

# MANUFACTURING

## ADD A NEW PRODUCT AND LINK PRODUCT BOM

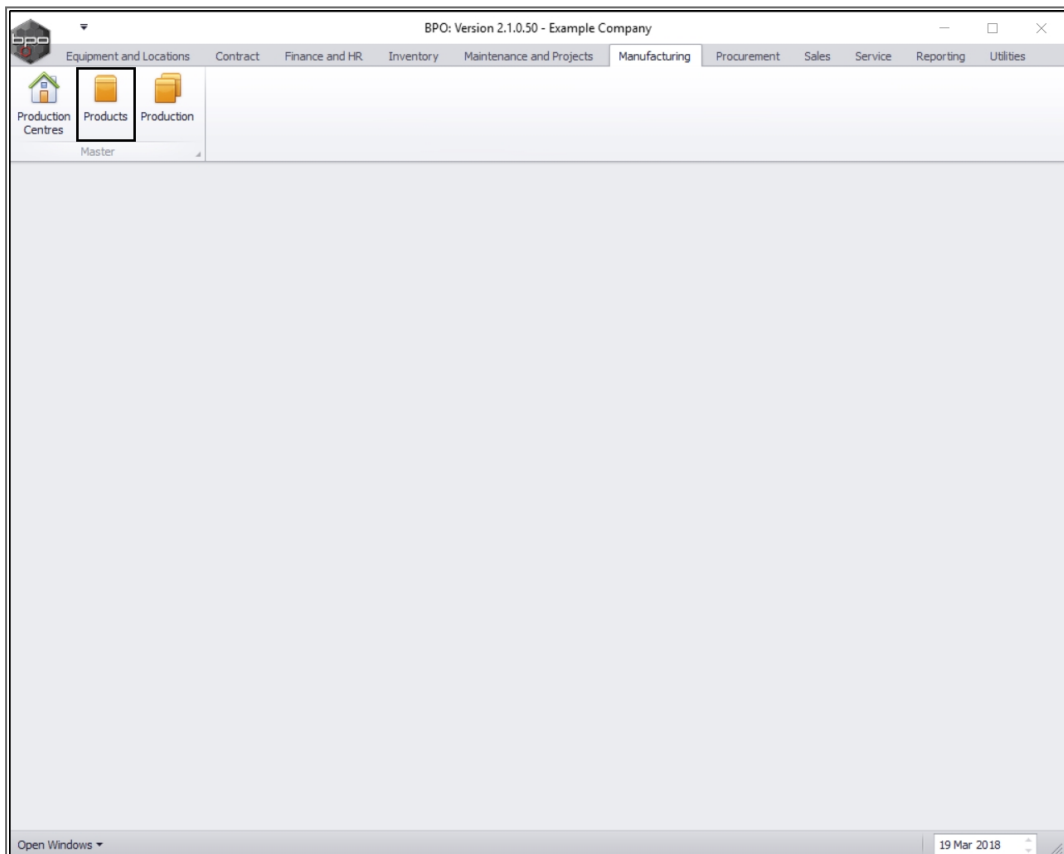
When creating a new product, [a Bill of Material Definition](#) needs to be set up to define which parts will be used during production to make up the end product.

This manufacturing Bill of Materials will be linked to the product.

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**Ribbon Access:** *Manufacturing > Products*

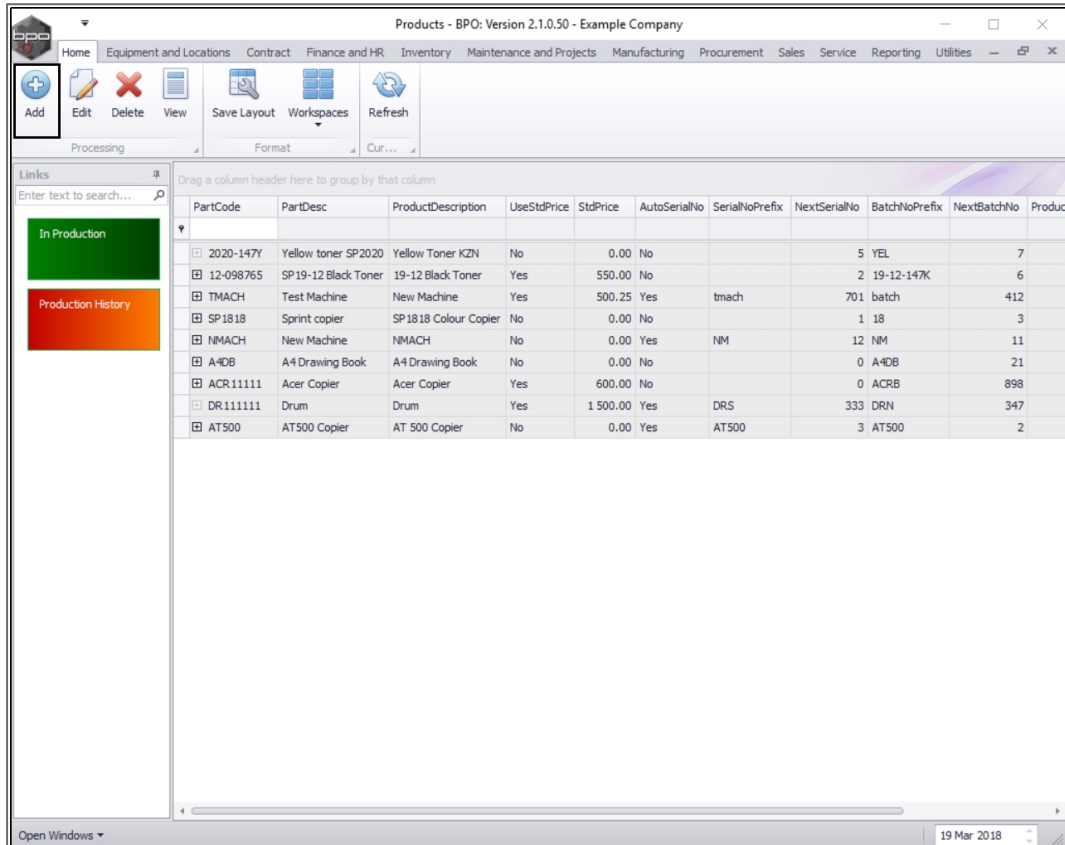
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- The **Products** listing screen will be displayed.
- Here you can view a list of all the products currently available for production.

## ADD NEW PRODUCT

- Click on **Add**.



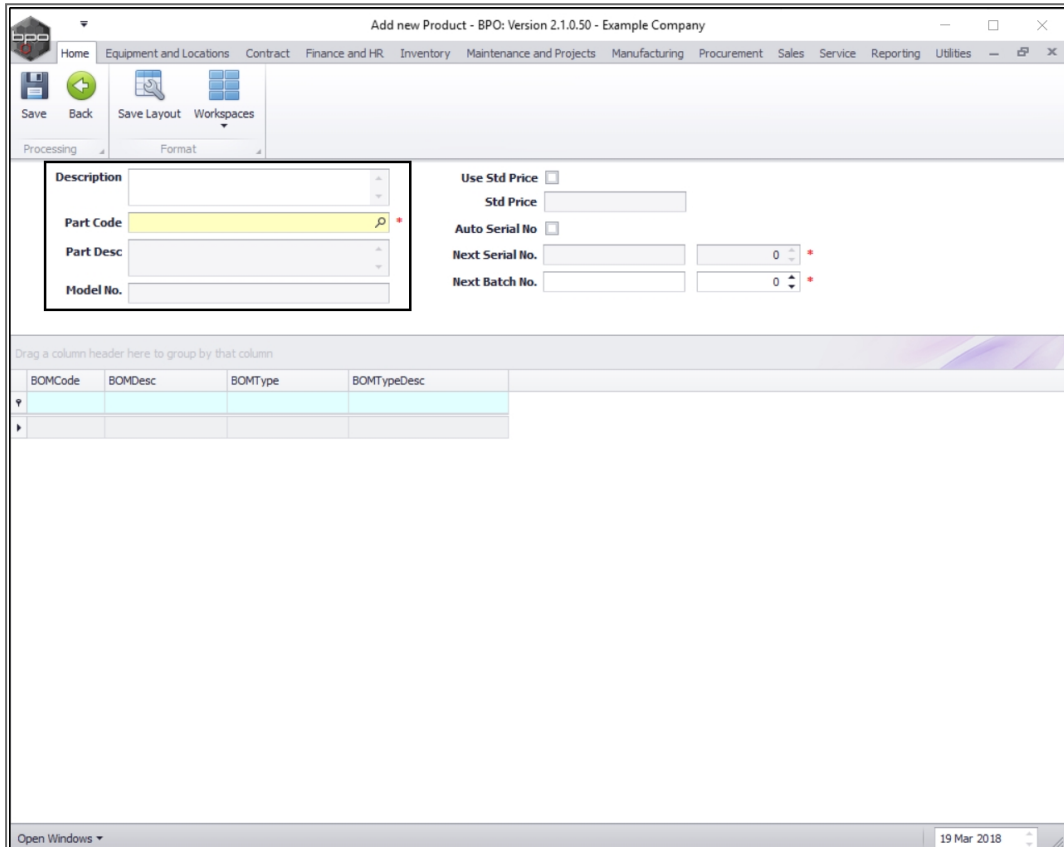
| PartCode  | PartDesc             | ProductDescription    | UseStdPrice | StdPrice | AutoSerialNo | SerialNoPrefix | NextSerialNo | BatchNoPrefix | NextBatchNo | Product |
|-----------|----------------------|-----------------------|-------------|----------|--------------|----------------|--------------|---------------|-------------|---------|
| 2020-147Y | Yellow toner SP2020  | Yellow Toner KZN      | No          | 0.00     | No           |                |              | 5 YEL         |             | 7       |
| 12-098765 | SP 19-12 Black Toner | 19-12 Black Toner     | Yes         | 550.00   | No           |                |              | 2 19-12-147K  |             | 6       |
| TMACH     | Test Machine         | New Machine           | Yes         | 500.25   | Yes          | tmach          |              | 701 batch     |             | 412     |
| SP1818    | Sprint copier        | SP 1818 Colour Copier | No          | 0.00     | No           |                |              | 1 18          |             | 3       |
| NMACH     | New Machine          | NMACH                 | No          | 0.00     | Yes          | NM             |              | 12 NM         |             | 11      |
| A4DB      | A4 Drawing Book      | A4 Drawing Book       | No          | 0.00     | No           |                |              | 0 A4DB        |             | 21      |
| ACR11111  | Acer Copier          | Acer Copier           | Yes         | 600.00   | No           |                |              | 0 ACRB        |             | 898     |
| DR111111  | Drum                 | Drum                  | Yes         | 1 500.00 | Yes          | DRS            |              | 333 DRN       |             | 347     |
| AT500     | AT500 Copier         | AT 500 Copier         | No          | 0.00     | Yes          | AT500          |              | 3 AT500       |             | 2       |

- The **Add new Product** screen will be displayed.
  - **Note:** Follow the [New Bill of Materials Setup](#) manual for help on how to create a production BOM.

## PRODUCT DETAILS

Type in or use the search button to add the correct details to this screen.

- **Description:** Type in a description for this new product.
- **Part Code:** Click on the *search* button and select from the menu a relevant Part Code for this new product.
- **Part Desc:** This will auto populate according to the selected Part Code.
- **Model No:** This will auto populate according to the selected Part Code if applicable.



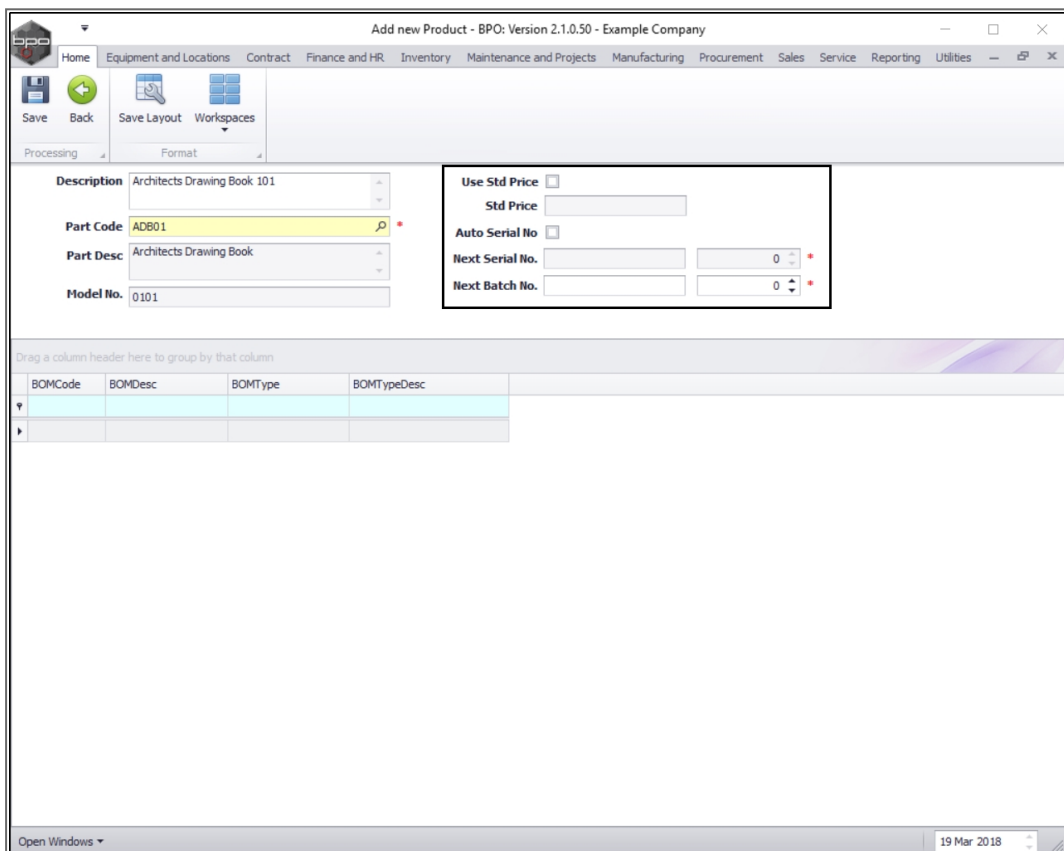
### PRICE AND SERIAL/BATCH NO. DETAILS

- **Use Std Price:** Click on this check box if you wish to use a standard *total* price for this *whole* product.

- **Std Price:** If you selected the **Use Std Price** check box, then this text box will become 'live' and you will be able to type in a standard price amount for this product e.g. **R50.00**.
  - **Note:** If you choose to leave these two price fields **blank** then the system will take the prices of the individual items/parts that make up the product and calculate the cost of production based on the collective cost of these items/parts.
- **Auto Serial No:** Click in this text box if you wish the system to generate a serial number for this product.
- **Next Serial No:** If you selected the **Auto Serial No.** check box then the following 2 fields will become 'live':
  - **Left Text Box** Type in or use the arrow indicators to select a serial number for this product. e.g. Every Architects Drawing Book with the Part Code ADB01 will have a serial number that begins with this particular code e.g. **ADB01-9999-**.
  - **Right Text Box:** In this field will be the second part of the serial no. that will change with each new product manufactured e.g. **1**. The system will calculate the number of the next product as **2** and so on. The first full serial no. will be **ADB01-9999-1**, the second serial no. will be **ADB01-9999-2** and so on.
    - **Note:** If you choose to leave the **Auto Serial No.** check box blank then you will need to **manually** add a serial no. every time an item is produced.
- **Next Batch No:** Batch production basically refers to a process in which products are manufactured or produced in **groups** instead

of individually. Batch numbers are used for tracking purposes. You can, for example, have several serial numbers in a batch.

- **Left Text Box:** Type in or use the arrow indicators to select a batch no. code that will relate to a group of these products manufactured e.g. **1-010101-**.
- **Right Text Box:** Type in or use the arrow indicators to select the second part of the batch no. that will change with each new batch produced e.g.. **300**. The first full batch no. will be **1-010101-300** the second will be **1-010101-301** and so on.



The screenshot shows the 'Add new Product' window in BPO Version 2.1.0.50. The interface includes a menu bar (Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities) and a toolbar with buttons for Save, Back, Save Layout, and Workspaces. The main form contains the following fields:

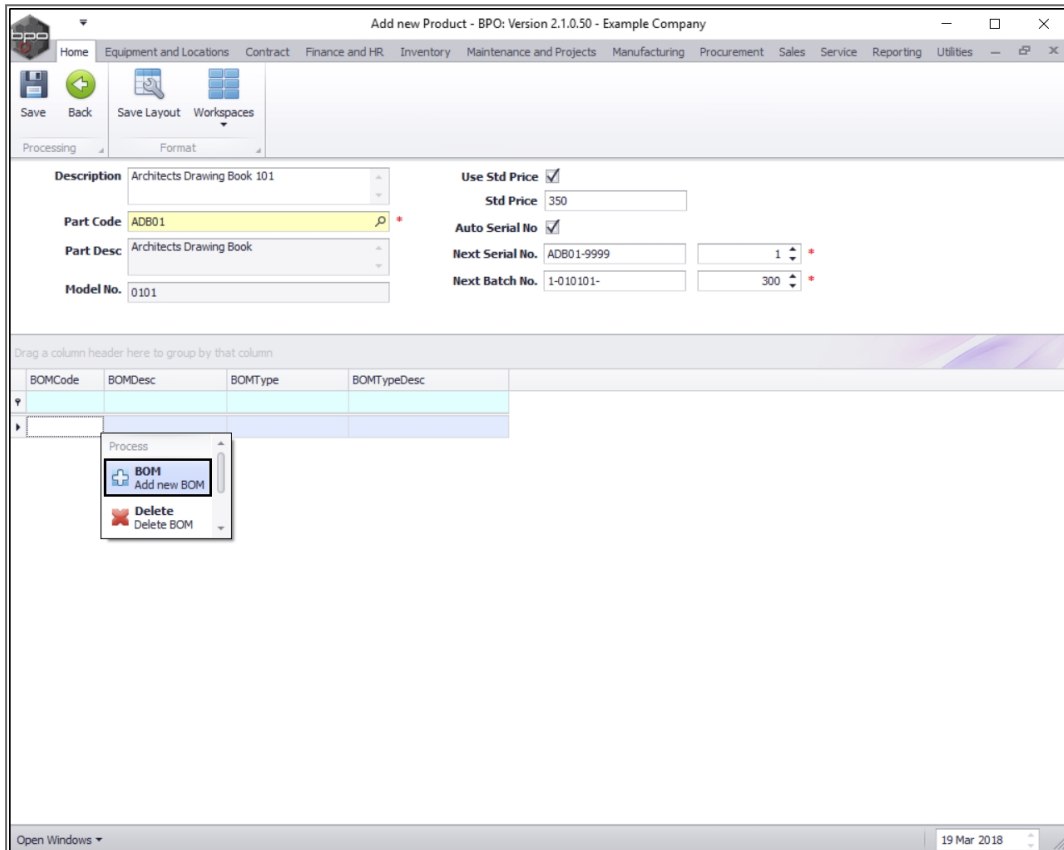
- Description:** Architects Drawing Book 101
- Part Code:** ADB01
- Part Desc:** Architects Drawing Book
- Model No.:** 0101
- Use Std Price:**
- Std Price:** [Text Box]
- Auto Serial No:**
- Next Serial No.:** [Text Box] [Spin Box: 0]
- Next Batch No.:** [Text Box] [Spin Box: 0]

Below the form is a table with the following columns: BOMCode, BOMDesc, BOMType, and BOMTypeDesc. The table is currently empty.

## LINK A BILL OF MATERIALS

When you have finished adding the Price, Serial and Batch no. details as required, move down the screen to the **BOM** frame.

- **Right click** anywhere in a **row** of this frame.
- A **Process** menu will pop up.
- Click on **BOM - Add new BOM**.



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

The screenshot shows the 'Add new Product' window in CO3 software. The main window title is 'Add new Product - BPO: Version 2.1.0.50 - Example Company'. The product details are as follows:

- Description: Architects Drawing Book 101
- Part Code: ADB01
- Part Desc: Architects Drawing Book
- Model No.: 0101
- Use Std Price:
- Std Price: 350
- Auto Serial No:
- Next Serial No.: ADB01-9999
- Next Batch No.: 1-010101-

A 'Select a BOM' dialog box is open, displaying a table of available BOMs. The selected BOM is 'ADB A4 50P Artist Drawing Book A4 50 Pages'.

| BOMCode     | Description                     | BOMType | BOMTypeDesc           |
|-------------|---------------------------------|---------|-----------------------|
| ADB A4 50P  | Artist Drawing Book A4 50 Pages | MAN     | Manufacturing BOM     |
| 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     |
| SP 1020     | Part List                       | PARTS   | Part List             |
| QIT         | Quote Items test                | PM      | Project Methodology   |
| SP 1818PL   | SP 1818 Part List               | PARTS   | Part List             |
| SP 1912PM   | SP 19-12 Project Methodology    | PM      | Project Methodology   |
| SP 1919PL   | SP 1919 Part List               | PARTS   | Part List             |

- The selected **Bill of Materials** will now populate the **BOM** frame.

CO3 Add new Product - BPO: Version 2.1.0.50 - 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** Architects Drawing Book 101

**Part Code** ADB01

**Part Desc** Architects Drawing Book

**Model No.** 0101

**Use Std Price**

**Std Price** 350

**Auto Serial No**

**Next Serial No.** ADB01-9999

**Next Batch No.** 1-010101-

1 | 300

Drag a column header here to group by that column

| BOMCode    | BOMDesc                         | BOMType | BOMTypeDesc       |
|------------|---------------------------------|---------|-------------------|
| ADB A4 SOP | Artist Drawing Book A4 50 Pages | MAN     | Manufacturing BOM |

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## LINK ADDITIONAL BOMS

Add more BOMs if required by following the above process.

- When you have finished working in this screen, click on **Save**.



CO3  
TECHNOLOGIES

Add new Product - BPO: Version 2.1.0.50 - 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: Architects Drawing Book 101

Part Code: ADB01

Part Desc: Architects Drawing Book

Model No.: 0101

Use Std Price:

Std Price: 350

Auto Serial No:

Next Serial No.: ADB01-9999

Next Batch No.: 1-010101-

1

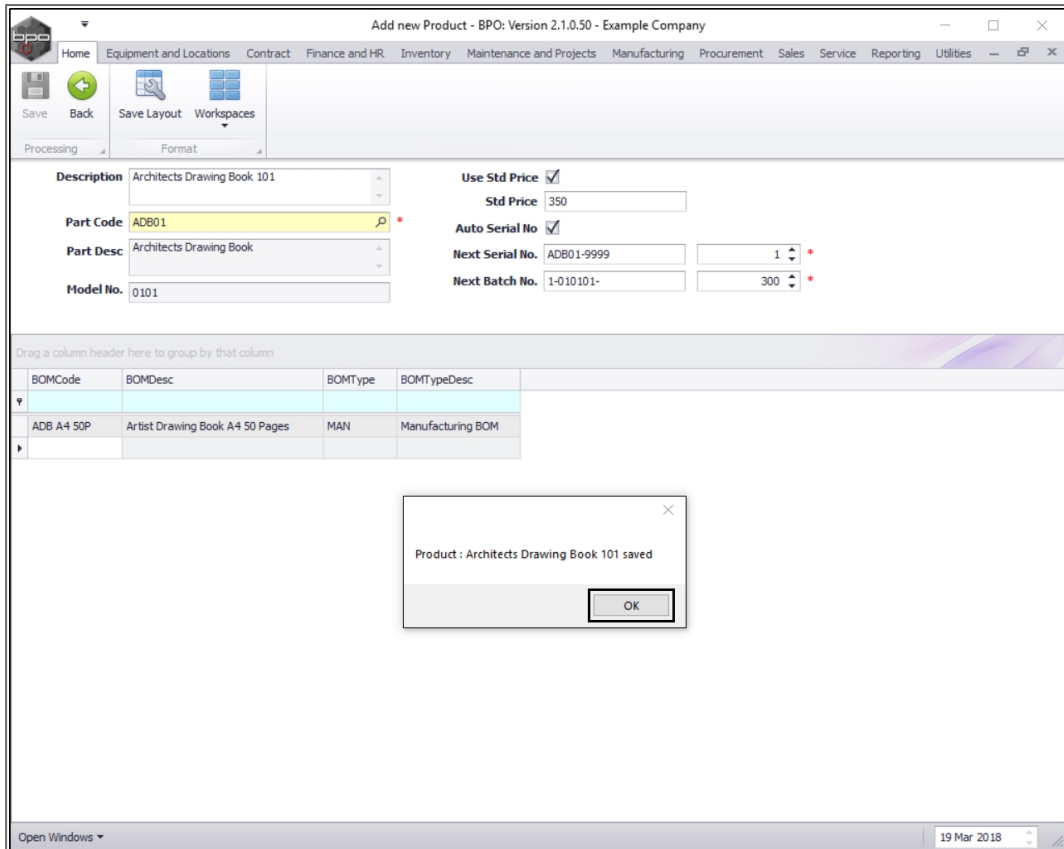
300

Drag a column header here to group by that column

| BOMCode    | BOMDesc                         | BOMType | BOMTypeDesc       |
|------------|---------------------------------|---------|-------------------|
| ADB A4 50P | Artist Drawing Book A4 50 Pages | MAN     | Manufacturing BOM |

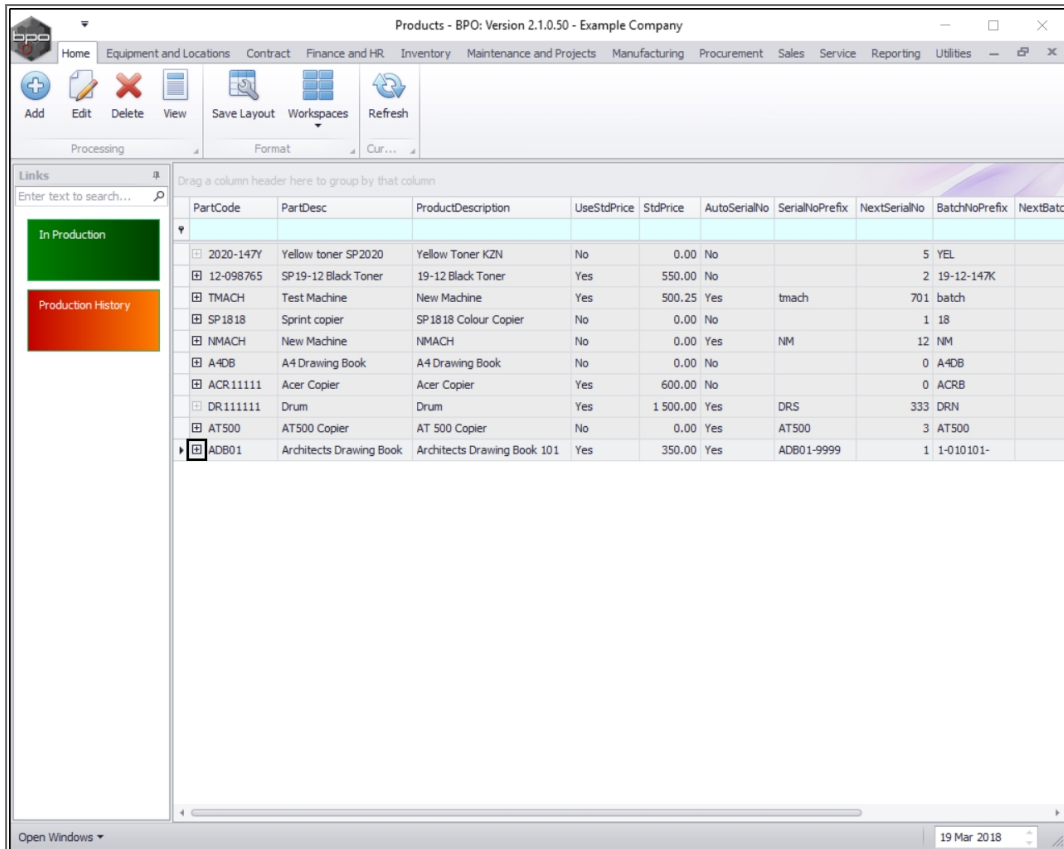
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- A message box will pop up informing you that;
  - ***Product: [ ] has been saved.***
- Click on **OK**.



## VIEW NEW PRODUCT AND PRODUCT BOM

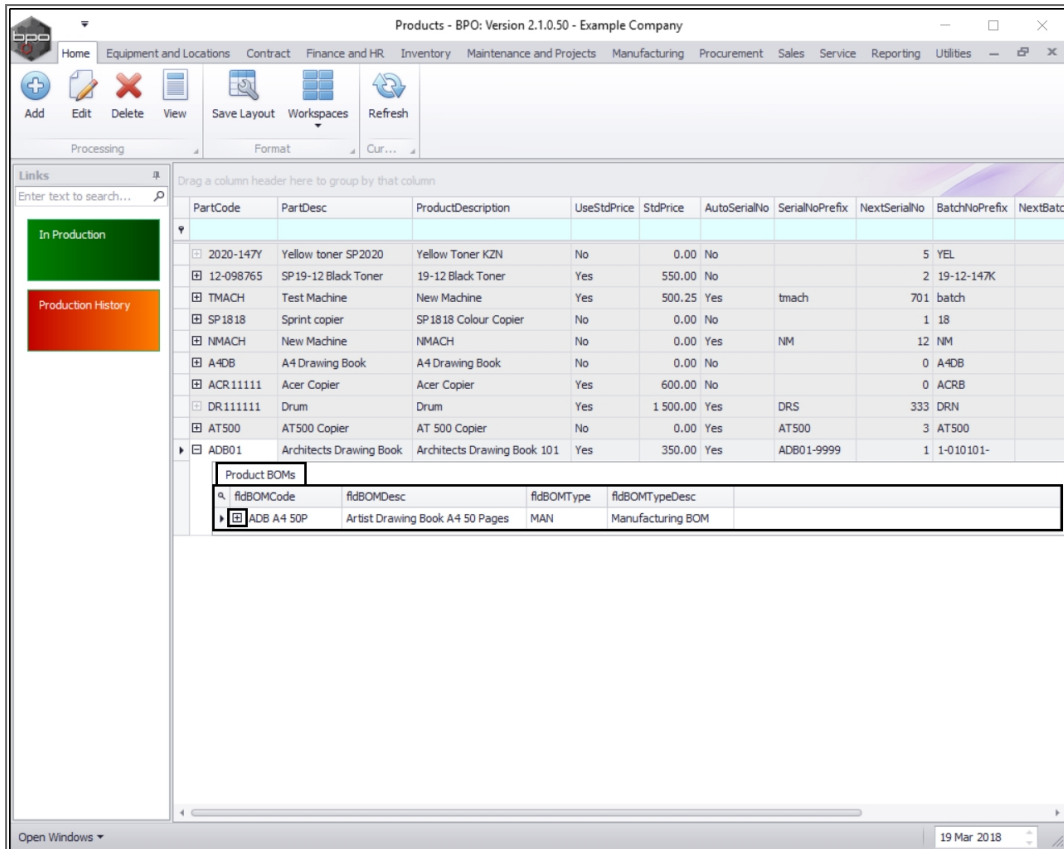
- You will return to the **Products** listing screen where you can now view the new product.
- Click on the **expand** button in the row of the new product.



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

## VIEW PRODUCT BOM PART DETAILS

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



- The **BOM Stock** frame will be expanded.
- Here you can view the details of the **stock items/parts** and **quantities** required to make up this BOM.

Products - BPO: Version 2.1.0.50 - 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  | SP 19-12 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     |             |
| SP 1818    | Sprint copier           | SP 1818 Colour Copier       | No          | 0.00     | No           |                |              | 1 18          |             |
| NMACH      | New Machine             | NMACH                       | No          | 0.00     | Yes          | NM             |              | 12 NM         |             |
| A4DB       | A4 Drawing Book         | A4 Drawing Book             | No          | 0.00     | No           |                |              | 0 A4DB        |             |
| ACR 111111 | Acer Copier             | Acer Copier                 | Yes         | 600.00   | No           |                |              | 0 ACRB        |             |
| DR 111111  | Drum                    | Drum                        | Yes         | 1 500.00 | Yes          | DRS            |              | 333 DRN       |             |
| AT500      | AT500 Copier            | AT 500 Copier               | No          | 0.00     | Yes          | AT500          |              | 3 AT500       |             |
| ADB01      | Architects Drawing Book | Architects Drawing Book 101 | Yes         | 350.00   | Yes          | ADB01-9999     |              | 1 1-010101-   |             |

Product BOMs

| fidBOMCode | fidBOMDesc                      | fidBOMType | fidBOMTypeDesc    |
|------------|---------------------------------|------------|-------------------|
| ADB A4 50P | Artist Drawing Book A4 50 Pages | MAN        | Manufacturing BOM |

BOM Stock

| fid Inventory Code | fid Item Name         | fid Quantity |
|--------------------|-----------------------|--------------|
| A4CS               | A4 Clear Platic Cover | 1            |
| A4CB               | A4 Cardboard Backing  | 1            |
| A4P                | A4 Paper              | 50           |

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