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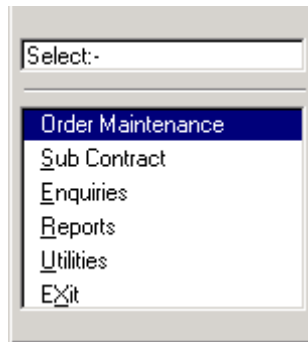
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Introduction to Works Orders



The works order or production control module was developed by Economic Data Services Ltd (EDS) using the Line 100 Retrieve 4GL language and is completely compatible with other Line 100 modules.

The module integrates with the Line 100 Stock Control, Sales Order Processing and Nominal Ledger modules. It also integrates with the Sovman Bill of Materials (BOM), Tracking, Materials Planning and Capacity Planning modules.

Serial or batch tracking of items as per the Line 100 stock control module is available. Items may be tracked by batch or serial number from sale of products through to purchase of raw materials or components.

Works orders may be created directly for stock or released from sales orders.

The works order module uses the Line 100 multi depot and location facility when a works order is processed. Stock is allocated for a depot and across locations. When a shortage is released, the depot is identified and the location may be selected.

When a works order is released, the requirement is exploded through the BOM and the stock of components/sub-assemblies is allocated. The product quantity is recorded as 'planned' on the stock control file. Works orders may also be raised without allocating stock.

Shortages may be displayed or reported. Stock may subsequently be allocated to clear shortages.

Once released, the works order may be issued, when the component/sub-assembly stock is reduced and the product quantity transferred from 'planned' to 'work in progress' on the stock control file. Partial issues can be performed.

Finally, the works order is completed and the product quantity transferred from work in progress to stock. When a works order that has been released from a sales order is completed, the stock is automatically allocated to the sales order. The order may then be despatched through the Line 100 sales order system.

Orders may be tracked through a number of user-defined stages before completion.

Partial quantities may be processed. Orders may be issued as partials or partially completed.

Works orders may be exploded multi-level through the BOM, producing works orders at all required levels. These are linked to the original order. Where economic batch quantities are used, works orders for sub-assemblies will be generated for the batch quantity.

If required, a works order may be completed and will automatically issue and complete all related works orders without shortages (backflush). This may be appropriate in a process flow manufacturing situation. Works orders can also be raised retrospectively to record production. In this case the orders can be raised, issued and completed at the same time.

Phantom assemblies (an assembly/product with a Bill of Material but that does not actually exist as a product) are exploded as a collection of parts.

Effectivity dates for both assemblies and components specified within the BOM are checked when exploding. Any exceptions are reported.

Trial kitting can be performed within Works Orders.

Sub contract orders are also handled through the works order module.

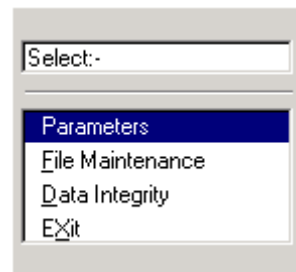
Shortages may be cleared automatically by the system or by manually allocating available stock.

Works orders are costed at material cost (standard, average or FIFO/LIFO), and standard labour, machine, set-up and overhead costs.

After completion, works order details may be written to history for reporting purposes.

Parameters

Use this option to set up the operating defaults of your Works Order Processing Module before you begin creating orders.



Options

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
Release Options		WORKS ORDERS OPTIONS (1 of 6)								
Generated or entered order number (G/E)		Generated								
Component or sequence no order release from BOM (C/S)		Sequence								
Partial releases from sales orders allowed (Y/N)		Yes								
Allow multi-level explosions (Y/N)		Yes								
Release batch quantities on multi-level shortages (Y/N)		Yes								
Release multiple orders for batch quantities (Y/N)		No								
Amend original release quantity after a variable selection (Y/N)		No								
Non stock items released with shortages (Y/N)		No								
Use free release qty to suppress multi-level explosions (Y/N)		No								
Use free WIP qty to suppress multi-level explosions (Y/N)		No								
Override on suppress multi-level explosions at run time (Y/N)		No								
Add comment lines from sales order item text (Y/N)		No								
Default for locked allocations input (Y/N)		No								
Override analysis with ledger default (Y/N)		No								

When this function is selected, the following options are displayed: -

<i>Release Options</i>	<i>Works Order Options (1 of 6)</i>
Generated or entered order number (G/E)	Set to G - the system will generate works order numbers automatically. Set to E - works order numbers will need to be entered manually each time an order is created. When this option is selected, sales orders cannot be released either manually or automatically into the works order system (see Works Order Maintenance below).
Component or sequence no order release from BOM (C/S)	When a works order is released through the BOM, the sequence of items will be in either sequence number or component part number order depending on this parameter.

Partial releases from sales order allowed (Y/N)	<p>This option allows a partial quantity from a sales order to be released into the works order system, leaving a balance outstanding.</p> <p>Set to Y - Partial releases are allowed.</p> <p>Set to N - Partial releases are not allowed.</p>
Allow multi-level explosions (Y/N)	<p>This option controls the explosion of orders multi-level through the BOM structure.</p> <p>Set to Y - orders are exploded down all necessary levels. Subsequent orders are linked to the original order.</p> <p>Set to N - orders are only exploded down the first level. The planner must determine the quantities exploded down subsequent levels by raising plan through the Sovman Materials Planning module.</p> <p>The parameter is over-riden by the Multi-Level parameter for the Assembly within the BOM module. This can be used so that individual products do not explode and are planned.</p>
Release batch quantities on multi-level shortages	<p>If the parameter is set to allow multi-level explosions, works orders will be generated at lower levels (sub-assemblies) if there are shortages and the assembly is set (within the BOM) to explode shortages. This parameter determines whether the shortage quantity is raised or the batch quantity is used to generate the works order at the lower level. The batch quantity is the re-order quantity from the Line 100 stock control record or the Sovman BOM record.</p> <p>Set to Yes- Batch quantities are used.</p> <p>Set to No- the required quantity is raised.</p>
Release multiple orders for batch quantities	<p>If you are using batch quantities (see above) this parameter determines whether Sovman raised multiple orders for the batch quantity to cover the requirement or a single order. E.g. a batch quantity of 100 with a requirement of 120 will generate 2 orders for 100 if this parameter is set to Yes.</p>
Amend original release quantity after a variable selection (Y/N)	<p>When a variable component on a BOM is processed through raising a works order, Sovman will prompt for the quantity required of the variable item. If this parameter is set to Yes, you will be prompted to confirm the order quantity entered.</p>
Non stock items released with shortages (Y/N)	<p>The Sovman Bill of Materials module will allow non-stock items to be created within a BOM. This parameter determines whether the Sovman works order module accounts for shortages on these items.</p> <p>Set to Yes - shortages will be recorded for non-stock items. These will need to be cleared using the clear shortages function before the works order can be issued.</p> <p>Set to No - non-stock items are ignored for shortage control purposes.</p>

Use free release qty to suppress multi-level explosions	<p>If the multi-level parameter is set, works orders are raised for lower level items with shortages. If there are existing works orders outstanding for this item that are released but not work in progress (i.e. not issued), this parameter will take the outstanding quantity into account when raising a lower level order.</p> <p>Set to Yes - released works orders are taken into account</p> <p>Set to No - released works orders are ignored.</p>
Use free WIP qty to suppress multi-level explosions	<p>If the multi-level parameter is set, works orders are raised for lower level items with shortages. If there are existing works orders outstanding for this item that are work in progress (i.e. issued but not completed), this parameter will take the outstanding quantity into account when raising a lower level order.</p> <p>Set to Yes - WIP works orders are taken into account</p> <p>Set to No - WIP works orders are ignored.</p>
Override on suppress multi-level explosions at run time	<p>If the multi-level parameter is set to Yes, this parameter will allow you to over-ride the two preceding parameters when releasing an individual order. You cannot access this parameter if the multi level parameter is set to No.</p> <p>Set to Yes - you may override the suppress free release and work in progress option for a works order</p> <p>Set to No - you may not override the suppress free release and work in progress option for a works order</p>
Add comment lines from sales order item text (Y/N)	<p>This option controls the transferring of text from Line 100 sales orders.</p> <p>Set to Y - any sales order item text is transferred to the works order.</p> <p>Set to N - text is ignored.</p>
Default for locked allocations input (Y/N)	<p>When a works order is raised, stock of the components is automatically allocated unless the free stock is treated as zero (see parameter below). The remove allocations function (see clear shortages) will ignore works orders that have allocated stock and these allocations are locked. If allocations are not locked, the remove allocations function will remove these allocations. This parameter determines the default when raising works orders.</p>
Override analysis with ledger default (Y/N)	<p>When raising a works order, the analysis code defaults to the Line 100 stock control product group. If this parameter is set to Yes, the analysis code defaults to the Line 100 sales ledger first analysis code when raising works orders from sales orders.</p>

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
Release Options										
WORKS ORDERS OPTIONS (2 of 6)										
Add Customer Standard Comments (Y/N) <input type="text" value="No"/>										
Extra comment lines on manual release (Y/N) <input type="text" value="No"/>										
Set variable quantities to zero on release (Y/N) <input type="text" value="No"/>										
Order release allocations across depots (Y/N) <input type="text" value="Yes"/>										
Allow depot exclusion/sequence changes at run time (Y/N) <input type="text" value="No"/>										

*Release Options**Works Order Options (2 of 6)*

Add Customer Standard Comments

This parameter will include standard comments linked to specific customers onto works orders.

Extra comment lines on manual release (Y/N)

When a works order is released, additional comment lines may be added to the order at the time of release through this option. This only applies to the first level, if orders are exploding multi-level.

Set to Y - Comments may be added.

Set to N - Comments may not be added.

Set variable quantities to zero on release (Y/N)

Variable quantity items may be added to a BOM structure. This option will set any variable quantities for these items to zero. Thus variables may be treated as optional items and can be added later to the order through the amendment function.

Set to Y - variable quantities will be set to zero.

Set to N - variable quantities will default to the BOM quantity.

Order release allocations across depots (Y/N)

This parameter determines whether the works order module searches for stock across depots or locations when allocating stock of components for a works order release.

Set to Y - stock is allocated across depots/locations. Stock is allocated to the depots in the sequence defined within the exclude depot stocks parameter unless this has been changed using the run time parameter below. This parameter should normally be set to Yes where the depots are not separate stores but really sub-stores.

Set to N - stock is allocated to the depot selected when the works order is released. This defaults to the depot for the assembly stock record but can be over-ridden on the works order release.

Allow depot exclusion/sequence changes at run time (Y/N)

When using the depots facility within Line 100 stock control and allocating stock across depots (see above), the sequence in which depots are defined within the Exclude Depot Stocks parameter may be amended for any specific works order.

Set to Yes - the sequence can be amended when raising a works order.

Set to No- the sequence is determined by the Exclude Depot Stocks parameter.

Picking List Options

Works Order Options (3 of 6)

Picking list produced on release (Y/N)

The Works Order Picking list may be printed automatically when the order is released.

Set to Y - the picking list is printed on release.

Set to N - no picking list is printed. The picking list will be printed from the reports function.

Always print picking list on release even if shortages

If the previous parameter is set to Yes, picking lists will be automatically printed when a works order is released with no shortages. If this parameter is set to Yes, picking lists will be printed regardless of shortages.

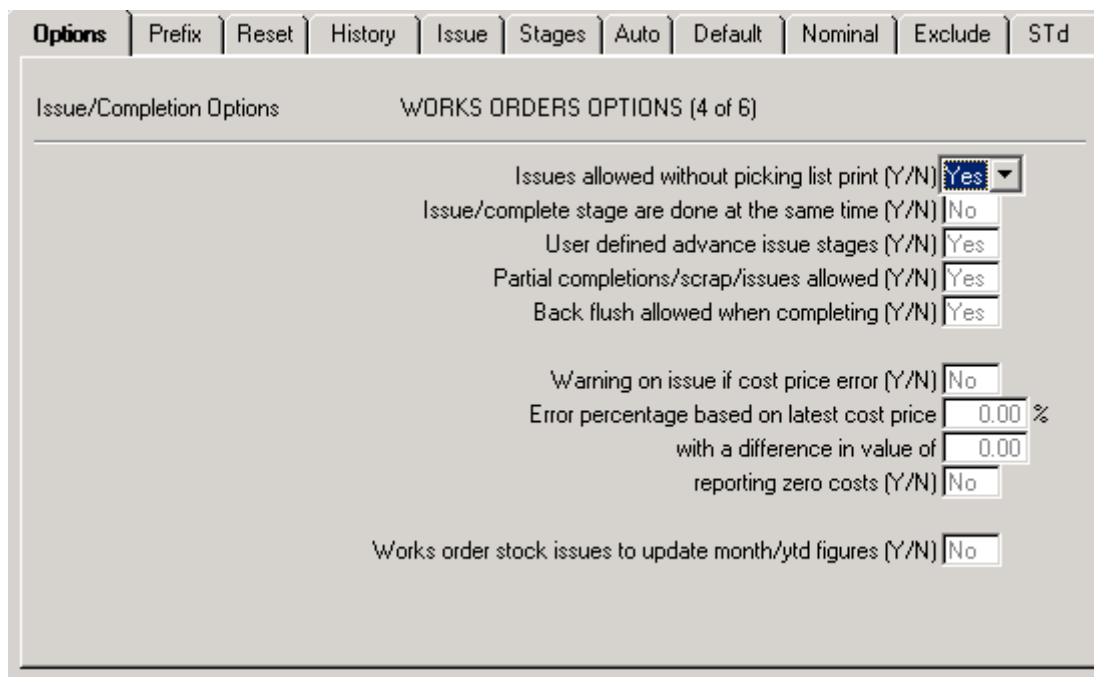
Picking list produced in bin location sequence (Y/N)

When a picking list is printed, the sequence will normally be the BOM sequence (part number or sequence number). This option allows the picking list to be printed in stock control location sequence.

Set to Y - picking list is printed in location sequence.

Set to N - picking list is printed in BOM sequence.

<p>Suppress zero order qty items on picking list (Y/N)</p>	<p>This option allows variables defined within the Sovman BOM module with a zero quantity to be ignored on the picking list. Used in conjunction with the variable quantities option above, it allows optional items to be added to a BOM and works order.</p> <p>Set to Y - variables with zero quantities are ignored.</p> <p>Set to N - variables are printed.</p>
<p>Print comments on picking list (Y/N)</p>	<p>Comments held within the BOM module may be included on the picking list using this parameter.</p> <p>Set to Yes - comments are included.</p> <p>Set to No - comments are ignored.</p>
<p>Print drawings on picking list</p>	<p>Drawing numbers held within the BOM module may be included on the picking list using this parameter.</p> <p>Set to Yes - drawings are included.</p> <p>Set to No - drawings are ignored.</p>



Issue/Completion Options

Works Order Options (4 of 6)

<p>Issues allowed without picking list print (Y/N)</p>	<p>This option controls the issue function depending on whether the picking list has been printed.</p> <p>Set to Y - issues of works orders will be allowed even though a picking list has not been printed.</p> <p>Set to N - an order may only be issued if a picking list has been previously printed.</p>
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Issue/Complete stage are done at the same time (Y/N)	<p>This option allows the works order issue stage to be skipped and the issue function is performed at completion.</p> <p>Set to Y - Issue is ignored</p> <p>Set to N - Works orders must be issued before completion.</p>
User defined advance issue stages (Y/N)	<p>This parameter allows the user to define additional production stages to track an order between its issue and completion.</p>
Partial completions/scrap/issues allowed (Y/N)	<p>This option allows a works order quantity to be partially completed, leaving a balance outstanding (see below) or written off to scrap.</p> <p>Set to Y - partial completions are allowed.</p> <p>Set to N - partial completions are not allowed.</p>
Back Flush allowed when completing (Y/N)	<p>'Back flush' refers to the automatic completion of all related lower level works orders when a higher level order is completed. This function may be used in a flow line situation.</p> <p>Set to Yes - back flush will be allowed</p> <p>Set to No - back flush will not be available.</p>
Warning on issue if cost price error (Y/N)	<p>Errors in component or raw material cost e.g. zero cost items, can result in costing discrepancies at higher levels as the works order module calculates the material cost of the assembly from the sum of the component material costs when the order is issued. This parameter will check the current cost of a component (based on the costing parameter i.e. average, latest or standard cost) against the previous price. The previous price is taken either from the stock control buying prices or the purchase history within stock control. The price variance is then compared to a percentage (see next parameter) and a warning issued if this is exceeded.</p> <p>Set to Yes - Costs are checked</p> <p>Set to No - Costs are not checked</p>
Error percentage based on latest cost price (%) and difference in value of (%) reporting zero costs	<p>The first percentage parameter is the % variance between the current cost and previous cost when checking the component material cost. The second percentage parameter is the % variance to be used for reporting discrepancies for components with zero costs. If this % is set to 1%, small discrepancies may be ignored.</p>

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
Shortage Options		WORKS ORDERS OPTIONS (5 of 6)								
Auto allocate only shortages fully covered (Y/N) <input type="button" value="No"/>										
Print automatic allocation audit report (Y/N) <input type="button" value="Yes"/>										
Audit trail of allocation reductions (Y/N) <input type="button" value="No"/>										
Other Options										
Use order priority levels (Y/N) <input type="button" value="No"/>										
Sub contract uses x-reference price (Y/N) <input type="button" value="No"/>										
Sub contract P/L invoices received link (Y/N) <input type="button" value="Yes"/>										
Drop completed works orders to history (Y/N) <input type="button" value="Yes"/>										
Detailed or summary post orders report (D/S) <input type="button" value="Summary"/>										
Disable all nominal ledger postings (Y/N) <input type="button" value="No"/>										
Update nominal ledger online (Y/N) <input type="button" value="No"/>										

*Shortage Options**Works Order Options (5 of 6)*

Auto allocate only shortages fully covered (Y/N)

This parameter refers to the automatic allocation of stock to works orders with shortages.

Set to Y - only those works orders items that can be fully satisfied will be allocated. If the quantity available does not cover the shortage quantity of the item, the shortage will not be cleared.

Set to "N" - stock will be allocated to works orders even if there are still shortages on this item.

Print automatic allocation audit report

This parameter determines whether an audit report of allocations performed is printed by the automatic allocation routine.

Set to Y - the audit report is printed.

Set to N - no report is printed.

Audit trail of allocation reductions (Y/N)

Works orders allocate stock when released. The allocation may be amended using the works order amendment function. Stock may therefore be transferred from one order to another. This option determines whether any such amendments are audited (from the File Maintenance menu).

Set to Y - allocation changes are reported.

Set to N - changes are not reported.

Component shortage clearing across depots (Y/N) This parameter refers to the 'Clear Shortages' option within Order Maintenance. This parameter only appears if the parameter to allocate across depots is set to No (see above). It will then allow stock to be selected from other depots to clear a shortage.

Set to Y - the user can clear shortages by selecting across depots.

Set to N - the user can only access stock for the works order depot corresponding to the depot for the assembly stock record.

The parameter is similar to the automatic release across depots parameter and should only be set to Yes where the depots are really sub-stores.

Other Options

Works Order Options (5 of 6)

Use order priority levels (Y/N)

This option determines whether order priority codes are to be attached to orders, or whether all orders have the same level of importance as far as the system is concerned.

Set to Y - the system will use the priority codes entered for sales accounts in the Sales Ledger customer records. When selected, orders are listed in priority sequence using the 'Clear Shortages' option (see section 3). The priority levels are also used within the automatic order release function.

Set to N - order priority levels will not be used.

Sub contract uses x-reference price (Y/N)

When raising a sub contract order through the works order module, the sub contract price (i.e. purchase price) is normally taken from the labour cost entered in the BOM assembly header for the sub contract item. For example an item may be sent out to a sub contractor for plating at a cost of £10 per item. The £10 is entered as the labour cost within the BOM for the plated item. This cost can be amended for any individual order.

	<p>If there are different costs for each sub contractor e.g. sub contractor A charges £10 while B charges £12, the sub contract price may be picked up from the Supplier Reference file within the Sovman Materials Planning module. In this way specific prices can be maintained for each sub contractor for each item.</p>
Sub Contract P/L invoices received link (Y/N)	<p>When a sub contract order is raised, this parameter will allow the approval of the purchase invoice and post it to the ledgers. The function operates in the same manner as the invoice verification function within Line 100 purchase order processing.</p> <p>Set to Yes - the link is established and invoices may be posted.</p> <p>Set to No - no invoices can be entered.</p>
Drop Completed Works Orders to History	<p>This option determines whether works order history is stored for subsequent analysis.</p> <p>Set to Y - Works order history is stored</p> <p>Set to N - No works order history is stored.</p>
Detailed or Summary post orders report (D/S)	<p>When works orders are completed, they are posted to works order history. The actual cost of the works order is calculated from the material, labour and overhead costs of the components. These costs are reported on the post orders report. A detailed report will itemise each component line, a summary report will print the works order header information only.</p>
Disable all Nominal Ledger Postings (Y/N)	<p>The works order module is integrated with the Line 100 nominal ledger module and creates the relevant postings based on the default nominal codes. These postings may be ignored using this parameter.</p> <p>Set to Yes - postings are ignored</p> <p>Set to No - postings are processed.</p>
Update Nominal Ledger Online (Y/N)	<p>If nominal postings are made, the nominal ledger within Line 100 may be updated on-line or in the normal way through batch processing using the end of day postings.</p> <p>Set to Yes - nominal postings are on-line.</p> <p>Set to No - nominal postings are in batch.</p>

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
Serial/Batch Options										
WORKS ORDERS OPTIONS (6 of 6)										
Allocate Serial/Batch nos on manual release (Y/N) <input type="button" value="No"/>										
If you are using batches, issue from single batches only? (Y/N) <input type="button" value="No"/>										
Auto generate Serial/Batch Nos for completions (Y/N) <input type="button" value="No"/>										
Automation Options										
Automatically issue orders without shortages (Y/N) <input type="button" value="No"/>										
Automatically complete orders without shortages (Y/N) <input type="button" value="No"/>										
Override automatic issue/complete at runtime (Y/N) <input type="button" value="No"/>										
Prompt for auto issue/completion serial numbers (Y/N) <input type="button" value="No"/>										
Default for zero free stock (fully short order) (Y/N) <input type="button" value="No"/>										
Override zero free stock at runtime (Y/N) <input type="button" value="No"/>										

Serial/Batch Options *Works Order Options (6 of 6)*

Allocate Serial/Batch Nos on manual release (Y/N) If serial/batch tracking is selected for a product group within the Line 100 stock control module, any items processed through the works order module will need to allocate serial or batch numbers for stock movements.

Set to N - Serial/batch numbers will be allocated when stock is either issued at component/sub-assembly level or updated at product level.

Set to Y - Serial/batch numbers must be allocated before the works order is released. These numbers will be printed on the works order paperwork.

If you are using batches, issue from single batches only? (Y/N)

If you are using batches, this option is included to specify whether you wish to sell stock from a single batch only.

Set to Y - only batches that have a quantity outstanding greater than or equal to the quantity to be delivered will be shown in displays for allocating.

Set to N - the user can allocate batch numbers across batches.

Auto generate Serial/Batch Nos for completions (Y/N)

This parameter will determine whether serial or batch numbers are generated automatically upon completion of a works order.

Set to Y - serial/batch numbers are generated automatically. The numbers are determined by the start number identified by the 'Automatic Serial Set-up' parameter.

Set to N - the user must input the serial/batch numbers manually.

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
Serial/Batch Options										
WORKS ORDERS OPTIONS (6 of 6)										
Allocate Serial/Batch nos on manual release (Y/N) <input type="text" value="No"/>										
If you are using batches, issue from single batches only? (Y/N) <input type="text" value="No"/>										
Auto generate Serial/Batch Nos for completions (Y/N) <input type="text" value="No"/>										
Automation Options										
Automatically issue orders without shortages (Y/N) <input type="text" value="No"/>										
Automatically complete orders without shortages (Y/N) <input type="text" value="No"/>										
Override automatic issue/complete at runtime (Y/N) <input type="text" value="No"/>										
Prompt for auto issue/completion serial numbers (Y/N) <input type="text" value="No"/>										
Default for zero free stock (fully short order) (Y/N) <input type="text" value="No"/>										
Override zero free stock at runtime (Y/N) <input type="text" value="No"/>										

*Automation Options**Works Order Options (6 of 6)*

Automatically issue orders without shortages (Y/N)

If this parameter is set to Yes, works orders will be automatically issued when the works order is raised, provided there are no shortages.

Automatically complete orders without shortages (Y/N)

If this parameter is set to Yes, works orders will be automatically issued and completed when the works order is raised, provided there are no shortages.

Override automatic issue/complete at runtime (Y/N)

If this parameter is set to Yes, you will be prompted to override the above two parameters when raising a works order.

Prompt for auto issue/complete serial numbers (Y/N)

When works orders are automatically issued or completed and batch or serial numbers are required at either assembly or component level, Sovman will ignore the works order (i.e. it will not be automatically processed) unless this parameter is set to Yes when you will be prompted for the appropriate batch/serial numbers.

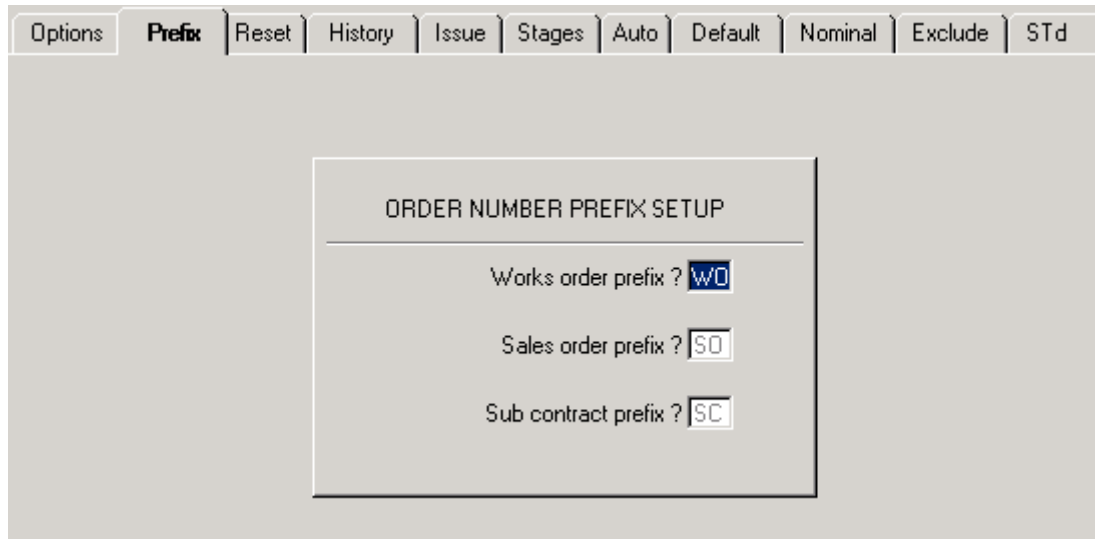
Default for zero free stock (fully short order) (Y/N)

You may raise a works order without allocating any stock by setting the available stock to zero. This parameter determines the default setting for the free stock.

Override zero free stock at runtime (Y/N)

The default setting may be changed when raising any individual works order by setting this parameter to Yes.

Prefix

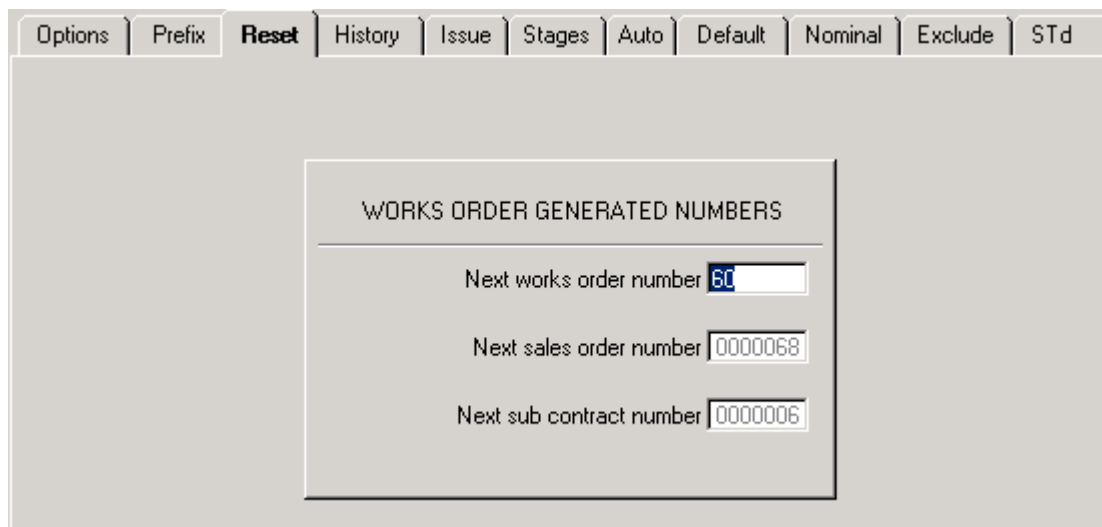


The screenshot shows a software interface with a menu bar at the top containing the following items: Options, Prefix (highlighted), Reset, History, Issue, Stages, Auto, Default, Nominal, Exclude, and STd. Below the menu bar is a large grey rectangular area containing a white-bordered box titled "ORDER NUMBER PREFIX SETUP". Inside this box, there are three text input fields: "Works order prefix ?" with the value "WO", "Sales order prefix ?" with the value "SO", and "Sub contract prefix ?" with the value "SC".

There are three ranges of order numbers used when works orders are created. One is for orders created manually i.e. for stock, one is for orders released from sales orders, and the other is for orders on sub-contractors.

The works order module distinguishes between these types by prefixing the works order number. Use this option to change the prefix you wish to use.

Reset



The screenshot shows a software interface with a menu bar at the top containing the following items: Options, Prefix, Reset (highlighted), History, Issue, Stages, Auto, Default, Nominal, Exclude, and STd. Below the menu bar is a large grey rectangular area containing a white-bordered box titled "WORKS ORDER GENERATED NUMBERS". Inside this box, there are three text input fields: "Next works order number" with the value "60", "Next sales order number" with the value "0000068", and "Next sub contract number" with the value "0000006".

The works order module will automatically increment your works order number each time a new order is created, provided you have selected 'G' enerated numbers as an option. Use this function to determine where your order numbers begin for each of the three ranges.

History

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
---------	--------	-------	----------------	-------	--------	------	---------	---------	---------	-----

LEDGER ACCOUNTS FOR STOCK HISTORY

Account for works order history

Account for sales order history

Analysis for sub contract history

This option is used to specify the Line 100 Purchase Ledger account numbers that are to be used for stock history transactions from the works order module. An account number may be specified for works orders, sales orders and sub-contract orders.

The default accounts are 'W/O Plan', 'W/O Sale' and 'S/C'. These do not have to be set-up as account records within the purchase ledger. Stock history transactions will have these default account numbers as their account reference.

The account numbers may be left blank, but by entering an appropriate account, stock transaction history can be analysed for sales orders, works orders and sub contract orders.

Issue

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
---------	--------	-------	---------	--------------	--------	------	---------	---------	---------	-----

	Issue Headings	Short	
1	<input type="text" value="Kitting"/>	<input type="text" value="K"/>	= 11
2	<input type="text" value="Final Assembly"/>	<input type="text" value="F"/>	= 12
3	<input type="text" value="Test"/>	<input type="text" value="T"/>	= 13
4	<input type="text"/>	<input type="text"/>	= 14
5	<input type="text" value="STAGE 1"/>	<input type="text"/>	= 15
6	<input type="text" value="STAGE 2"/>	<input type="text"/>	= 16
7	<input type="text" value="STAGE 3"/>	<input type="text"/>	= 17
8	<input type="text"/>	<input type="text"/>	= 18
9	<input type="text"/>	<input type="text"/>	= 19
10	<input type="text"/>	<input type="text"/>	= 20

If the parameter to have user defined advance issue stages is set, up to ten additional production stages can be defined. These can be amended at product group level. This function enables the user to define the stages. A short code may be assigned to each stage. This is displayed as the order status within works orders. A description may also be entered for each stage.

Stages

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd																																		
Enter To Amend Headings					Group Name <input type="text" value="ACCS"/> Accessories																																							
<table border="1"> <thead> <tr> <th>Code</th> <th>Product Group Name</th> </tr> </thead> <tbody> <tr><td>ACCS</td><td>Accessories</td></tr> <tr><td>BORD</td><td>Panel Board</td></tr> <tr><td>BRCH</td><td>Brochure Dispensers</td></tr> <tr><td>BUND</td><td>Bundled Packages</td></tr> <tr><td>CABL</td><td>Cable</td></tr> <tr><td>CARP</td><td>Carpet</td></tr> <tr><td>CASE</td><td>Case with P.S.U.s.</td></tr> <tr><td>DRIV</td><td>Drives</td></tr> <tr><td>ELEC</td><td>Electrical Fittings</td></tr> <tr><td>EXHB</td><td>Exhibitions</td></tr> </tbody> </table>					Code	Product Group Name	ACCS	Accessories	BORD	Panel Board	BRCH	Brochure Dispensers	BUND	Bundled Packages	CABL	Cable	CARP	Carpet	CASE	Case with P.S.U.s.	DRIV	Drives	ELEC	Electrical Fittings	EXHB	Exhibitions	<table border="1"> <thead> <tr> <th>Status</th> <th>Heading</th> <th>Bypass</th> </tr> </thead> <tbody> <tr><td>5</td><td>STAGE 1</td><td>No</td></tr> <tr><td>6</td><td>STAGE 2</td><td>No</td></tr> <tr><td>7</td><td>STAGE 3</td><td>No</td></tr> </tbody> </table>						Status	Heading	Bypass	5	STAGE 1	No	6	STAGE 2	No	7	STAGE 3	No
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6	STAGE 2	No																																										
7	STAGE 3	No																																										
Escape to exit																																												

If additional production stages have been defined, this function enables these stages to be linked to product groups.

Upon selection, the product groups from the stock control module are displayed. The cursor may be used to select a product group.

The user is prompted to select the status. This is the status as defined in the issue stage headings. The '/' key will enable the defined stages to be displayed and selected. A stage has to be linked to a product group to be effective. The Bypass field can be set to "Yes" indicating that this stage is optional and may be bypassed. If set to No then the stage is mandatory and the works order will have to pass through this stage before the next stage can be completed.

Auto

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">AUTO GENERATED SERIAL NOS</p> <hr/> <p style="text-align: center;">Serial Prefix ? <input type="text" value="W/GRN"/></p> <p style="text-align: center;">Serial Next Number ? <input type="text" value="00000001"/></p> </div>										

This parameter sets the start serial or batch numbers when the parameter is set to automatically generate them upon completion of a works order. Numbers have a prefix and a number that can be initialised.

Default

Options										Prefix										Reset										History										Issue										Stages										Auto										Default										Nominal										Exclude										STd									
Description					Nom Code					CC					Dpt Name																																																																																														
Stock Control Account					13100					ADM					ADM					Stock																																																																																									
Work In Progress					13200					ADM					ADM					Work in Progress																																																																																									
Std Labour Recovery					84000					ADM					ADM					Diret Labour (BOM)																																																																																									
Std Machine Recovery					84200					ADM					ADM					Machine Recovery																																																																																									
Std Overhead Recovery					84100					ADM					ADM					Overheads (BOM)																																																																																									
Std Set Up Recovery					84300					ADM					ADM					Set-up Recovery																																																																																									
Std S/Contract Recovery					85000					ADM					ADM					Std Sub-Contractor Recovery																																																																																									
Act S/Contract Recovery					85100					ADM					ADM					Act Sub-Contractor Recovery																																																																																									
Manufacturing Variance					84400					ADM					ADM					Manufacturing Variance																																																																																									
Stock Scrap Account					13110					ADM					ADM					Stock Write Offs																																																																																									
Bulk Stock Account					13400					ADM					ADM					Bulk Stock Account																																																																																									
Non Stock Account					12100					ADM					ADM					Non Stock Account																																																																																									

The default nominal codes for works order postings can be specified here. When item lines are analysed to the nominal ledger during works order processing, the nominal codes entered here will be utilised to make postings to the nominal ledger.

Stock Control Account (Balance Sheet)

This is the account used to post stock movements from works orders. When a works order is issued, the component or raw material stock is reduced i.e. issued. The stock control account is credited with the value of stock issued and the work in progress account debited. Material cost is calculated from either the standard, average, FIFO or LIFO cost of the components based on the stock control product group costing parameter.

When a works order is completed, the work in progress account is credited and the stock control account debited for the finished product. The stock value is calculated from the sum of the material, labour, machine, overhead and set-up costs.

If standard cost is used, any variance between the works order, material cost and standard cost is posted to the Manufacturing Variance account.

Work in Progress (Balance Sheet)

This records the value of work in progress at any time. Work in progress represents any works order issued but not yet completed. The work in progress account is debited with the material cost of the components when the works order is issued and credited when the works order is completed. If the parameter is set to issue and complete at the same time there are no work in progress postings.

Std Labour Recovery (Profit & Loss)

This records the standard labour cost of completed works orders. This is calculated from the standard labour cost of the assembly. Thus if an assembly has a cost of £100, with £10 labour and £90 stock, £100 is posted to the stock control account and £10 to the standard labour recovery account upon completion.

Std Machine Recovery (Profit & Loss)	This records the standard machine cost of completed works orders. This is calculated from the standard machine cost of the assembly. Thus of an assembly has a cost of £100, with £10 machine and £90 stock, £100 is posted to the stock control account and £10 to the machine recovery account upon completion.
Std Overhead Recovery (Profit & Loss)	This records the standard overhead cost of completed works orders. This is calculated from the standard overhead cost of the assembly. Thus of an assembly has a cost of £100, with £10 overhead and £90 stock, £100 is posted to the stock control account and £10 to the overhead recovery account upon completion.
Std Set Up Recovery (Profit & Loss)	This records the standard set-up cost of completed works orders. This is calculated from the standard set-up cost of the assembly. Thus if an assembly has a cost of £100, with £10 set-up and £90 stock, £100 is posted to the stock control account and £10 to the set-up recovery account upon completion.
Std S/Contract Recovery (Profit & Loss)	<p>Sub contract orders may be raised through the works order module. A sub contract order will have a 'labour' cost i.e. the sub-contract price, and a materials cost for the components or materials issued to the sub contractor. Thus an order may be placed on a sub-contractor to anodise a piece of metal. The material cost will be the cost of the metal issued to the sub-contractor. The labour price will be the cost of anodising the metal.</p> <p>When the sub contract order is completed, the standard labour cost is picked up from the bill of material for the assembly (i.e. finished product). This is posted to the Std S/Contract Recovery account.</p>
Act S/Contract Recovery (Profit & Loss)	If the parameter is set to approve the sub contract invoice, the actual labour price is posted to this account from the purchase invoice. The variance between standard and labour may then be calculated.
Manufacturing Variance (Profit & Loss)	<p>If stock items are valued at standard cost, there may be a variance when a works order is completed and the total material cost differs from the total standard cost. This can arise if: -</p> <ul style="list-style-type: none"> • Costs have changed since the last BOM costing run • There is any change in the quantities of material used <p>Any variance between the standard cost and actual cost of an order is posted to the manufacturing variance account.</p>
Stock Scrap Account (Profit & Loss)	This is used to record stock that is identified as scrap or wasted when a works order is recorded as completed. If the parameter has been set to allow partial completions and you complete a quantity less than the order quantity, you are prompted to scrap the outstanding balance. If you choose to scrap the balance on the order, the value is posted to this stock scrap account.
Bulk Stock Account (Balance Sheet)	<p>If an item is flagged as bulk, using the BOM stock maintenance function within the Sovman BOM module, then stock is not updated for these bulk items within works orders.</p> <p>The cost of an item within both BOM and works orders includes the cost of any bulk items, if a works order is processed with bulk items. Therefore, there will be a variance between the stock issued/completed and the total stock value, as bulk items do not affect stock.</p>

For these items, the bulk stock account is updated with the item cost when the works order is completed or issued, rather than the stock control account. This 'bulk variance' can later be adjusted when the bulk items are issued or received through the Line 100 stock control stock adjustments.

The bulk stock account is therefore a control account holding the value of bulk stock that has to be posted through transaction entry within stock control.

Non Stock Account (Balance Sheet)

The Sovman bill of materials module will allow non-stock components to be created within the BOM. Any non-stock items issued through the works order module will be posted to this account.

These nominal codes may also be overwritten at product group level using the 'Product Nominal Codes' parameter (see below). When you exit the default nominal function, you are prompted to copy the defaults to all product group nominals. Enter "Yes" if you wish to copy the defaults. You may then amend these for each product group.

Nominal

Options	Prefix	Reset	History	Issue	Stages	Auto	Default	Nominal	Exclude	STd
Product Nominal Default										
Code Group Name										
ACCS Accessories										
BORD Panel Board										
BRCH Brochure Dispe										
BUND Bundled Packag										
CABL Cable										
CARP Carpet										
CASE Case with P.S.										
DRIV Drives										
ELEC Electrical Fit										
EXHB Exhibitions										
To amend Prod Nominals press enter.										
Accessories Nom Code CC Dpt Name										
Stock Control 13100 ADM ADM Stock										
Work In Progress 13200 ADM ADM Work in Pro										
Std Labour Recovery 84000 ADM ADM Diret Labou										
Std Machine Recovery 84200 ADM ADM Machine Rec										
Std Over'h'd Recovery 84100 ADM ADM Overheads [
Std Set Up Recovery 84300 ADM ADM Set-up Reco										
Std S/Cont Recovery 85000 ADM ADM Std Sub-Con										
Act S/Cont Recovery 85100 ADM ADM Act Sub-Con										
Manuf'ng Variance 84400 ADM ADM Manufacturi										
Scrap Account 13110 ADM ADM Stock Write										
Bulk Account 13400 ADM ADM Bulk Stock										
Non Stock Account 12100 ADM ADM Non Stock A										

The nominal codes specified within the 'Default Nominal Codes' parameter may be redefined for any product group within the Line 100 stock control file. The user is prompted to select a product group and the default nominal codes for that group may be amended.

Thus it is possible to have separate work in progress accounts, for instance, for each product group manufactured.

When you select this option, you will be prompted to copy the default nominals to the product group defaults.

Exclude

Code	Depot Name	Sequence	— Exclude W/O	— S/C	Auto Despatch Sales Order
FAC	Factory	999999	No	No	Yes
FACQ	Quarantine	999999	Yes	No	Yes
WHS1	Main Warehouse	999999	No	No	Yes
WHS2	Cramlin Lane Whouse	999999	No	No	Yes
WIP	Work in Progress	999999	No	No	Yes

If you are using depots within the Line 100 stock control module and have set the parameter in works orders (see above) to allocate across depots, this function enables you to determine the sequence in which stock is allocated from depots when releasing works orders. The sequence may be amended for any individual works order provided the parameter to allow depot/exclusion/sequence changes has been set.

You are presented with a list of depots defined within the Line 100 stock control module. The following fields are displayed for each depot: -

Depot Name	The depot name from Sage Line 100 stock module.
Sequence	The sequence number of the depot. Use this to determine the order in which depots are searched for stock when allocating.
Exclude W/O	Use this to exclude stock within this depot from being allocated to works orders. This would apply if the depot were an inspection or quarantine depot for raw materials/components.
Exclude S/C	Use this to exclude stock within this depot from being allocated to sub contract orders. This would apply if the depot were an inspection or quarantine depot for raw materials/components.
Auto Despatch Sales Order	When a product is completed within the works order module, and the works order has been raised from a Line 100 sales order using the Sales Order Release parameter, the stock is normally allocated automatically to the sales order item. Set this parameter to No if you do not require finished product stock in this depot to be allocated to sales orders. This would apply if the depot were an inspection or quarantine depot for finished product. The product would be transferred to the finished goods depot using the Line 100 stock control transfer function after inspection.

STd

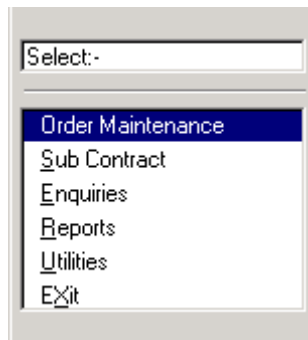
The screenshot shows a terminal window with a menu bar at the top containing the following options: Options, Prefix, Reset, History, Issue, Stages, Auto, Default, Nominal, Exclude, and **STd**. Below the menu bar is an 'Acct' field with a search icon. A message reads: 'To amend, move cursor to narrative, and press Enter.' Below this is a large text area for entering narrative. To the left of this area, it says 'Press Esc for menu.' Below the text area is a section labeled 'Standard Narrative' with a horizontal line and a text input field.

This function enables you to maintain a set of standard comments or text that is related to a customer. This text is automatically transferred to the works order and printed on the picking list when raising a works order for this customer.

You are prompted to select the customer from the sales ledger. You may use the search function to locate a customer.

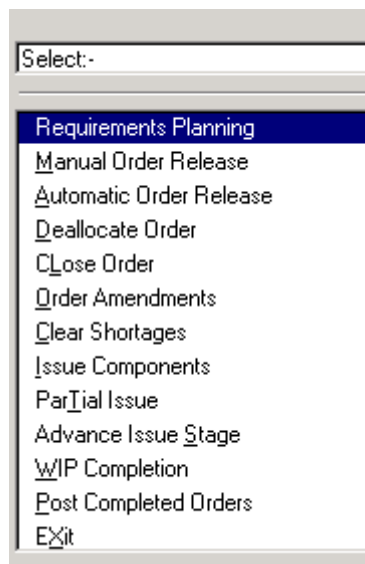
You may then create any number of lines of comment or text. Press ENTER to select a line. You must enter a reference or code for each line e.g. 100, 101. You may then enter up to 75 characters of text per line. You may enter as many lines as you require.

Order Maintenance



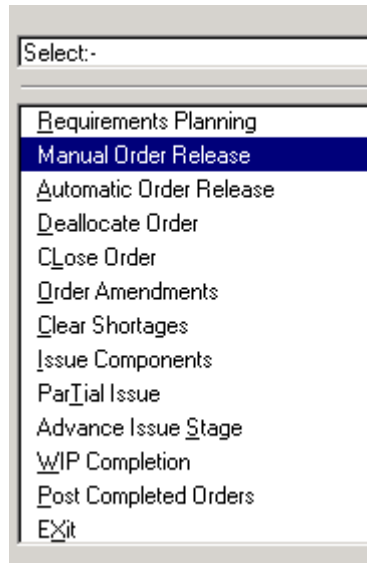
Select this option to enter the Works Orders section of the programme.

Requirements Planning

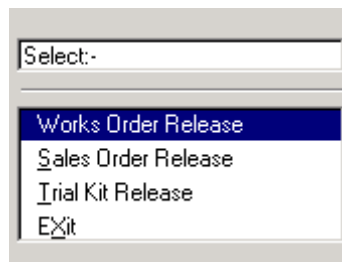


This option only appears if the Sovman Materials Planning module is present. The function drops into the Requirements Planning enquiry (see Materials Planning manual).

Manual Order Release



Works Order Release



This function enables a works order to be created manually.

The screen prompts for the selection of the assembly number for the works order. Use of the search facility displays all assemblies from the Sovman Bill of Materials file. Upon entry of the assembly number, the assembly details are displayed from the stock control and BOM files.

When accepted, the following fields are requested: -

Order Number	The works order number is raised automatically if the parameter is set to generate order numbers.
Description	The description of the assembly from the stock control file. This may be amended if required.
Account Ref	A sales ledger account number may be entered to relate a planned order to a specific customer if required. Use of the search function displays accounts from the sales ledger.
Reference	An additional reference may be entered for the works order. This may be, for instance, the customer order number.

Locked Alloc	When a works order is raised, stock of the components is automatically allocated unless the free stock is treated as zero (see field below). The remove allocations function (see clear shortages) will ignore works orders that have allocated stock and these allocations are locked. If allocations are not locked, the remove allocations function will remove these allocations. This field is set to the default within parameters and can be used to lock or unlock allocations when raising works orders.
Zero Free Stock	You may raise a works order without allocating any stock by treating the available free stock as zero. This field defaults to the default setting within parameters.
Qty Ordered	The quantity required on the works order.
Depot	If the Line 100 depot facility is used within stock control, the depot for the assembly stock when completed must be selected.
Effect date	<p>This refers to the effective dates within the bill of materials for this assembly. Input of a date here will select the BOM with that date effective. Thus if the BOM has a component with a start effective date of 1st January 1996, input of an effect date of 12/12/95 will ignore this component while an effect date of 12/01/96 will include it.</p> <p>This field can therefore be used to generate works orders using the BOM that was effective at a particular date.</p>
Order Date	The date the works order is created. This defaults to the current date.
Due Date	The date the works order is required by e.g. the customer due date. This defaults to the current date plus the lead-time from the stock control record for the assembly.
Revised Date	The due date cannot be entered manually. This field allows input of a manually entered due date other than the standard one.
Production	The date the works order is to be produced or manufactured by. This defaults to the current date.
Analysis	This is an analysis code that can be used to analyse works orders e.g. for stock, to replace faulty goods etc. It defaults to the assembly product group.
Priority	The priority rating of the customer, if specified. This field only appears if priority has been selected within parameters.

If the parameter to 'override on suppress multi-level explosions at run time' is set to Yes, you are prompted to select these options for this order if required.

If the parameter to add extra release comments has been selected, up to 20 lines of text may be added to the works order.

If the parameter to allocate serial/batches at the release stage has been set, and there are components within product groups that are traceable at serial/batch level, you will be prompted to allocate serial/batch numbers at this point. You may start the batch/serial display at a specific point or display all available batches. You may then select the batches/serial numbers to allocate.

After entry of these fields, the works order is released and the component/sub-assembly stocks allocated.

If there are variable components within the BOM, you are prompted for the variable quantity. You may select: -

Actual Quantity This is the total quantity of the variable component for the whole works order.

Unit Quantity The quantity of the variable component for 1 occurrence of the BOM.

If the parameter is set to amend the original release quantity after a variable selection, you are prompted to confirm the quantity.

At the end of the release, the following options are displayed: -

Continue This will continue with the release process. If the parameter has been set to explode multi-level, the order will be exploded down any further levels if there are sub-assemblies within the BOM structure and there is a requirement to produce. A sub-assembly will only explode down to a further level if: -

- The multi-level field within the BOM assembly is set to always explode.
- The multi-level field within the BOM assembly is set to explode shortages and there are shortages for the sub-assembly. Sovman will also check if there is any existing released or WIP quantity that covers the shortage (if the parameter is set to take released/WIP into account).

If there are shortages that need to explode to a further level you will be prompted to confirm the explosion. You are also prompted to display any further shortages on screen.

View Shortages An option is displayed to view shortages. If selected, the items that have insufficient free stock available are displayed. A field FI (Flag) indicates the following: -

- Cv - covered, the shortage is covered by WIP or released
- Pc - partially covered
- Sc - the item is a sub contract item

Use of the cursor key will select an appropriate item. The following shortage item details are displayed at the foot of the screen: -

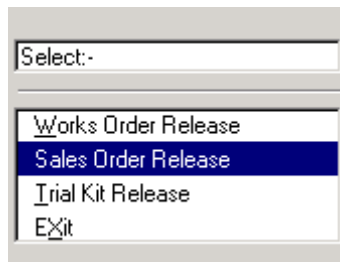
Item Number	The stock control part number.
Depot	The depot used to allocate stock.
Description	The part description from the stock control file.
Stocked in	The stocked in unit from the stock control file.
Stock Levels	
Total stock	The physical stock.
On order.	The quantity on order.

S/O Alloc	The total quantity of this stock item allocated to sales orders
W/O Alloc	The total quantity of this stock item allocated to works orders
S/O Short	The total quantity of this stock item recorded as shortage against sales orders
W/O Short	The total quantity of this stock item recorded as shortage against works orders
WIP	The quantity of this stock item currently in work in progress
Released	The quantity of this stock item currently released but not work in progress i.e. not issued
Free stock	The current free stock of this item
Potential stock	The potential stock of this item. This is calculated as follows: - Total stock + On order + WIP + Released – S/O Alloc - W/O Alloc - S/O Short - W/O Short

Deallocate Order If there are shortages, you may wish to deallocate the order. This reverses the release process and de-allocates the stock. You may subsequently de-allocate an order using the separate de-allocate function.

After exit, the option is available to create another works order (Another Release) or Exit to the menu.

Sales Order Release



This function enables a sales order to be selected for release into the works order system. The option is not available if sales order processing is not present.

When a sales order is released, the quantity in forward order (or a partial quantity) is processed by exploding it as a requirement through the Sovman Bill of Material file.

An order may only be released if it has not previously been released and the relevant BOM criteria are satisfied (verification and effectivity dates). Any orders that fail to be released are reported and an error message displayed.

Sales orders are released at item level. You may locate an order by entry of one of the following fields: -

- Order No.

- Account No.
- Short Name.
- Their Ref.

You may type “/” and enter in any of these fields also, to search for an order record. The screen will display a list of current orders, including details of the order number, account name, their reference and status.

To select from the list, move the selection pointer to the order required, and press enter.

When an order is selected the system will display the following options: -

All items	All sales order items will be released into the works order system. A separate works order will be raised for each item.
Selected Items	When this option is selected, all items from the sales order are displayed for selection.

If the option has been selected to allow partial releases (see above), the system prompts for the Quantity to Release. You are then asked if you wish to be prompted for the remaining unreleased quantity (i.e. the balance). If you respond "Yes", you will be prompted to release the balance after this release. When a partial quantity is released, the system maintains the balance of the forward order for future release.

If the parameters are set to over-ride the free release and free WIP quantities, you are prompted to change these if required for this order.

The selected orders are released into the works order system. The forward order quantity from the order item is exploded through the Sovman BOM file. The quantity of the product is recorded as 'Released' on the Stock Control file and the stock of each component / sub-assembly allocated.

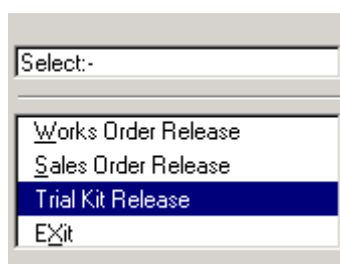
If the parameter is set to add extra comments or text to the order at release, you are prompted for any text.

When a works order is created from a sales order, the sales order prefix (default 'SO') is used to create the works order number. The reference field in the works order header contains the sales order number. Any subsequent lower level works orders raised for the sales order (if the parameter for multi-level explosion is set) are numbered in relation to the top level works order by adding a suffix "/1", "/2" etc to the works order number. Thus all works orders raised to satisfy the original sales order are related to each other and the original sales order number.

The subsequent processing is as per the works order release above.

At the end of the release, you are prompted for "Another Release" (to select another order) or "Same Order Release" to release further quantities from this sales order item.

Trial Kit Release



This function enables you to perform a 'trial kit' for a quantity of an assembly i.e. determine whether there is sufficient free stock of components and sub-assemblies to make the required quantity.

When selected, you are prompted for entry of the assembly number. You may use the search function to locate the assembly.

A trial kit works order is created with an order number prefix 'TK'. If you are using depots within Line 100 stock control, you are prompted for the depot for the assembly. Once you have entered the required quantity and additional fields, you are prompted for: -

Full Component Print Out (Y/N)? If set to Yes, a full list of components will be printed.

Shortage Print Out Only (Y/N)? If set to Yes, only those components with shortages will be printed.

Pause for Viewing Shortage (Y/N)? If this parameter is set to Yes, shortages may be displayed on the screen.

You are then given options to Continue, View Shortages, and Deallocate Order. These perform the function described in the Works Order Release above.

If there are sub-assemblies with shortages, and the parameter is set to explode multi-level, subsequent 'TK' orders will be generated at the appropriate levels.

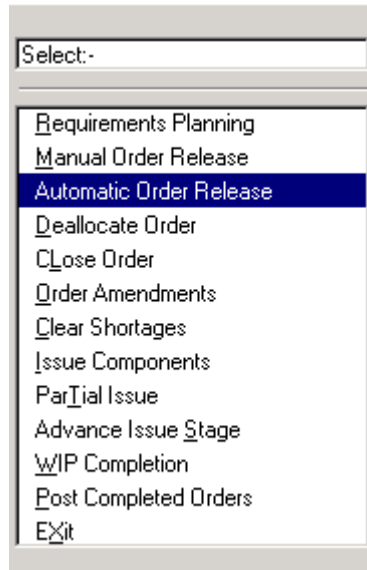
The trial kit function will only display or report on available free stock. Stock is not allocated permanently to the 'TK' order. If you choose 'Another Release', you may enter several trial kits within the same batch. Stock is allocated for the batch in the order of entry. Finally, when you exit, the stock allocations are removed.

The Trial Kit function will use the same parameters as normal works orders when exploding multi-level e.g. if the parameter is set to include WIP, the trial kit will not explode further if there is work in progress for a sub-assembly.

The trial kit function displays the quantity covered from available stock and an indication that the required quantity is fully covered or only partially covered or stock is not available.

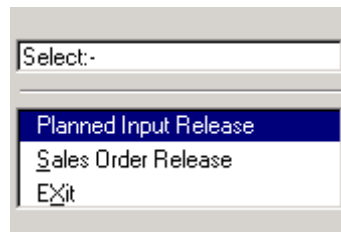
A report is also produced showing the results of the trial kit process.

Automatic Order Release



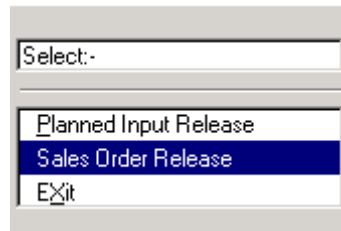
This function allows you to automatically create works orders from either production plan (entered into the Sovman Materials Planning module) or Line 100 sales orders.

Planned Input Release



This function will automatically create works orders for any production plan, entered as inputs in the Materials Planning module. You are given a template to select assembly items. You may only use this function if you have created a default depot within the parameters section of the Materials Planning module. The production due date of the works order is taken from the week within the Materials Planning calendar for the planned input. Works orders are created (see above) and the planned input quantities transferred from 'Inputs' to 'WIP + Rel' on the Materials Planning screen.

Sales Order Release



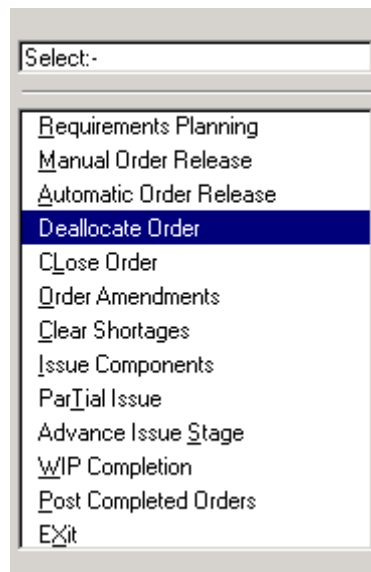
This function will automatically release all forward order quantities for sales order selected. When a sales order is released, the production due date is calculated by subtracting the assembly lead-time on the stock control file from the sales order due date.

The sales orders to be released may be selected through a template.

This option is not available when the option for 'E'ntered order numbers is selected (see Parameters above).

With this option, works orders may be created for all sales orders due for a future period e.g. next week. A separate works order is created for each sales order item.

Deallocate Order

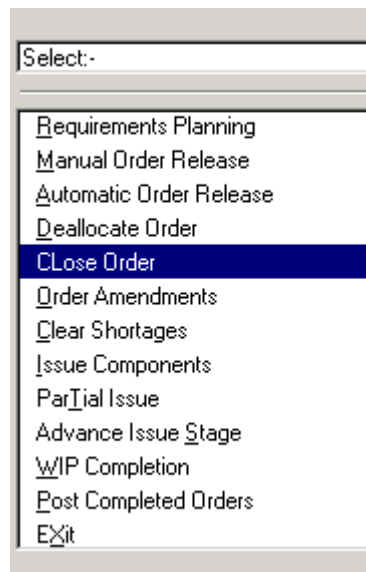


This function enables previously released works orders to be de-allocated. When an order is de-allocated, the component and sub-assembly allocated stocks are released and the assembly plan quantity is reduced i.e. the original works order release is completely reversed.

Upon selection, the system prompts for the works order number. The search keys may be used to locate the order. When the order is identified you are asked to confirm the de-allocate procedure.

If there are associated lower level works orders, you are prompted to de-allocate these orders also.

Close Order



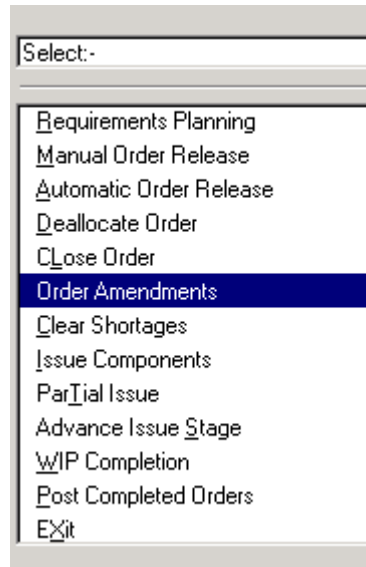
This function will close an outstanding works order. Any balance on the order is posted to the scrap account in the nominal. Components that have been issued will not be returned to stock. Any returns must be processed manually through the Sage stock control issues/adjustments function.

You may close an order at any status. If the order has not been issued i.e. status is 'Issue' or 'Short', the close order function has the same affect as the de-allocate function.

Normally you would use this function to remove any outstanding balances on a works order e.g. a weekly order for 1,000 with 950 completed.

You will be prompted to close any related orders if they exist.

Order Amendments



This function enables a works order to be amended. An amendment may be made to an order before it is completed. After completion, the header information only may be amended. Any amendments that effect stock also update the stock control file and nominal ledger. A warning is displayed if amendments may affect stock. No amendments that affect stock may be made once the works order is completed, although you may 'back-step' an order using the Reverse Issues/Completions function (see Utilities, File Maintenance).

The order may be located using the Order No, Assembly Number, Assembly Desc, or Reference. The '/' function may be used to search.

Once located, the details of the order are displayed for amendment. The user is prompted to select either: -

Header	This displays the order header information for amendment. All fields may be amended except for the Released By, Zero Free Stock, Quantity Ordered, Order Date and Due Date fields. The Actual Labour, Machine, Overhead and Set-up costs and times may also be recorded against the order. These are posted with the order to works order history for subsequent analysis of actual labour times.
Details	The order details are displayed for selection. Upon selection of an item, the user is prompted for: -

Amend Qty
Required

The quantity required for this item may be amended. If the quantity is amended, this is reflected in the material cost of the works order.

The quantity required may be amended after the works order is issued. The required quantity displayed will then be zero and any quantity will be additional to the original required quantity issued.

Negative quantities may also be entered and these will be treated as returns.

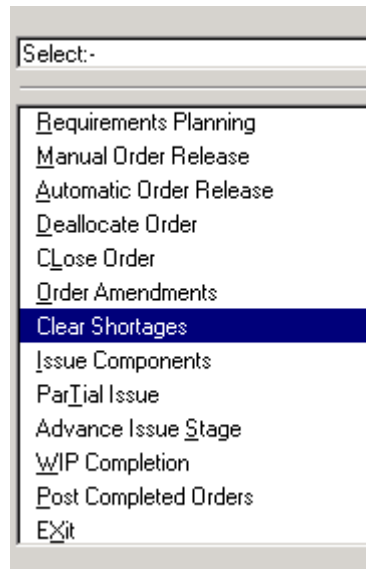
All amendments update stock and affect the material cost of the order.

Clear Shortages	This function allows shortages to be cleared by transferring allocations from other works orders. All works orders for this item are displayed together with details of free stock, quantity required and quantity outstanding. Upon selection of a works order item, the stock details are displayed, including the quantity required, quantity to be picked and shortage quantity. The quantity to be picked can be amended and the shortage quantity and available free stock will be adjusted.
Delete Item	Items may also be deleted from a works order. The user is asked to confirm.

After escaping from these options, the following additional options are displayed: -

Add Item Line	Items may be selected from the Line 100 stock control file to be added to the works order.
Add Text Line	Text lines may be added to an order.
Picking List	This option simply re-prints the picking list for the amended order.

Clear Shortages

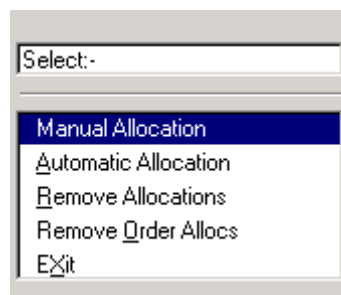


This function is used to clear shortages of components or sub-assemblies holding up works orders. If a works order is released into the system and it has shortages the status is set to 'Clear Shortages'.

When stock is booked in, either through the stock control adjustments or goods received or through the completion of a works order, this stock may be allocated to shortages using this function.

Care has to be taken to ensure that stock is available to clear the shortage, as it is possible to release shortage items even though there is insufficient stock causing the free stock to go negative.

Manual Allocation



Upon selection of this function, the system prompts for the stock code of the component or sub-assembly. Non-stock items may also be selected if the shortage control parameter is set for these. Use of the search facility displays the stock control records. Once the item has been selected, the user may display all works orders for this part using full list or just orders with a shortage with shortages only. The cursor can be used to select the works order. If the Order Priority Levels parameter has been selected, the shortages are displayed in priority sequence.

Once selected, the quantity required and the quantities to be picked are displayed together with the shortage quantity.

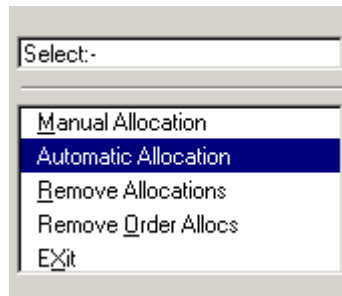
The shortage may be cleared or reduced by entering the quantity to be picked.

If the depot function within stock control is activated, you are asked to select the location of the stock for the depot of the works order.

After entering, the option is given to accept, re-enter or discard. If accepted, the next works order for that item may be selected.

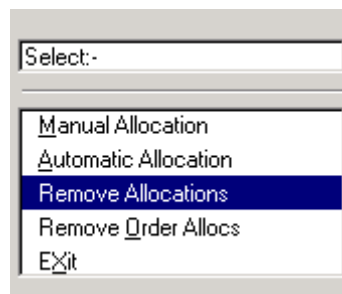
After all shortages have been processed, the escape key returns to the menu. Shortage items are deleted and, if no shortages remain on the works order, the status is changed to 'Issue Components' and the Works Order Picking list printed.

Automatic Allocation



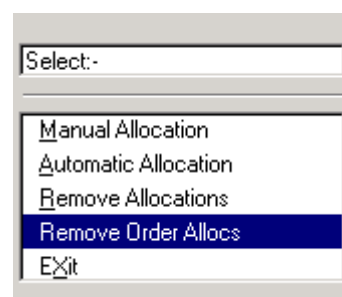
This function automatically allocates free stock to works order shortages. If the parameter is set, only shortages that will fully clear orders for picking will be allocated i.e. unless the free stock completely covers the shortage quantity, no allocation is performed. Shortages are allocated in order number sequence unless order priorities are selected in parameters. Shortages will not be cleared if the parameter is set to exclude depots and the depot is an exclusion depot.

Remove Allocations



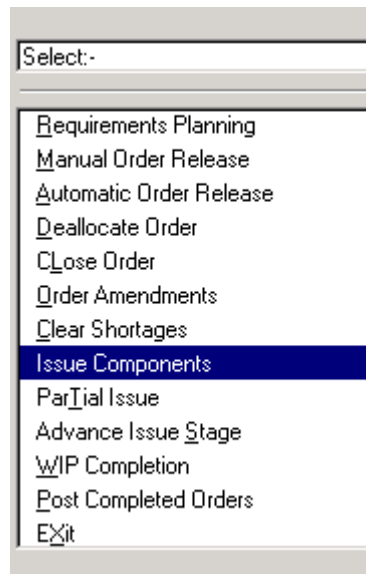
This function will automatically remove any works order allocations where the allocations are not locked. Any serial/batch numbers allocated will be released.

Remove Order Allocs



You may remove allocations for any individual works order using this function.

Issue Components



This function is used to issue the component / sub-assembly stocks to the works order. The stocks of the components / sub-assemblies are reduced and the status of the works order changed from 'Issue Components' to 'Complete Assembly' unless user defined stages have been created when the next status is used.

In addition, the works order quantity is changed from released to work in progress on the BOM stock record (this can be viewed in Materials Planning, Requirements Planning).

This option does not appear if the parameter is set to Issue / Complete at the same time.

Upon selection, the system prompts for selection of an order. The search mode displays all works orders. When an order is selected, you are asked to confirm to advance the order to work in progress. If the parameter has been set to allow partial issues, you are prompted to input the quantity issued.

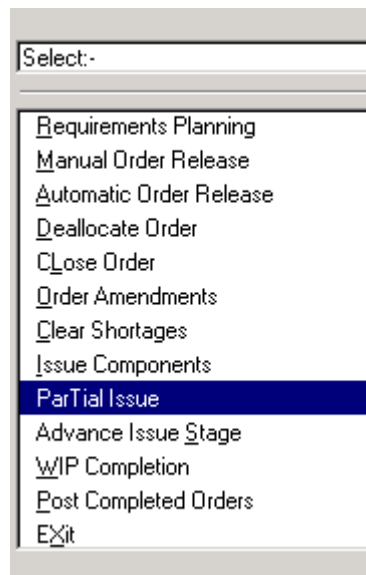
If the parameter to allocate serial / batches at the release stage has been set to No, and there are components within product groups that are traceable at serial / batch level, you will be prompted to allocate serial / batch numbers at this point. You may start the batch/serial display at a specific point or display all available batches. You may then select the batches / serial numbers to allocate.

When the order is issued, the status is set to 'Complete Assembly' unless user defined stages have been created. If a partial issue has been selected, the status remains at 'Issue'. No completions can be done until all the outstanding quantity is issued, although other partial issues may be performed.

The quantity issued of the assembly is moved from released to work in progress.

If the parameter is set to post to the nominal, the value of stock issued is transferred from the appropriate stock control accounts to the work in progress accounts.

ParTial Issue



The Issue Components (above) will allow you to fully issue all components for a works order, or to pro rata issue full sets of components for an order.

Sometimes it is necessary to perform a true partial issue and issue to work in progress those components that are available so that work can commence. The other components can then be issued later. The partial issue function handles this.

Although you can partially issue an order, you can only complete a quantity for which there is sufficient stock issued.

This option does not appear if the parameter is set to Issue / Complete at the same time.

Upon entry, the system prompts for selection of an order. The search mode displays all works orders.

If you are using issue stages to track works orders through production, you are asked to select the next stage to advance the order to.

When an order is selected you are asked to enter the issue date, which defaults to today's date.

You are then presented with the following options: -

- | | |
|------------------|--|
| Full Order Issue | This will automatically issue all components for this order. This option will only appear if there are no shortages i.e. the status of the order is 'Issue'. |
| Pro Rata Issue | This function will allow you to issue full sets of the works order assembly that can be issued. Thus a works order for a quantity of 10 of an assembly may require 20 of a particular component. If there are only 10 of this component allocated then you may issue 5 sets of components for this order, or any quantity less than this. This function only appears if there is sufficient stock to perform a pro rata issue. |

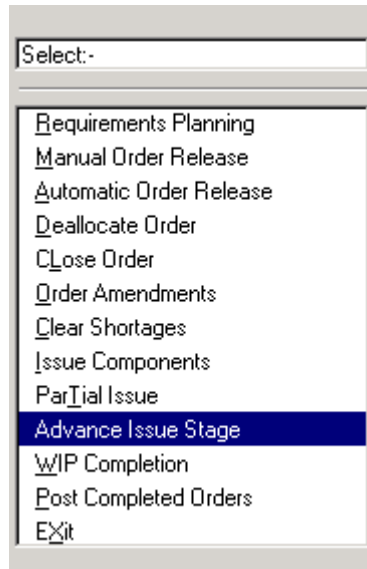
Selected Item Issue	This allows you to select items manually or automatically to issue.
Automatic Selection	This will automatically select all items with a quantity allocated to issue. Items selected are highlighted. You may select specific items and amend the quantity to issue amount. When you have completed the selection you are asked to confirm, re-enter or discard the issue. If you confirm the items and quantities, the items selected are issued.
Manual Selection	This function allows you to select items and quantities to issue manually. You are presented with a list of components to select. Each component displays the quantity required, shortage quantity and quantity outstanding. You may select a component to issue by moving the cursor and pressing enter. You can then enter the quantity to issue. You cannot input a quantity greater than the quantity allocated. You are asked to confirm the issue.
Reenter Issue Date	This function allows you to amend the issued date.

If the parameter to allocate serial / batches at the release stage has been set to No, and there are components within product groups that are traceable at serial / batch level, you will be prompted to allocate serial / batch numbers at this point. You may start the batch / serial display at a specific point or display all available batches. You may then select the batch / serial numbers to allocate.

When the order is partially issued, the status is set to 'Complete Assembly', if there are sufficient components available to complete a quantity, unless user defined stages have been created. If there are outstanding items that can be issued, the status remains at 'Issue'. If there are shortages, the status remains 'Short'.

You may complete a quantity of the assembly provided sufficient component stock has been issued.

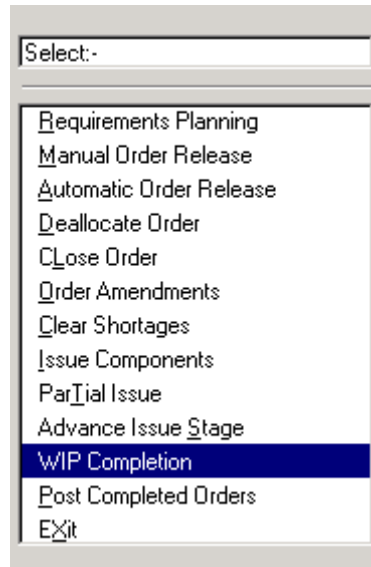
Advance Issue Stage



If user defined stages have been set up, this option allows the status of the order to be advanced to the next stage. The stages are determined by the product group stages defined and the Bypass field for each stage.

The user is prompted to select the order. When an order is selected, you are asked to confirm to advance the order to the next production stage.

WIP Completion



This function is used to complete the works order. The works order quantity is subtracted from work in progress and added to the assembly stock on the stock control file. The status of the works order is changed from 'Complete Assembly' to 'Post Order' when the total outstanding quantity is completed.

If the parameter is set to issue and complete at the same time, this option will show as a combined function.

If you have performed a partial issue on a works order, you may only complete a quantity for which there is sufficient supply of components issued.

If the parameter is set to allow partial completions, you are prompted for the completed quantity. You are then given the option to close the order or leave the order outstanding when the balance can be completed later.

If you choose to close the order, you are prompted to scrap the outstanding quantity. If you choose to scrap the balance, the scrap value is posted to the scrap nominal account specified in the default nominal codes within parameters.

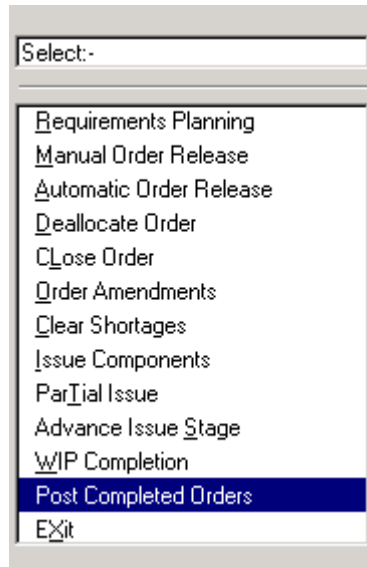
If you choose not to scrap the outstanding quantity, the value of the shortage completion is apportioned to the cost of the finished item i.e. the individual item cost is increased reflecting the wastage quantity.

You may also complete a quantity greater than the outstanding quantity i.e. over complete. A warning is displayed if this is the case. When you over complete, the cost of each completed item is reduced.

Upon selection, the works order number is requested. The search key may be used to locate the order. When the order is selected, you are asked to confirm to complete the order.

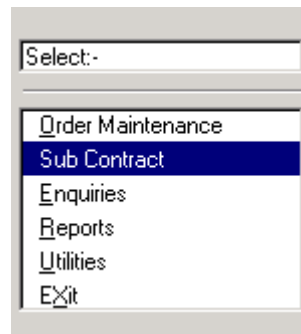
If serial or batch tracking is selected for the assembly, you will be prompted for the appropriate serial or batch numbers for the quantity completed.

Post Completed Orders



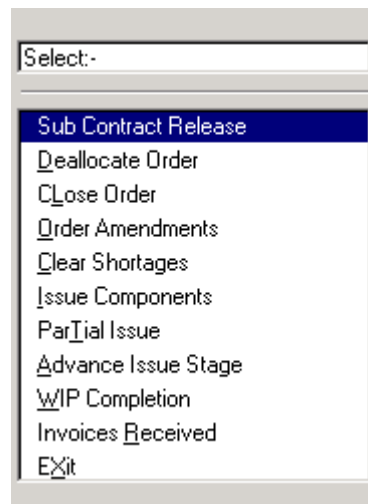
This option takes all works orders with a status of 'Post Order' and removes them from the system. If an order is part of a family i.e. multi-level orders with "/1", "/2" numbers, the orders are only posted when the whole family is complete. If the parameter is set to drop to history, the works order details are posted to a history file for reporting and analysis purposes. The post orders report will print actual costs of the works order. This will be a summary or detailed report depending on the parameter (see above).

Sub Contract



Select this option to enter the Sub Contract section of the programme.

Sub Contract Release



There are often occasions when an item within the production cycle is sent out to a sub contractor to be treated in some way before returning.

Example: -

Item A is a welded tube with a cost of £20. This is sent out to a sub-contractor who paints the tube for £5. The value of the painted tube (Item B) is £25 when it returns to stock from the sub-contractor.

The sub-contractor function enables these items to be treated correctly through the BOM and works order modules.

A BOM is created with item B (the painted tube) as the assembly consisting of item A (the welded tube) as a component. The assembly item cost is £25 with a labour cost of £5.

When a sub-contract order is raised, the stock of item A is allocated and linked to the purchase ledger account for the sub-contractor. When the works order is issued i.e. item A is sent to the sub-contractor, the stock of item A is issued. The works order enquiry and reporting functions can be used to identify items currently issued to a sub-contractor. The sub contract order identifies the purchase price of £5. The Works Order Picking list for sub contract orders includes the sub contractor name and address from the purchase ledger.

When item B is returned from the sub contractor, the works order is completed and item B is booked into stock at £25.

Normally only items that have been designated as sub-contract items within the BOM stock maintenance function (see the Sovman BOM manual) can be selected. If you select an item that is not normally a sub contract item, you are prompted to continue and to set this item as a sub contract item in future. Use of the '/' search key prompts you to select sub contract items or other assemblies.

Processing of a sub contract order is the same as releasing a works order except for the following fields: -

Account Reference	This is the sub contractor account number from the Line 100 purchase ledger.
Unit P/Price	This is the cost of the labour performed by the sub-contractor e.g. the cost of painting item A in the above example. This defaults to the BOM labour plus machine plus overhead plus set-up cost unless the parameter is set to use the X-ref file within Materials Planning.
Supp Item	This is the supplier item reference i.e. part number, taken from the Line 100 stock control record for this item and supplier.

If the parameter is set to explode multi-level, Sovman will generate lower level works orders if required. These will have an "SC" prefix even though they may be in-house orders, i.e. not sub contract. These orders will need to be issued and completed through the sub-contractor menu.

Deallocate Order

This function operates in the same way as the deallocate works order (see above).

Close Order

This function operates in the same way as the close works order (see above).

Order Amendments

This function operates in the same way as the works order amendments (see above).

Clear Shortages

This function is the same as the clear shortages function for works order (see above).

Issue Components

This function operates in the same way as the Issue Components for works order (see above). A sub contractor order is issued when the components are physically despatched to the sub-contractor. This function will issue them from stock and record the order as work in progress.

Partial Issue

This function operates in the same way as the Partial Issue for works order (see above). You may partially issue components to the sub-contractor. This function will issue them from stock and record the order as work in progress.

Advance Issue Stage

This function operates in the same way as the advance issue stage of works order (see above). Thus it is possible to track the progress of sub contract orders.

WIP Completion

This function operates in the same way as the completion of a works order (see above). The completion of a sub contract order takes place when the finished item is received into stock. A function to over-ride the purchase price on the sub contract order prompts you to amend the price at this point. This price is then written to the stock file for the Line 100 buying price.

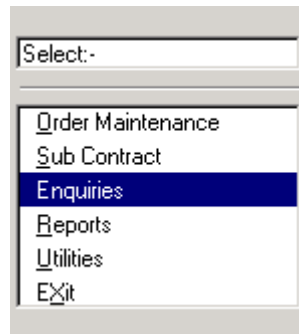
Invoices Received

This function only appears if the parameter is set to link sub contract orders to the purchase ledger. The sub contract order and item details are displayed with the quantities completed and outstanding (to be invoiced). The invoiced quantities and price may be over-ridden. If the price is a foreign currency, it is converted using the standard exchange rate.

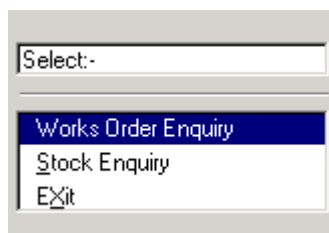
The function then generates the purchase invoice and nominal postings in the same manner as the Line 100 purchase order function. The stock control price is not affected. This is updated when the sub contract order is completed.

You are then prompted to complete the order. Completed sub contract orders are posted to works order history with the works order post completed orders function.

Enquiries



Works Order Enquiry



This option allows you to enquire on the details of a “Works Order “ or a “Sub Contract Order”. After selecting “Works Orders” or “Sub Contract Orders”, the system prompts for the entry of the works order number. The search key may be used to locate an order. For works orders, only orders with a sales order or works order prefix (defaults SO, WO) are displayed. For sub contract orders, only orders with a sub contract order prefix (default SC) are displayed.

As you scroll through the orders, the quantities ordered, issued and completed are displayed at the bottom of the screen.

An '!' after the quantity ordered indicates a partial issue has been performed on the order.

After selection, the following fields are displayed: -

W/O Number, Date, Reference, Account number, Account name, Ordered (quantity), Completed (quantity), Issued (quantity), Outstanding (quantity), Status, Released By, Assembly number, Description, Priority.

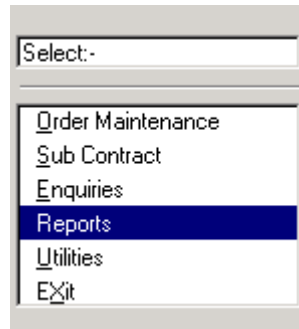
For sub contract orders the Unit P/Price and Supp. Item are also displayed.

Item no Stock
No/Text

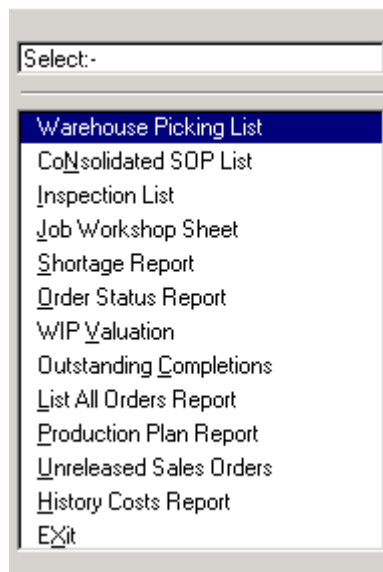
This identifies each component/sub-assembly on the works order. Using the cursor bar, the following details of each item are displayed on the right of the screen: -

Item Description	The item description from the stock file.
In Stock	The quantity in stock.
Free Stock	The quantity in free stock.
Required	The quantity of the item required on the works order.

Reports



Warehouse Picking List



Use this option to print a picking list for a works order. A picking list identifies the components / sub-assemblies and quantities to be issued from stock to make up the works order.

Picking lists are automatically generated for an order when the 'Picking list produced on release' parameter is set to "Yes". The picking list is then produced when the order is released from a sales order or created manually, provided that there are no shortages on the order or if the parameter is set to print regardless of shortages. The picking list will also be produced when the 'Clear Shortages' option results in all shortages being cleared. This option may then be used to print additional picking lists or to re-print if required.

Should the automatic release option be set to No, this option will be used to control the printing of the picking list.

When the option is selected, the screen displays options to print Works Orders or Sub Contract Orders.

When the option is selected, the screen displays options to 'Print Orders' or 'Reprint Orders'.

The user is then prompted for: -

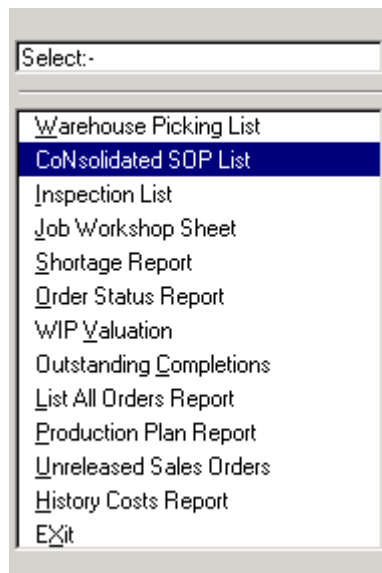
All Orders When this option is selected with the 'Print Orders' option, and the automatic release option is set to No, all works orders with a status of 'Print Picking List' will be printed.

When used with the 'Reprint Order' option, all works order with a status greater than 'Print Picking list' but not 'Post Order' will be printed.

Individual Orders An individual order may be selected by entering the works order number or using the search key. Picking lists may be printed for any works orders with a status of 'Print Picking List' or 'Clear Shortage' using the 'Print Order' option.

When using the 'Reprint Order' option, works orders with a status greater than 'Print Picking List' but not 'Post Order' may be printed.

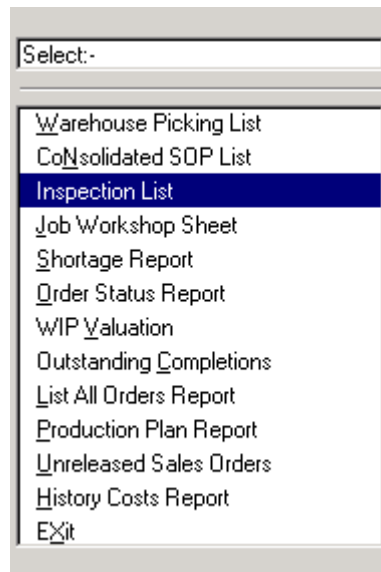
CoNsolidated SOP List



The consolidated SOP list will allow the user to print the sales order picking list with works order items indented under any lines that have had works orders raised. The user is prompted to choose the sales orders from the following: -

Order	Sales order sequence. Multiple orders can be selected.
Account	Sales account sequence. Multiple orders can be selected.
Status	Sales order status sequence. Multiple orders can be selected.
Individual	Individual orders may be selected from the drop down menus.

Inspection List



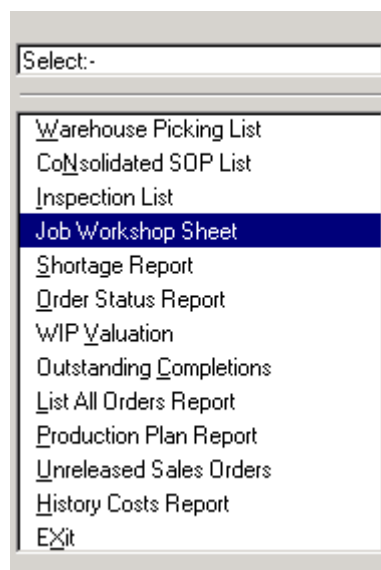
The inspection list will print a picking list for all levels of BOM. The user is prompted for: -

Works Orders or Sub Contract Orders You may select works orders or sub contract orders.

Works Order Inspection The works order may be selected in the normal manner. The user may then print inspection lists for all items, variable items only, or fixed items (i.e. non variables) only. You may then print the workshop job card see below.

Assembly Inspection Inspection lists may also be printed for any item that has a BOM structure. The user is asked to enter a works reference and then to select the range of items for printing (see above). The assembly can then be selected for printing. You are prompted for the quantity for each assembly.

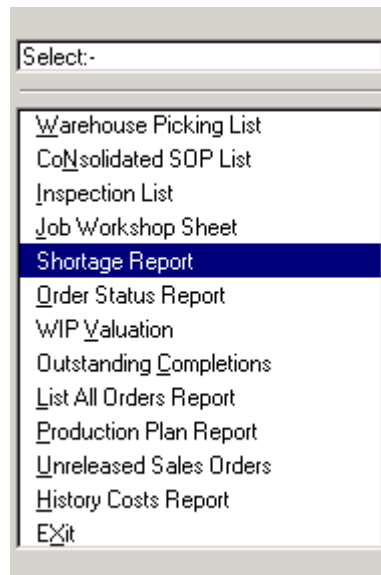
Job Workshop Sheet



This simply prints a Job Workshop Sheet for recording of job details. The job sheet may be used to record actual times taken for each operation. Job sheets can be printed for works orders or sub contract orders. The works order is selected and the job sheet printed. The job sheet is basically a print of the works order header data with blank space for user defined details. This can be amended using the stationery layouts.

If there are lower level works orders generated from the selected order, you are prompted to print any associated job sheets.

Shortage Report



This function reports stock items that have shortages against works orders.

When the option is selected, the screen prompts for the following options: -

All Items	All items including assemblies and components may be printed. You are then prompted for the following: -	
	Stock Item	Choose this option to report shortages by stock item. You are then presented with: -
	Extra Description Line Printed (Y/N)?	This prints the second line of the stock description.
	Split Partial Issue Orders (Y/N)?	Any works orders that have been partially issued through the Partial Issue function are reported as a separate section at the end of the report.

	Selection on W/O Number (Y/N)?	<p>You may select a range of works order numbers.</p> <p>You are then prompted for the start and finish stock item numbers for the report. The search mode may be used to select items from the stock file.</p> <p>The user is prompted for another item or to exit to the menu.</p>
Non Stock	<p>If the parameter has been set, shortages may be reported for non-stock items within a works order.</p> <p>This option only appears for All Items and Component Shortages (Assemblies must exist as stock records).</p>	
Account	<p>Choose this option to report shortages by Sales Ledger Account or Purchase Ledger Account (for sub-contract orders). When selected the user is prompted for: -</p> <p>Extra Description Line Printed (Y/N)?</p> <p>Split Partial Issue Orders (Y/N)?</p> <p>Selection on W/O Number (Y/N)?</p> <p>Single Account</p> <p>All Accounts</p>	<p>This prints the second line of the stock description.</p> <p>Any works orders that have been partially issued through the Partial Issue function are reported as a separate section at the end of the report.</p> <p>You may select a range of works order numbers.</p> <p>This option will report shortages for a single account. You may select on either sales ledger or purchase ledger (for sub contract orders). The account number is then requested. The search mode will display accounts from the sales or purchase ledger file.</p> <p>This option will report shortages against all accounts. You are then prompted for the sequence of the report, either account number or name.</p>

Assembly Shortages	Only shortages against assembly items i.e. manufactured items are selected.	
	Stock Item	Choose this option to report shortages by stock item. You are then presented with: -
	Extra Description Line Printed (Y/N)?	This prints the second line of the stock description.
	Split Partial Issue Orders (Y/N)?	Any works orders that have been partially issued through the Partial Issue function are reported as a separate section at the end of the report.
	Selection on W/O Number (Y/N)?	You may select a range of works order numbers.
		You are then prompted for the start and finish stock item numbers for the report. The search mode may be used to select items from the stock file.
		The user is prompted for another item or to exit to the menu.
	Account	Choose this option to report shortages by Sales Ledger Account or Purchase Ledger Account (for sub-contract orders). When selected the user is prompted for: -
	Extra Description Line Printed (Y/N)?	This prints the second line of the stock description.
	Split Partial Issue Orders (Y/N)?	Any works orders that have been partially issued through the Partial Issue function are reported as a separate section at the end of the report.
	Selection on W/O Number (Y/N)?	You may select a range of works order numbers.
	Single Account	This option will report shortages for a single account. You may select on either sales ledger or purchase ledger (for sub contract orders). The account number is then requested. The search mode will display accounts from the sales or purchase ledger file.

	All Accounts	This option will report shortages against all accounts. You are then prompted for the sequence of the report, either account number or name.
Component Shortages	This reports on shortages for components only i.e. purchased items. Upon selection of any item, the following additional selections may be made: -	
	Stock Item	Choose this option to report shortages by stock item. You are then presented with: -
	Extra Description Line Printed (Y/N)?	This prints the second line of the stock description.
	Split Partial Issue Orders (Y/N)?	Any works orders that have been partially issued through the Partial Issue function are reported as a separate section at the end of the report.
	Selection on W/O Number (Y/N)?	You may select a range of works order numbers. You are then prompted for the start and finish stock item numbers for the report. The search mode may be used to select items from the stock file. The user is prompted for another item or to exit to the menu.
	Non Stock	If the parameter has been set, shortages may be reported for non-stock items within a works order. This option only appears for All Items and Component Shortages (Assemblies must exist as stock records).
	Account	Choose this option to report shortages by Sales Ledger Account or Purchase Ledger Account (for sub-contract orders). When selected the user is prompted for: -
	Extra Description Line Printed (Y/N)?	This prints the second line of the stock description.
	Split Partial Issue Orders (Y/N)?	Any works orders that have been partially issued through the Partial Issue function are reported as a separate section at the end of the report.
	Selection on W/O Number (Y/N)?	You may select a range of works order numbers.

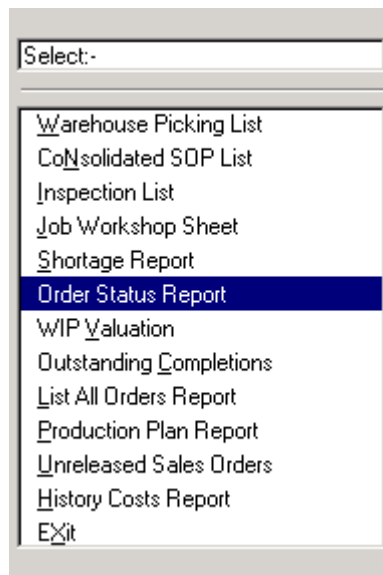
Single Account	This option will report shortages for a single account. You may select on either sales ledger or purchase ledger (for sub contract orders). The account number is then requested. The search mode will display accounts from the sales or purchase ledger file.
All Accounts	This option will report shortages against all accounts. You are then prompted for the sequence of the report, either account number or name.

The following shortage details are printed for each stock item: -

Component	The stock id of the stock record.
*	The level of the component. An '*' indicates an assembly or sub-assembly, all other items are components or raw materials.
Depot/Bin	The depot and bin location.
Qty Short	The quantity short on this works order.
+	A '+' in this column indicates the shortage is covered.
W/O Number	The works order number.
!	An '!' in this column indicates that a partial issue has been performed on this order.
Their Ref	Their reference for the works order.
Prod Date	The production due date for the works order.
S/L Acct	The sales ledger account number.
Name	The sales ledger account name.
Free Stock	The current free stock of this component.

The total quantity outstanding is displayed for each stock item.

Order Status Report



This function provides a report of order details selected according to status.

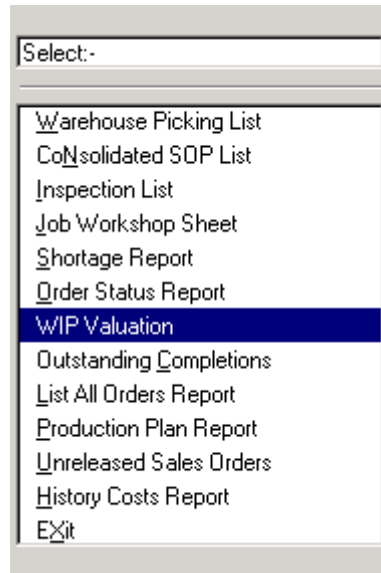
When the option is selected, the user is prompted for the following choice: -

All Details	This reports the works order header and any corresponding shortage items.
Split Partial Issue Orders (Y/N)?	Any works orders that have been partially issued through the Partial Issue function are reported as a separate section at the end of the report.
All Statuses	The report will select works orders of all statuses. A separate page is printed for each status.
One Status Only	The user is asked to select the appropriate status. The report will list only orders of that status.
Exclude To Follows	This reports the works order header data only, excluding shortages. Upon selection of the appropriate option, the user is prompted for: -
Split Partial Issue Orders (Y/N)?	Any works orders that have been partially issued through the Partial Issue function are reported as a separate section at the end of the report.
All Statuses	The report will select works orders of all statuses. A separate page is printed for each status.

One Status Only

The user is asked to select the appropriate status. The report will list only orders of that status.

WIP Valuation



This report will produce a valuation of all works orders that are work in progress. You are first prompted for the sequence of the report, either "Account Name" or "Assembly Number".

You may then select: as follows: -

Summary Where a works order is a 'parent' of 'children' orders in a family i.e. multi-level orders with suffixes /1, /2 etc, only the parent order is shown with the total costs including all child orders.

No Details Details are not sorted.
Breakdown

Details By Product Details sorted by product group
Group

Details by Order Details sorted by order number.

No Details Details are not sorted.
Breakdown

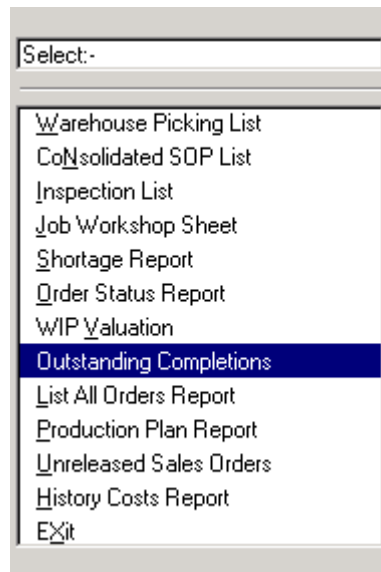
Details By Product Details sorted by product group
Group

Details by Order Details sorted by order number.

The report will show the total cost of each order including the labour, machine, overhead and set-up cost with totals for all orders.

Only works orders that have been issued and not yet completed are included.

Outstanding Completions



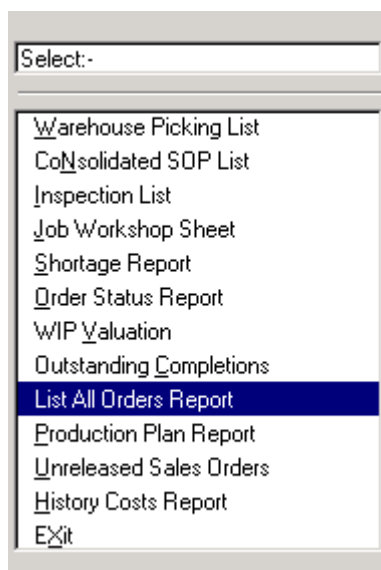
This report will report on works orders that are still awaiting completion.

You may then select: as follows: -

- | | |
|---------------------|---|
| All Works Orders | This option will report on all orders awaiting completion. |
| Works Orders (WIP) | Only works orders that have been issued but not completed are reported. |
| Sub Contract Orders | Only sub contract orders are reported. |
| Awaiting Invoices | Sub contract orders that have been completed and are waiting invoice approval are reported. |

The user is prompted for the sequence of the report, either "Assembly Number" or "Name of Account"

List All Orders Report



The report lists all works orders within the system.

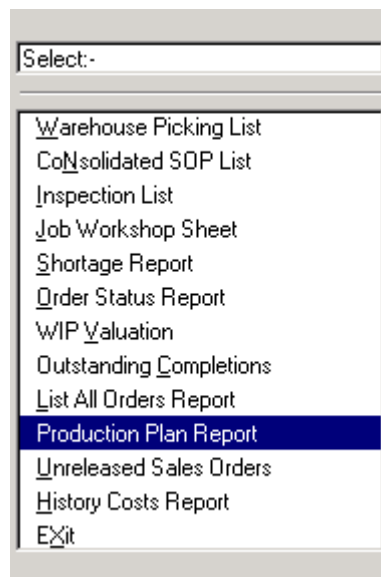
Upon selection of this option, the user is prompted for the sequence of the report.

Account Number Report in sales account number sequence.

Order Number Report in order number sequence.

Status Report in status of order sequence.

Production Plan Report



This report lists works orders in production date required sequence and can be used to schedule or plan the work in progress.

Upon selection of this option, the user is prompted for the following: -

Order Headers Only Only the works order header information will be listed.

Shortage Details Any shortage details will also be printed with the works order.

The user then can select as follows: -

No Date Selection All dates will be printed.

Date Selection The report may be produced for a range of dates. This is the order production date i.e. the date the works order needs to be started.

The user then can select as follows: -

No Account Selection All customers (or suppliers for sub contract orders) will be selected.

Account Selection The report may be produced for a range of customers or suppliers.

The user then can select as follows: -

All Product Groups All product groups will be reported.

The user is then prompted for the range of stock items to be reported. The user can then choose to report in "Production Date Sequence" or "Product Group Sequence".

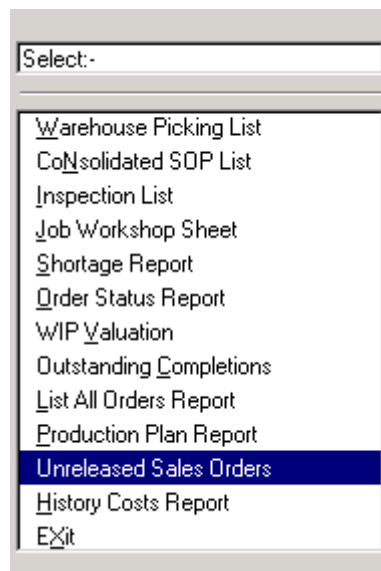
The user is then asked to confirm whether sub level orders are required or is partial issues are to be split.

One Product Group The report may be produced for a specific product group. The user is prompted to select the appropriate product group.

The user is then asked to confirm whether sub level orders are required or is partial issues are to be split.

The user then selects which product groups they require. To exit press escape.

Unreleased Sales Orders



This reports any sales order items with a forward order quantity that have not been released into the works order system.

Upon selection of this option, the user is prompted for the following: -

No Date Selection All orders will be printed.

Date Selection You may select a range of sales order item due dates.

The user then can select as follows: -

No Customer Selection All customers will be selected.

Customer Selection The report may be produced for a range of customers.

The user then can select as follows: -

Print Sales Order text Any text on the sales order is also printed.

No Sales Order Text Sales order text is ignored.

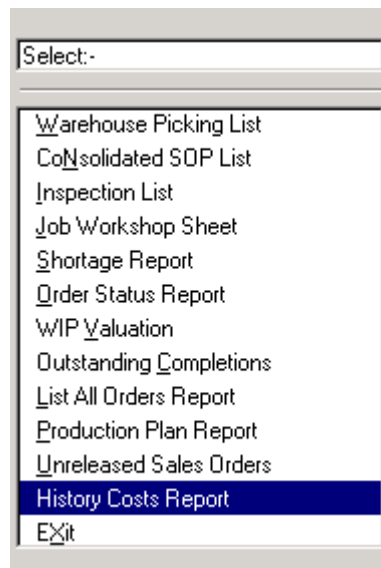
The user then can select as follows: -

All Product Groups All product groups will be reported. The user is prompted for a range of stock items.

One Product Group The report may be produced for a specific product group. The user is prompted to select the appropriate product group.

It is intended that this report be used in conjunction with the Production Planning Report, to schedule the work in progress.

History Costs Report



This function will print a report showing the costs of works orders that have been completed and posted to the history file.

The user is prompted for the following: -

Report Type "D" for detailed, "S" for summary.

Order Selection "W" for works order, "S" for sub contract.

Report Sequence "O" for order, "A" for assembly.

Order Number Order number range.

Assembly Assembly number range.

Completed Date Completed date range.

Posted Date Posted date range.

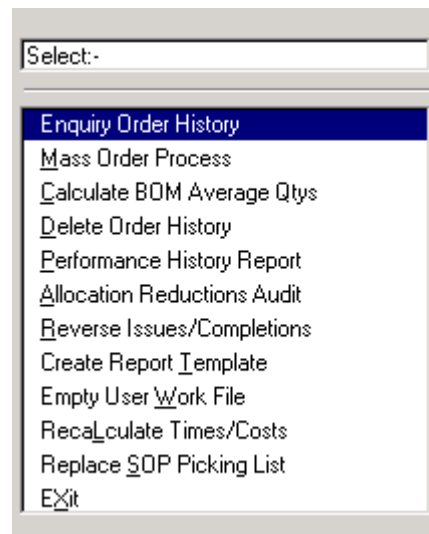
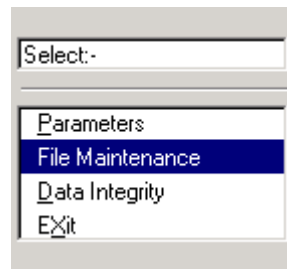
The report prints the following fields: -

Order Cost	This is the total cost, including labour, machine, set-up and overhead of the product.
Labour	The labour cost of this level of the product.
Machine	The machine cost of this level of the product.
Overhead	The overhead cost of this level of the product.
Set Up	The set-up cost of this level of the product.

If the product has sub-assemblies within the BOM, the report will show actual costs of the sub levels: -

Order Cost	This is the total material cost the product.
Labour	The total labour cost, including all sub assemblies, of the product.
Machine	The total machine cost, including all sub assemblies, of the product.
Overhead	The total overhead cost, including all sub assemblies, of the product.
Set Up	The total set-up cost, including all sub assemblies, of the product.

File Maintenance



Enquiry Order History

This option allows you to enquire on completed works orders that have been posted to history. The enquiry functions are exactly the same as the works order enquiry described above, except they operate on completed orders that are posted to order history only. You may enquire on works orders or sub contract orders.

Calculate BOM Average Qtys

The Sovman BOM module allows for items to be specified as variable items. The quantity per field can then be treated as a variable quantity, the actual quantity being entered when the works order is released.

The BOM also holds an average quantity per field for each variable item. This function calculates the average quantity from the works order history. When selected, the system prompts for a start and finishes date, and a start and finish product group. Completed works orders within these selection criteria will be used to calculate an average usage quantity for those items designated as variable within a BOM structure.

Delete Order History

When this option is selected, the option to delete works order history after a selected date is given. Once entered, all works orders up to, and including the date are deleted from history.

Performance History Report

This gives a report of completed works orders. When a works order is completed, each completion detail is output to a completed orders file. Hence a works order that is completed over three stages would have three entries in this file. This report will print cost details for each completion. Note that where orders are related multi-level, only the parent order details are shown. This will include the costs of all children.

You are first prompted for the sequence of the report, either category or product group and then to select a date range for the report.

The selected works orders are printed showing details of costs including labour, machine, overhead and set-up costs. The total cost of all selected orders is also shown.

Allocations Reduction Audit

Any changes made to stock allocated to works orders through the works order amendment function can be reported using this function, provided the option within the parameters has been set to monitor allocation changes.

You are prompted for the sequence of the report.

Reverse Issues/Completions

The Sovman works order module allows you to reverse the process of issue and completion of works orders or sub-contract orders. If the order has been issued, the components are returned to stock and the stock allocated. If the works order has been completed, the finished product stock is reduced and recorded as released and the component stock is returned and allocated.

You may only reverse a quantity that you have previously issued or completed.

The function will automatically reverse out any allocations of serial or batch numbers unless these numbers have been subsequently issued i.e. by the sales order being despatched.

You are prompted to select the order and to confirm the reverse process.

Create Report Template

This function will re-create all report templates if they have been corrupted.

Empty User Work File

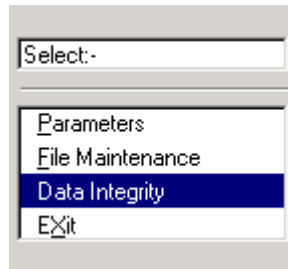
This function will re-create the work files used by Sovman if they have been corrupted.

Recalculate Times/Costs

When a works order is raised, the labour, machine, set-up and overhead times and costs are created from the BOM file and the routings created within the Capacity Planning module are output to the order file.

This function will re-create these fields and routings from the information within the BOM and capacity planning files for each works order. Use this function where you have changed existing times, costs or routings and you wish to update each works order.

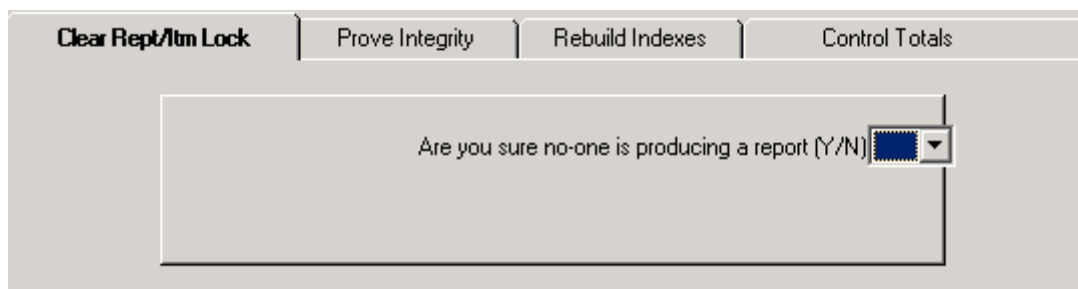
Data Integrity



This section deals with the housekeeping utilities that are provided to ensure the integrity of your data files is maintained.

The functions include facilities to check the Works Order data files, to ensure that they contain data that properly balances, and special utilities for recovering from circumstances that might otherwise leave the data files inaccessible, perhaps as a result of a computer or power failure during processing.

Clear Report/Itm Lock



Use this function to clear locks on files for reports and Works Order item records.

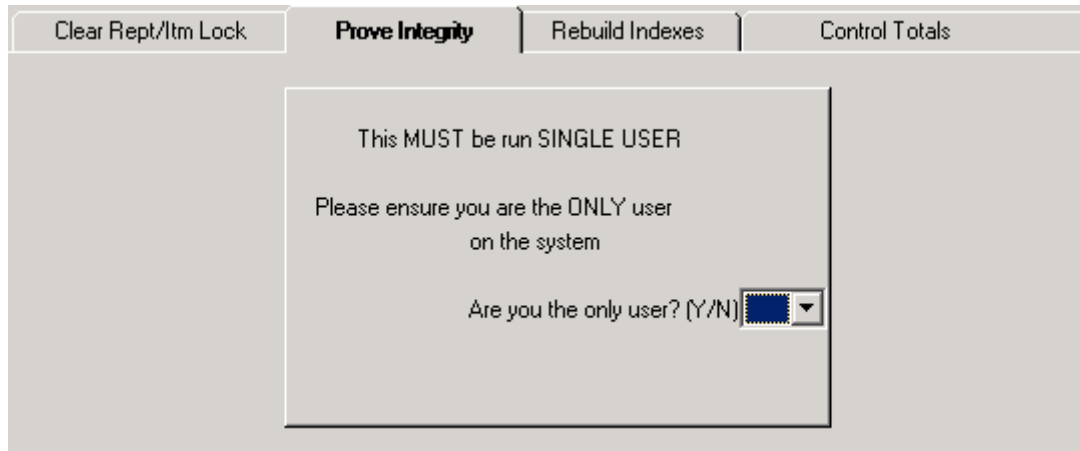
Locking facilities are built into Line 100 for multi-user purposes, though they may be encountered while using the system in single user mode if it is interrupted by hardware or power failure while the Works Order module is in use.

When the option is selected, the user is asked to confirm that no other users are accessing the report concerned. If you are sure that there are no other users of the system enter 'Y' to confirm. You will be asked to confirm again to proceed.

The screen then prompts to confirm that no one is updating items and to confirm again. Finally you are asked to confirm that no one is running a costing run and to confirm again.

The system will automatically reset the lock flags on all files concerned and, when complete, will display the Data Integrity menu.

Prove Integrity



Use this program to ensure that all the data stored for the Works Order module is intact and has not become corrupted in any way. It is good practice to run this operation on a regular basis, as a preventative measure, to detect whether or not your computer is recording information properly. If corruptions do occur and are left undetected, you may find that all back-up disks are similarly affected.

When the option is selected, the screen warns you that you can only run this routine in single user mode i.e. there must be no other users on the system. You are asked to confirm that you are the only user.

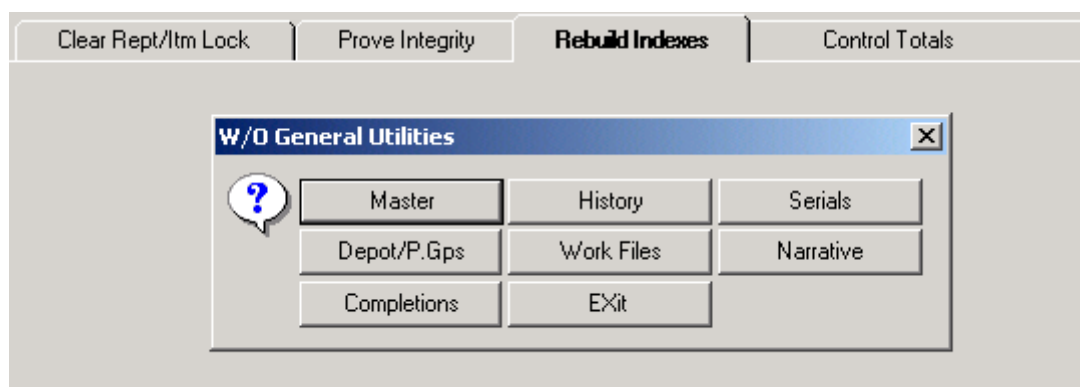
Having ensured that there are no other users, the screen displays a box informing you of the process about to be performed.

To proceed simply enter Y.

You are then given the option to re-calculate the on order quantities. If you select "Yes", this will re-calculate the total on order quantity for each stock item from the outstanding quantities on each work order.

The system will print a reconciliation report.

Rebuild Indexes



Use this program to recreate a corrupt Works Order index file.

A symptom of a corrupt file may be one of the following error messages being displayed on the screen:

- Index has not been created
- Index key not deleted
- Index key not found
- Index not positioned at a record

The routine will delete all or selective indexes and create new ones from existing data files.

When the option is selected, the screen will display a list of the Works Order files for which indexes may be corrupted. Simply select the file(s) to be re-indexed or exit to the menu.

Once the file has been selected, the screen will display a list of index names for that file. At the foot of the screen, the options are displayed to create all indexes or specified indexes only.

If you choose to recreate all indexes, the system will work sequentially through the index files, displaying each one as initialised when complete.

If you choose to recreate selected indexes, the screen will prompt you to reply Y or N against a 'Create?' prompt, displayed alongside each index name in turn. When all selected indexes have been recreated, press the space bar and the Data Integrity menu is redisplayed.

Control Totals

Clear Rept/ltm Lock		Prove Integrity		Rebuild Indexes		Control Totals	
WORKS ORDERS CONTROL SYSTEM - 6.17							
No. of Headers On System				77			
No. of Details On System				412			
No. of Historic Orders On System				36			
File Space in use:-		Headers		81.91 %			
		Details		88.81 %			
		History		78.26 %			

Use this program to display the file total details of the Works Order module, as normally displayed when you exit from the module main menu.

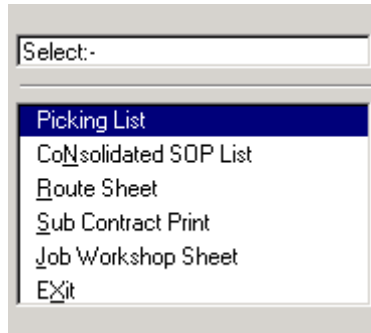
When selected, the screen displays number of records and the % file space used for each of the Works Order files.

To print the totals, select Print or exit to the menu.

Appendices

Stationery Layouts

When you install Sovman and the amendable stationery layouts, Sovman creates a Materials Report Layouts function within the Accounting System, Report Layouts section. Use this function to amend the layout of the layout of various works order paperwork. You may select: -



See the section on reports for a description of each of these documents.

The report layouts may be changed in the same manner as any standard Line 100 stationery layout. See a Line 100 manual for details of how to use this function.

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