

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

MANUFACTURING

PRODUCTION - CLOSE A PRODUCTION RUN

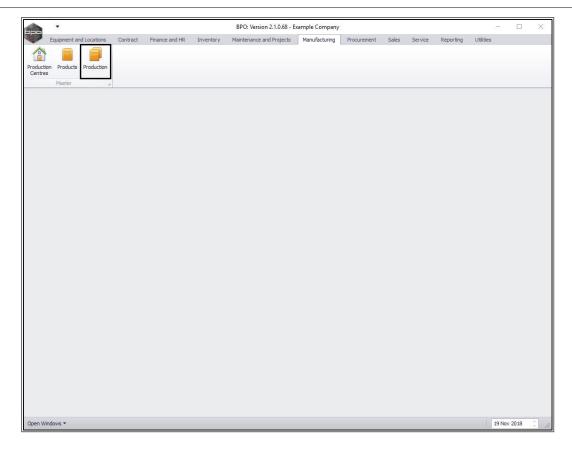
Only once all parts have been **issued** and subcons, time, expenses, (if any) have been logged, can the production run be **closed**.

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.



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	0000030	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
	0000032	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		
	0000033	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		
	0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
	0000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
	0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
	0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
	0000040	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		
	00000041	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		
	00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
	0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
	00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
	0000045	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
	0000046	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		
	0000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
	0000050	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
	0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
	0000069	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		
	0000070	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		
	0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
	0000075	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		
	0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
	0000077	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		
	0000073	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		

- A Close Production Run message box will pop up asking;
 - $^{\circ}$ Are you sure you want to close this production run?
- Click on Yes.



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⊞ PR	OD0000030	ACR11111	Acer Copier	Judith Mudzenai	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
E PR	OD0000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
E PR	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		
⊞ PR	OD00000034	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
E PR	OD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
E PR	OD0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
E PR	OD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
E PR	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		
• 🗄 PR	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		
	OD00000042	TMACH	Test Machine	Close Production I	Run	The second second		08:44:47	01 Jan 1900	00:00:00	1		
	OD00000043	DR111111	Drum	Close i rodaction			1.1	09:10:01	01 Jan 1900	00:00:00	1		
E PR	OD00000044	TMACH	Test Machine	Are you sure you	want to close t	this product	ion run?	11:03:15	01 Jan 1900	00:00:00	1		
E PR	OD00000045	ACR 11111	Acer Copier	All you sure you	manie to crose i	inis product		11:24:49	01 Jan 1900	00:00:00	1		
	OD0000046	Az4DB	A4 Drawing Book					11:45:56	01 Jan 1900	00:00:00	1		
E PR	OD00000049	ACR 11111	Acer Copier		Y	'es	No	09:40:54	01 Jan 1900	00:00:00	2		
E PR	OD00000050	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
	OD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
	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		
	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		
⊞ PR	OD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
	OD0000075	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		
	000000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
	OD0000077	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		
-	OD00000073	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		

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.



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E PRO	000000030	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
	000000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
	00000033	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		
	000000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
	00000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
	000000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
E PRO	000000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
	000000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
► E PRO	D00000041	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		
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	D00000043	DR111111	Drum					1000	01 Jan 1900	00:00:00	1		
	000000044	TMACH	Test Machine	There are still open	n part requests	which need	to be actioned.	Please	01 Jan 1900	00:00:00	1		
E PRO	DD00000045	ACR 11111	Acer Copier	action these items					01 Jan 1900	00:00:00	1		
	D00000046	Az4DB	A4 Drawing Book						01 Jan 1900	00:00:00	1		
E PRO	D00000049	ACR11111	Acer Copier					ОК	01 Jan 1900	00:00:00	2		
	000000050	ACR 11111	Acer Copier						01 Jan 1900	00:00:00	2		
	000000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
	000000069	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		
	000000070	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		
	00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
	000000075	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		
	000000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
E PRO	000000077	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		
FI PRO	000000073	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		

- 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.
- <u>Receive</u> the third party services before attempting to close the production run again.
- You can also <u>open the Work Order Maintain screen</u> and <u>procure</u> 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 <u>Production Completion for C</u> <u>class items</u> for more information.



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Home Equips	nent and Locat	tions Contract Fin	ance and HR Inven	tory Mainten	ance and Pro	jects Manufact	turing Procure	ement Sales	Service R	Leporting Ut	ilities — 🗗
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	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
	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	
▶	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD0000035	ACR 11111	Acer Copier	Input Validation				×	01 Jan 1900	00:00:00	1	
PROD0000036	ACR 11111	Acer Copier						01 Jan 1900	00:00:00	2	
	DR111111	Drum	There are still ope	n sub contract	s which nee	d to be received.	Please	01 Jan 1900	00:00:00	2	
PROD0000040	ACR 11111	Acer Copier	GRN these items t	pefore closing.				01 Jan 1900	00:00:00	2	
PROD0000041	ACR 11111	Acer Copier						01 Jan 1900	00:00:00	1	
	TMACH	Test Machine					OK	01 Jan 1900	00:00:00	1	
	DR111111	Drum						01 Jan 1900	00:00:00	1	
	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD0000045	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
	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	
	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD0000050	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
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	
	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	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
E PROD0000075	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	
PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
E PROD0000077	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	
E PRODUUUUUU//			Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

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.



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Đ	PROD0000030	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
Đ	PROD0000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
Đ	PROD0000033	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		
Đ	PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
Đ	PROD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
Đ	PROD0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
Ŧ	PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
Đ	PROD0000040	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		
• 🕀	PROD0000041	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		
ŧ	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		
Đ	PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
Đ	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		
Đ	PROD0000045	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
Ŧ	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		
ŧ	PROD0000049	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
Ŧ	PROD0000050	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
Đ	PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
Ŧ	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		
Đ	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		
Ð	PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
Đ	PROD0000075	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		
Ð	PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
Ŧ	PROD0000077	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		
Ŧ	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. The **Production Work Orders** frame will be expanded.
 - Here you can view the **work order** linked to the selected production run.
- 2. Double click anywhere in the row of this work order.



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	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00		
	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		
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00		
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00		
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
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	
E PROD0000040	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	
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ACTION PRODUCTION WORK ORDERS

- The Maintain WO Ref [] screen will be displayed.
- From this screen, you can <u>add part requests</u>, <u>issue parts</u>, <u>procure</u> <u>third party services</u>, <u>log time</u>, <u>add internal services</u> etc.



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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**.



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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**.



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E PRODO	0000033	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		
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E PRODO	0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00) 1		
E PRODO	0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00) 2		
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E PRODO	0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00) 1		
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	0000050	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00) 2		
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- A Close Production Run message box will pop up asking;
 - $^{\circ}~$ Are you sure you want to close this production run?
- Click on Yes.



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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.

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PartCode	e PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost		ContraAccCo	de		
+ ACR111	11 Acer Copier	A				600.00	1		600.00	9100			
						Qty: 1		Total Co	st: 60	0.00			
Open Wind	ows 🕶										06 Jan	2019	÷ //

- **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.

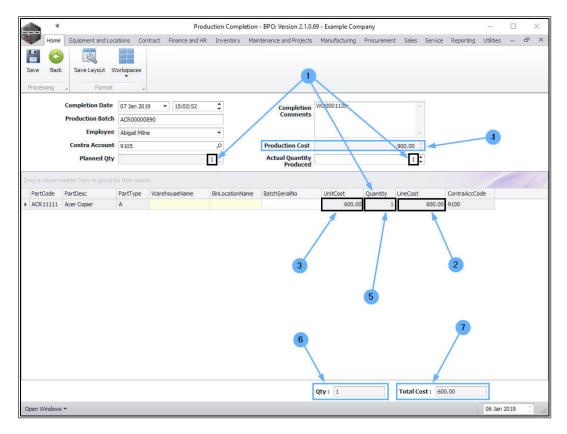
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								Qty: 1		Total Co	st: 600	0.00			

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

- 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** <u>column</u>: this will record only 1 per line (as this is an A or B-class item.)
- 6. **Quantity** <u>field</u>: 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.



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.
- The Line Cost is the Unit Cost divided by the actual quantity produced. (Therefore in this image, the line cost is 600 ÷ 2 = 300)
- 4. The **Unit Cost** per item line will remain the same.

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		Employee	Abigail Miln	ne		-				-						
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	PartCode	PartDesc	PartType	Wareho	ouseName	BinLocationNam	e BatchSerialNo	UnitCost	Quantity	LineCost		ContraAccCo	de			
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	ACR11111	Acer Copier	A					600.00	1		300.00	9100				
								Qty: 1		Total Co	st: 12	00.00				

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.

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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 <u>only</u> be populated if a <u>default warehouse and bin</u> 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 <u>set up on the part</u>.

				Produ	uction Completio	on - BPO: Version 2.1.0.6	i9 - Example Comj	pany				277		
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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 <u>no</u> 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.

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		Acer Copier	Α	1		<u>x</u>		600.00	1		200.00	9100			
ACR	11111	Acer Copier	A			N.		600.00	1		200.00	9100			
			1			2									
								Qty: 1		Total Co	st: 18	00.00			

- 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.



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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.



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- 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.



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							Description	ParentDescription	IsBinLocation	FuilName	ISSTOC	IsAsset	IsQuar	antine	-
					2	-	DBN-A1	Main Warehouse	Yes	Ed Jones	Yes	No	No		
							DBN-B1	Main Warehouse	Yes	Ed Jones	No	No	No		
							DBN-C1	Main Warehouse	Yes	Ed Jones	No	No	No		
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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 <u>Auto Serial No</u> was selected, then the serial number will auto populate.



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ACR 11111	Acer Copier	Α				600.00	1	2	200.00	9100		
ACR 11111	Acer Copier	Α				600.00	1	1	200.00	9100		
						2						
						2 Qty: 1		Total Cost	:: 18	00.00		

- 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**.



Production Batch ACR00000890 Comments Employee Abigal Mine - Store \$105 Production Cost 900.00 © Planned Qty 1 © Actual Quantity Produced 3 © Drag a column header here to group by that column - - PartCode PartDesc PartType Warehouse DN-A1 AldMi1001 600.00 1 200.00 9100 ACR11111 Acer Copier A Main Warehouse DN-A1 AlM1002 600.00 1 200.00 9100 ACR11111 Acer Copier A Main Warehouse DBN-A1 AlM1003 600.00 1 200.00 9100	
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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.

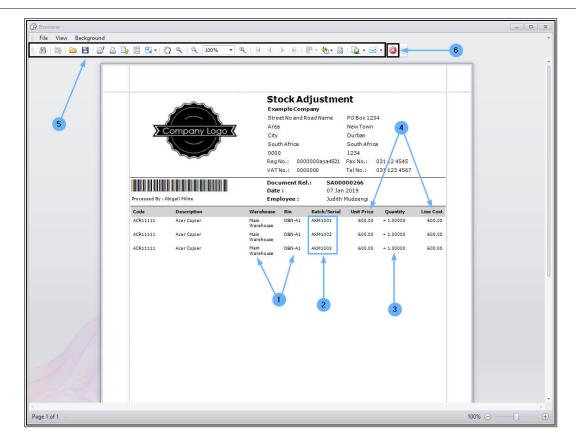


	-				Produc	tion Completion	- BPO: Version 2.1.0.69) - Example Comp	any			2.5	- 0	
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Completion Date 07 Jan 20 19 1502:52 Completion Production Batch ACR00000890 Image: Comment Sector S		Save Layout W	orkspaces											
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The **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.



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	ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedOty	CompletionCom
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	1 PROD0000030	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
	1 PROD0000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
1	E PROD0000033	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	E PROD0000034	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
	E PROD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
1	E PROD0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
	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	
1	E PROD0000040	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	
1	E 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	
1	E PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
1	E 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	
1	1 PROD0000045	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
1	E 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	
1	E 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	E 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	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	E 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	
1	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	
1	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	
1	E PROD0000075	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	
1	E PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
1	E PROD0000077	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	
1	E 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	

VIEW STOCK GENERATED A/B-CLASS PRODUCT

• You can view the stock generated in the <u>Stock Status</u> screen.

Ribbon Access: Inventory > Stock

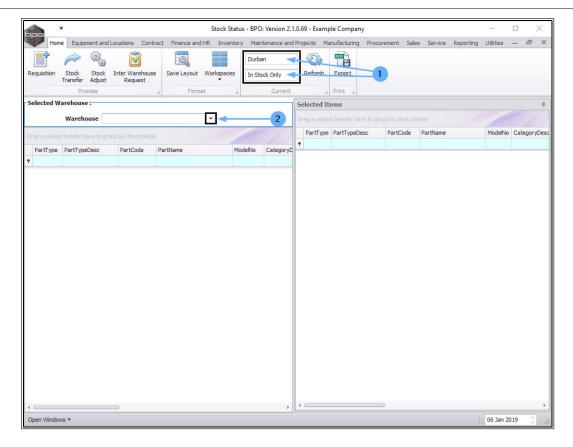


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E PROD0000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
PROD0000034	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
PROD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
PROD0000040	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		
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		
	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
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		
	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
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		
E 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		
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		
PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
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		
	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		
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		
PROD0000075	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		
E PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
	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		
	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		
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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 <u>Filter Row</u> or scroll down the list to find the produced part.
- Click on the **expand** button in the row of the part.



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PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	Stock	kO
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±в	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		
ΞA	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		
ΞA	Serialised Equipment	ACR11111	Acer Copier		Hardware	MAMNGR	Main Warehouse	4.00	0.00	1.00		
₿	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		
±Β	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 omponent 2		Accessories	ACMNGR	Main Warehouse	14.00	0.00	0.00	1	n
⊞ A	Serialised Equipment	SP6161	SP6161 Sprint Copier	SP6161	Hardware	MAMNGR	Main Warehouse	3.00	0.00	0.00		
±в	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		
ΞA	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		U
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- 1. The **Stock** frame will be expanded.
- Here you can view the Main Warehouse, DBN-A1 Bin contains 3 items with 3 <u>unique</u> 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.



	T			Stock	Status - BPO): Version 2.1.0.	69 - Exampl	e Company			- 0	
н	lome Equipment an	d Locations	Contract Fina	ance and HR Inv	entory Mai	ntenance and Pro	ojects Mar	ufacturing Procure	ment Sales	Service Repor	rting Utilities —	Ð
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5elected	Warehouse :											
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	umn header here to o	PartCod			ModelNo	CategoryDesc	C 100		C	December 1	RequisitionedStock	0.0
Partiyp	pe PartiypeDesc	PartCod	e Partivami	-	Modelino	CategoryDesc	Category	warenousewame	CurrentStock	ReservedStock	RequisitionedStock	Stoo
ΕB	Serialised Spare	1020-47	78 Staple Ur		1020-478		ACMNGR	Main Warehouse	2.00	29.00	0.00	
ΞB	Non Serialised P				1020-4/8	Topers	TOMNGR	Main Warehouse	30.00			
€C	Non Serialised P					Toners	TOMNGR	Main Warehouse	23.00			
± C	Non Serialised P	arts 1020-14	serve presidentes	1000	-	Toners	TOMNGR	Main Warehouse	1.00	2.00	0.00	
⊕ C	Non Serialised P	arts 1020-14	Toner Ye	llow		Toners	TOMNGR	Main Warehouse	18.00	16.00	1.00	
ΞA	Serialised Equipr	nent X821932	2-002 Microsoft	Mouse	1454	Accessories	ACMNGR	Main Warehouse	1.00	2.00	0.00	
±Α	Serialised Equipr	nent PCMON	001 PC Monit	or - Samsung		Accessories	ACMNGR	Main Warehouse	1.00	0.00	0.00	
±в	Serialised Spare	17-856	Drum for	SP1717		Spare Parts	SPMNGR	Main Warehouse	2.00	0.00	0.00	
AB	Serialised Equipr	nent ACR111	.11 Acer Cop	ier 🌱		Hardware	MAMNGR	Main Warehouse	4.00	0.00	1.00	
S	Stock											
٩	BatchSerialNo	BinName	Quantity									
۴												
•	AB5001	DBN-A1	1.00	w.								
- 2	AKM1001	DBN-A1	1.00	-	2							- 11
-	AKM1002	DBN-A1	1.00		2							- 11
	AKM1003	DBN-A1	1.00									
±Β	Serialised Spare	ACR-01	Acer cop	ier outer shell		Accessories	ACMNGR	Main Warehouse	9.00	15.00	0.00	
	Non Serialised P	arts ACR-02	Acer rolle	ers		Spare Parts	SPMNGR	Main Warehouse	75.00	21.00	0.00	
⊞ C	Serialised Spare	DR1111				Accessories	ACMNGR	Main Warehouse	1.00	2.00	0.00	
€Β	Senaiseu Spare					Accessories	ACMNGR	Main Warehouse	6.00	0.00	0.00	
1000	Non Serialised P	arts DR-01	Drum Cor	nponent 1		These southes	THOR ALCONE.					
⊞₿	and the second second second			mponent 1 mponent 2		Accessories	ACMNGR	Main Warehouse	14.00	0.00	0.00	

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.

	Ŧ			Produc	tion Complet	tion - BPO: Versi	on 2.1.0.69	- Example Com	npany						×	č
	Home	Equipment and Loca	tions Con	tract Finance and HR	Inventory	Maintenance and	Projects	Manufacturing	Procurement	Sales	Service Re	eporting	Utilities	-	8	×
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		Completion Date	08 Jan 201	12:29:55	\$	C		WO0001722:			-					
		Production Batch	19-12-147	кооооооо6		C	omments									
		Employee	Abigail Miln	e	•						-					
		Contra Account	9105		Q	Produc	tion Cost	-		4 052.94	4 0					
		Planned Qty			3 🗘	Actua	Quantity Produced			3	3 \$					
-		1008 - 1008 -					Produced									
Drag a o													1		1	
PartC		PartDesc	PartType	WarehouseName	BinLocation			UnitCost	Quantity	LineCo			AccCode			
▶ 12-09	98765	SP19-12 Black Toner	С	Main Warehouse	DBN-A1	19-12-1	47K0000000	6 550	0.00	3	1 650.00	9100				
								Qty: 3		Tota	Cost: 10	550.00				
Open W	indows	•											06 Jan 3	2019	÷.	

- **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.

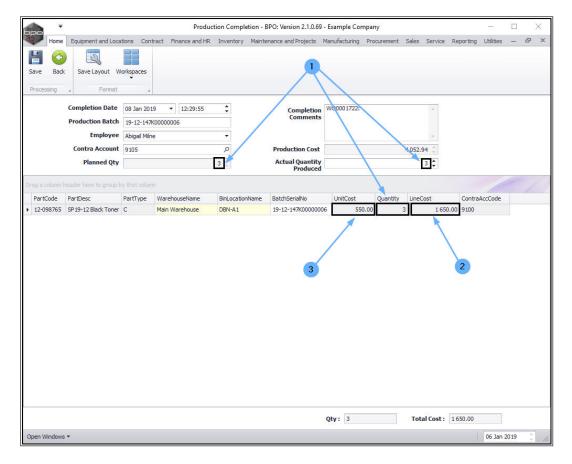
-			6	Production Completi	ion - BPO: Version 2.1.0.69	- Example Com	pany					×
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	Planned Qty			3 🚆	Actual Quantity Produced			3 韋				
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PartCode	PartDesc	PartType	WarehouseNa	me BinLocationN	Iame BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCoo	lo.	1	
and a colored more	SP 19-12 Black Toner		Main Warehou		19-12-147K000000				.00 9100	<i>.</i> e		
						Qty: 3		Total Cost :	1650.00			
Open Window:	s *								06 J	an 2019	÷	1.

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.
- The totalLine 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.

- 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 totalLine Cost will remain the same.



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

-				Product	tion Completio	on - BPO: Version 2.1.0.69	- Example Con	npany			-		×	<
Home	Equipment and Loca	tions Con	tract Fin	ance and HR	Inventory M	laintenance and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities	-	8	х
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	Completion Date	08 Jan 201	а т	12:29:55	*	Completion	WO0001722:							
	Production Batch	19-12-147			•	Completion								
	Employee				+									
	Contra Account					Production Cost								
	Planned Qty				3 🗘	Actual Quantity Produced			4 🛟					
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PartCode	PartDesc	PartType	Warehou	useName	BinLocationNa	me BatchSerialNo	UnitCost	Quantity	LineCost	Contra	AccCode			
12-098765	SP19-12 Black Toner	С	Main Wa	rehouse	DBN-A1	19-12-147K0000000	6 550	.00	4 165	0.00 9100				
							Qty: 3		Total Cost :	2 200.00				
Open Windows	•										06 Jan	2019	0	

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 <u>total</u>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 ???

-			Produc	tion Completion - I	BPO: Version 2.1.0.69 -	Example Comp	pany		- C	1 ×
Home	Equipment and Loca	tions Cont	ract Finance and HR	Inventory Mainte	enance and Projects M	lanufacturing F	Procurement	Sales Service I	Reporting Utilities -	8 ×
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	Production Batch	19-12-147	(00000006		Comments					
	Employee	Abigail Miln	e	-				Ψ.		
	Contra Account	9105		Q	Production Cost			4 052.94 👙		
	Planned Qty			3 🗘	Actual Quantity Produced			2 🌲		
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PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	ContraAccCode	
12-098765	SP19-12 Black Toner	С	Main Warehouse	DBN-A1	19-12-147K0000006	550.0	00 2	1 650.0	0 9100	
					1	Qty: 3		Total Cost : 1	l 100.00	
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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 <u>only</u> be populated if a <u>default warehouse and bin</u> has been set up on the part.
 - **Bin Location Name:** This field will only be populated if a <u>default warehouse and bin</u> 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 <u>set up on the part</u>.

			Produc	ction Completion - I	BPO: Version 2.1.0.69 -	Example Company				1000		×
Home	Equipment and Loca	tions Contr	act Finance and HR	Inventory Mainte	enance and Projects N	Manufacturing Procure	ement Sale	s Service	Reporting	g Utilities	- 6	7
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	Contra Account	9105		Q	Production Cost	1	4 05	2.94 ≑				
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PartCode 12-098765	PartDesc SP19-12 Black Toner	PartType C	WarehouseName Main Warehouse	BinLocationName DBN-A1	BatchSerialNo 19-12-147K00000006	UnitCost 5 550.00	Quantity 2	LineCost	1 650.00	ContraAccCo	ue	
											ue	

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 <u>already</u> 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.

				Product	tion Comple	tion - B	PO: Version 2.1.	0.69 - Exa	mple Cor	npany							×
Home	Equipment and Loca	tions Con	tract Fina								ment Sale	s Service	Reportin	g Utilities	_	8	х
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PartCode	PartDesc	PartType	Warehous	seName	BinLocation	Name	BatchSerialNo		UnitCo	st	Quantity	LineCost		ContraAccC	ode		
▶ 12-098765	SP19-12 Black Toner	С	Main Wan	ehouse	DBN-A1		19-12-147K000	00006		550.00	2	2	1650.00	9100			
								Qty	: 3		Т	otal Cost :	1 100.00				
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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 <u>Auto Serial No</u> 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.



-			Produ	ction Complet	tion - B	PO: Version 2.1.0.69	9 - Example C	ompany				100		}	×
Home	Equipment and Loca	tions Con	tract Finance and HR	Inventory	Mainter	nance and Projects	Manufacturin	g Procure	ement Sal	es Service	e Reporti	ng Utilities	-	Ð	х
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	Employee Contra Account		e	•						7					
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PartCode	PartDesc	PartType	WarehouseName	BinLocation	Name	BatchSerialNo	Unit	Cost	Quantity	LineCost		ContraAccO	ode		
12-098765	SP19-12 Black Toner	С	Main Warehouse	DBN-A1		19-12-147K000000	06	550.00		2	1650.00	9100			
							Qty: 3		. 1	otal Cost	: 1 100.0)			

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



			Prod	uction Completion - I	BPO: Version 2.1.0.69 -	Example Company				100		\times
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	Production Batch	19-12-147K	0000006		Comments							
	Employee	Abigail Milne		-				-				
	Contra Account	9105		م	Production Cost	ī.	4 05	2.94 🔅				
	Planned Qty			3 👙	Actual Quantity Produced			2 🛟				
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PartCode	PartDesc	PartType	WarehouseName	BinLocationName	BatchSerialNo	UnitCost	Quantity	LineCost	Co	ntraAccCod	e	
					10.10.107000000000	550.00	2		1 650.00 91	00		
12-098765	SP19-12 Black Toner	С	Main Warehouse	DBN-A1	19-12-147K00000006	5 550.00	2		1630.00 91	00		
12-093765	SP19-12 Black Toner	c	Main Warehouse	DBN-A1	19-12-14/K0000006	00,000	2		1550.00 91	00		

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.

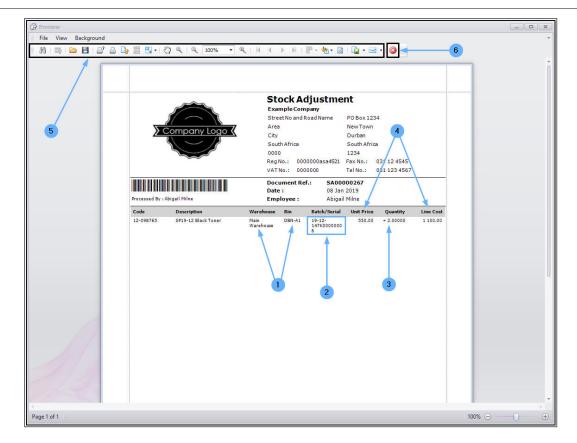


-				Product	ion Completic	on - BPO: Version 2.1.0.69	- Example Co	mpany						ļ	\times
Home	Equipment and Loca	tions Con	tract Fina	ince and HR	Inventory M	laintenance and Projects	Manufacturing	Procure	ment Sale	s Service	Reportin	g Utilities	-	8	х
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	Completion Date	08 Jan 20	19 🔻	12:29:55	\$	Completion				-A-					
	Production Batch	19-12-147	K00000006			Comments									
	Employee	Abigail Milr	ne		*					-					
	Contra Account	9105			Q	Production Cost	1		4 0 5	i2.94 ≑					
	Planned Qty				3 🗘	Actual Quantity Produced				2 🗘					
						Froduced	41 					1			1
														1	
PartCode	PartDesc SP19-12 Black Toner	PartType	Warehou: Main War		BinLocationNa DBN-A1	ame BatchSerialNo 19-12-147K000000	UnitC	ost 550.00	Quantity	LineCost	1650.00	ContraAccCo	de		
				successfully	. Do you want	ber SA0000267, has been to print the Stock Adjust	Ment Sheet ?]							
							Qty: 3		т	otal Cost :	1 100.00				
Open Windows	s *											06 Jan	2019	-	

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.



Close a Production Run

		nent and Locati	ons Contract Finar	nce and HR Invento	ry Maintenan	ce and Projec	cts Manufacturi	ing Procureme	nt Sales Se	ervice Repo	orting Utilities	; _ 8 >
Ad	d Edit Delet	te Close	View Save Layout	Workspaces Prin	nt Export	Refresh	Reports •					
	Maintenar	nce		at "	View 🔒	Cur "	Re 🦼					
	a column header he											
P	oductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionCom
Ŷ												
• 🗄	PROD0000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
Ŧ	PROD0000032	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	
Ŧ	PROD0000033	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	
Ŧ	PROD0000034	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
Ŧ	PROD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
Œ	PROD0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
Đ	PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
Ŧ	PROD0000040	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	
Ŧ	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	
Ŧ	PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
Ŧ	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	
Ŧ	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	
Ŧ	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	
Đ	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	
Ŧ	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	
Ŧ	PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
Ŧ	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	
ŧ	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	
Đ	PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
Ŧ	PROD0000075	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	
Đ	PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
Ŧ	PROD0000077	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	
Ŧ	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	

VIEW STOCK GENERATED - C-CLASS PRODUCT

• You can view the stock generated in the <u>Stock Status</u> screen.

Ribbon Access: Inventory > Stock



			Productio	n - BPO: Versio	on 2.1.0.69 -	Example Comp	any				
Home Equipr	nent and Locat	ions Contract Finar	ice and HR Invento	ry Maintenan	ce and Projec	ts Manufacturi	ing Procureme	nt Sales Sei	vice Repor	ting Utilities	- 8
Q. (0)					e	× C	2 👌				
ا هري دي Categories Parts I	BOMs Adiu		art Requests Reque		Revaluatio		ock InTransit	Quarantine			
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E PROD0000030	ACR11111	Acer Copier	Judith Mudzenai	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
	A74DB	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	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017 01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
	тмасн	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
	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	
	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
	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	
	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	
	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	
E PROD0000075	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	
E PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
E PROD0000077	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	
C										101 30	

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.



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

- Use the <u>Filter Row</u> or scroll down the list to find the produced part.
- Click on the **expand** button in the row of the part.



Close a Production Run

Hom	e Equipment and Lo	cations Contrac	t Finance and HR Invento	ry Mainte	enance and Projec	ts Manufa	cturing Procureme	nt Sales Ser	vice Reporting) Utilities — I	5
-	A 4.		21	Durban	• • 4	25. 1					
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Requisition	Stock Stock Ir Transfer Adjust	nter Warehouse Request	Save Layout Workspaces	In Stoc	k Only 🔻 Re	efresh Ex	port				
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Selected W	arehouse :						67				_
		un and a state of									
	Warehouse Main	Warehouse	•								
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PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	Sto
P											*
⊞ 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	i.
⊞ C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOOT	Main Warehouse	5.00	102.00	0.00	i i
⊞ 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	a la
⊞ C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMNGR	Main Warehouse	9.00	0.00	0.00	Ē.
⊞ C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT	Main Warehouse	6.00	52.00	0.00	
ΞA	Serialised Equipment	SP19-123456	SP19-12 Colour Copier	SP19-12	Hardware	MAMNGR	Main Warehouse	3.00	14.00	0.00	
E C	Non Serialised Parts	12-098765	SP 19-12 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	E
⊞ C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMNGR	Main Warehouse	6.00	8.00	0.00	
ΞA	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNGR	Main Warehouse	1.00	3.00	1.00	6
⊞ A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMNGR	Main Warehouse	5.00	10.00	1.00	U
⊞ 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	10
⊕ 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	1
⊞ C	Non Serialised Parts	19-687	Drum		Spare Parts	SPMNGR	Main Warehouse	2.00	14.00	6.00	Ř.
⊞ A	Serialised Equipment	NMACH	New Machine		Hardware	MAMNGR	Main Warehouse	6.00	6.00	0.00	Ú.
в	Serialised Spares	2020-856	Drum		Accessories	ACMNGR	Main Warehouse	7.00	24.00	9.00	6
⊞ A	Serialised Equipment	2020-998	Staple Unit		Accessories	ACMNGR	Main Warehouse	4.00	10.00	0.00	ř.
⊞ C	Non Serialised Parts	A4CS	A4 Clear Plastic Cover		Stationery	STCOOT	Main Warehouse	88.00	15.00	5.00	Ú.
⊞ C	Non Serialised Parts	A4CB	A4 Cardboard Backing		Stationery	STCOOT	Main Warehouse	89.00	16.00	5.00	- 1

- 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

	Ŧ		Stock St	atus - BPO: \	/ersion 2.1.0.69 -	Example C	ompany			- 0	>
Hom	Equipment and Lo	cations Contrac	ct Finance and HR Inver	ntory Mainte	enance and Proje	cts Manufa	cturing Procureme	nt Sales Ser	vice Reporting	Utilities — I	8
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Requisition	Transfer Adjust	Request	Save Layout Workspace	In Stoc	k Only 🔻 R	erresn Ex	port			/	
	Process		Format	4	Current	" Prir	nt 🖬			3	
Selected W	arehouse :			100		227					_
	Warehouse Main	Warehouse	•								
	warenouse Plain	warenouse									
Drag a colum											
PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category	WarehouseName	CurrentStock	ReservedStock	RequisitionedStock	Sto
,											*
⊞ 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	1
⊞ C	Non Serialised Parts	147-888741	K147 Yellow Toner	1	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	0
⊞ C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMNGR	Main Warehouse	9.00	0.00	0.00	1
⊞ C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT	Main Warehouse	6.00	52.00	0.00	
ΒA	Serialised Equipment	SP19-123456	SP19-12 Colour Copier	SP19-12	Hardware	MAMNGR	Main Warehouse	3.00	14.00	0.00	1
• ⊟ C	Non Serialised Parts	12-098765	SP 19-12 Black Toner		Toners	TOMNGR	Main Warehouse	35.00	36.00	0.00	
Sto	ck_										J
9. Ba	atchSerialNo	BinName	Quantity								1
9											
•		DBN-A1	2.00								
19	9-12-147K00000005	DBN-A1	1.00								
19	9-12-147K00000006	DBN-A1	2.00		- 2						
A	M8200	DBN-A1	30.00								
€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	1
⊞ A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNGR	Main Warehouse	1.00	3.00	1.00	)
ΞA	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMNGR	Main Warehouse	5.00	10.00	1.00	1
⊞ C	Non Serialised Parts	204-147C	SP204 Cyan Toner		Toners	TOMNGR	Main Warehouse	18.00	4.00	1.00	)
	Non Serialised Parts	204-147Y	SP204 Yellow Toner		Toners	TOMNGR	Main Warehouse	6.00	5.00	1.00	)
⊞ C											

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