



## GETTING STARTED GUIDE

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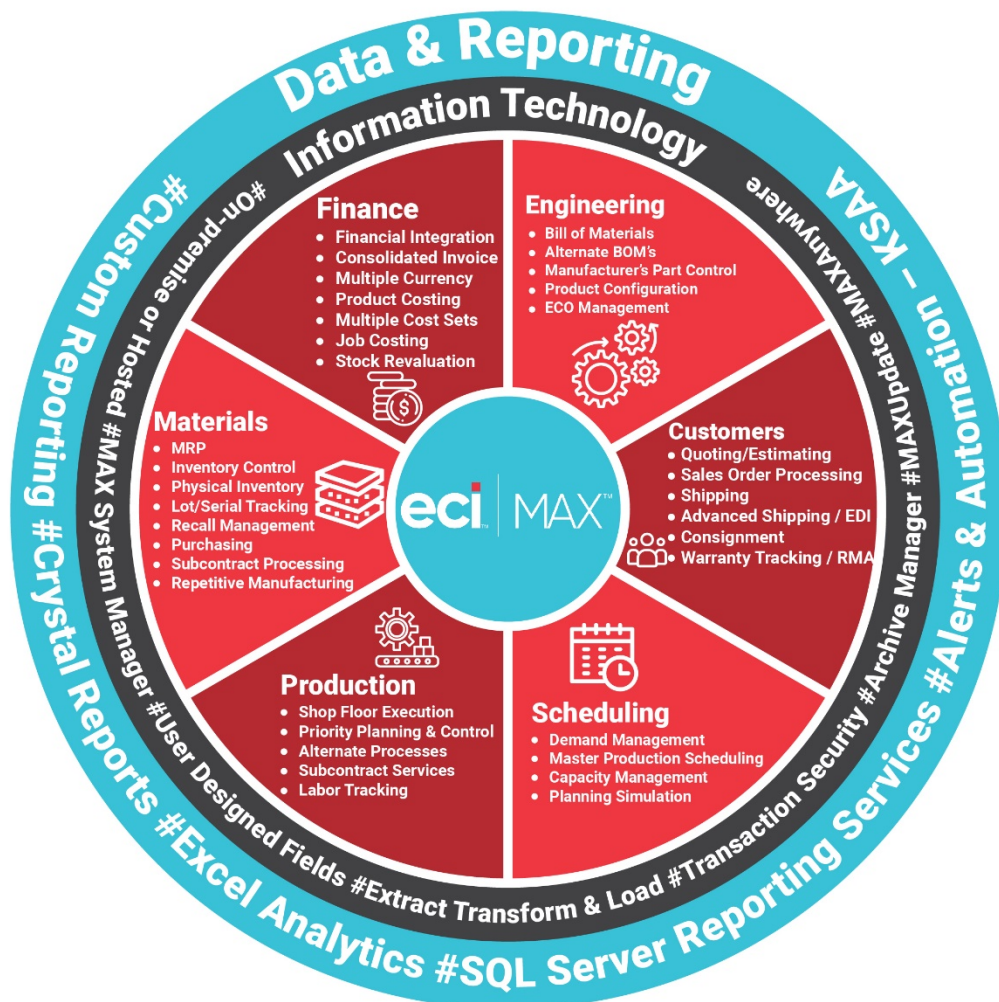
# Welcome to the MAX Enterprise Resource Planning (ERP) System

This guide was produced to help you understand the flow of information through your MAX ERP system. It is designed to walk you through the individual modules in the sequence outlined by the Standard MAX Implementation Plan. It may be your first exposure to how data is entered and flows through the system. Certain data in some modules depends on steps you have taken in previous modules. To avoid any inconsistencies, please proceed through this guide in the sequence presented.

It should take about 2 to 3 hours to complete this introduction to MAX ERP using this guide. To make the steps easy to follow, when a windows command or button is referenced it is written in the same form as it appears on the screen. To make certain diagrams clearer, parts of a screen may be cut out. Specific questions on screens may be answered in the corresponding Users Guide.

MAX ERP uses standard Windows navigation and mouse commands. This guide assumes that the user has a basic understanding of Standard Windows and mouse commands.

For more practice, and a more in-depth look, you can create your own data and walk through each Chapter. Please contact your Account Manager, or me directly, if you would like a database that contains all the static data (i.e., parts, structures, customers, etc.) but no dynamic data (i.e., open orders).



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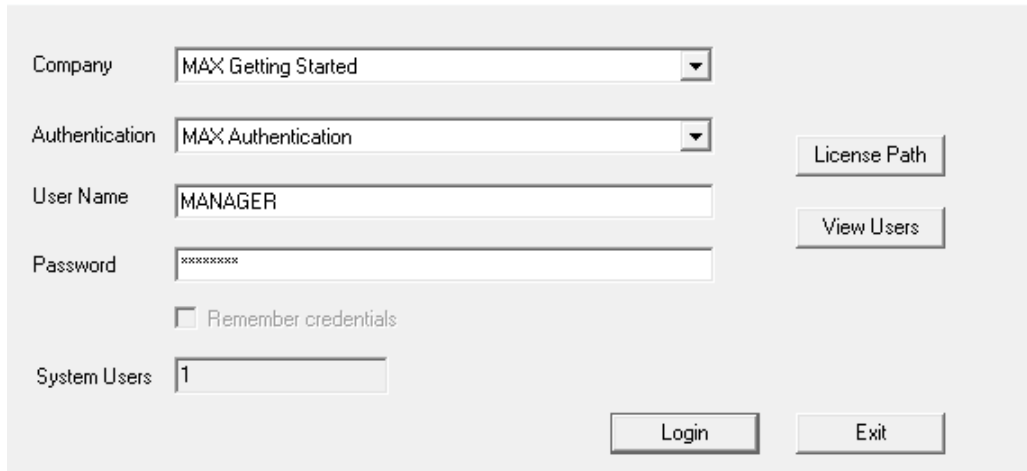
## Where Do I Start

### Installation

The first step is to have your MAX software installed. Your Project Manager will help you coordinate that effort.

### Starting MAX

Double clicking the MAX icon will prompt you for the Company you which to log into and ask you for your user credentials for that company.



The screenshot shows a login dialog box with the following fields and buttons:

- Company:** A dropdown menu with "MAX Getting Started" selected.
- Authentication:** A dropdown menu with "MAX Authentication" selected.
- User Name:** A text input field containing "MANAGER".
- Password:** A text input field containing "XXXXXXXX".
- Remember credentials
- System Users:** A text input field containing "1".
- Buttons:** "License Path", "View Users", "Login", and "Exit".

MAX supports two types of authentication: MAX and Windows Authentication. Out of the box, security defaults to using **MAX Authentication** and ships with the following Username and Password:

**Company:** MAX Getting Started

**Username:** MANAGER

**Password:** PASSWORD

Recommendations:

- Never delete the MANAGER account.
- Change the password for MANAGER in your live database.

The MAX System Manager is organized into “tabs” representing different areas of your internal supply chain. Under each tab contains a hyperlink to the actual module. A hyperlink to the corresponding Users Guide also exists. Click a module icon (once) to open the selected module.

# Part I: Security & Access Rights

## Chapter 1

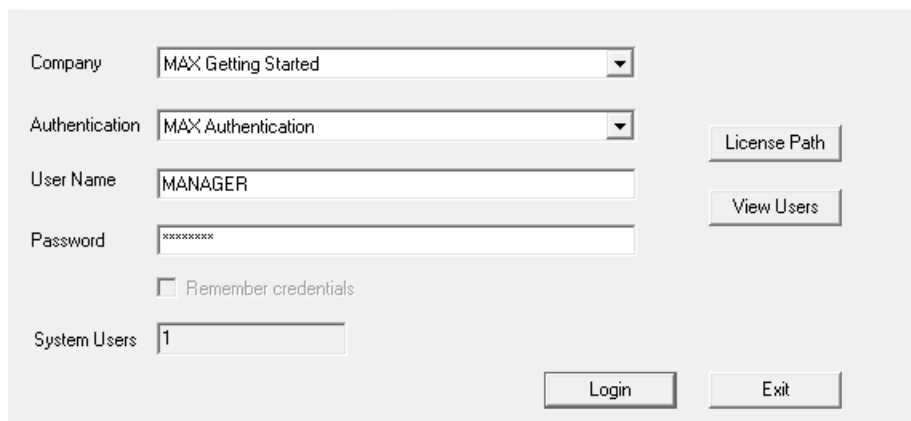
### Security Systems Overview

MAX employs a powerful security and access control system. This security is designed to allow everyone within the organization to use MAX, regardless of the access needs of the users. By using this security system, system administrators can permit a wide range of activities within MAX, without risking accidental or intentional contamination of data.

MAX ERP's security is designed around a two-tier system that works together to allow or inhibit access to data: System Level and Function Access.

### System Login

To access any module, a user needs to be setup with a unique user name and password. The system administrator can assign each user the least amount of access necessary without restricting the functionality of the tasks being performed in MAX.

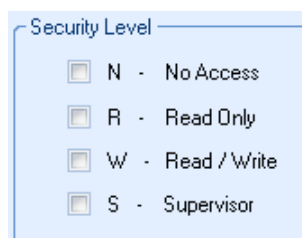


The screenshot shows a login form with the following fields and buttons:

- Company: MAX Getting Started (dropdown)
- Authentication: MAX Authentication (dropdown)
- User Name: MANAGER (text input)
- Password: [REDACTED] (password input)
- Remember credentials:  (checkbox)
- System Users: 1 (text input)
- Buttons: License Path, View Users, Login, Exit

### Function Access

The systems administrator can control the access the user has to a variety of specific MAX functions. For instance, the system administrator can selectively control the type of access users have to the Customer Master records. Four levels of security are possible:



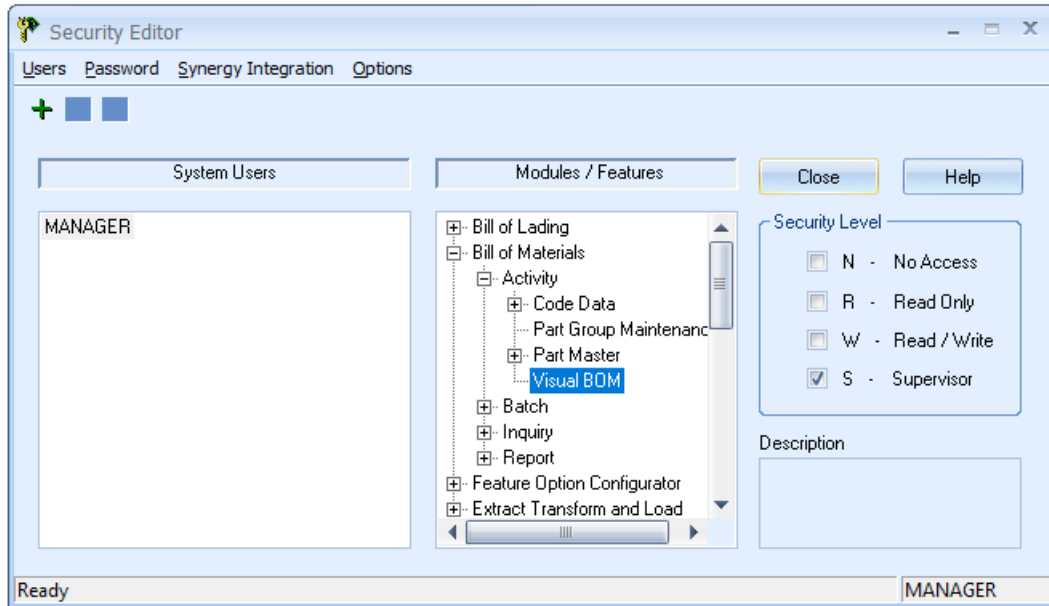
The screenshot shows a list of security levels with checkboxes:

- N - No Access
- R - Read Only
- W - Read / Write
- S - Supervisor



Supervisor rights are elevated Read / Write Access rights and have additional privileges in some programs.

Each Windows module contains its own **User Security** dialogue to maintain users, passwords, and access rights. The sections under each module correspond to the various menu item functions that appear for the module. Only a user with Supervisor rights to **User Security** can modify the access rights for other users.



Clicking on the module level and then setting the security will set that level for all functions beneath. You may also open each part of the module (i.e., Activity, Batch, Inquiry, etc.) and set specific portions of those areas.

Once you have the first user set-up, you may clone the rights for that user to another.

## Chapter 2

### Setting up MAX Users

Setting up users begins with creating a user account for each individual who will access MAX. It is important for every user to have their own user's name and password. Only a user with Supervisor rights for Security can add or change users.

MAX supports both MAX and Windows Authentication. To add a user using MAX Authentication, perform the following:

#### Step 1

In the Activity menu choose User Security and in the User Security dialogue under Users, choose Add.

If the MAX software is integrated with Synergy software, the MAX user name must be paired with a Synergy user name. To establish such a pairing, type a Synergy user name and password when an MAX user name and password display.

### Step 2

Type the name of the user, the user’s password, and type the password again to verify it was entered correctly. Note that you can change and delete passwords of a user from the User Security dialog. Under Password, choose Change.

Enter the old password, the new password, then enter the same, new password in the Verify Password box, and click OK.

### Stage I – Structures and Scheduling

Parts II through IV (Chapters 3 through 11) are part of the Structures and Scheduling portion of the Standard MAX Implementation Plan. Here, parts, bills of materials, work centers and part routings are entered. These static data items form the component part strategy for each item. A cost roll-up aides in checking data accuracy.

Parts V through VI (Chapters 12 through 19) discuss the dynamic side of Structures and Scheduling, beginning with scheduling. We also review the execution of this strategy for manufactured parts.

# Part II: Bills of Material

## Chapter 3

### Introduction

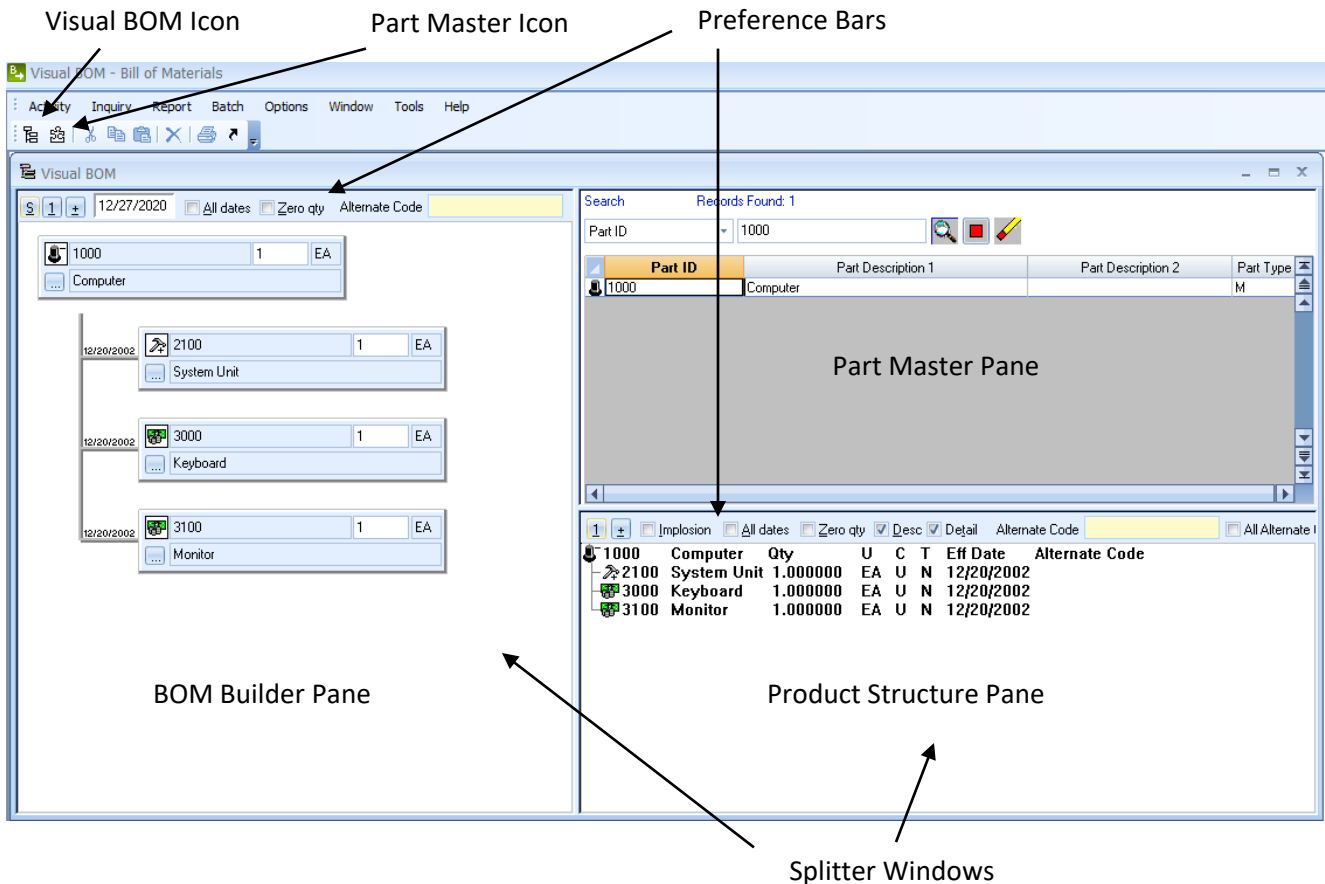
The Bills of Material (BOM) module is one of the cornerstones upon which the MAX system is built. The screens and reports offered in this module enable you to build and maintain BOMs in one visual workspace, with all relevant information at your fingertips. This module also maintains important part information and enables you to review product structure data from the top down (i.e., explode) or from the bottom up (i.e., implode).

### Visual BOM

The design objective for the Bill of Materials was to create a graphical workspace where a BOM could be created and maintained. This workspace allows an engineer to maintain Part Master data and build a BOM.



The Visual BOM screen can be accessed either through Activity – Visual BOM or by clicking the Visual BOM icon on the toolbar. IT is the button with the family tree on it.



### Splitter Windows

Visual BOM has been designed to maximize the workspace to have all the relevant data available on one desktop. We accomplish this by using splitter windows to designate three separate “panes” on the Visual BOM workspace. You can size any of the panes in the splitter window can by simply dragging the line between the panes.

## Part Master Pane

The upper right-hand pane provides access to the Part Master table. Data can be accessed through various fields in the Part Master Browser. The icon to the left of the Part ID is a visual representation of the item's Part Type Code.

## Product Structure Pane


By double-clicking on a Part ID in the Part Master pane, the single-level BOM for the item selected will appear in the lower right pane. If the selected parts have component parts; it will display a "+" sign next to the icon designating the part type code. Each successive level of the BOM can be exploded by double-clicking on the item that displays the + sign, or to explode all levels at once (multi-level), click on the + button on the preference bar of the pane. Click on the 1 button to collapse the structure back to one level (single level). On the preference bar of this pane are two "radio buttons" to display the parts description and all relevant details. Detail information includes the quantity per assembly and effectivity date as well as other additional data. Although the default is to display the Explosion of the selected product structure, by clicking on Implosion, that part's parent parts can be viewed (where used inquiry) in the Product Structure pane.

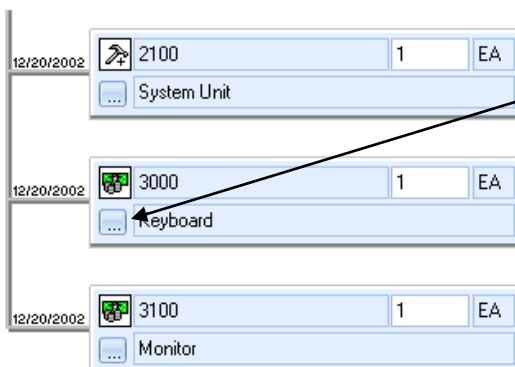
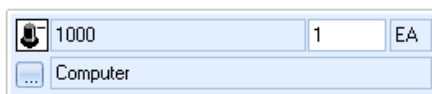
## BOM Builder Pane

To activate the BOM Builder, place the cursor on a Part ID in the Part Master and double-right-click. This will explode a single level BOM in the BOM Builder pane on the left. From a part in the Product Structure pane, you may either double-right-click or hold the shift and double-left-click. The BOM Builder displays a single level product structure in directory tree format and displays the Part ID, Description 1, Quantity Per assembly and Unit of Measure.

New product structures can be generated by dragging and dropping parts from the right-hand panes onto the parts in the BOM Builder. A single-part addition is accomplished by moving the part to the Product Structure pane and then right-clicking on that part and moving the cursor into the BOM Builder *without releasing the mouse button*. This will create an icon which represents a single document in the same way as copying and moving files using the *Windows File Manager*. When the icon is over a part that will accept the new structure, the cursor will change from the international no symbol to a single document icon.

## Part Master

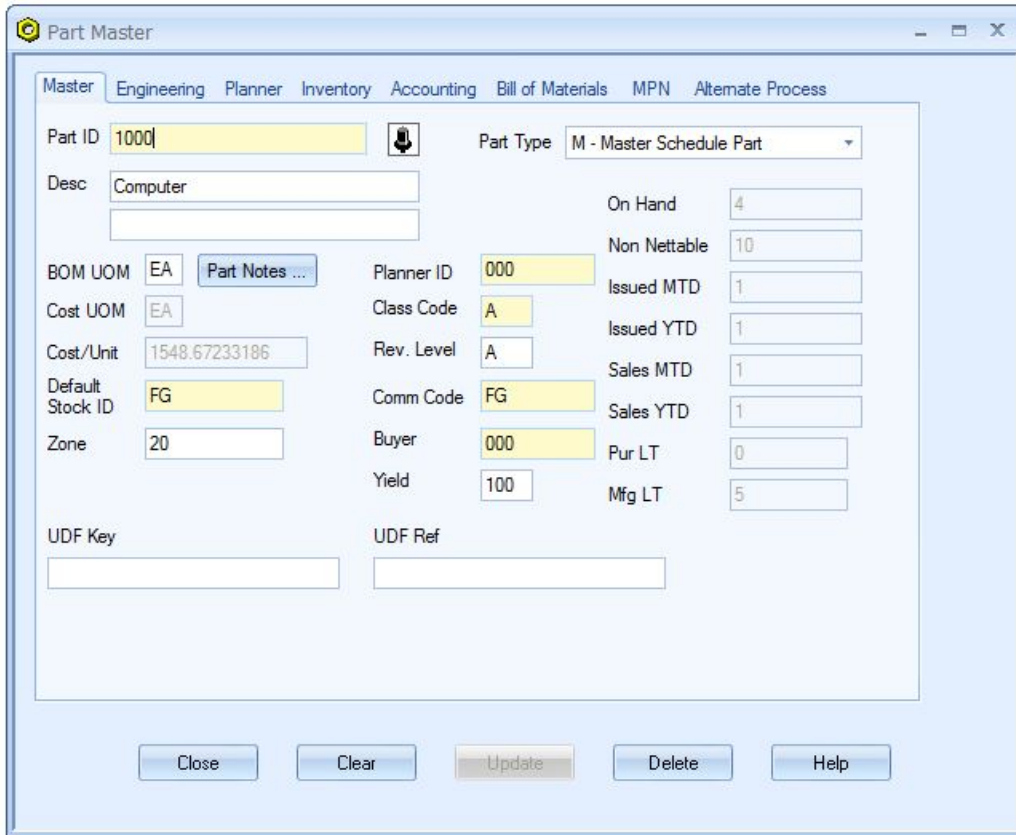
 Since all product structure information cannot be easily displayed while keeping the BOM Builder's visual capabilities, the user can drill down to the detailed BOM data either by clicking on the button with the ellipsis (...) below the components part's icon in the BOM Builder or by clicking the Part Master icon on the tool bar. This will display the tab dialogue that is used to maintain all Part Master data.



Click here to Open Part Master BOM tab for the 1000 – 3000 relationship.

Even though the **BOM** tab exists in Activity – Part Master, it changes the Bills of Material (Product Structure table). From there, you may modify the component part strategy of either part.

There are eight individual dialogues (i.e., Master, Engineering, Planner, Inventory, Accounting, Bill of Material, MPN and Alternate Processes) which have been departmentalized by business function (i.e., all accounting data on one dialogue and all planning on another).



Most of these tabs will be revisited as we progress through this document.

# Chapter 4

## Entering New Parts

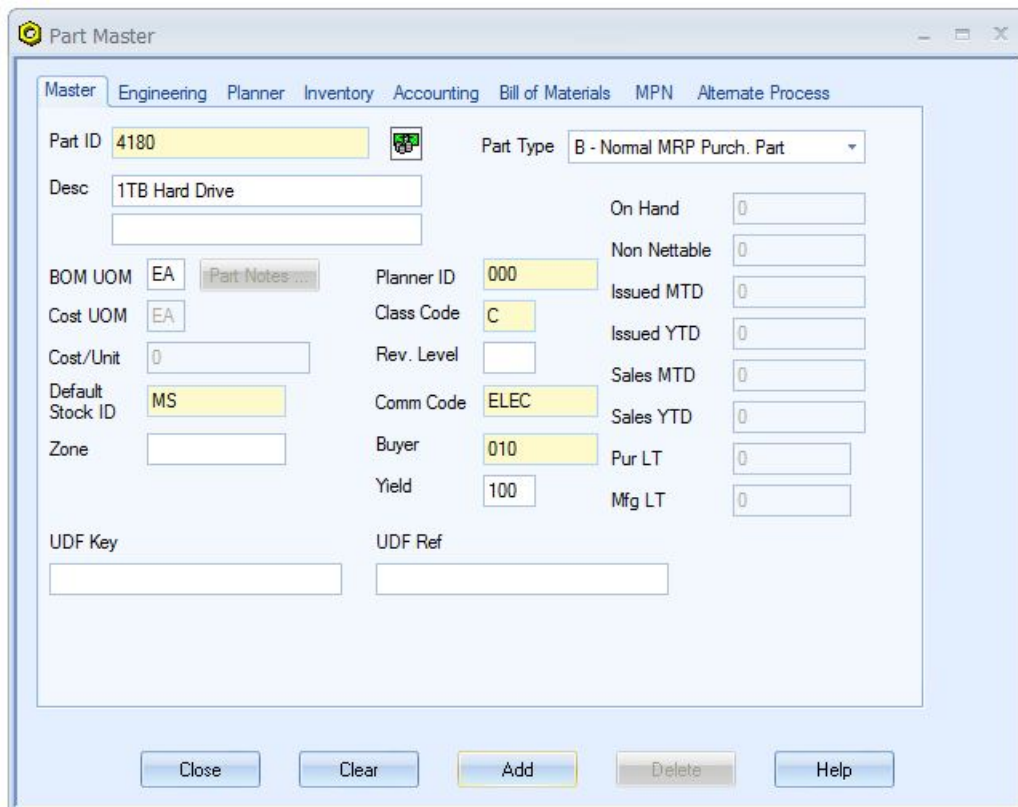
In this section, you will walk through some of the steps needed to enter Part Master information for a new part. The MAX Getting Started database lends itself to entering parts related to computers but feel free to substitute your own internal part information if desired. Your database can always be refreshed. You may also try these steps using your own data in a Pilot database once you complete this introduction.

### Step 1

Click on the Part Master icon or choose Part Master from the **Activity** menu.

The Part Master data entry window will appear. It includes eight different tabs to choose your preferred data entry screen. You can use the Tab key on your keyboard to move from one field to the next or click on the field you want to edit.

Enter the following new part data in the Master tab.



The screenshot shows the 'Part Master' window with the 'Master' tab selected. The window contains several input fields and buttons. The 'Part ID' field is highlighted in yellow and contains '4180'. The 'Part Type' dropdown is set to 'B - Normal MRP Purch. Part'. The 'Desc' field contains '1TB Hard Drive'. Other fields include 'On Hand', 'Non Nettable', 'Issued MTD', 'Issued YTD', 'Sales MTD', 'Sales YTD', 'Pur LT', and 'Mfg LT', all with '0' in the input boxes. The 'BOM UOM' is 'EA', 'Cost UOM' is 'EA', 'Cost/Unit' is '0', 'Default Stock ID' is 'MS', 'Zone' is empty, 'Planner ID' is '000', 'Class Code' is 'C', 'Rev. Level' is empty, 'Comm Code' is 'ELEC', 'Buyer' is '010', and 'Yield' is '100'. There are 'UDF Key' and 'UDF Ref' fields at the bottom. At the bottom of the window are buttons for 'Close', 'Clear', 'Add', 'Delete', and 'Help'.

Fields with the down arrow button can be browsed by clicking the button. Fields that have yellow backgrounds contain browsers to look up data in another table. For example, Part ID, Default Stock ID, Planner ID, Commodity Code and Buyer are all lookup fields on the Master tab. If the Part ID is not found in the table, an **Add** button will appear. If it is found, then that button says **Update**.

Information in fields that have white backgrounds (i.e., are not grayed out) may also be changed.

Note: Certain fields are for display only and cannot be changed on this dialogue or require certain security rights to be updated. These fields are grayed out.

After entering data, check the **Add** button.

## Step 2

This is a purchased part, so you need to enter cost information. Go to the **Accounting** tab and enter the cost in the Material Cost field. Note: Part information you entered in the **Master** tab does not need to be re-entered, saving valuable data entry time.

The screenshot shows the 'Part Master' window with the 'Accounting' tab selected. The window title is 'Part Master'. The tabs at the top are: Master, Engineering, Planner, Inventory, Accounting (selected), Bill of Materials, MPN, and Alternate Process. The main area contains the following data:

Part ID	4180	Cost per Unit	440
Desc	1TB Hard Drive	Labor Cost	0
		Material Cost	400
		Subcontractor Cost	0
BOM UOM	EA	Acct. Type	A
Cost UOM	EA	Yield	100
Cost Type	M - Manual	Recalc	
Cost Date	11/28/2019	Labor Burden %	0
Labor Hrs/Unit	0	Mat Burden %	10
Cum Labor Hrs	0	Labor Burden \$	0
Cum Sub Cost	0	Mat Burden \$	40
		Cumulative Labor	0
		Cumulative Material	400
		Cumulative VOH	0
		Cumulative FOH	40
		Material X & Y	0
		Cost Conversion	1
		Yield \$	0

At the bottom of the window, there are five buttons: Close, Clear, Update, Delete, and Help.

Click the **Recalc** button to recalculate the total costs form this part. Click **Update** to save changes.

### Step 3

Click to the **Inventory** tab and enter cycle count information for the same part. MAX will automatically track parts that are cycle counted and offers reports and worksheets to assist in this periodic audit.

The screenshot shows the 'Part Master' software window with the 'Inventory' tab selected. The 'Part ID' is 4180 and the description is '1TB Hard Drive'. The 'Type' is 'B - Normal MRP Purch. Part' and the 'Default Stock ID' is 'MS'. The 'Cycle Count' section is active, showing 'Code' as 'M - Monthly', 'Class Code' as 'C', 'Tolerance \$' as '0', 'Tolerance %' as '5', 'Last Date' as '//', 'YTD Counts' as '0', and 'Out of Tol.' as '0'. Other fields include 'Zone', 'Last Trans', 'ROP', 'ROQ', 'Safety Stock', 'Excess Rcpt', 'Aver Weight', 'Weight UOM', 'On Hand', 'Non Nettable', 'Mfg Lead Time', and 'Pur. Lead Time'. The 'Update' button is highlighted.

Click **Update** to save changes.



### Step 4

The Planner is now ready to enter planning information for this part. Go to the **Planner** tab and enter safety stock, order quantities, and lead time information.

The screenshot shows the 'Part Master' software window with the 'Planner' tab selected. The window title is 'Part Master'. The tabs at the top are: Master, Engineering, **Planner**, Inventory, Accounting, Bill of Materials, MPN, and Alternate Process.

Part ID: 4180  
Desc: 1TB Hard Drive

Yield %: 100  
Scrap %: 0

Order Quantity:  
Average: 0  
Minimum: 5  
Maximum: 200  
Multiple: 5

Planner ID: 000  
Buyer ID: 010  
Critical Path: 0  
Periodic Days: 0

Order Policy: L - Lot for Lot  
Sched Flag: Q - Queue  
ROP: 0  
ROQ: 0  
Safety Stock: 20  
Purch Conv: 1  
Packaging:

Manufacturing:  
Lead Time: 0  
Plan LT: 0  
Build LT: 0  
Stock LT: 0

Purchasing:  
Lead Time: 15  
Plan LT: 0  
Buy LT: 15  
Stock LT: 0  
UOM: EA

Current:  
Alternate BOM:   
Alternate Routing:

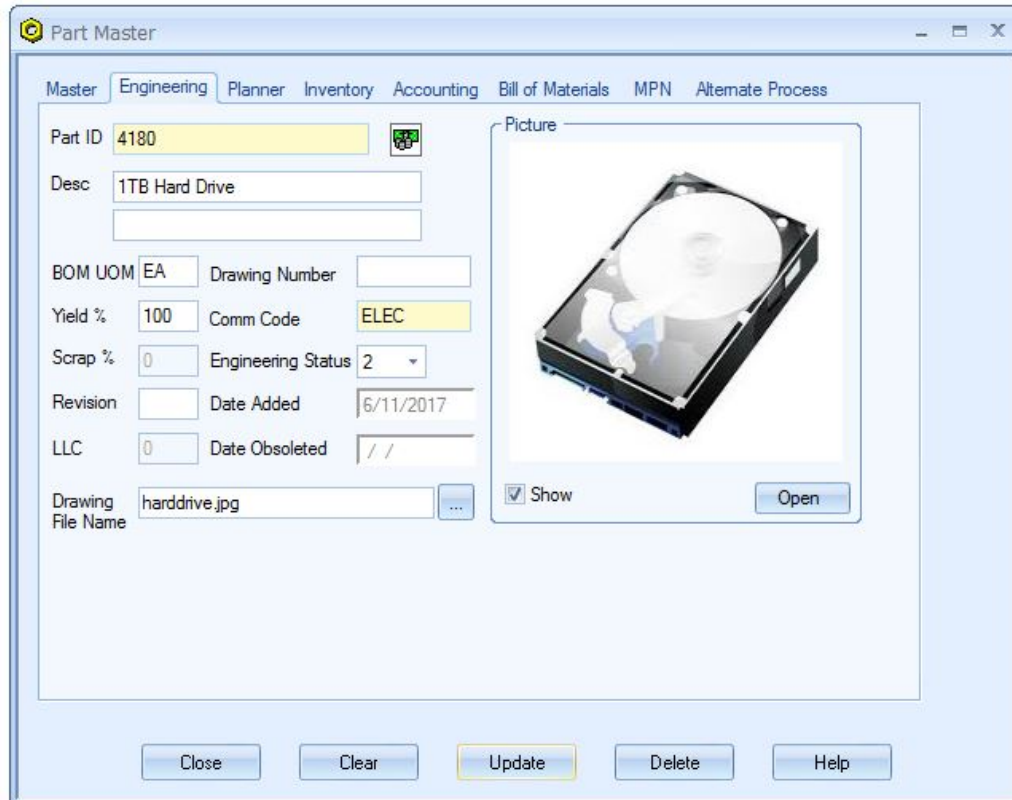
Buttons: Close, Clear, **Update**, Delete, Help

Click **Update** to save changes.

## Step 5

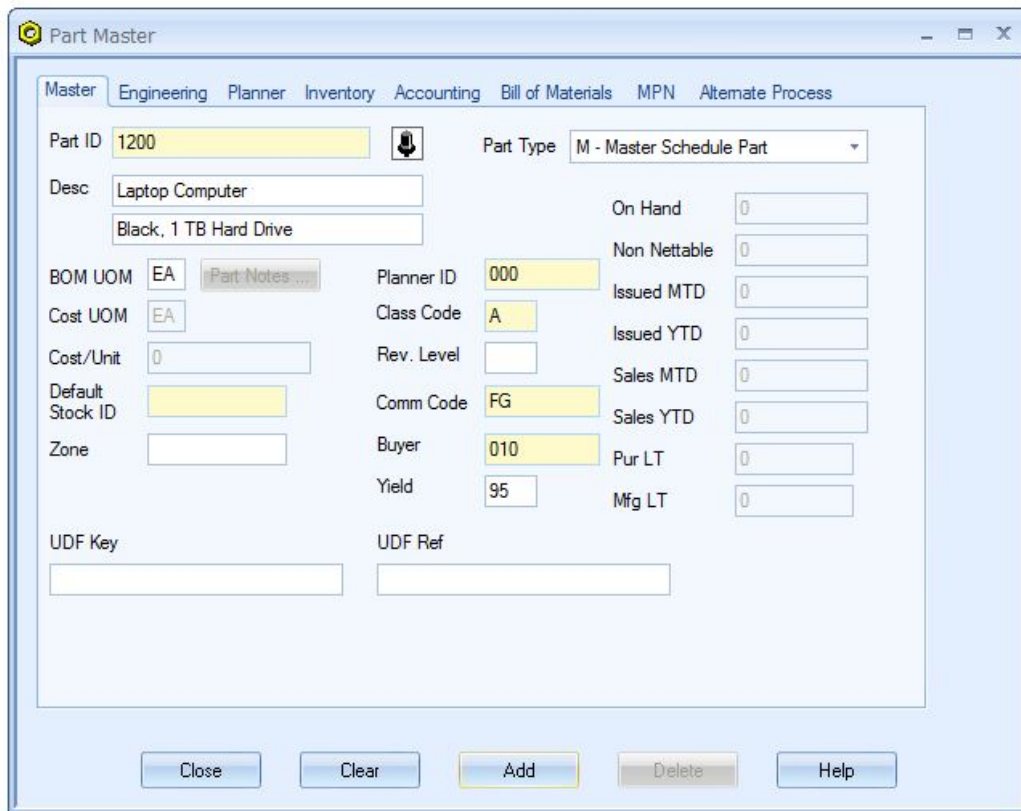
A tab is provided for Engineering which includes the ability to view any BMP, PCX, TIFF, GIF, DCX or JPG graphics file. You can also play any voice, music or movie file associated with a part by opening the related application using the **Open** button. To illustrate this feature, please perform the following:

- Press the ellipses button [...] to the right of the **Drawing File Name** field.
- Browse to the C:\Exact\RMClient\EFW folder.
- Change the file type to \*.bmp.
- Choose a bitmap image from the folder.
- Click the show checkbox in the Picture frame. The image you selected will appear.
- Click **Update** to save the data.



## Step 6

Now let us enter a new top-level Part 1200 with the following information in the **Master** tab. This will be the top-level part you use to create a bill of material in the next Chapter.



The screenshot shows the 'Part Master' window with the 'Master' tab selected. The window contains the following fields and values:

Field	Value
Part ID	1200
Part Type	M - Master Schedule Part
Desc	Laptop Computer Black, 1 TB Hard Drive
BOM UOM	EA
Cost UOM	EA
Cost/Unit	0
Default Stock ID	
Zone	
Planner ID	000
Class Code	A
Rev. Level	
Comm Code	FG
Buyer	010
Yield	95
On Hand	0
Non Nettable	0
Issued MTD	0
Issued YTD	0
Sales MTD	0
Sales YTD	0
Pur LT	0
Mfg LT	0
UDF Key	
UDF Ref	

At the bottom of the window, there are five buttons: Close, Clear, Add, Delete, and Help. The 'Add' button is highlighted in yellow.

Click **Add** to save changes.

## Congratulations

You have completed entering Part Master information for a component and parent part, including engineering, accounting, inventory, and planning data. You are now ready to create bill of material part relationships using the Visual BOM.

# Chapter 5

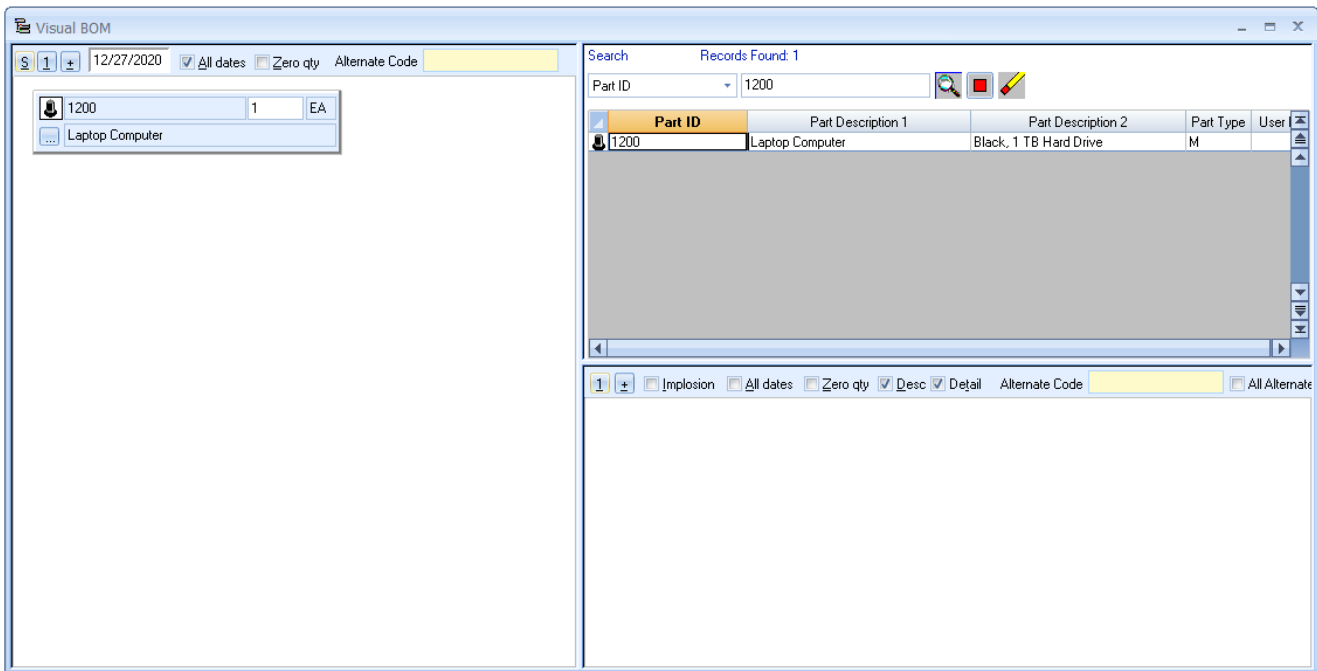
## Creating BOM's

In this section, we will walk through the steps needed to create a bill of material in the **Visual BOM** using the parts you added to the Part Master in the previous section.

### Step 1

Click the BOM icon or select **Visual BOM** from the **Activity** menu. This will launch the Visual BOM dialogue. Maximize the window to have the largest workspace possible. Refer to Chapter 3 for more information on the Visual BOM screen.

To display Part 1200 in the BOM Builder pane to the left, double right-click on Part 1200 from the Part Master pane.



*Notice that Part 1200 moves to the left, **BOM Builder** pane.*

## Step 2

Also, from with the Part Master pane double-click on Part 2300 to display the structure in the Product Structure pane.

The screenshot shows the Visual BOM application window. The top-left pane displays a search for Part ID 1200, showing 'Laptop Computer' with a quantity of 1 and alternate code EA. The top-right pane shows a search for Part ID 2300, with 28 records found. The main table lists parts with columns for Part ID, Part Description 1, Part Description 2, Part Type, and User. Part 2300, 'Mother Board', is selected. The bottom-right pane shows the detailed structure for Part 2300, including subparts 2300B (PCB), 3400 (CPU), and 3700 (Memory) with their respective quantities and dates.

Part ID	Part Description 1	Part Description 2	Part Type	User
1000	Computer		M	
1100	Portable Computer		M	
1200	Laptop Computer	Black, 1 TB Hard Drive	M	
2100	System Unit		A	
2200	Cabinet		A	
2300	Mother Board		A	
2300B	PCB		B	
2400	Portable System Unit		A	
2500	Portable Cabinet		A	
3000	Keyboard		B	
3100	Monitor		B	

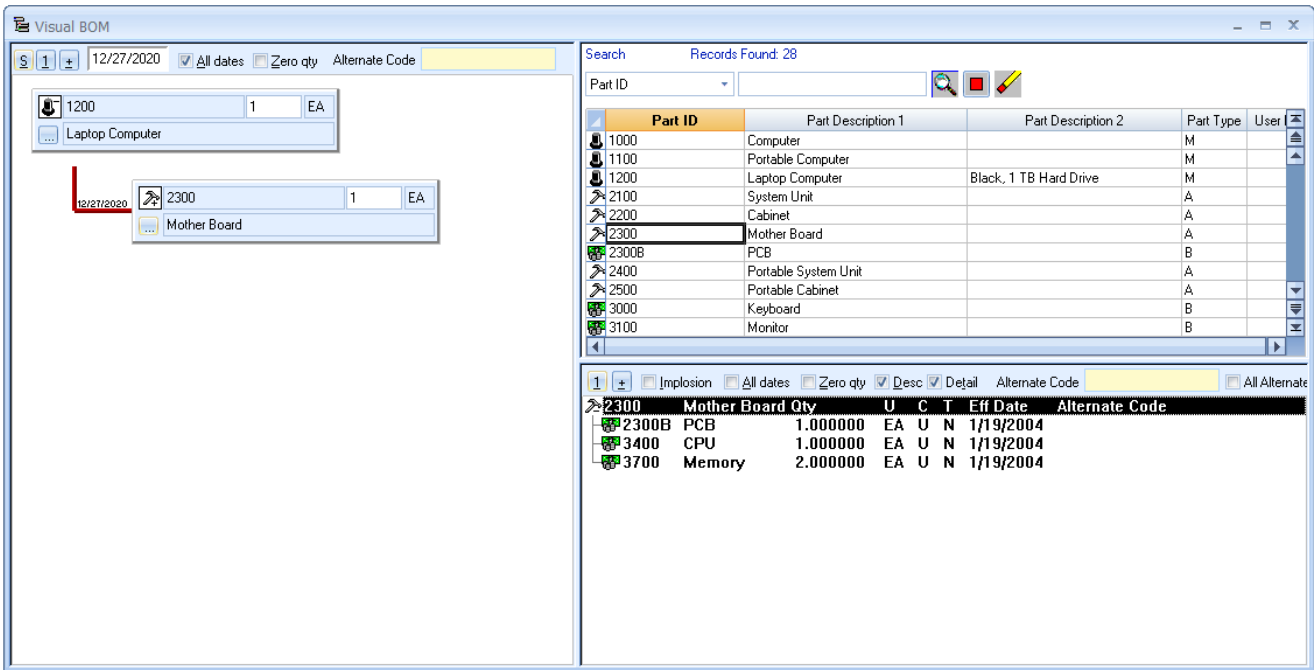
  

Part ID	Mother Board Qty	U	C	T	Eff Date	Alternate Code
2300B	1.000000	EA	U	N	1/19/2004	
3400	1.000000	EA	U	N	1/19/2004	
3700	2.000000	EA	U	N	1/19/2004	

## Step 3

The new Part 1200 should contain the complete structure for Part 2300. We will be adding this structure to Part 1200 using today's effectivity date. Make certain **Add with Date** is checked in your Options – Preferences for the **Visual BOM**.

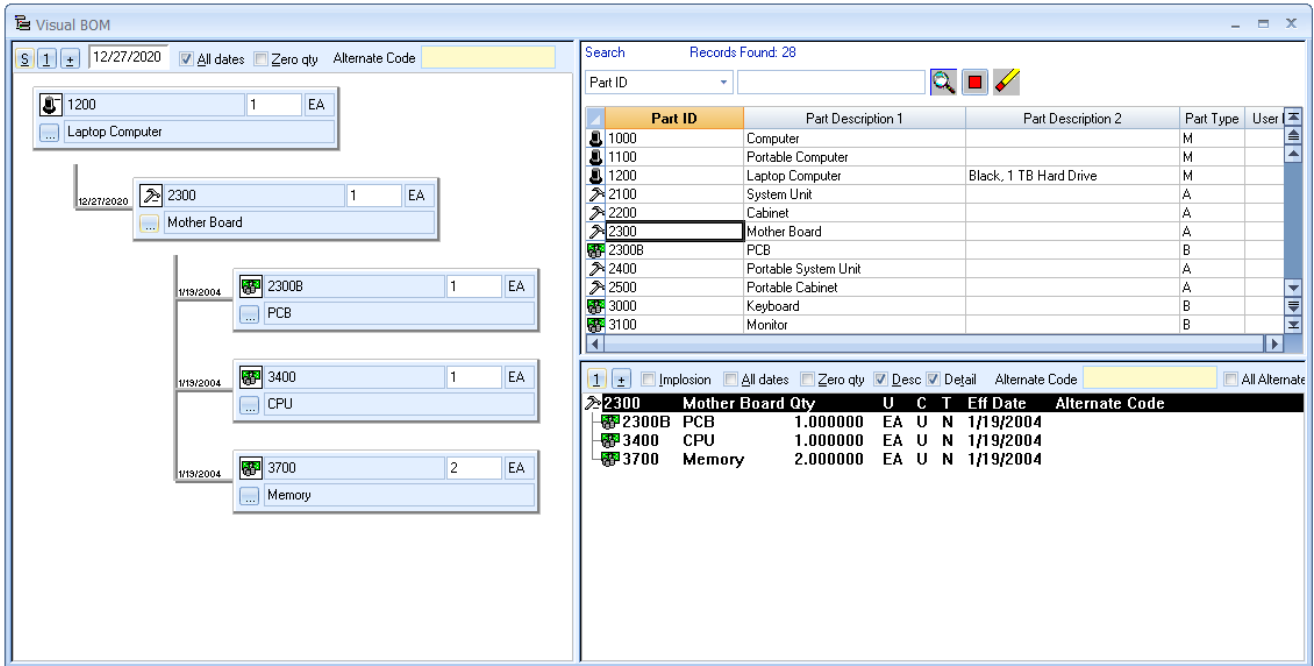
To add the structure for Part 2300 to Part 1200, place your cursor on Part 2300 in the Product Structure pane, click the part with the right mouse button and hold it, then drag and drop the subassembly on top Part 1200 in the BOM Builder pane (cursor needs to be in the grey area of the part box). Your screen should look like the picture below.



You have just copied an existing bill or material and added it to a new bill of material. The red line indicates that the record has not been saved. Press the “S” button above the **BOM Builder** pane to save the structure.

#### Step 4

The hammer icon for Part 2300 shows a plus sign “+” next to it, indicating that another level in the BOM can be displayed. Double-click on the hammer icon to view the rest of the product structure.



Note: You can drag the splitter windows between the panes to resize them for a better view.

## Step 5

Change the quantity per to 2 for Part 3700 by clicking on the number 1 in the part box from within the BOM Builder. Notice the structure link between the part boxes turns blue to indicate a change in the structure.

Visual BOM interface showing the BOM structure for Part 1200 (Laptop Computer). The structure includes Part 2300 (Mother Board), Part 2300B (PCB), Part 3400 (CPU), and Part 3700 (Memory). The quantity for Part 3700 is set to 2. The search pane on the right shows 28 records found, with Part 3700 highlighted.

Part ID	Part Description 1	Part Description 2	Part Type	User
1000	Computer		M	
1100	Portable Computer		M	
1200	Laptop Computer	Black, 1 TB Hard Drive	M	
2100	System Unit		A	
2200	Cabinet		A	
2300	Mother Board		A	
2300B	PCB		B	
2400	Portable System Unit		A	
2500	Portable Cabinet		A	
3000	Keyboard		B	
3100	Monitor		B	

Part ID	Mother Board Qty	U	C	T	Eff Date	Alternate Code
2300						
2300B	1.000000	EA	U	N	1/19/2004	
3400	1.000000	EA	U	N	1/19/2004	
3700	2.000000	EA	U	N	1/19/2004	

The newly added Part 4180 should also be in the structure for Part 1200, Laptop Computer. Find Part 4180 in the Part Master pane and drag it to Part 1200 to add it to the structure. Notice the part is added with a red structure link to show an addition to the product structure.

Visual BOM interface showing the BOM structure for Part 1200 (Laptop Computer) after adding Part 4180 (1TB Hard Drive). The structure now includes Part 4180, Part 2300 (Mother Board), Part 2300B (PCB), Part 3400 (CPU), and Part 3700 (Memory). The quantity for Part 3700 is still 2. The search pane on the right shows 1 record found for Part 4180.

Part ID	Part Description 1	Part Description 2	Part Type	User
4180	1TB Hard Drive		B	

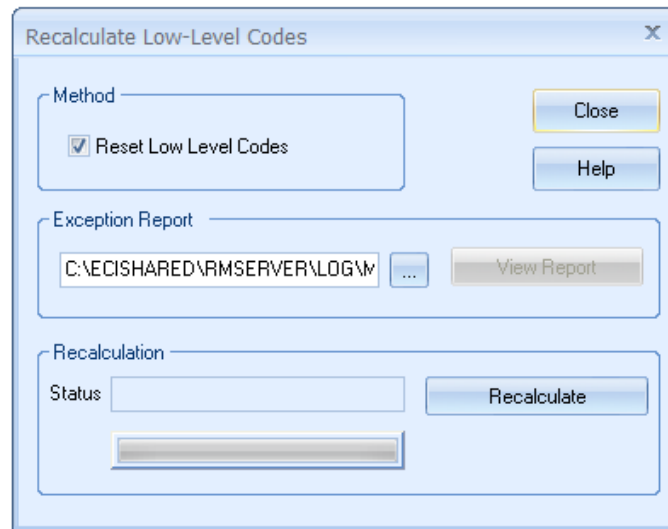
Part ID	1TB Hard Drive Qty	U	C	T	Eff Date	Alternate Code
4180						

**Important Learning:** In Step 3, when we dragged and dropped Part 2300 on Part 1200, all three component parts were copied. This was because that structure was already in use. Changing the quantity per for the 2300 – 3400 relationship in Step 5 will therefore change the quantity everywhere the 2300 is used and not just for the 1200 assembly.

## Step 6

After you are finished performing BOM maintenance activities you need to run a batch process that assigns a low-level code to each part. A low-level code is the deepest level a part exists in the BOM. This code is used by the **Costing Module – Batch – Cost Roll-up** to accurately create a standard cost and by the **MRP Module – Batch – MRP Explosion** process to accurately plan the part.

To run the process, go to **Batch** and select **Recalculate Low Level Code**. Run the process using the default settings (good for almost every situation).



As the process runs, a status indicator will be shown. Note that on small databases this process is extremely quick.

## Congratulations

You have learned how to create a bill of material using the **Visual BOM** drag and drop to copy an existing assembly as well as a new part. Next, you will learn how to use the Inquiries and Reports offered.

# Chapter 6

## Presenting Your Data

The Bill of Materials module offers several ways for you to get to your information. The **Product Structure** pane in the **Visual BOM** allows you to view BOMs and related part information in either single or multi-level implosion or explosion. This module also offers several reports that can be displayed before they are printed, exported to most popular applications, and sent via electronic mail.

The **Parts List** report shows all the important Part Master data related to engineering. The **Bill of Materials** report show parent-component relationships in any combination of single or multiple level implosion or explosion (where used).

## Step 1

Select **Parts List** from the **Report** menu.



Engineering Parts List

Sort: Part ID Sequence

Range: Part ID Sequence

Begin: [ ] End: [ ]

Options:  Include Part Description #2  Include Part Notes

Input: File: Engrpt.rpt

Destination:  Window  Printer  Email

Buttons: Report, Close, Help, Cancel

Click Ok and all part will be listed in a report to your screen.

Note: All reports are customizable, using Crystal Reports for MAX, and have extensive sort and filtering capabilities.

Engineering Parts List by Part Identifier												Page 1
Part Identifier Range From Begin to End												
PartID	Description	PLN	TC	LLC	UM	ES	Prod	Obsol	Commodity	CC	Trans	UnitCost
1000	Computer	000	M	0	EA	2	12/20/2002		FG	A	12/18/2019	1,548.6723
1100	Portable Computer	000	M	0	EA	2	12/20/2002		FG	A	6/19/1982	1,493.4848
1200	Laptop Computer	000	M	0	EA	2	11/28/2019		FG	A		0.0000
2100	System Unit	000	A	1	EA	2	12/20/2002		Assy	B	11/16/2019	855.6723
2200	Cabinet	000	A	2	EA	2	12/20/2002		Mech	C	11/16/2019	76.9063
2300	Mother Board	000	A	2	EA	2	12/20/2002		Assy	C	11/16/2019	409.7661
2300B	PCB	000	B	3	EA	2	12/20/2002		Elec	B	11/16/2019	110.0000
2400	Portable System Unit	000	A	1	EA	2	12/20/2002		Assy	C	6/19/1982	1,379.9848
2500	Portable Cabinet	000	A	2	EA	2	12/20/2002		Mech	C	6/19/1982	76.2188
3000	Keyboard	000	B	1	EA	2	12/20/2002		Elec	C	11/16/2019	110.0000
3100	Monitor	000	B	1	EA	2	12/20/2002		Elec	C	11/16/2019	550.0000
3200	Floppy Disk	000	O	2	EA	2	12/20/2002		Elec	C	11/16/2019	80.0000
3250	1.44 MFloppy	000	B	3	EA	2	12/20/2002		Elec	C	6/19/1982	55.0000
3275	Custom Software	000	T	3	EA	2	12/20/2002		Elec	C	6/19/1982	50.0000
3400	CPU	000	B	3	EA	2	12/20/2002		Elec	C	11/16/2019	110.0000
3450	CPU - FAST	000	B	3	EA	2	12/20/2002		Elec	C	6/19/1982	220.0000
3500	Metal	000	D	3	SF	2	12/20/2002		Mech	C	11/28/2019	0.6875
3600	24V Power Supply	000	B	2	EA	2	12/20/2002		Elec	C	11/16/2019	165.0000
3625	48V Power Supply	000	B	1	EA	2	12/20/2002		Elec	C	6/19/1982	192.5000
3650	Hardware Kit	000	Y	2	EA	2	12/20/2002		Elec	C	11/16/2019	11.0000
3700	Memory	000	B	3	EA	2	12/20/2002		Elec	C	11/16/2019	110.0000
3800												

Bill of Materials - Engineering Parts List, ENGPRT.RPT CLONE Worldwide MANAGER 12/27/2020 9:07:06 AM

Click on zoom icon to choose another level of magnification.

### Step 2

You can also see the product structure for the new part you entered, Part 1200. From the **Reports** menu, choose **Bill of Materials** and select multi-level for Part 1200.

Bill of Materials Report

Part Numbers

All

Range

Individual

Part Identifier Range

Start with Part Identifier 1200

End with Part Identifier 1200

Level

Single  Multiple

Type

Explosion  Implosion

Options

Include Part Description #2

Include Zero Quantity

Include Bill of Material Notes

Include Parent Part Notes

Show Only Eng. Status 2 Parts

Include Mfg Part Numbers

Include All Dates

Include Reference

Include Alternate Code

Effective Date 12/27/2020

Alternate BOM Options

Include All Top Level Alternate BOMs

Input

File bomrpt.rpt

Destination

Window  Printer  Email

Report Close Help

Like most MAX reports, this report can also be viewed in a window, printed, or sent via electronic mail. The following image is the view in a window.

**\* Multi-Level Explosion By Parent Part Identifier \***

Parent Part Identifier Range: 1200 - 1200, Effective: 12/27/2020

LLC	Part Identifier	Description	Effectivity	Quantity	QC	UM	LTO	BT	SCR	ECN#	Rev	PT	Alternate Part
	<b>1200</b>	<b>Laptop Computer</b>											<b>M</b>
	2300	Mother Board	11/28/2019	1.000000	U	EA	0	N	0		F		A
1	2300B	PCB	12/20/2002	1.000000	U	EA	0	N	0		A		B
2	3400	CPU	12/20/2002	1.000000	U	EA	0	N	0		F		B
2	3700	Memory	12/20/2002	2.000000	U	EA	0	N	5		X		B
1	4180	1TB Hard Drive	11/28/2019	1.000000	U	EA	0	N	0				B

\* Current Alternate BOM Code

Notice the report information is presented in a clear and easy to understand indented bill of material format. In this format, parts at level 1 report to level 0. Parts at level 2 report to level 1.

***Congratulations***

You have learned how to display and print Bill of Materials and Part Master information. Now let us add some process steps for this new part.

# Part III: Shop Floor Execution

## Chapter 7

### Introduction

The Bill of Materials describes all the materials required to produce goods but does not include the process required to build the product. Process information therefore must be entered for each parent in the Bills of Materials (BOM). While process data is entered in the Shop Floor Execution module, it is typically under control of the same engineer as whom built the BOM.

This section will describe how to enter work centers and part routings (processes) for your manufactured parts.

## Chapter 8

### Entering Work Centers

Work centers are physical areas on your production floor where production takes place. Specifying these areas is important for tracking “where” in process jobs are and for determining when they will be complete. Work centers also hold labor and labor overhead rates that are used in product costing; thus, they have an accounting importance as well.

Enter and maintain your work centers in **Shop Floor Execution – Activity – Work Centers**.

Workcenter	ASSY		
Description	Assembly	<input type="checkbox"/> Critical Resource	<input checked="" type="checkbox"/> Include Setup
Type	S - Shop	Overhead Rate %	200
Std Queue	1	Labor Rate	\$ 10
Available Hrs	40	Utilization %	100
User Defined			
Key			
Reference			
Monitor Load    Extended Fields			

Note that the Available Hours is 40 indicating that 5 people work in this area each day.

## Chapter 9

### Creating Part Routings (Processes)

The part routing specifies the work centers used to produce a manufactured part, in the sequence of the flow. Within each step of the routing the setup and run times, as well as move days between work centers, are provided. This allows for queue, backlog, and load rates to be calculated.

MAX allows for time to be entered in a variety of ways, depending on the type of process. For example, some parts may be entered as times per piece, where other are entered as pieces per hour. In either case, the system does the mathematics for us and calculates the appropriate rate.

### Step 1

For Part 1200, enter the following routing step for assembly:

The screenshot shows the 'Routing Maintenance 1' window with the following data:

Routing	
Part ID	1200
Part Desc	Laptop Computer
Oper Seq	0010
Oper Desc	Assembly
Alternate Code	
Alternate Desc	

Routing Information	
Workcenter	ASSY
Assembly	
Notes	
<input type="radio"/> Generic	<input checked="" type="radio"/> Part
Note #:	
Quantity Per	1
Oper Type	U - Unit
Run Time	0.5000
Std Type	E - Estimated
Setup Time	0.0000
Setup Type	O - Order
Plan Scrap %	0
Tool Ref	
Move Days	0
Sub Cost	0
Part Revision Level	<input type="checkbox"/> Update Part Rev
Rev Date	12/27/2020
Rev Lev	
Effective	11/28/2019
Rev Date	11/28/2019
<input type="checkbox"/> Include	Extended Fields
Approved By	

Subcontract	
Service ID	
Description	
Primary Vendor	
Name	

User Defined	
Key	
Reference	

This routing indicates that it takes 30 minutes per unit to assemble this part and that there is no setup time for this work center.

### Step 2

For Part 1200, enter the following routing step for inspection:

**Routing Maintenance 1**

Routing  
 Part ID: 1200 Part Desc: Laptop Computer  
 Oper Seq: 0020 Oper Desc: Test  
 Alternate Code: Alternate Desc:

Routing Information  
 Workcenter: QA Test  
 Notes:  Generic  Part Note #:   
 Part Revision Level:  Update Part Rev  
 Rev Date: 12/27/2020  
 Rev Lev:   
 Quantity Per: 1 Oper Type: U - Unit Effective: 11/28/2019  
 Run Time: 0.6000 Std Type: E - Estimated Rev Date: 11/28/2019  
 Setup Time: 0.0000 Setup Type: O - Order  Include Extended Fields  
 Plan Scrap %: 0 Tool Ref:   
 Move Days: 0 Sub Cost: 0 Approved By:   
 Subcontract  
 Service ID: Description:   
 Primary Vendor: Name:   
 User Defined  
 Key: Reference:

It takes slightly longer to inspect the laptop after it is assembled (e.g., .6 hours) than the assembly process itself.

## Chapter 10

### Presenting Your Data

The Shop Floor Execution module is organized with **Inquiries** and **Reports** so that you can effectively use your data. Inquiries may be used whenever a quick, on screen view of your data is required. Reports may be used when a more permanent record of the information is required or when that information needs to be shared.

#### Step 1

Select **Part Routing** from the **Inquiry** menu item. Enter Part 1200.

**Part Routing Inquiry 1**

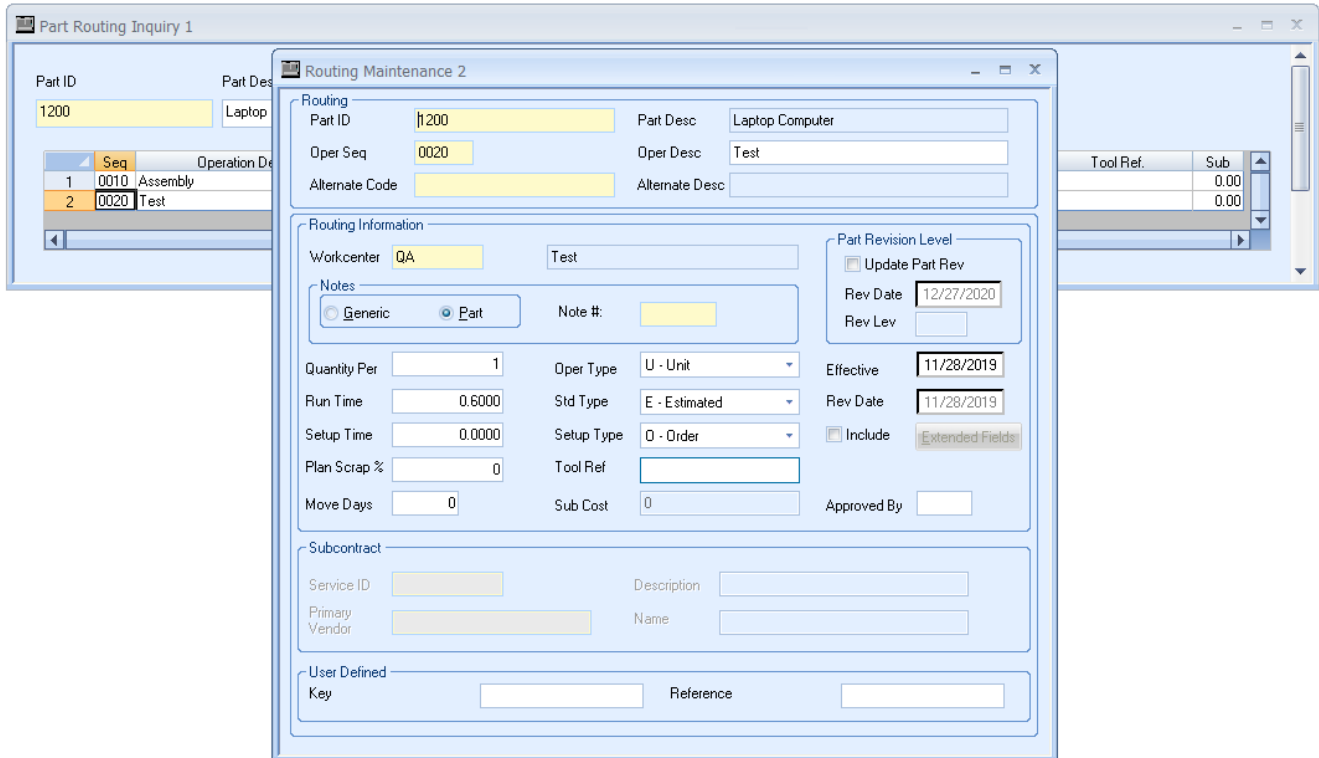
Part ID	Part Description	Rev.	Routing	Routing	Alternate Code
1200	Laptop Computer			//	

Seq	Operation Description	WC	WorkCenter Desc.	Qty Per	Run/Setup	Pln.	Mov	Op	Std	Setup	Tool Ref.	Sub
1	0010 Assembly	ASSY	Assembly	1.00	5000/3000	0.00	0.00	U	E	0		0.00
2	0020 Test	QA	Test	1.00	5000/3000	0.00	0.00	U	E	0		0.00

This screen is the recommended beginning point anytime a multiple sequence routing is being reviewed. Once the routing is displayed in the grid, double-clicking on the sequence number will open the Routing screen, where data may be changed.

Double-click on Sequence Number 0010 to jump to the routing maintenance screen. The screen opens with the current information for the sequence selected.



Here, you can make the required change and then close the window to return to the original inquiry.

## Step 2

You can also display, print or electronic mail the part routing for the new part you entered, Part 1200. From the **Reports** menu, choose **Part Routing** and select multi-level for Part 1200.

This report can also be printed to a window on your screen.

MAX * SHOP FLOOR CONTROL * PART ROUTING BY PART IDENTIFIER									
PART ID: 1200									TYPE: M
DESC 1: Laptop Computer									
DESC 2: Black, 1 TB Hard Drive									
SEQ#	OPER DESCRIPTION	WRK ID	RUN HOURS	SETUP HOURS	REV DATE	OPER TYP	STD TYP	QTY PER CYCLE	TOOL REFERENCE
0010	Assembly	ASSY	0.5000	0.0000	11/28/19	U	E	1.00	
0020	Test	QA	0.6000	0.0000	11/28/19	U	E	1.00	
TOTAL LESS SUBCONTRACT			1.1000	0.0000					

Notice the report information is presented in a clear and easy to understand indented bill of material format. The Crystal Reports runtime engine can export to a variety of different formats, including Microsoft Excel.

### Congratulations

You have learned how to display and print Part Routing information. Once these two steps have been completed, the cost roll-up may be run so that manufactured parts obtain the correct standard costs from all lower-level assemblies and from the routing process. The standard costs are used to value the inventories, orders, and transactions.

Once the strategy for the part has been completed, a production schedule may be produced.



# Part IV: Product Costing

## Chapter 11

### Introduction

MAX is designed to automatically calculate the cost of manufactured material, by “rolling up” the costs of parent parts from all the lower-level components and their associated data. Chapters three through six above, provide most of the data to accomplish that. As product structures are completed, it is highly recommended to use this data as a validity check to assure that data has been entered correctly and that the associated costs make sense.

### Rolling Up and Verifying Costs

In this section, we will run a Cost Roll-up for all parts. It is recommended that no one else is in the system while you perform these actions. The Cost Roll-up process requires that the Low-Level Codes be accurate. For that reason, the Low-Level Code process is typically run as part of the costing process. Please refer to Chapter 5 – Step 6 for this step.<sup>1</sup>

### Step 1

The cost roll-up is run from **Costing – Batch – Recalculate Cost Roll-ups**. You have the option to roll just one part, or the entire database. After a single engineering change as we just had on the 1200, you may want to roll just the one part. At the end of a period, you may wish to roll all parts.

The screenshot shows the 'Recalculate Cost Rollups 1' dialog box. It is organized into several sections:

- Save Options (Top Left):** 'Specific Part ID' is selected with '1200' entered. 'All Parts Created On or After' is set to '1/1/1980'.
- Source (Top Middle):** 'Cost Set' is '00 - Part Master - Current Alt.'. 'Labor Info' is empty.
- Rollup Type (Top Right):** 'Explosion' is selected.
- Save Options (Bottom Left):** 'Recalculate Costs' is checked. 'Save To Part Master' is checked. 'Save To Cost Set' is unchecked. The dropdown shows '01 - Part Master Standard at v5.5.3 Upgrad'.
- Report Options (Bottom Middle):** 'Create Report' is checked. 'Low Level Code Sequence' is selected.
- Input (Bottom Right):** 'File' is 'costroll.rpt'. A 'Process' button is at the bottom right.

The selection above will roll Part ID 1200, save the new costs to the Part Master table, and print a report showing the details.

<sup>1</sup>The cost roll-up process may be run from a command line batch file and scheduled via the Windows Scheduler. Ask your Project Manager for how to accomplish that.

**RECALCULATE COST ROLLUPS REPORT**

Part Identifier	LLC	QTY/ASBY	UOM	P T	C T	SCRAP%: YIELD%	MATERIAL	LABOR	MATL BUR	LABOR BUR	SUB COST	TOTAL
3700	3	1.0000	EA	B	M		100.0000	0.0000	10.0000	0.0000	0.0000	110.0000
SUBTOTAL IN BOM UNITS												
YIELDED TOTAL IN BOM UNITS												
TOTAL IN COST UNITS **MANUALLY COSTEI												
3400	3	1.0000	EA	B	M		100.0000	0.0000	10.0000	0.0000	0.0000	110.0000
SUBTOTAL IN BOM UNITS												
YIELDED TOTAL IN BOM UNITS												
TOTAL IN COST UNITS **MANUALLY COSTEI												
2300B	3	1.0000	EA	B	M		100.0000	0.0000	10.0000	0.0000	0.0000	110.0000
SUBTOTAL IN BOM UNITS												
YIELDED TOTAL IN BOM UNITS												
TOTAL IN COST UNITS **MANUALLY COSTEI												
2300	2	1.0000	EA	A	A		0.0000	11.0000	0.0000	22.0000	0.0000	33.0000
2300B	3	1.0000	EA	B	M	0:	100.0000	0.0000	10.0000	0.0000	0.0000	110.0000
3400	3	1.0000	EA	B	M	0:	100.0000	0.0000	10.0000	0.0000	0.0000	110.0000
3700	3	2.0000	EA	B	M	S:	200.0000	0.0000	20.0000	0.0000	0.0000	220.0000
SUBTOTAL IN BOM UNITS												
YIELDED TOTAL IN BOM UNITS												
ROLL-UP TOTAL IN COST UNITS												
4180	1	1.0000	EA	B	M		410.5254	11.0000	41.0526	22.0000	0.0000	484.5799
SUBTOTAL IN BOM UNITS												
YIELDED TOTAL IN BOM UNITS												
TOTAL IN COST UNITS **MANUALLY COSTEI												
1200	0	1.0000	EA	M	A		0.0000	11.0000	0.0000	22.0000	0.0000	33.0000
2300	2	1.0000	EA	A	A	0:	456.1404	12.2222	45.6140	24.4444	0.0000	538.4210
4180	1	1.0000	EA	B	M	0:	400.0000	0.0000	40.0000	0.0000	0.0000	440.0000
SUBTOTAL IN BOM UNITS												
YIELDED TOTAL IN BOM UNITS												
TOTAL IN COST UNITS **MANUALLY COSTEI												
1200	0	1.0000	EA	M	A		0.0000	11.0000	0.0000	22.0000	0.0000	33.0000
2300	2	1.0000	EA	A	A	0:	456.1404	12.2222	45.6140	24.4444	0.0000	538.4210
4180	1	1.0000	EA	B	M	0:	400.0000	0.0000	40.0000	0.0000	0.0000	440.0000
SUBTOTAL IN BOM UNITS												
YIELDED TOTAL IN BOM UNITS												
ROLL-UP TOTAL IN COST UNITS												
1200	0	1.0000	EA	M	A	.95	901.2004	24.4444	90.1200	48.8888	0.0000	1064.6537
SUBTOTAL IN BOM UNITS												
YIELDED TOTAL IN BOM UNITS												
ROLL-UP TOTAL IN COST UNITS												

This process uses costing data from the part, the BOM and the part routing to establish the cost of each parent. It is critical that you understand how this data is used. The same data will be used later for planning.

**Step 2**

Verifying costs is done using in several reports. The Costing – Reports - Standard Cost report shows a summary of the material, labor, labor overhead and subcontract cost for the parts.

**Standard Cost Report for Cost Set 00**

PartID Range From 1200 to 1200

Part Identifier	Part Type	Cost Conv Factor	Cost UOM	Standard Cost	Matl Cost	Labor Cost	Labor Hours	Subcontract Cost	Cost Type	Cost Calc Date
	Rev Level			PInhd Yld%	Matl Ovhd %	Labor Ovhd %	Labor Rate		Acct Type	
1200	M	1.00	EA	1,064.6537	978.4210	11.0000	1.10	0.0000	A	12/27/2020
				95.00	0.00	200.00	10.0000			

**Congratulations**

You have learned how to establish standard costs for your products. These costs will be used in all transactions that drive accounting information from MAX. It is important that these costs be maintained so that they remain accurate.

# Part V – Scheduling & Materials Requirements Planning (MRP)

This section is still included in the Stage I – Structures and Scheduling part of the Standard MAX Implementation Plan as the schedules drive the requirements through the Bills of Materials. The schedule can also be used to drive capacity plans. It is Dynamic data as it changes more frequently than component part strategy.

## Chapter 12

### Introduction

#### *Types of Scheduling*

The goal of scheduling is to balance supply and demand. MAX offers many different types of scheduling. The four most common include:

1. Master Production Scheduling (MPS) – An independent demand strategy where a human scheduler creates the production plan by analyzing demand (forecast and customer orders) and supply (inventory and open order information) for a specific set of parts. Forecasts are entered and managed in the MPS module.
2. Materials Requirements Planning (MRP) – A dependent demand strategy that will explode top level plans into detailed requirements.
3. Reorder Point Planning (ROP) – An independent demand strategy that will recommend an order based upon the on-hand quantity and a theoretical reorder point. When on hand falls below the reorder point, an order is launched. MAX allows this to be performed at the part level or at the part/stock level such as a spare parts inventory.
4. Periodic Review – A manual system where a planner visits the stockroom and prepares an “order up to” list.

These types of planning are not mutually exclusive, but often found coexisting in many MAX organizations.

The MRP module balances the supply and demand for all MRP planned component parts needed to satisfy your master schedule. The MRP process performs the following essential tasks:

- Reschedules existing orders to meet changes in the current demand.
- Explodes through the Bills of Materials to create dependent demand for component parts.
- Initiates new orders (order signal or planned orders) if required, to balance supply and demand.

The planning tools available to the planner provide for a paperless planning environment, maximizing efficiency and minimizing confusion.

### Enter a Master Production Schedule

In this model, all top-level finished goods parts are Master Scheduled thus, we must enter a schedule to drive Materials Requirements Planning (MRP). This schedule forms our production plan for the next period. Fundamentally, this time MUST cover our cumulative manufacturing lead-time.

#### *Step 1*

Open the **Master Scheduling** module and then **Activity – Shop Order**. Enter the following order for Part 1200. After entering the Part ID and current quantity, press the Query button. This will copy the standard bill of material to the **Bill** tab and the standard routing to the **Routing** tab. Set the current due date to four weeks from today (due to lead-times).

Shop Order 1 - 30000018

Ord Num	30000018	Type	MS - Master Schedule	Reference	
Part ID	1200	Part Desc	Laptop Computer	Customer Order	
Status	3 - Released	Cur Qty	25	Sched	Q - Queue
Cur Due	1/29/2021	Ext Qty	25	Rev Level	
Orig Due	1/29/2021	Bal Due	25	Priority	-99.999

Order Options:  
 Create Bill  
 Create Routing  
 Rework

Planner ID: 000  Firm

Query

Alternate Code:   Blow Through Pseudo

Include	Status	Component Part ID	Description	Cur Qty	Bal Due	Cur Due	LT Offset	Qty Issued	Net Avd
<input checked="" type="checkbox"/>	3	2300	Mother Board	25.00	25.00	01/29/2021	0.00	0.00	
<input checked="" type="checkbox"/>	3	4180	1TB Hard Drive	25.00	25.00	01/29/2021	0.00	0.00	
<input type="checkbox"/>			<- Add more parts here.						

Note that the most important information is the Part ID, Current Quantity and Current Due Date (i.e., what, how many and when, respectively). It is this information that drives the schedule.

## Running MRP

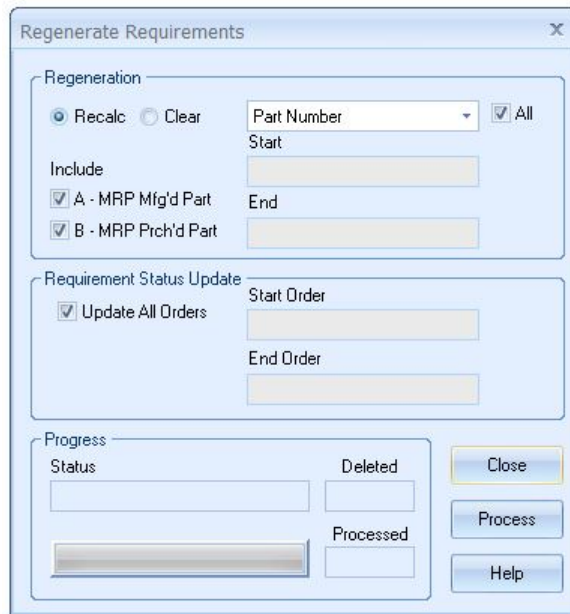
In this section, we will run an MRP explosion. It is recommended that no one else is in the system while you perform these actions. The MRP Explosion process requires that the Low-Level Codes be accurate. For that reason, the Low-Level Code process is typically run as part of the MRP process. Please refer to Chapter 5 – Step 6 for this step.<sup>2</sup>

### Step 1

Normally, a Regen is done to clear out old unapproved planned orders (Status 1) which may no longer reflect the current status of your business. For example, if you have changed your product structures or ordering parameters (such as an Order Policy Code), existing planned orders are not updated. The Regen will remove these programs and the MRP Explosion will add back what is needed.

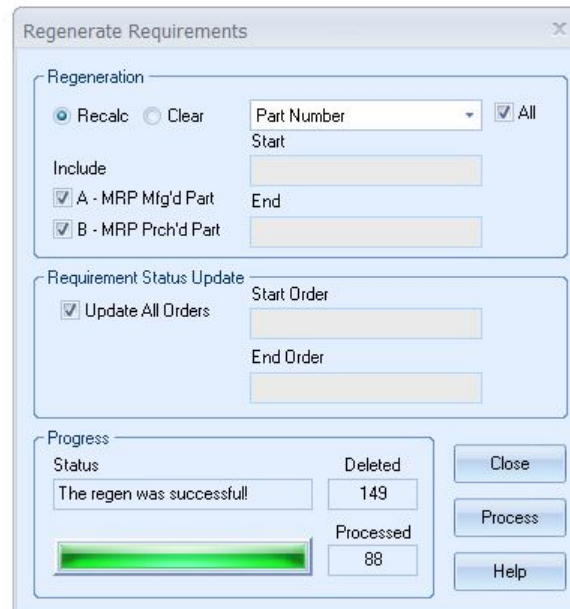
From the **Batch** menu, choose **Regen Requirements**.

<sup>2</sup>The MRP process may be run from a command line batch file and scheduled via the Windows Scheduler. Ask your Project Manager for how to accomplish that.



Choose the **Recalc** option to clear away firm planned orders and delete any dependent demand created by master scheduled orders that are not yet released to production. The **Clear** option would only clear planned orders that are not firm planned. Choose **All** parts and be sure both **A** and **B** part types are checked. Click **Process** to run the Regen. Typically, we also recommend checking **Update All Orders** in the Requirement Status Update frame, but that may vary with your implementation.

The status will be displayed as the program runs.



## Step 2

You are now ready to run the MRP explosion. From the **Batch** menu choose **MRP Explosion**.

Choose **All** parts and be sure both **A** and **B** part types are checked. Most organizations simply use the defaults on this screen. You can, however, review the other options available on this screen by clicking the F1 key to bring up the help for this program.

Click **Process** to start the explosion. Answer **No** to this message.

If you answer **Yes** to the above message, it will store the last exception report as a table in your MAX SQL database. Over time, these tables will need to be deleted by your system administrator.

The status will be displayed as the program is running,

The screenshot shows the 'MRP Explosion 1' window with the following sections:

- Selection Criteria:**
  - Part Number: [Dropdown]
  - All
  - Include -
    - A - MRP Mfg'd Part
    - B - MRP Prch'd Part
  - Start: [Text Box]
  - End: [Text Box]
- Horizon:**
  - Earliest: 6/30/2020
  - Latest: 3/27/2021
  - Time Fence: [Text Box] days
- Progress:**
  - Status: The explosion was successful! [Green Progress Bar]
  - Current Part: 3650
  - Table:

LLC	Processed	Total Parts
[Text Box]	2	2
  - Orders Created: 41
  - Orders Rescheduled: 0
  - Orders De-expedited: 0
  - Reqs. Processed: 63
  - Start Time: 09:28:04
  - Elapsed Time: 00:00:06
- Unit of Measure:**
  - Unit: [Text Box] All
  - Normal Rounding
  - Round Down
  - Round Up

Buttons: Process, Exceptions, Statistics

When the MRP Explosion is complete, click the **Exceptions** button to continue.

### ***Congratulations***

You have successfully performed an MRP Explosion. The next section reviews the exception messages (problems with the plan) generated from the MRP run.

# Chapter 13

Once the MRP Explosion has completed, we need to review the output so verify that the planning process matches what we expect. Three activities in the MRP – Activity menu system help us determine that.

## Planner Action

The **Planner Action** dialogue displays items that require attention (exception messages) after an MRP run in an easy-to-use grid. You can quickly identify problems with the plan and make changes to balance supply and demand. Selection criteria can include a date range as well as a range based on a field such as Part ID or Exception Type.

Order	Part	Desc	Qty	Resched	Edit	MRP Need	Due Date	Exception	OK	Planner	Buyer	Vendor	Comm.	Reference	Rohs	NCNR	Packaging
1	3500	Metal	2500.00	01/04/2021		01/04/2021	01/04/2021	Below Reorder Point	<input type="checkbox"/>	000	010	002	Mech		<input type="checkbox"/>	<input type="checkbox"/>	
2	3650	Hardware Kit	125.00	01/04/2021		01/04/2021	01/04/2021	Below Reorder Point	<input type="checkbox"/>	000	010	002	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
3	40001996	2300	10.00	12/25/2020		01/01/2021	01/01/2021	Less than Leadtime	<input type="checkbox"/>	000	000		Assy		<input type="checkbox"/>	<input type="checkbox"/>	
4	40001947	2100	19.00	01/01/2021		01/08/2021	01/08/2021	Less than Leadtime	<input type="checkbox"/>	000	000		Assy		<input type="checkbox"/>	<input type="checkbox"/>	
5	40002064	3400	21.11	01/01/2021		01/08/2021	01/08/2021	Less than Leadtime	<input type="checkbox"/>	000	010	006	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
6	40002011	2500	5.00	12/29/2020		01/12/2021	01/12/2021	Less than Leadtime	<input type="checkbox"/>	000	000		Mech		<input type="checkbox"/>	<input type="checkbox"/>	
7	40002025	3600	19.00	01/01/2021		01/15/2021	01/15/2021	Less than Leadtime	<input type="checkbox"/>	000	010	009	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
8	40002039	2300B	18.00	12/25/2020		01/22/2021	01/22/2021	Less than Leadtime	<input type="checkbox"/>	000	010	007	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
9	70000012-01-01	3000	20.00	01/22/2021	...	02/19/2021	02/19/2021	Couldn't Pull In (Firm)	<input type="checkbox"/>	000	010	004	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
10	70000016-01-01	3000	15.00	02/05/2021	...	02/19/2021	02/19/2021	Couldn't Pull In (Firm)	<input type="checkbox"/>	000	010	004	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
11	70000012-01-02	3000	20.00	02/19/2021	...	07/09/2021	07/09/2021	Couldn't Pull In (Firm)	<input type="checkbox"/>	000	010	004	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
12	70000016-01-02	3000	20.00	03/05/2021	...	07/09/2021	07/09/2021	Couldn't Pull In (Firm)	<input type="checkbox"/>	000	010	004	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
13	70000002-01-01	3200	40.00	01/01/2021	...	12/18/2020	12/18/2020	Couldn't Push Out (Firm)	<input type="checkbox"/>	000	010	007	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
14	70000005-01-01	3000	6.00	01/08/2021	...	12/25/2020	12/25/2020	Couldn't Push Out (Firm)	<input type="checkbox"/>	000	010	004	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
15	70000008-01-01	3100	5.00	01/22/2021	...	12/25/2020	12/25/2020	Couldn't Push Out (Firm)	<input type="checkbox"/>	000	010	008	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
16	70000002-01-02	3200	40.00	01/12/2021	...	01/01/2021	01/01/2021	Couldn't Push Out (Firm)	<input type="checkbox"/>	000	010	007	Elec		<input type="checkbox"/>	<input type="checkbox"/>	
17	70000008-01-02	3100	20.00	01/22/2021	...	01/08/2021	01/08/2021	Couldn't Push Out (Firm)	<input type="checkbox"/>	000	010	008	Elec		<input type="checkbox"/>	<input type="checkbox"/>	

On some exceptions, you may change the due dates on orders directly from this screen by pressing the ellipse button [...].

The screenshot shows the same MRP exception grid as above. A dialog box titled "Change Order" is open over row 9. The dialog contains the following fields:

- Order Number: 70000012 LN: 01 DL: 01
- Recommended Date: 1/22/2021
- Part ID: 3000
- Firm Plan:
- Desc: Keyboard
- MRP Need: 2/19/2021
- Reference: (empty)
- Cur Due Date: 2/19/2021
- UDF Key: (empty)
- UDF Ref: (empty)

Buttons for "Update" and "Cancel" are visible at the bottom of the dialog.

Exception messages can be marked as being resolved so they do not have to be viewed again, until the next MRP run. Double-click the Part ID to view MRP Detail.



## MRP Detail

**MRP – Activity – MRP Detail** dialogue is the very central part of the planning system. It allows you to view the entire time-phased supply and demand picture for a part. An intuitive display format is designed around the planner's job, simplifying MRP use and training. It should be the very first place you go to investigate the existing plan for any part in the system.

The screenshot displays the MRP Detail window for Part ID 3000 (Keyboard). The interface includes a menu bar (Activity, Detail, Edit, Inquiry, Report, Batch, Options, Tools, Window, Help) and a toolbar. Key fields include Part ID (3000), Part Type (B - Normal MRP Purch. Part), Description 1 (Keyboard), and various order quantity and timing parameters. Usage statistics show Issued MTD and YTD at 40, and Sales MTD and YTD at 0. The main table is divided into Demand/Requirements and Supply Orders.

Demand/Requirements										Supply Orders						
UDF Key	Reference	Order	Parent Part	Type	St	Qty	Available	ATP	ATF	Date	Qty	Type	St	Order	Firm	Reference
1	1000	30000001	1000	RQ	3	0.00	44.00	44.00	44.00	12/11/2020						
2	1000	30000002	1000	RQ	3	0.00	44.00	44.00	44.00	12/25/2020						
3							50.00	50.00	50.00	12/25/2020	6.00	PO	3	70000005-01		
4	1000	30000003	1000	RQ	1	20.00	30.00	30.00	30.00	01/08/2021						
5	1000	30000004	1000	RQ	1	20.00	10.00	10.00	10.00	01/22/2021						
6	1000	30000005	1000	RQ	1	20.00	-10.00	-10.00	-10.00	02/05/2021						
7	1000	30000006	1000	RQ	1	20.00	-30.00	-30.00	-30.00	02/19/2021						
8							-10.00	-10.00	-10.00	02/19/2021	20.00	PO	3	70000012-01		
9							5.00	5.00	5.00	02/19/2021	15.00	PO	3	70000016-01		
10	1000	30000007	1000	RQ	1	20.00	-15.00	-15.00	-15.00	03/05/2021						
11	1000	30000008	1000	RQ	1	20.00	-35.00	-35.00	-35.00	03/19/2021						
12							-15.00	-15.00	-15.00	03/19/2021	20.00	PL	1	40001962		
13							5.00	5.00	5.00	04/02/2021	20.00	PL	1	40001963		
14	1000	30000009	1000	RQ	1	20.00	-15.00	-15.00	-15.00	04/02/2021						
15	1000	30000010	1000	RQ	1	20.00	-35.00	-35.00	-35.00	04/16/2021						
16							-15.00	-15.00	-15.00	04/16/2021	20.00	PL	1	40001964		
17							5.00	5.00	5.00	04/30/2021	20.00	PL	1	40001965		
18	1000	30000011	1000	RQ	1	20.00	-15.00	-15.00	-15.00	04/30/2021						
19	1000	30000012	1000	RQ	1	20.00	-35.00	-35.00	-35.00	05/14/2021						
20							-15.00	-15.00	-15.00	05/14/2021	20.00	PL	1	40001966		
21							5.00	5.00	5.00	05/28/2021	20.00	PL	1	40001967		
22	1000	30000013	1000	RQ	1	20.00	-15.00	-15.00	-15.00	05/28/2021						
23	1000	30000014	1000	RQ	1	20.00	-35.00	-35.00	-35.00	06/11/2021						
24							-15.00	-15.00	-15.00	06/11/2021	20.00	PL	1	40001968		
25							5.00	5.00	5.00	06/25/2021	20.00	PL	1	40001969		
26	1000	30000015	1000	RQ	1	20.00	-15.00	-15.00	-15.00	06/25/2021						
27	1000	30000016	1000	RQ	1	20.00	-35.00	-35.00	-35.00	07/09/2021						
28							-15.00	-15.00	-15.00	07/09/2021	20.00	PL	1	40001970		
29							5.00	5.00	5.00	07/09/2021	20.00	PO	3	70000012-01		
30							25.00	25.00	25.00	07/09/2021	20.00	PO	3	70000016-01		

A double-click on an order number on the Demand side will allow you to validate demand through single or multiple level pegging to the parent order, at least up to you reach the customer order (if any). If you double-click a Supply Order, the Order Navigator screen will activate to maintain shop and planned purchase orders.

## Order Navigator

**MRP – Activity – Order Navigator** will display a specified range of orders which you can edit and approve online, immediately seeing the effect of the changes.

Order Navigator 1

Range

Select By: Order Number

Start:  

End:

Include Order Status

1 - Planned

2 - Approved

3 - Released

Include Order Part Types

Purchased Parts

Manufactured Parts

Subcontract Parts

Query

Order Number	Type	App	Rel	Firm	Part ID	Description	Ord Qty	Qty Due	Cur Due	Org Due	Start Date	Priority	Planner	Vendor	Stock	Sched	Rev
30000003	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	01/15/2021	12/07/2020	01/08/2021	PLANNED	000		FG	Q	A
30000004	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	01/29/2021	01/29/2021	01/22/2021	PLANNED	000		FG	Q	A
30000005	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	02/12/2021	02/12/2021	02/05/2021	PLANNED	000		FG	Q	A
30000006	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	02/26/2021	02/26/2021	02/19/2021	PLANNED	000		FG	Q	A
30000007	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	03/12/2021	03/12/2021	03/05/2021	PLANNED	000		FG	Q	A
30000008	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	03/26/2021	03/26/2021	03/19/2021	PLANNED	000		FG	Q	A
30000009	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	04/09/2021	04/09/2021	04/02/2021	PLANNED	000		FG	Q	A
30000010	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	04/23/2021	04/23/2021	04/16/2021	PLANNED	000		FG	Q	A
30000011	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	05/07/2021	05/07/2021	04/30/2021	PLANNED	000		FG	Q	A
30000012	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	05/21/2021	05/21/2021	05/14/2021	PLANNED	000		FG	Q	A
30000013	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	06/04/2021	06/04/2021	05/28/2021	PLANNED	000		FG	Q	A
30000014	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	06/18/2021	06/18/2021	06/11/2021	PLANNED	000		FG	Q	A
30000015	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	07/02/2021	07/02/2021	06/25/2021	PLANNED	000		FG	Q	A
30000016	MS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	Computer	20.0000	20.0000	07/16/2021	07/16/2021	07/09/2021	PLANNED	000		FG	Q	A

The **Order Navigator** is where planners responsible for manufactured parts will spend the majority of their time. There is a similar screen in the **Purchasing** module (i.e., **Activity – Purchase Schedule**) for buyers.

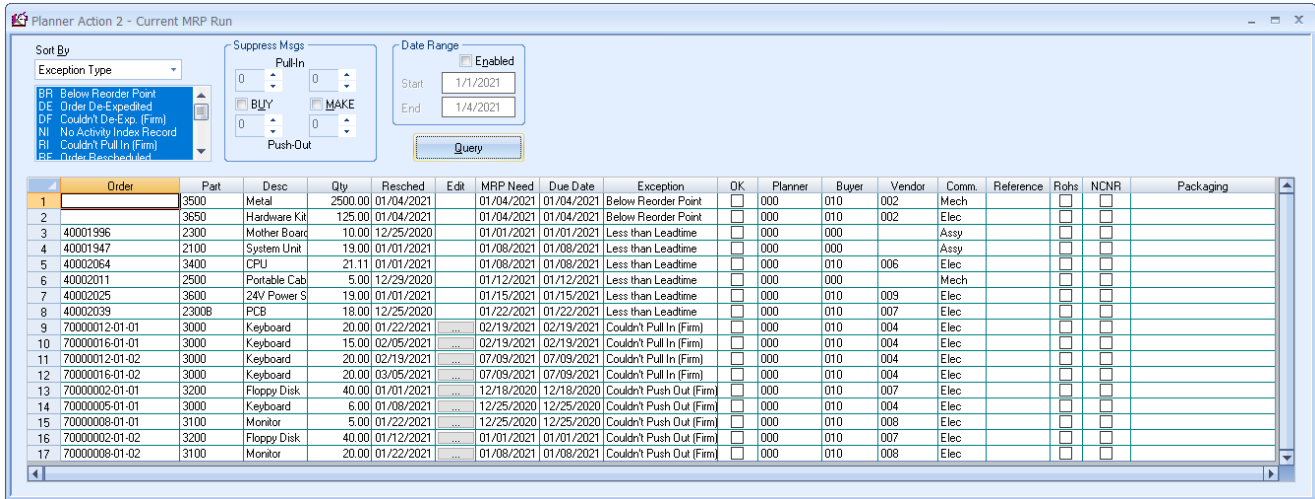
# Chapter 14

## Planner Actions

In this section, you will learn how to review the exception messages generated by the MRP Explosion.

### Step 1

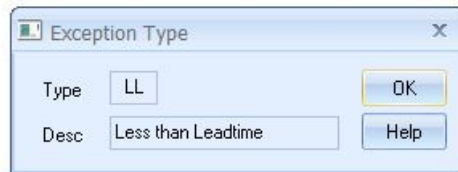
You can either click the **Exceptions** button on your MRP Explosion screen, or from the **Activity** menu, choose **Planner Action**. One of the recommended methods of reviewing exceptions is by **Exception Type**. You can however use the fields at the top of this window to narrow down the area you are concerned with. Click the **Query** button to populate the grid.



As items are resolved, click the **OK** check box on the grid to indicate the item is handled. Exception filters allow Planners to concentrate on the most critical problems first, eliminating overwhelming amounts of data.

### Step 2

Place your cursor on one of the exception messages and double-click to view the exception message description.



You can also choose to have the Planner Action grid show the complete exception message rather than the codes. This preference is set under **Preferences** from the **Options** menu.

### Step 3

Double-click on Part 2100 to view the MRP Detail information for that part.

UDF Key	Reference	Order	Parent Part	Type	St	Qty	Available	ATP	ATF	Date	Qty	Type	St	Order	Firm	Reference
1	1000	30000001	1000	RQ	3	0.00	1.00	1.00	1.00	12/11/2020					<input type="checkbox"/>	
2	1000	30000002	1000	RQ	3	0.00	1.00	1.00	1.00	12/25/2020					<input type="checkbox"/>	
3	1000	30000003	1000	RQ	1	20.00	-19.00	-19.00	-19.00	01/08/2021					<input type="checkbox"/>	
4							0.00	0.00	0.00	01/08/2021	19.00	PL	1	40001947	<input type="checkbox"/>	
5							20.00	20.00	20.00	01/22/2021	20.00	PL	1	40001948	<input type="checkbox"/>	
6	1000	30000004	1000	RQ	1	20.00	0.00	0.00	0.00	01/22/2021					<input type="checkbox"/>	
7	1000	30000005	1000	RQ	1	20.00	-20.00	-20.00	-20.00	02/05/2021					<input type="checkbox"/>	
8							0.00	0.00	0.00	02/05/2021	20.00	PL	1	40001949	<input type="checkbox"/>	
9							20.00	20.00	20.00	02/19/2021	20.00	PL	1	40001950	<input type="checkbox"/>	
10	1000	30000006	1000	RQ	1	20.00	0.00	0.00	0.00	02/19/2021					<input type="checkbox"/>	
11	1000	30000007	1000	RQ	1	20.00	-20.00	-20.00	-20.00	03/05/2021					<input type="checkbox"/>	
12							0.00	0.00	0.00	03/05/2021	20.00	PL	1	40001951	<input type="checkbox"/>	
13							20.00	20.00	20.00	03/19/2021	20.00	PL	1	40001952	<input type="checkbox"/>	
14	1000	30000008	1000	RQ	1	20.00	0.00	0.00	0.00	03/19/2021					<input type="checkbox"/>	
15	1000	30000009	1000	RQ	1	20.00	-20.00	-20.00	-20.00	04/02/2021					<input type="checkbox"/>	
16							0.00	0.00	0.00	04/02/2021	20.00	PL	1	40001953	<input type="checkbox"/>	
17							20.00	20.00	20.00	04/16/2021	20.00	PL	1	40001954	<input type="checkbox"/>	
18	1000	30000010	1000	RQ	1	20.00	0.00	0.00	0.00	04/16/2021					<input type="checkbox"/>	
19	1000	30000011	1000	RQ	1	20.00	-20.00	-20.00	-20.00	04/30/2021					<input type="checkbox"/>	
20							0.00	0.00	0.00	04/30/2021	20.00	PL	1	40001955	<input type="checkbox"/>	
21							20.00	20.00	20.00	05/14/2021	20.00	PL	1	40001956	<input type="checkbox"/>	
22	1000	30000012	1000	RQ	1	20.00	0.00	0.00	0.00	05/14/2021					<input type="checkbox"/>	
23	1000	30000013	1000	RQ	1	20.00	-20.00	-20.00	-20.00	05/28/2021					<input type="checkbox"/>	
24							0.00	0.00	0.00	05/28/2021	20.00	PL	1	40001957	<input type="checkbox"/>	
25							20.00	20.00	20.00	06/11/2021	20.00	PL	1	40001958	<input type="checkbox"/>	
26	1000	30000014	1000	RQ	1	20.00	0.00	0.00	0.00	06/11/2021					<input type="checkbox"/>	
27	1000	30000015	1000	RQ	1	20.00	-20.00	-20.00	-20.00	06/25/2021					<input type="checkbox"/>	
28							0.00	0.00	0.00	06/25/2021	20.00	PL	1	40001959	<input type="checkbox"/>	
29							20.00	20.00	20.00	07/09/2021	20.00	PL	1	40001960	<input type="checkbox"/>	
30	1000	30000016	1000	RQ	1	20.00	0.00	0.00	0.00	07/09/2021					<input type="checkbox"/>	

### Congratulations

You learned how to review exception messages from an MRP Explosion and where to go to view more detailed information on any part. In the next section, you will find out how to peg up to the orders that are creating the requirements for the part.

## Chapter 15

### Order Pegging

The MRP Detail screen can be reached by double-clicking on a part in the Planner Action grid as was done in the last chapter or you can access it directly from the **Activity** menu. From the **MRP Detail** screen, you can either peg up to view the orders that are creating requirements on the *Demand/ Requirements* side of the grid, or you can, view and edit the actual orders on the *Supply* side.

### Step 1

Bring up the MRP Detail screen for Part 3400 if you have not done so already.

MRP - [MRP Detail 2 - 3400]

Activity Detail Edit Inquiry Report Batch Options Tools Window Help

Part ID: 3400 Part Type: B - Normal MRP Purch. Part Min. Order Qty: 0 Safety Stock: 40

Description 1: CPU Mfg. LT: 0 Purch. LT: 5 Per. Days: 10 Max. Order Qty: 0 Reorder Point: 0

Description 2: Plan. ID: 000 UOM: EA Order Policy: P - Period Order Qty Multiple: 0 Reorder Qty: 0

Usage: Issued MTD: 60 Issued YTD: 60 Sales MTD: 0 Sales YTD: 0

Firm Plan Schedule Flag: Q - Queue  MRP Flag On Hand Qty: 40 Non-Net Qty: 0 Yield: 100

Demand/Requirements Options Supply Orders

	UDF Key	Reference	Order	Parent Part	Type	St	Qty	Available	ATP	ATF	Date	Qty	Type	St	Order	Firm	Reference
1	2300		40001996	2300	RQ	1	10.00	30.00	30.00	30.00	12/25/2020					<input type="checkbox"/>	
2	2300		50000008	2300	RQ	3	2.22	27.78	27.78	27.78	12/25/2020					<input type="checkbox"/>	
3								34.44	34.44	34.44	12/25/2020	6.67	PO	3	70000006-01	<input checked="" type="checkbox"/>	
4								46.67	46.67	46.67	12/25/2020	12.22	PR	2	40001734-00	<input checked="" type="checkbox"/>	
5	2300		40001997	2300	RQ	1	5.56	41.11	41.11	41.11	01/05/2021					<input type="checkbox"/>	
6	2300		40001998	2300	RQ	1	22.22	18.89	18.89	18.89	01/08/2021					<input type="checkbox"/>	
7								40.00	40.00	40.00	01/08/2021	21.11	PL	1	40002064	<input checked="" type="checkbox"/>	
8								90.00	90.00	90.00	01/22/2021	50.00	PL	1	40002065	<input checked="" type="checkbox"/>	
9	2300		40001999	2300	RQ	1	50.00	40.00	40.00	40.00	01/22/2021					<input type="checkbox"/>	
10	2300		40002000	2300	RQ	1	22.22	17.78	17.78	17.78	02/05/2021					<input type="checkbox"/>	
11								40.00	40.00	40.00	02/05/2021	22.22	PL	1	40002066	<input checked="" type="checkbox"/>	
12								62.22	62.22	62.22	02/19/2021	22.22	PL	1	40002067	<input checked="" type="checkbox"/>	
13	2300		40002001	2300	RQ	1	22.22	40.00	40.00	40.00	02/19/2021					<input type="checkbox"/>	
14	2300		40002002	2300	RQ	1	22.22	17.78	17.78	17.78	03/05/2021					<input type="checkbox"/>	
15								40.00	40.00	40.00	03/05/2021	22.22	PL	1	40002068	<input checked="" type="checkbox"/>	
16								62.22	62.22	62.22	03/19/2021	22.22	PL	1	40002069	<input checked="" type="checkbox"/>	
17	2300		40002003	2300	RQ	1	22.22	40.00	40.00	40.00	03/19/2021					<input type="checkbox"/>	
18	2300		40002004	2300	RQ	1	22.22	17.78	17.78	17.78	04/02/2021					<input type="checkbox"/>	
19								40.00	40.00	40.00	04/02/2021	22.22	PL	1	40002070	<input checked="" type="checkbox"/>	
20								62.22	62.22	62.22	04/16/2021	22.22	PL	1	40002071	<input checked="" type="checkbox"/>	
21	2300		40002005	2300	RQ	1	22.22	40.00	40.00	40.00	04/16/2021					<input type="checkbox"/>	
22	2300		40002006	2300	RQ	1	22.22	17.78	17.78	17.78	04/30/2021					<input type="checkbox"/>	
23								40.00	40.00	40.00	04/30/2021	22.22	PL	1	40002072	<input checked="" type="checkbox"/>	
24								62.22	62.22	62.22	05/14/2021	22.22	PL	1	40002073	<input checked="" type="checkbox"/>	
25	2300		40002007	2300	RQ	1	22.22	40.00	40.00	40.00	05/14/2021					<input type="checkbox"/>	
26	2300		40002008	2300	RQ	1	22.22	17.78	17.78	17.78	05/28/2021					<input type="checkbox"/>	
27								40.00	40.00	40.00	05/28/2021	22.22	PL	1	40002074	<input checked="" type="checkbox"/>	
28								62.22	62.22	62.22	06/11/2021	22.22	PL	1	40002075	<input checked="" type="checkbox"/>	
29	2300		40002009	2300	RQ	1	22.22	40.00	40.00	40.00	06/11/2021					<input type="checkbox"/>	
30	2300		40002010	2300	RQ	1	22.22	17.78	17.78	17.78	06/25/2021					<input type="checkbox"/>	
31								40.00	40.00	40.00	06/25/2021	22.22	PL	1	40002076	<input checked="" type="checkbox"/>	

The color coded projected available column alerts you to actions required to prevent shortages. Also, all the MRP Part Planning data is displayed and can be maintained from this dialogue. These are the fields at the top of the screen, which update the Part Master table.

## Step 2

Choose one of the order numbers on the Demand side and double-click it. A new MRP Detail screen will appear for the parent part that is creating the requirement related to the order you double-clicked. The order that was on the left side of the component part (i.e., demand) can now be found on the right side of the parent part (i.e., supply). You can match it up with additional demand on the left and repeat the process to the next level. Note that you cannot open a customer order directly from this screen.

MRP - [MRP Detail 3 - 2300]

Activity Detail Edit Inquiry Report Batch Options Tools Window Help

Part ID: 2300 Part Type: A - Normal MRP Mfg. Part Min. Order Qty: 0 Safety Stock: 0  
 Description 1: Mother Board Mfg. LT: 5 Purch. LT: 0 Per. Days: 0 Max. Order Qty: 0 Reorder Point: 0  
 Description 2: Plan. ID: 000 UOM: EA Order Policy: L - Lot for Lot Order Qty Multiple: 0 Reorder Qty: 0  
 Firm Plan: MRP Flag: Q - Queue On Hand Qty: 10 Non-Net Qty: 10 Yield: 90

Usage: Issued MTD: 40 Issued YTD: 40 Sales MTD: 0 Sales YTD: 0

Demand/Requirements Options Supply Orders

UDF Key	Reference	Order	Parent Part	Type	St	Qty	Available	ATP	ATF	Date	Qty	Type	St	Order	Firm	Reference
1	2100	40001947	2100	RQ	1	19.00	-9.00	-9.00	-9.00	01/01/2021						
2							-6.78	-6.78	-6.78	01/01/2021	2.22	MF	3	50000008		
3							3.22	3.22	3.22	01/01/2021	10.00	PL	1	40001996		
4							8.78	8.78	8.78	01/12/2021	5.56	PL	1	40001997		
5	2400	40001961	2400	RQ	1	5.00	3.78	3.78	3.78	01/12/2021						
6	2100	40001948	2100	RQ	1	20.00	-16.22	-16.22	-16.22	01/15/2021						
7							6.00	6.00	6.00	01/15/2021	22.22	PL	1	40001998		
8							56.00	56.00	56.00	01/29/2021	50.00	PL	1	40001999		
9		30000018	1200	RQ	3	25.00	31.00	31.00	31.00	01/29/2021						
10	2100	40001949	2100	RQ	1	20.00	11.00	11.00	11.00	01/29/2021						
11	2100	40001950	2100	RQ	1	20.00	-9.00	-9.00	-9.00	02/12/2021						
12							13.22	13.22	13.22	02/12/2021	22.22	PL	1	40002000		
13							35.44	35.44	35.44	02/26/2021	22.22	PL	1	40002001		
14	2100	40001951	2100	RQ	1	20.00	15.44	15.44	15.44	02/26/2021						
15	2100	40001952	2100	RQ	1	20.00	-4.56	-4.56	-4.56	03/12/2021						
16							17.67	17.67	17.67	03/12/2021	22.22	PL	1	40002002		
17							39.89	39.89	39.89	03/26/2021	22.22	PL	1	40002003		
18	2100	40001953	2100	RQ	1	20.00	19.89	19.89	19.89	03/26/2021						
19	2100	40001954	2100	RQ	1	20.00	-0.11	-0.11	-0.11	04/09/2021						
20							22.11	22.11	22.11	04/09/2021	22.22	PL	1	40002004		
21							44.33	44.33	44.33	04/23/2021	22.22	PL	1	40002005		
22	2100	40001955	2100	RQ	1	20.00	24.33	24.33	24.33	04/23/2021						
23	2100	40001956	2100	RQ	1	20.00	4.33	4.33	4.33	05/07/2021						
24							26.56	26.56	26.56	05/07/2021	22.22	PL	1	40002006		
25							48.78	48.78	48.78	05/21/2021	22.22	PL	1	40002007		
26	2100	40001957	2100	RQ	1	20.00	28.78	28.78	28.78	05/21/2021						
27	2100	40001958	2100	RQ	1	20.00	8.78	8.78	8.78	06/04/2021						
28							31.00	31.00	31.00	06/04/2021	22.22	PL	1	40002008		
29							53.22	53.22	53.22	06/18/2021	22.22	PL	1	40002009		
30	2100	40001959	2100	RQ	1	20.00	33.22	33.22	33.22	06/18/2021						
31	2100	40001960	2100	RQ	1	20.00	13.22	13.22	13.22	07/02/2021						
32							35.44	35.44	35.44	07/02/2021	22.22	PL	1	40002010		

As up double-click further demand orders to continue pegging upward to the top-level part, all detail screens remain on your desktop so you can easily go back to them to review.

## Congratulations

Now you know how to easily peg requirements upwards. In the next section, we will cover editing and approving the planned supply orders.

# Chapter 16

## Editing and Approval of MRP Generated Orders

Orders can be approved and edited on your desktop dynamically while you are working through the **Planner Action** exception messages and referring to the **MRP Detail** screens left active on your desktop.

### Step 1

A double-click on a supply order in the **MRP Detail** grid will open the **Order Navigator**. You can also open it directly from the **Activity** menu by selecting **Order Navigator**. Once open, use the criteria at the top to narrow down your search and click the **Query** button.

Order Navigator 2

Range: Select By: Order Number

Start: [ ]

End: [ ]

Include Order Status:  1 - Planned,  2 - Approved,  3 - Released

Include Order Part Types:  Purchased Parts,  Manufactured Parts,  Subcontract Parts

Query

Order Number	Type	App	Rel	Firm	Part ID	Description	Ord Qty	Qty Due	Cur Due	Org Due	Start Date	Priority	Planner	Vendor	Stock	Sched	Rev
40001962	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	03/19/2021	03/19/2021	03/12/2021	PLANNED	000	004	MS	Q	A
40001963	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/02/2021	04/02/2021	03/26/2021	PLANNED	000	004	MS	Q	A
40001964	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/16/2021	04/16/2021	04/09/2021	PLANNED	000	004	MS	Q	A
40001965	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/30/2021	04/30/2021	04/23/2021	PLANNED	000	004	MS	Q	A
40001966	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	05/14/2021	05/14/2021	05/07/2021	PLANNED	000	004	MS	Q	A
40001967	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	05/28/2021	05/28/2021	05/21/2021	PLANNED	000	004	MS	Q	A
40001968	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	06/11/2021	06/11/2021	06/04/2021	PLANNED	000	004	MS	Q	A
40001969	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	06/25/2021	06/25/2021	06/18/2021	PLANNED	000	004	MS	Q	A
40001970	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	07/09/2021	07/09/2021	07/02/2021	PLANNED	000	004	MS	Q	A
40001971	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	15.0000	15.0000	02/05/2021	02/05/2021	01/22/2021	PLANNED	000	008	MS	Q	B
40001972	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	02/19/2021	02/19/2021	02/05/2021	PLANNED	000	008	MS	Q	B
40001973	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	03/05/2021	03/05/2021	02/19/2021	PLANNED	000	008	MS	Q	B
40001974	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	03/19/2021	03/19/2021	03/05/2021	PLANNED	000	008	MS	Q	B
40001975	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	04/02/2021	04/02/2021	03/19/2021	PLANNED	000	008	MS	Q	B
40001976	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	04/16/2021	04/16/2021	04/02/2021	PLANNED	000	008	MS	Q	B

Sort the orders by start date by clicking on the Start Date column. Verify the orders with the smallest current dates are on the top of the grid.

### Step 2

Choose a 4000000-series order that is a status 1. Double-click the quantity field and then change the quantity. You can change the date by clicking into the date field to manually the date or double-click it again to bring up the calendar and choose a date.

Order Navigator 2

Range: Select By: Order Number

Start: [ ]

End: [ ]

Include Order Status:  1 - Planned,  2 - Approved,  3 - Released

Include Order Part Types:  Purchased Parts,  Manufactured Parts,  Subcontract Parts

Query

Order Number	Type	App	Rel	Firm	Part ID	Description	Ord Qty	Qty Due	Cur Due	Org Due	Start Date	Priority	Planner	Vendor	Stock	Sched	Rev
40001962	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	03/19/2021	03/19/2021	03/12/2021	PLANNED	000	004	MS	Q	A
40001963	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/02/2021	04/02/2021	03/26/2021	PLANNED	000	004	MS	Q	A
40001964	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/16/2021	04/16/2021	04/09/2021	PLANNED	000	004	MS	Q	A
40001965	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/30/2021	04/30/2021	04/23/2021	PLANNED	000	004	MS	Q	A
40001966	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	05/14/2021	05/14/2021	05/07/2021	PLANNED	000	004	MS	Q	A
40001967	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	05/28/2021	05/28/2021	05/21/2021	PLANNED	000	004	MS	Q	A
40001968	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	06/11/2021	06/11/2021	06/04/2021	PLANNED	000	004	MS	Q	A
40001969	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	06/25/2021	06/25/2021	06/18/2021	PLANNED	000	004	MS	Q	A
40001970	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	07/09/2021	07/09/2021	07/02/2021	PLANNED	000	004	MS	Q	A
40001971	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	15.0000	15.0000	02/05/2021	02/05/2021	01/22/2021	PLANNED	000	008	MS	Q	B
40001972	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	02/19/2021	02/19/2021	02/05/2021	PLANNED	000	008	MS	Q	B
40001973	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	03/05/2021	03/05/2021	02/19/2021	PLANNED	000	008	MS	Q	B
40001974	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	03/19/2021	03/19/2021	03/05/2021	PLANNED	000	008	MS	Q	B
40001975	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	04/02/2021	04/02/2021	03/19/2021	PLANNED	000	008	MS	Q	B
40001976	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	04/16/2021	04/16/2021	04/02/2021	PLANNED	000	008	MS	Q	B

Shop Calendar

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today

After making the necessary changes to an order you can immediately see the effect of the changes by pegging back down to the component requirement.

### Step 3

You can now approve the order. Click on the line number button at the beginning of the line containing your order to highlight it. From the **Order** menu, choose **Approve Order**. Alternatively, you may click on the checkbox under the **App** column. Note that the Order Type will change once approved.

Order Navigator 2

Range  
 Select By: Order Number  
 Start:   
 End:

Include Order Status  
 1 - Planned  
 2 - Approved  
 3 - Released

Include Order Part Types  
 Purchased Parts  
 Manufactured Parts  
 Subcontract Parts

Query

Order Number	Type	App	Rel	Firm	Part ID	Description	Ord Qty	Qty Due	Cur Due	Org Due	Start Date	Priority	Planner	Vendor	Stock	Sched	Rev
40001962	PR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	03/19/2021	03/19/2021	03/12/2021	PLANNED	000	004	MS	Q	A
40001963	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/02/2021	04/02/2021	03/26/2021	PLANNED	000	004	MS	Q	A
40001964	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/16/2021	04/16/2021	04/09/2021	PLANNED	000	004	MS	Q	A
40001965	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	04/30/2021	04/30/2021	04/23/2021	PLANNED	000	004	MS	Q	A
40001966	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	05/14/2021	05/14/2021	05/07/2021	PLANNED	000	004	MS	Q	A
40001967	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	05/28/2021	05/28/2021	05/21/2021	PLANNED	000	004	MS	Q	A
40001968	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	06/11/2021	06/11/2021	06/04/2021	PLANNED	000	004	MS	Q	A
40001969	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	06/25/2021	06/25/2021	06/18/2021	PLANNED	000	004	MS	Q	A
40001970	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3000	Keyboard	20.0000	20.0000	07/09/2021	07/09/2021	07/02/2021	PLANNED	000	004	MS	Q	A
40001971	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	15.0000	15.0000	02/05/2021	02/05/2021	01/22/2021	PLANNED	000	008	MS	Q	B
40001972	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	02/19/2021	02/19/2021	02/05/2021	PLANNED	000	008	MS	Q	B
40001973	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	03/05/2021	03/05/2021	02/19/2021	PLANNED	000	008	MS	Q	B
40001974	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	03/19/2021	03/19/2021	03/05/2021	PLANNED	000	008	MS	Q	B
40001975	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	04/02/2021	04/02/2021	03/19/2021	PLANNED	000	008	MS	Q	B
40001976	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3100	Monitor	20.0000	20.0000	04/16/2021	04/16/2021	04/02/2021	PLANNED	000	008	MS	Q	B

Alternately, you can approve several orders at a time, provided you do not need to edit them, by choosing **Bulk Order Approval** from the **Batch** menu.

Bulk Order Approval

Selection Criteria  
 Part Number:   All  
 Start:   
 End:

Include -  
 A - MRP Mfg'd Part  
 B - MRP Prch'd Part

Order Start Date  
 Earliest:  Latest:   Enabled

Orders  
 Reference:   Firm plan orders

Progress  
 Status:  Processed:   
 Total Parts:

Close  
 Process  
 Help

Be very careful using this process as you may approve the entire horizon if you are not careful.

Approving and releasing planned orders in the Order Navigator is the mechanism to push those orders into the **Purchasing Control** and **Shop Floor Execution** modules. Care must be taken to only release the orders that are necessary. Pushing too much into the execution phase will dramatically complicate engineering changes, raise the level of work in process and cause other ill effects on your system. Take the time and design a solid order release policy. Your Project manager can help you with that.



## Congratulations

You now know how to edit and approve planned orders from the same desktop that displays your **Planner Action** exception messages and **MRP Detail**. The next section will review some of the inquiries and reports available.

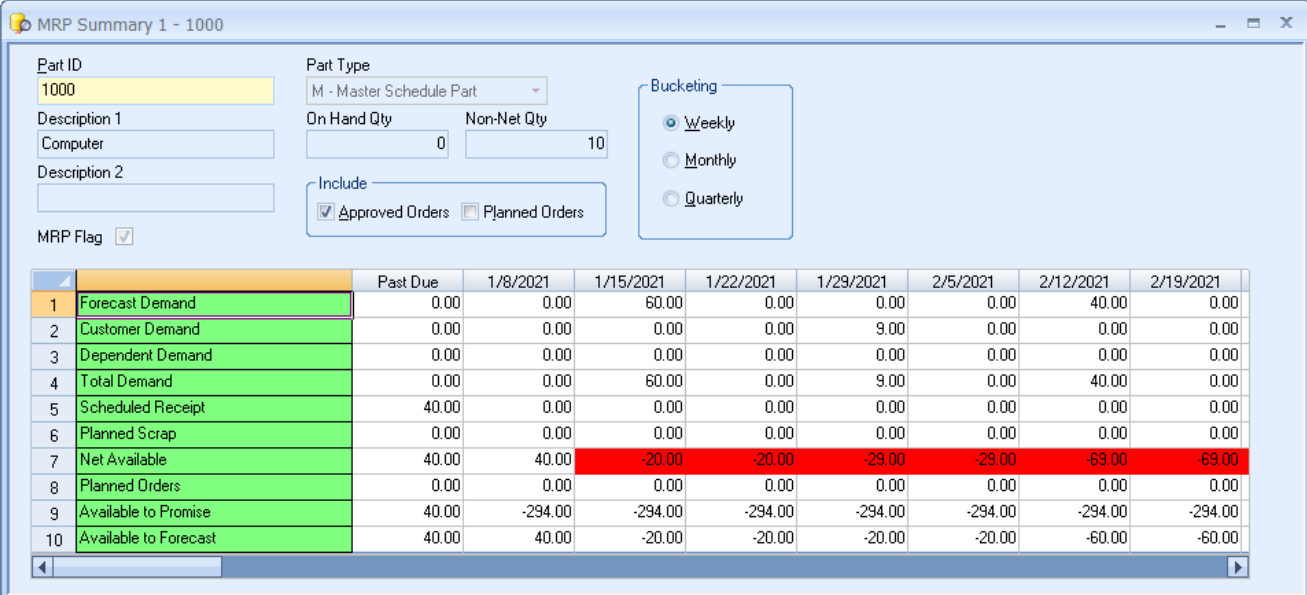
# Chapter 17

## Presenting Your Data

Several on-line reports are available for MRP. All are designed to help the planners do their job more efficiently.

### Step 1

From the **Inquiry** menu choose **MRP Summary**. Enter Part ID 1000 or browse and choose this part.



The screenshot shows the 'MRP Summary 1 - 1000' window. It includes a header section with fields for Part ID (1000), Description 1 (Computer), Description 2, MRP Flag (checked), Part Type (M - Master Schedule Part), On Hand Qty (0), Non-Net Qty (10), and Bucketing options (Weekly selected, Monthly, Quarterly). Below this is a table with 10 rows and 10 columns. The columns are: Past Due, 1/8/2021, 1/15/2021, 1/22/2021, 1/29/2021, 2/5/2021, 2/12/2021, and 2/19/2021. The rows are: 1 Forecast Demand, 2 Customer Demand, 3 Dependent Demand, 4 Total Demand, 5 Scheduled Receipt, 6 Planned Scrap, 7 Net Available, 8 Planned Orders, 9 Available to Promise, and 10 Available to Forecast. The 'Net Available' row (row 7) is highlighted in red, showing negative values for the last four weeks.

	Past Due	1/8/2021	1/15/2021	1/22/2021	1/29/2021	2/5/2021	2/12/2021	2/19/2021
1 Forecast Demand	0.00	0.00	60.00	0.00	0.00	0.00	40.00	0.00
2 Customer Demand	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00
3 Dependent Demand	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Total Demand	0.00	0.00	60.00	0.00	9.00	0.00	40.00	0.00
5 Scheduled Receipt	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Planned Scrap	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7 Net Available	40.00	40.00	-20.00	-20.00	-29.00	-29.00	-69.00	-69.00
8 Planned Orders	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9 Available to Promise	40.00	-294.00	-294.00	-294.00	-294.00	-294.00	-294.00	-294.00
10 Available to Forecast	40.00	40.00	-20.00	-20.00	-20.00	-20.00	-60.00	-60.00

This inquiry displays supply and demand information in summarized weekly time buckets. This is the standard master schedule display from ASCM, the Association for Supply Chain Management.<sup>3</sup>

### Step 2

From the **Report** menu, choose **Planned Order Report**. This report gives you a listing of all the Planned Orders that were generated from MRP. There are several options available for this report so that you can format it to your needs.

<sup>3</sup>More on ASCM/APICS may be found at [www.ascm.org](http://www.ascm.org).

MRP Planned Order Report

Sort: Part Type Code Sequence

Range: Part Type Code Sequence

Begin: [ ] End: [ ]

Order Type:  All  Unapproved

Options:  Include Master Schedule Orders  
 Include Released Orders  
 Print Part Description #2

Order Start Dates Prior To: 1/8/2021

Input: File: mrppo0.rpt

Destination:  Window  Printer  Email

Buttons: Report, Close, Help, Cancel

Choose to print **All Order Types** and enter an **Order Start Date Prior To** 3 weeks from today. Click the **Report** button to start the report.

**MRP Unapproved Planned Orders Sorted By Part Type Code** Page 1

Part Type Code Range From Begin to End, Dates Prior To 1/8/2021

Part Identifier	Description	T C	C C	Pol Code	Commodity Code	Plan ID	Buy ID	Order	Lead Time	Orig Due	Start Date	Cur Due	Ord Qty	
2100	System Unit	A	B	L	Assy	000	000	40001947	5	1/8/2021	-	1/1/2021	1/8/2021	19.00
2300	Mother Board	A	C	L	Assy	000	000	40001996	5	1/1/2021	-	12/25/2020	1/1/2021	10.00
								40001997	5	1/12/2021		1/5/2021	1/12/2021	5.56
								40001998	5	1/15/2021		1/8/2021	1/15/2021	22.22
2500	Portable Cabinet	A	C	O	Mech	000	000	40002011	10	1/12/2021	-	12/29/2020	1/12/2021	5.00
2300B	PCB	B	B	P	Elec	000	010	40002039	20	1/22/2021	-	12/25/2020	1/22/2021	18.00
							010	40002040	20	2/5/2021		1/8/2021	2/5/2021	22.22
3250	1.44 M Floppy	B	C	P	Elec	000	010	40002051	5	1/15/2021		1/8/2021	1/15/2021	3.00
3400	CPU	B	C	P	Elec	000	010	40002064	5	1/8/2021	-	1/1/2021	1/8/2021	21.11
3600	24V Power Supply	B	C	P	Elec	000	010	40002025	10	1/15/2021	-	1/1/2021	1/15/2021	19.00
4100	Hard Disk	B	C	P	Elec	000	010	40002038	5	1/12/2021		1/5/2021	1/12/2021	5.00
3200	Floppy Disk	O	C	O	Elec	000	010	40002012	10	1/15/2021	-	1/1/2021	1/15/2021	3.00

Look again through the Reports menu and run other reports that interest you.

### Congratulations

This completes your review of the MRP module. Next you will walk through Shop Floor Execution.

## Part VI – Shop Floor Execution

Shop Floor Execution occurs for both the Master Schedule (MS) and Manufactured (MF) order type codes. The point the order is said to be in the execution phase is when the Order Status is changed to 3, released.

### Chapter 18

#### Introduction

One of the most significant assets of a manufacturing organization is inventory and one of the most important parts of inventory is Work in Process (WIP). The **Shop Floor Execution** module is responsible for tracking WIP inventory. WIP in MAX is the sum of all material issued, plus the sum of all labor applied to a shop order. For this reason, all shop orders must be under strict control.

#### *Shop Orders*

Shop orders represent one of the three significant order flows in MAX (i.e., Sales Orders, Purchase Orders and Shop Orders). The Shop Order flow is the same for Master Scheduled orders once those orders are released. Each of these order flows has a specific “cycle” that must be managed. The shop order cycle includes:

- Creating or releasing the shop order.
- Checking for component shortages.
- Issuing material to the pick list.
- Post operations complete.
- Receiving the order (partial or complete) to stock.
- Post order closing the order.

Let us step through this process.

## Step 1 – Releasing the Order

You may approve and release a planned order in the **MRP module – Activity – Order Navigator** (recommended). The Order Navigator can also be found in the **Shop Floor Execution** module under **Activity**. You can also create a new “unplanned” shop order manually in **Shop Floor Execution – Activity – Shop Order**.

The screenshot shows the 'Order Navigator 3' window. It features three filter panels at the top: 'Range' (Select By: Part ID, Start: 2200, End: 2200), 'Include Order Status' (1 - Planned, 2 - Approved, 3 - Released), and 'Include Order Part Types' (Purchased Parts, Manufactured Parts, Subcontract Parts). A 'Query' button is located below the filters. The main area contains a table with columns: Order Number, Type, App, Rel, Firm, Part ID, Description, Ord Qty, Qty Due, Cur Due, Org Due, Start Date, Priority, Planner, Vendor, Stock, Sched, and Rev. The table lists 11 orders, all of type 'Cabinet' and status 'PLANNED', with quantities ranging from 19,000 to 20,000.

## Step 2 – Checking for Shortages

MAX will not allow you to issue orders in a way to cause a negative balance in stockroom inventory however, it will allow you to issue more than the original order quantity. For this reason, we need to be very careful when performing issue transactions to shop orders.

From the **Inquiries** menu, choose **Order Shortage**.

The screenshot shows the 'Order Shortage Inquiry 1 - 50000010' window. It displays order details: Order Number (50000010), Order Qty (19), Order Type (MF - Shop Order), Part ID (2200), Part Description (Cabinet), and Order Status (3 - Released). Below the details is a table with columns: Part ID, Description, On Hand, Required, Available, and RQ Status. The table shows one row with Part ID 1, Description Metal, On Hand 281.50, Required 66.50, Available 215.00, and RQ Status 3. At the bottom, there are checkboxes for 'Display Tools' (checked) and 'Display Resources' (unchecked).

## Step 3 – Issuing Material

Material transactions are performed in the Inventory Control module. From the **Activity** menu, choose **Transactions**. Select the **Issues** tab and then **Shop** from the pull-down list box. You have the choice to issue a single part at a time using the top left pane or all parts on the order in the grid at the bottom.

The Quantity field is the amount of the item that will be issued to the shop order.

Inventory Control - [Inventory Transactions1]

Activity Grid Edit Inquiry Reports Batch Options Tools Window Help

Non-InVENTORY Transfer    Repetitive Receipt    Subcontract Shipment Adjustment    Consignment Cycle Count

Shop: [ ]    Description: [ ]    On Hand Before: 0.00

Part ID: [3500]    Bom/Uom: EA    Planner ID: [ ]

Order #: [ ]    Pur/Uom: EA    Buyer ID: [ ]

Stock: [ ]    GL Ref.: [ ]    Balance Due: 0

Zone: [ ]    Reference: [ ]    Issue Cost: [ ]

Quantity: 0    UDF Key: [ ]    Cost /Unit: 0.00

Due: 1/4/2021    UDF Ref.: [ ]

MPN: [ ]    Manufacturer: [ ]

Part ID: 3500

Include Empty Locations     Include Consignment Locations

Stock Room	Quantity	Zone	Shared	Consignment
1 MS	281.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Process    Clear    Logs    Receiver    Help

Order: 50000010    Qty: 19.00     Deduct Scrap    Query    Process    Clear

Show open requirements only     Show By-Products

Part ID	Description	Quantity	Due Quantity	On Hand	Stock ID	Zone	Reference	GL Ref	UDF Key	UDF Ref	Unit Cost	Ext. Cost	MPN	Manufacturer
1 3500	Metal	66.50	66.50	281.50	MS						0.69	45.72	.0325S	Bethlehem Steel

To issue the item, select the row and press **Process**. Note that holding the Control key allows you to select multiple items, one at a time. Holding the shift key will select a range of items. Only rows selected will be issued.

Inventory Control - [Inventory Transactions1]

Activity Grid Edit Inquiry Reports Batch Options Tools Window Help

Non-InVENTORY Transfer    Repetitive Receipt    Subcontract Shipment Adjustment    Consignment Cycle Count

Shop: [ ]    Description: [ ]    On Hand Before: 0.00

Part ID: [3500]    Bom/Uom: EA    Planner ID: [ ]

Order #: [ ]    Pur/Uom: EA    Buyer ID: [ ]

Stock: [ ]    GL Ref.: [ ]    Balance Due: 0

Zone: [ ]    Reference: [ ]    Issue Cost: [ ]

Quantity: 0    UDF Key: [ ]    Cost /Unit: 0.00

Due: 1/4/2021    UDF Ref.: [ ]

MPN: [ ]    Manufacturer: [ ]

Part ID: 3500

Include Empty Locations     Include Consignment Locations

Stock Room	Quantity	Zone	Shared	Consignment
1 MS	215.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Process    Clear    Logs    Receiver    Help

Order: 50000010    Qty: 19.00     Deduct Scrap    Query    Process    Clear

Show open requirements only     Show By-Products

Part ID	Description	Quantity	Due Quantity	On Hand	Stock ID	Zone	Reference	GL Ref	UDF Key	UDF Ref	Unit Cost	Ext. Cost	MPN	Manufacturer
1 3500	Metal	66.50	0.00	215.00	MS						0.69	45.72	.0325S	Bethlehem Steel

The yellow quantity is a reminder that the part has been issued so you do not accidentally over issue the part.

### Step 4 – Post Operations Complete

When the order is released, it appears in the first sequence of the routing. This is controlled by the Queue Flag. There are three possible values for this flag that is used to control work in process:

- Y = the job is at that work center and either waiting to be worked on or being worked on. This is referred to as Queue.

- N = the job has not made it to the work center. This is referred to as backlog.
- C = the job was completed in that work center.

Queue plus backlog equals the load (i.e., the total amount of work) for that work center.

Shop Order 1 - 50000010

Ord Num: 50000010, Type: MF - Shop Order, Part ID: 2200, Part Desc: Cabinet, Status: 3 - Released, Cur Due: 1/23/2021, Orig Due: 1/23/2021, Cur Qty: 19, Ext Qty: 19, Bal Due: 19.

Reference: Customer Order, Sched: Q - Queue, Pri Stk: MS, Rev Level: E, Priority: PLANNED, Planner ID: 000, Firm:

Include	Que Code	Oper Seq	Oper Description	WorkCenter	WorkCenter Desc.	Qty Per	Qty Comp	Qty Rem	Op Type
<input checked="" type="checkbox"/>	Y	0010	Cut	CUT	Cut	1.00	0.00	19.00	U - Unit
<input checked="" type="checkbox"/>	N	0020	Bend	BEND	Bend	1.00	0.00	0.00	U - Unit
<input checked="" type="checkbox"/>	N	0030	Outside Vendor Shop	OVS	Outside Vendor Shop	1.00	0.00	0.00	U - Unit
<input checked="" type="checkbox"/>	N	0040	Paint	PAINT	Paint	1.00	0.00	0.00	U - Unit
<input checked="" type="checkbox"/>	N	0050	Inspect	QA	Test	1.00	0.00	0.00	U - Unit
<input type="checkbox"/>			<- Enter seq, then wkctr.						

The above work order has just been released; thus, it appears in the queue of the first work center. To move it to the next, a **Post Operation** must be performed. This is performed in **Shop Floor Execution – Activity – Post Operation**. Enter the order number.

In the grid, enter the Qty Complete and/or Qty Scrap for the sequence. Enter the run and setup times.

Post Operation Completion 1

Order #: 50000010, Part #: 2200, Description: Cabinet

Order Data: Status: 3 - Released, Planner: 000, Priority: PLANNED, Rev: E, Sched: Q - Queue, Firm:

Quantities: Current: 19, Act Scrap: 0, Bal Due: 19

Dates: Current Due: 1/23/2021, Org Due: 1/23/2021

User Defined: Key: , Ref:

Seq	Wkctr.	Hold	Type	Op Description	Queue Qty	Load Qty	Qty Comp	Qty Scrap	Run Time	Set Time	Shift	Defect Code
0010	CUT	N	U	Cut	19.0000	19.0000	0.0000	0.0000	0:00:00	0:00:00	1	
0020	BEND	N	U	Bend	0.0000	19.0000	0.0000	0.0000	0:00:00	0:00:00	1	
0030	OVS	N	U	Outside Vendor Shop	0.0000	19.0000	0.0000	0.0000	0:00:00	0:00:00	1	
0040	PAINT	N	U	Paint	0.0000	19.0000	0.0000	0.0000	0:00:00	0:00:00	1	
0050	QA	N	U	Inspect	0.0000	19.0000	0.0000	0.0000	0:00:00	0:00:00	1	

You can double-click on the sequence number to open another screen with more details of the sequence.

Post Operation - 50000010

Sequence Information

Sequence: 0010 Part ID: 2200 Description: Cabinet  
 Workcenter: CUT Type: U - Unit Operation Desc: Cut  
 Hold: N - No Queue Qty: 19 Load Qty: 19.00  
 Op ID: Tool:    Auto Advance Part Routing Associated Documents

Completion

Qty Comp: 0 Run Time: : : Refer:   
 G/L Ref:  Set Time: : : Shift:  1  2  3  
 User Defined: Key:  Ref:

Scrap

Qty Scrap: 0 Refer:   
 Pln Scrap: 0 Date: 1/4/2021 Reason: Defect    
 G/L Ref:  Shift:  1  2  3  
 User Defined: Key:  Ref:

Post Next Clear Help

When either screen is saved, the quantity processed moves to the next work center.

Shop Order 1 - 50000010

Ord Num: 50000010 Type: MF - Shop Order Reference:   
 Part ID: 2200 Part Desc: Cabinet Customer Order:   
 Status: 3 - Released Cur Qty: 19 Order Options:  Create Bill  Create Routing  Rework  
 Cur Due: 1/29/2021 Ext Qty: 19 Sched: Q - Queue Pri Stk: MS  
 Orig Due: 1/29/2021 Bal Due: 19 Rev Level: E Priority: PLANNED  
 Planner ID: 000  Firm  
 Lot/Serial: Lot:  User Defined: Key:  Reference:   
 Serial Allocation:  Query:

Bill Routing Subcontract Alternate Code:

	Include	Que Code	Oper Seq	Oper Description	WorkCenter	WorkCenter Desc.	Qty Per	Qty Comp	Qty Rem	Op Type
1	<input checked="" type="checkbox"/>	C	0010	Cut	CUT	Cut	1.00	19.00	0.00	U - Unit
2	<input checked="" type="checkbox"/>	C	0020	Bend	BEND	Bend	1.00	19.00	0.00	U - Unit
3	<input checked="" type="checkbox"/>	Y	0030	Outside Vendor Shop	OVS	Outside Vendor Shop	1.00	0.00	19.00	U - Unit
4	<input checked="" type="checkbox"/>	N	0040	Paint	PAINT	Paint	1.00	0.00	0.00	U - Unit
5	<input checked="" type="checkbox"/>	N	0050	Inspect	QA	Test	1.00	0.00	0.00	U - Unit
6	<input type="checkbox"/>			<- Enter seq. then wrkctr.						

This process repeats until all the sequences on the order are completed. After the last sequence, we receive the order into stock.

## Step 5 – Receiving the Order to Stock

When the quantity received is greater or equal to the order quantity, then the order is closed (i.e., set to Order Status 4). This removes the quantity from the shop floor and places the quantity of the parent item produced into stock in the Inventory Control module.

Material transactions are performed in the Inventory Control module. From the **Activity** menu, choose **Transactions**. Select the **Receipts** tab and then **Shop** from the pull-down list box. The Quantity field is the amount of the item that will be received from the shop order.

Order	Line	Del	Part ID	Description	Quantity	Stock ID	Zone	Reference	GL Ref	UDF Key	UDF Ref	Unit Cost	Ext. Cost	MPN	Manufacture	Insp. Req.
1	50000010	00	2200	Cabinet	19.00	MS						76.91	1461.22			<input type="checkbox"/>

To receive the item, select the row and press **Process**.

## Step 6 – Post Order Closure

Post Order Closure is an accounting function, but typically performed by shop floor supervisors as they are the most familiar with the order data. Post Order Closure is only done when the order has reached status 4, completed.

In the Costing module, under Batch choose Post Order Closure. Select Status 4 (Completed) orders only and press Query. All status 4 orders will appear in the grid.



Post Order Closure 1

Select By: Order Number

Query

Range

Start

End

Include

Status 4 (Completed)

Status 5 (Closed)

Order Number	Part ID	Desc	Status	Close	Type	Ord Ref	UDF Key	UDF Ref	Due Date	Com Code	Planner ID
50000001	2200	Cabinet	4	<input type="checkbox"/>	MF				12/04/2020	Mech	000
50000002	2300	Mother Board	4	<input type="checkbox"/>	MF				01/01/2021	Assy	000
50000003	2200	Cabinet	4	<input type="checkbox"/>	MF				12/18/2020	Mech	000
50000004	2100	System Unit	4	<input type="checkbox"/>	MF				12/11/2020	Assy	000
50000005	2300	Mother Board	4	<input type="checkbox"/>	MF				01/01/2021	Assy	000
50000006	2100	System Unit	4	<input type="checkbox"/>	MF				12/25/2020	Assy	000
50000010	2200	Cabinet	4	<input type="checkbox"/>	MF				01/29/2021	Mech	000
70000001-01-01	3200	Floppy Disk	4	<input type="checkbox"/>	SD				12/18/2020	Elec	000

### Step 1

Prior to closing the order to status 5, closed by accounting you should verify if any variances have occurred. There are many ways to do this. The easiest check is to double-click the order number in the grid will open a window and report variances.

Costing

**i** Material Variance = 0.0000  
Labor Variance = -290.0000

OK

A better method of reviewing the order is the **Total Order Cost** report. This report can be run from anytime while the order is open, closed or closed by accounting (i.e., status 3 through 5, respectively). This report is run from the **Costing module** under the **Reports** menu.

Total Order Cost Report

Select By: Part ID

Date Range

- All
- Start Date: 1/4/2021
- End Date: 1/4/2021

Include

- Labor Details
- Material Details

Include Order Status

- 3--Released
- 4--Completed
- 5--Closed

Part ID

- All
- Range
- Individual

Part ID Range

Start with Part ID: 2200

End with Part ID: 2200

Input

File: csttord.rpt

Destination

- Window
- Printer
- Email

Report Close Help

The report shows the standard cost information from the Part Master in the top right corner. Planned and Actual Materials are shown along with the sub-totals for the order.

## Total Order Cost Report

Part ID Range 2200 to 2200; any Date; Status 4; by Part ID

**Order Number** 50000001

Part ID: 2200  
 Description: Cabinet  
 Commodity Code: Mech  
 Part Type: A- Normal MRP Manufactured Part  
 Cost UOM: EA Cost Conv: 1.00  
 Reference:  
 UDF Key:  
 UDF Reference:

Order Type: MF - Manufactured Order  
 Order Status: 4 - Complete  
 Order Qty: 20.00  
 Balance Due: 0.00  
 Excess Receipt Qty: 0.00  
 Actual Scrap Qty: 0.00  
 Complete Qty: 20.00  
 Due Date: 12/4/2020  
 Amended Order: N - No  
 Rework: N

Standard Cost		
	Order	Unit
Material:	48.13	2.4063
Material OH:	0.00	0.0000
Labor:	480.00	24.0000
Labor OH:	960.00	48.0000
Material XY:	0.00	0.0000
Subcontract:	50.00	2.5000
<b>Totals:</b>	<b>1,538.13</b>	<b>76.9063</b>

### Planned Materials

Component	Description	Part Type	UOM	Cost/Unit	Plan Qty	Scrap Qty	Issue Qty	Plan Cost	Actual Cost	Variance
3500	Metal	D	SF	0.6875	70.00	0.00	70.00	48.13	48.13	0.00
<b>Totals:</b>									<b>48.13</b>	

### Planned Labor

Op Seq	Operation Description	Wkrctr	Workcenter Description	Hours		Labor		Overhead		Variance	
				Planned	Actual	Planned	Actual	Planned	Actual	Labor	Overhead
0010	Cut	CUT	Cut	3.00	3.00	30.00	30.00	60.00	60.00	0.00	0.00
0020	Bend	BEND	Bend	3.00	3.00	30.00	30.00	60.00	60.00	0.00	0.00
0030	Outside Vendor Shop	OVS	Outside Vendor Shop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0040	Paint	PAINT	Paint	2.00	2.00	20.00	20.00	40.00	40.00	0.00	0.00
0050	Inspect	QA	Test	2.00	11.00	20.00	110.00	40.00	220.00	90.00	180.00
<b>Totals:</b>				<b>19.00</b>	<b>19.00</b>	<b>190.00</b>	<b>190.00</b>	<b>380.00</b>	<b>380.00</b>		

### Sub Totals

	Standard	Actual	Variance
Material:	48.13	48.13	0.00
Material Overhead:	0.00	0.00	0.00
Labor:	480.00	190.00	-290.00
Labor Overhead:	960.00	380.00	-580.00
Subcontract:	50.00	50.00	0.00
<b>Total Order:</b>	<b>1,538.13</b>	<b>668.13</b>	<b>-870.00</b>

In the order shown, there is a favorable \$220 material variance. This is because the material cost for the order is less than the standard. Because the Planned Materials section however, shows zero variance, then either a cost roll-up needs to be performed to update the Part Master or the pick list was modified for the order (i.e., a material substituted). The labor is showing as all favorable because no actuals have been posted. This is a possible implementation strategy (i.e., enter standard labor and overhead, but not post actual). Your Project Manager can help you the best cost strategy to use in your organization.

Any errors should be investigated prior to closing the order. If the variance is zero, or within an acceptable range, then close the order.

## Step 2

To close the order, click on the checkbox under the **Close** column and press **Save**. The order will be changed to status 5. During this process, any variance values will be written to the actual variance accounts. These values will be posted on the next **Costing module – Report – From to Charge** report.

Post Order Closure 2

Select By: Order Number

Query

Range

Start: [ ]

End: [ ]

Include

Status 4 (Completed)

Status 5 (Closed)

Order Number	Part ID	Desc	Status	Close	Type	Ord Ref	UDF Key	UDF Ref	Due Date	Com Code	Planner ID
50000001	2200	Cabinet	4	<input type="checkbox"/>	MF				12/04/2020	Mech	000
50000002	2300	Mother Board	4	<input type="checkbox"/>	MF				01/01/2021	Assy	000
50000003	2200	Cabinet	4	<input type="checkbox"/>	MF				12/18/2020	Mech	000
50000004	2100	System Unit	4	<input type="checkbox"/>	MF				12/11/2020	Assy	000
50000005	2300	Mother Board	4	<input type="checkbox"/>	MF				01/01/2021	Assy	000
50000006	2100	System Unit	4	<input type="checkbox"/>	MF				12/25/2020	Assy	000
50000010	2200	Cabinet	4	<input checked="" type="checkbox"/>	MF				01/29/2021	Mech	000
70000001-01-01	3200	Floppy Disk	4	<input type="checkbox"/>	SD				12/18/2020	Elec	000

When saved the order status will be changed.

### ***Congratulations***

You now know how to cycle a shop order through WIP, beginning with its creation and ending with its receipt to stock.

# Chapter 19

## Tracking Order Costs

As a standard cost system, it is important to know how actual costs are tracking around that standard. This is accomplished at the individual order level. The total of all open shop orders creates the work in process values that are also monitored.

### Step 1 – Review Individual Order Costs

As mentioned in the previous Chapter, the **Costing Module – Reports – Total Order Cost** report is the best mechanism to review the costs associated with any one order. We described this report in the section above.

Total Order Cost Report											
Order Number Range 30000000 to 79999999; any Date; Status 4; by Order Number											
<b>Order Number</b> 50000004				Order Type: MF - Manufactured Order				<b>Standard Cost</b>			
PartID: 2100				Order Status: 4 - Complete				Order			
Description: System Unit				Order Qty: 20.00				Unit			
Commodity Code: Assy				Balance Due: 0.00				Material:	16,453.45	822.6723	
Part Type: A- Normal MRP Manufactured Part				Excess Receipt Qty: 0.00				Material OH:	0.00	0.0000	
Cost UOM: EA Cost Conv: 1.00				Actual Scrap Qty: 0.00				Labor:	220.00	11.0000	
Reference:				Complete Qty: 20.00				Labor OH:	440.00	22.0000	
UDF Key:				Due Date: 12/11/2020				Material XY:	0.00	0.0000	
UDF Reference:				Amended Order: N - No				Subcontract:	0.00	0.0000	
				Rework: N				<b>Totals:</b>	17,113.45	855.6723	
Planned Materials											
Component	Description	Part Type	UOM	Cost/Unit	Plan Qty	Scrap Qty	Issue Qty	Plan Cost	Actual Cost	Variance	
2200	Cabinet	A	EA	76.9063	20.00	0.00	20.00	1,538.13	1,538.13	0.00	
2300	Mother Board	A	EA	538.4210	20.00	0.00	20.00	10,768.42	10,768.42	0.00	
3200	Floppy Disk	O	EA	80.0000	40.00	0.00	40.00	3,200.00	3,200.00	0.00	
3600	24V Power Supply	B	EA	165.0000	20.00	0.00	20.00	3,300.00	3,300.00	0.00	
<b>Totals:</b>									18,806.55		
Planned Labor											
Op Seq	Operation Description	Wrkcntr	Workcenter Description	Hours		Labor		Overhead		Variance	
				Planned	Actual	Planned	Actual	Planned	Actual	Labor	Overhead
0010	Assemble	ASSY	Assembly	12.00	0.00	120.00	0.00	240.00	0.00	-120.00	-240.00
0020	Test	QA	Test	10.00	0.00	100.00	0.00	200.00	0.00	-100.00	-200.00
<b>Totals:</b>				0.00		0.00		0.00			
Sub Totals											
				<b>Standard</b>	<b>Actual</b>			<b>Variance</b>			
	Material:			16,453.45	18,806.55			2,353.10			
	Material Overhead:			0.00	0.00			0.00			
	Labor:			220.00	0.00			-220.00			
	Labor Overhead:			440.00	0.00			-440.00			
	Subcontract:			0.00	0.00			0.00			
	<b>Total Order:</b>			<b>17,113.45</b>	<b>18,806.55</b>			<b>1,693.10</b>			

### Step 2 – Review Work in Process Values

The sum of all open orders, and those closed to order status 4 waiting to be closed to status 5, drive the work in process value. This is a very important measure to monitor and manage. The **Costing – Reports – End of Period WIP** report is run for all order, from the beginning of time, and includes any closed orders.

End of Period WIP Report

EOP Report Options

Labor  
 Material  
 Both Material and Labor  
 Labor by Workcenter

Beginning Order Date: 1/1/1980

Include Status 4 (Completed)  
 Include Subcontract  
 Deduct Subcontract Orders from WIP  
 Print chosen Option/Selections

Input: File: eopwip.rpt

Destination:
  Window
  Printer
  Email

WIP Material is valued by subtracting completion and scrap values from actual values. The Net Standard WIP is the value of the order at this moment in time. Note that the status 4 orders have some residue value as the actual costs deviated from the standard value. This residue remains in WIP until the order is closed to Order Status 5 (e.g., the Post Order Close process).

**MATERIAL WORK-IN-PROCESS FOR ORDERS BEGINNING 01/01/1980**

Page 1

ORDER NUMBER	S T	A T	PART IDENTIFIER	BOM UOM	CURRENT ORDER QTY	QUANTITY COMPLETE	QUANTITY SCRAPPED	TOTAL ACTUAL TO DATE		COMPLETE/SCRAP AT STANDARD			NET STANDARD MATERIAL WIP
								ACTUAL VALUE	ACTUAL OVERHEAD	COMPLETE/SCRAP VALUE	COMPLETE/SCRAP OVERHEAD	COMPLETE/SCRAP MATLXY VALUE	
<b>WIP INVENTORY ACCOUNT: 00001350000</b>													
300000010000	3	A	1000	EA	20.00	0.00	0.00	30,313.45	2,402.74	0.00	0.00	0.00	30,313.45
300000020000	3	A	1000	EA	20.00	0.00	0.00	30,313.45	2,402.74	0.00	0.00	0.00	30,313.45
300000180000	3	A	1200	EA	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500000070000	3	A	2200	EA	20.00	0.00	0.00	48.13	4.38	0.00	0.00	0.00	48.13
UNASSIGNED		A	2200	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500000080000	3	A	2300	EA	22.22	20.00	0.00	6,600.00	600.00	9,031.58	912.28	0.00	-2,431.58
500000090000	3	A	2200	EA	11.00	0.00	0.00	26.47	2.41	0.00	0.00	0.00	26.47
UNASSIGNED		A	2200	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500000110000	3	A	2200	EA	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNASSIGNED		A	2200	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>RELEASED ORDER SUBTOTAL:</b>					<b>138.22</b>	<b>20.00</b>	<b>0.00</b>	<b>67,301.49</b>	<b>5,412.26</b>	<b>9,031.58</b>	<b>912.28</b>	<b>0.00</b>	<b>58,269.91</b>
50000010000	4	A	2200	EA	20.00	20.00	0.00	48.13	4.38	48.13	4.38	0.00	0.00
700000030101	4	A	2200	EA	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500000020000	4	A	2300	EA	22.22	20.00	0.00	6,600.00	600.00	9,031.58	912.28	0.00	-2,431.58
500000030000	4	A	2200	EA	20.00	20.00	0.00	48.13	4.38	48.13	4.38	0.00	0.00
700000030201	4	A	2200	EA	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500000040000	4	A	2100	EA	20.00	20.00	0.00	18,806.55	1,416.66	16,463.45	1,202.74	0.00	2,353.10
500000050000	4	A	2300	EA	22.22	20.00	0.00	6,600.00	600.00	9,031.58	912.28	0.00	-2,431.58
500000060000	4	A	2100	EA	20.00	20.00	0.00	18,806.55	1,416.66	16,463.45	1,202.74	0.00	2,353.10
500000100000	4	A	2200	EA	19.00	19.00	0.00	45.72	4.16	45.72	4.16	0.00	0.00
UNASSIGNED		A	2200	EA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>COMPLETED ORDER SUBTOTAL:</b>					<b>183.44</b>	<b>179.00</b>	<b>0.00</b>	<b>50,955.06</b>	<b>4,046.22</b>	<b>51,112.02</b>	<b>4,242.94</b>	<b>0.00</b>	<b>-156.96</b>
<b>ACCOUNT SUBTOTAL 00001350000:</b>					<b>321.67</b>	<b>199.00</b>	<b>0.00</b>	<b>118,256.55</b>	<b>9,458.47</b>	<b>60,143.60</b>	<b>5,155.22</b>	<b>0.00</b>	<b>58,112.95</b>
<b>RELEASED GRANDTOTAL:</b>					<b>138.22</b>	<b>20.00</b>	<b>0.00</b>	<b>67,301.49</b>	<b>5,412.26</b>	<b>9,031.58</b>	<b>912.28</b>	<b>0.00</b>	<b>58,269.91</b>
<b>COMPLETED GRANDTOTAL:</b>					<b>183.44</b>	<b>179.00</b>	<b>0.00</b>	<b>50,955.06</b>	<b>4,046.22</b>	<b>51,112.02</b>	<b>4,242.94</b>	<b>0.00</b>	<b>-156.96</b>
<b>GRANDTOTAL:</b>					<b>321.67</b>	<b>199.00</b>	<b>0.00</b>	<b>118,256.55</b>	<b>9,458.47</b>	<b>60,143.60</b>	<b>5,155.22</b>	<b>0.00</b>	<b>58,112.95</b>

WIP Labor and Overhead is valued by subtracting completion and scrap values from actual values. The Net Actual Labor WIP plus the Net Actual Overhead WIP is the value of the order at this moment in time. All these sub-totals are summarized on the last page of the WIP report.

**LABOR WORK-IN-PROCESS FOR ORDERS BEGINNING 01/01/1980**

ORDER NUMBER	S T	A T	PART IDENTIFIER	BOM UOM	CURRENT ORDER QTY	QUANTITY COMPLETE	QUANTITY SCRAPPED	TOTAL ACTUAL TO DATE		COMPLETE/SCRAP AT STANDARD		NET ACTUAL LABOR WIP	NET OVERHEAD LABOR WIP
								ACTUAL VALUE	ACTUAL OVERHEAD	COMPLETE/SCRAP VALUE	COMPLETE/SCRAP OVERHEAD		
<b>WIP INVENTORY ACCOUNT: 00001350000</b>													
300000010000	3	A	1000	EA	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300000020000	3	A	1000	EA	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300000180000	3	A	1200	EA	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500000070000	3	A	2200	EA	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500000080000	3	A	2300	EA	22.22	20.00	0.00	160.00	320.00	220.00	440.00	-60.00	-120.00
500000090000	3	A	2200	EA	11.00	0.00	0.00	60.00	120.00	0.00	0.00	60.00	120.00
500000110000	3	A	2200	EA	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>RELEASED ORDER SUBTOTAL:</b>					<b>138.22</b>	<b>20.00</b>	<b>0.00</b>	<b>220.00</b>	<b>440.00</b>	<b>220.00</b>	<b>440.00</b>	<b>0.00</b>	<b>0.00</b>
500000010000	4	A	2200	EA	20.00	20.00	0.00	190.00	380.00	480.00	960.00	-290.00	-580.00
500000020000	4	A	2300	EA	22.22	20.00	0.00	175.00	350.00	220.00	440.00	-45.00	-90.00
500000030000	4	A	2200	EA	20.00	20.00	0.00	593.33	1,186.67	480.00	960.00	113.33	226.67
500000040000	4	A	2100	EA	20.00	20.00	0.00	0.00	0.00	220.00	440.00	-220.00	-440.00
500000050000	4	A	2300	EA	22.22	20.00	0.00	180.00	360.00	220.00	440.00	-40.00	-80.00
500000060000	4	A	2100	EA	20.00	20.00	0.00	0.00	0.00	220.00	440.00	-220.00	-440.00
500000100000	4	A	2200	EA	19.00	19.00	0.00	0.00	0.00	456.00	912.00	-456.00	-912.00
<b>COMPLETED ORDER SUBTOTAL:</b>					<b>143.44</b>	<b>139.00</b>	<b>0.00</b>	<b>1,138.33</b>	<b>2,276.67</b>	<b>2,296.00</b>	<b>4,592.00</b>	<b>-1,157.67</b>	<b>-2,315.33</b>
<b>ACCOUNT SUBTOTAL 00001350000:</b>					<b>281.67</b>	<b>159.00</b>	<b>0.00</b>	<b>1,358.33</b>	<b>2,716.67</b>	<b>2,516.00</b>	<b>5,032.00</b>	<b>-1,157.67</b>	<b>-2,315.33</b>
<b>RELEASED GRANDTOTAL:</b>					<b>138.22</b>	<b>20.00</b>	<b>0.00</b>	<b>220.00</b>	<b>440.00</b>	<b>220.00</b>	<b>440.00</b>	<b>0.00</b>	<b>0.00</b>
<b>COMPLETED GRANDTOTAL:</b>					<b>143.44</b>	<b>139.00</b>	<b>0.00</b>	<b>1,138.33</b>	<b>2,276.67</b>	<b>2,296.00</b>	<b>4,592.00</b>	<b>-1,157.67</b>	<b>-2,315.33</b>
<b>GRANDTOTAL:</b>					<b>281.67</b>	<b>159.00</b>	<b>0.00</b>	<b>1,358.33</b>	<b>2,716.67</b>	<b>2,516.00</b>	<b>5,032.00</b>	<b>-1,157.67</b>	<b>-2,315.33</b>

The sum of the WIP Material, WIP Labor, WIP Overhead and Subcontract Costs (if used) are the total work in process at this moment.

**Account Summary**

WIP ACCOUNT	STATUS	NET MATERIAL WIP	NET LABOR WIP	NET LABOR OVERHEAD WIP	NET SERVICE WIP	AT VENDOR VALUE	TOTAL WIP VALUE
00001350000	RELEASED:	58,269.91	0.00	0.00	0.00	0.00	58,269.91
	COMPLETED:	-156.96	-1,157.67	-2,315.33	0.00	0.00	-3,629.96
<b>Total for Account: 00001350000</b>							<b>54,639.95</b>

**Congratulations**

You now know how to monitor the order costs of your shop orders and value work in process.

## Stage II – Inventory Management

Part VII (Chapters 20 through 22) represents Stage II of the Inventory Management portion of the Standard MAX Implementation Plan. Here, stockrooms, inventory part data and on hand quantity information are managed. On the dynamic side, we find inventory transactions.

## Part VII: Inventory Control

The **Inventory Control** module enables you to track and maintain inventory balances for each part that you stock, including finished goods, assemblies, component parts and raw materials. You will always know where inventory is located and how many parts are on hand. With better control and visibility, you will benefit from increased inventory turnover and improved inventory accuracy.

## Chapter 20 – Inventory Data

### Entering Stockrooms

**Inventory Control – Activity – Inventory Data – Stockroom ID Data** is used to setup and maintain all your inventory stock locations and flag them as nettable, non-nettable or consignment.



Maintain Stock ID Data

Stock ID: FG

Description: Finished Goods

Nettable Stock ID:

Consignment Stock ID:

Account Type Code: A

Account Number: 00001370000

Close Clear Save Delete Help

Here you will want to make sure you add stockrooms for your raw material, semi-finished materials, and finished goods. You also need stockrooms for quality reasons like Material Review Board (MRB) and awaiting disposition.

**Inventory Control – Activity – Inventory Data – Inventory Part Data** dialogue is very similar to the Inventory tab in the Part Master screen you used in the **Bill of Materials** module. Use this screen to setup and maintain cycle count, order quantity and other related inventory part information. Default stockroom identifiers are also setup so that MAX understands where parts should be in certain transactions.



The screenshot shows the 'Inventory Part Data 1' window with the following fields and values:

- Part ID: 3600
- Desc: 24V Power Supply
- Type: B - Normal MRP Purch. Part
- Pri Stock ID: MS
- Zone: (empty)
- Last Trans: 11/16/2019
- Inspection Required:
- Lot/Serial Tracking:
  - Lot Control
  - Lot SEC
  - S/N Control
  - S/N SFC
  - Multi Receipts
  - Shelf Life: 0
- RDP: 0
- ROQ: 0
- Issued MTD: 40
- Issued YTD: 40
- Minimum OQ: 0
- Maximum OQ: 0
- Multiple OQ: 0
- Average OQ: 0
- Safety Stock: 25
- Excess Rcpt: 10
- Aver Weight: 0
- Weight UOM: OZ
- On Hand: 50
- Non Nettable: 0
- Mfg Lead Time: 0
- Pur. Lead Time: 10
- Cycle Count:
  - Code: Q - Quarterly
  - Class Code: C
  - Tolerance \$: 0
  - Tolerance %: 5
  - Last Date: 11/8/2019
  - YTD Counts: 1
  - Out of Tol: 1

Lot and Serial Control information is also set here for the part.

### Assigning General Ledger Accounts

Once the stockroom has been created, it is important to specify the general ledger account number to be used with that stockroom. Set the appropriate general ledger account number in **Financial Integration – Activity – Maintain GL Accounts – Stockroom**.

The screenshot shows the 'Maintain GL Stockroom Accounts' window with the following fields and values:

- Stock ID: FG
- Account Type Code: A
- GL Account Number: 00001370000
- UDF Key: A
- UDF Ref: Finished Goods

Buttons at the bottom: Close, Clear, Update, Delete, Help.

The Stockroom ID and the Account Type Code become the defining criteria for what general ledger account MAX will use on transactions.

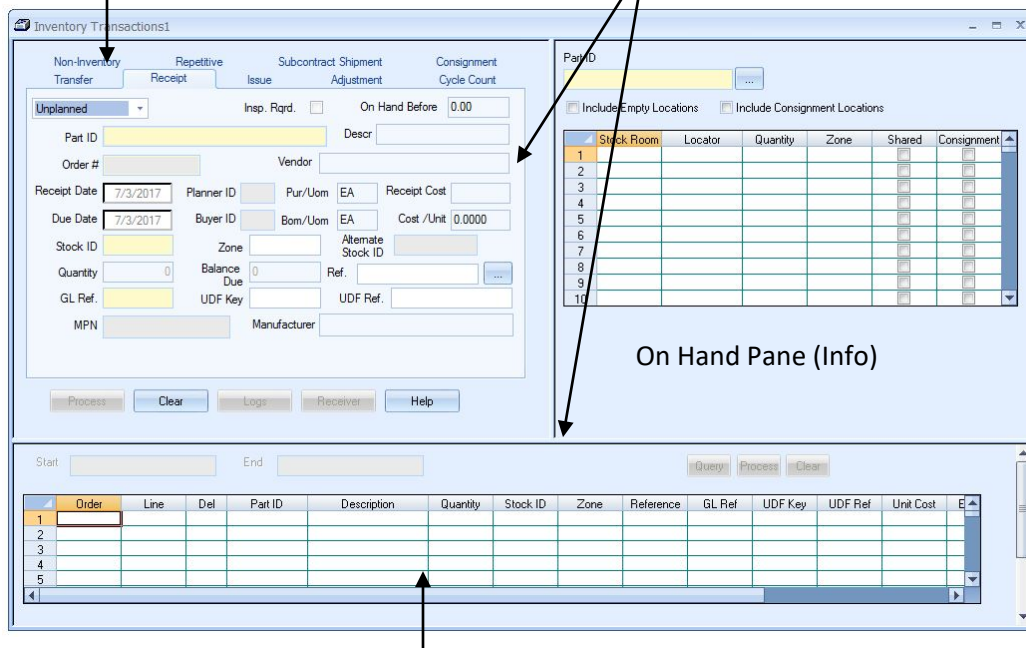
## Chapter 21 – Inventory Transactions

The primary activity in MAX Inventory Control is inventory transactions and this functionality can be accessed by selecting **Transactions** from the **Activity** menu. You can perform individual transactions one at a time, or perform multiple transactions using the Transaction Grid. The **Transactions** dialogue uses the same splitter window functionality that was used in the **Visual BOM**. The splitter windows separate the screen into three

sections, individual transaction processing, multiple transaction processing and on hand inventory information.

Individual Transaction Processing Pane (Tabs)

Splitter Windows



Multiple Transaction Processing Pane (Grid)

The individual transactions are all available from this window by clicking the desired tab.

Each transaction has its own grid which can be used to process multiple transactions when the **Process** button is clicked. Real productivity gains can be realized by processing more than one transaction at a time.

Start  End  Query Process Clear

Select only Status 3 orders

Order	Line	Del	Part ID	Description	Quantity	UOM	Stock ID	Zone	Reference	GL Ref	UDF Key
1	70000005	01	01	3000	Keyboard	6.00	EA	MS			
2	70000006	01	01	3400	CPU	6.67	EA	MS			
3	70000007	01	01	2300B	PCB	17.00	EA	MS			
4	70000007	01	02	2300B	PCB	25.00	EA	MS			
5	70000007	01	03	2300B	PCB	25.00	EA	MS			
6	70000008	01	01	3100	Monitor	5.00	EA	MS			

Flexible selection criteria allow you to highlight one, several, or all rows to process. Clicking the **Process** button performs the transaction.

Start  End  Query Process Clear

Select only Status 3 orders

Order	Line	Del	Part ID	Description	Quantity	UOM	Stock ID	Zone	Reference	GL Ref	UDF Key
1	70000005	01	01	3000	Keyboard	6.00	EA	MS			
2	70000006	01	01	3400	CPU	6.67	EA	MS			
3	70000007	01	01	2300B	PCB	17.00	EA	MS			
4	70000007	01	02	2300B	PCB	25.00	EA	MS			
5	70000007	01	03	2300B	PCB	25.00	EA	MS			
6	70000008	01	01	3100	Monitor	5.00	EA	MS			

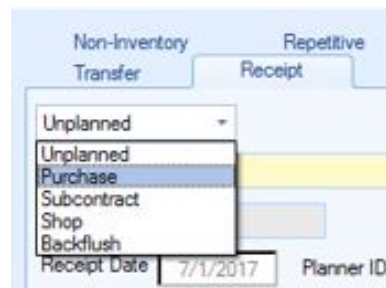
MAX is a real-time perpetual inventory control system. Transactions that are unable to be processed (for lack of inventory) provide immediate feedback by changing the color of the record to red. The grid can be populated by setting a Start and End range and clicking the **Query**. You can also enter data directly into the grid for quick data entry. Double-clicking most cells on the grid will bring up the appropriate browser. Another powerful feature of the multiple transaction grid is the ability to fill selected rows by choosing **Fill** from the **Grid** menu. For example, if you wish to issue all parts from a different stockroom you can fill the Stock ID column.

## Receiving Components

You can perform receipts that are unplanned, receive goods from a vendor by choosing the relevant purchase order and receive manufactured product from your shop floor by choosing the relevant shop order.

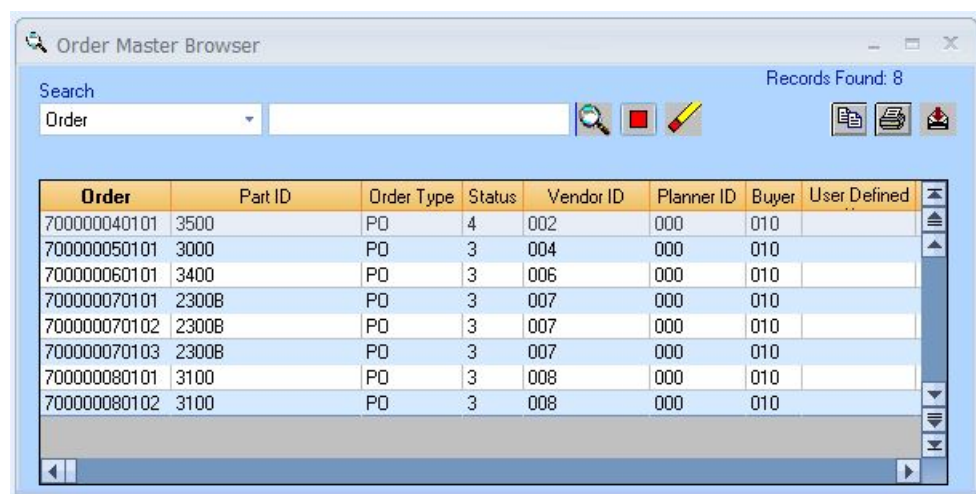
### Step 1

From the **Activity** menu, choose **Transactions**. Click on the receipt tab. We are going to receive a purchase order. At the top of the tab screen, you need to activate the pull-down menu to change the type of receipt from Unplanned to Purchase.



### Step 2

Use the grid to view all available purchase orders. Double-click the **Order Number** to launch the browser and choose **Start** and **End** purchase order numbers for the range you want to view.



Order Master Browser

Search: Order

Records Found: 8

Order	Part ID	Order Type	Status	Vendor ID	Planner ID	Buyer	User Defined
700000040101	3500	PO	4	002	000	010	
700000050101	3000	PO	3	004	000	010	
700000060101	3400	PO	3	006	000	010	
700000070101	2300B	PO	3	007	000	010	
700000070102	2300B	PO	3	007	000	010	
700000070103	2300B	PO	3	007	000	010	
700000080101	3100	PO	3	008	000	010	
700000080102	3100	PO	3	008	000	010	

The click the **Query** button to populate the grid with the options.

### Step 3

After the grid populates with the range of orders you selected you can complete the transaction by entering the receipt quantity.

Order	Line	Del	Part ID	Description	Quantity	UOM	Stock ID	Zone	Reference	GL Ref	UDF Key
1	70000005	01	01	3000	Keyboard	6.00	EA	MS			
2	70000006	01	01	3400	CPU	6.67	EA	MS			
3	70000007	01	01	2300B	PCB	17.00	EA	MS			
4	70000007	01	02	2300B	PCB	25.00	EA	MS			
5	70000007	01	03	2300B	PCB	25.00	EA	MS			
6	70000008	01	01	3100	Monitor	5.00	EA	MS			

The Quantity column on the grid displays the due quantity for the Line and Delivery number. You can edit this field if the receipts quantity differs from the due quantity. To receive order 70000005-01-01, for the quantity of 6, click the row number **1** button at the beginning of the line to highlight the row.

You also want to receive order 70000007-01-01 for the quantity of 17. Click the **3** row on the grid and then click Process button to process the two receipts. Your grid will re-display with these two lines removed.

Note: By selecting Preferences from the Options menu, you can customize the grid to display or not to display the Due Quantity. We recommend that that Due Quantity is displayed.

### **Congratulations**

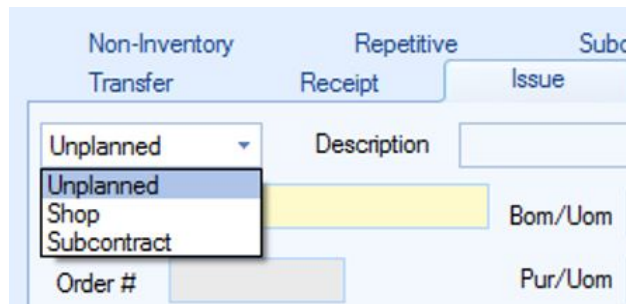
You just completed the receipt of two-line items on a purchase order using the multiple transaction grid. In the next Chapter, you will use the same techniques to issue components to a work order.

### **Issuing Components**

The multiple transaction grid is also very useful for issuing all the necessary components to a work order in bulk, rather than one part at a time, saving valuable data entry time.

#### **Step 1**

Click the **Issue** tab and activate the pull-down menu to change the type to a **Shop** issue.



#### **Step 2**

Double-click the Order Number filed just above the grid to launch the Browser. Choose 50000008 by double-clicking on it. Press the **Query** button.

Order Master Browser

Order Type  
 Master Scheduled (MS)     Manufactured Orders (MF)     Maintenance Orders (MO)

Search  
 Order Number

Records Found: 9

Order Number	Line Number	Delivery Number	Part ID	Order Type	Status	Vendor ID	Planner ID
50000001	00	00	2200	MF	4		000
50000002	00	00	2300	MF	4		000
50000003	00	00	2200	MF	4		000
50000004	00	00	2100	MF	4		000
50000005	00	00	2300	MF	4		000
50000006	00	00	2100	MF	4		000
50000007	00	00	2200	MF	3		000
50000008	00	00	2300	MF	3		000
50000009	00	00	2200	MF	3		000

The grid will show all the component parts that appear on the orders pick list.

### Step 3

Visually verify that the On Hand Quantity is greater than or equal to the Due Quantity. If it is not, you will receive an error message indicating that there is a problem if you try to process it. You may look for additional stock by double-clicking the Stock ID field in the row for a part. The Part Stock browser will open allowing you to choose an alternate stockroom.

Click the box above the line numbers to select everything on the grid and click the **Process** button.

Order: 50000008    Qty: 2.22     Deduct Scrap     Show By-Products   

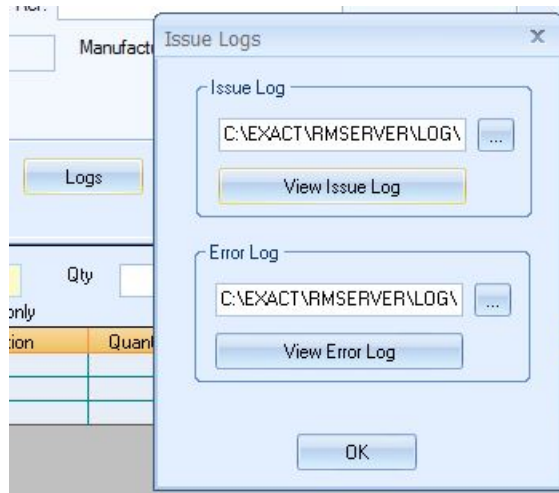
Show open requirements only

	Part ID	Description	Quantity	Due Quantity	On Hand	Stock ID	Zone	Reference	GL Ref	UDF Key	UDF Ref
1	2300B	PCB	2.22	2.22	30.00	MS					
2	3400	CPU	2.22	2.22	40.00	MS					
3	3700	Memory	2.22	3.39	65.00	MS					

### Step 4

Only lines with enough quantity on hand will be processed, so if there is insufficient stock to process a line no stock is issued. Instead, the line will appear on your grid in red to indicate it was not processed.

Errors are written to log files. To see the log file, press the **LOGS** button.



Pressing the **View Issue Log** or the **View Error Log** will show you any errors that have occurred.

Order Number	Component	Description	Stock ID	Quantity
500000090000	3500	Metal	MS	38.50

These log files are Microsoft Notepad text files and can be cleared occasionally using Notepad.

### Performing a Cycle Count

Counting a few parts each day or week to verify inventory accuracy is an important part of good inventory control. Once you setup the cycle count data for your parts, MAX Inventory Control helps automate this process making it easier. Accurate inventory balances are the key to successful use of MAX.

#### Step 1

From the **Activity** menu select **Inventory Data – Inventory Part Data**. Double-click on the Part ID to open the Part master browser and select Part ID 3400 CPU.

Inventory Part Data 1

Part ID: 3400

Desc: CPU

Type: B - Normal MRP Purch. Part

Pri Stock ID: MS

Zone:

Last Trans: 11/16/2019

Inspection Required

Lot/Serial Tracking

Lot Control  Lot SEC

S/N Control  S/N SFC

Multi Receipts

Shelf Life: 0

RDP: 0

ROQ: 0

Issued MTD: 60

Issued YTD: 60

Minimum OQ: 0

Maximum OQ: 0

Multiple OQ: 0

Average OQ: 0

Safety Stock: 40

Excess Rcpt: 10

Aver Weight: 0

Weight UOM: OZ

On Hand: 40

Non Nettable: 0

Mfg Lead Time: 0

Pur. Lead Time: 5

Cycle Count

Code: Q - Quarterly

Class Code: C

Tolerance \$: 0

Tolerance %: 5

Last Date: 11/8/2019

YTD Counts: 1

Out of Tol.: 1

You do not need to browse for the part if you know it. You can enter the number directly into the Part ID field and tab to the next field to populate the screen.

## Step 2

Verify the **Cycle Count Code** is Quarterly and the **Tolerance %** is 5. Click the **Save** button then **Close**.

### Step 3

To enter a cycle count transaction, choose the **Cycle Count** tab in the Transactions dialogue.

Enter Part ID 3400 in the Part ID field or choose Part 3400 from the Part Master Browser. You also need to select which stock location for this part you want to cycle count. Enter MS in the Stockroom field. Enter the actual quantity counted in the Quantity field. Pressing the **Process** button will commit the record. If the on-hand quantity and the quantity processed were within the 5% tolerance specified, MAX will replace the on-hand quantity with the actual quantity without producing an error. If the differences were greater than the tolerances specified, MAX will give you a warning.

### Step 4

This would be a good time to perform any other cycle counts that are due in the MS stockroom. In the grid below the Cycle Count tab, click the **Stock ID** checkbox to browse and sort by Stock ID. Click the **Exception** check box to view only those items due for a cycle count or leave it unchecked to see all items in that stockroom. Type MS in the **Start** field a click **Query** to view parts that need to be counted.

Part ID	Description	Stock ID	Zone	Quantity	Reference	GL Ref	UDF Key	UDF Ref	Unit Cost	Ext. Cost
1	2100	System Unit	MS	0.00					855.67	0.00
2	2200	Cabinet	MS	9.00					76.91	692.16
3	2300	Mother Board	MS	10.00					409.77	4097.66
4	2300B	PCB	MS	30.00					110.00	3300.00
5	3000	Keyboard	MS	44.00					110.00	4840.00
6	3100	Monitor	MS	55.00					550.00	30250.00
7	3200	Floppy Disk	MS	0.00					80.00	0.00
8	3250	1.44 M Floppy	MS	120.00					55.00	6600.00
9	3400	CPU	MS	40.00					110.00	4400.00
10	3500	Metal	MS	281.50					0.69	193.53
11	3600	24V Power Supply	MS	50.00					165.00	8250.00
12	3650	Hardware Kit	MS	50.00					11.00	550.00
13	3700	Memory	MS	65.00					110.00	7150.00
14	3900	Portable Monitor	MS	19.00					220.00	4180.00
15	6000	Network Cable, 6 to 25'	MS	100.00					11.00	1100.00



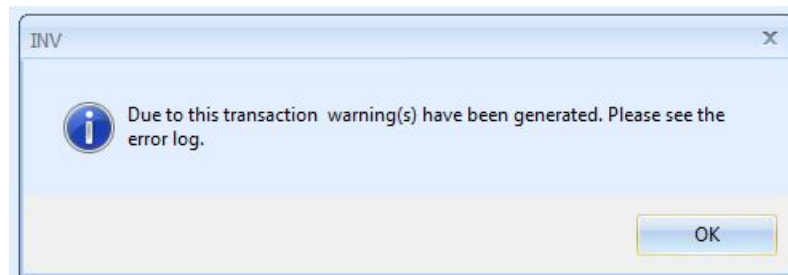
## Step 5

The Quantity column displays the on-hand balance according to the system. Change the displayed quantity to reflect your actual physical counts. Change Part 2100 to 1.

Part ID	Description	Stock ID	Zone	Quantity	Reference	GL Ref	UDF Key	UDF Ref	Unit Cost	Ext. Cost
1	2100	System Unit	MS		1.00				855.67	855.67
2	2200	Cabinet	MS		9.00				76.91	692.16
3	2300	Mother Board	MS		10.00				409.77	4097.66
4	2300B	PCB	MS		30.00				110.00	3300.00
5	3000	Keyboard	MS		44.00				110.00	4840.00
6	3100	Monitor	MS		55.00				550.00	30250.00
7	3200	Floppy Disk	MS		0.00				80.00	0.00
8	3250	1.44 M Floppy	MS		120.00				55.00	6600.00
9	3400	CPU	MS		40.00				110.00	4400.00
10	3500	Metal	MS		281.50				0.69	193.53
11	3600	24V Power Supply	MS		50.00				165.00	8250.00
12	3650	Hardware Kit	MS		50.00				11.00	550.00
13	3700	Memory	MS		65.00				110.00	7150.00
14	3900	Portable Monitor	MS		19.00				220.00	4180.00
15	6000	Network Cable, 6 to 25'	MS		100.00				11.00	1100.00

## Step 6

Now highlight the row that contain changes (Row 1) and click the **Process** button to record your cycle counts.



You will receive warning messages for any transaction that is out-of-tolerance. Click **OK** to continue.

## Congratulations

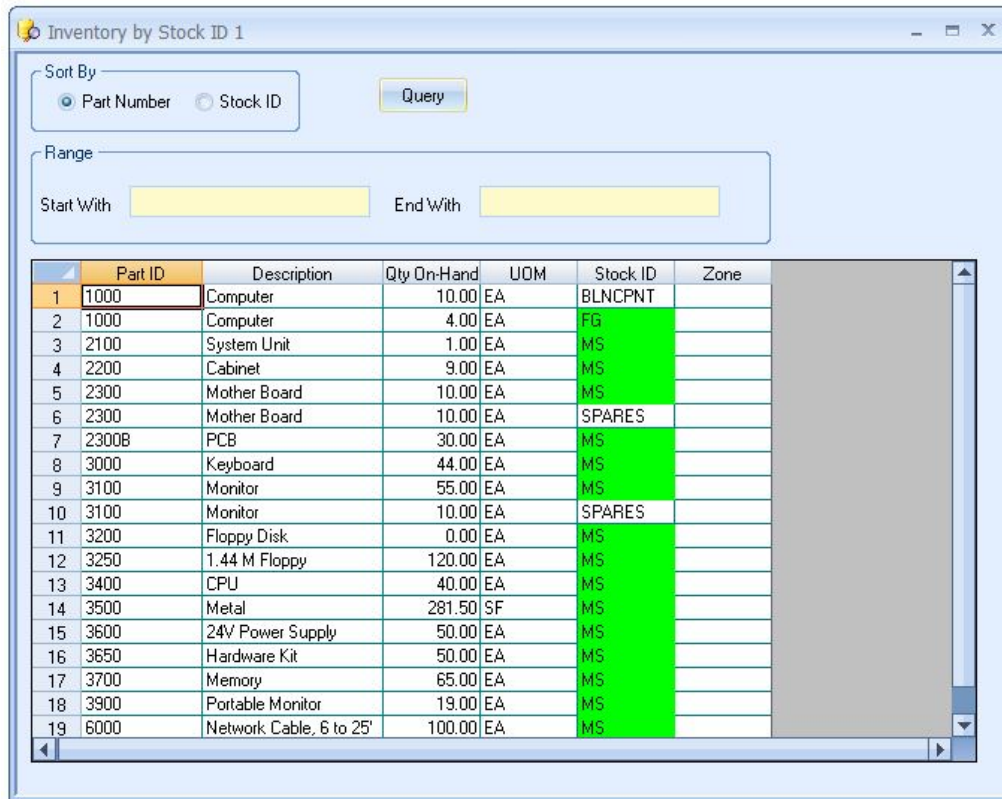
You have just completed the entering of cycle count information for a part and performing a cycle count on specific parts within a stockroom. In the next Chapter, you will look at the Reports and inquiries that are available through the **Inventory Control** module.

## Chapter 22 – Presenting Your Data

We will review the two most common types of queries: **Display Stock by Location** and **Display Transaction History**.

### Display Stock by Location

To view available stock for Part 1000, from the **INQUIRY** menu, choose **Display Stock by Location**. Type in Part 1000 in the **Start With** field and click the **Query** button.



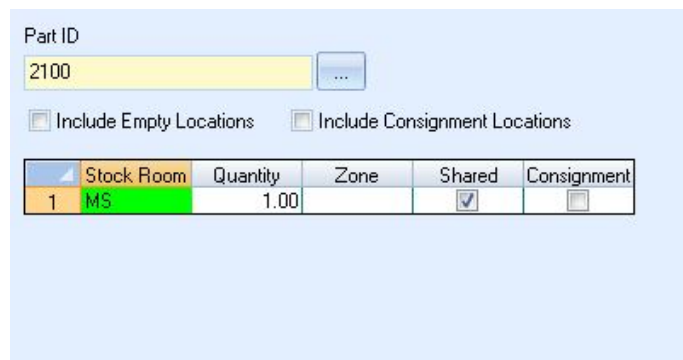
Inventory by Stock ID 1

Sort By:  Part Number  Stock ID

Range: Start With  End With

	Part ID	Description	Qty On-Hand	UOM	Stock ID	Zone
1	1000	Computer	10.00	EA	BLNCPNT	
2	1000	Computer	4.00	EA	FG	
3	2100	System Unit	1.00	EA	MS	
4	2200	Cabinet	9.00	EA	MS	
5	2300	Mother Board	10.00	EA	MS	
6	2300	Mother Board	10.00	EA	SPARES	
7	2300B	PCB	30.00	EA	MS	
8	3000	Keyboard	44.00	EA	MS	
9	3100	Monitor	55.00	EA	MS	
10	3100	Monitor	10.00	EA	SPARES	
11	3200	Floppy Disk	0.00	EA	MS	
12	3250	1.44 M Floppy	120.00	EA	MS	
13	3400	CPU	40.00	EA	MS	
14	3500	Metal	281.50	SF	MS	
15	3600	24V Power Supply	50.00	EA	MS	
16	3650	Hardware Kit	50.00	EA	MS	
17	3700	Memory	65.00	EA	MS	
18	3900	Portable Monitor	19.00	EA	MS	
19	6000	Network Cable, 6 to 25'	100.00	EA	MS	

Fields with the Stock ID in color (green) indicate that this is the primary stock location as setup in Inventory Part Data. You can also see the stock status for a single part in the On Hand Pane of the **Transactions** dialogue.



Part ID: 2100

Include Empty Locations  Include Consignment Locations

Stock Room	Quantity	Zone	Shared	Consignment
1 MS	1.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Display Transaction History

To see history of transactions for Part 3400, from **Inquiry** menu choose **Display Transaction History**. Sort by part instead of Date and type Part 3400 in the **Start With** range. Make sure you are asking for **ALL** dates and **ALL** transaction types then click the Query button.

	Part ID	Description	Order	Date	Vendor	Quantity	UOM	Stock ID	Zone	Type	Balance	Reference	GL Ref	UDF Key	UDF Ref	User Name	MAXD
1	3400	CPU		11/09/2019		100.00	EA	MS		C	100.00					MANAGER	100003
2	3400	CPU	5000000200	11/16/2019		20.00	EA	MS		I	80.00					MANAGER	100014
3	3400	CPU	5000000500	11/16/2019		20.00	EA	MS		I	60.00					MANAGER	100018
4	3400	CPU	5000000800	11/16/2019		20.00	EA	MS		I	40.00					MANAGER	100065

Note that when all transactions are displayed, MAX can provide a running balance for each transaction. This is very helpful when troubleshooting out of balance conditions (i.e., what is in stock does not match what the computer says).

There are also many reports available in the **Inventory Control** module. Probably the most important is the **Inventory Value by Stock Location** report.

## Inventory Value by Stock Location

From Reports menu, choose **Inventory Value by Stock Location**. Run the report for all.

Inventory Value by Stock ID Report

Stock ID

All  Range  Individual

Input

File: invvals.rpt

Destination

Window  Printer  Email

Report Close Help

The printed report appears as follows:

## Inventory Value Report by Stock ID

Stock Identifier Range From Begin to End

Stock Room Locator	Part Identifier	Description	A C	T C	C C	Commodity Code	On Hand Quantity	Nettable Value	Non-Net On Hand	Non-Net Value
<b>Normal Stock</b>										
FG	1000	Computer	A	M	A	FG	4.00	6,194.69		
<b>Subtotal:</b>								<b>\$6,194.69</b>		<b>\$0.00</b>
MS	2300B	PCB	A	B	B	Elec	30.00	3,300.00		
	3250	1.44 M Floppy	A	B	C	Elec	120.00	6,600.00		
	3600	24V Power Supply	A	B	C	Elec	50.00	8,250.00		
	3400	CPU	A	B	C	Elec	40.00	4,400.00		
	3000	Keyboard	A	B	C	Elec	44.00	4,840.00		
	3700	Memory	A	B	C	Elec	65.00	7,150.00		
	3100	Monitor	A	B	C	Elec	55.00	30,250.00		
	3500	Metal	A	D	C	Mech	281.50	193.53		
	3650	Hardware Kit	A	Y	C	Elec	50.00	550.00		
	2200	Cabinet	A	A	C	Mech	9.00	692.16		
	2300	Mother Board	A	A	C	Assy	10.00	4,097.66		
	2100	System Unit	A	A	B	Assy	1.00	855.67		
	6000	Network Cable, 6 to 25	A	B	C	Elec	100.00	1,100.00		
	3900	Portable Monitor	A	B	C	Elec	19.00	4,180.00		
<b>Subtotal:</b>								<b>\$76,459.02</b>		<b>\$0.00</b>
SPARES	2300	Mother Board	A	A	C	Assy			10.00	4,097.66
	3100	Monitor	A	B	C	Elec			10.00	5,500.00
<b>Subtotal:</b>								<b>\$0.00</b>		<b>\$9,597.66</b>
<b>Subtotal Normal Stock:</b>								<b>82,653.71</b>		<b>9,597.66</b>
<b>Consignment Stock</b>										
BLNCPNT	1000	Computer	A	M	A	FG			10.00	15,486.72
<b>Subtotal:</b>								<b>\$0.00</b>		<b>\$15,486.72</b>
<b>Subtotal Consignment</b>								<b>0.00</b>		<b>15,486.72</b>
<b>Grand Total:</b>								<b>\$82,653.71</b>		<b>\$25,084.38</b>
<b>Total Inventory Value (Nettable Value + Non-Net Value):</b>										<b>\$107,738.09</b>

The total at the bottom, combined with the **Costing** module **End of Period WIP** report provide total inventory value for accounting.

## Cycle Count Reports

Standard reports are available within Inventory Control. To print a cycle count worksheet of all parts that need to be cycle counted; from **Report's** menu choose **Cycle Count Reports**.

The screenshot shows the 'Inventory Cycle Count Report' dialog box. It has a title bar with a close button. The 'Sort' dropdown menu is set to 'Part ID Sequence'. The 'Range' dropdown menu is also set to 'Part ID Sequence'. Below the range dropdown are two yellow input fields for 'Begin' and 'End'. The 'Type' section has two radio buttons: 'Report' (selected) and 'Worksheet'. The 'Options' section has five checkboxes: 'Exceptions Only' (checked), 'Print Lot and Serial Numbers' (unchecked), 'Generate Bar Codes' (unchecked), 'Print Locator References' (unchecked), and 'Print On-Hand Quantity' (checked). The 'Input' field contains the file name 'invcyc.rpt'. The 'Destination' section has three radio buttons: 'Window' (selected), 'Printer' (unchecked), and 'Email' (unchecked). On the right side, there are four buttons: 'Report', 'Close', 'Help', and 'Cancel'.

**Sort** by Stock Identifier Sequence and ask for **Exceptions Only**. Be sure to choose the **Worksheet** rather than the Cycle Count Report.

The screenshot shows the 'Inventory Cycle Count Report' dialog box. It has a title bar with a close button. The 'Sort' dropdown menu is set to 'Part ID Sequence'. The 'Range' dropdown menu is also set to 'Part ID Sequence'. Below the range dropdown are two yellow input fields for 'Begin' and 'End'. The 'Type' section has two radio buttons: 'Report' (unchecked) and 'Worksheet' (selected). The 'Options' section has five checkboxes: 'Exceptions Only' (checked), 'Print Lot and Serial Numbers' (unchecked), 'Generate Bar Codes' (unchecked), 'Print Locator References' (unchecked), and 'Print On-Hand Quantity' (checked). The 'Input' field contains the file name 'invcycw.rpt'. The 'Destination' section has three radio buttons: 'Window' (selected), 'Printer' (unchecked), and 'Email' (unchecked). On the right side, there are four buttons: 'Report', 'Close', 'Help', and 'Cancel'.

Choose Window for your destination and click Report button to display the report.

## Cycle Count Worksheet Sorted By Part Identifier

Page 1

Part Identifier Range From Begin to End , Exceptions Only

Part Identifier	Description 1 and 2	T C	ABC	BOM UOM	Last Cycle Date	C C	Stock ID Zone	On Hand Quantity	Physical Count	Counted By	Verified Count	Verified By
1000	Computer	M	A	EA		W	BLNCPNT	10.00	_____	_____	_____	_____
1000	Computer	M	A	EA	5/22/2017	W	FG	4.00	_____	_____	_____	_____
2300	Mother Board	A	C	EA		Q	MS	10.00	_____	_____	_____	_____
2300	Mother Board	A	C	EA		Q	SPARES	10.00	_____	_____	_____	_____
3100	Monitor	B	C	EA		Q	SPARES	10.00	_____	_____	_____	_____
3200	Floppy Disk	O	C	EA		Q	MS	0.00	_____	_____	_____	_____

Look again through the Reports menu and run other reports that interest you.

### **Congratulations**

You have just seen how easy it is to view important inventory information.

## Stage III – Purchasing Control

Part VIII (Chapters 23 through 26) represents one of the two execution modules in manufacturing control system. Here in Stage III of the Standard MAX Implementation Plan we will review Purchasing Control.

## Part VIII: Purchasing Control

Purchasing control is where suppliers are managed and commitments from those suppliers logged on orders for inventoried, non-inventoried items and subcontracted services.

## Chapter 23

### Introduction

With the **Purchasing Control** module, you can create and print purchase orders, track purchased materials, maintain vendor information, and predict your cash requirements. You will know exactly what a part will cost, when you can get it, and from which approved vendors.

The **Activity** menu covers main components of the **Purchasing Control** module. Purchase Orders, Purchasing Schedule, and Purchasing Data.

### Purchase Orders

The primary object for purchasing is the Purchase Order (PO) form which is accessed from the **Activity** menu. This form is a visual representation of the PO itself. The user can enter header and multiple detail records, access vendor and other purchasing data, as well as view the entire order from one screen. As the cursor passes over a “hot spot” on the form it changes to a magnifying glass to indicate a browsable field. Double-click to browse it.

Order No	Date	Vendor	Rev
	1/3/2021		

Confirming	Terms	Ship Via	FOB
Buyer	Requisitioner	Ship Instructions	Remarks

Lin	DL	Quantity	Unit	Part ID	Rev	Description/Notes	Unit Price	Ext. Price	Due Date

Order Notes	Extended Fields	Total
-------------	-----------------	-------

Not all the fields are visible on the form, but all are accessible from the form. By double-clicking on certain fields, such as terms or ship via codes, you can change the data for this specific order. Additional data can be accessed by clicking on the **More** button on the right side of the form.

## Purchasing Schedule

Two of the primary design objectives of Purchasing are to streamline the user's workflow and to provide a "paperless" purchasing environment. The tool that we have created to provide this capability is the Purchasing Schedule. This is accessed by choosing **Purchasing Schedule** from the **Activity** menu.

Like many of the MAX dialogues, the **Purchasing Schedule** has areas for selection, a grid that provides the results of that selection and a processing area.

The screenshot shows the 'Purchasing Schedule 1' dialog box. It is divided into three main sections:

- Selection:** This area contains various filters and options:
  - Primary Sort by Start Date:** Checked.
  - Sort by:** Order Number.
  - Order Type:** Radio buttons for Inventory (selected), Non-Inventory, and Subcontractor.
  - Order Status:** Checkboxes for Planned (checked), Approved (checked), and Released (unchecked).
  - Due Date Range:** A section with an 'Enable' checkbox (checked) and date pickers for Start Date (1/1/2021) and End Date (1/3/2021).
  - Include Purchased Parts Only:** Checked.
- Grid:** A table displaying a list of purchase requisitions. The columns include Order, Del, Type, Status, Part ID, Description, Vendor, Quantity, UOM, MRP Due Date, LT, Start Date, Price, and Ext. Price. Rows 1 through 13 are visible, with row 1 selected.
- Processing:** A row of buttons at the bottom: Query, Delete Line, Assign, Undo Drag-Drop, and Auto Assign.

The **Purchasing Schedule** looks and acts like a spreadsheet. Flexible selection criteria allow you to highlight one, several, or all rows on the grid. Click the top left corner of the grid for all records. Left click to select one row. Ctrl-Left Click to select non-continuous rows. Shift-click to select a range of rows. For example, left clicking on row 2 and then holding the shift key and clicking on row 4, selected these 3 rows. Press **Auto Assign** to transfer those orders to a purchase order.

This screenshot shows the 'Purchasing Schedule 1' dialog box after a selection operation. The filters in the 'Selection' area are the same as in the previous screenshot. However, the 'Grid' now shows only three rows selected, highlighted in yellow:

Order	Del	Type	Status	Part ID	Description	Vendor	Quantity	UOM	MRP Due Date	LT	Start Date	Price	Ext. Price	
1	40001748	00	PR	2	3700	Memory	005	23.4795	EA	12/25/2020	5	12/18/2020	\$ 100.0000	2347.9530
2	40001922	00	PL	1	3400	CPU	006	21.1111	EA	01/08/2021	5	01/01/2021	\$ 125.0000	2638.8888
3	40001734	00	PR	2	3400	CPU	006	12.2222	EA	12/25/2020	5	12/18/2020	\$ 125.0000	1527.7776

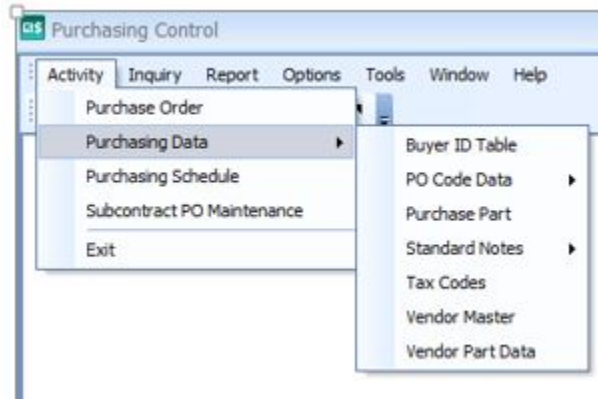
The 'Processing' buttons at the bottom remain the same.

The purpose of the grid is to allow you to add; change and review purchase requisitions, and along with MRP generated orders, convert them to new purchase orders or assign them to existing purchase orders.

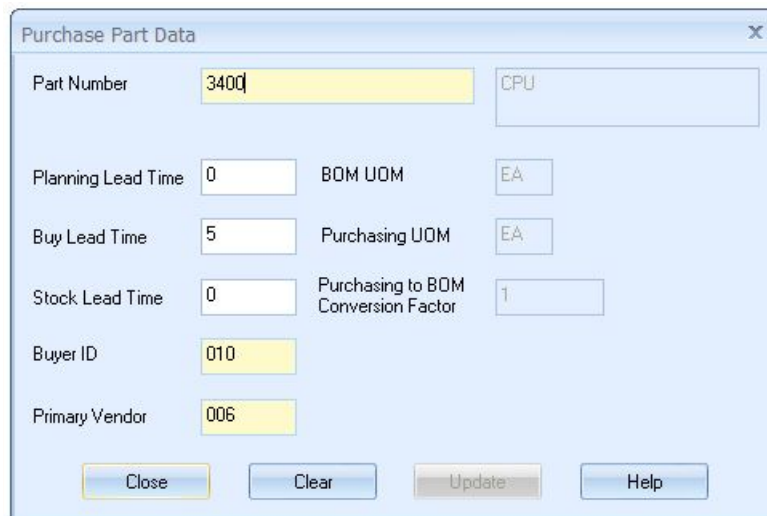


## Purchasing Data

The entering and maintenance of all static data is handled from several dialogues located under Purchasing Data. **Purchasing Data** is accessed from the **Activity** menu.



**Purchase Part Data** is another method of updating the Part Master table.

A screenshot of the 'Purchase Part Data' dialog box. It contains the following fields and values:

- Part Number: 3400
- Part Name: CPU
- Planning Lead Time: 0
- BOM UOM: EA
- Buy Lead Time: 5
- Purchasing UOM: EA
- Stock Lead Time: 0
- Purchasing to BOM Conversion Factor: 1
- Buyer ID: 010
- Primary Vendor: 006

At the bottom, there are four buttons: Close, Clear, Update, and Help.

**Purchase Part Data** is where you can update lead-times, assign a buyer to the part, and identify the recommended supplier.

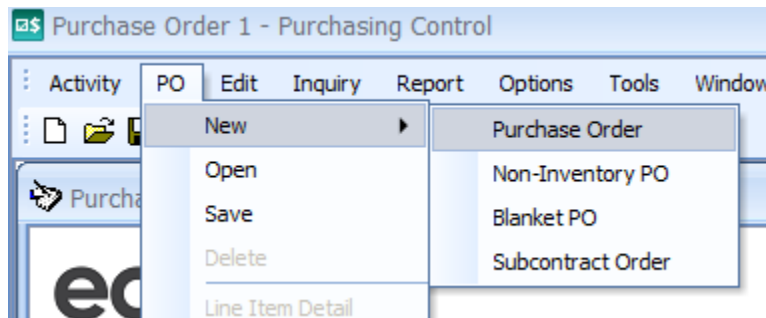
# Chapter 24

## Entering Purchase Orders

The **Purchasing Control** module can handle all your purchasing needs with its ability to support the entering of Unplanned, Non-Inventory and Blanket Purchase Orders. In this section, you will be entering a Non-Inventory PO for some marketing materials to be sent to one of your customers, who is also a reseller, as well as an Unplanned PO for Part 3400.

### Non-Inventoried – Step 1

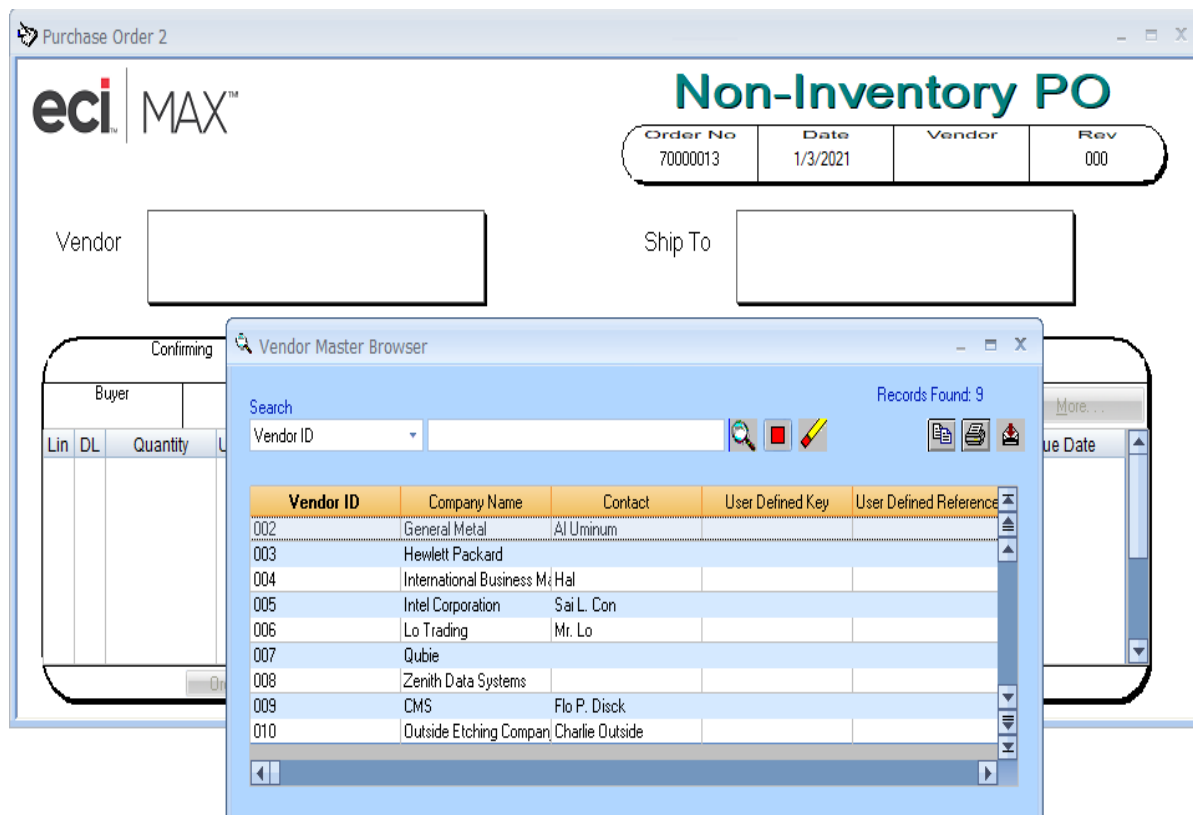
From the **Activity** menu choose **Purchase Order** and maximize your order window. Click the **PO** menu item, then **New** and choose **Non-Inventory PO**.



Notice that the Purchase Order form changes to indicate the entering of a Non-Inventoried PO. This is true for the other types of PO's.

### Step 2

The system will automatically assign the next PO number and open the dialog for you to select a vendor. Choose **CMS** as a vendor. You will also need to assign a buyer to the purchase order.



Notice that once selected, the default vendor information will automatically be entered into the Purchase Order form. Default vendor information is set-up under **Purchasing Data** from the **Activity** menu.

### Step 3

MAX supports multiple Ship To addresses per vendor as well as the ability to drop-ship a Purchase Order directly to a customer.

Double-click the **Ship To** box on the Purchase Order form to bring up the **Ship To** address dialogue. Click the checkbox that says **Drop Ship to Cust** and double-click the field below to browse the customers.

The screenshot shows the 'Purchase Order 2' window in the eci MAX system. The main form is titled 'Non-Inventory PO' and displays order details: Order No. 70000013, Date 1/3/2021, Vendor 009, and Rev 000. The Vendor information is CMS, 3080 Airway Avenue, Costa Mesa, CA 92626. The 'Ship To' field is active, and a 'Ship To Address' dialog box is open. In this dialog, the 'Drop Ship to Cust' checkbox is checked, and the address code is BLNCPNT. The 'Information' section shows the selected customer: Balancepoint Technologies, 497 Whispering Pines Road, Lindenhurst, IL 60046, USA. The dialog box has buttons for OK, Clear, Add, Delete, and Help.

Order No.	Date	Vendor	Rev
70000013	1/3/2021	009	000

Vendor: CMS  
3080 Airway Avenue  
Costa Mesa, CA 92626

Ship To

Address Code:   Drop Ship to Cust

Information:

Name: Balancepoint Technologies

Address 1: 497 Whispering Pines Road

Address 2:

Address 3:

Address 4:

Address 5:

Address 6:

City: Lindenhurst

State: IL

Zip: 60046

Country: USA

Buttons: OK, Clear, Add, Delete, Help

Choose Balance Point Technologies and click **OK**.

### Step 4

Enter the following line information.

Purchase Order 2

**eci MAX™**

**Non-Inventory PO**

Order No	Date	Vendor	Rev
70000013	1/3/2021	009	000

Vendor: CMS  
3080 Airway Avenue  
Costa Mesa, CA 92626

Ship To: Lindenhurst  
IL  
60046  
USA

Buyer	Requisitioner	Ship Instructions	Remarks	More...
010				

Lin	DL	Quantity	Unit	Part ID	Rev	Description/Notes	Unit Price	Ext. Price	Due Date
01	00	1000.00	EA			Laptop Brochures	0.7000	700.00	01/03/2021

Order Notes... Extended Fields

Total \$ 700.00

Click on **PO** from the menu and choose **Save**. If you try to leave the screen without saving, the system will notify you and ask you to save the data or not.

### Unplanned PO – Step 1

To create an Inventoried Purchase Order that is not planned by MRP, select **PO – New – Purchase Order** from the menu. Once again notice that the Purchase Order form has changed to indicate the type of PO you are working on.

## Step 2

Notice the Vendor Master Browser allows you to look-up vendors by Vendor ID or Company Name. This time choose Intel as the vendor.

Order No	Date	Vendor	Rev
70000014	1/3/2021	005	000

Vendor: Intel Corporation  
3065 Bowers Avenue  
Santa Clara, CA 95035

Ship To: 5120 Cameron Road  
Morristown  
TN

Buyer	Requisitioner	Ship Instructions	Remarks
010			

Lin	DL	Quantity	Unit	Part ID	Rev	Description/Notes	Unit Price	Ext. Price	Due Date
01	01								

Total \$ 0.00

## Step 3

You want to order Part 3700 Memory. You can either enter the part number directly on the form or browse to display all approved parts that can be purchased from the specified vendor.

Double-click the **Part ID** field on the Purchase Order form to bring up Vendor Part Data Browser. Choose Intel for Part 3700. Notice that Manufacturer's Part Number (MPN) information is also attached to the Part Vendor record. Make sure you choose the right MPN. Double-click on the correct row to return that data to the PO line.

Once a Part ID is entered, you can double-click on the **Quantity** field on the PO form you can also display Part Quantity Price Break information directly without going to the Part Vendor screen.

Part	Vendor Part
3700	

Desc: Memory

Mfg. Part: KG-256K

Manufacturer: Kingston

Qty	% Disc.	Price
1.00	0.0%	100.00

OK Help

Press **OK**.

Purchase Order 3

**eci** | **MAX™**

## Purchase Order

Order No	Date	Vendor	Rev
70000014	1/3/2021	005	000

<p>Vendor</p> <div style="border: 1px solid black; padding: 5px;">             Intel Corporation              3065 Bowers Avenue              Santa Clara, CA 95035           </div>	<p>Ship To</p> <div style="border: 1px solid black; padding: 5px;">             5120 Cameron Road              Morristown              TN           </div>
--	--

Confirming	Terms C.O.D.	Ship Via UPS - BLUE	FOB Origin
Buyer 010	Requisitioner	Ship Instructions	Remarks
<a href="#">More...</a>			

Lin	DL	Quantity	Unit	Part ID	Rev	Description/Notes	Unit Price	Ext. Price	Due Date
01	01	100.00	EA	3700	X	Memory	100.0000	10000.00	01/08/2021

Total \$ 0.00

#### Step 4

Click the **More** button.

Additional PO Information ✕

Payment Method

Collect

Pre-Paid

Inspection Code

Printing

PO Printed

User

User-Defined Key

User-Defined Ref.

Change the **Payment Method** from Pre-Paid to **Collect** and click on the **Purchase Order Print Flag** so **DUPLICATE** will be printed on the Purchase Order form when you print the purchase order. Click **OK**.

**Step 5**

Click the **Order Notes** button. Verify the check mark under **Print on PO** is checked. Click **OK** and answer **Yes** to save your changes.

Purchase Order Notes

PD Number: 70000014    Line #:

Date: 1/3/2021

Vendor: 005

Note Type:

- Purchase Order
- Part Note

	Note	Price	GL Ref	Print on PO
1	All receipts require documentation including:			<input checked="" type="checkbox"/>
2	Packing List			<input checked="" type="checkbox"/>
3	Our PO Number clearly identified			<input checked="" type="checkbox"/>
4	Certificates of Origin			<input checked="" type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
9				<input type="checkbox"/>
10				<input type="checkbox"/>
11				<input type="checkbox"/>
12				<input type="checkbox"/>
13				<input type="checkbox"/>
14				<input type="checkbox"/>

OK    Cancel    Save    Delete    Edit Notes    Help

You can also enter notes specific to an order or to a line item on an order. MAX also supports Standard Notes for orders, parts, vendors, and part vendor combinations. Standard Notes automatically attach to a Purchase Order and are maintained in **Activity – Purchasing Data – Standard Notes**.

### Step 5

Double-click on the **Line 01** field on the Purchase Order form to bring up the Line-Item Detail screen. If you prefer, you can use this screen to enter PO data. The vertical scroll bar will take you to the next or previous line.

Previous Line (up)  
or  
Next Line (down)

Purchase Order Line Item Detail

Order Number: 70000014 Vendor ID: 005 Vendor Name: Intel Corporation

Line: 01 Delivery: 01

Part Number: 3700

Part Description: Memory

Mfg's Part Number: KG-256K

Manufacturer: Kingston

Status Code: 3 - Released

Del. Stock ID: MS Rev. Level: X

Purchase Qty: 100

Balance Due: 100

BOM Qty: 100

User Defined Key: User Defined Reference:

Alternate BOM Code: Alternate Process Description:

Buyer ID: 010 Planner ID: 000  Firm Planned

Cost \$: 100.0000 Reference:

Recommended Cost: 100.0000 Discount %: 0.0000000

BOM/PUR UOM: EA / EA  Increment Order Rev. #

PO Due Date: 1/8/2021

Orig Due Date: 1/8/2021

MRP Need Date: 1/8/2021

In-Transit Date: / /

Current Promise: 1/8/2021

Buttons: Close, Update, Delete, Help, New, Extended Fields

Verify the Buyer ID is assigned. Verify the **Firm Planned** checkbox is checked. This will prevent the MRP program from changing the due date. Click on the Close button and answer **Yes** to save your changes.

### Step 6

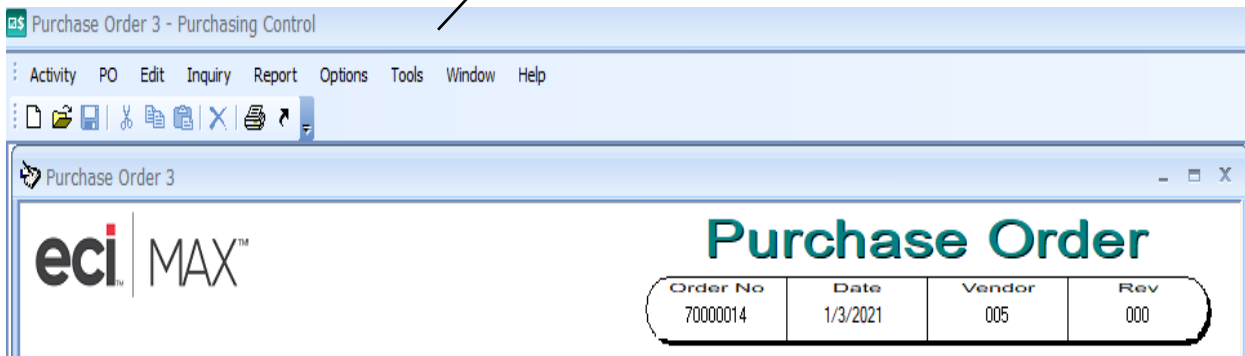
Click on the **PO** menu and choose **Save**.

At this point, you could print the Purchase Order by selecting Print Purchase Orders from the Reports menu. From here you have the option of printing a hard copy, viewing it on the screen or emailing it directly to the vendor. You can do so using the Reports – Print Purchase Orders function from the menu, or with the main PO dialog open, press the Printer button.



## Step 7 – Printing Purchase Orders

At any time after the Sales Order is entered, you may print a Purchase Order. The most direct method is to open the PO and press the **Printer** button.



The report dialog screen will open.

Select

All  Range  Individual

Order Number Range

Start with Order Number

End with Order Number

Print Options

Vendor Identifier

Purchase Order #

Non-Inventory Items By Vendor Id

Non-Inventory Items By Order #

Buyer List

Exclude Duplicates

Include Status 4 Line Items (Completed)

Include Canceled Line Items

Print Tax Details

Print Manufacturer's Part Numbers

Print Discount Detail

Subcontractor Orders Only

Print Qty

Due  Order

Vendor Contact

Fax  Phone  Name

Input

Form Layout

Landscape  Portrait

File

Destination

Window  Printer  Email

Enter the data that meets your needs for the PO's to be printed and press **Report**. The PO will print to the destination selected.

**PURCHASE ORDER**

**BILL TO:**  
 5120 Cameron Road  
 Morristown, TN 37814  
 USA

PO #	REV
70000014	000
DATE	1/3/2021
PAGE #	1
Vendor ID	
005	

**TO:**  
 Intel Corporation  
 Sai L. Con  
 3065 Bowers Avenue  
 Santa Clara, CA 95035

**SHIP TO:**  
 5120 Cameron Road  
  
 Morristown, TN 37814  
 USA

**BUYER:**  
 William R. Elder, CPM

CONFIRMING	TERMS	SHIP VIA	CLT	PPD	FOB	TAXABLE	INSPECTION
	C.O.D.	UPS - BLUE		X	Origin	NO	

BUYER 010	VENDOR CONTACT Ph#216-555-6666		REQUISITIONER		SHIP INSTRUCTIONS		REMARKS	
LN	DL	QUANTITY	UOM/ REV	PART NUMBER/ PART DESCRIPTION	UNIT PRICE	EXT PRICE	DUE DATE	
01	01	100.00	EA X	3700 Memory  Kingston KG-256K	100.0000	10,000.00	1/8/2021	

The output of the report is the purchase order. These may be customized for your logo, local terms and conditions and signature lines using *Crystal Reports*.

***Congratulations***

You have completed entering two different types of Purchase Orders. Next you will address the planned orders generated by MRP.

# Chapter 25

## Working with MRP Generated Orders

In this section, you will walk through the process of turning MRP generated orders into Purchase Orders using the **Purchasing Schedule**. Planned Orders and Purchase Requisitions (PRs) can be assigned to Purchase Orders in several ways depending on how you do business.

MAX supports a Paperless purchasing option that allows Planned Orders and Purchase Requisitions to be assigned directly to a Purchase Order without printing a single piece of paper.

### Step 1

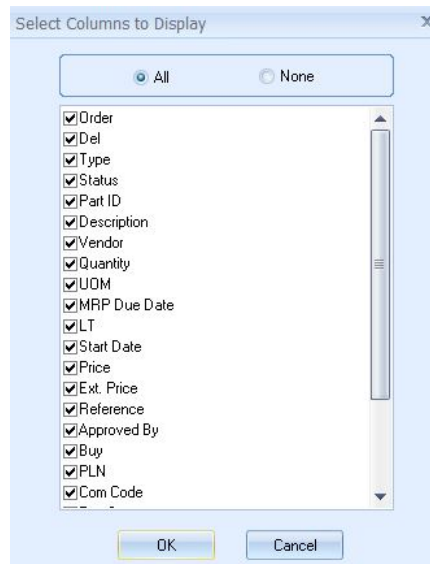
From the **Activity** menu choose **Purchasing Schedule**. Check **Primary Sort by Start Date** and check the **Planned** Order Status box. Remove the check from the **Approved** and **Released** checkboxes. Check the **Include Purchase Parts Only** checkbox and click **Query** to populate the grid with your selection criteria. This criterion will show all new MRP planned orders for purchased parts only and rank those according to their priority (i.e., start date).

The screenshot shows the 'Purchasing Schedule 1' window. It features several control panels at the top: 'Primary Sort by Start Date' (checked), 'Order Type' (Inventory selected), 'Due Date Range' (Enabled, Start Date: 1/1/2021, End Date: 1/3/2021), 'Order Status' (Planned checked, Approved and Released unchecked), and 'Include Purchase Parts Only' (checked). Below these is a table with columns: Order, Del, Type, Status, Part ID, Description, Vendor, Quantity, UOM, MRP Due Date, LT, Start Date, Price, and Ext. Price. The table contains 13 rows of data. At the bottom, there are buttons for 'Query', 'Delete Line', 'Assign', 'Undo Drag-Drop', and 'Auto Assign'.

Order	Del	Type	Status	Part ID	Description	Vendor	Quantity	UOM	MRP Due Date	LT	Start Date	Price	Ext. Price	
1	40001734	00	PR	2	3400	CPU	006	12.2222	EA	12/25/2020	5	12/18/2020	\$ 125.0000	1527.7776
2	40001748	00	PR	2	3700	Memory	005	23.4795	EA	12/25/2020	5	12/18/2020	\$ 100.0000	2347.9530
3	40001897	00	PL	1	2300B	PCB	007	18.0000	EA	01/22/2021	20	12/25/2020	\$ 100.0000	1800.0000
4	40001883	00	PL	1	3600	24V Power Supply	009	19.0000	EA	01/15/2021	10	01/01/2021	\$ 150.0000	2850.0000
5	40001922	00	PL	1	3400	CPU	006	21.1111	EA	01/08/2021	5	01/01/2021	\$ 125.0000	2638.8888
6	40001896	00	PL	1	4100	Hard Disk	007	5.0000	EA	01/12/2021	5	01/05/2021	\$ 350.0000	1750.0000
7	40001898	00	PL	1	2300B	PCB	007	22.2222	EA	02/05/2021	20	01/08/2021	\$ 100.0000	2222.2219
8	40001909	00	PL	1	3250	1.44 M Floppy	006	3.0000	EA	01/15/2021	5	01/08/2021	\$ 100.0000	300.0000
9	40001841	00	PL	1	3800	Portable Keyboard	004	5.0000	EA	01/19/2021	5	01/12/2021	\$ 65.0000	325.0000
10	40001884	00	PL	1	3600	24V Power Supply	009	20.0000	EA	01/29/2021	10	01/15/2021	\$ 150.0000	3000.0000
11	40001923	00	PL	1	3400	CPU	006	50.0000	EA	01/22/2021	5	01/15/2021	\$ 125.0000	6250.0000
12	40001935	00	PL	1	3700	Memory	005	49.7076	EA	01/22/2021	5	01/15/2021	\$ 100.0000	4970.7600
13	40001829	00	PL	1	3100	Monitor	008	15.0000	EA	02/05/2021	10	01/22/2021	\$ 500.0000	7500.0000

Clicking on any column will sort the grid by that column. For example, single click on the **Vendor** column to see orders planned by vendor.

Scroll the grid to the right to view other information. These columns can be moved to provide a customized grid for the user. They may also be hidden if you are not using the field. Right-click on the column heading and the **Select Columns to Display** dialog opens.

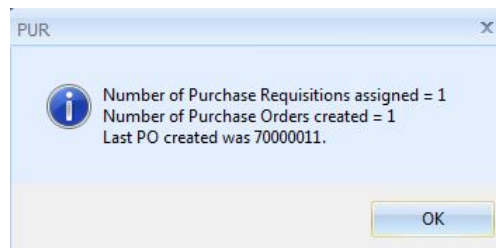


Uncheck any column you do not need to see. Press **OK**.

## Step 2

Double-click on the **Vendor** column for Part 4180 as it does not have a **Recommend Vendor** assigned. Select the vendor for this order. Note that this will not set the **Part Master Recommended Vendor**, just the vendor for this order. Click the line number at the front of the row holding the order. Answer **Yes** that you want to save the change to the line.

Make sure the row is highlighted (click the row number if necessary) and then click the **Auto Assign** button. If the **Assign** and **Auto Assign** buttons are inactive, press **Query** again to refresh the screen.

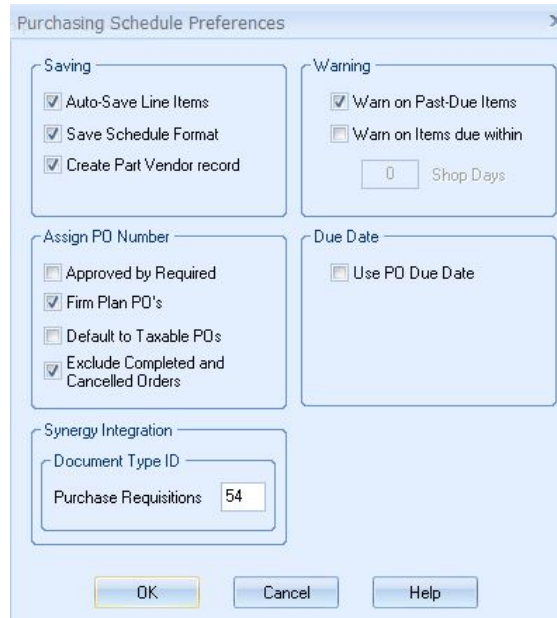


MAX automatically creates a new purchase order for the chosen vendor and assigns the part and quantity to this purchase order, all in one step.

Click **OK** to continue. The screen will refresh, that line will be gone as it no longer matches the criteria (e.g., the status 1 planned order has been processed to a status 3 PO). This fast approach of taking a Planned Order directly to a Purchase Order bypassing the Purchase Requisition cycle may not be appropriate for your business. Your Project Manager may help you decide if PRs should be used.

### Step 3

You have several choices to customize the **Purchasing Control** module to fit your business. With the Purchasing Schedule open, click on the **Options** menu choose **Preferences**.



The screenshot shows the 'Purchasing Schedule Preferences' dialog box with the following settings:

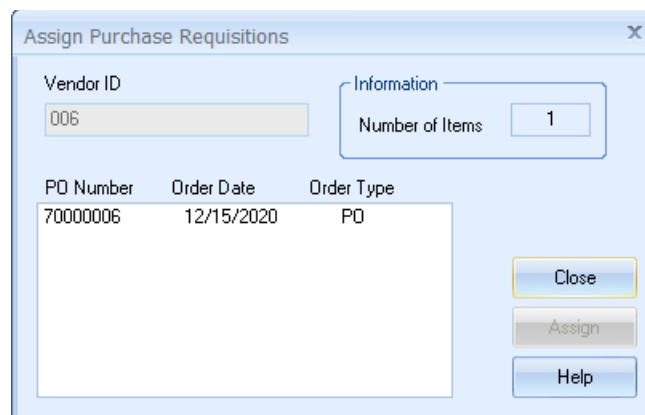
- Saving:**
  - Auto-Save Line Items
  - Save Schedule Format
  - Create Part Vendor record
- Warning:**
  - Warn on Past-Due Items
  - Warn on Items due within  Shop Days
- Assign PO Number:**
  - Approved by Required
  - Firm Plan PO's
  - Default to Taxable POs
  - Exclude Completed and Cancelled Orders
- Due Date:**
  - Use PO Due Date
- Synergy Integration:**
  - Document Type ID: Purchase Requisitions

Buttons at the bottom: OK, Cancel, Help.

You can require an approval before the system will assign a Purchase Order. You can also turn on/off the ability to create a part/vendor relationship on the fly. Click **OK** to continue.

### Step 4

Another way to assign Planned Orders to a Purchase Order is to add them to an existing PO. Highlight a line for the 3400 Keyboard by clicking on the line number and click the **Assign** button.



The screenshot shows the 'Assign Purchase Requisitions' dialog box with the following information:

- Vendor ID:**
- Information:** Number of Items
- Table:**

PO Number	Order Date	Order Type
70000006	12/15/2020	PO

Buttons on the right: Close, Assign, Help.

All existing Purchase Orders for the Vendor are displayed. Click to highlight a **PO Number** and then click the **Assign** button to assign the approved planned order to a Purchase Order. Note that the **Assign** button will not be active until an order is selected. Click the **Close** button.

### Step 5

You can also drag and drop Planned Orders and Purchase Requisitions directly to a Purchase Order form. While leaving the Purchase Schedule grid on the screen open the Purchase Order form by selecting **Purchase Order** from the **Activity** menu. Choose the first vendor you wish to work with.

Arrange the screen so that you can see both dialogues. An easy way to accomplish this is by selecting **Tile** from the **Windows** menu.

The screenshot displays the eci MAX software interface. The main window is titled "Purchase Order 1" and contains the following information:

- eci MAX** logo in the top left.
- Purchase Order** title in large green text.
- Order summary table:
 

Order No	Date	Vendor	Rev
70000016	1/3/2021	004	000
- Vendor information: International Business Machine, P.O. Box 1328, Boca Raton, FL 33429.
- Ship To address: 5120 Cameron Road, Morristown, TN.
- Order details: Confirming, Terms NET 30 DAYS, Ship Via UPS - GROUND, FOB Origin.
- Buyer: 010, Requisitioner, Ship Instructions, Remarks.
- Table with columns: Lin, DL, Quantity, Unit, Part ID, Rev, Description/Notes, Unit Price, Ext. Price, Due Date. Row 01 shows a quantity of 01 and an extended price of 0.00.

The "Purchasing Schedule 1" dialog box is open in the foreground, showing the following settings:

- Primary Sort by Start Date
- Sort by: Order Number
- Order Type:  Inventory,  Non-Inventory,  Subcontractor
- Order Status:  Planned,  Approved,  Released
- Due Date Range:  Enable, Start Date: 1/1/2021, End Date: 1/3/2021
- Include Purchased Parts Only

The Purchasing Schedule dialog box also contains a table with the following data:

Order	Del	Type	Status	Part ID	Description	Vendor	Quantity	UOI
1	40001828	00	PL	1	3000	Keyboard	004	20.0000 EA
2	40001818	00	PL	1	3000	Keyboard	004	15.0000 EA
3	40001820	00	PL	1	3000	Keyboard	004	20.0000 EA
4	40001827	00	PL	1	3000	Keyboard	004	20.0000 EA
5	40001821	00	PL	1	3000	Keyboard	004	20.0000 EA
6	40001826	00	PL	1	3000	Keyboard	004	20.0000 EA

Note that I opened a PO for the vendor that I wish to process (e.g., 004 IBM).

### Step 6

From the Purchasing Schedule grid highlight one or more orders for Vendor 004. Note: Several or a range of Planned Orders can also be dragged and dropped to the Purchase Order form.

The screenshot displays the eci MAX software interface. The main window is titled "Purchase Order 1" and contains the following information:

- eci MAX** logo
- Purchase Order** title
- Order No: 70000016, Date: 1/3/2021, Vendor: 004, Rev: 000
- Vendor: International Business Machine, P.O. Box 1328, Boca Raton, FL 33429
- Ship To: 5120 Cameron Road, Morristown, TN
- Confirming: Buyer 010, Requisitioner, Ship Instructions, Remarks
- Terms: NET 30 DAYS, Ship Via: UPS - GROUND, FOB Origin
- Grid columns: Lin, DL, Quantity, Unit, Part ID, Rev, Description/Notes, Unit Price, Ext. Price, Due Date
- Grid row 01: 01, 01, (blank), (blank), (blank), (blank), (blank), (blank), (blank), 0.00

The "Purchasing Schedule 1" window is overlaid on the bottom right, showing the following details:

- Primary Sort by Start Date:
- Order Type:  Inventory,  Non-Inventory,  Subcontractor
- Due Date Range:  Enable, Start Date: 1/1/2021, End Date: 1/3/2021
- Order Status:  Planned,  Approved,  Released
- Include Purchased Parts Only
- Grid columns: Order, Del, Type, Status, Part ID, Description, Vendor, Quantity, UOI
- Grid rows: 1 (40001828, 00, PL, 1, 3000, Keyboard, 004, 20.0000, EA), 2 (40001818, 00, PL, 1, 3000, Keyboard, 004, 15.0000, EA), 3 (40001820, 00, PL, 1, 3000, Keyboard, 004, 20.0000, EA), 4 (40001827, 00, PL, 1, 3000, Keyboard, 004, 20.0000, EA), 5 (40001821, 00, PL, 1, 3000, Keyboard, 004, 20.0000, EA), 6 (40001826, 00, PL, 1, 3000, Keyboard, 004, 20.0000, EA)

### Step 7

From the **Purchasing Schedule**, hold the cursor over the selected rows and click the right mouse button. Hold the right button and drag the orders to the Quantity field on the PO. Note the cursor will be the "No" symbol until you get to a place where the drop will be accepted. Then, the cursor turns into a PR icon. When you see the icon change, release the button to drop the PR and assign it to that Purchase Order.

Purchase Order 1 - 70000016

# Purchase Order

Order No	Date	Vendor	Rev
70000016	1/3/2021	004	000

Vendor: International Business Machine  
P.O. Box 1328  
Boca Raton, FL 33429

Ship To: 5120 Cameron Road  
Morristown  
TN

Buyer	Requisitioner	Ship Instructions	Remarks
010			

Lin	DL	Quantity	Unit	Part ID	Rev	Description/Notes	Unit Price	Ext. Price	Due Date
01	01	15.00	EA	3000	A	Keyboard	75.0000	1125.00	02/19/2021
01	02	20.00	EA	3000	A	Keyboard	75.0000	1500.00	07/09/2021

**Purchasing Schedule 1**

Primary Sort by Start Date

Sort by: Order Number

Order Type:  Inventory  Non-Inventory  Subcontractor

Order Status:  Planned  Approved  Released

Due Date Range:  Enable  
Start Date: 1/1/2021  
End Date: 1/3/2021

Include Purchased Parts Only

Order	Del	Type	Status	Part ID	Description	Vendor	Quantity	Unit
1	40001734	00	PR	2	3400	CPU	006	12.2222 EA
2	40001748	00	PR	2	3700	Memory	005	23.4795 EA
3	40001897	00	PL	1	2300B	PCB	007	18.0000 EA
4	40001883	00	PL	1	3600	24V Power Supply	009	19.0000 EA
5	40001922	00	PL	1	3400	CPU	006	21.1111 EA
6	40001896	00	PL	1	4100	Hard Disk	007	5.0000 EA

Note: The **Undo Drag and Drop** button can be used to remove the order from the PO and place it back on the **Purchasing Schedule** as a planned order, providing the order was not saved.

### ***Congratulations***

You have gone through several different processes that MAX supports for assigning MRP generated planned orders. In the next Chapter, you will familiarize yourself with some of the standard reports and inquiries available in Purchasing Control.



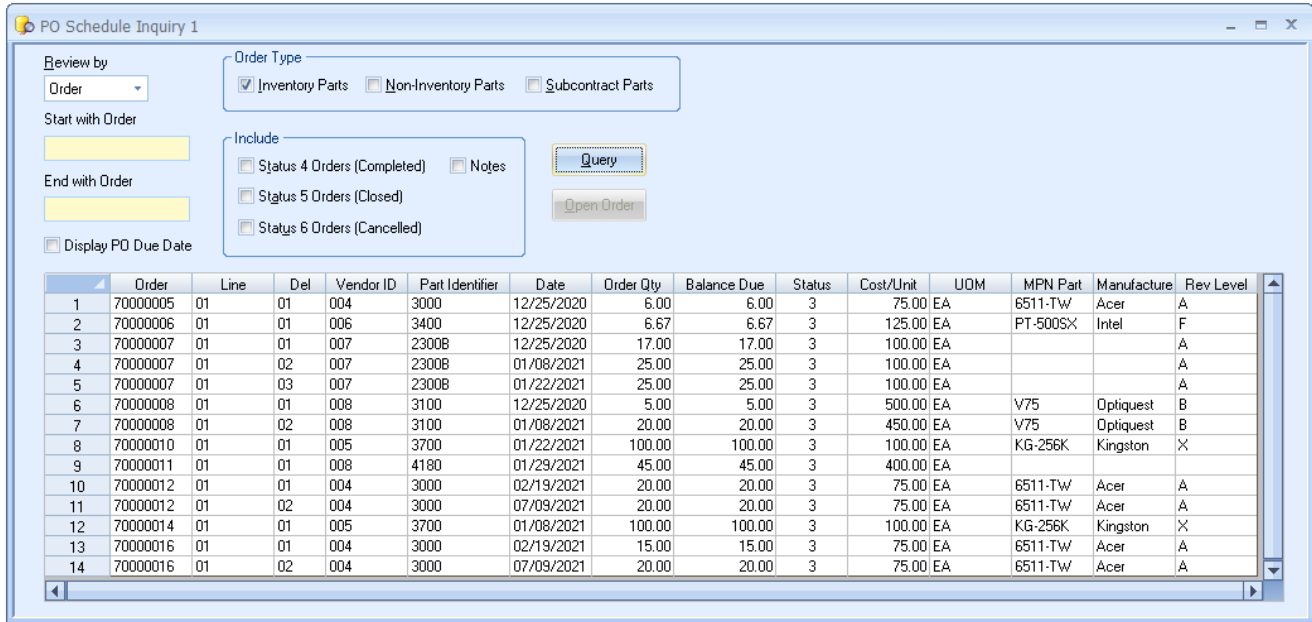
# Chapter 26

## Presenting Your Data

In this section, you will review the **Inquiries** and **Reports** available in the **Purchasing Control** module. Inquiries allow you to quickly look-up the status of scheduled, in-transit and received Purchase Orders. Numerous reports are available that allow you to do everything from printing Purchase Orders to getting a detailed Cash Requirements report.

### Step 1

To view inquiries, choose **Inquiry** from the menu. Click on **PO Schedule**.



The screenshot shows the 'PO Schedule Inquiry 1' window. It features a control panel at the top with the following options:

- Review by:** Order (dropdown)
- Order Type:**  Inventory Parts,  Non-Inventory Parts,  Subcontract Parts
- Start with Order:** (empty text box)
- End with Order:** (empty text box)
- Include:**  Status 4 Orders (Completed),  Status 5 Orders (Closed),  Status 6 Orders (Cancelled),  Notes
- Buttons:** Query, Open Order
- Display PO Due Date

The main data grid contains the following information:

	Order	Line	Del	Vendor ID	Part Identifier	Date	Order Qty	Balance Due	Status	Cost/Unit	UOM	MPN Part	Manufacture	Rev Level
1	70000005	01	01	004	3000	12/25/2020	6.00	6.00	3	75.00	EA	6511-TW	Acer	A
2	70000006	01	01	006	3400	12/25/2020	6.67	6.67	3	125.00	EA	PT-500SX	Intel	F
3	70000007	01	01	007	23008	12/25/2020	17.00	17.00	3	100.00	EA			A
4	70000007	01	02	007	23008	01/08/2021	25.00	25.00	3	100.00	EA			A
5	70000007	01	03	007	23008	01/22/2021	25.00	25.00	3	100.00	EA			A
6	70000008	01	01	008	3100	12/25/2020	5.00	5.00	3	500.00	EA	V75	Optquest	B
7	70000008	01	02	008	3100	01/08/2021	20.00	20.00	3	450.00	EA	V75	Optquest	B
8	70000010	01	01	005	3700	01/22/2021	100.00	100.00	3	100.00	EA	KG-256K	Kingston	X
9	70000011	01	01	008	4180	01/29/2021	45.00	45.00	3	400.00	EA			
10	70000012	01	01	004	3000	02/19/2021	20.00	20.00	3	75.00	EA	6511-TW	Acer	A
11	70000012	01	02	004	3000	07/09/2021	20.00	20.00	3	75.00	EA	6511-TW	Acer	A
12	70000014	01	01	005	3700	01/08/2021	100.00	100.00	3	100.00	EA	KG-256K	Kingston	X
13	70000016	01	01	004	3000	02/19/2021	15.00	15.00	3	75.00	EA	6511-TW	Acer	A
14	70000016	01	02	004	3000	07/09/2021	20.00	20.00	3	75.00	EA	6511-TW	Acer	A

Choose **Inventory Parts** as the Order Type and click **Query**. This lists the delivery schedule for current inventoried Purchase Orders. You may review this information by part, by vendor, by order, or by blanket PO. The grid may be sorted by clicking on the column heading. You can also choose an order from this display by selecting the row and click **Open Order** to open it into the Purchase Order form.

Click **Exit** to continue.

## Step 2

Choose **Inquiry** from the menu. Click on **PO Transactions** and click the **Display** button.

	Part ID	Description	Date	Order	Line	Del	Vendor ID	Quantity	UOM	Unit Price	Extended
1	3500	Metal	12/15/2020	70000004	01	01	002	200.00	SH	20.00	4000.00

This inquiry allows you to review purchase order receipt information open and closed PO's. Click **Exit** to continue.

## Step 3

Now let us look at one of the many available reports. As in all MAX modules, the standard reports can be customized in your specific requirements using *Crystal Reports*.

The **Cash Requirements Report** lists the costs and scheduled deliveries for outstanding Purchase Orders (Released, Status 3). Choose this report from the **Reports** menu and run the report using the settings below.

Order Type:  Inventory  Non-Inventory

Select:  All  Range  Individual

Sort Sequence:  Vendor Identifier  Part Identifier  Part Identifier/Due Date  Order Number

Options:  Add Vendor Terms to Due Date  Use Prevailing Rate

Cost:  Actual  Standard

Other Ranges:  All Dates

Date: Start 1/3/2021 End 1/3/2021

Buyer: [Dropdown] [Dropdown]

Input: File cashreq.rpt

Destination:  Window  Printer  Email

Buttons: Report, Close, Help

Maximize the report window to view it.

### Cash Requirements Report By Vendor Identifier

Part Identifier	Part Description	Vendor ID	S	F	Order Number	Curr Qty	UM	Due Qty	Due Date	Prm Date	BUY	PLN	Order Cost
3000	Keyboard	004	A	Y	70000005-01-01	6.00	EA	6.00	12/25/2020	12/25/2020	010	000	450.00
3400	CPU	006	A	Y	70000006-01-01	6.67	EA	6.67	12/25/2020	12/25/2020	010	000	833.33
3200	Floppy Disk	007	A	Y	70000002-01-01	40.00	EA	40.00	12/18/2020	12/18/2020	010	000	1000.00
2300B	PCB	007	A	Y	70000007-01-01	17.00	EA	17.00	12/25/2020	12/25/2020	010	000	1700.00
3100	Monitor	008	A	Y	70000008-01-01	5.00	EA	5.00	12/25/2020	12/25/2020	010	000	2500.00
<b>OVERDUE TOTAL</b>													<b>6,483.33</b>

Click **Close** to continue or click on the *Printer* icon if you are hooked-up to a printer. Look through the **Report** menu and run other reports that interest you.

### ***Congratulations***

You have learned to use the Inquiries to see what orders are due in and what orders have already been received along with printing of the Cash Requirements report.

## Stage IV – Sales Order Processing

Stage IV (Chapter 27 through 29) of the Standard MAX Implementation Plan is part of demand management, but since all the other parts to it were discussed in Stage I – Structures and Scheduling, only Sales Order Processing remains. We will discuss it next.

# Part IX: Sales Order Processing & Customer Service

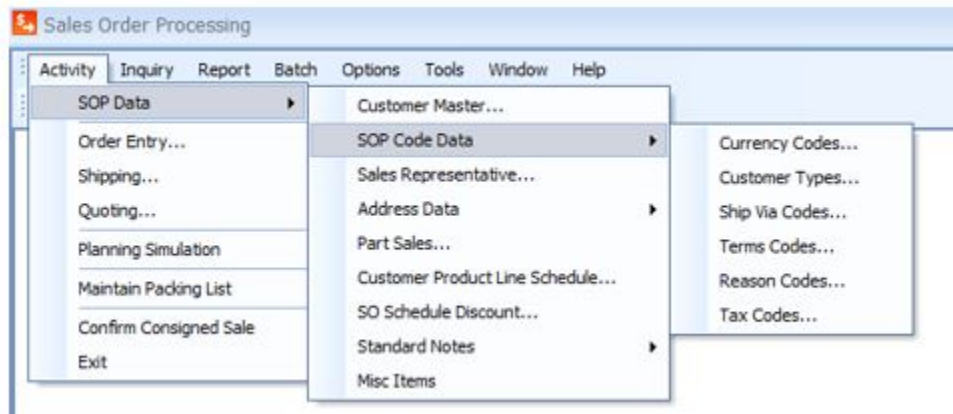
## Chapter 27

### Introduction

The **Sales Order Processing** module is designed to facilitate the order entry and customer inquiry functions. A customer service representative can enter and ship sales orders, while accessing all the pertinent data for immediate response to customer inquiries. The **Activity** menu covers the three main components of the **Sales Order Processing** module: Quoting, Sales Order Entry, Shipping/Invoicing. There are also plenty of inquiries and reports.

### SOP Data

From a data viewpoint, The **Sales Order Processing** module has the largest amount of static data to enter prior to processing a sales order (or quote) than any other module. Under **Activity – SOP Data**, you can see the list of tables, some of which have submenus like the **SOP Code Data** menu shown below.



This should not be a concern as much of this data can be entered on an “as needed” basis. Details are listed in the Standard MAX Implementation Plan.

### Sales Orders

New orders can be added, or existing orders can be updated by selecting **Order Entry** from the **Activity** menu. Data entry is done on a visual representation of a Sales Order form for easier learning and operation.

**eci MAX**

# Sales Order

Order Number 20000001	Order Date 12/9/2020	Customer ID BLNCPNT
--------------------------	-------------------------	------------------------

**Bill To:** Balancepoint Technologies  
497 Whispering Pines Road  
Linderhurst  
IL 60046  
USA

**Ship To:** Balancepoint Technologies  
497 Whispering Pines Road  
Linderhurst  
IL 60046  
USA

Customer PO Number BPT 1234	Terms 2% 10 Net 30 Days	Ship VIA UPS - Ground	F.O.B. Point Origin
Ordered By Tim S	Sales Representative BILL WALKER	Status Open	Order No. 20000001
		Customer ID BLNCPNT	

Line	DL	Order Qty	Part ID	Description/Notes	Unit	Unit Price	Ext. Price	Due Date
01	01	10.00	1000	Computer	EA	2965.50	29655.00	01/26/2021
02	01	5.00	1100	Portable Computer	EA	2370.25	11851.25	01/26/2021

Comments:

Total: \$ 41,506.25

As the cursor passes over a “hot spot” on the form it changes to a magnifying glass to indicate a browsable field. Double-click to browse. Additional data can be accessed by selecting the **Order Detail** from the **Sales Order** menu. This will allow you to access the sales representative data, as well as general ledger account numbers and more.

## Inquiries

The **Inquiry** menu can be accessed by selecting it from the menu. A sub-menu will display all the available inquiries. Each inquiry can be accessed directly from the sub-menu or progressively through one another to provide a certain information flow. We will discuss that flow in Chapter 14.

Consigned Stock 1 - Sales Order Processing

Activity Inquiry Edit Report Batch Grid Options Window Tools Help

- Order Inquiry by Customer 1
  - Order Summary Inquiry 1
    - Order Inquiry by Part 1
      - Work Order Inquiry 1
        - Work Order Routing Inquiry 1
          - Schedule Summary Inquiry 1
            - Customer Part ID Inquiry 1
              - Packing List Inquiry 1
                - Consigned Stock 1
                  - Customer: [Dropdown]
                  - Part: [Dropdown]
                  - Description
                  - Quantity
                  - UOM
                  - Consignment Stock ID
                  - Order Number - Line - Del
                  - Consignment End Date

When done viewing inquiries, you may minimize your favorite inquiries so that they are always available on your desktop.

## Shipping Order

To access the Shipping Order form, selecting **Shipping** from the **Activity** menu. Orders can be shipped either directly on the form or by accessing the **Ship Detail** dialogue for that order. Stock information is also available from the detail dialogue.

**eci MAX™**

# Ship Order

Order Number: 20000001 | Order Date: 12/9/2020 | Customer ID: BLNCPNT

**Bill To:** Balancepoint Technologies, 497 Whispering Pines Road, Lindenhurst, IL 60046, USA

**Ship To:** Balancepoint Technologies, 497 Whispering Pines Road, Lindenhurst, IL 60046, USA

Customer PO Number: BPT 1234 | Terms: 2% 10 Net 30 Days | Ship VIA: UPS - Ground | F.O.B. Point: Origin

Ordered By: Tim S | Sales Representative: Bill D. Walker | Status: Open | Order No.: 20000001 | Customer ID: BLNCPNT

| Line | DL | Order Qty | Ship Qty | Part ID | Description/Notes | Unit | Unit Price | Ext. Price |
|------|----|-----------|----------|---------|-------------------|------|------------|------------|
| 01   | 01 | 9.00      | 0.00     | 1000    | Computer          | EA   | 2965.50    | 0.00       |
| 02   | 01 | 5.00      | 0.00     | 1100    | Portable Computer | EA   | 2370.25    | 0.00       |

Item Total: \$ 0.00 | Disc: 0.00 | Subtotal: 0.00 | Tax: 0.00 | Freight: 0.00 | Misc.: 0.00 | Total Invoice: \$ 0.00

To access the shipping totals dialogue, double-click one of the fields the bottom of the shipping form. From here the **Freight Charge** and **Miscellaneous** charges can be maintained. They can also be maintained directly from the form.

Shipping Totals

Order: 20000001 | Order Type: CU | Status: Open

Customer ID: BLNCPNT

Name: Balancepoint Technologies

**Summary**

Line Item Total \$ 0.00

Order Discount 0.00

Subtotal \$ 0.00

Tax Amount \$ 0.00

Freight Charge \$ 0.00  Freight

Miscellaneous \$ 0.00  Misc

Total Invoice \$ 0.00

Account Type Code: A

**Currency**

Code: US | Symbol: \$

Desc.: US DOLLARS

Exc Rate: 1.0000

**Terms**

Terms: 2% 10 Net 30 Days

Discount: 2.00 %

Net Days: 10

Discount Days: 10

Discount Date: 0

Buttons: Close, Save, Help

Let us now look more closely how to enter sales orders.

# Chapter 28

## Entering SOP Orders

In this section, you will walk through the process of entering a new Sales Order and accessing real-time stock information.

### Step 1

From the **Activity** menu chose **Order Entry**. The Sales Order Entry dialogue will appear.

The screenshot shows the 'Sales Order 1 - Sales Order Processing' window. At the top, there is a menu bar with 'Activity', 'Sales Order', 'Edit', 'Inquiry', 'Report', 'Batch', 'Options', 'Window', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the dialog is titled 'Sales Order' and features the 'eci MAX' logo. It contains several input fields: 'Order Number', 'Order Date' (pre-filled with '1/3/2021'), and 'Customer ID'. Below these are 'Bill To' and 'Ship To' fields. A section below contains fields for 'Customer PO Number', 'Terms', 'Ship Via', and 'F.O.B. Point'. Another section contains 'Ordered By', 'Sales Representative', 'Status', 'Order No.', and 'Customer ID'. The main body of the dialog is a table with columns: 'Line', 'DL', 'Order Qty', 'Part ID', 'Description/Notes', 'Unit', 'Unit Price', 'Ext. Price', and 'Due Date'. At the bottom, there are 'Comments', 'Order Notes...', 'Extended Fields', and 'Total' fields.

### Step 2

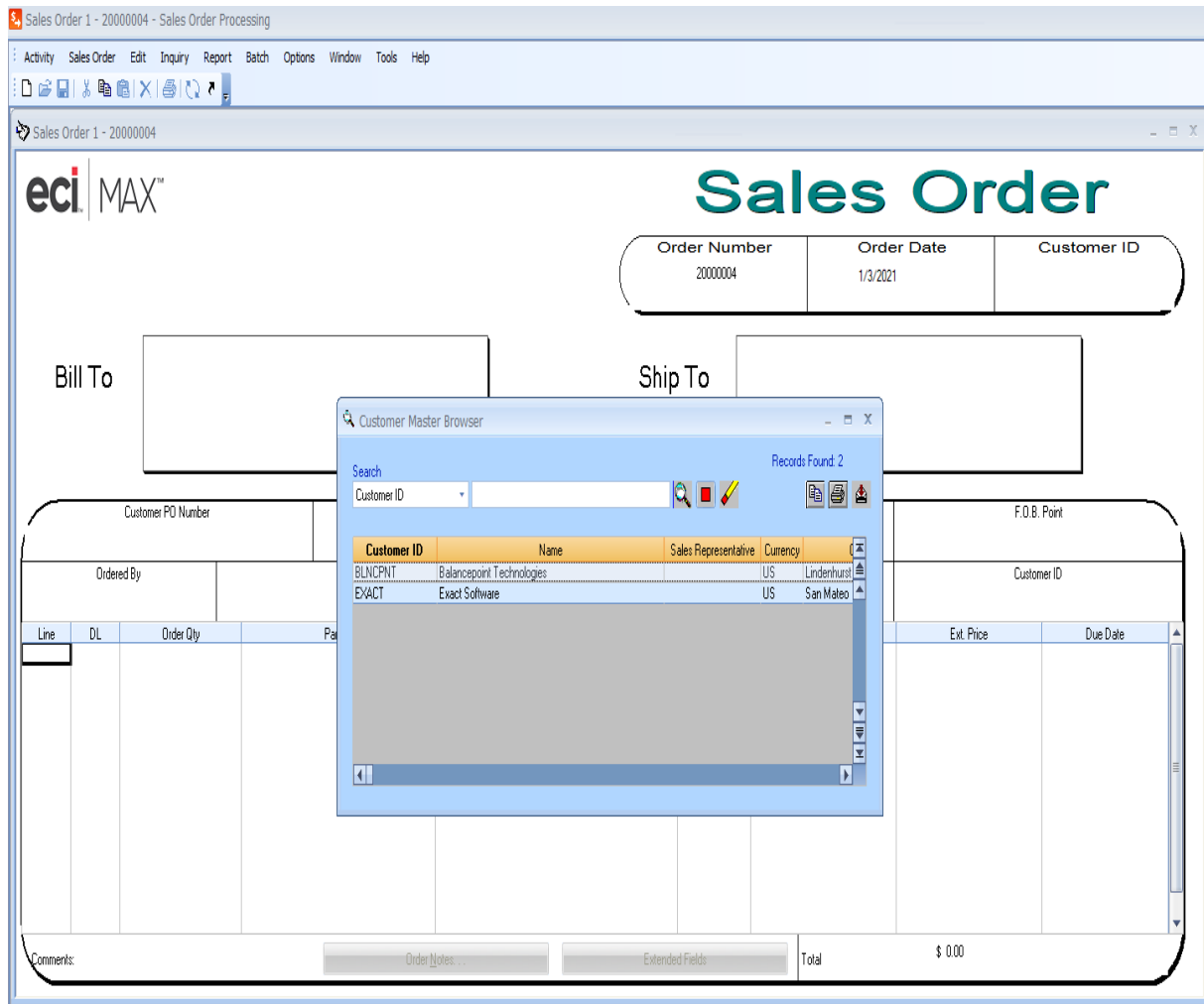
In the **Sales Order** menu choose **New**. You will be prompted to choose the Order Type, which can be a Customer Order, Credit Memo or Consignment Order.

The screenshot shows the 'Sales Order 1 - Sales Order Processing' window with the 'Sales Order' menu open. The 'New' option is selected, and a sub-menu is displayed with three options: 'Customer Order (CU)', 'Credit Memo (CR)', and 'Consignment Order (CS)'. The 'New' option is highlighted with a mouse cursor.

Click on **Customer Order (CU)** and then **OK** to continue. The system will assign the next customer order number and open the Customer Master browser.

### Step 3

Choose Balance Point Technologies as the customer by double-clicking on the row.



The **Bill To** address will populate. The **Ship To** address defaults to the **Bill To** but may be changed by double-clicking on the **Ship To** area and adding or selecting another address.



## Step 4

Your cursor automatically moves to the Line-Item section of the Sales Order form. You can tab through the Sales Order to enter the two-line items shown below.

The screenshot shows the 'Sales Order' form in the eci MAX application. The window title is 'Sales Order 1 - 20000004 - Sales Order Processing'. The form includes a menu bar (Activity, Sales Order, Edit, Inquiry, Report, Batch, Options, Window, Tools, Help) and a toolbar. The main content area is titled 'Sales Order' and contains the following information:

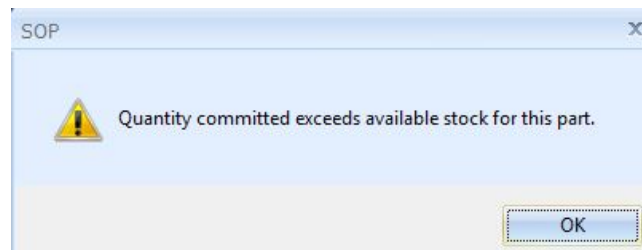
- Order Summary:** Order Number: 20000004, Order Date: 1/3/2021, Customer ID: BLNCPNT.
- Bill To:** Balancepoint Technologies, 497 Whispering Pines Road, Lindenhurst, IL, 60046, USA.
- Ship To:** Balancepoint Technologies, 497 Whispering Pines Road, Lindenhurst, IL, 60046, USA.
- Order Details:** Customer PO Number, Terms: 2% 10 Net 30 Days, Ship VIA: UPS - Ground, F.O.B. Point: Origin.
- Ordering Information:** Ordered By, Sales Representative, Status: Open, Order No.: 20000004, Customer ID: BLNCPNT.
- Line Items Table:**

| Line | DL | Order Qty | Part ID | Description/Notes | Unit | Unit Price | Ext. Price | Due Date   |
|------|----|-----------|---------|-------------------|------|------------|------------|------------|
| 01   | 01 | 2.00      | 1000    | Computer          | EA   | 3130.25    | 6260.50    | 02/18/2021 |
| 02   | 01 | 2.00      | 1100    | Portable Computer | EA   | 2370.25    | 4740.50    | 02/18/2021 |

At the bottom of the form, there is a 'Comments' field, buttons for 'Order Notes...', 'Extended Fields', and a 'Total' field showing '\$ 11,001.00'.

**Save** each line item when asked. Accept the default dates.

Note: User preferences can be set-up to automatically save line items and provide warning messages in certain conditions. If there is insufficient stock to ship the order you will see the following message. Set **Preferences** under the **Options** menu.



### Step 5

MAX allows you to maintain Multiple Ship To locations per customer. Double-click on the Ship To box to choose the BLNCPNT as the **Shipping Code** location.



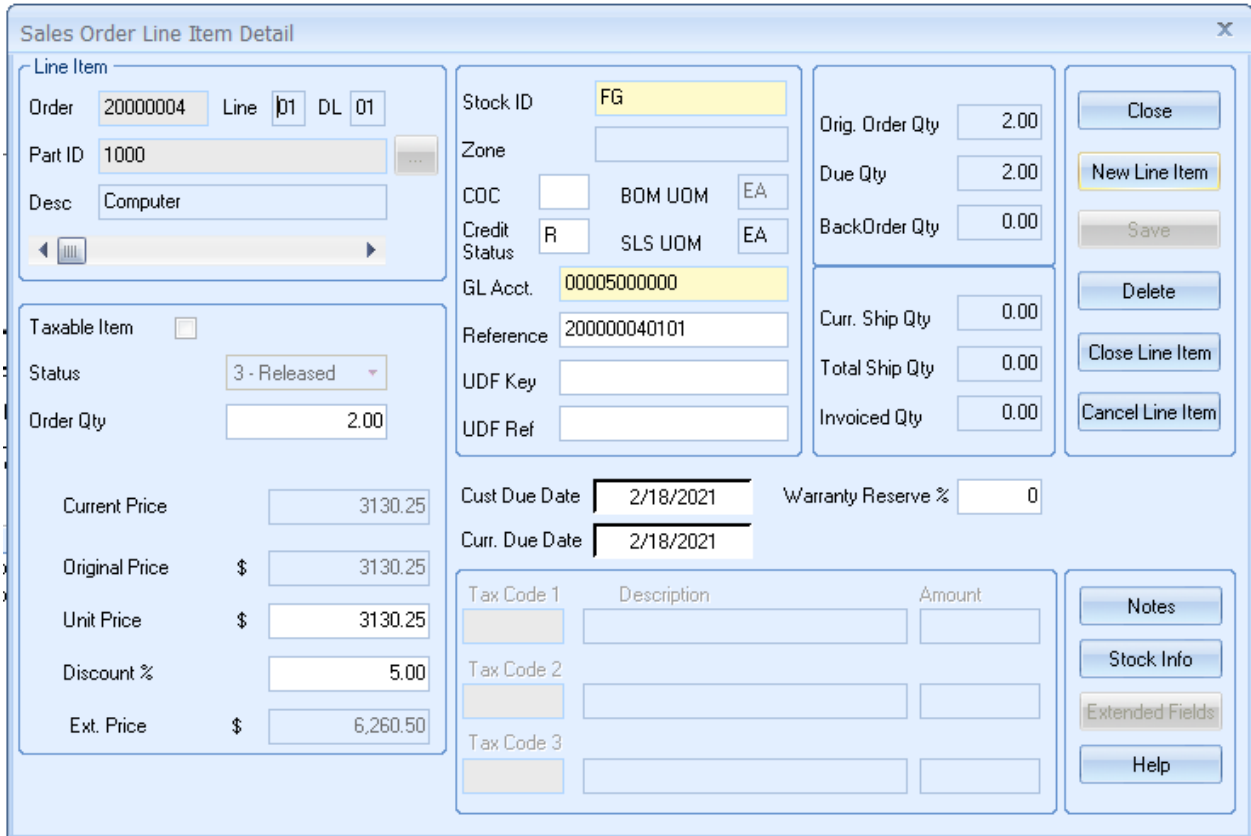
The image shows a 'Shipping Info' dialog box with a light blue background and a close button (X) in the top right corner. The dialog is divided into several sections:

- Customer:** A text box containing 'BLNCPNT'. Below it is a checkbox labeled 'Use Customer Bill To Address' which is currently unchecked.
- Ship Code:** A yellow text box.
- Ship History:** A yellow text box.
- Information:** A section with a title bar containing several text boxes:
  - Name: Balancepoint Technologies
  - Address 1: 497 Whispering Pines Road
  - Address 2: (empty)
  - Address 3: (empty)
  - Address 4: (empty)
  - Address 5: (empty)
  - Address 6: (empty)
  - City: Lindenhurst
  - State: IL
  - Zip Code: 60046
  - Country: USA
- Ship Through Code:** A yellow text box.
- Buttons:** Three buttons at the bottom: 'OK', 'Cancel', and 'Help'.

Click **OK** to continue.

## Step 6

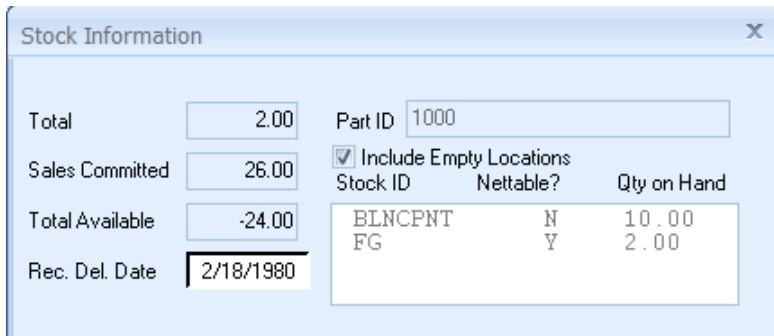
Double-click **Line** item **01** on the Sales Order form to bring up the Sales Order Line-Item Detail screen.



The screenshot shows the 'Sales Order Line Item Detail' window. It is divided into several sections:

- Line Item:** Order 20000004, Line 01, DL 01. Part ID 1000, Desc Computer.
- Stock Information:** Stock ID FG, Zone, COC, BOM UOM EA, Credit Status R, SLS UOM EA, GL Acct. 00005000000, Reference 200000040101, UDF Key, UDF Ref.
- Quantities:** Orig. Order Qty 2.00, Due Qty 2.00, BackOrder Qty 0.00, Curr. Ship Qty 0.00, Total Ship Qty 0.00, Invoiced Qty 0.00.
- Prices:** Current Price 3130.25, Original Price \$ 3130.25, Unit Price \$ 3130.25, Discount % 5.00, Ext. Price \$ 6,260.50.
- Due Dates:** Cust Due Date 2/18/2021, Warranty Reserve % 0, Curr. Due Date 2/18/2021.
- Tax Codes:** A table with columns Tax Code 1, Description, and Amount.
- Buttons:** Close, New Line Item, Save, Delete, Close Line Item, Cancel Line Item, Notes, Stock Info, Extended Fields, Help.

This screen allows you to access specific stock and credit information. Click the **Stock Info** button to view on-hand balance information.



The screenshot shows the 'Stock Information' window. It displays the following information:

- Total: 2.00
- Sales Committed: 26.00
- Total Available: -24.00
- Rec. Del. Date: 2/18/1980
- Part ID: 1000
- Include Empty Locations
- Table with columns: Stock ID, Nettable?, Qty on Hand

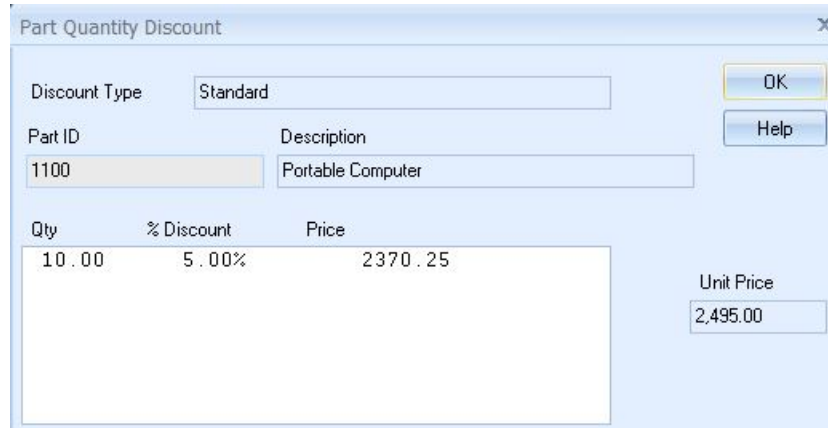
| Stock ID | Nettable? | Qty on Hand |
|----------|-----------|-------------|
| BLNCPNT  | N         | 10.00       |
| FG       | Y         | 2.00        |

Notice 10 computers are in the BLNCPNT stock location which is non-nettable. This is a consigned stockroom; thus, it is non-nettable.

Click this screen and close the other screens until you return to the Sales Order form.

## Step 7

You can also display quantity price break information for Part 1100. On the Sales Order form double-click the **Order Qty** field for **Line item 02** to bring up the following screen.



The dialog box titled "Part Quantity Discount" has a close button (X) in the top right corner. It contains the following fields and controls:

- Discount Type: Standard
- Part ID: 1100
- Description: Portable Computer
- Buttons: OK and Help
- Table with columns: Qty, % Discount, Price
- Unit Price: 2,495.00

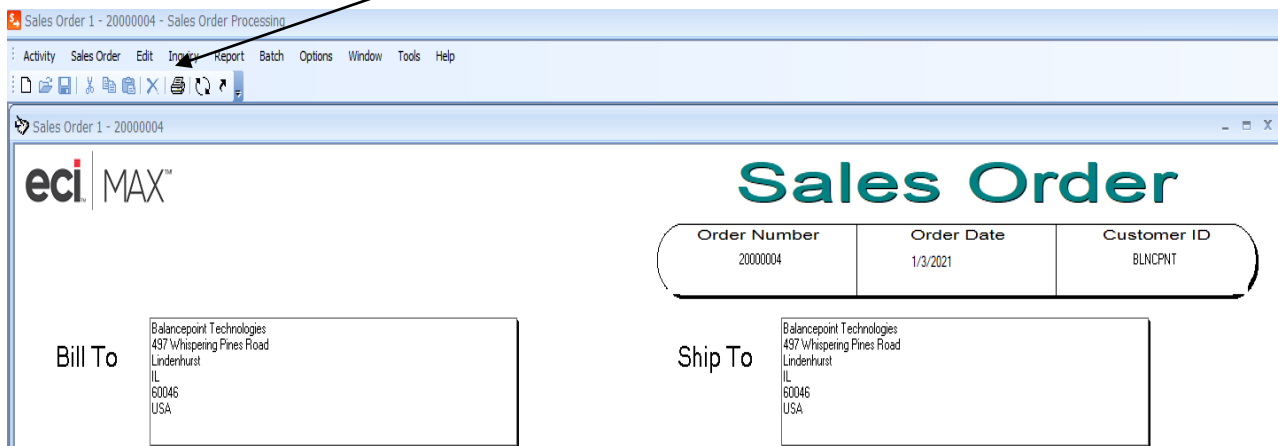
| Qty   | % Discount | Price   |
|-------|------------|---------|
| 10.00 | 5.00%      | 2370.25 |

Click **OK** to continue. Save the order by selecting **Save** from the **Sales Order** menu.

## Step 8 – Printing Sales Orders and Acknowledgements

At any time after the Sales Order is entered, you may print a Sales Order and/or a Sales Acknowledgement. The main difference between the two is that the Sales Order does not show pricing, where the Sales Acknowledgement does.

At any time after the Sales Order is entered, you may print a Sales Acknowledgment. The most direct method is to open the PO and press the **Printer** button.



The screenshot shows the "Sales Order" form in a window titled "Sales Order 1 - 20000004". The window has a menu bar (Activity, Sales Order, Edit, Invoicing, Report, Batch, Options, Window, Tools, Help) and a toolbar. The form content includes:

- eci MAX logo
- Sales Order** title
- Order Number: 20000004
- Order Date: 1/3/2021
- Customer ID: BLNCPNT
- Bill To: Balancepoint Technologies, 497 Whispering Pines Road, Lindenhurst, IL 60046, USA
- Ship To: Balancepoint Technologies, 497 Whispering Pines Road, Lindenhurst, IL 60046, USA

The report dialog screen will open.

Sales Acknowledgment

Orders:  All  Range  Individual

Options:

- Print Configured Options
- Print Option Prices
- Use Customer Discount
- Print Duplicates
- Print Single-Level for MS Parts
- Print Line Item Notes
- Print Shipped Quantities
- Print Due Dates
- Print Total Due
- Print Customer Part ID
- Include Status 6 Line Items
- Include Consigned Line Items Prices

Order Number List:

Add: 20000003  
Remove  
Clear

Input:

Form Layout:  Landscape  Portrait

File: saport1.rpt

Destination:  Window  Printer  Email

Report Close Help

Enter the data that meets your needs for the acknowledgements to be printed and press **Report**. The sales acknowledgement will print to the destination selected.

**REPRINT**

**SALES ACKNOWLEDGEMENT**

| Order #  | Order Date | Page |
|----------|------------|------|
| 20000004 | 1/3/2021   | 1    |

**Bill To:**  
Balancepoint Technologies  
497 Whispering Pines Road  
Lindenhurst, IL 60046  
USA

**Ship To:**  
Balancepoint Technologies  
497 Whispering Pines Road  
Lindenhurst, IL 60046  
USA

| CUSTOMER PO NUMBER |    | TERMS                |           | SHIP VIA        |                   | F.O.B. POINT |            |                |
|--------------------|----|----------------------|-----------|-----------------|-------------------|--------------|------------|----------------|
|                    |    | 2% 10 Net 30 Days    |           | UPS - Ground    |                   | Origin       |            |                |
| ORDERED BY         |    | SALES REPRESENTATIVE |           | ORDER DATE      | OUR ORDER #       | CUSTOMER ID  |            |                |
|                    |    |                      |           | 1/3/2021        | 20000004          | BLNCPNT      |            |                |
| LN                 | DL | QUANTITY ORDERED     | DUE DATE  | PART IDENTIFIER | DESCRIPTION       | UNIT         | UNIT PRICE | EXTENDED PRICE |
| 01                 | 01 | 2.00                 | 2/18/2021 | 1000            | Computer          | EA           | 3130.25 \$ | 6260.50        |
| 02                 | 01 | 2.00                 | 2/18/2021 | 1100            | Portable Computer | EA           | 2370.25 \$ | 4740.50        |

The output of the report is the sales acknowledgement. These may be customized for your logo, local terms and conditions and signature lines using *Crystal Reports*.

### Congratulations

You have completed entering a new Sales Order for a customer, including looking up stock information and Part Quantity Discounts. In the next Chapter, you will Ship and Invoice this order.

# Chapter 29

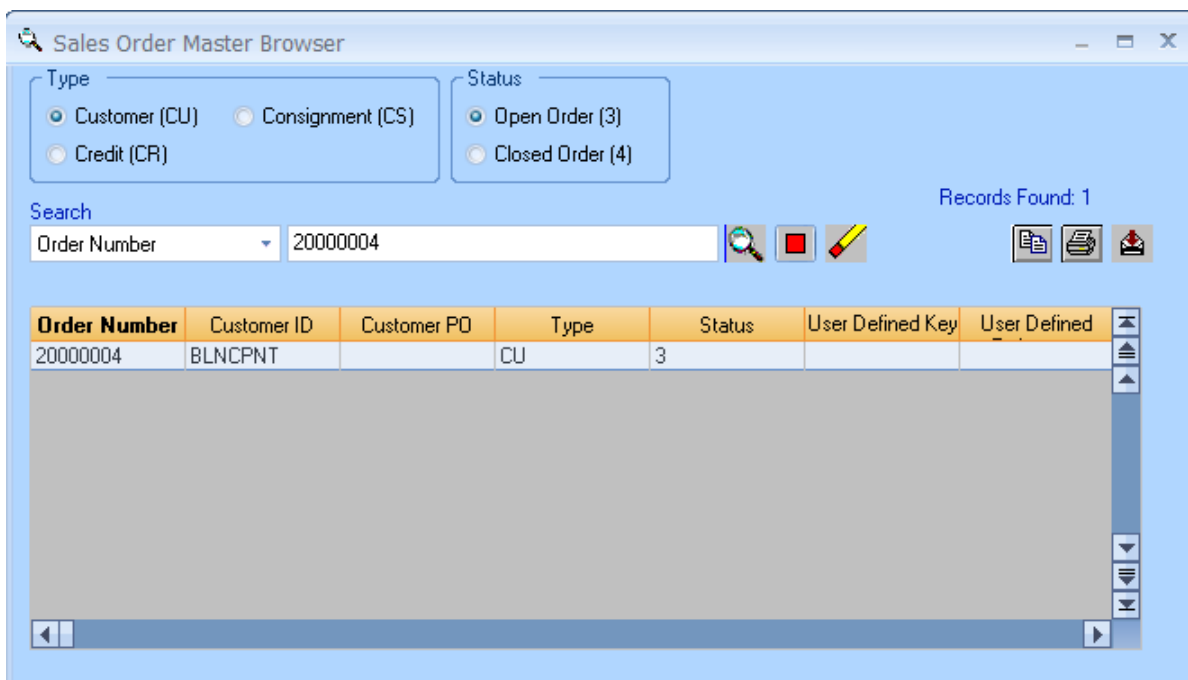
## Shipping and Invoicing

In this section, you will walk through the process needed to Ship and Invoice the order you created. The Shipping Order form is very similar to the Sales Order form to facilitate ease of use and learning.

How you determine when to ship products will vary according to your organization. In make to order manufacturing environments, finished goods may be delivered directly to the shipping department signaling the packing and shipping process. In make to stock environments, an open order report by due date may be used to pick and pack items so they ship on time.

### Step 1

You are ready to ship order 20000003. Choose **Shipping** from the **Activity** menu. Double-click the **Order Number** field on the Sales Order form to display a list of available orders to ship. Double-click Order 2000004 to choose your order.



This will load the order into the Shipping Order form allowing you to make any changes or adjustments before you ship and invoice. Notice that the browse window has flexible section criteria so you can view orders by order **Type** and order **Status**.

## Step 2

There are multiple ways to ship the line. The most direct is to enter a **Ship Qty** directly on the Shipping Order form. For example, enter 2 in the **Ship Qty** field and click off the row. The system will prompt you to save the data. You can also click on the line you wish to ship and from the **Shipping** menu chose **Ship Line**.

Shipping Order 1 - 20000004

# eci | MAX™

## Ship Order

|                                 |                               |                               |
|---------------------------------|-------------------------------|-------------------------------|
| <b>Order Number</b><br>20000004 | <b>Order Date</b><br>1/3/2021 | <b>Customer ID</b><br>BLNCPNT |
|---------------------------------|-------------------------------|-------------------------------|

**Bill To**

Balancepoint Technologies  
497 Whispering Pines Road  
Lindenhurst  
IL  
60046  
USA

**Ship To**

Balancepoint Technologies  
497 Whispering Pines Road  
Lindenhurst  
IL  
60046  
USA

|                    |                            |                          |                        |
|--------------------|----------------------------|--------------------------|------------------------|
| Customer PO Number | Terms<br>2% 10 Net 30 Days | Ship VIA<br>UPS - Ground | F.O.B. Point<br>Origin |
| Ordered By         | Sales Representative       | Status<br>Open           | Order No.<br>20000004  |
|                    |                            | Customer ID<br>BLNCPNT   |                        |

| Line | DL | Order Qty | Ship Qty | Part ID | Description/Notes | Unit | Unit Price | Ext. Price |
|------|----|-----------|----------|---------|-------------------|------|------------|------------|
| 01   | 01 | 2.00      | 0.00     | 1000    | Computer          | EA   | 3130.25    | 0.00       |
| 02   | 01 | 2.00      | 0.00     | 1100    | Portable Computer | EA   | 2370.25    | 0.00       |

|            |       |          |      |         |       |               |
|------------|-------|----------|------|---------|-------|---------------|
| Item Total | Disc. | Subtotal | Tax  | Freight | Misc. | Total Invoice |
| \$ 0.00    | 0.00  | 0.00     | 0.00 | 0.00    | 0.00  | \$ 0.00       |

Finally, you can ship from the detailed information screen for each line. Double-click on the line number, delivery, or order quantity field to open the details.

Previous Line (left)  
or  
Next Line (right)

Shipping Line Item Detail

Line Item

Order 20000004 LN 01 DL 01

Part ID 1000

Desc Computer

BOM UOM EA SLS UOM EA

Stock ID FG

Zone COC

Stock Qty 2.00 Credit Status R

GL Acct. 00005000000

Reference 200000040101

UDF Key

UDF Ref

Orig. Order Qty 2.00

Due Qty 2.00

BackOrder Qty 0.00

Qty to Ship 0.00

Total Ship Qty 0.00

Invoiced Qty 0.00

Ship Date 1/3/2021

Taxable Item

Status 3 - Released

Order Qty 2.00

Unit Price \$ 3130.25

Discount % 5.00

Ext. Price \$ 6,260.50

Cust Due Date 2/18/2021

Curr. Due Date 2/18/2021

Orig. Due Date 2/18/2021

Warranty Reserve % 0

| Tax Code 1 | Description | Amount |
|------------|-------------|--------|
|            |             |        |
| Tax Code 2 | Description | Amount |
|            |             |        |
| Tax Code 3 | Description | Amount |
|            |             |        |

Close

Ship Line

Ship Partial

Notes

Stock Info

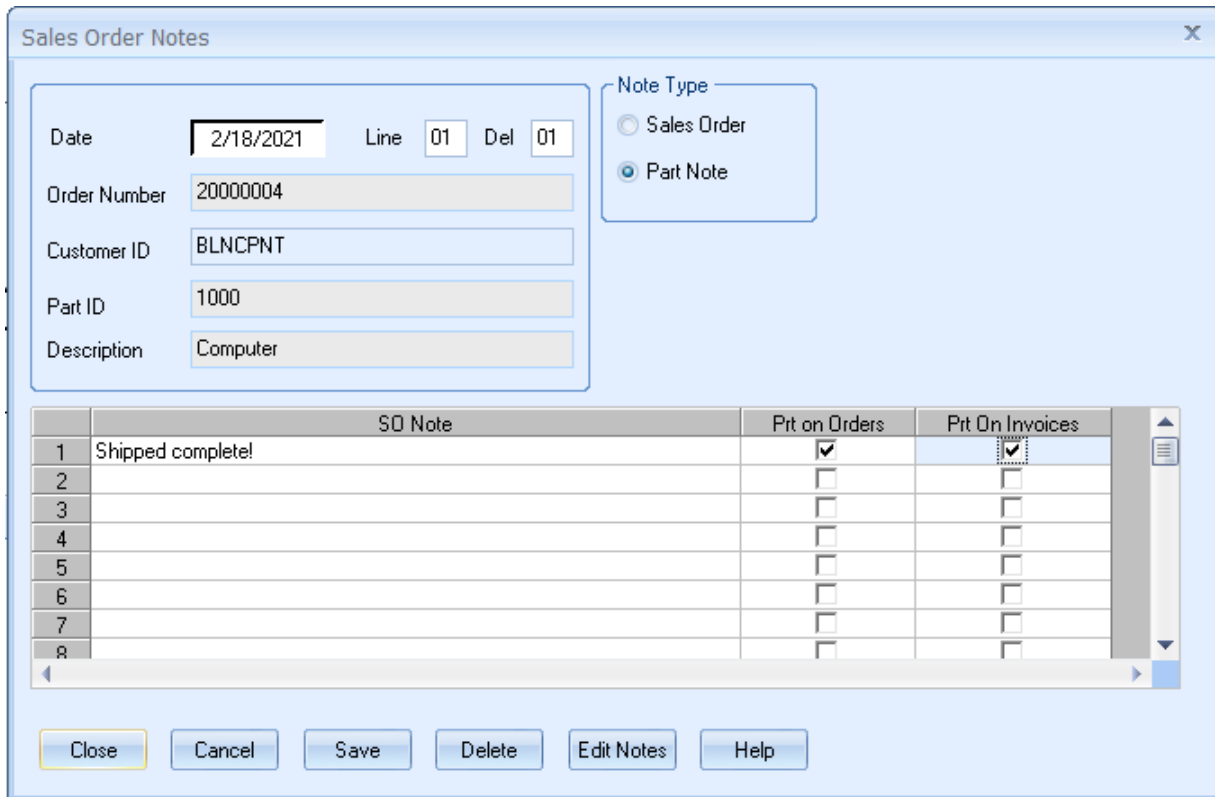
Help

For a partial shipment, enter the available quantity in the **Quantity to Ship** field and press **Ship Partial**. For a complete shipment, enter the available quantity in the **Quantity to Ship** field and press **Ship Line**.



### Step 3

Press the **Notes** button, enter the note below.



The dialog box titled "Sales Order Notes" contains the following fields and controls:

- Date: 2/18/2021
- Line: 01
- Del: 01
- Order Number: 20000004
- Customer ID: BLNCPNT
- Part ID: 1000
- Description: Computer
- Note Type:  Part Note

|   | SO Note           | Prt on Orders                       | Prt On Invoices                     |
|---|-------------------|-------------------------------------|-------------------------------------|
| 1 | Shipped complete! | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 |                   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3 |                   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4 |                   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5 |                   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6 |                   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 7 |                   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 8 |                   | <input type="checkbox"/>            | <input type="checkbox"/>            |

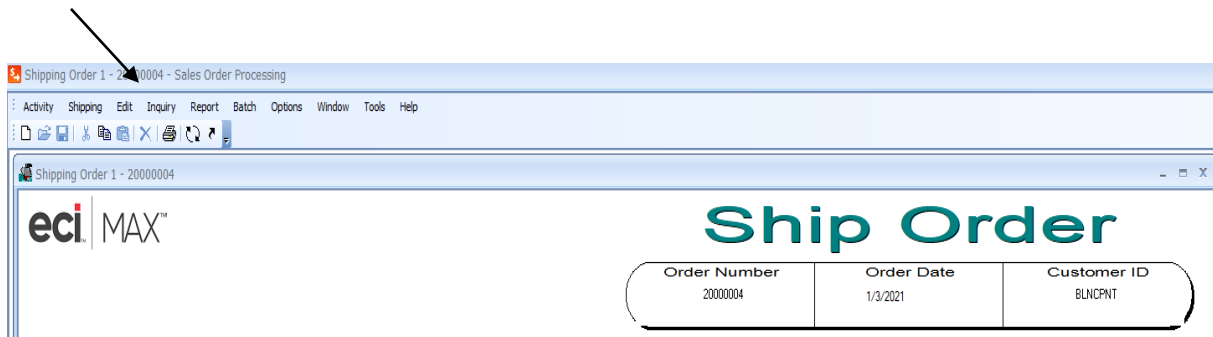
Buttons: Close, Cancel, Save, Delete, Edit Notes, Help

Click **Close** and answer **Yes** to save your note. Press **Close** to return to the main **Ship Order** dialogue. Line-item notes can also be entered at Order Entry.

### Step 4 – Printing Packing Lists

The MAX shipping process provides flexibility in when shipping documents may be processed. You can use the Sales Order as a packing list if you want to generate the paperwork prior to processing the shipment in the computer. You can use a Packing List if you ship the item in the computer and then generate the paperwork. When packing lists are used, you have the option to use a separate packing list number or not. Which method to use should be considered during your implementation planning.

The most direct method of printing a Packing List is to ship the line on the order and then press the **Printer** button.



The report dialog screen will open.

**Packing List**

Packing List Number

New  
 Append  
 Reprint

Include Order Type(s)

Both     Customer     Consignment

Orders

All  
 Range  
 Individual

Order Number List

Add    20000004  
Remove  
Clear

Print

Configured options     Lot Number  
 Single Level for MS Parts     Serial Number  
 Line Item Notes  
 Customer Part ID

Report  
Close  
Help

Input

Form Layout

Landscape     Portrait

File    pklport1.rpt

Destination

Window     Printer     Email

Enter the data that meets your needs for the packing lists to be printed and press **Report**. The packing lists will print to the destination selected.

Select Shipments for Packing List

All     None    1 record(s) found.

|    | Order    | Line | Del | Quantity | Part | Date       | Ship Time | Customer | Include                             |
|----|----------|------|-----|----------|------|------------|-----------|----------|-------------------------------------|
| 1  | 20000004 | 01   | 01  | 2.00     | 1000 | 01/03/2021 | 12:04:48  | BLNCPNT  | <input checked="" type="checkbox"/> |
| 2  |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 3  |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 4  |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 5  |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 6  |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 7  |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 8  |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 9  |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 10 |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 11 |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 12 |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 13 |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 14 |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |
| 15 |          |      |     |          |      |            |           |          | <input type="checkbox"/>            |

OK    Cancel

Press OK.

## PACKING LIST

| Order #  | Order Date | Page |
|----------|------------|------|
| 20000004 | 1/3/2021   | 1    |

Packing No : 00001000

**Bill To:**

Balancepoint Technologies  
497 Whispering Pines Road  
Lindenhurst, IL 60046  
USA

**Ship To:**

Balancepoint Technologies  
497 Whispering Pines Road  
Lindenhurst, IL 60046  
USA

| CUSTOMER PO NUMBER |    |           | TERMS                |         |   | SHIP VIA     |             |                       | F.O.B. POINT |                               |  |        |
|--------------------|----|-----------|----------------------|---------|---|--------------|-------------|-----------------------|--------------|-------------------------------|--|--------|
|                    |    |           | 2% 10 Net 30 Days    |         |   | UPS - Ground |             |                       | Origin       |                               |  |        |
| ORDERED BY         |    |           | SALES REPRESENTATIVE |         |   | ORDER DATE   | OUR ORDER # | CUSTOMER ID           |              |                               |  |        |
|                    |    |           |                      |         |   | 1/3/2021     | 20000004    | BLNCPNT               |              |                               |  |        |
| LN                 | DL | DUE DATE  | QUANTITY             |         | C | CARTON #     | UNIT        | PART IDENTIFIER       |              | DESCRIPTION                   |  | WEIGHT |
|                    |    |           | ORDERED              | SHIPPED |   |              |             | LOT / SERIAL NUMBER # | COMMENTS     | LOT QUANTITY                  |  |        |
| 01                 | 01 | 2/18/2021 | 2.00                 | 2.00    | N |              | EA          | 1000                  |              | Computer<br>Shipped complete! |  |        |

The output of the report is the packing list. These may be customized for your logo and local terms and conditions using *Crystal Reports*.

### Step 5

Double-click on the bottom line of the Shipping Order form wherever you see the magnifying glass cursor to bring up the totals box. You can also access this screen by selecting **Shipping Totals** from the **Shipping** menu.

**Shipping Totals** ✕

---

Order  Order Type  Status

Customer ID

Name

---

**Summary**

Line Item Total \$

Order Discount

Subtotal \$

Tax Amount \$   Taxable

Freight Charge \$   Freight

Miscellaneous \$   Misc

---

Total Invoice \$

Account Type Code

**Currency**

Code  Symbol

Desc.

Exc Rate

---

**Terms**

Terms

Discount  %

Net Days

Discount Days

Discount Date

Add **Freight Charge** and **Miscellaneous** charges indicated in the Summary section of the diagram. Click **Close** and answer **Yes** to save. Shipping totals can also be added directly to the Shipping Order form, but the Shipping Totals screen provides additional information including currency, tax, and terms. It also allows an alternate Account Type Code to be used.

### **Congratulations**

You have just completed the Shipping a Sales Order, adding freight and miscellaneous charges. For the steps to invoice those shipments, please see Chapter 32 below. Now, let us look at how convenient it is to handle Customer Inquiries on the first call.

## **Chapter 30**

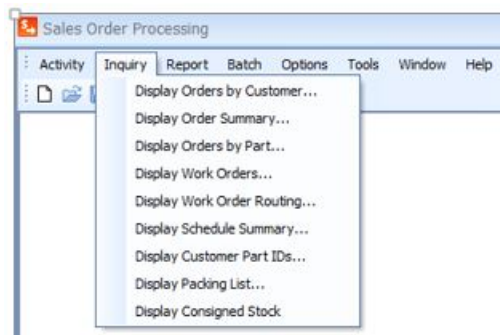
### **Handling Customer Inquiries**

One of the design objectives for the **Sales Order Processing** module was to provide the ability to handle customer inquiries immediately, without having to call the customer back because you had to go and manually look something up. Inquiries can be accessed without losing what you were working on and can be minimized on the desktop for easy access.

In this section, we will be answering the inevitable customer question – *“What is the status of my order?”*

#### **Step 1**

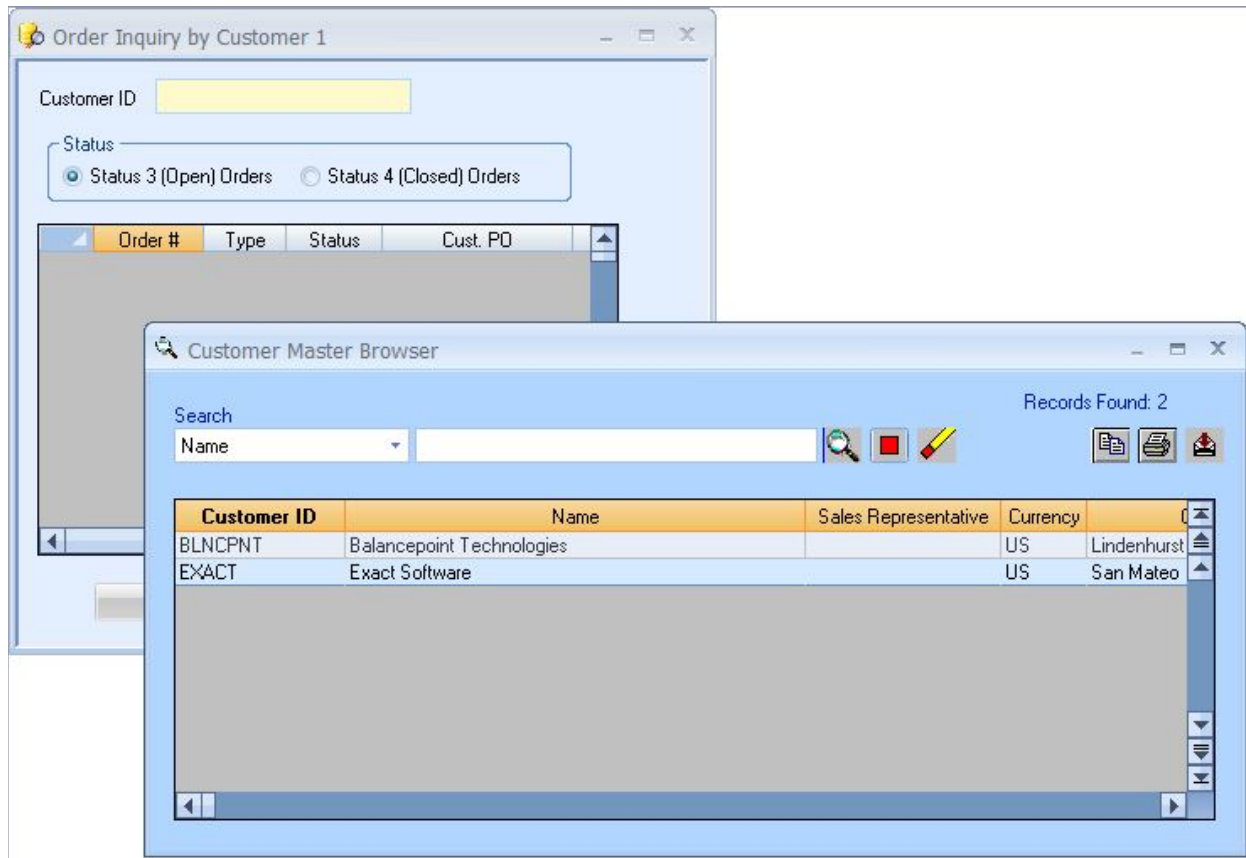
Minimize any open windows on your desktop. Choose **Inquiry** from the menu. A sub-menu with all the available Inquiries is displayed.



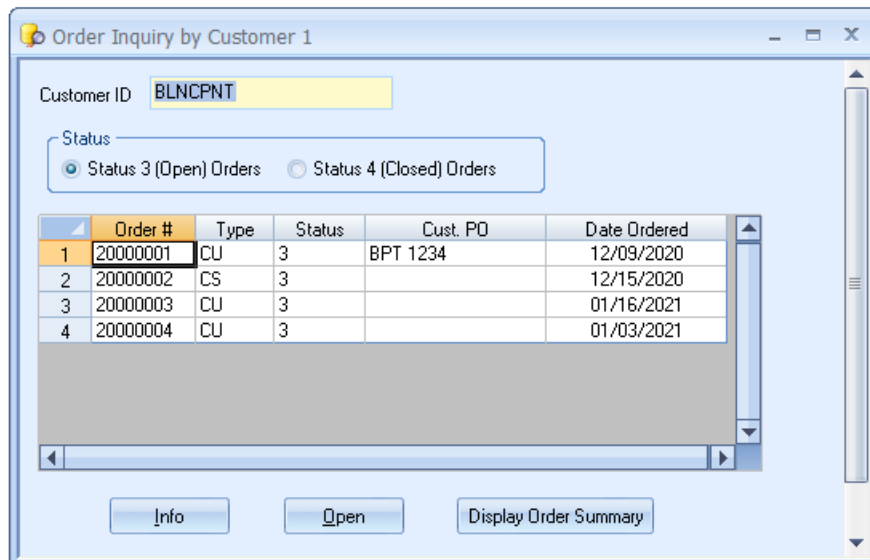
Depending on what information the customer wants to know you can access a specific inquiry directly or drill down from within an Inquiry to display additional data.

#### **Step 2**

Select **Display Order by Customer**. This is a good place to start if the customer does not have any information on their order. From here you can access all orders for a particular customer.



Double-click to open a browser and change the search to Name. This will sort the grid by the Bill to Company Name. Double-click on the customer you are looking for and it will populate the screen with the orders for that customer.



### Step 3

In this example, Balance Point Technologies has three open customer orders. Only one has a Customer PO, which is not a recommended condition as the customer will be referring to their number, not ours. This situation needs to be fixed with the sales order processing people. This screen can also display closed

customer orders by choosing the **Status 4 (Closed) Order's** radio button. This will help determine if the order has been shipped from our facility but not yet been received at theirs.

Select a row in the table and click on the **Display Order Summary** button to open the detail for that order.

The image shows two overlapping software windows. The background window, titled "Order Inquiry by Customer 1", displays a table of orders for customer "BLNCPNT". The table has columns for Order #, Type, Status, Cust. PO, and Date Ordered. Row 2, with Order # 20000002, is highlighted. The foreground window, titled "Order Summary Inquiry 1 - 20000002", provides detailed information for the selected order, including Order Number, Type, Customer Name, Order Date, and a table of order lines.

**Order Inquiry by Customer 1**

Customer ID: BLNCPNT

Status:  Status 3 (Open) Orders  Status 4 (Closed) Orders

| Order # | Type | Status | Cust. PO | Date Ordered |
|---------|------|--------|----------|--------------|
| 1       | CU   | 3      | BPT 1234 | 12/09/2020   |
| 2       | CS   | 3      |          | 12/15/2020   |
| 3       | CU   | 3      |          | 01/16/2021   |
| 4       | CU   | 3      |          | 01/03/2021   |

**Order Summary Inquiry 1 - 20000002**

Order Number: 20000002 Status: 3 - Released

Type: CS Cust. PO:

Customer Name: Balancepoint Technologies

Order Date: 12/15/2020 Ordered by:

| Line | Del | Cr | Status | Part ID | Qty Due | Due Date   |
|------|-----|----|--------|---------|---------|------------|
| 1    | 01  | 01 | R 3    | 1000    | 0.00    | 02/01/2021 |

Buttons: Info, Open, Display Order by Part, Display Work Orders

## Step 4

From here you have a few options. Pressing the **Open** button will open the Sales Order selected.

eci | MAX™

### Consignment Order

Order Number: 20000002    Order Date: 12/15/2020    Customer ID: BLNCPNT

**Bill To:** Balancepoint Technologies  
497 Whispering Pines Road  
Linderhurst  
IL 60046  
USA

**Ship To:** Balancepoint Technologies  
497 Whispering Pines Road  
Linderhurst  
IL 60046  
USA

Customer PO Number:    Terms: 2% 10 Net 30 Days    Ship VIA: UPS - Ground    F.O.B. Point: Origin

Ordered By:    Sales Representative:    Status: Open    Order No.: 20000002    Customer ID: BLNCPNT

| Line | DL | Order Qty | Part ID | Description/Notes | Unit | Unit Price | Ext. Price | Due Date   |
|------|----|-----------|---------|-------------------|------|------------|------------|------------|
| 01   | 01 | 10.00     | 1000    | Computer          | EA   | 2965.50    | 29655.00   | 02/01/2021 |

Comments:    Order Notes...    Extended Fields    Total: \$ 29,655.00

## Step 5

Clicking the **Display Orders by Part** will open the inquiry to show other sales orders for the same Part ID.

Order Inquiry by Part 1 - 1000

Part ID: 1000     Exclude Quotes

Part Description: Computer

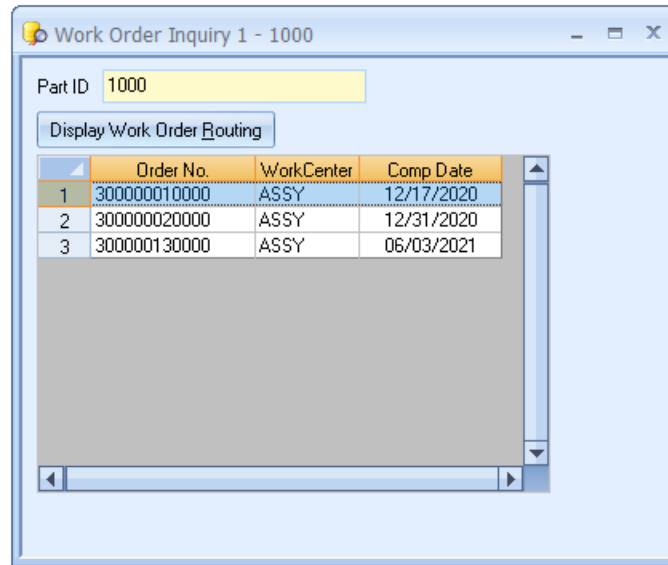
Include Status 4    On Hand: 0.00    Total: 9.00

|   | Ord-Line-Del   | Type | Stat | Customer | Qty Due | Due Date   | Unit Price |
|---|----------------|------|------|----------|---------|------------|------------|
| 1 | 20000001-01-01 | CU   | 3    | BLNCPNT  | 9.00    | 01/26/2021 | 2965.50    |
| 2 | 20000002-01-01 | CS   | 3    | BLNCPNT  | 0.00    | 02/01/2021 | 2965.50    |

Info    Open

## Step 6

Clicking on the **Display Work Orders** will open any shop orders for that Part ID.



Work Order Inquiry 1 - 1000

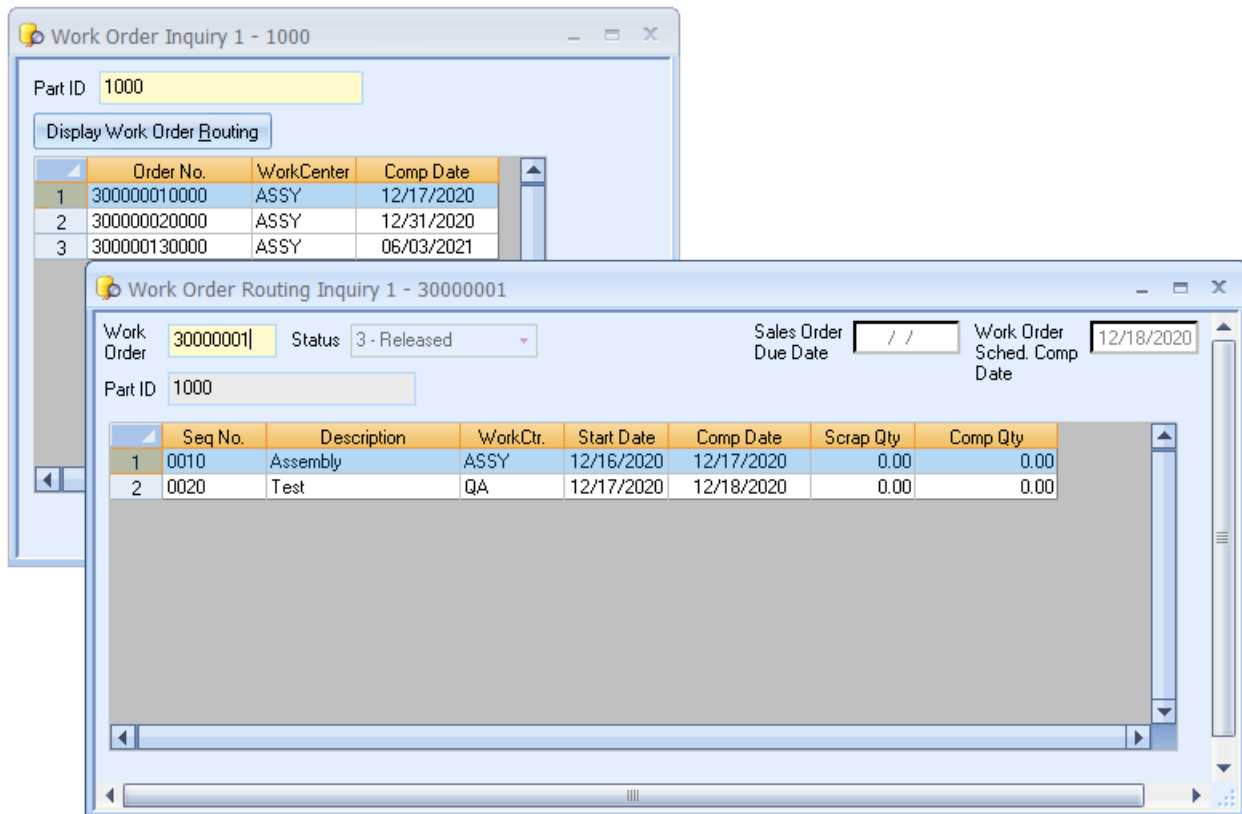
Part ID 1000

Display Work Order Routing

|   | Order No.    | WorkCenter | Comp Date  |
|---|--------------|------------|------------|
| 1 | 300000010000 | ASSY       | 12/17/2020 |
| 2 | 300000020000 | ASSY       | 12/31/2020 |
| 3 | 300000130000 | ASSY       | 06/03/2021 |

## Step 7

Display Work Center Routing for Order number 3000001. This screen shows routing information for the specified shop order displaying scheduled start and completion dates. This information is helpful to determine where a specific order is and if it is on schedule.



Work Order Inquiry 1 - 1000

Part ID 1000

Display Work Order Routing

|   | Order No.    | WorkCenter | Comp Date  |
|---|--------------|------------|------------|
| 1 | 300000010000 | ASSY       | 12/17/2020 |
| 2 | 300000020000 | ASSY       | 12/31/2020 |
| 3 | 300000130000 | ASSY       | 06/03/2021 |

Work Order Routing Inquiry 1 - 30000001

Work Order 30000001 | Status 3 - Released | Sales Order Due Date // | Work Order Sched. Comp Date 12/18/2020

Part ID 1000

|   | Seq No. | Description | WorkCtr. | Start Date | Comp Date  | Scrap Qty | Comp Qty |
|---|---------|-------------|----------|------------|------------|-----------|----------|
| 1 | 0010    | Assembly    | ASSY     | 12/16/2020 | 12/17/2020 | 0.00      | 0.00     |
| 2 | 0020    | Test        | QA       | 12/17/2020 | 12/18/2020 | 0.00      | 0.00     |



## ***Congratulations***

You have learned how to use the Inquiries in Sales Order Processing to handle a customer inquiry drilling all the way down to shop order routing information.

## Stage V – Financial Integration

Part VIII (Chapters 31 through xx) represents Stage V Financial Integration portion of the Standard MAX Implementation Plan. Here, information flows to the integrated accounting system through three vertical flows; Sales Order Processing to Accounts Receivable, Purchasing Control to Accounts Payable and all other transactions to the General Ledger.

## Part X: Financial Integration

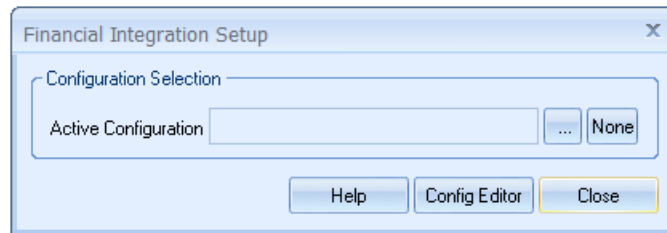
The **Financial Integration** module enables you to track and maintain inventory balances for each part that you stock, including finished goods, assemblies, component parts and raw materials. You will always know where inventory is located and how many parts are on hand. With better control and visibility, you will benefit from increased inventory turnover and improved inventory accuracy.

## Chapter 31 – Financial Integration Setup

The Financial Integration Module establishes the integration to your integrated accounting system. While there are operating differences between the two integrations (i.e., Microsoft Great Plains Dynamics and Intuit QuickBooks) this document does not go into those differences.

### Step 1

In **Financial Integration – Options – Integration Setup**, establish integration to your integrated accounting system. Open the window and select Config Editor.



Enter a name for the configuration and the credentials to the SQL database (not Shown). The name should be descriptive as to the MAX and Great Plains versions (e.g., MAX v561 to GP v18.2).

### Step 2

In **Financial Integration – Activity – Maintain GL Accounts – Defaults** to establish General Ledger Accounts.

GL Account Browser

Search: Default GL Reference

Records Found: 102

| Default GL | Account Type | GL Account  | User Defined Key | User Defined Reference   |
|------------|--------------|-------------|------------------|--------------------------|
| ACCTPAY    | A            | 00002010000 | L                | Accounts Payable         |
| ACCTPAY    | B            | 00002010000 | L                | Accounts Payable         |
| ACCTREC    | A            | 00001210000 | A                | Accounts Receivable      |
| ACCTREC    | B            | 00001210000 | A                | Accounts Receivable      |
| ADJCHRG    | A            | 00001390000 | A                | Adjustment Charge        |
| ADJCHRG    | B            | 00001390000 | A                | Adjustment Charge        |
| BULKWIP    | A            | 00005260000 | E                | Bulk WIP Expense         |
| BULKWIP    | B            | 00005260000 | E                | Bulk WIP Expense         |
| COMISEXP   | A            | 00007000000 | E                | Commissions Expense      |
| COMISEXP   | B            | 00007000000 | E                | Commissions Expense      |
| COMISPAY   | A            | 00002125000 | L                | Commissions Payable      |
| COMISPAY   | B            | 00002125000 | L                | Commissions Payable      |
| CSTQFSL    | A            | 00005000000 | E                | Cost of Sales - Computer |
| CSTQFSL    | B            | 00005020000 | E                | Cost of Sales - Portable |

Select the CYCCHRG (Cycle Count Charge) for Account Type "A" and the following window opens.

Maintain GL Account Default Table

Default GL Reference: CYCCHRG

Account Type Code: A

GL Account Number: 00001395000

UDF Key: A

UDF Ref.: Cycle Count Charge

Buttons: Close, Clear, Update, Delete, Help

In **Financial Integration – Activity – Maintain GL Accounts – Stockrooms** to establish General Ledger Accounts

GL Account Browser

Search Records Found: 16

Default GL Reference

| Default GL Reference | Account Type | GL Account  | User Defined Key | User Defined Reference |
|----------------------|--------------|-------------|------------------|------------------------|
| AD                   | A            | 00001385000 | A                | Awaiting Disposition   |
| AD                   | B            | 00001385000 | A                | Awaiting Disposition   |
| BLNCPNT              | A            | 00001380000 | A                | Consigned              |
| BLNCPNT              | B            | 00001380000 | A                | Consigned              |
| EXACT                | A            | 00001380000 | A                | Consigned              |
| EXACT                | B            | 00001380000 | A                | Consigned              |
| FG                   | A            | 00001370000 | A                | Finished Goods         |
| FG                   | B            | 00001370000 | A                | Finished Goods         |
| II                   | A            | 00001310000 | A                | Incoming Inspection    |
| II                   | B            | 00001310000 | A                | Incoming Inspection    |
| MRB                  | A            | 00001310000 | A                | Material Review Board  |

Maintain GL Stockroom Accounts

Stock ID

Account Type Code

GL Account Number

UDF Key

UDF Ref.

In **Financial Integration – Activity – Maintain GL Accounts – Overrides** to establish General Ledger Accounts

| Default GL Reference | Account Type | GL Account  | User Defined Key | User Defined Reference |
|----------------------|--------------|-------------|------------------|------------------------|
| ADM                  |              | 00008050000 | E                | Administrative Expense |
| ERP                  |              | 00008050000 | E                | ERP System Meeting     |
| LVR                  |              | 00005180000 | E                | Labor Variance         |
| MKT                  |              | 00007050000 | E                | Marketing Expense      |
| NWA                  |              | 00008050000 | E                | No Work Available      |
| OPS                  |              | 00005250000 | E                | Operating Expense      |
| RND                  |              | 00006000000 | E                | R&D Expense            |
| SAF                  |              | 00008050000 | E                | Safety Meeting         |
| SCP                  |              | 00005130000 | E                | Scrap Expense          |
| T&A                  |              | 00005175000 | E                | Travel & Entertainment |
| WAR                  |              | 00007010000 | E                | Warranty Expense       |

## Chapter 32 – Sales Order Processing to Accounts Receivable

### Step 1

After the orders have been shipped, accounting typically takes over with the invoicing. The first step is to verify that all the information from the sales order entry and shipping processes are correct. To do so run **Reports – Invoice Edit List**.

Invoice Edit Report

Order Type

Orders (Type = CU/CS)

Credit Memos (Type = CR)

Select

All  Range  Individual

Print Line Items Notes

Use Prevailing Rate

Input

File:

Destination

Window  Printer  Email

Report Close Help

The report provides all the details for items that have been shipped, but not yet invoiced.

## Invoice Edit List Report

Page: 1

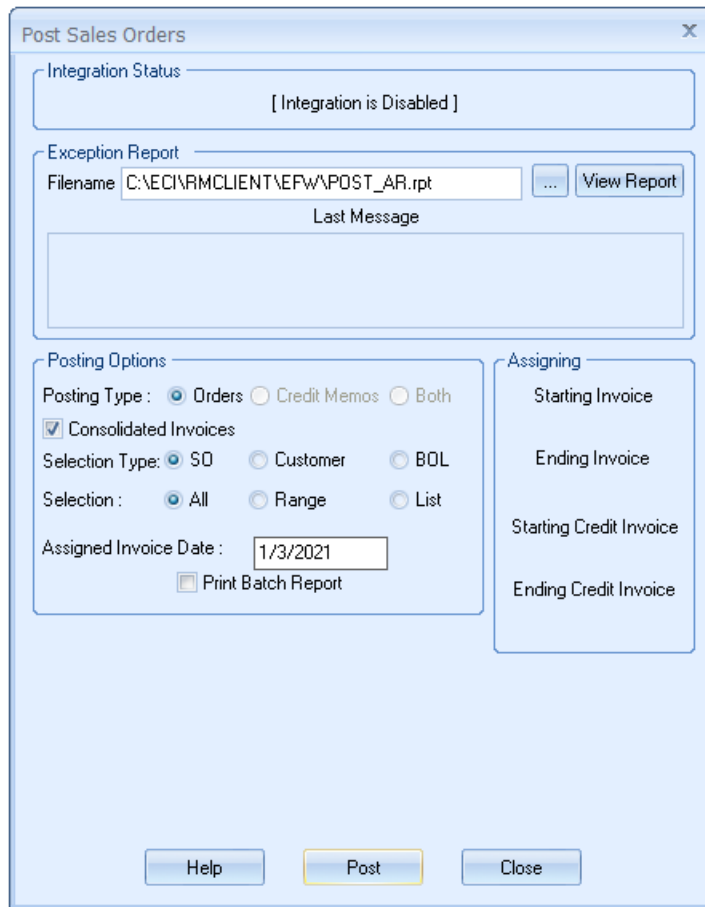
Order number Range From Begin to End

| Order Number  | Customer ID                | Customer Name             | Comments                     | % Commission         | Sales Rep  | % Split            | Tax Code | Tax Rate | Order Date |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|---|----------------------------|---------------------------|------------------------------|----------------------|------------|--------------------|----------|----------|------------|---|----------|---------|-------------|-------------|------------|----------------|--------------------------|-----------|----|------|--------------------------|----------|------------------------------|-----------------------------------|--|--|--|--|--|--|---------------------------|----------|------------------------|------|--|--|--|----------------------|------|----------------------|----------------------|----------------------|----------------------|--------|----------|--------------|--|--|--|--|------------------|------|-----------|------|--|--|--|---------|--|--|----------------------|------|----------------------|------|----------------|--|--|--|--|--|----------------------------|------|----------------------------|------|--|--|--|--|------------|--|------------------|----------|---------------|------|--|------|--|--|--|--|--------------------------|----------|---------|--|--|--|--|--|--|------|--|--|--|--|--|--|---------------|--|--|--|--|--|--|------|--|--|--|--|--|--|-------------------|--|--|--|--|--|--|---------|--|--|--|--|--|--|--------------------|--|--|--|--|--|--|---------|
| 20000004  | BLNCPNT                    | Balancepoint Technologies |                              | 0.00                 |            | 100.00             |          |          | 1/3/2021   |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Type</td> <td>CU</td> <td style="border: 1px solid black; padding: 2px;">Cust PO</td> <td colspan="7"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td></td> <td style="border: 1px solid black; padding: 2px;">Order By</td> <td colspan="7"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td></td> <td style="border: 1px solid black; padding: 2px;">Ship ID</td> <td colspan="7"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px; margin-top: 5px;">Terms</td> <td colspan="2">2% 10 Net 30 Days</td> <td style="border: 1px solid black; padding: 2px; margin-top: 5px;">FOB</td> <td>Origin</td> <td style="border: 1px solid black; padding: 2px; margin-top: 5px;">Ship Via</td> <td colspan="4">UPS - Ground</td> </tr> </table>  |                            |                           |                              |                      |            |                    |          |          |            | Type                                      | CU       | Cust PO |             |             |            |                |                          |           |    |      |                          | Order By |                              |                                   |  |  |  |  |  |  |                           | Ship ID  |                        |      |  |  |  |                      |      | Terms                | 2% 10 Net 30 Days    |                      | FOB                  | Origin | Ship Via | UPS - Ground |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| Type  | CU                         | Cust PO                   |                              |                      |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            | Order By                  |                              |                      |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            | Ship ID                   |                              |                      |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| Terms   | 2% 10 Net 30 Days          |                           | FOB                          | Origin               | Ship Via   | UPS - Ground       |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| <table style="width: 100%; border: none;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Line Del St Part ID / Description / Notes</th> <th style="text-align: center; border-bottom: 1px solid black;">Due Date</th> <th style="text-align: center; border-bottom: 1px solid black;">UOM</th> <th style="text-align: center; border-bottom: 1px solid black;">Qty Ordered</th> <th style="text-align: center; border-bottom: 1px solid black;">Qty Shipped</th> <th style="text-align: center; border-bottom: 1px solid black;">Unit Price</th> <th style="text-align: center; border-bottom: 1px solid black;">Extended Price</th> </tr> <tr> <td>01 01 3 1000<br/>Computer</td> <td style="text-align: center;">2/18/2021</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">2.00</td> <td style="text-align: center;">2.00</td> <td style="text-align: center;">3130.25</td> <td style="text-align: center;">6260.50</td> </tr> <tr> <td colspan="7">Sales Account: 00004100000      E</td> </tr> <tr> <td colspan="7">COGS Account: 00005000000</td> </tr> <tr> <td style="border-top: 1px solid black;">Tax Code 1:      ---</td> <td style="text-align: center; border-top: 1px solid black;">0.00</td> <td style="border-top: 1px solid black;">Tax Code 2:      ---</td> <td style="text-align: center; border-top: 1px solid black;">0.00</td> <td style="border-top: 1px solid black;">Tax Code 3:      ---</td> <td style="text-align: center; border-top: 1px solid black;">0.00</td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right; border-top: 1px solid black;">Total Line Item</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">6260.50</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Order Discount</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Tax Amount</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Freight</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Miscellaneous</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right; border-top: 1px solid black;">Total for Invoice</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">6260.50</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right;">Cost of Goods Sold</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right; border-top: 1px solid black;">3097.34</td> </tr> </table> |                            |                           |                              |                      |            |                    |          |          |            | Line Del St Part ID / Description / Notes | Due Date | UOM     | Qty Ordered | Qty Shipped | Unit Price | Extended Price | 01 01 3 1000<br>Computer | 2/18/2021 | EA | 2.00 | 2.00                     | 3130.25  | 6260.50                      | Sales Account: 00004100000      E |  |  |  |  |  |  | COGS Account: 00005000000 |          |                        |      |  |  |  | Tax Code 1:      --- | 0.00 | Tax Code 2:      --- | 0.00                 | Tax Code 3:      --- | 0.00                 |        |          |              |  |  |  |  | Total Line Item  |      |           |      |  |  |  | 6260.50 |  |  |                      |      |                      |      | Order Discount |  |  |  |  |  |                            | 0.00 |                            |      |  |  |  |  | Tax Amount |  |                  |          |               |      |  | 0.00 |  |  |  |  |                          |          | Freight |  |  |  |  |  |  | 0.00 |  |  |  |  |  |  | Miscellaneous |  |  |  |  |  |  | 0.00 |  |  |  |  |  |  | Total for Invoice |  |  |  |  |  |  | 6260.50 |  |  |  |  |  |  | Cost of Goods Sold |  |  |  |  |  |  | 3097.34 |
| Line Del St Part ID / Description / Notes   | Due Date                   | UOM                       | Qty Ordered                  | Qty Shipped          | Unit Price | Extended Price     |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| 01 01 3 1000<br>Computer  | 2/18/2021                  | EA                        | 2.00                         | 2.00                 | 3130.25    | 6260.50            |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| Sales Account: 00004100000      E   |                            |                           |                              |                      |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| COGS Account: 00005000000   |                            |                           |                              |                      |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| Tax Code 1:      ---  | 0.00                       | Tax Code 2:      ---      | 0.00                         | Tax Code 3:      --- | 0.00       |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | Total Line Item    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | 6260.50            |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | Order Discount     |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | 0.00               |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | Tax Amount         |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | 0.00               |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | Freight            |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | 0.00               |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | Miscellaneous      |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | 0.00               |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | Total for Invoice  |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | 6260.50            |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | Cost of Goods Sold |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   |                            |                           |                              |                      |            | 3097.34            |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| <table style="width: 100%; border: none;"> <tr> <td colspan="10" style="text-align: left;"><b>Grand Totals</b></td> </tr> <tr> <td style="width: 30%;"></td> <td style="width: 20%; text-align: center;">Total Number of Invoices</td> <td style="width: 10%; text-align: center;">1.00</td> <td style="width: 20%; text-align: center;">Total Number of Credit Memos</td> <td style="width: 10%; text-align: center;">0.00</td> <td colspan="5"></td> </tr> <tr> <td></td> <td style="text-align: center;">Total Line Item Amount</td> <td style="text-align: center;">6,260.50</td> <td style="text-align: center;">Total Line Item Amount</td> <td style="text-align: center;">0.00</td> <td colspan="5"></td> </tr> <tr> <td></td> <td style="text-align: center;">Total Order Discount</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">Total Order Discount</td> <td style="text-align: center;">0.00</td> <td colspan="5"></td> </tr> <tr> <td></td> <td style="text-align: center;">Total Tax Amount</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">Total Tax</td> <td style="text-align: center;">0.00</td> <td colspan="5"></td> </tr> <tr> <td></td> <td style="text-align: center;">Total Freight Amount</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">Total Freight Amount</td> <td style="text-align: center;">0.00</td> <td colspan="5"></td> </tr> <tr> <td></td> <td style="text-align: center;">Total Miscellaneous Amount</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">Total Miscellaneous Amount</td> <td style="text-align: center;">0.00</td> <td colspan="5"></td> </tr> <tr> <td></td> <td style="text-align: center;">Total for Report</td> <td style="text-align: center;">6,260.50</td> <td style="text-align: center;">Total Credits</td> <td style="text-align: center;">0.00</td> <td colspan="5"></td> </tr> <tr> <td></td> <td style="text-align: center;">Total Cost of Goods Sold</td> <td style="text-align: center;">3,097.34</td> <td colspan="7"></td> </tr> </table>  |                            |                           |                              |                      |            |                    |          |          |            | <b>Grand Totals</b>                       |          |         |             |             |            |                |                          |           |    |      | Total Number of Invoices | 1.00     | Total Number of Credit Memos | 0.00                              |  |  |  |  |  |  | Total Line Item Amount    | 6,260.50 | Total Line Item Amount | 0.00 |  |  |  |                      |      |                      | Total Order Discount | 0.00                 | Total Order Discount | 0.00   |          |              |  |  |  |  | Total Tax Amount | 0.00 | Total Tax | 0.00 |  |  |  |         |  |  | Total Freight Amount | 0.00 | Total Freight Amount | 0.00 |                |  |  |  |  |  | Total Miscellaneous Amount | 0.00 | Total Miscellaneous Amount | 0.00 |  |  |  |  |            |  | Total for Report | 6,260.50 | Total Credits | 0.00 |  |      |  |  |  |  | Total Cost of Goods Sold | 3,097.34 |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
| <b>Grand Totals</b>   |                            |                           |                              |                      |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   | Total Number of Invoices   | 1.00                      | Total Number of Credit Memos | 0.00                 |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   | Total Line Item Amount     | 6,260.50                  | Total Line Item Amount       | 0.00                 |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   | Total Order Discount       | 0.00                      | Total Order Discount         | 0.00                 |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   | Total Tax Amount           | 0.00                      | Total Tax                    | 0.00                 |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   | Total Freight Amount       | 0.00                      | Total Freight Amount         | 0.00                 |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   | Total Miscellaneous Amount | 0.00                      | Total Miscellaneous Amount   | 0.00                 |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   | Total for Report           | 6,260.50                  | Total Credits                | 0.00                 |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |
|   | Total Cost of Goods Sold   | 3,097.34                  |                              |                      |            |                    |          |          |            |   |          |         |             |             |            |                |                          |           |    |      |                          |          |                              |                                   |  |  |  |  |  |  |                           |          |                        |      |  |  |  |                      |      |                      |                      |                      |                      |        |          |              |  |  |  |  |                  |      |           |      |  |  |  |         |  |  |                      |      |                      |      |                |  |  |  |  |  |                            |      |                            |      |  |  |  |  |            |  |                  |          |               |      |  |      |  |  |  |  |                          |          |         |  |  |  |  |  |  |      |  |  |  |  |  |  |               |  |  |  |  |  |  |      |  |  |  |  |  |  |                   |  |  |  |  |  |  |         |  |  |  |  |  |  |                    |  |  |  |  |  |  |         |

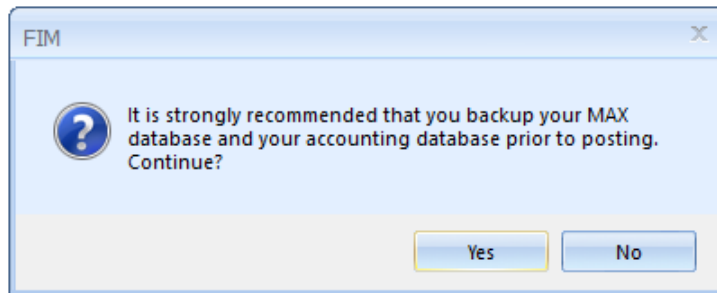
There will be a section for every sales order that needs to be invoiced. Now is the time to find errors and make corrections as that cannot be done once the sales order is posted. The Grand Total section provides totals for the batch.

### Step 2

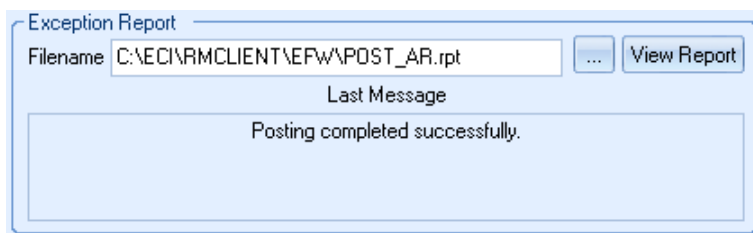
Once data is determined to be accurate, the next step is to post the sales order. This is accomplished in the **Financial Integration** module, under **Activity – Post – Sales Orders**.



When the **Post** button is pressed, a warning that your data should be backed up is provided.



Pressing **Yes** will allow the batch to post without a backup. Select **No** if you want to stop and make a backup. After the posting completes, the status of the post is displayed. Press **View Report** to see the log files containing the results.

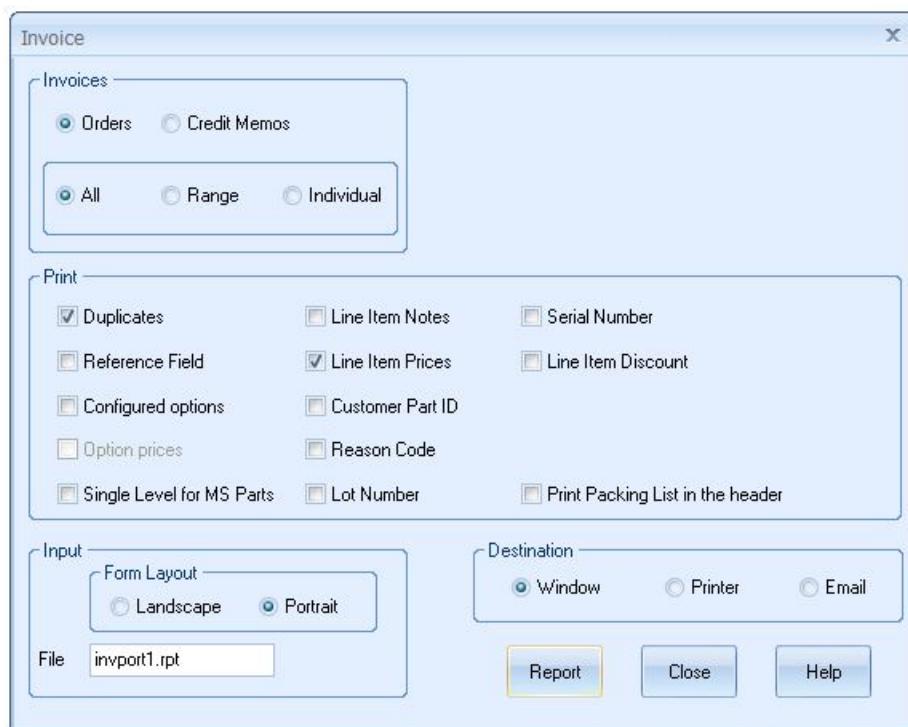


```
*POST_AR.rpt - Notepad
File Edit Format View Help
-----
** Invoice Posting Exception Report **
-----

Log File Opened : Sun Jan 3 12:10:08 2021
Posting completed successfully.
Log File Closed : Sun Jan 3 12:10:43 2021
```

### Step 3 – Printing Invoices

The last step is to print the Invoice. This is also performed in the **Financial Integration** module under **Reports – Print Invoice**.



The output of the report is the invoice. These may be customized using *Crystal Reports*.



## INVOICE

| Invoice # | Invoice Date | Page |
|-----------|--------------|------|
| 00000003  | 1/3/2021     | 1    |

**Bill To:**

Balancepoint Technologies  
497 Whispering Pines Road  
Lindenhurst, IL 60046  
USA

**Ship To:**

Balancepoint Technologies  
497 Whispering Pines Road  
Lindenhurst, IL 60046  
USA

| CUSTOMER PO NUMBER |    |    | TERMS               |         | SHIP VIA                  |            | F.O.B. POINT      |             |            |              |                |
|--------------------|----|----|---------------------|---------|---------------------------|------------|-------------------|-------------|------------|--------------|----------------|
|                    |    |    | 2% 10 Net 30 Days   |         | UPS - Ground              |            | Origin            |             |            |              |                |
| ORDERED BY         |    |    | SALE REPRESENTATIVE |         |                           | ORDER DATE |                   | CUSTOMER ID |            |              |                |
|                    |    |    |                     |         |                           | 1/3/2021   |                   | BLNCPNT     |            |              |                |
| ORDER              | LN | DL | QUANTITY            |         | PART IDENTIFIER           |            | DESCRIPTION       |             | UNIT PRICE |              |                |
|                    |    |    | ORDERED             | SHIPPED | LOT / SERIAL NUMBER       |            | COMMENTS          |             | UNIT       | LOT QUANTITY | EXTENDED PRICE |
| 20000004           | 01 | 01 | 2.00                | 2.00    | 1000                      |            | Computer          |             | EA         | 3130.25      | \$ 6260.50     |
|                    |    |    |                     |         | WGT: 5.00                 |            | EXT WGT: 10.00 LB |             |            |              |                |
|                    |    |    |                     |         | Packing List No: 00001000 |            |                   |             |            |              |                |

### ***Congratulations***

You have just completed the Invoicing portion of a Sales Order.

## **Chapter 33 – Purchasing to Accounts Payable**

### ***Step 1***

PO has been received. Vendor invoice has been received.  
Match Purchase Order Receipt to Vendor Invoice

### ***Step 2***

Match the invoice to the receipt & create voucher.

### ***Step 3***

Post Voucher

## **Chapter 34 – Costing (Transactions) to General Ledger**

### ***Step 1***

Run the From to Charge Report & Review data

### ***Step 2***

Post the From to Charge Report

### ***Step 3***

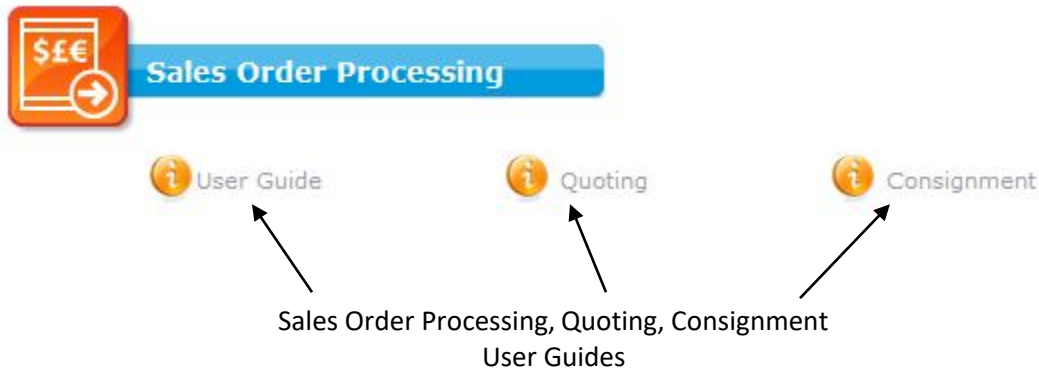
Post the GL Batch

## Part XI – Other Sources of Help

### Chapter 35

#### MAX User Guides

Every MAX module has its own User Guide. These can be found on the System Manager Web tab where the module is opened. These manuals are compiled in Adobe PDF format and contain key word search capabilities.



### Chapter 36

#### Context Sensitive Help

There are several help options available within MAX. Most windows and dialog boxes contain **Help** buttons and when pressed will bring up additional information regarding the function you are currently within.

On the major windows, like the Purchasing Schedule grid, you can click the button with the arrow/? On the toolbar. This will change your cursor to a question mark which you can then use to click on a field or area on the screen to automatically bring up Help to cover that topic.

If you want to look up information on a specific topic go to the **Help** menu and chose **Search**. Type the topic you want information on, and you will automatically be brought to that section of the help. Also, available from the **Help** menu are keyboard **Commands** and **Procedures** that are relevant for each module.

Pressing the F1 function key on your keyboard will also activate the Help system for the function you are in. Once you are within the Help System you can jump to related topics.

Exact MAX SOP Help

Hide Back Print Options

Contents Index Search

- Additional Customer Informati
- Application Preferences
- Apply Quote Discount
- Apply To
- Assign Lot/Serial Numbers
- Associate
- Background Color
- Backorder Quantity
- Backorder Report
- BOM Unit of Measure (BOM U
- Canadian Tax Maintenance
- Cancel Line Item
- Cartons
- Category
- Class Code
- Cloning a Quote
- Cloning an Order
- COC
- Comments 1 and 2
- Commission %
- Commission Base
- Commissions Earned
- Complete Consignment Shipm
- Configurator
- Confirm Consigned Sale
- Consignment End Date
- Consignment Maintenance
- Consignment Order
- Consignment Quantity
- Consignment Stockroom
- Contents
- Conversion Factor
- Convert a Quote to a Sales O
- Copying Quote Lines using Dr
- Create New Sales Order
- Credit Limit

## Contents

Welcome to the Exact MAX Sales Order Processing Module. (See [Overview](#).) Click sections of the chart below for help on related topics. The Table of Contents is below the chart.

```

graph TD
    Customer[Customer] --> EnterSalesOrder[Enter Sales Order]
    Part[Part] --> EnterSalesOrder
    Pricing[Pricing] --> EnterSalesOrder
    EnterSalesOrder --> PrintSalesAck[Print Sales Acknowledgment]
    PrintSalesAck --> PrintSalesOrder[Print Sales Order]
    PrintSalesOrder --> Shipping[Shipping]
    MasterSchedule[Master Schedule Build Inventory] --> Shipping
    Shipping --> PrintPackingList[Print Packing List]
    PrintPackingList --> PrintLabels[Print Labels]
  
```

## Chapter 37

### Professional Services Help

For questions or support on this document, please contact:



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 relder@micromfgsys.com  
 www.micromfgsys.com

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Version Number: 5.0.1

Last Updated: 03/21/21 by William R. Elder, CPIM

#### **Intention:**

This document was created so that a new user could walk through the core modules of MAX, following a sequence outlined by a Standard MAX Implementation plan. This differs from other documents, such as the MAX Orange Book, which is presented in sequence governed by the ERP Systems Overview Model. Both documents may be used to learn about features and functionality and the implementation sequence.

For questions or support on this document, please contact:



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ERP Software