

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

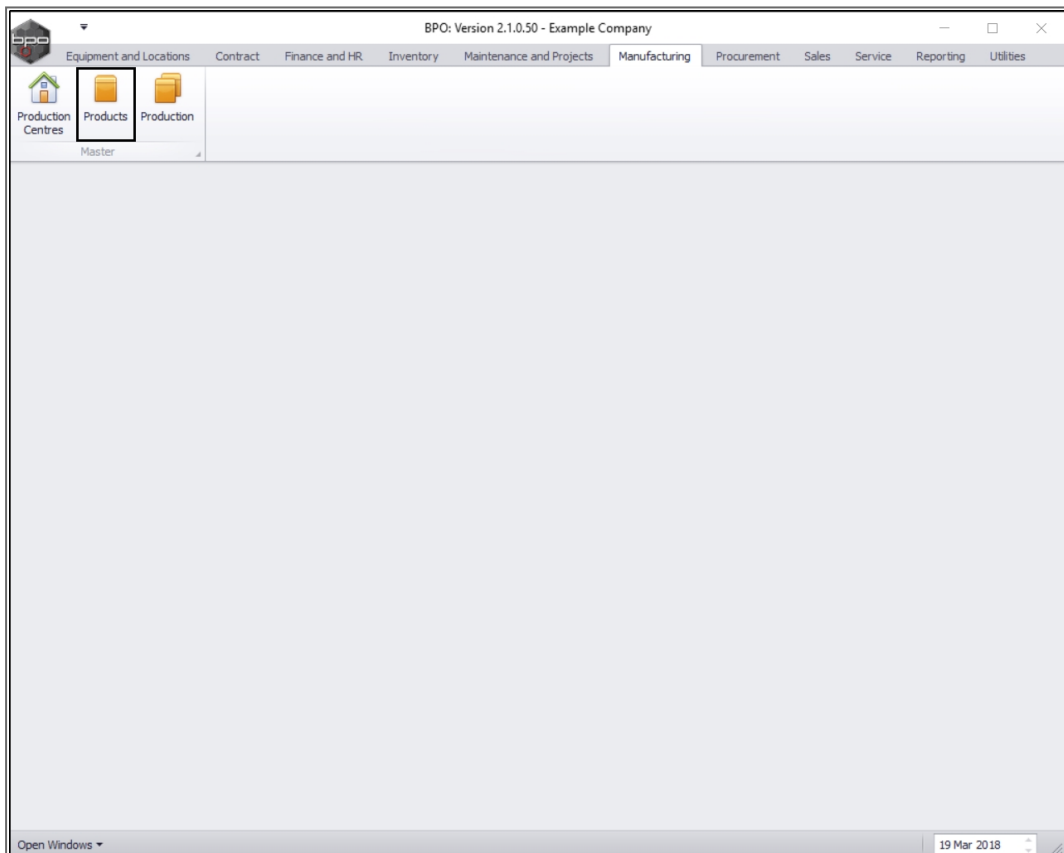
MANUFACTURING

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.

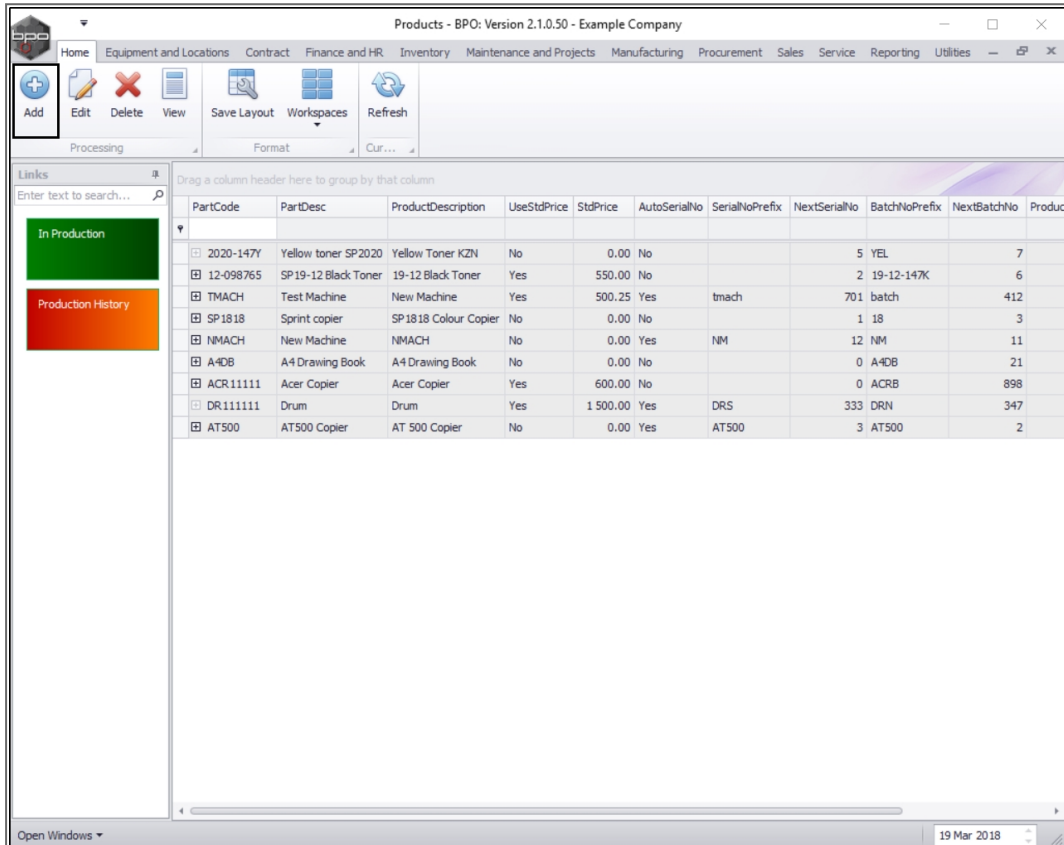
Ribbon Access: Manufacturing > Products



- 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**.

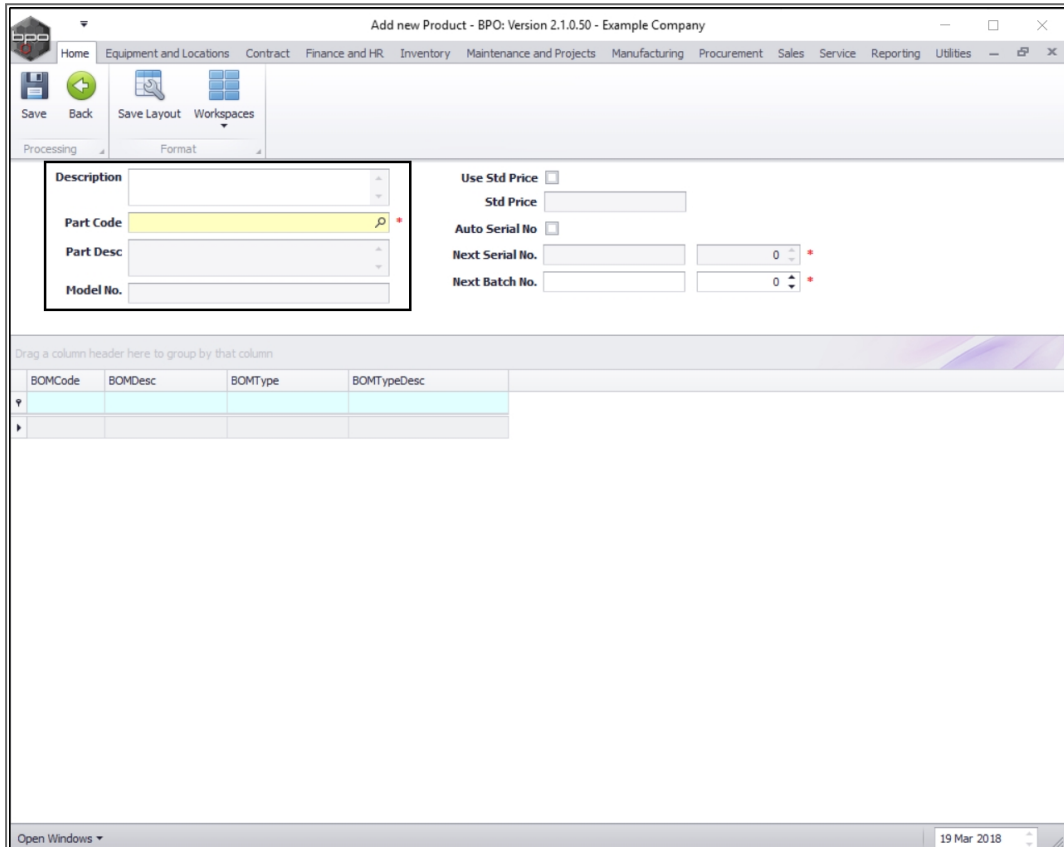


- The **Add new Product** screen will be displayed.
 - **Note:** Follow the [New Bill of Materials Setup](#) manual for help on how to create a production BOM.

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.



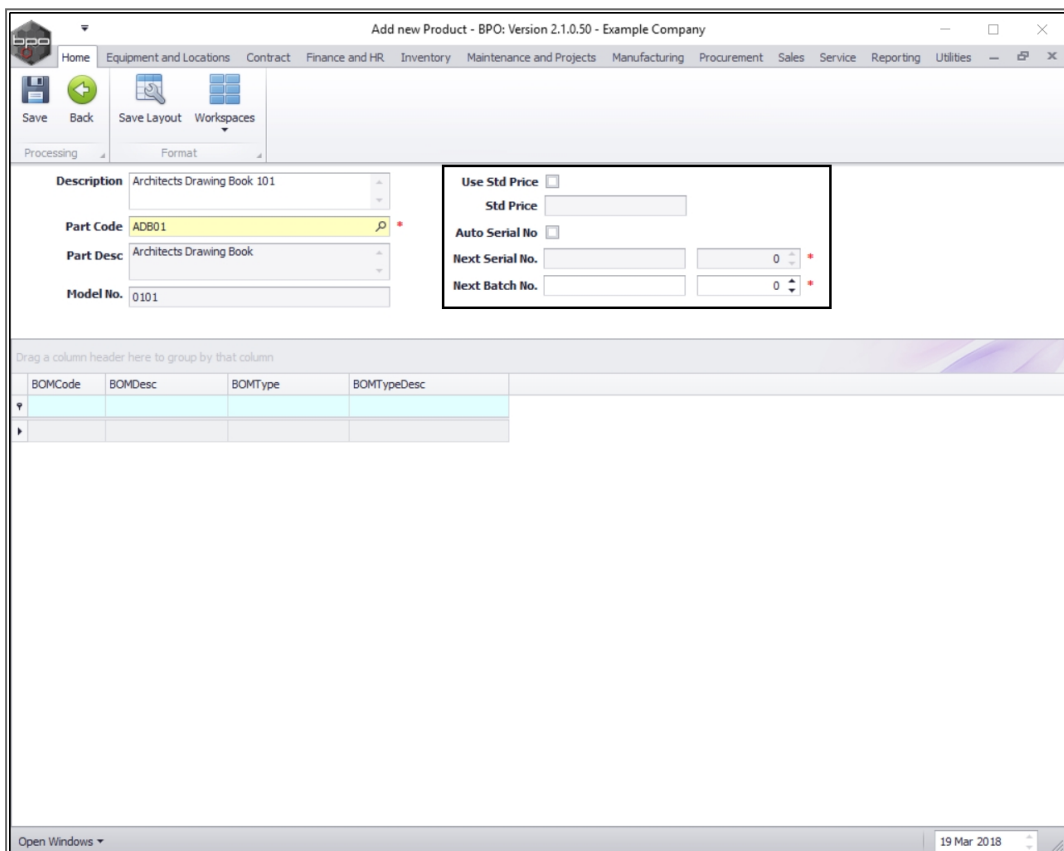
PRICE AND SERIAL/BATCH NO. DETAILS

- **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.

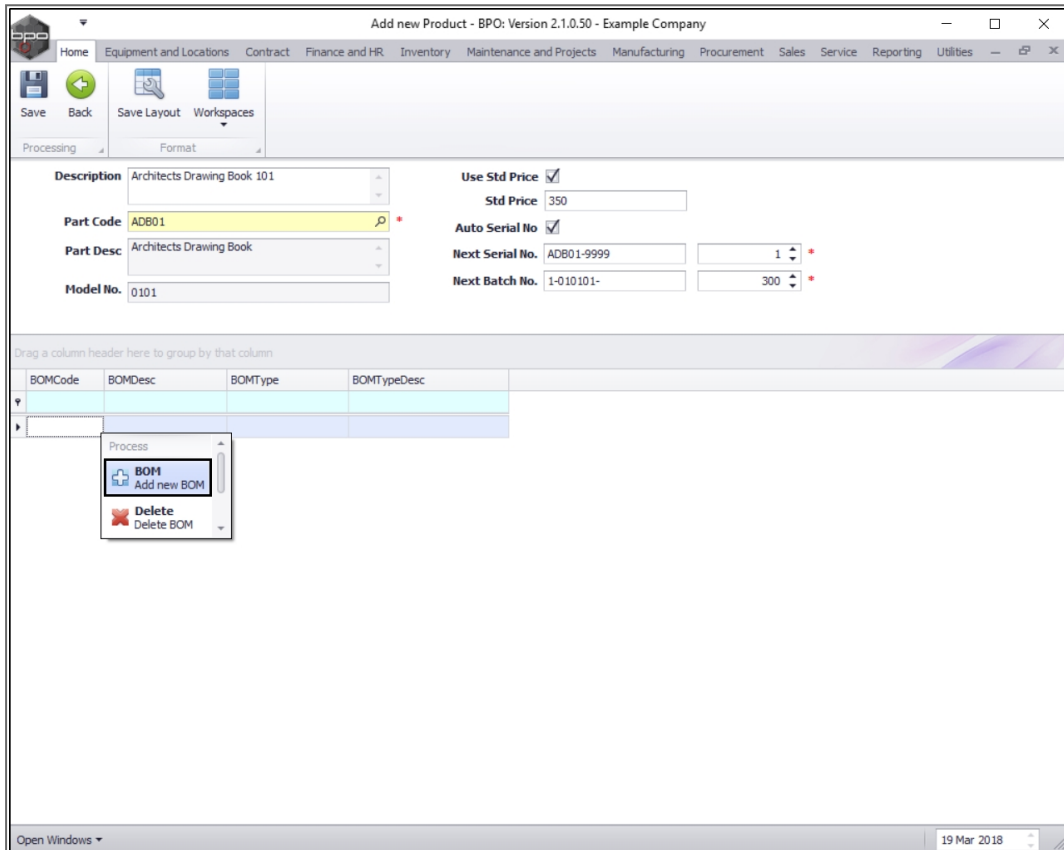


The screenshot shows the 'Add new Product' window in BPO Version 2.1.0.50. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with buttons for Save, Back, Save Layout, and Workspaces. The main area is divided into two sections. The left section contains fields for Description (Architects Drawing Book 101), Part Code (ADB01), Part Desc (Architects Drawing Book), and Model No. (0101). The right section contains checkboxes for Use Std Price and Auto Serial No, and input fields for Std Price, Next Serial No. (0), and Next Batch No. (0). Below these fields is a table with columns BOMCode, BOMDesc, BOMType, and BOMTypeDesc. The table is currently empty. The status bar at the bottom shows 'Open Windows' and the date '19 Mar 2018'.

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' form in CO3 software. The main form has the following fields:

- 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:

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

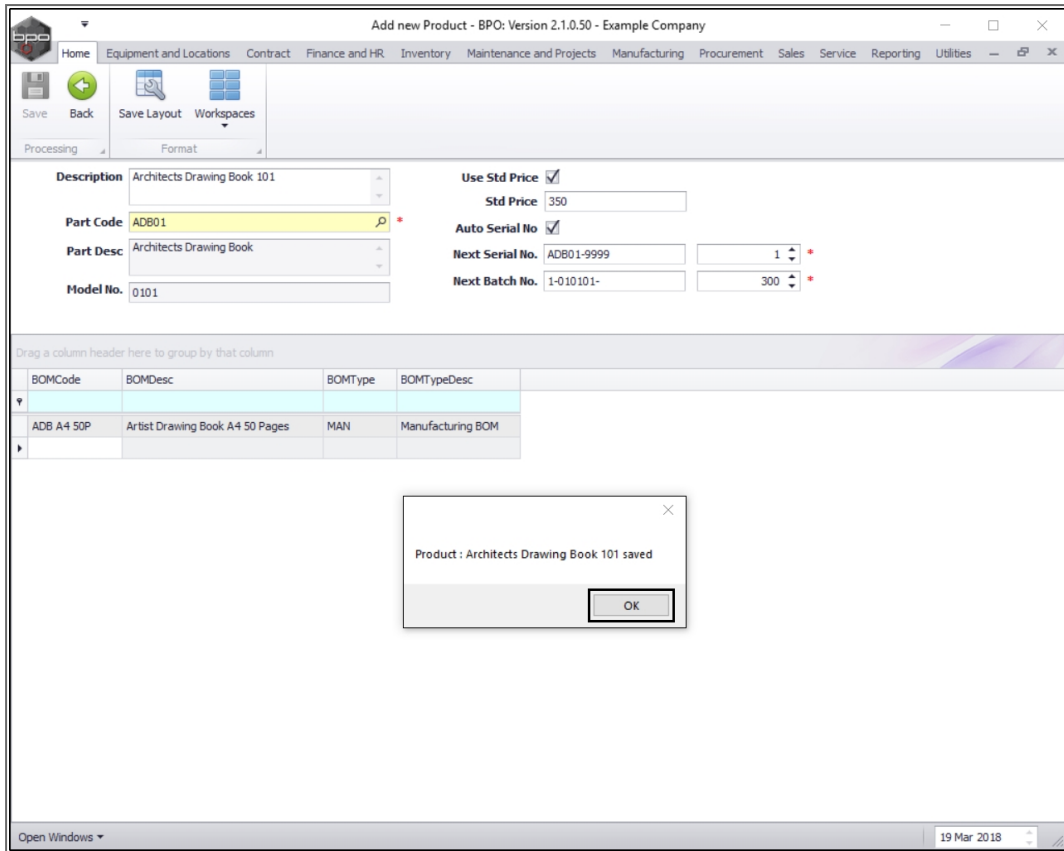
Description Architects Drawing Book 101 Use Std Price
 Std Price 350
 Part Code ADB01 Auto Serial No
 Part Desc Architects Drawing Book Next Serial No. ADB01-9999 1
 Model No. 0101 Next Batch No. 1-010101- 300

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

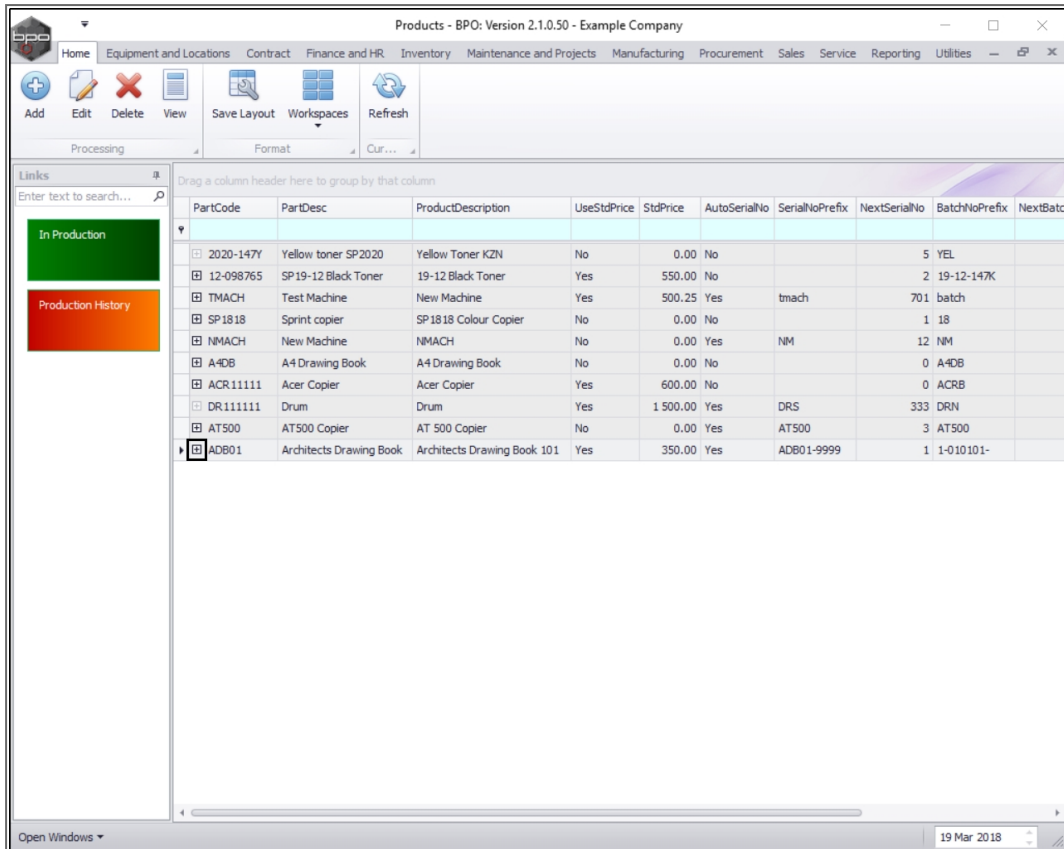
Open Windows 19 Mar 2018

- 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 screenshot displays the CO3 BPO software interface. The main window title is "Products - BPO: Version 2.1.0.50 - Example Company". The interface includes a top menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Delete, View, Save Layout, Workspaces, and Refresh. A sidebar on the left contains "Links" with search and "In Production" and "Production History" buttons. The main area shows a table of products with columns: PartCode, PartDesc, ProductDescription, UseStdPrice, StdPrice, AutoSerialNo, SerialNoPrefix, NextSerialNo, BatchNoPrefix, and NextBatchNo. The table lists various items like toners, copiers, and drawing books. Below the table, a "Product BOMs" section is expanded, showing a table with columns: fIdBOMCode, fIdBOMDesc, fIdBOMType, and fIdBOMTypeDesc. The selected BOM entry is:

fIdBOMCode	fIdBOMDesc	fIdBOMType	fIdBOMTypeDesc
ADB A4 50P	Artist Drawing Book A4 50 Pages	MAN	Manufacturing BOM

- 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	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	
A4DB	A4 Drawing Book	A4 Drawing Book	No	0.00	No			0 A4DB	
ACR111111	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	
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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