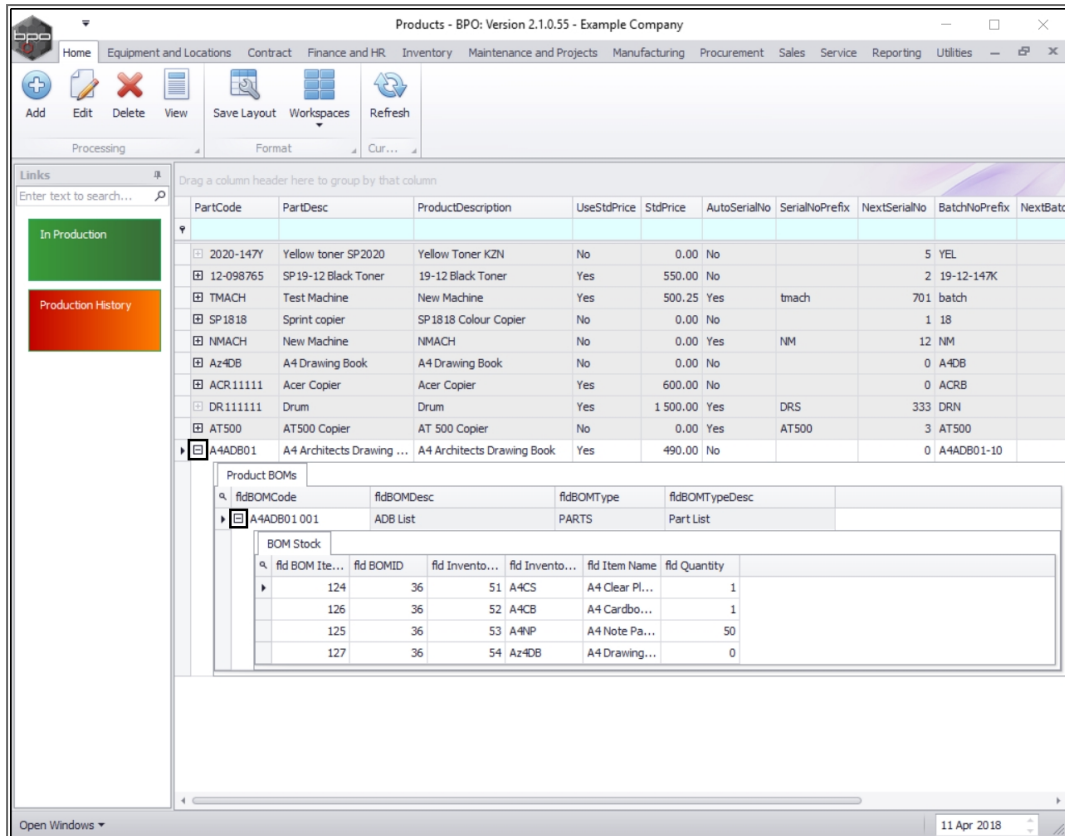
BOM Stock

fId Inventory Code	fId Item Name	fId Quantity
A4CB	A4 Cardboard Backing	1
A4CS	A4 Clear Plastic Cover	1
A4NP	A4 Note Paper	50
AzADB	A4 Drawing Book	0

Open Windows

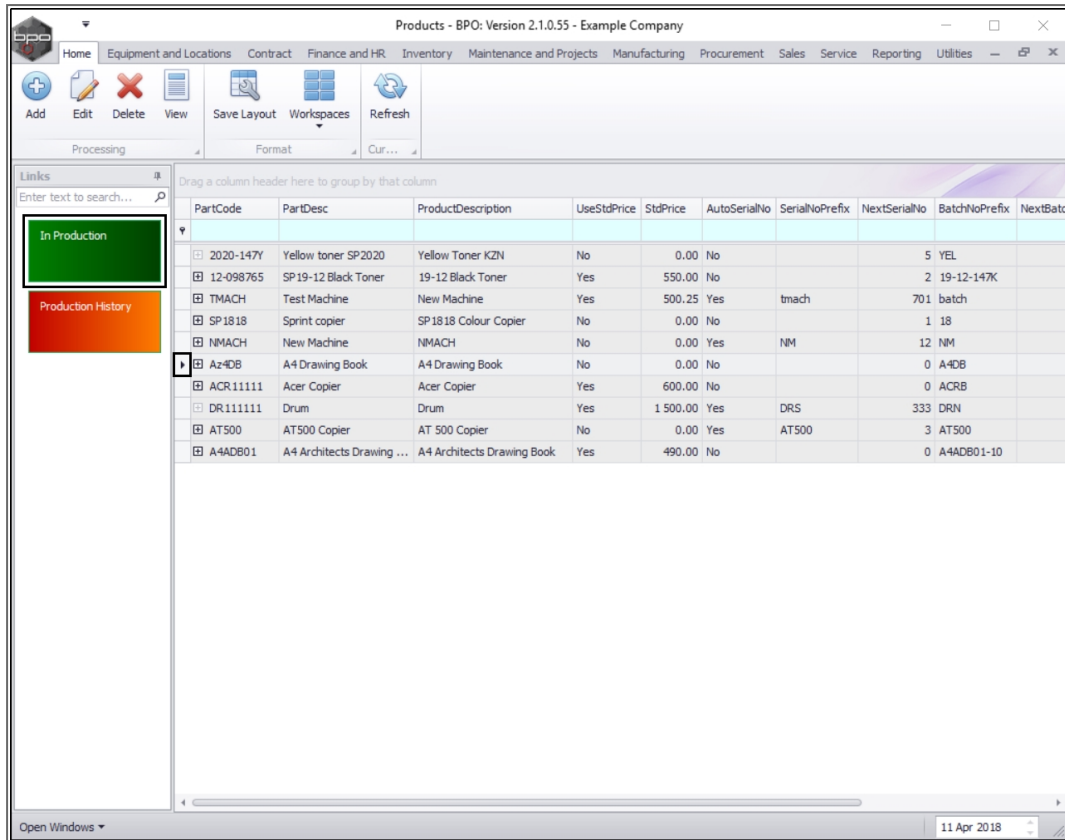
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- Collapse the **Product BOMs** and **BOM Stock** frames.



IN PRODUCTION TILE

- To see if a product is currently **in production**, select the **row** of that product.
- Click on the **In Production** tile.



- The **In Production** listing screen will be displayed.
- Here you can see if a product is currently in production and what the details of that production run are.

In Production - BPO: Version 2.1.0.55 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Workspaces Reports Refresh

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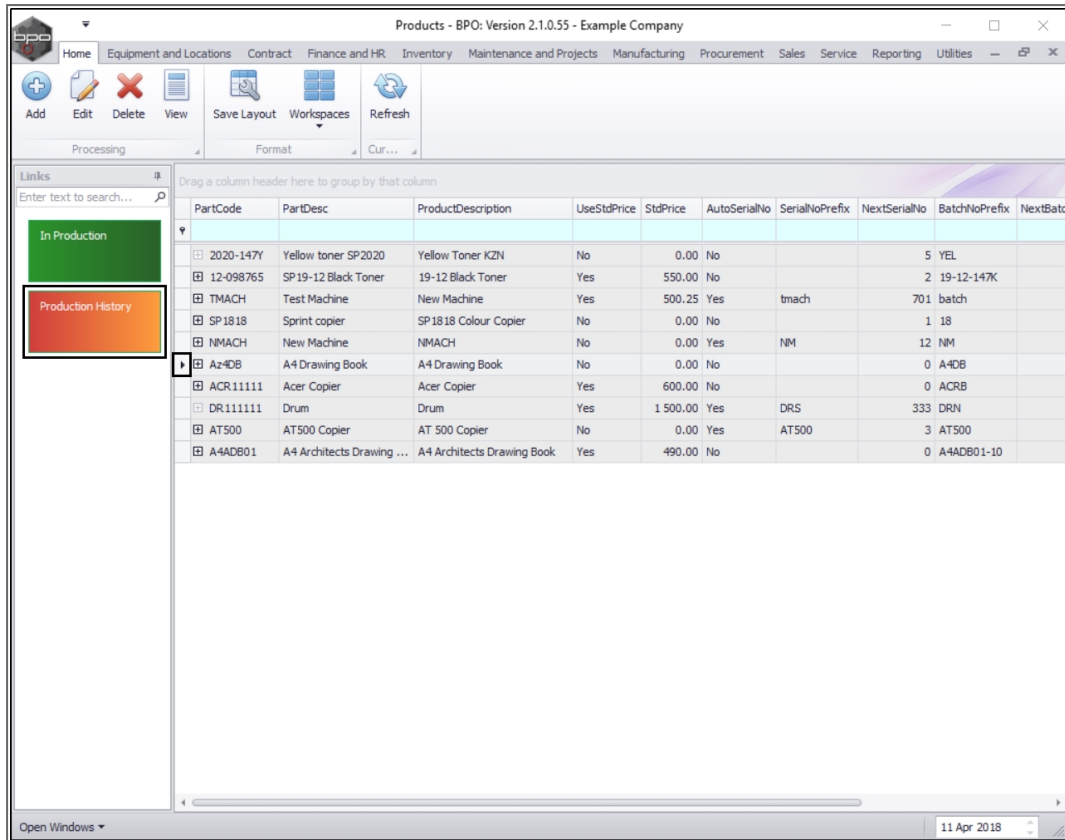
Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	St
PROD00000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A
PROD00000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A
PROD00000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A
PROD00000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	A
PROD00000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0	A
PROD00000072	Az4DB	A4 Drawing Book	Theo Peterson	12 Apr 2001	09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A
PROD00000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	A
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	A
PROD00000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A

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PRODUCTION HISTORY TILE

- To view **prior** production runs for a product, select the **row** of that product.
- Click on the **Production History** tile.



PartCode	PartDesc	ProductDescription	UseStdPrice	StdPrice	AutoSerialNo	SerialNoPrefix	NextSerialNo	BatchNoPrefix	NextBatchNo
2020-147Y	Yellow toner SP2020	Yellow Toner KZN	No	0.00	No		5	YEL	
12-098765	SP19-12 Black Toner	19-12 Black Toner	Yes	550.00	No		2	19-12-147K	
TMACH	Test Machine	New Machine	Yes	500.25	Yes	tmach	701	batch	
SP1818	Sprint copier	SP1818 Colour Copier	No	0.00	No		1	18	
NMACH	New Machine	NMACH	No	0.00	Yes	NM	12	NM	
Az4DB	A4 Drawing Book	A4 Drawing Book	No	0.00	No		0	A4DB	
ACR11111	Acer Copier	Acer Copier	Yes	600.00	No		0	ACRB	
DR111111	Drum	Drum	Yes	1 500.00	Yes	DRS	333	DRN	
AT500	AT500 Copier	AT 500 Copier	No	0.00	Yes	AT500	3	AT500	
A4ADB01	A4 Architects Drawing ...	A4 Architects Drawing Book	Yes	490.00	No		0	A4ADB01-10	

- The **Production History** screen will be displayed.
- Here you can view a list of all the prior production runs.

Production History - BPO: Version 2.1.0.55 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Workspaces Reports Refresh

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Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	Act
PROD000000024	Az4DB	A4 Drawing Book	Belinda Sharman	09 Jan 2015	11:10:23	10 Jan 2015	11:10:23	09 Jan 2015	11:15:33	10	WO0000436 :	
PROD000000025	Az4DB	A4 Drawing Book	Bianca Du Toit	14 May 2015	13:23:00	15 May 2015	13:23:00	01 Jan 1900	00:00:00	1		
PROD000000026	Az4DB	A4 Drawing Book	Bianca Du Toit	04 Sep 2015	14:35:06	05 Sep 2015	14:35:06	04 Sep 2015	14:38:49	1	WO0000558 :	
PROD000000029	Az4DB	A4 Drawing Book	Belinda Sharman	24 Feb 2017	12:10:59	25 Feb 2017	12:10:59	14 Jun 2017	16:10:47	1	WO0001127:	
PROD000000053	Az4DB	A4 Drawing Book	Judith Mudzengi	06 Apr 2017	10:52:40	07 Apr 2017	10:52:40	08 Aug 2017	10:20:23	2	WO0001261:	
PROD000000054	Az4DB	A4 Drawing Book	Bianca Du Toit	20 Apr 2017	14:56:49	21 Apr 2017	14:56:49	01 Jan 1900	00:00:00	1		
PROD000000055	Az4DB	A4 Drawing Book	Ben Johnson	22 May 2017	09:31:02	23 May 2017	09:31:02	01 Jan 1900	00:00:00	1		
PROD000000056	Az4DB	A4 Drawing Book	Bianca Du Toit	08 Jun 2017	11:36:58	09 Jun 2017	11:36:58	01 Jan 1900	00:00:00	10		
PROD000000058	Az4DB	A4 Drawing Book	Belinda Sharman	09 Jun 2017	08:40:32	10 Jun 2017	08:40:32	01 Jan 1900	00:00:00	1		
PROD000000060	Az4DB	A4 Drawing Book	Judith Mudzengi	13 Jun 2017	15:43:16	14 Jun 2017	15:43:16	01 Jan 1900	00:00:00	1		
PROD000000061	Az4DB	A4 Drawing Book	Judith Mudzengi	15 Jun 2017	11:38:07	16 Jun 2017	11:38:07	01 Jan 1900	00:00:00	1		
PROD000000062	Az4DB	A4 Drawing Book	Bianca Du Toit	21 Jun 2017	14:17:09	22 Jun 2017	14:17:09	08 Aug 2017	09:59:45	1	WO0001500:	
PROD000000063	Az4DB	A4 Drawing Book	Bianca Du Toit	02 Aug 2017	09:24:39	03 Aug 2017	09:24:39	02 Aug 2017	09:29:13	1	WO0001538:	
PROD000000067	Az4DB	A4 Drawing Book	Bianca Du Toit	02 Aug 2017	10:33:39	03 Aug 2017	10:33:39	02 Aug 2017	14:46:01	1	WO0001542:	
PROD000000068	Az4DB	A4 Drawing Book	Bianca Du Toit	07 Aug 2017	12:13:48	08 Aug 2017	12:13:48	07 Aug 2017	12:15:05	1	WO0001551:	
PROD000000057	Az4DB	A4 Drawing Book	Belinda Sharman	08 Jun 2017	11:44:28	09 Jun 2017	11:44:28	01 Jan 1900	00:00:00	10		
PROD000000064	Az4DB	A4 Drawing Book	Bianca Du Toit	02 Aug 2017	09:34:12	03 Aug 2017	09:34:12	02 Aug 2017	09:41:44	1	WO0001539:	

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