

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

# MANUFACTURING

## PRODUCTION – CLOSE A PRODUCTION RUN

Only once all parts have been **issued** and subcons, time, expenses, (if any) have been logged, can the production run be **closed**.

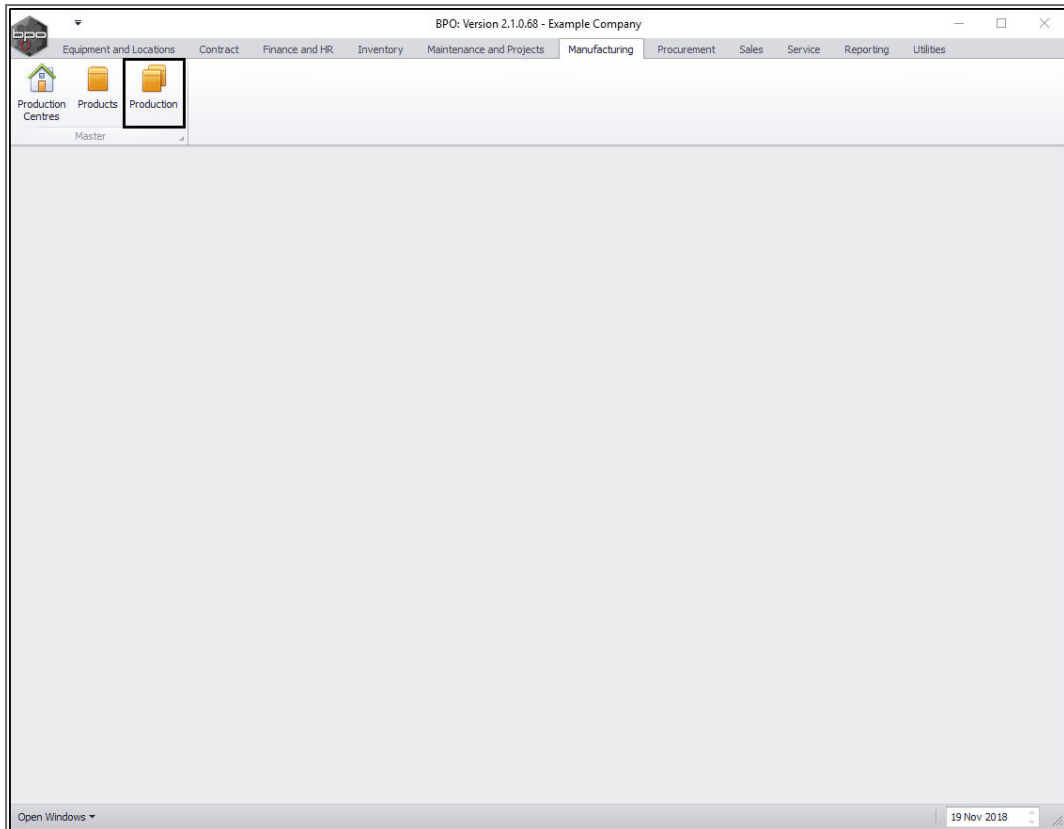
Closing the production run will **'consume'** the stock issue to the production work order, and the system will generate a manufactured **product** which will be visible in **stock**.

You will have the opportunity to note **how many** items were produced. If **less** products were produced, the surplus parts issued must first be **returned to store** (if they are re-useable), before the production is closed.

---

**Ribbon Access:** Manufacturing > Production

---



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

## **CLOSE A PRODUCTION RUN**

---

- Select the **row** of the **production run** that you wish to close.
  - In this example, an **Acer Copier (A-class item)** has been selected.
- Click on **Close**.

Production - BPO: Version 2.1.0.69 - Example Company

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

Add Edit Delete **Close** View Save Layout Workspaces Print Export Refresh Reports

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
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	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
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	
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	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
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	

Open Windows 06 Jan 2019

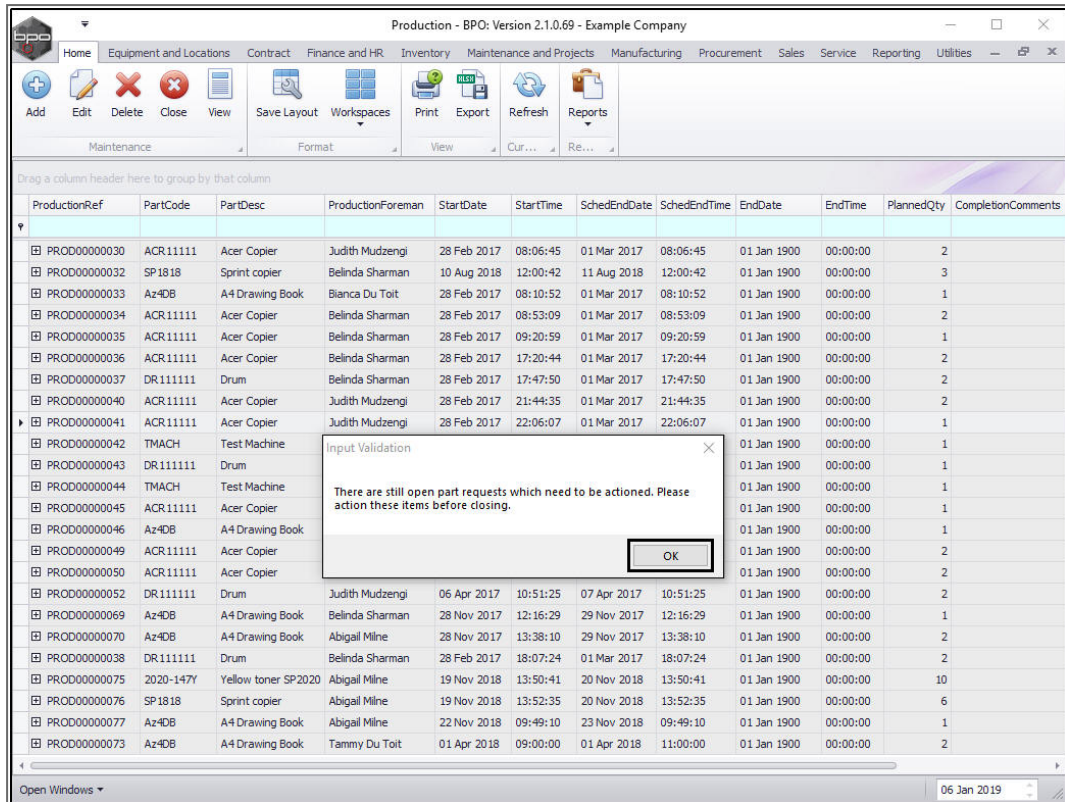
- A **Close Production Run** message box will pop up asking;
  - **Are you sure you want to close this production run?**
- Click on **Yes**.

The screenshot shows a software interface with a menu bar (Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities) and a toolbar (Add, Edit, Delete, Close, View, Save Layout, Workspaces, Print, Export, Refresh, Reports). Below the toolbar is a table with columns: ProductionRef, PartCode, PartDesc, ProductionForeman, StartDate, StartTime, SchedEndDate, SchedEndTime, EndDate, EndTime, PlannedQty, and CompletionComments. A dialog box titled 'Close Production Run' is open, displaying the text 'Are you sure you want to close this production run?' and two buttons: 'Yes' and 'No'.

## PRODUCTION ISSUES

### OUTSTANDING PART REQUESTS

- If there are **outstanding part requests** linked to this production run then an **Input Validation** message box will pop up informing you that:
  - **There are still open part requests which need to be actioned. Please action these items before closing.**
- Click on **OK**.
- [Open the Work Order Maintain screen](#) and [issue](#) the outstanding part requests if they have been [approved](#).



- You may also receive the following **Input Validation** message;
  - There are still open sub contracts which need to be received. Please GRN these items before closing.**
- Click on **OK**.
- Receive the third party services before attempting to close the production run again.
- You can also open the Work Order Maintain screen and procure third party services.

**Note:** If there are **no outstanding** part requests and **no open sub contracts** to be received, the system will take you straight to the **Production Completion** screen. Click on either Production Completion for A/B class items or Production Completion for C class items for more information.

Production - BPO: Version 2.1.0.69 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Drag a column header here to group by that column

ProductRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier						01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier						01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum						01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier						01 Jan 1900	00:00:00	2	
PROD00000041	ACR11111	Acer Copier						01 Jan 1900	00:00:00	1	
PROD00000042	TMACH	Test Machine						01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum						01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
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	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
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	
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	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
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	

Input Validation

There are still open sub contracts which need to be received. Please GRN these items before closing.

OK

Open Windows 06 Jan 2019

## OPENING THE PRODUCTION WORK ORDER

You can open the production **Work Order** from the **Production Listing** screen for further processing

- Click on the **expand** button in the row of your selected production run.

Production - BPO: Version 2.1.0.69 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
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	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
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	
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	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
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	

Open Windows 06 Jan 2019

- The **Production Work Orders** frame will be expanded.
  - Here you can view the **work order** linked to the selected production run.
- Double click** anywhere in the **row** of this work order.

Production - BPO: Version 2.1.0.69 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	

Production Work Orders

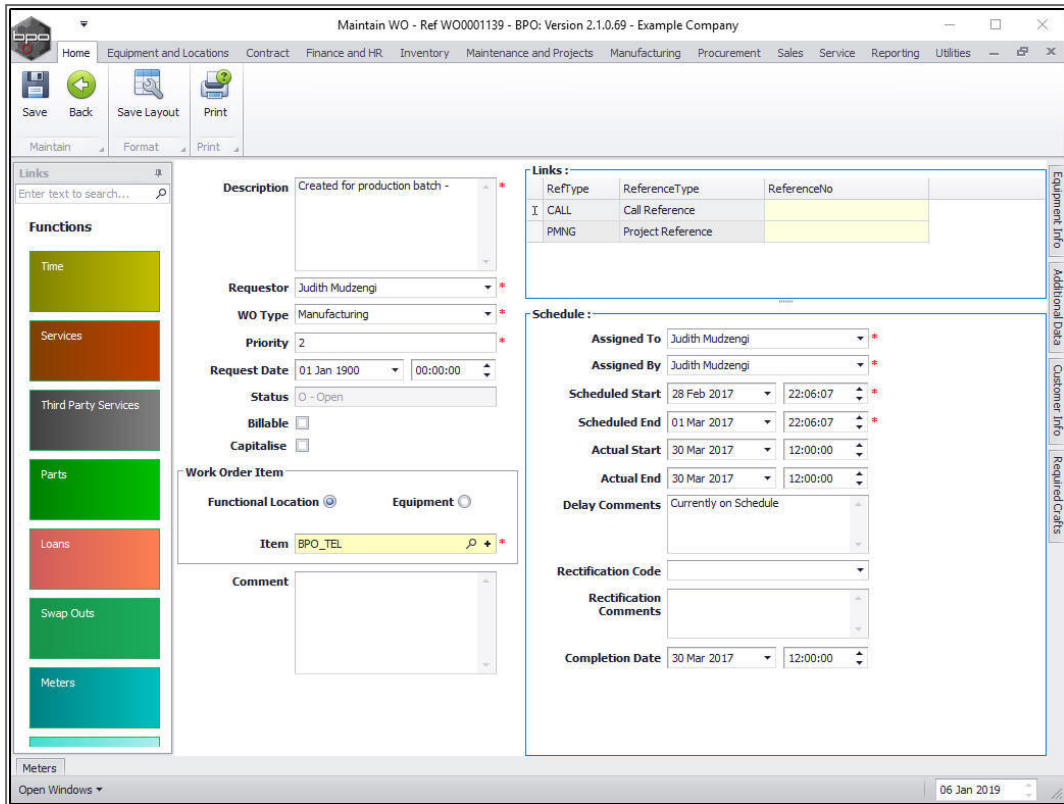
WOCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable	Capital
WO0001139	Created for production batch -	Durban	MN	O	Open	2	0.00	01 Jan 1900	00:00:00	No	No

Open Windows 06 Jan 2019

## ACTION PRODUCTION WORK ORDERS

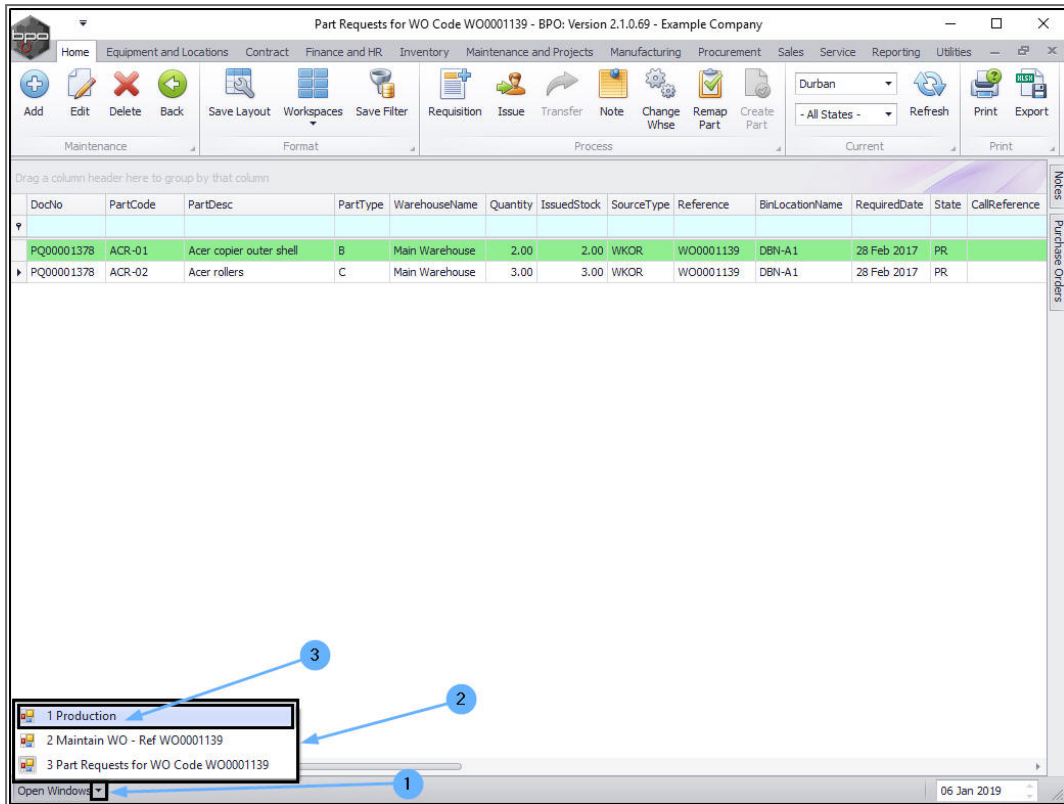
- The **Maintain WO - Ref [ ]** screen will be displayed.
- From this screen, you can [add part requests](#), [issue parts](#), [procure third party services](#), [log time](#), [add internal services](#) etc.





To return to the **Production [ ]** listing screen after further processing:

1. Click on the Open Windows **drop-down arrow** in your current screen to display
2. the Open Windows **menu** and
3. select **Production**.



You will return to the **Production** listing screen.

Now you can try to **close** the production run again.

1. Ensure that the **row selector** is in front of the **same production run** that you wished to close.
2. Click on **Close**.

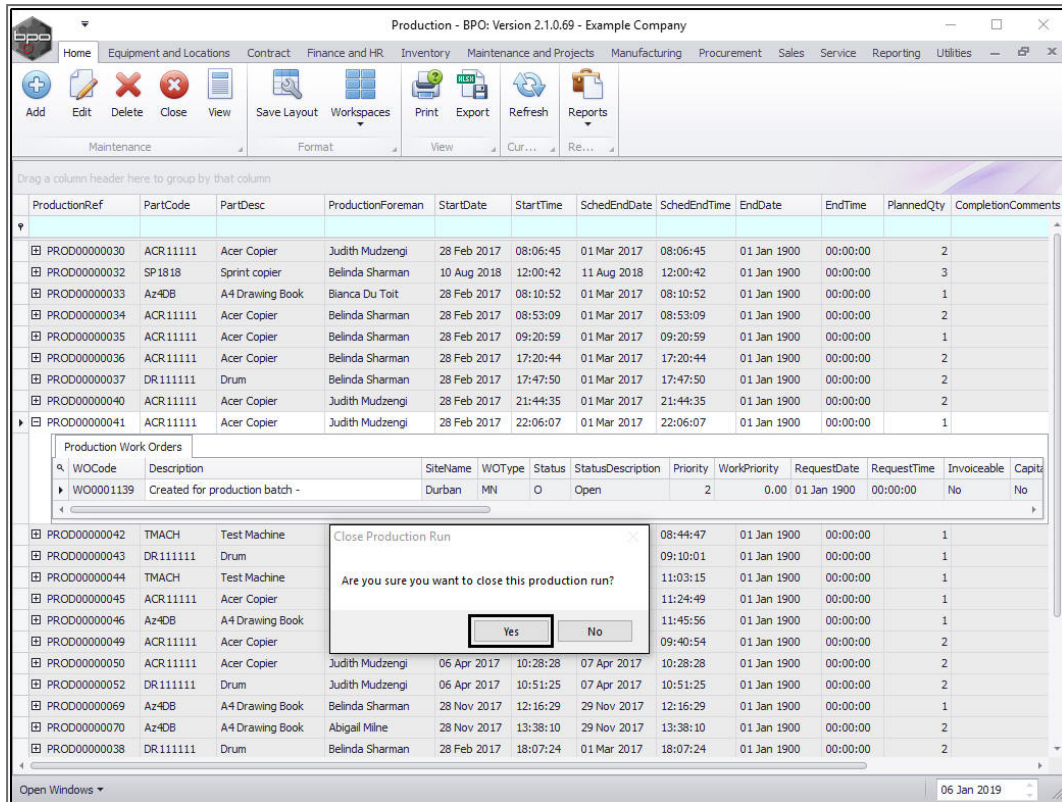
The screenshot shows the 'Production - BPO: Version 2.1.0.69 - Example Company' window. The 'Close' button in the top toolbar is highlighted with a red box and a blue arrow labeled '2'. In the 'Production Work Orders' table, the row for 'WO0001139' is selected, indicated by a blue arrow labeled '1'.

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	

WOCCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoicable	Capit
WO0001139	Created for production batch -	Durban	MN	O	Open	2	0.00	01 Jan 1900	00:00:00	No	No

- A **Close Production Run** message box will pop up asking;
  - **Are you sure you want to close this production run?**
- Click on **Yes**.

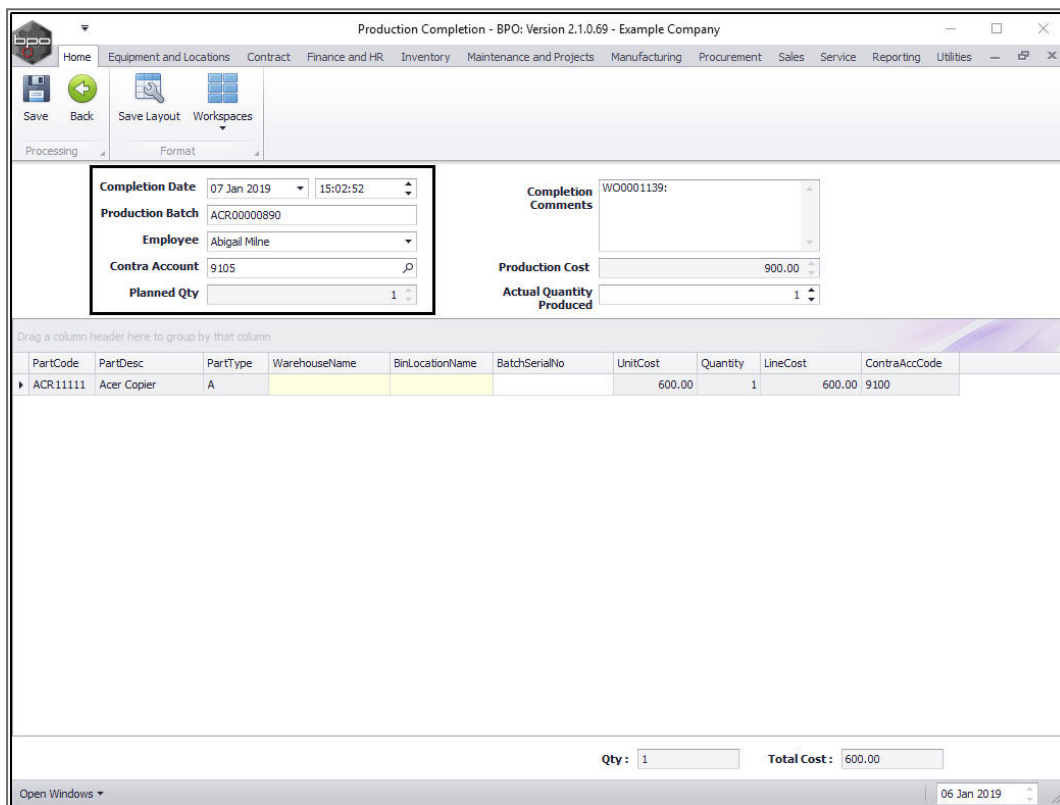


## PRODUCTION COMPLETION - A/B-CLASS PRODUCT

The **Production Completion** screen will be displayed. Check all the production details:

- **Completion Date (and Time)** This will populate with the current date and time.
  - **Completion Date:** You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date.
  - **Completion Time:** You can either type in or use the directional arrows to select an alternative date.
- **Production Batch:** This will auto populate with the batch serial number set up on this production run.

- **Employee:** This will populate with the employee currently logged on to the system but you can click on the drop-down arrow and select an alternative employee if required.
- **Contra Account:** This will populate with the chart of account number initially set up for this production run. You can click on the search button and select an alternative account number if required.
- **Planned Quantity** This will auto populate with the quantity that was initially planned to be produced.

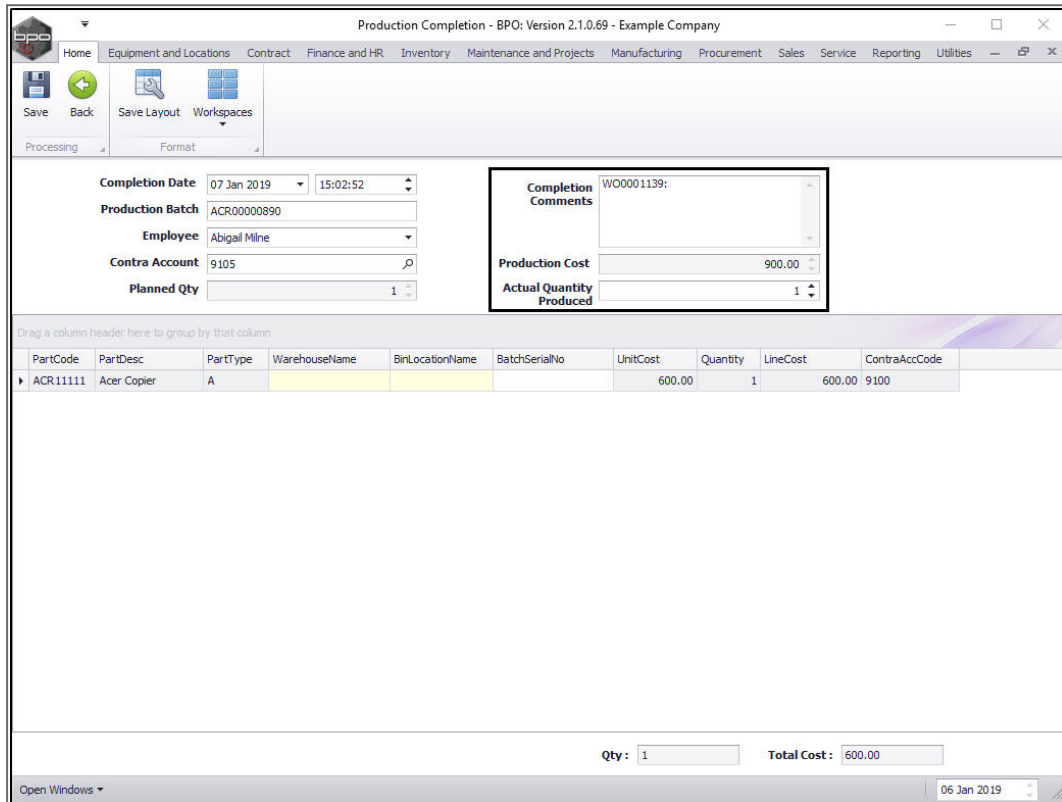


PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
ACR11111	Acer Copier	A				600.00	1	600.00	9100

- **Completion Comments:** This will populate with the linked work order number. You can add other comments as required.
- **Production Cost:** This is the **total cost** of the production run (the sum of the parts used to make the product). This is **not**

**dependant** on the amount of units produced in the production run.

- **Actual Quantity Produced:** Check that the Actual Quantity Produced is correct. If not, either type or use the directional arrows to select the quantity that has actually been produced.



## CHANGE THE ACTUAL QUANTITY PRODUCED - A/B-CLASS PRODUCT

1. In this example, you can see that the **Actual Quantity Produced** is the same as the **Planned Quantity** and this is also reflected in the **Quantity** column in the parts data grid.
2. **Line Cost:** this is the Unit Cost divided by the actual quantity produced. (In this image the line cost is  $600 \div 1 = 600$ )
3. **Unit Cost:** this is the cost of producing **1** unit.

4. **Production Cost:** this is the total cost of production according to the system cost of the parts used (this will not be according to Standard Price - even if this is selected).
5. **Quantity column:** this will record only 1 per line (as this is an A or B-class item.)
6. **Quantity field:** this will reflect the total of A or B-class items produced.
7. **Total Cost:** this is the Unit Cost x the Actual Quantity produced.

The screenshot shows the 'Production Completion' window for 'Example Company'. It features a top navigation bar, a toolbar with 'Save', 'Back', 'Save Layout', and 'Workspaces', and a main data area. The data area includes a form for completion details and a data grid.

**Completion Details:**

- Completion Date: 07 Jan 2019 15:02:52
- Production Batch: ACR00000890
- Employee: Abigail Milne
- Contra Account: 9105
- Planned Qty: 1
- Production Cost: 900.00
- Actual Quantity Produced: 1

**Data Grid:**

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
ACR11111	Acer Copier	A				600.00	1	600.00	9100

**Summary Fields:**

- Qty: 1
- Total Cost: 600.00

Numbered callouts in the image point to: 1. Planned Qty field; 2. Quantity column in the data grid; 3. UnitCost column in the data grid; 4. Production Cost field; 5. Quantity column in the data grid; 6. Qty summary field; 7. Total Cost summary field.

In this example the **Actual Quantity Produced** has been increased to **2**.

1. The new **Actual Quantity (2)** will reflect in the **Quantity** column in the Parts data grid.
  - **Note:** As this is an A-Class item each item is placed in a single row (as opposed to a C-Class items where the quantity increase or decrease will reflect in the Quantity column of the same row).

2. The **Planned Quantity** figure will remain the same.
3. The **Line Cost** is the Unit Cost divided by the actual quantity produced.  
(Therefore in this image, the line cost is  $600 \div 2 = 300$ )
4. The **Unit Cost** per item line will remain the same.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
ACR11111	Acer Copier	A				600.00	1	300.00	9100
ACR11111	Acer Copier	A				600.00	1	300.00	9100

In this example the **Actual Quantity Produced** has been increased to **3**.

1. The new **Actual Quantity (3)** will reflect in the **Quantity** column in the Parts data grid.
  - **Note:** As this is an A-Class item each item is placed in a single row (as opposed to a C-Class items where the quantity increase will reflect in the Quantity column of the same row).
2. The **Planned Quantity** figure will remain the same.
3. The **Line Cost** is the Unit Cost divided by the actual quantity produced.



(Therefore in this image, the line cost is  $600 \div 3 = 200$ )

4. The **Unit Cost** per item line will remain the same.

Move down to the **Parts** data grid.

1. You will note that this data grid auto populates with the:

- **Part Code:** This is the code as set up on the part.
- **Part Description:** This is the description as set up on the part.
- **Part Type:** This is the type as set up on the part.
- **Warehouse Name:** (where the unit will be sent after production). This field will only be populated if a default warehouse and bin has been set up on the part.

- **Bin Location Name:** This field will only be populated if a [default warehouse and bin](#) has been set up on the part.
- **Batch Serial No:** This is the Production Batch No.
- **Unit Cost:** This is.
- **Quantity:** This reflects the quantity as entered in the Actual Quantity Produced column.
- **Line Cost:** This is the total cost of the production run (the sum of the parts used to make the product).
- **Contra Account Code:** This is the default Contra Account Code as [set up on the part](#).

The screenshot shows the 'Production Completion' window for 'Example Company'. 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 'Save', 'Back', 'Save Layout', and 'Workspaces' buttons. The main form contains the following fields:

- Completion Date:** 07 Jan 2019, 15:02:52
- Production Batch:** ACR00000890
- Employee:** Abigail Milne
- Contra Account:** 9105
- Planned Qty:** 1
- Completion Comments:** WO0001139
- Production Cost:** 900.00
- Actual Quantity Produced:** 3

Below the form is a table with the following data:

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
ACR11111	Acer Copier	A				600.00	1	200.00	9100
ACR11111	Acer Copier	A				600.00	1	200.00	9100
ACR11111	Acer Copier	A				600.00	1	200.00	9100

At the bottom of the window, there are summary fields: **Qty:** 1 and **Total Cost:** 1 800.00. The status bar shows 'Open Windows' and the date '06 Jan 2019'.

## SELECT AN (ALTERNATIVE) RECEIVING WAREHOUSE A /B-CLASS PRODUCT

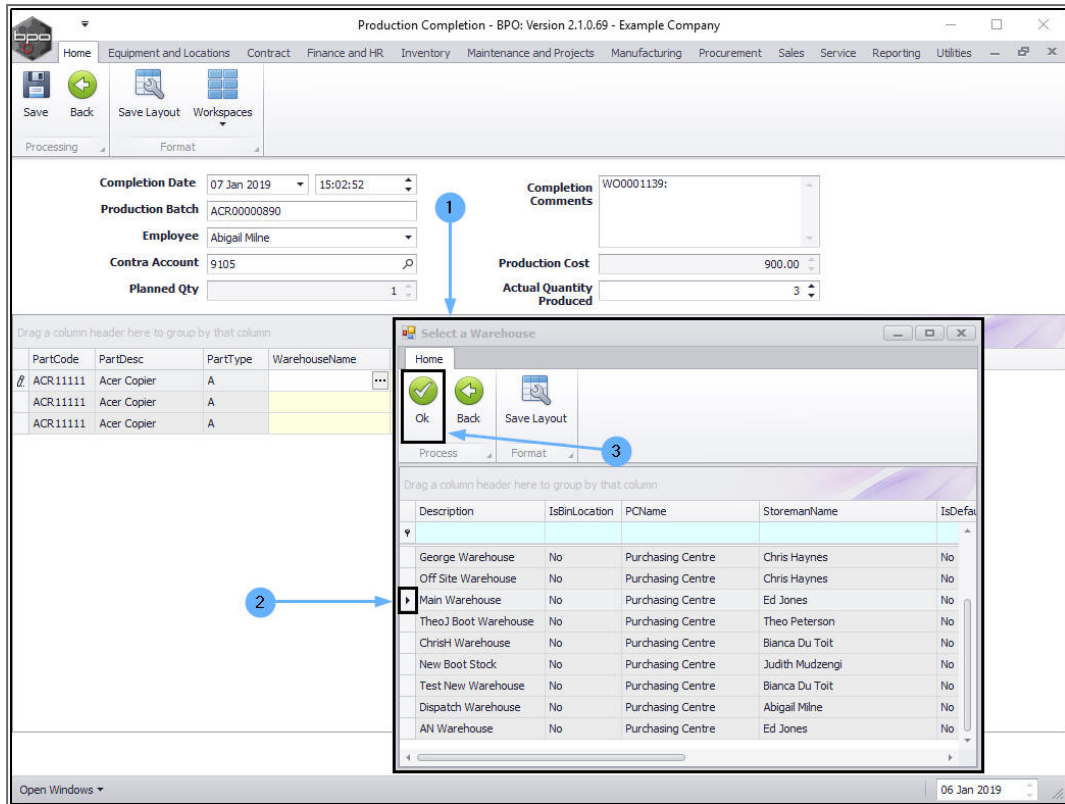
You can **select** a receiving warehouse and bin or **change** the receiving warehouse and bin, if a default one has been set up on the part.

In this example, there is no default warehouse and bin already set up on this part code.

1. Click in the **Warehouse Name** field.
2. An **ellipsis** button will be revealed, click on this button.

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
ACR11111	Acer Copier	A				600.00	1	200.00	9100
ACR11111	Acer Copier	A				600.00	1	200.00	9100
ACR11111	Acer Copier	A				600.00	1	200.00	9100

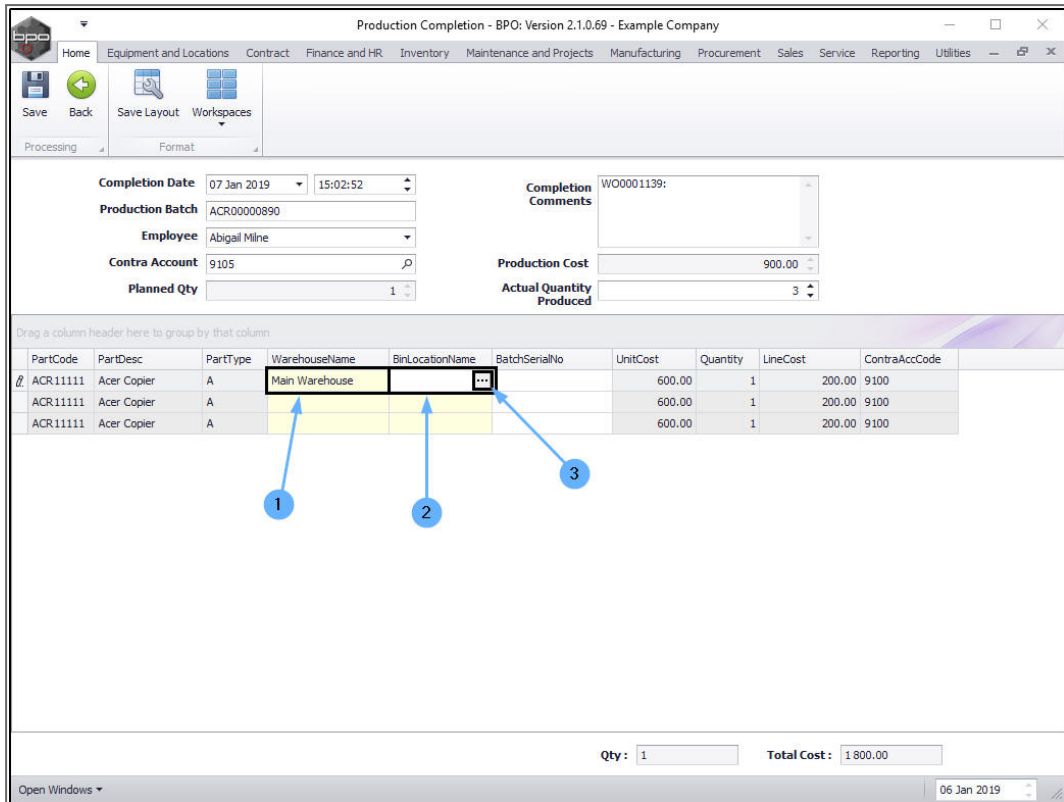
1. The **Select a Warehouse** screen will pop up.
2. Select the **row** of the **alternative warehouse** where you wish to **receive** these parts.
3. Click on **OK**.



1. The **Warehouse Name** field will now be populated with the selected warehouse name.

## SELECT ALTERNATIVE RECEIVING BIN

2. Click in the **Bin Location Name** field.
3. An **ellipsis** button will be revealed, click on this button.



Production Completion - BPO: Version 2.1.0.69 - 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

Completion Date: 07 Jan 2019 15:02:52

Production Batch: ACR00000890

Employee: Abigail Milne

Contra Account: 9105

Planned Qty: 1

Completion Comments: WO0001139

Production Cost: 900.00

Actual Quantity Produced: 3

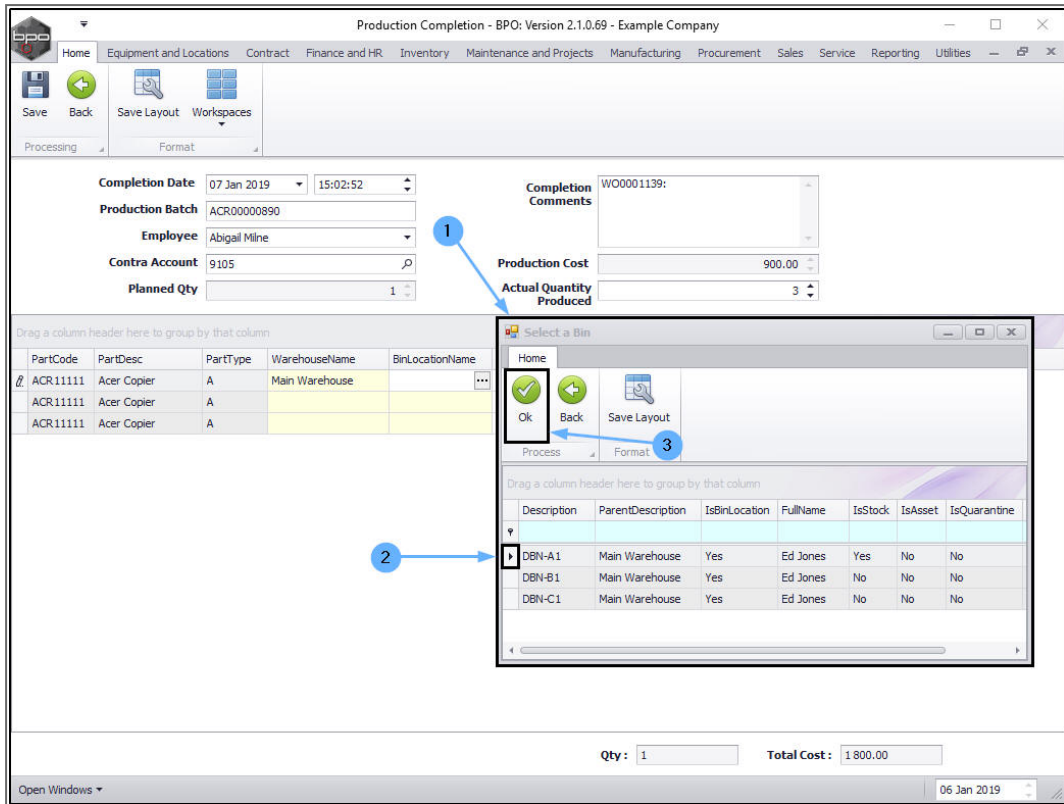
Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
ACR11111	Acer Copier	A	Main Warehouse	...		600.00	1	200.00	9100
ACR11111	Acer Copier	A				600.00	1	200.00	9100
ACR11111	Acer Copier	A				600.00	1	200.00	9100

Qty: 1 Total Cost: 1 800.00

Open Windows 06 Jan 2019

1. The **Select a Bin** screen will pop up.
2. Click on the **row selector** in front of the **bin** you wish to receive this part into.
3. Click on **OK**.



1. The **Bin Location Name** field will now be populated with the selected bin name.

## ALLOCATE BATCH/SERIAL NUMBER - A/B-CLASS PRODUCT

2. Click in the **Batch Serial No** text box and type in a serial number for this A-Class item.
  - **Note 1:** Remember that each A or B-Class item must have a **unique** and **traceable** serial number.
  - **Note 2:** If Auto Serial No was selected, then the serial number will auto populate.

Production Completion - BPO: Version 2.1.0.69 - 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

Completion Date: 07 Jan 2019 15:02:52  
 Production Batch: ACR0000890  
 Employee: Abigail Milne  
 Contra Account: 9105  
 Planned Qty: 1

Completion Comments: W00001139  
 Production Cost: 900.00  
 Actual Quantity Produced: 3

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
ACR11111	Acer Copier	A	Main Warehouse	DBN-A1		600.00	1	200.00	9100
ACR11111	Acer Copier	A				600.00	1	200.00	9100
ACR11111	Acer Copier	A				600.00	1	200.00	9100

Qty: 1 Total Cost: 1,800.00

Open Windows 06 Jan 2019

1. Keep adding to the **Warehouse Name** , **Bin Location Name** and **Batch Serial No** columns using the above method until they are all filled in.
2. When you have finished checking and/or editing the details in this screen, click on **Save**.

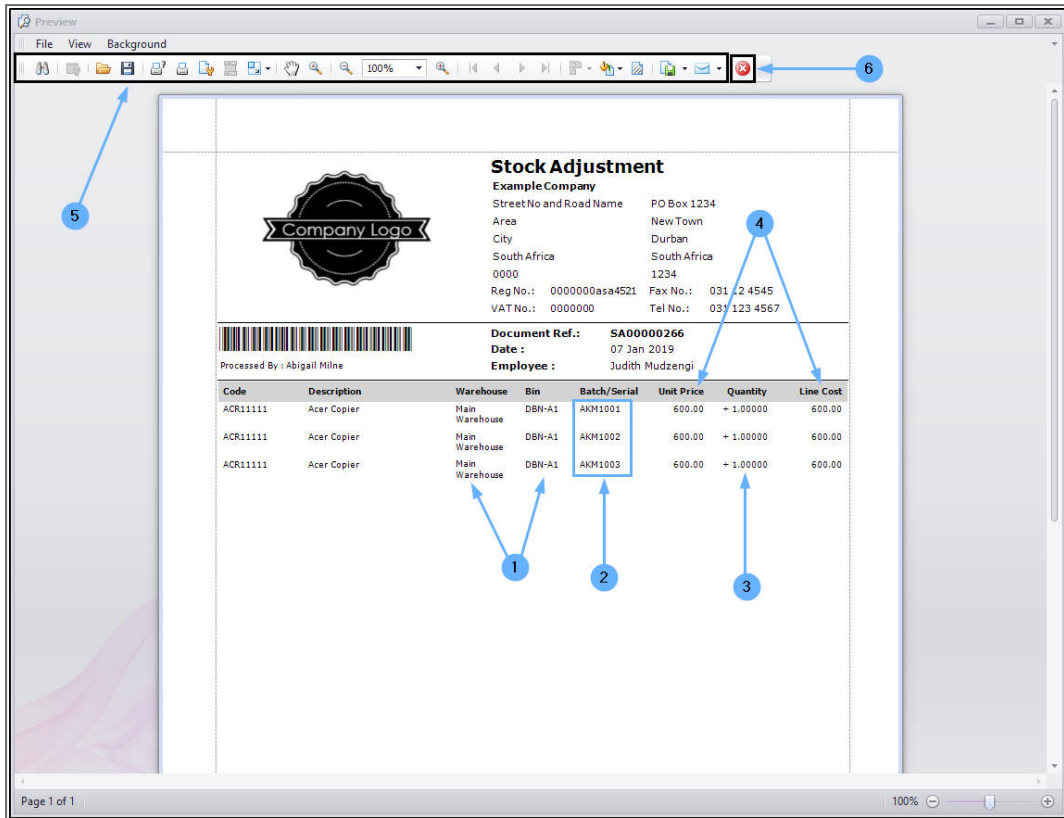
## STOCK ADJUSTMENT REPORT - A/B-CLASS PRODUCT

- A **Report Generation** message box will pop up, asking;
  - The adjustment, doc number [ ], has been created successfully. Do you want to print the Stock Adjustment Sheet?
- Click on **Yes**.



The **Report Preview** screen will be displayed.

1. The report will state which **warehouse** and **bin** the produced items will be received into.
2. The **serial number(s)** will be recorded.
3. It will state the **quantity** that is being received.
4. It will state the **Unit Cost** and **Line Cost** of the product(s).
5. From here you can **View, Print, Export** or **Email** the Stock Adjustment report.
6. **Close** the Report Preview screen when you are done.



You will return to the **Production** listing screen.

- The production run will be **removed** from the Production listing screen.

Production - BPO: Version 2.1.0.69 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionCmme
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
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	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
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	
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	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
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	

Open Windows 06 Jan 2019

## VIEW STOCK GENERATED A/B-CLASS PRODUCT

- You can view the stock generated in the [Stock Status](#) screen.

**Ribbon Access:** Inventory > Stock

Production - BPO: Version 2.1.0.69 - Example Company

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

Categories Parts BOMs Adjustments Deliveries Part Requests Request Approval Return Requests Revaluations Stock Take **Stock** InTransit Quarantine

Master Processing

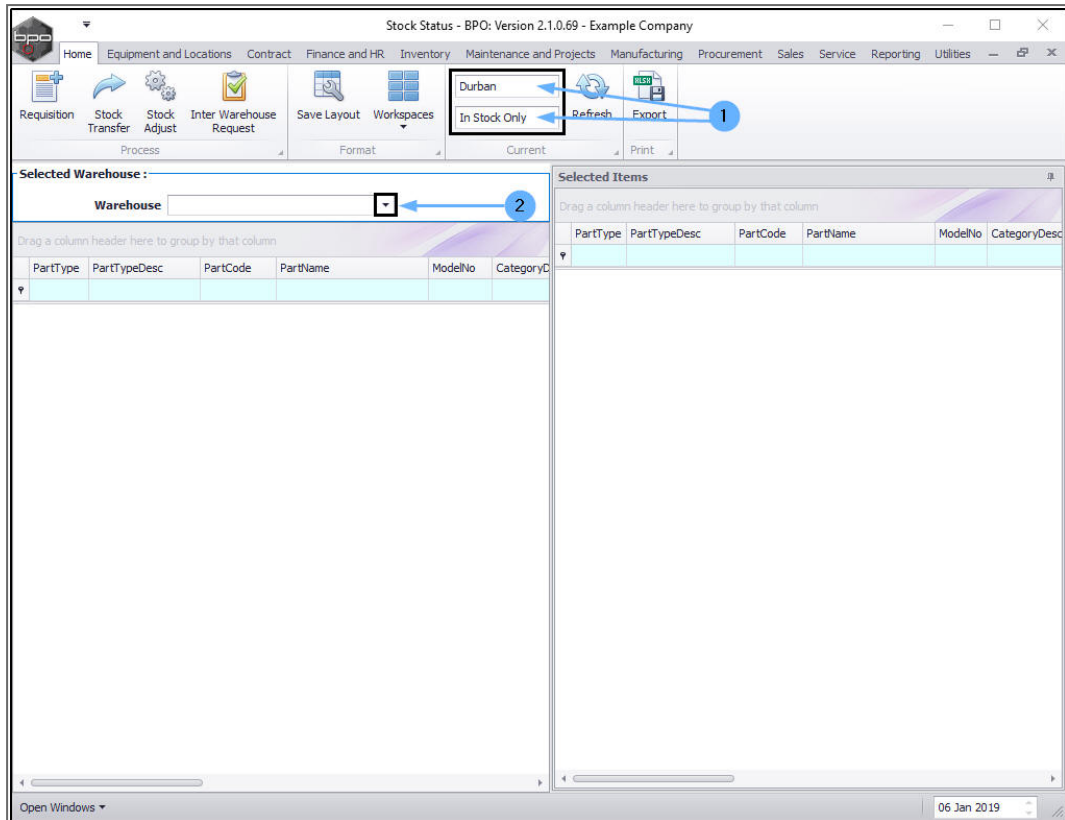
Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionCmme
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
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	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
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	
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	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
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	

Open Windows 06 Jan 2019

The **Stock Status** screen will be displayed.

1. Ensure that you have selected the **site** that the receiving warehouse is in and that the **status** is set to **In Stock Only**.
2. Click on the **drop-down arrow** in the **Warehouse** field to select the receiving warehouse.



The **Selected Warehouse** frame will populate with the **Type, Description** and **Codes** of all the parts in stock.

- Use the [Filter Row](#) or scroll down the list to find the produced part.
- Click on the **expand** button in the row of the part.

Stock Status - BPO: Version 2.1.0.69 - Example Company

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

Requisition | Stock Transfer | Stock Adjust | Inter Warehouse Request | Save Layout | Workspaces | Durban | In Stock Only | Refresh | Export

Selected Warehouse: Warehouse Main Warehouse

Drag a column header here to group by that column

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockO
B	Serialised Spares	1020-478	Staple Unit	1020-478	Accessories	ACMNGR	Main Warehouse	2.00	29.00	0.00	
C	Non Serialised Parts	1020-147K	Toner Black		Toners	TOMNGR	Main Warehouse	30.00	6.00	0.00	
C	Non Serialised Parts	1020-147C	Toner Cyan		Toners	TOMNGR	Main Warehouse	23.00	16.00	2.00	
C	Non Serialised Parts	1020-147M	Toner Magenta		Toners	TOMNGR	Main Warehouse	1.00	2.00	0.00	
C	Non Serialised Parts	1020-147Y	Toner Yellow		Toners	TOMNGR	Main Warehouse	18.00	16.00	1.00	
A	Serialised Equipment	X821932-002	Microsoft Mouse	1454	Accessories	ACMNGR	Main Warehouse	1.00	2.00	0.00	
A	Serialised Equipment	PCMON001	PC Monitor - Samsung		Accessories	ACMNGR	Main Warehouse	1.00	0.00	0.00	
B	Serialised Spares	17-856	Drum for SP1717		Spare Parts	SPMNGR	Main Warehouse	2.00	0.00	0.00	
A	Serialised Equipment	ACR111111	Acer Copier		Hardware	MAMNGR	Main Warehouse	4.00	0.00	1.00	
B	Serialised Spares	ACR-01	Acer copier outer shell		Accessories	ACMNGR	Main Warehouse	9.00	15.00	0.00	
C	Non Serialised Parts	ACR-02	Acer rollers		Spare Parts	SPMNGR	Main Warehouse	75.00	21.00	0.00	
B	Serialised Spares	DR111111	Drum		Accessories	ACMNGR	Main Warehouse	1.00	2.00	0.00	
C	Non Serialised Parts	DR-01	Drum Component 1		Accessories	ACMNGR	Main Warehouse	6.00	0.00	0.00	
C	Non Serialised Parts	DR-02	Drum C component 2		Accessories	ACMNGR	Main Warehouse	14.00	0.00	0.00	
A	Serialised Equipment	SP6161	SP6161 Sprint Copier	SP6161	Hardware	MAMNGR	Main Warehouse	3.00	0.00	0.00	
B	Serialised Spares	16-856	Drum for SP1616		Spare Parts	SPMNGR	Main Warehouse	1.00	3.00	0.00	
C	Non Serialised Parts	1616-147K	Black toner SP1616		Toners	TOMNGR	Main Warehouse	10.00	0.00	0.00	
A	Serialised Equipment	AT500	AT500 Copier	AT500	Hardware	MAMNGR	Main Warehouse	2.00	0.00	1.00	
C	Non Serialised Parts	1212	ABPart		Spare Parts	SPMNGR	Main Warehouse	1.00	1.00	0.00	
C	Non Serialised Parts	1111	Cyan Toner	2222	Toners	TOMNGR	Main Warehouse	5.00	0.00	0.00	
C	Non Serialised Parts	A4ADB01	A4 Architects Drawing Book	0101	Accessories	ACMNGR	Main Warehouse	24.00	0.00	5.00	

Open Windows | 06 Jan 2019

1. The **Stock** frame will be expanded.
2. Here you can view the **Main Warehouse, DBN-A1 Bin** contains **3** items with **3 unique serial numbers** as set up in the production run.  
Either
3. **Close** the screen when you are done.  
Or
4. Use the **Open Windows** menu to return to the Production screen.

Stock Status - BPO: Version 2.1.0.69 - Example Company

Selected Warehouse: Main Warehouse

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	StockO
B	Serialised Spares	1020-478	Staple Unit	1020-478	Accessories	ACMNGR	Main Warehouse	2.00	29.00	0.00	
C	Non Serialised Parts	1020-147K	Toner Black		Toners	TOMNGR	Main Warehouse	30.00	6.00	0.00	
C	Non Serialised Parts	1020-147C	Toner Cyan		Toners	TOMNGR	Main Warehouse	23.00	16.00	2.00	
C	Non Serialised Parts	1020-147M	Toner Magenta		Toners	TOMNGR	Main Warehouse	1.00	2.00	0.00	
C	Non Serialised Parts	1020-147Y	Toner Yellow		Toners	TOMNGR	Main Warehouse	18.00	16.00	1.00	
A	Serialised Equipment	X821932-002	Microsoft Mouse	1454	Accessories	ACMNGR	Main Warehouse	1.00	2.00	0.00	
A	Serialised Equipment	PCMON001	PC Monitor - Samsung		Accessories	ACMNGR	Main Warehouse	1.00	0.00	0.00	
B	Serialised Spares	17-856	Drum for SP1717		Spare Parts	SPMNGR	Main Warehouse	2.00	0.00	0.00	
A	Serialised Equipment	ACR11111	Acer Copier		Hardware	MAMNGR	Main Warehouse	4.00	0.00	1.00	

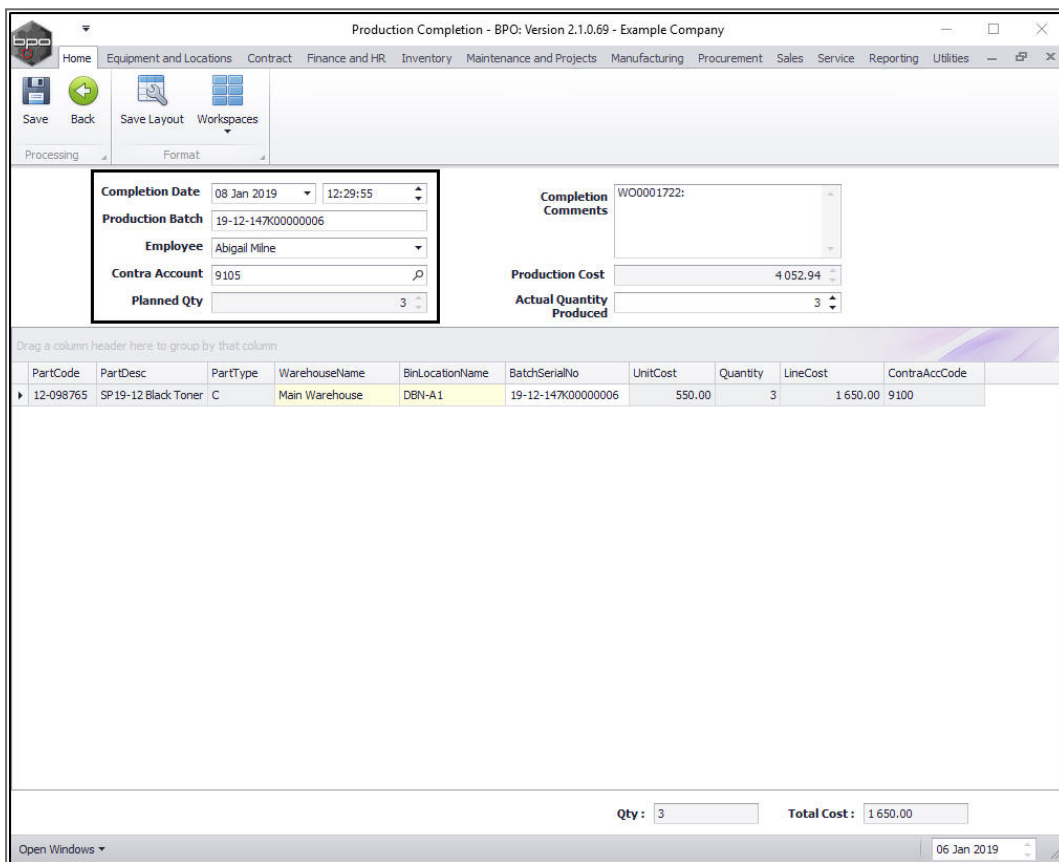
BatchSerialNo	BinName	Quantity
AB5001	DBN-A1	1.00
AKM1001	DBN-A1	1.00
AKM1002	DBN-A1	1.00
AKM1003	DBN-A1	1.00

## PRODUCTION COMPLETION - C-CLASS.PRODUCT

The **Production Completion** screen will be displayed. Check all the production details:

- **Completion Date (and Time)** This will populate with the current date and time.
  - **Completion Date:** You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date.
  - **Completion Time:** You can either type in or use the directional arrows to select an alternative date.
- **Production Batch:** This will auto populate with the batch serial number set up on this production run.

- **Employee:** This will populate with the employee currently logged on to the system but you can click on the drop-down arrow and select an alternative employee if required.
- **Contra Account:** This will populate with the chart of account number initially set up for this production run. You can click on the search button and select an alternative account number if required.
- **Planned Quantity** This will auto populate with the quantity that was initially planned to be produced.



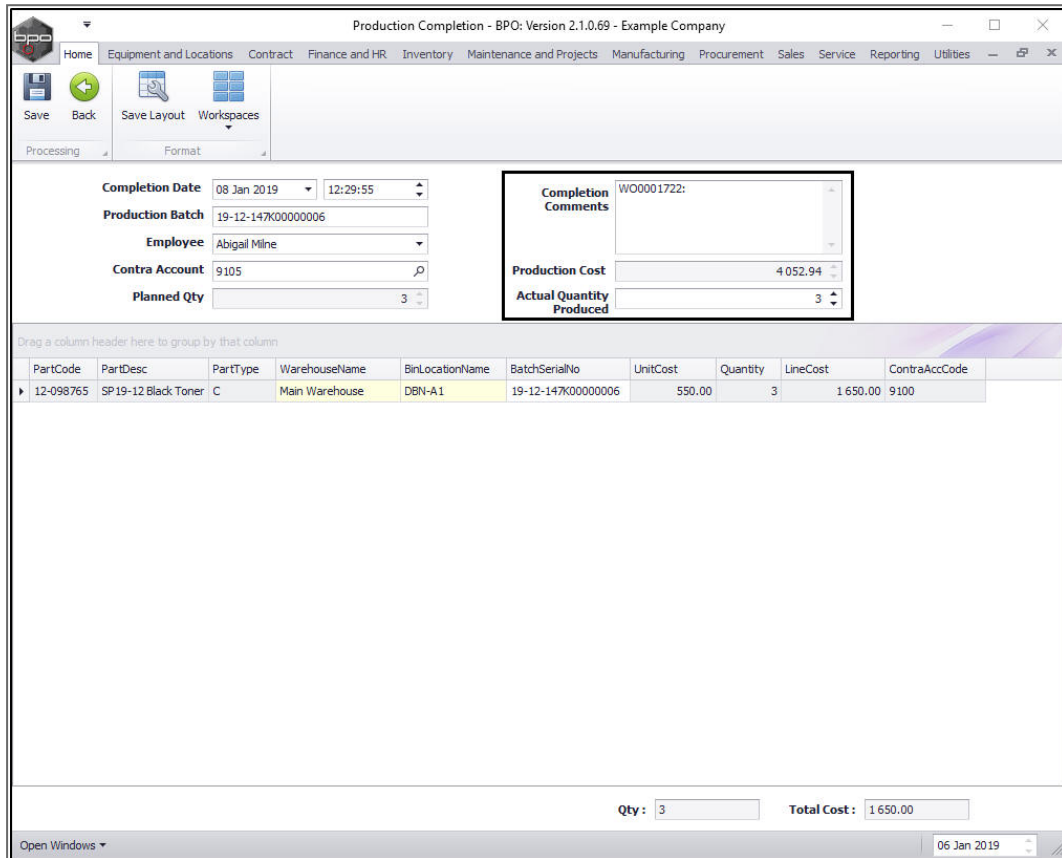
PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
12-098765	SP19-12 Black Toner	C	Main Warehouse	DBN-A1	19-12-147K00000006	550.00	3	1 650.00	9100

- **Completion Comments:** This will populate with the linked work order number. You can add other comments as required.
- **Production Cost:** This is the **total cost** of the production run (the sum of the parts used to make the product). This is **not**



**dependant** on the amount of units produced in the production run.

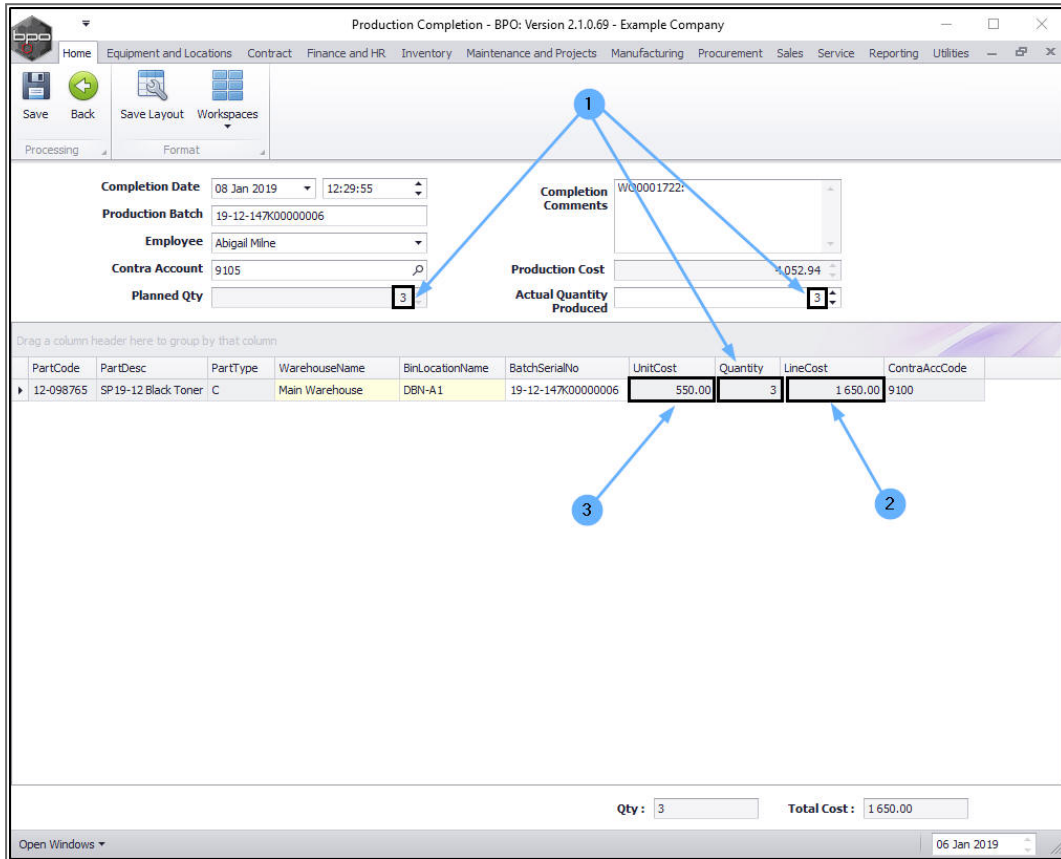
- **Actual Quantity Produced:** Check that the Actual Quantity Produced is correct. If not, either type or use the directional arrows to select the quantity that has actually been produced.



## CHANGE THE ACTUAL QUANTITY PRODUCED – C-CLASS PRODUCT

1. In this example, you can see that the **Actual Quantity Produced** is the same as the **Planned Quantity** and this is also reflected in the **Quantity** column in the parts data grid.
2. The total**Line Cost** will remain the same no matter what the **Actual Quantity Produced** is.

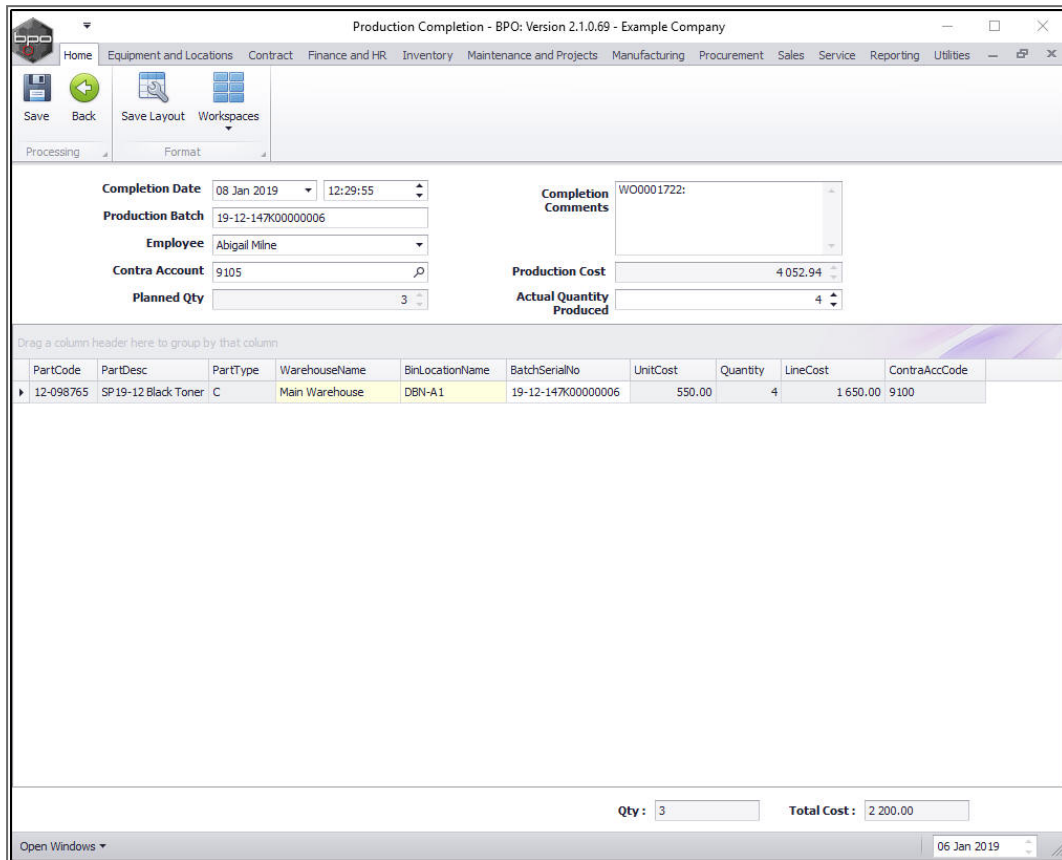
3. The **Unit Cost** is the cost of producing **1** unit.
4. The **Production Cost** is
  - In this example, **3** 'units' will be produced so the Line Cost is **R1650** divided by **3** which equals **R550**.
5. Quantity and Total Cost???



In this example the **Actual Quantity Produced** has been increased to **4**.

1. The new **Actual Quantity (4)** will reflect in the **Quantity** column in the Parts data grid.
  - **Note:** As this is a C-Class items, the quantity increase or decrease will reflect in the Quantity column of the same row).
2. The **Planned Quantity** figure will remain the same.
3. The total**Line Cost** will remain the same.

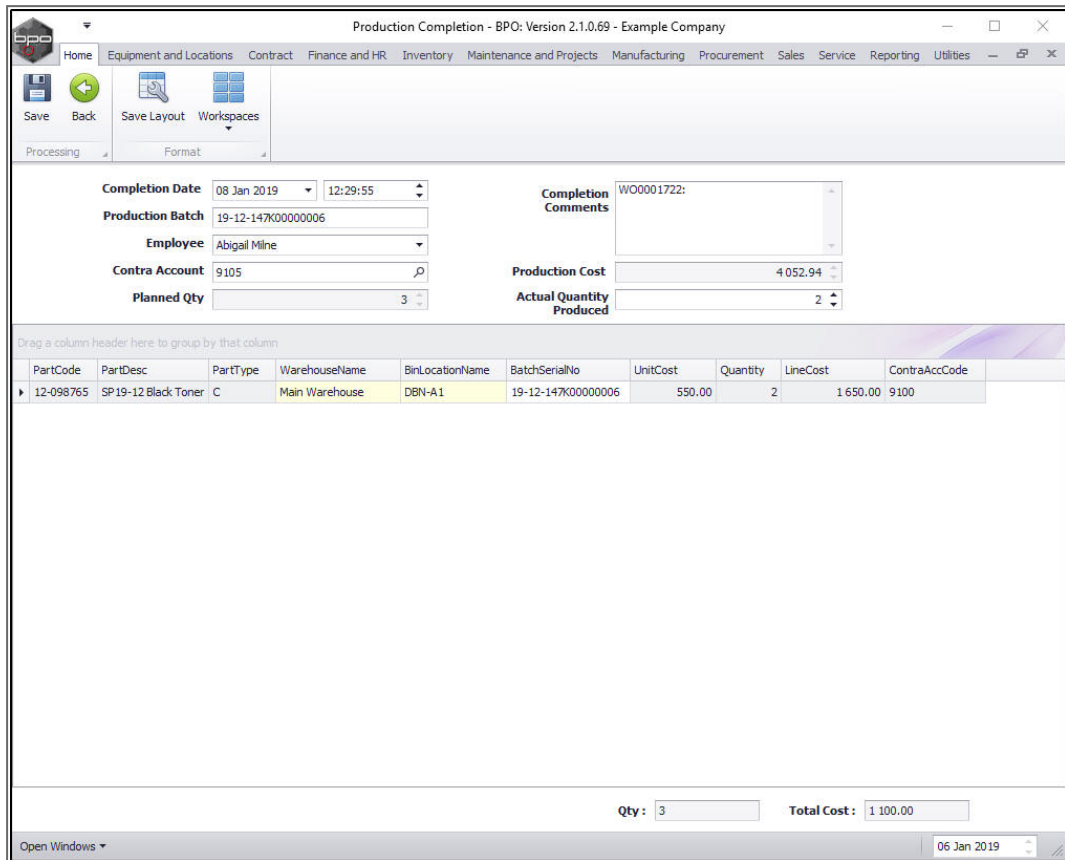
4. The **Unit Cost** per item line will remain the same.
5. Quantity and Total Cost ???



In this example the **Actual Quantity Produced** has been decreased to **2**.

1. The new **Actual Quantity (2)** will reflect in the **Quantity** column in the Parts data grid.
  - **Note:** As this is an A-Class item each item is placed in a single row (as opposed to a C-Class items where the quantity increase or decrease will reflect in the Quantity column of the same row).
2. The **Planned Quantity** figure will remain the same.
3. The total**Line Cost** will remain the same but will be divided equally per item line.

4. The **Unit Cost** per item line will remain the same.
5. Quantity and Total Cost ???

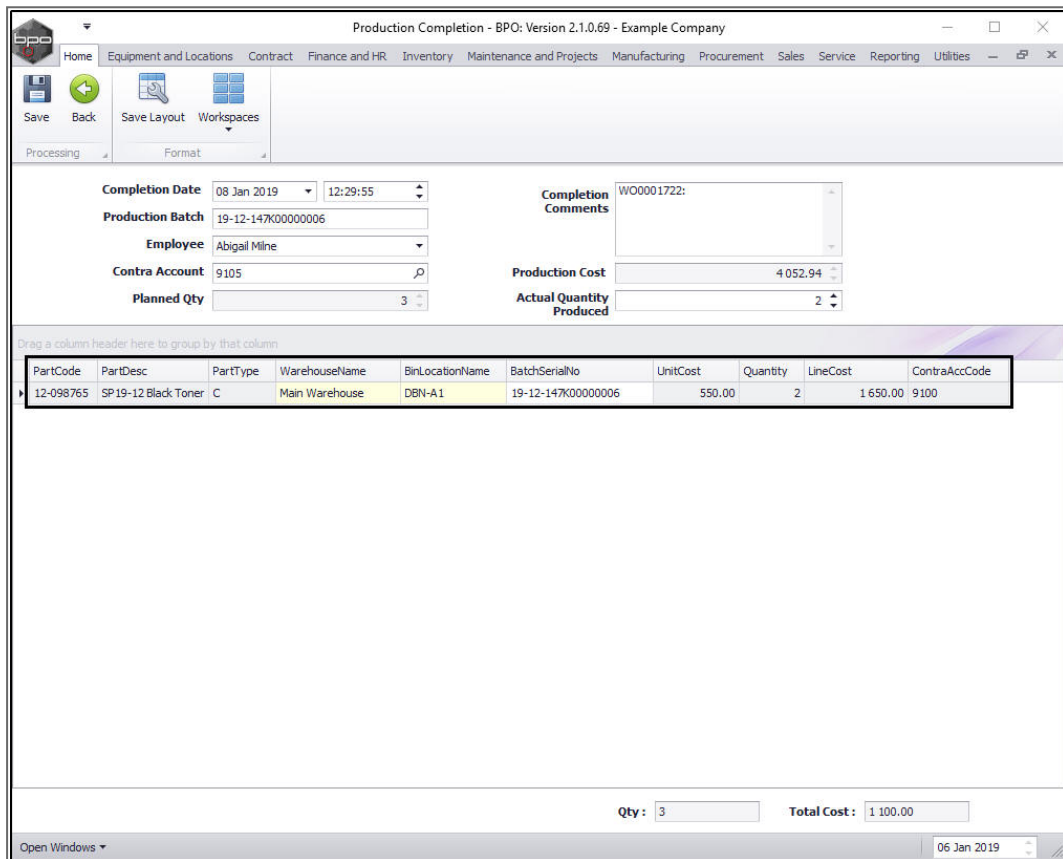


PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
12-098765	SP19-12 Black Toner	C	Main Warehouse	DBN-A1	19-12-147K00000006	550.00	2	1 650.00	9100

Move down to the **Parts** data grid.

1. You will note that this data grid auto populates with the:
  - **Part Code:** This is the code as set up on the part.
  - **Part Description:** This is the description as set up on the part.
  - **Part Type:** This is the type as set up on the part.
  - **Warehouse Name:** (where the unit will be sent after production). This field will only be populated if a default warehouse and bin has been set up on the part.
  - **Bin Location Name:** This field will only be populated if a default warehouse and bin has been set up on the part.

- **Batch Serial No:** This is the Production Batch No.
- **Unit Cost:** This is the cost of producing 1 unit.
- **Quantity:** This reflects the quantity as entered in the Actual Quantity Produced column.
- **Line Cost:** This is the total cost of the production run (the sum of the parts used to make the product).
- **Contra Account Code:** This is the default Contra Account Code as [set up on the part](#).



The screenshot shows the 'Production Completion' window for 'Example Company'. 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 (Save, Back, Save Layout, Workspaces). The main area contains several input fields:

- Completion Date:** 08 Jan 2019, 12:29:55
- Production Batch:** 19-12-147K00000006
- Employee:** Abigail Milne
- Contra Account:** 9105
- Planned Qty:** 3
- Completion Comments:** WO0001722:
- Production Cost:** 4 052.94
- Actual Quantity Produced:** 2

Below the input fields is a table with the following data:

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
12-098765	SP19-12 Black Toner	C	Main Warehouse	DBN-A1	19-12-147K00000006	550.00	2	1 650.00	9100

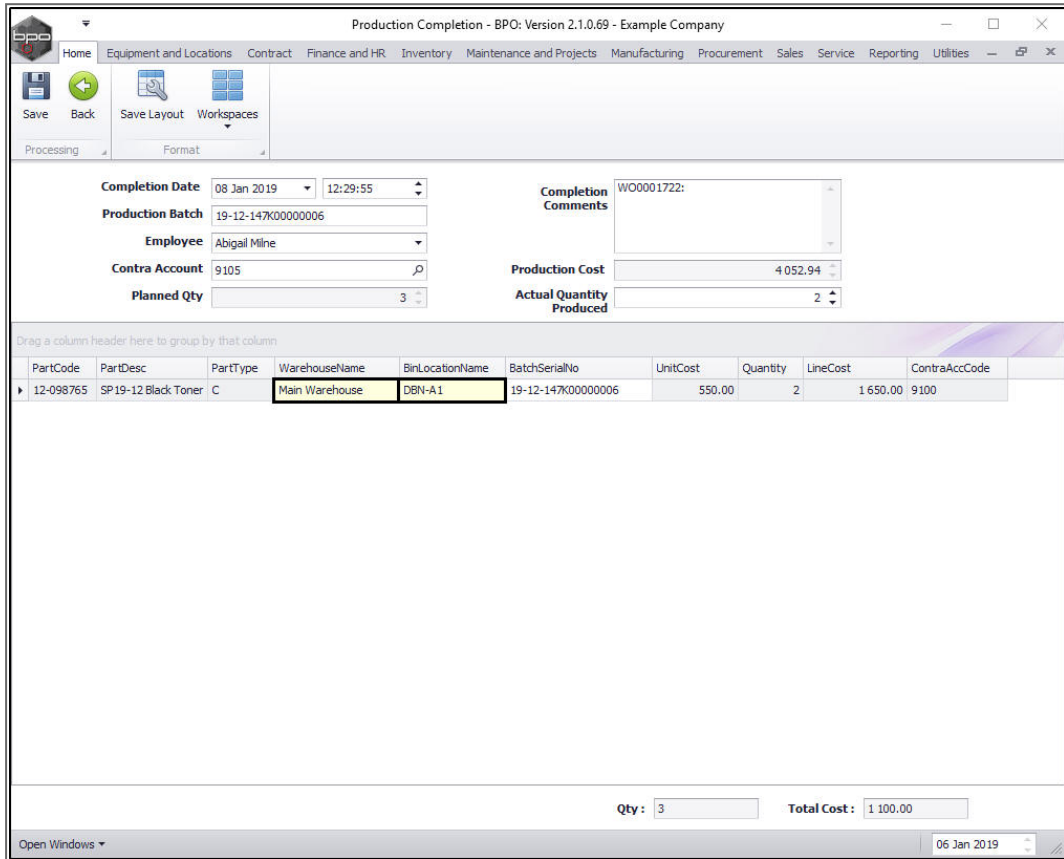
At the bottom of the window, there are summary fields: **Qty:** 3 and **Total Cost:** 1 100.00. The status bar shows 'Open Windows' and the date '06 Jan 2019'.

## SELECT AN (ALTERNATIVE) RECEIVING WAREHOUSE AND BIN – C-CLASS PRODUCT

You can **select** a receiving warehouse and bin or **change** the receiving warehouse and bin, if a default one has been set up on the part.

In this example, there is a default warehouse and bin already set up on this part code.

- Follow the same process: **Select an (Alternative) Receiving Warehouse and Bin** as explained above for an A-Class item.



Production Completion - BPO: Version 2.1.0.69 - Example Company

Completion Date: 08 Jan 2019 12:29:55  
 Production Batch: 19-12-147K00000006  
 Employee: Abigail Milne  
 Contra Account: 9105  
 Planned Qty: 3

Completion Comments: WO0001722:  
 Production Cost: 4 052.94  
 Actual Quantity Produced: 2

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
12-098765	SP19-12 Black Toner	C	Main Warehouse	DBN-A1	19-12-147K00000006	550.00	2	1 100.00	9100

Qty: 3 Total Cost: 1 100.00

## BATCH/SERIAL NUMBER - C-CLASS PRODUCT

- You will note that the **Batch Serial No** text box is already populated with a batch number for this batch of C-Class items. This is because **Auto Serial No** was selected, if this setting was not selected, the **Batch Serial No** text box would be blank and you will have to type in the batch number.

Production Completion - BPO: Version 2.1.0.69 - 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

**Completion Date** 08 Jan 2019 12:29:55  
**Production Batch** 19-12-147K00000006  
**Employee** Abigail Milne  
**Contra Account** 9105  
**Planned Qty** 3

**Completion Comments** WO0001722:  
**Production Cost** 4 052.94  
**Actual Quantity Produced** 2

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
12-098765	SP19-12 Black Toner	C	Main Warehouse	DBN-A1	19-12-147K00000006	550.00	2	1 650.00	9100

Qty: 3 Total Cost: 1 100.00

Open Windows | 06 Jan 2019

- When you have finished checking/editing the details in this screen, click on **Save**.

Production Completion - BPO: Version 2.1.0.69 - 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

**Completion Date:** 08 Jan 2019 12:29:55  
**Production Batch:** 19-12-147K00000006  
**Employee:** Abigail Milne  
**Contra Account:** 9105  
**Planned Qty:** 3

**Completion Comments:** WO0001722:  
**Production Cost:** 4 052.94  
**Actual Quantity Produced:** 2

Drag a column header here to group by that column

PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode
12-098765	SP19-12 Black Toner	C	Main Warehouse	DBN-A1	19-12-147K00000006	550.00	2	1 650.00	9100

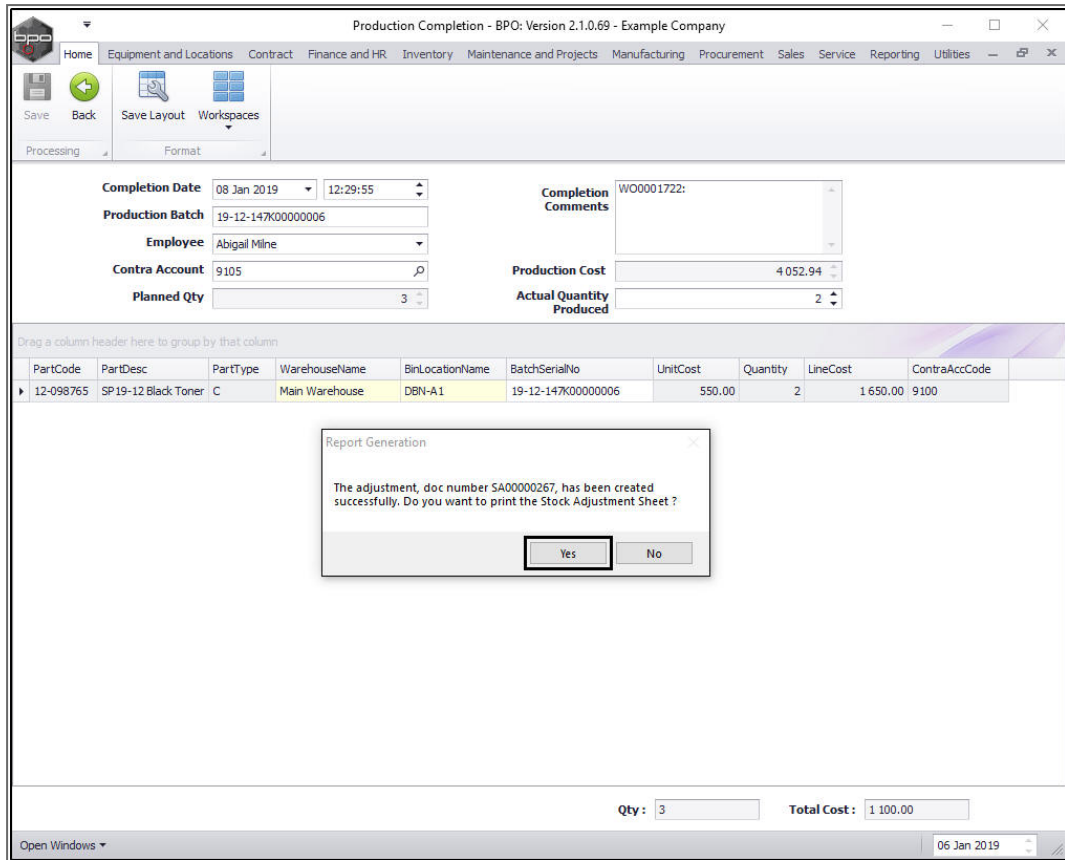
Qty: 3 Total Cost: 1 100.00

Open Windows | 06 Jan 2019

## STOCK ADJUSTMENT REPORT – C-CLASS PRODUCT

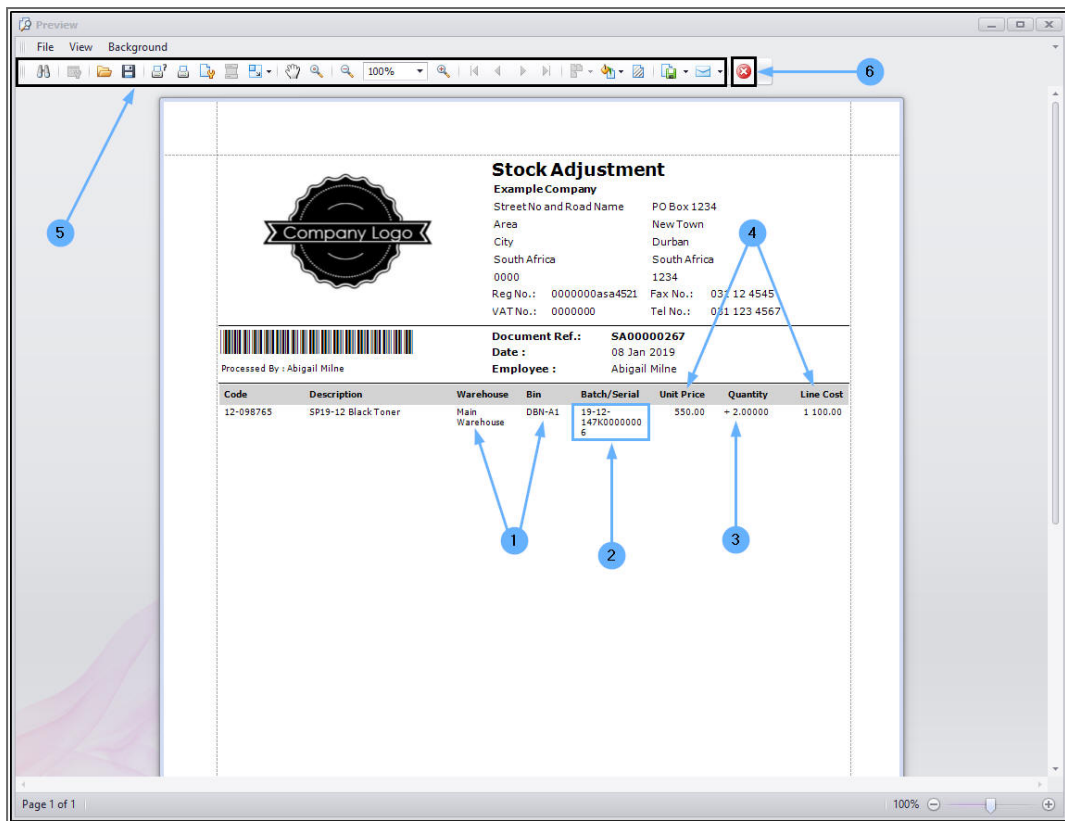
- A **Report Generation** message box will pop up, asking;
  - The adjustment, doc number [ ], has been created successfully. Do you want to print the **Stock Adjustment Sheet**?
- Click on **Yes**.





The **Report Preview** screen will be displayed.

1. The report will state which **warehouse** and **bin** the produced items will be received into.
2. The **Batch number** will be recorded.
3. It will state the **quantity** that is being received.
4. It will state the **Unit Cost** and **Line Cost** of the product(s).
5. From here you can **View, Print, Export** or **Email** the Stock Adjustment report.
6. **Close** the Report Preview screen when you are done.



You will return to the **Production** listing screen.

- The production run will be **removed** from the Production listing screen.

Production - BPO: Version 2.1.0.69 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Drag a column header here to group by that column

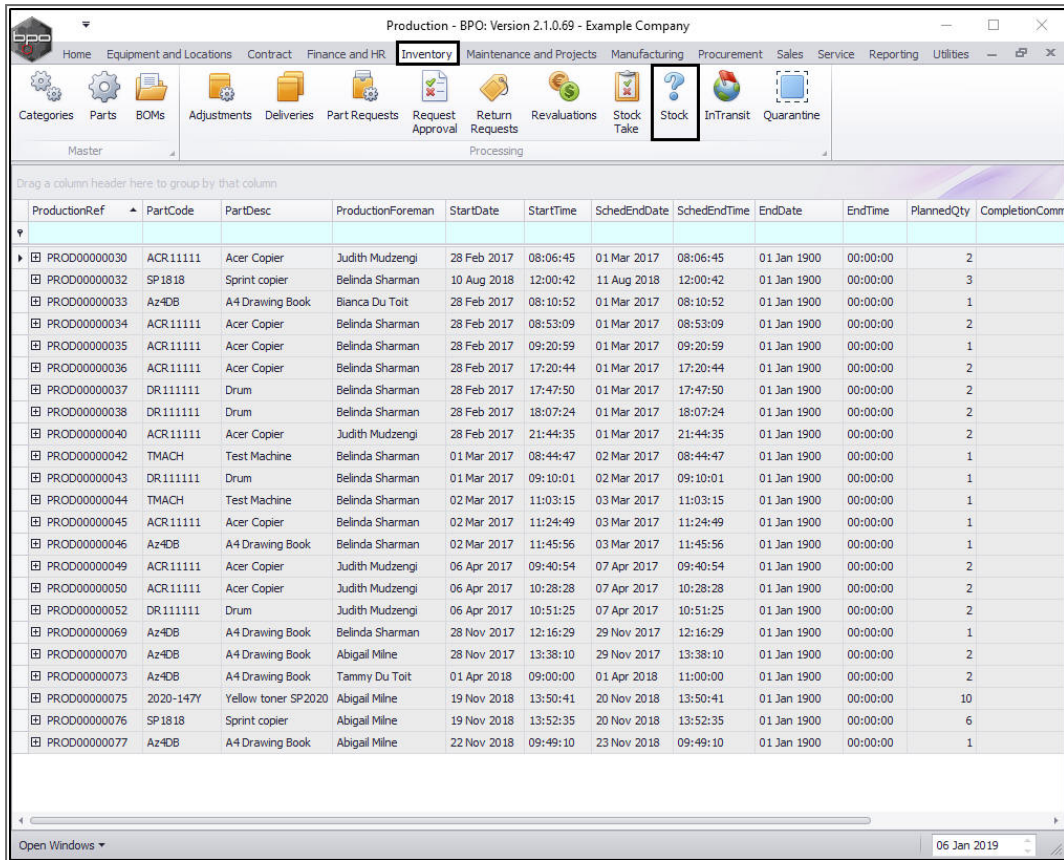
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionCmme
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
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	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
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	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
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	
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	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
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	

Open Windows 06 Jan 2019

## VIEW STOCK GENERATED - C-CLASS PRODUCT

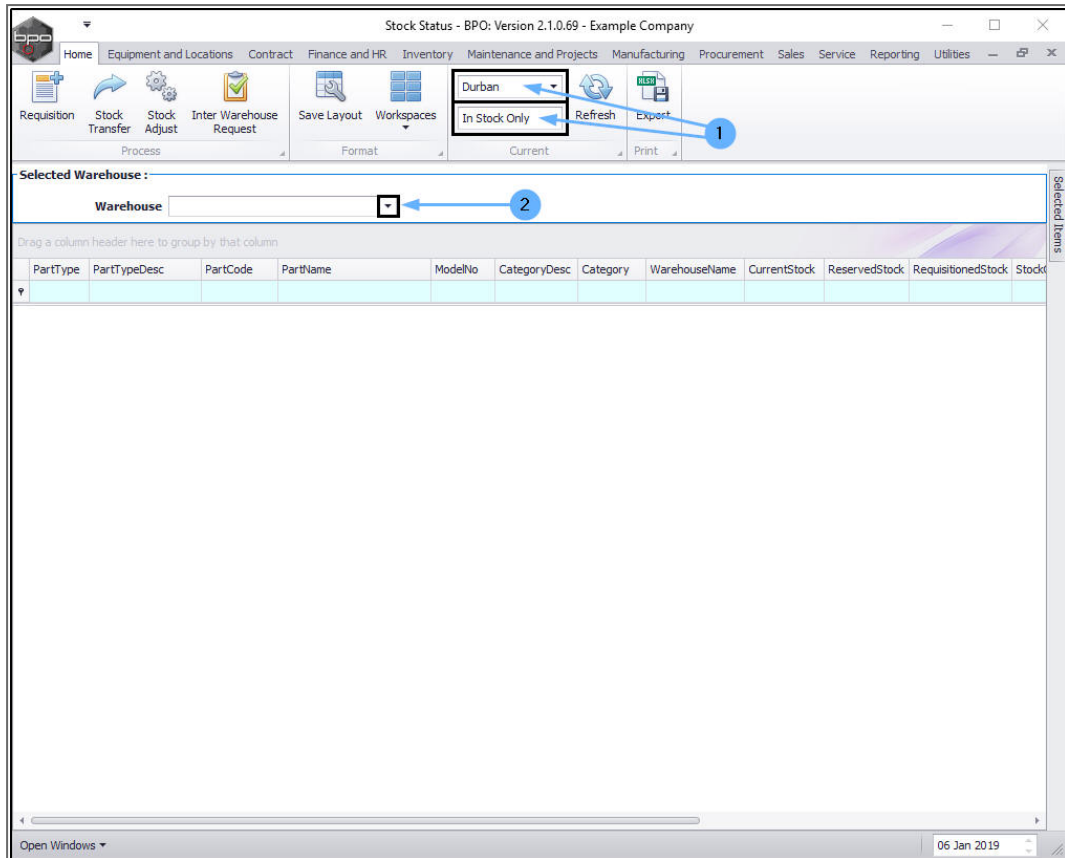
- You can view the stock generated in the [Stock Status](#) screen.

**Ribbon Access:** Inventory > Stock



The **Stock Status** screen will be displayed.

1. Ensure that you have selected the **site** that the receiving warehouse is in and that the **status** is set to **In Stock Only**.
2. Click on the **drop-down arrow** in the **Warehouse** field to select the receiving warehouse.



The Selected Warehouse frame will populate with the **Type**, **Description** and **Codes** of all the parts in stock.

- Use the [Filter Row](#) or scroll down the list to find the produced part.
- Click on the **expand** button in the row of the part.

Stock Status - BPO: Version 2.1.0.69 - Example Company

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

Requisition | Stock Transfer | Stock Adjust | Inter Warehouse Request | Save Layout | Workspaces | Durban | In Stock Only | Refresh | Export

Selected Warehouse: Warehouse: Main Warehouse

Drag a column header here to group by that column

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	Stock
C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TOMNGR	Main Warehouse	20.00	6.00	0.00	
A	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Machine	ZN122	Hardware	MAMNGR	Main Warehouse	5.00	5.00	0.00	
C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOOT	Main Warehouse	5.00	102.00	0.00	
C	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	TOMNGR	Main Warehouse	13.00	2.00	0.00	
C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNGR	Main Warehouse	3.00	3.00	0.00	
C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMNGR	Main Warehouse	9.00	0.00	0.00	
C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT	Main Warehouse	6.00	52.00	0.00	
A	Serialised Equipment	SP19-123456	SP19-12 Colour Copier	SP19-12	Hardware	MAMNGR	Main Warehouse	3.00	14.00	0.00	
C	Non Serialised Parts	12-098765	SP19-12 Black Toner		Toners	TOMNGR	Main Warehouse	35.00	36.00	0.00	
C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMNGR	Main Warehouse	1.00	1.00	0.00	
C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMNGR	Main Warehouse	6.00	8.00	0.00	
A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNGR	Main Warehouse	1.00	3.00	1.00	
A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMNGR	Main Warehouse	5.00	10.00	1.00	
C	Non Serialised Parts	204-147C	SP204 Cyan Toner		Toners	TOMNGR	Main Warehouse	18.00	4.00	1.00	
C	Non Serialised Parts	204-147Y	SP204 Yellow Toner		Toners	TOMNGR	Main Warehouse	6.00	5.00	1.00	
C	Non Serialised Parts	204-147M	SP204 Magenta Toner		Toners	TOMNGR	Main Warehouse	23.00	4.00	2.00	
C	Non Serialised Parts	147258	Black Toner		Toners	TOMNGR	Main Warehouse	9.00	3.00	0.00	
C	Non Serialised Parts	19-687	Drum		Spare Parts	SPMNGR	Main Warehouse	2.00	14.00	6.00	
A	Serialised Equipment	NMACH	New Machine		Hardware	MAMNGR	Main Warehouse	6.00	6.00	0.00	
B	Serialised Spares	2020-856	Drum		Accessories	ACMNGR	Main Warehouse	7.00	24.00	9.00	
A	Serialised Equipment	2020-998	Staple Unit		Accessories	ACMNGR	Main Warehouse	4.00	10.00	0.00	
C	Non Serialised Parts	A4CS	A4 Clear Plastic Cover		Stationery	STCOOT	Main Warehouse	88.00	15.00	5.00	
C	Non Serialised Parts	A4CB	A4 Cardboard Backing		Stationery	STCOOT	Main Warehouse	89.00	16.00	5.00	

Open Windows | 06 Jan 2019

1. The **Stock** frame will be expanded.
2. Here you can view the **Main Warehouse, DBN-A1 Bin** contains **2** items with the **batch number** as set up in the production run.  
Either
3. **Close** the screen when you are done.  
Or
4. Use the **Open Windows** menu to return to the Production screen.

# Close a Production Run

Stock Status - BPO: Version 2.1.0.69 - Example Company

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

Requisition | Stock Transfer | Stock Adjust | Inter Warehouse Request | Save Layout | Workspaces | Durban | In Stock Only | Refresh | Export

Selected Warehouse: Warehouse: Main Warehouse

Drag a column header here to group by that column

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	Stock
C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TOMNGR	Main Warehouse	20.00	6.00	0.00	
A	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Machine	ZN122	Hardware	MAMNGR	Main Warehouse	5.00	5.00	0.00	
C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOOT	Main Warehouse	5.00	102.00	0.00	
C	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	TOMNGR	Main Warehouse	13.00	2.00	0.00	
C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNGR	Main Warehouse	3.00	3.00	0.00	
C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMNGR	Main Warehouse	9.00	0.00	0.00	
C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT	Main Warehouse	6.00	52.00	0.00	
A	Serialised Equipment	SP19-123456	SP19-12 Colour Copier	SP19-12	Hardware	MAMNGR	Main Warehouse	3.00	14.00	0.00	
C	Non Serialised Parts	12-098765	SP19-12 Black Toner		Toners	TOMNGR	Main Warehouse	35.00	36.00	0.00	

Stock

BatchSerialNo	BinName	Quantity
	DBN-A1	2.00
19-12-147K00000005	DBN-A1	1.00
19-12-147K00000006	DBN-A1	2.00
AMS200	DBN-A1	30.00

Open Windows | 06 Jan 2019

MNU.051.006

