

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

MANUFACTURING

PRODUCTION - ADD A PRODUCTION RUN

Ribbon Access: Manufacturing > Production

	Ŧ					BPO: Version 2.1.0.64 - Ex	ample Company					_		×
Ф Б	quipment an	d Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		
Production	Producte	Production												
Centres		Producuon												
	Master	×												
Open Windo	ows 🔻											07 Aug	2018	¢ //

• The **Production** listing screen will be displayed.

ADD A PRODUCTION RUN

• Click on Add.

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024



Add a Production Run

po	-	-							O: Version 2.1.0.	•							_ @
	Home	Equipn	nent and Lo	ocations	Contract	Finance and HR	Inventory	Maintenanci	e and Projects	Manufacturing	Procureme	nt Sales	Service	Reporting Utilitie	s		
÷		×	8		23												
Add	Edit D	elete	Close	View	Save Layout	Workspaces Prin		Refresh R	eports								
	Marine A					•			•								
	Maint	enance		×	Forma	at "	View "	Cur "R	e								
Produ	ctionRef	•	PartCode	Par	tDesc	ProductionForeman	n StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	AmendDa
	OD0000007	73	Az4DB	A41	Drawing Book	Tammy Du Toit	01 Apr 201	8 09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	OD000007	72	Az4DB	A41	Drawing Book	Theo Peterson	12 Apr 200	1 09:00:00	12 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	00000007	70	Az4DB	A41	Drawing Book	Abigail Milne	28 Nov 201	7 13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	00000006	59	Az4DB	A41	Drawing Book	Belinda Sharman	28 Nov 201	7 12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		1	A	1900/01/0
	OD000000	52	DR111111	Dru	m	Judith Mudzengi	06 Apr 201	7 10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	OD0000005	51	ACR 11111	Ace	r Copier	Judith Mudzengi	06 Apr 201	7 10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	OD0000005	50	ACR 11111	Ace	r Copier	Judith Mudzengi	06 Apr 201	7 10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	OD0000004	19	ACR 11111	Ace	r Copier	Judith Mudzengi	06 Apr 201	7 09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	OD0000004	17	Az4DB	A41	Drawing Book	Belinda Sharman	02 Mar 201	7 11:56:52	03 Mar 2017	11:56:52	01 Jan 1900	00:00:00	2		2	Α	1900/01/0
	OD0000004	16	Az4DB	A41	Drawing Book	Belinda Sharman	02 Mar 201	7 11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		1	Α	1900/01/0
	OD0000004	45	ACR 11111	Ace	r Copier	Belinda Sharman	02 Mar 201	7 11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	Α	1900/01/0
	OD0000004	14	TMACH	Tes	t Machine	Belinda Sharman	02 Mar 201	7 11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	1900/01/0
	OD0000004	43	DR111111	Dru	m	Belinda Sharman	01 Mar 201	7 09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	1900/01/0
	OD0000004	12	TMACH	Tes	t Machine	Belinda Sharman	01 Mar 201	7 08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	1900/01/0
	OD0000004	¥1	ACR 11111	Ace	r Copier	Judith Mudzengi	28 Feb 201	7 22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	1900/01/0
	OD0000004	10	ACR 11111	Ace	r Copier	Judith Mudzengi	28 Feb 201	7 21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	OD000003	39	Az4DB	A41	Drawing Book	Belinda Sharman	28 Feb 201	7 18:49:38	01 Mar 2017	18:49:38	01 Jan 1900	00:00:00	2		2	A	2017/02/2
	OD000003	38	DR111111	Dru	m	Belinda Sharman	28 Feb 201	7 18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	Α	1900/01/0
	OD0000003	37	DR 111111	Dru	m	Belinda Sharman	28 Feb 201	7 17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	1900/01/0
	OD000003	36	ACR 11111	Ace	r Copier	Belinda Sharman	28 Feb 201	7 17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	Α	1900/01/0
	OD0000003	35	ACR 11111	Ace	r Copier	Belinda Sharman	28 Feb 201	7 09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	Α	1900/01/0
	OD0000003	34	ACR 11111	Ace	r Copier	Belinda Sharman	28 Feb 201	7 08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	Α	1900/01/0
	OD0000003	33	Az4DB	A41	Drawing Book	Bianca Du Toit	28 Feb 201	7 08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		1	Α	1900/01/0
	OD000003	32	SP 18 18	Spri	int copier	Belinda Sharman	28 Feb 201	7 08:17:22	01 Mar 2017	08:17:22	01 Jan 1900	00:00:00	3		3	A	2017/02/2
E PR	OD000003	30	ACR 11111	Ace	r Copier	Judith Mudzengi	28 Feb 201	7 08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		2	A	2017/02/2
	00000000	77	A-ana	14	Drawing Rook	Rianca Du Toit	19 Feb 201	5 14-51-10	10 Feb 2016	14-51-10	01 lan 1000	00-00-00			0	۸	1000/01/

SELECT PRODUCTION CENTRE

- The Add new Production Run screen will be displayed.
- Click on the **search** button in the **Production Centre** field.



						Add new	Production Run	- BPO: Version 2.1	1.0.64 - Example Co	mpany				-		\times
	ent and Locations	s C	Contract F	Finance a	and H	R Inventory	Maintenance a	and Projects Ma	anufacturing Pro	curement Sales	Service	Reporting	Utilities		-	₽ X
	yout Workspace	es														
Production Centre				Q		PartCode	PartDesc	ModelNo	RequiredQty	QOH						
(i) Location	01	1achin	ie			۴										
Resource				Q	•											
Product Code				Q	•											
Product Desc																
				-												
Model No.																
Planned Qty					•											
Start Date / Time	2018/08/10	•	11:42:31	\$												
	2018/08/11	•	11:42:31	\$	11											
Employee				•	•											
Open Windows 🔻														07 A	ug 2018	÷,

- A Select the Production Centre for this Production Run screen will pop up.
- Select the **row** of the preferred **Production Centre**.
- Click on Ok.



				Add new Production Run - BPC	: Version 2.1.0.64 -	Example Compa	any						×
Home Equips	nent and Locations	Contract F	inance and HR I	Inventory Maintenance and Pro	jects Manufact	uring Procure	ment Sa	les Ser	vice Reporting	Utilities		-	8
💾 🕢 📑													
	ayout Workspaces												
	•												
Processing a	Format 4												
100 Y 100 100 100													
Production Centre				tCode PartDesc	ModelNo F	lequiredQty	QOH						
O Location	O Mach	hi 🖳 Select ti	he Production Cen	tre for this Production Run									
Resource	•	Home											
Product Code	1		3									1	
Product Desc	1	Ok Ba	ack Save Layout										
		Process	Format										
				-							1		
Model No.			n header here to gro								67		
Planned Qty			ProductionCentreC	ode ProductionCentreName	Produ	ctionWIPAccount	ProdAccrual	Account	ProductionWOType	WOTypeDesc	Status		
Start Date / Time		Durban	HOP	Head Office Production Centre	7820		9100		MN	Manufacturing	A		
Scheduled End		Durban	DBSM	Durban Stationery Manufactur	ring Centre 7820		9105		MN	Manufacturing			
Employee													
en Windows 🕶											07 A	ug 2018	÷

The selection will now populate the **Production Centre** field.

SELECT RESOURCE

- The Location and Machine radio buttons are un-editable. (These buttons are set up for selecting the Resource Type).
- Click on the **search** button in the **Resource** field.



bpo								Add nev	Production P	Run - BPO: Versio	n 2.1.0.64 - E	Example Comp	any					-		>	<
0	Home	Equipme	nt and Locations	(Contract	Finance a	nd H	R Inventory	Maintenan	ce and Projects	Manufactu	ring Procure	ement S	ales	Service	Reporting	Utilities		-	8	×
		2																			
Save	Back	-	out Workspace	s																	
Proces	sina		Format																		
11000	ung a		Gillion.	4			1			oup by that colum											-
	roduction	n Centre	Head Office Proc	ductio	n Centre	Q		PartCode	PartDesc	Mode		equiredQty	QOH							/	1
	Locat		Ом					9	i a aca			-qui cuiçij	2011								
8		lesource				٩															
		uct Code				م م															
		uct Desc																			
	505					Y															
		lodel No. ined Qty					.														
	Plan tart Date						1														
-	Schedu		2018/08/10 2018/08/11	•	12:17:32 12:17:32	¢															
		nployee	2018/08/11		12:17:52	•	. 1														
		projec																			
																				_	
Open V	/indows 🕶																	07 AL	g 2018	\$	11.

- The Select the location item for this Production run screen will pop up.
- Select the **row** of the preferred **resource location**.
- Click on Ok.



The selection will now populate the **Resource** field.

SELECT PRODUCT CODE

• Click on the **search** button in the **Product Code** field.



· ·				Add new	Production Run - BPO: Vers	ion 2.1.0.64 - Exam	ple Company					-		\times
Home Equipme	ent and Locations	Contract	Finance and	HR Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		-	₽ X
Save Back Save La														
Save Dack Save La	yout Workspace	5												
Processing "	Format	a.		-										
the set are set and														
Production Centre	Head Office Pro	duction Centre	• م		PartDesc Mo	lelNo Require	edQty QOF							
O Location	Ом	achine		9										
Resource	Main		• م											
Product Code			• م											
Product Desc														
Model No.														
Planned Qty														
Start Date / Time	2018/08/10	• 12:17:32	\$											
Scheduled End	2018/08/11	• 12:17:32	\$											
Employee			- *											
Open Windows 🕶												07 Au	g 2018	÷ //

- The Select the Product for this Production Run screen will pop up.
- Select the **row** of the **product** you wish to create a production run for.
- Click on **Ok**.



Production Centre Head Office Production Centre Production Productio	Production Centre Period Production Centre Period Serve Layout Serve Layout Serve Layout Serve Layout Period Period <th></th> <th>Format</th> <th></th> <th></th> <th>Product for this Producti</th> <th>on Run</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>_ D X</th>		Format			Product for this Producti	on Run						_ D X
Resource Man P Product Code Product Code PartCode PartCode <th< th=""><th>Resource Man P Image: Control basic fibre: to group by that column Product Code Product Code Product Code Product Code Product Code PartCode Par</th><th></th><th></th><th>ntre 🔎 *</th><th>Ok Back</th><th>Save Layout</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<>	Resource Man P Image: Control basic fibre: to group by that column Product Code Product Code Product Code Product Code Product Code PartCode Par			ntre 🔎 *	Ok Back	Save Layout							
Product Code PartCode PartCode PartCode PartCode Stath Sta	Product Code Part/Code	Resource	Main	* م									///////////////////////////////////////
Product Uses: • <	Product Desc	Product Code		* م									
Model Ho. 2020-1477 Yellow toner SP2020 No 0.0 No Co Status Spiss	Model Ho. 2020-1477 Yelow toner SP2020 No O. No O. So	Product Desc		*		PartDesc	UseStdPrice	StdPrice	AutoSerialNo	SerialNoPrefix	NextSerialNo	BatchNoPrefix	NextBatchNo Pr
Hodel No. 12:098765 S19:12 Black Tomer Yes S500.0 No 2 19:12:17:32 6 11 Scheduled Ind 2016/06/10 12:17:32 1 TMACH Test Machine No 0.00 No 1 18 3 3 Scheduled Ind 2016/06/11 12:17:32 * * ArtOB Addrine No 0.00 No 0 0.04006 2.33 3 A 3 No 0.00 No 0.00 AddB6 2.33 A A A ArdD0 Yes 4500.0 No 0.00 Yes 0.00 Yes 0.00 No 0.00 AddB6 2.33 A A A AddB1 AddB6 AddB A AddB1 AddB6 AddB1	Model No. Instruction												
Nodel No. TMACH Test Machine Yes Standard Qty Total Control Total Cont Total Cont Total C	Index III TMACH Test Machine Yes 500.25 Yes tmach 701 batch 412 N Standard Qty Sp18/08/10 • 12:17:32 • Sp18/08 Sp18/10 Sp18/10 12:17:32 • Sp18/10 No 0.00 No No 0.00 No 12:17:32 • ArtChewing Book No 0.00 No 0 0.4068 233 A Scheduld Cha 20:8/08/11 • 12:17:32 • ArtChewing Book No 0.00 No 0 0.4068 233 A ArtHill Acer Copier Yes 6000.00 No 0 0.4068 898 A DR11111 Drum Yes 1500.00 Yes 0.000 No 0 0.4068 898 A V AddDB01 A4 Architects Drawing Book Yes 400.000 No 0 0.4000 3.47500 3.4												
Planned Qiv Image: Copie No O.00 No I 18 3 st Scheduled Fund 2018/06/10 • 12:17:32 • NMACH New Machine No 0.00 No NM 11 18 3 st Scheduled Fund 2018/06/10 • 12:17:32 • NMACH New Machine No 0.00 No NM ADD No 0.040 MB 0.040 MB 2018/06/10 • 0.4408 23 A Employee I 12:17:32 • NMACH New Machine No 0.00 No 0.040 MB 0.0408B 898 A ACR11111 Acer Copier Yes 1500.00 No 0.00 ACR8 898 A DR11111 Drum Yes 1500.00 Yes DR5 333 DNM 347 D Drum Yes 1500.00 Yes ON 0 0.04ACB01:0 200 A AddDB01 Ad Architets Drawing Book Yes 490:00 No 0.04ADB01:0 200 A	Plande Qky Image: Constraint of the Windshine No 0.00 No 11 18 3 st Schedulde Ind 2018/08/11 12:17:32 Image: Constraint of the Windshine No 0.00 No NM 11 18 3 st Employee 12:17:32 Image: Constraint of the Windshine No 0.00 Ves NM 0.00 AGE8 23 A Constraint of the Windshine No 0.00 No Image: Constraint of the Windshine No 0.00 No 0.460E 23 A Employee Image: Constraint of the Windshine No 0.00 No Image: Constraint of the Windshine No 0.00 No 0.460E 23 A CR11111 Accr Copier Yes 600.00 No Image: Constraint of the Windshine No 0.00 Yes ATSO 333 DN 347 O To AddDelo1 Active: Constraint of the Yes 490.00 No Yes 4750 333 DN 370 2 A	Model No.								and the second s			
Start Date / Time 2018/08/10 12:17:32 NMACH New Machine No 0.00 Yes NM 12: NM 11: N Scheduled End 2018/08/11 12:17:32 * ArD08 Ad Dawing Book No 0.00 Ves NM 12: NM 11: N Employee ** * * * ACR11111 Acer Copier Yes 6000,00 Ves NO ACR8 898 A AF500 AT500 Copier No 0.00 Yes AT500 S333 DRN 347 D AT500 Af500 Copier No 0.00 Yes AT500 333 DRN 2.4 Af4DEB1 Ad Architetts Drawing Book Yes 490.00 No 0.0 A440201:10 200 A	Start Date / Time 2018/08/10 12:17:32 NMACH New Machine No 0.00 Yes NM 12:NM 11 N Scheduled End 2018/08/11 12:17:32 • ARDB A4Drewing Book No 0.00 Yes NM 12:17:02 • Employee	Planned Qty								unach			
Scheduled Ind 2018/08/11 12:17:32 ArbB A 4Drawing Book No 0.00 No 0 0.44DB 23 A Employee * ACR11111 Accr Copier Yes 600.00 No 0.0 ArbB 6898 898 DR11111 Accr Copier Yes 1500.00 Yes DRS 333 DRV 347 D To arbot ArbOB Arbot No 0.00 Yes Arbot 0.00 Yes Arbot 333 DRV 347 D * ArbOB Arbot No 0.00 Yes Arbot 31500 2 A * ArbOB Arbot No 0.00 Yes Arbot 31500 2 A	Scheduled End 2018/08/11 12:17:32 Ar268 A4Drawing Book No 0.00 No 0 0.4468 23 A Employee Ar268 A4Drawing Book No 0.00 No 0 0.4468 23 A Employee Ar268 AR211111 Accr Copier Yes 600.00 No 0 0.4628 898 A DR11111 Dramm Yes 1500.00 Yes 1500.00 333 DRN 347 D QR111111 Dramm Yes 1500.00 Yes 1500.00 3 37500 2 A Ar4AD801 A4Architects Drawing Book Yes 490.00 No 0 A4Ab2601-10 200 A	Start Date / Time	2018/08/10 + 12	.17.32						NM			
Employee ACR11111 Acer Copier Yes 600.00 No 0 ACR8 898 A Employee Image: Copier Yes 1500.00 Yes DRS 333 DRN 347 DR AT500 AT500 Copier No 0.00 Yes AT500 3 AT500 2 AT500 ArtS00 AArdbell A4 Ardhitetis Drawing Book Yes 4990.00 No 0 A4AD801-10 200 Attributetis	Employee ACR11111 Acer Coper Yes 600.00 No 0 ACR8 898 A Employee AR11111 Acer Coper Yes 600.00 No 0 ACR8 898 A DR111111 Drum Yes 1500.00 Yes DRS 333 DRN 347 D AT500 AT500 Copier No 0.00 Yes AT500 3 AT500 2 A A4ADB01 A4 Architects Drawing Book Yes 490.00 No 0 0 A4ADB01-10 200 A												
Employee Image: Constraint of the second secon	Employee DR111111 Drum Yes 1500.00 Yes DRS 333 DRN 347 D AT500 AT500 Copier No 0.00 Yes AT500 3 AT500 2 A A4ADB01 A4 Architects Drawing Book Yes 490.00 No 0 0 A4ADB01-10 200 A		2018/08/11 - 12										
AT500 AT500 Copier No 0.00 Yes AT500 3 AT500 2 A A4ADE01 A4 Architects Drawing Book Yes 490.00 No 0 A4ADE01-10 200 A	AT500 AT500 Copier No 0.00 Yes AT500 3 AT500 2 A A4AD801 A4 Architects Drawing Book Yes 490.00 No 0 A4AD801-10 200 A	Employee		• •						DRS			
A4ADB01 A4 Architects Drawing Book Yes 490.00 No 0 A4ADB01-10 200 A	A4ADB01 A4 Architects Drawing Book Yes 490.00 No 0 A4ADB01-10 200 A												
					A4ADB01		Yes	490.00	No		0	A4ADB01-10	200 A
													+

• The selection will result in the population of the **Product Code**, **Product Description** and **Model No** (if applicable) fields.

-				Ac	ld new Production Run - BPO	: Version 2.1.	0.64 - Example Com	ipany					—		
Home Equip	ment and Locations	Contract F	Finance and	HR Inve	ntory Maintenance and Pro	jects Man	ufacturing Procu	rement	Sales	Service	Reporting	Utilities		- 8	×
Save Back Save L	ayout Workspaces														
Production Centre	Head Office Produ	tion Centre	• م	PartCod	e PartDesc	ModelNo	RequiredQty	QOH							
Location	() Mad	hine		9											
Resourc	P Main		• م	+ A4CS	A4 Clear Platic Cover			0	79						
Product Code			م م	A4CB	A4 Cardboard Backing			0	80						
Product Des	1	ine Reals	P	A4NP Az4DB	A4 Note Paper A4 Drawing Book			0	691 0						
Product Desi	A4 Architects Drav	ing book		AZ4UB	A4 Drawing Book			U	U						
Model No	-														
Planned Qt			_												
Start Date / Time		12:17:32	\$												
Scheduled End															
		12:17:32	\$												
Employee			- *	1											
1															_
Open Windows -													07 Aug 2	018	



- The parts data grid will also now populate with the
 - Part Code
 - Part Description
 - Model No (if applicable) and
 - QOH Quantity on Hand

details that apply to the previously selected product description.

	Ŧ					Add	new Production Run - BPO	Version 2.1.0.64	- Example Cor	mpany					
0	Home Equipme	nt and Locations	Contra	ict Fina	ance and	HR Invent	ory Maintenance and Proj	ects Manufac	turing Proc	urement S	ales Service	Reporting	Utilities		- 8 x
Save Proces		out Workspaces	s												
	Production Centre	Head Office Proc	duction Cen	tre	* م	PartCode	PartDesc	ModelNo	RequiredQty	QOH	1				
	Output Location	() M	achine			9									
	Resource	Main			• م	A4CS	A4 Clear Platic Cover			0 79					
	Product Code	A4ADB01			۰ م	A4CB A4NP	A4 Cardboard Backing A4 Note Paper			0 80					
	Product Desc	A4 Architects Dra	awing Book		-	Az4DB	A4 Drawing Book			0 0					
											-				
	Model No.														
	Planned Qty				•										
5		2018/08/10		17:32	\$										
		2018/08/11	• 12:1	17:32	\$										
	Employee				• *										
Open W	/indows 🕶													07 Aug 2	018 0

PLANNED QUANTITY

• Type in the **quantity** that you plan to manufacture.



-po	Ŧ				Add	new Production Run - BPO	Version 2.1.0	0.64 - Example Com	ipany				—		\times
	Home Equipm	ent and Locations	Contract	Finance and I	HR Invent	ory Maintenance and Proj	ects Man	ufacturing Proc.	rement	Sales Se	ervice Reporting	y Utilities		- 6	y x
	(-)														
Save	-	yout Workspaces													
		•													
Proces	ising _	Format _													
															/
F	Production Centre	Head Office Produc	ction Centre	* م	PartCode	PartDesc	ModelNo	RequiredQty	QOH						
	Location	🔘 Mac	hine		9										
	Resource	Main		• م	A4CS	A4 Clear Platic Cover				19					
	Product Code	A4ADB01		• م	A4CB A4NP	A4 Cardboard Backing A4 Note Paper			0 6	10					
		A4 Architects Draw	ring Book		Az4DB	A4 Drawing Book			0	0					
			-												
	Model No.														
	Planned Qty			•											
5	itart Date / Time	2018/08/10 -	12:17:32	\$											
	Scheduled End	2018/08/11 -	12:17:32	\$											
	Employee			• •											
Open W	/indows 🕶												07 Aug 2	2018	÷ //

REQUIRED QUANTITY

- When you have selected the **Planned Quantity** amount, the **Parts** data grid will now populate with the **Required Quantity** needed to complete the production run.
 - Note: It is important to compare the QOH and Required Quantity column to see if you have enough stock on hand to fulfill the required quantity needed to complete the production run. If not, then you can complete the procure parts process if necessary.



-po	Ŧ						Add new	Production Run - BPO:	Version 2.1.0	64 - Example Con	npany					-		×
0	Home	Equipme	ent and Locations	Contract	Finance and	HR	Inventory	Maintenance and Proj	ects Manu	facturing Proc	rement	Sales	Service	Reporting	Utilities		-	₽ x
		2																
Save	Back		out Workspaces															
Jave	Daux	Save Lay	vorkspaces															
Process	sing "		Format	4														
																		1
P	roductio	n Centre	Head Office Produ	uction Centre	* م	P	PartCode	PartDesc	ModelNo	RequiredQty	QOH							
	O Local	tion	() Ма	chine		9												
		Resource	Main		• م		A4CS	A4 Clear Platic Cover			3	79						
		uct Code			- ۹		A4CB	A4 Cardboard Backing			3	80						
			A4ADD01 A4 Architects Dra	uiza Dask			A4NP Az4DB	A4 Note Paper A4 Drawing Book		1	50	691 0						
	FIGU	uce Desc	A4 Architects Dra	wing book	÷.		42400	A4 Drawing book			0	U						
					-													
	м	lodel No.																
	Plan	nned Qty	3		*													
5		2		• 12:17:32	: :													
	Schedu	uled End		• 12:17:32														
		nployee			• •	10001												
		inprojec																
Open Wi	indows 🕶															07 A	ug 2018	: //

START AND END DATE / TIME

- **Start Date / Time**: This will auto populate with the current date and time.
 - Date: Either type in or click on the drop-down arrow and use the calendar function to select an alternative start date if required.
 - **Time**: Either type in or use the arrow indicators to select an alternative start time if required.
- Scheduled End: This will auto populate with the current date and time plus 24 hours.
 - Date: Either type in or click on the drop-down arrow and use the calendar function to select an alternative end date if required.
 - **Time**: Either type in or use the arrow indicators to select an alternative end time if required.



	Ŧ						Add new	Production Run - BPO:	Version 2.1.0.	64 - Example Comp	any					-		×
0	Home	Equipme	ent and Locations	Contract	Finance and	HR	Inventory	Maintenance and Proj	ects Manu	facturing Procure	ment !	Sales	Service	Reporting	Utilities		- 1	x R
H		2																
Save	Back		out Workspaces															
Jure	DUCK	Surc cu	*															
Proces	ing "		Format 🦼			-												
																		1
P	oductio	n Centre	Head Office Produc	tion Centre	• م		PartCode	PartDesc	ModelNo	RequiredQty	QOH							
1	Local	tion	() Mad	hine		٩												
		Resource			• م		A4CS	A4 Clear Platic Cover		3		9						
			A4ADB01		- ۹		A4CB	A4 Cardboard Backing		3		0						
			A4AD001 A4 Architects Draw	ing Rock	<i>p</i>	-	A4NP Az4DB	A4 Note Paper A4 Drawing Book		150		0						
	FIGU	uce Desc	A4 AFCITIECIS DI aw	пу воок	÷	P	ALHUD	A4 Drawing book				U						
					-													
	м	lodel No.																
	Plan	nned Qty	3															
S		e / Time	2018/08/10 -	12:17:32	\$													
		uled End	2018/08/11 -		\$													
		nployee	2010/00/11	111102	- •													
		npioyee			•													
Open W	ndows 🕶					1										07 Aug	2018	- 1

SELECT RESPONSIBLE EMPLOYEE

• Employee: Click on the drop-down arrow and select the employee responsible for this production run.



24	Office Production Centre Hachine				Maintenance and Proj der here to group by the PartDesc A4 Clear Platic Cover A4 Care Platic Advant A4 Care Plater		RequiredQty	QOH 3 7	ales Sen	vice Reporting	Utilities		- 1	8 ×
ee Bad: Consisting Production Centre Head Production Centre Head Product Code AddD Product Code AddD Product Desc Add Add Product Desc Add Add Add Add Add Add Add Add Add Ad	8 Office Production Centre Machine DB01	م م	•	PartCode P A4CS A4CB A4NP	PartDesc A4 Clear Platic Cover A4 Cardboard Backing							/		/
ee Bad: Consisting Production Centre Head Production Centre Head Product Code AddD Product Code AddD Product Desc Add Add Product Desc Add Add Add Add Add Add Add Add Add Ad	4 Office Production Centre O Machine	م م	•	PartCode P A4CS A4CB A4NP	PartDesc A4 Clear Platic Cover A4 Cardboard Backing							/		/
Production Centre Head	d Office Production Centre	م م	•	PartCode P A4CS A4CB A4NP	PartDesc A4 Clear Platic Cover A4 Cardboard Backing									/
Production Centre Head	d Office Production Centre	م م	•	PartCode P A4CS A4CB A4NP	PartDesc A4 Clear Platic Cover A4 Cardboard Backing							/		/
Increase Resource Main Product Code AAQD Product Desc Af Arr Hodel No. Interference Planned Qty 3 Start Date / Time 2018/ Employee Interference	O Machine	م م	•	PartCode P A4CS A4CB A4NP	PartDesc A4 Clear Platic Cover A4 Cardboard Backing									
Increase Resource Main Product Code AAQD Product Desc Af Arr Hodel No. Interference Planned Qty 3 Start Date / Time 2018/ Employee Interference	O Machine	م م	•	 A4CS A4CB A4RNP 	A4 Clear Platic Cover A4 Cardboard Backing	Housito								
Resource Main Product Code AAQ2 Product Desc Af Arr Nodel No. Image: Comparison of the compar	D801	٩	1	A4CB A4NP	A4 Cardboard Backing			3 7						
Product Code AAAD Product Desc A4 Art Nodel No. Planned Qty 3 Start Date / Time 2018/ Scheduled End 2018/ Employee	DB01	٩		A4NP										
Product Dess A4 Arr Hodel No. Planned Qty 3 Start Date / Time 2018/ Scheduled End 2018/ Employee 12/24			•		A4 Note Paper			3 8	0					
Hodel No. Planned Qty 3 Start Date / Time 2018/ Scheduled End 2018/ Employee	rchitects Drawing Book	+		Az4DB	H THORE T OPEN		15	0 69	1					
Planned Qty 3 Start Date / Time 2018/ Scheduled End 2018/ Employee 10 10 24		+			A4 Drawing Book			0	0					
Planned Qty 3 Start Date / Time 2018/ Scheduled End 2018/ Employee 10 10 24		τ.												
Planned Qty 3 Start Date / Time 2018/ Scheduled End 2018/ Employee 10 10 24														
Start Date / Time 2018/ Scheduled End 2018/ Employee 10 12 24			.											
Scheduled End 2018/ Employee			•											
Employee		\$												
ID 24	8/08/14 • 00:04:33	\$	100											
24	A Name	*	• 1											
501 E 1 E 7 C 3 C	Abgal Mine Beinds Shaman Ben Johnson Bianca Du Tot Carolina Suzzetta Lourens van d Chris Haynes Atterdee CO3 Administrator	den Ader	ndort	f										

SAVE DETAILS

• When you have finished adding details to this screen, click on **Save**.



-				Add net	v Production Run - BPO	Version 2.1.0.	64 - Example Comp	any				-		\times
Home Equipme	ent and Locations	Contract Fi	inance and I	HR Inventory	Maintenance and Proj	jects Manuf	facturing Procure	ment Sales	Service	Reporting	Utilities		- 1	8)
💾 🔿 🛛 🖾														
	out Workspaces													
Processing , B	Format 4													
rocessing a	ormat a		-	Drag a columo be	ader here to group by tha	t column								
Production Centre	Head Office Producti	ion Centre	• م	PartCode	PartDesc	ModelNo	RequiredQty	QOH						
Location	O Mach	ine		9										
Resource			• م	+ A4CS	A4 Clear Platic Cover		3	79						
Product Code			2	A4CB	A4 Cardboard Backing		3							
	A4ADB01 A4 Architects Drawin	- Deals	4	A4NP	A4 Note Paper A4 Drawing Book		150							
Product Desc	A4 Architects Drawin	IY DOOK		Az4DB	AH Drawing Book		C	0						
			-											
Model No.														
Planned Qty	3		•											
Start Date / Time	2018/08/13 -	00:04:33	\$											
Scheduled End		00:04:33	\$											
	Bianca Du Toit		÷.											
	build build													
en Windows 👻												07 Aug	2018	

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

				Add	new Production Run - BPO	: Version 2.1.0.	64 - Example Com	pany					—	
Home Equipme	ent and Locations	Contract I	Finance and	HR Invento	ry Maintenance and Proj	jects Manu	facturing Procur	rement	Sales	Service	Reporting	Utilities		- 8
	yout Workspaces													
Production Centre	Head Office Product	ion Centre	* م	PartCode	PartDesc	ModelNo	RequiredQty	QOH						
O Location	() Mach	ine		9										
Resource	Main		• م	 A4CS 	A4 Clear Platic Cover			3	79					
Product Code			<u>ہ</u>	A4CB A4NP	A4 Cardboard Backing			3	80					
	A4 Architects Drawin	na Book	-	A4NP Az4DB	A4 Note Paper A4 Drawing Book		15	0	691 0					
	A TRACTICE DI UNI	ig book		100	A rorunning book			•						
			-											
Model No.				_			-							
Planned Qty	3		•			×								
Start Date / Time	2018/08/13 -	00:04:33	\$		roduction Run : PROD0000									
Scheduled End	2018/08/14 -	00:04:33	\$	M	roduction Run : PROD0000	JU/4 saved								
Employee	Bianca Du Toit		• •		1	OK								
					L	UK								
ipen Windows 🕶													07 Aug 2	018 🔅



VIEW NEW PRODUCTION RUN

- You will return to the **Production** listing screen.
- The newly created production run has been added to the data grid.

VIEW LINKED WORK ORDERS

	Ŧ				Production -	BPO: Versio	on 2.1.0.64 - Exar	mple Company	/				-		\times
	Home Equi	ment and Loca	tions Contract Financ	e and HR Invento	ry Mainten	ance and Pro	jects Manufa	acturing Pro	ocurement S	ales Serv	vice Repo	rting Utilities		-	8
2		8	2		42	1									
Add	Edit Delete	Close Vie				Reports									
Add	cuit Delete	Close vie	Save Layout Workspa	ices Print Expo	t keiresn	*									
	Maintenanc	e		. View		Re 4									
									-						1
Produ	ctionRef •	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	ActualQty	Status	Ame
1 PR	OD00000074	A4ADB01	A4 Architects Drawing Book	Bianca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3		0	A	190
€ PRO	OD0000073	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	190
	OD00000072	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	190
	OD00000070	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	190
	OD0000069	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	190
	OD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		2	A	190
	OD00000051	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		2	A	190
	OD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		2	A	190
	OD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		2	A	190
	OD00000047	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	190
	OD00000046	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	190
	OD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		1	A	190
	OD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		1	A	190
	OD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		1	A	190
	OD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		1	A	190
	OD00000041	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		1	A	190
	OD00000040	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		2	A	190
	OD0000039	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	201
	OD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		2	A	190
	OD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		2	A	190
	OD0000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		2	A	19
	OD0000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		1	A	190
	OD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		2	A	19
	OD0000033	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	19
	OD0000032	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		0	A	20
	00000030	ACD 11111	Acer Conier	Tudith Mudzanni	28 Feb 2017	08-06-45	01 Mar 2017	08-06-45	01 lan 1000	00-00-00	2		2	٨	20

• Click on the **expand** button in this new row.

- The Production Work Orders frame has been expanded.
- Here you can see that the system has linked **work orders** to this production run in order for the work to be carried out.
- Collapse the frame when you have finished viewing it.



Add a Production Run

	upment and Loca		Finance and HR	्राम्य (and Projects	Manufacturing	Procureme	nt Sales	Service	Reporting Utiliti				
🔂 💋 🗙 Add Edit Delet		ew Save Layout	Workspaces Print	Export R		eports									
Maintena	nce	. Forma	it a V	lew _ O	ur " Re	an a									
ProductionRef	 PartCode 	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedOty	CompletionComments	ActualOty	Status	AmendDate	1
Troductoriter	Turceoue	Turwese	Troductor Forchart	Startoute	Dittor (Think			LINDONE	chorane	(and a copy of the copy of th	compression	Herange)	50005	Amenabate	
PROD0000074	A4ADB01	A4 Architects Dra	Bianca Du Toit	13 Aug 2018	00:04:33	14 Aug 2018	00:04:33	01 Jan 1900	00:00:00	3			A	1900/01/01	
Production Wo	rk Orders					-			10000000		1				
9 WOCode	Description		Sit	eName WOTyp	e Status S	tatusDescription	Priority Work	Priority Requ	estDate Rec	uestTime In	voiceable Capitalise	ProjectRef	ProjectD	esc CalRefe	rence C
WO0001699	Created for pr	oduction batch - A4AD	B01-100000200 Du	rban MN	0 0	pen	2	0.00 13 Au	ug 2018 00:	04:33 N	o No				
4								-							
PROD0000073	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	1	1	2 A	1900/01/01	
E PROD0000072	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	1900/01/01	
E PROD0000070	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	1900/01/01	
PROD0000069	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			L A	1900/01/01	
E PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		1	2 A	1900/01/01	
PROD0000051	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:48:23	07 Apr 2017	10:48:23	01 Jan 1900	00:00:00	2		1	2 A	1900/01/01	
PROD0000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		1	2 A	1900/01/01	
PROD0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		1	2 A	1900/01/01	
PROD0000047	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	1900/01/01	
PROD0000046	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			LA	1900/01/01	
PROD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1			L A	1900/01/01	
PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1			LA	1900/01/01	
PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1			LA	1900/01/01	
PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1			LA	1900/01/01	
PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1			L A	1900/01/01	
E PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2			2 A	1900/01/01	
PROD0000039	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	2017/02/28	
E PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2			2 A	1900/01/01	
E PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2			2 A	1900/01/01	
PROD0000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2			2 A	1900/01/01	
 PROD0000035 PROD0000034 	ACR11111 ACR11111	Acer Copier	Belinda Sharman Belinda Sharman	28 Feb 2017 28 Feb 2017	09:20:59	01 Mar 2017 01 Mar 2017	09:20:59 08:53:09	01 Jan 1900 01 Jan 1900	00:00:00	1			L A 2 A	1900/01/01	
	ACR11111 Az4DB	Acer Copier	Bianca Du Toit	28 Feb 2017 28 Feb 2017	08:53:09	01 Mar 2017 01 Mar 2017	08:53:09	01 Jan 1900 01 Jan 1900	00:00:00	2			LA	1900/01/01	
PROD0000033 PROD0000032	AZ406 SP1818	A4 Drawing Book Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900 01 Jan 1900	00:00:00	3				1900/01/01 2018/08/10	
PROD0000032 PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900 01 Jan 1900	00:00:00	2			2 A	2018/08/10 2017/02/28	
PROD000000000000000000000000000000000000	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				1900/01/01	
EI PROD000027	AZTOD	AT DIAWING DOOK	bidrica bu Torc	101 60 2010	14.51.10	19160 2010	14.51.10	01 340 1900	00.00.00					1900/01/01	

MNU.051.004