

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

## MANUFACTURING

### PRODUCTION / PRODUCTS- PRINT REPORTS

You can view the [Production Summary Report while the production run is still open](#) in

**Ribbon Access:** Manufacturing > Production > Print

You can view the [Complete Production Summary Report](#) in

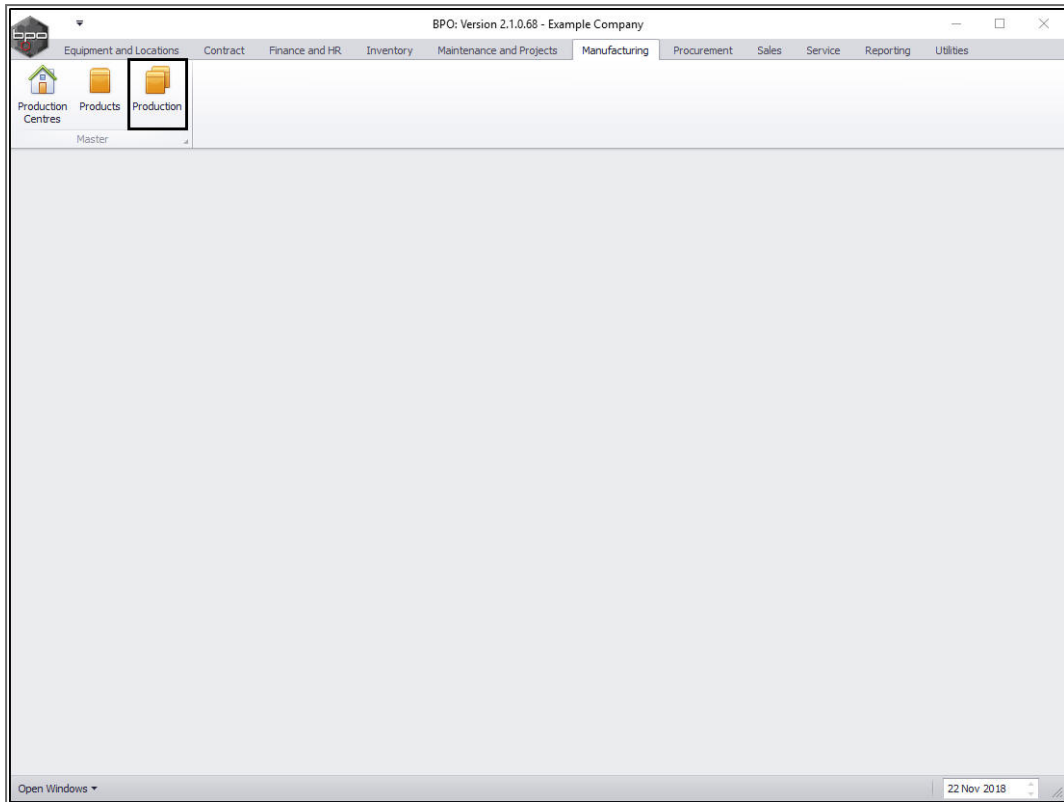
**Ribbon Access:** Manufacturing > Products > Production History

### IN PROGRESS PRODUCTION SUMMARY REPORT

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**Ribbon Access:** Manufacturing > Production

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The **Production** listing screen will display.

- Select the **row** of the **production run** where you wish to print the **In Progress Production Summary** Report.
- Click on **Print**.

Production - BPO: Version 2.1.0.68 - 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	ActualQty
PROD00000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		0
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		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		0
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		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		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		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		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		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		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		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		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		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		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		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		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		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		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		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		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		2
PROD00000080	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		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		0
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		0
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		0
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		2

Open Windows 22 Nov 2018

The **Report Preview** screen will open.

1. From here you can **View, Print, Export** or **Email** the Production Report.
2. **Close** the Report Preview screen when you are done.

**Production Report**

Run Reference: PROD0000077  
 Foreman: Abigail Milne  
 Start Date: 22 Nov 2018 09:49:10  
 Scheduled End: 23 Nov 2018 09:49:10  
 End Date: 01 Jan 1900 00:00:00  
 Product: Az4DB  
 A4 Drawing Book  
 Planned Qty: 1 units  
 Actual Output: units

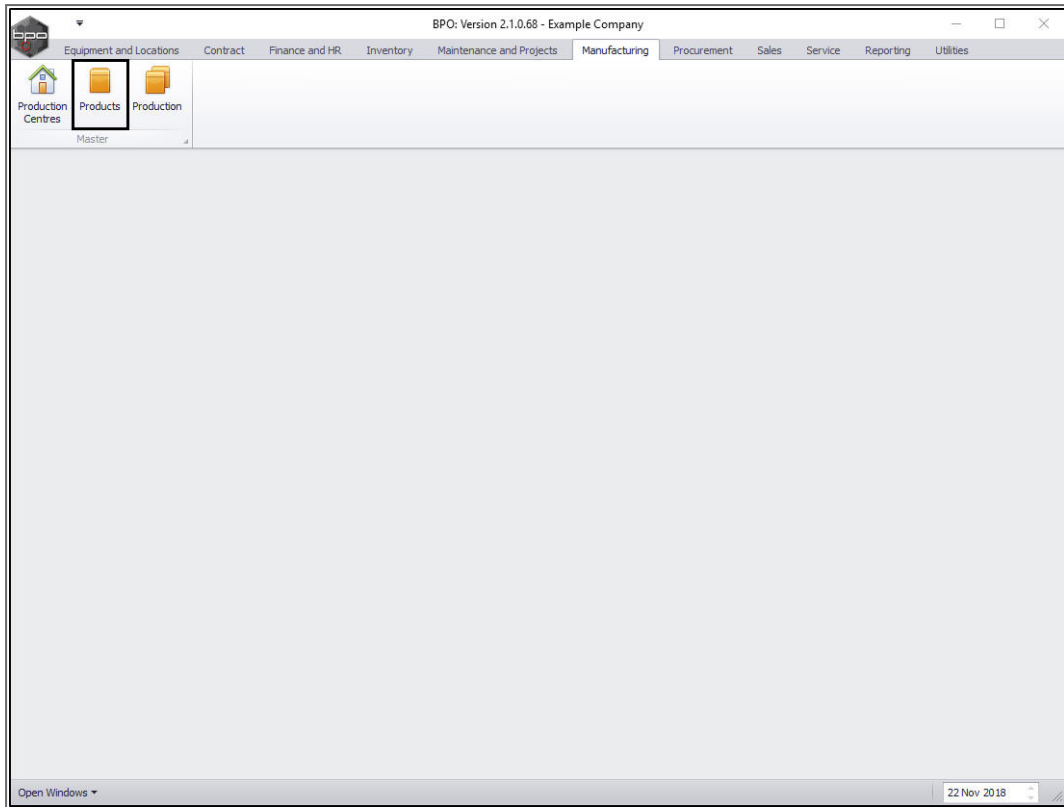
Batch No.: A4DB00000023      Batch Allocation: 1 units  
 Start Date: 22 Nov 2018 09:49:10      Actual Output: units  
 End Date: 23 Nov 2018 09:49:10      Batch Foreman: Abigail Milne  
 Location: Bothas Hill  
 Machine:

WO Code: W00001707  
 WO Desc: Created for production batch - A4DB00000023

Doc No	WO Code	Part Code	Part Desc	Batch/Serial	Quantity	Unit Cost
S100000795	W00001707	A4CS	A4 Clear Plastic Cover		1.00	12.38
S100000795	W00001707	A4CB	A4 Cardboard Backing		1.00	8.14
S100000795	W00001707	A4NP	A4 Note Paper		30.00	531.38
<b>Total Cost:</b>					<b>15 961.86</b>	
<b>Batch Accrual Value:</b>					<b>-15 961.86</b>	

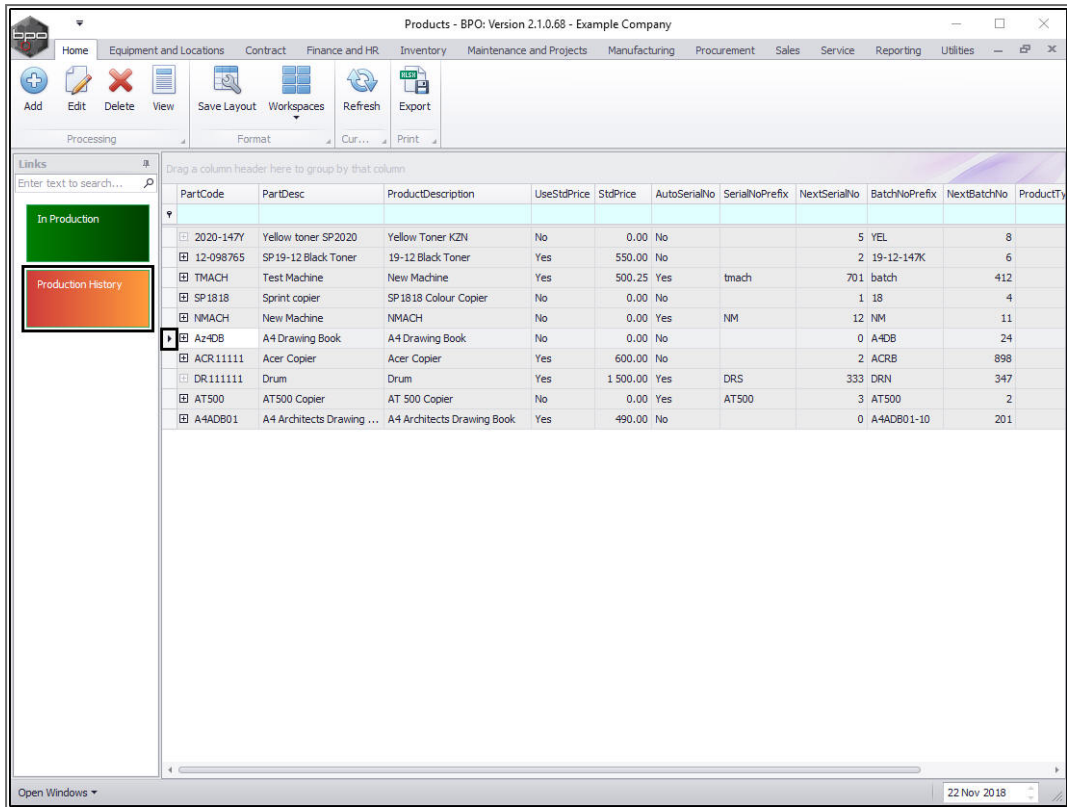
## COMPLETE PRODUCTION SUMMARY REPORT

Ribbon Access: Manufacturing > Products



The **Products** listing screen will display.

- Select the **row** of the **product** where you wish to view the complete **Production Report**.
- Click on the **Production History** tile.



The **Production History** listing screen will open.

- Click on the relevant **Production Reference Number**.
- Click on **Reports**.

Production History - BPO: Version 2.1.0.68 - Example Company

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

Back | Save Layout | Workspaces | **Reports** | Refresh

Proc... | Format | View | Cur...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	Actual...	Status
PROD00000024	Az4DB	A4 Drawing Book	Belinda Sharman	09 Jan 2015	11:10:23	10 Jan 2015	11:10:23	09 Jan 2015	11:15:33	10	WO0000436 :	10	C
PROD00000025	Az4DB	A4 Drawing Book	Bianca Du Toit	14 May 2015	13:23:00	15 May 2015	13:23:00	01 Jan 1900	00:00:00	1			I
PROD00000026	Az4DB	A4 Drawing Book	Bianca Du Toit	04 Sep 2015	14:35:06	05 Sep 2015	14:35:06	04 Sep 2015	14:38:49	1	WO0000558 :	1	C
PROD00000029	Az4DB	A4 Drawing Book	Belinda Sharman	24 Feb 2017	12:10:59	25 Feb 2017	12:10:59	14 Jun 2017	16:10:47	1	WO0001127:	1	C
PROD00000039	Az4DB	A4 Drawing Book	Belinda Sharman	28 Feb 2017	18:49:38	01 Mar 2017	18:49:38	19 Nov 2018	13:57:25	2	WO0001137:	2	C
PROD00000047	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:56:52	03 Mar 2017	11:56:52	19 Nov 2018	14:01:18	2	WO0001145:	2	C
PROD00000053	Az4DB	A4 Drawing Book	Judith Mutzengi	06 Apr 2017	10:52:40	07 Apr 2017	10:52:40	08 Aug 2017	10:20:23	2	WO0001261:	2	C
PROD00000054	Az4DB	A4 Drawing Book	Bianca Du Toit	20 Apr 2017	14:56:49	21 Apr 2017	14:56:49	01 Jan 1900	00:00:00	1		1	I
PROD00000055	Az4DB	A4 Drawing Book	Ed Jones	22 May 2017	09:31:02	23 May 2017	09:31:02	01 Jan 1900	00:00:00	1		1	I
PROD00000056	Az4DB	A4 Drawing Book	Bianca Du Toit	08 Jun 2017	11:36:58	09 Jun 2017	11:36:58	01 Jan 1900	00:00:00	10		10	I
PROD00000058	Az4DB	A4 Drawing Book	Belinda Sharman	09 Jun 2017	08:40:32	10 Jun 2017	08:40:32	01 Jan 1900	00:00:00	1		1	I
PROD00000060	Az4DB	A4 Drawing Book	Judith Mutzengi	13 Jun 2017	15:43:16	14 Jun 2017	15:43:16	01 Jan 1900	00:00:00	1		1	I
PROD00000061	Az4DB	A4 Drawing Book	Judith Mutzengi	15 Jun 2017	11:38:07	16 Jun 2017	11:38:07	01 Jan 1900	00:00:00	1		1	I
PROD00000062	Az4DB	A4 Drawing Book	Bianca Du Toit	21 Jun 2017	14:17:09	22 Jun 2017	14:17:09	08 Aug 2017	09:59:45	1	WO0001500:	1	C
PROD00000063	Az4DB	A4 Drawing Book	Bianca Du Toit	02 Aug 2017	09:24:39	03 Aug 2017	09:24:39	02 Aug 2017	09:29:13	1	WO0001538:	1	C
PROD00000067	Az4DB	A4 Drawing Book	Bianca Du Toit	02 Aug 2017	10:33:39	03 Aug 2017	10:33:39	02 Aug 2017	14:46:01	1	WO0001542:	1	C
PROD00000068	Az4DB	A4 Drawing Book	Bianca Du Toit	07 Aug 2017	12:13:48	08 Aug 2017	12:13:48	07 Aug 2017	12:15:05	1	WO0001551:	1	C
PROD00000057	Az4DB	A4 Drawing Book	Belinda Sharman	08 Jun 2017	11:44:28	09 Jun 2017	11:44:28	01 Jan 1900	00:00:00	10		10	I
PROD00000064	Az4DB	A4 Drawing Book	Bianca Du Toit	02 Aug 2017	09:34:12	03 Aug 2017	09:34:12	02 Aug 2017	09:41:44	1	WO0001539:	1	C
PROD00000072	Az4DB	A4 Drawing Book	Theo Peterson	19 Nov 2018	14:18:11	20 Nov 2018	14:18:11	21 Nov 2018	11:00:26	2	WO0001660:	2	C

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The **Report Preview** screen will open.

1. From here you can **View**, **Print**, **Export** or **Email** the Production Report.
2. **Close** the Report Preview screen when you are done.

**Production Report**

**Run Reference:** PROD00000072  
**Foreman:** Theo Peterson  
**Start Date:** 19 Nov 2018 14:18:11  
**Scheduled End:** 20 Nov 2018 14:18:11  
**End Date:** 21 Nov 2018 11:00:26  
**Product:** Az4DB  
 A4 Drawing Book  
**Planned Qty:** 2 units  
**Actual Output:** 2 units

**Batch No.:** A4DB00000021  
**Start Date:** 19 Nov 2018 14:18:11  
**End Date:** 21 Nov 2018 11:00:26  
**WO Code:** W00001660  
**WO Desc:** Created for production batch -

**Batch Allocation:** 2 units  
**Actual Output:** 2 units  
**Batch Foreman:** Theo Peterson  
**Location:** Bothas Hill  
**Machine:**

Doc No	WO Code	Part Code	Part Desc	Batch/Serial	Quantity	Unit Cost
S100000792	W00001660	A4CS	A4 Clear Plastic Cover		2.00	12.38
S100000792	W00001660	A4CB	A4 Cardboard Backing		2.00	8.14
S100000792	W00001660	A4NP	A4 Note Paper		60.00	531.38
<b>Total Cost:</b>						<b>31 923.73</b>

Doc No	WO Code	Part Code	Part Desc	Serial No	Quantity	Unit Cost
S400000262	W00001660	Az4DB	A4 Drawing Book	A4DB00000021	2.00	15 961.87
<b>Total Cost:</b>						<b>31 923.73</b>

**Batch Accrual Value:** 0.00

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