



QAD Enterprise Applications
Standard Edition

Training Guide

Product Change Control

70-3067-2013SE
QAD 2013 Standard Edition
Workspace: Training
June 2013

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Change Summary

The following table summarizes significant differences between this document and the last published version.

Date/Version	Description	Reference
June 2013/2013SE	Rebranded for QAD 2013SE	
May 2012/2012SE	Rebranded for QAD 2012SE	

About This Course

Course Description

QAD designed this course to cover the basics of preparing to set up and use the Product Change Control (PCC) functions of QAD Standard Edition (SE). The course includes hands-on activities and exercises that allow students to practice key concepts and processes in PCC.

Course Objectives

By the end of this class, students will:

- Analyze some key business decisions before setting up PCC
- Determine business requirements for setting up and using PCC
 - Product Change Orders (PCOs)
 - Product Change Requests (PCRs)
- Understand the relationships of components
- Set up so that PCC will best match the business rules

Audience

- Engineers
- Appropriate business managers
- Implementation consultants and members of implementation teams
- Key end users

Prerequisites

- Product Structures and Formulas training course
- Work Centers and Routings training course

Course Credit and Scheduling

QAD designed this course to take 6 – 8 hours.

Virtual Environment Information

The hands-on exercises in this book should be used with the latest Standard Edition learning environment in the Training workspace.

When prompted to log in, specify *demo* for user ID and *qad* for password.

Additional Resources

If you encounter questions on QAD software that are not addressed in this book, several resources are available. The QAD corporate Web site provides product and company overviews. From the main site, you can access the QAD Learning or Support site and the QAD Document Library. Access to some portions of these sites depends on having a registered account.

<http://www.qad.com/>

QAD Learning Center

To view available training courses, locations, and materials, use the QAD Learning Center. Choose Education under the Services tab to access this resource. In the Learning Center, you can reserve a learning environment if you want to perform self-study and follow a training guide on your own.

QAD Document Library

To access release notes, user guides, training guides, and installation and conversion guides by product and release, visit the QAD Document Library. Choose Document Library under the Support tab. In the QAD Document Library, you can view HTML pages online, print specific pages, or download a PDF of an entire book.

To find a resource, you can use the navigation tree on the left or use a powerful cross-document search, which finds all documents with your search terms and lets you refine the search by book type, product suite or module, and date published.

QAD Support

Support also offers an array of tools depending on your company's maintenance agreement with QAD. These include the Knowledgebase and QAD Forums, where you can post questions and search for topics of interest. To access these, choose Visit Online Support Center under the Support tab.

Chapter 1

Introduction to Product Change Control

Course Overview

Course Overview

- Introduction to Product Change Control
- Business Considerations
- Set up Product Change Control
- Process Product Change Orders
- Process Product Change Requests



2008-PCC-III-030

Learning Objectives

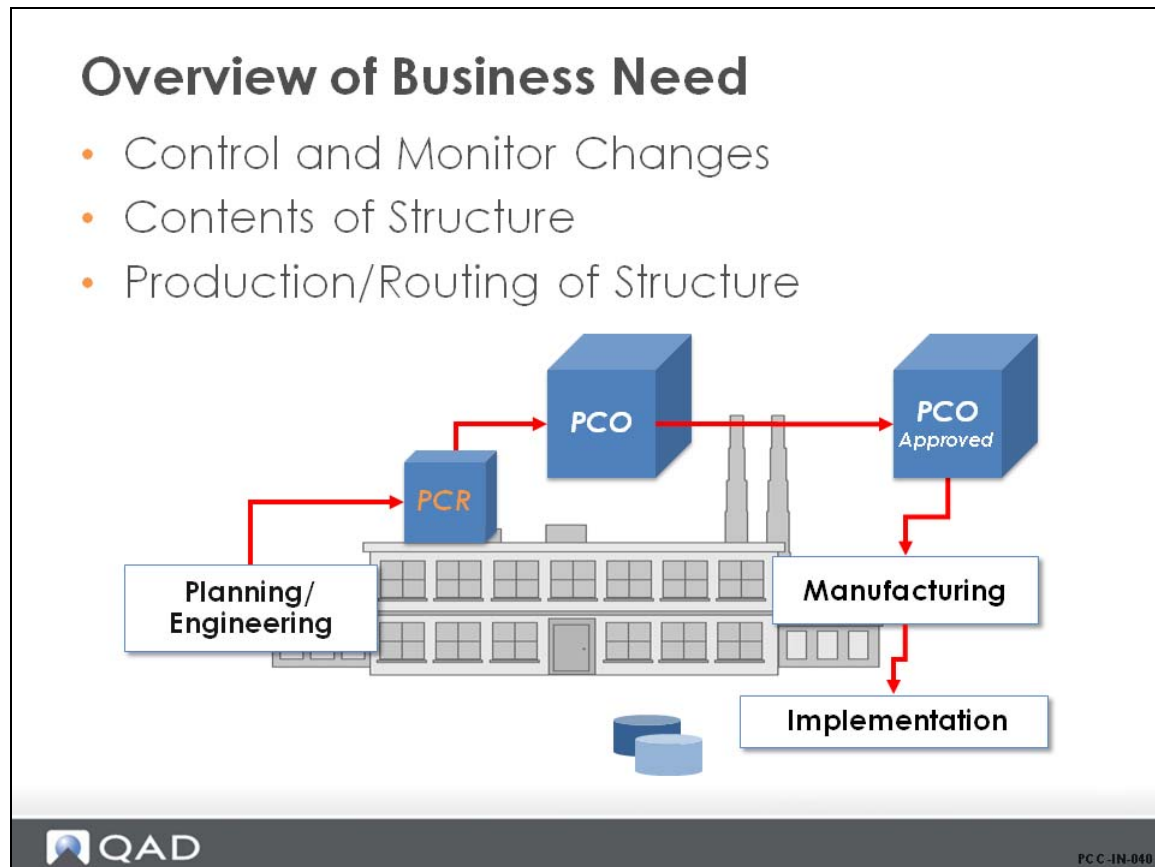
- Identify key business issues that affect the setup tasks
 - What these business issues are
 - How they might affect setup
 - Why should these issues be considered prior to setup
- Specific implementation setup procedures for Product Change Control
 - Identify required versus optional setup procedures
- Understand general processing flow for PCOs, with primary and alternative procedures

Understand general processing flow for PCRs, an optional procedure

Pre Setup Business Issues

- Key business issues that affect setup and process procedures
- Definitions of these issues
- Some reasons to consider the issues
- The functionality of these procedures in the context of QAD Standard Edition
- Setup implications of these issues

Overview of Business Needs



The Product Change Control module of QAD SE can help you meet your business requirements in three major ways:

- 1 Evaluate, define, approve, and incorporate proper change control. PCC provides an integrated process to support your business requirements.
- 2 Control and monitor changes to the contents of the product or its product structures.
- 3 Leave an audit trail for legal, economic, and regulatory agencies to review. PCC is a tool that will do that for you.

Typical Characteristics

Product changes have some common characteristics:

- Close teamwork to coordinate incorporation and implementation
- Input from many groups, including methods to prioritize different inputs
- Close and careful monitoring to ensure accuracy

Various groups involved in the product changes include:

- Engineers
- Planners
- Approvers

Solution Characteristics

Using PCC to introduce changes into QAD SE can provide a framework for complete change management, including control over:

- Item Engineering data
- Product Structures
- Routings
- Formulas
- Processes
- Specifications

Limitations

- Item-Site data must be maintained locally
- Cannot automatically control
 - Alternate Routings
 - Co/By-Product Structures

Milestone Events

Need to track, evaluate and manage three stages during product change

- Request for change is placed
- Plans to initial changes are designed
- Actual changes are incorporated and implemented in QAD SE

Requests for Changes

Need to ensure:

- Accurate notification
- Security measures to establish authorization levels
- Desire to establish methods for timely communication between involved parties

Planned Changes

Desire to:

- Minimize the costs involved
- Coordinate all changes with all concerned groups—engineers, sales persons, production staff, purchasers
- Coordinate change information across geographic and database separation, such as minimizing downtime and information lag

Actual Change Implementation

Need to ensure:

- Accurate effective dates are established
- Approvals have been correctly assigned, controlled, and verified
- Changes to planning data and production are both accurate and timely

Terminology

Product Change Terminology

- Product Change Request (PCR)
- Product Change Order (PCO)
- Revision Level
- Effective Dates
- Disposition



PCC-III-120

Product Change Request (PCR). An optional change document used as a template for a full change order. They tend to have a shorter lifecycle, they do not affect production, and multiple PCRs can exist for an item whereas only one order can exist. Once approved, is either closed or converted into a PCO for further work.

Product Change Order (PCO). A change document that details changes to a production process and is moved through a defined approval sequence before updating production tables.

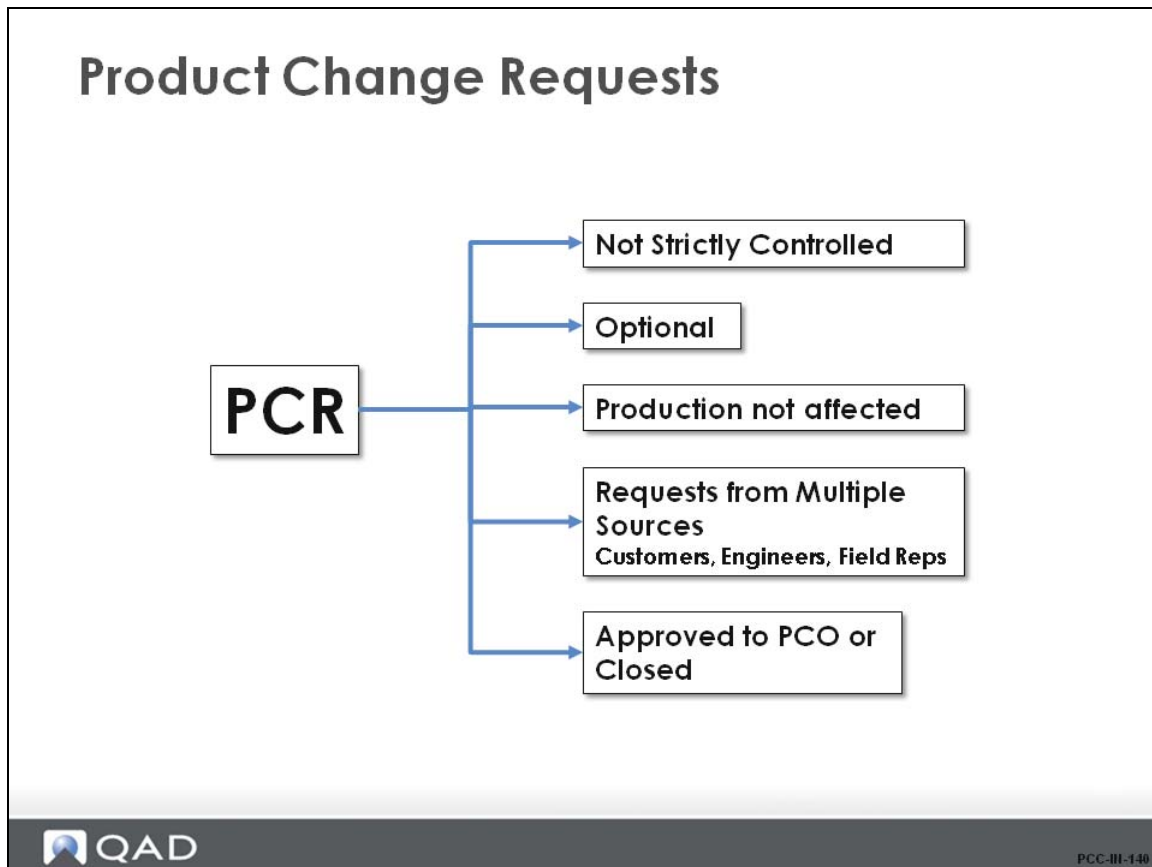
Revision Level. An engineering change level for an item. Typically used in place of a number change to control modifications that do not change the form, fit, or function of an item.

Effective Date. The date when a component or an operation is to be added or removed from a bill of material or assembly process.

Used in the explosion process to create demands for correct items. Normally, bill of material and routing systems provide for an effectivity start date and stop date for each relationship. Can be controlled by serial number rather than date.

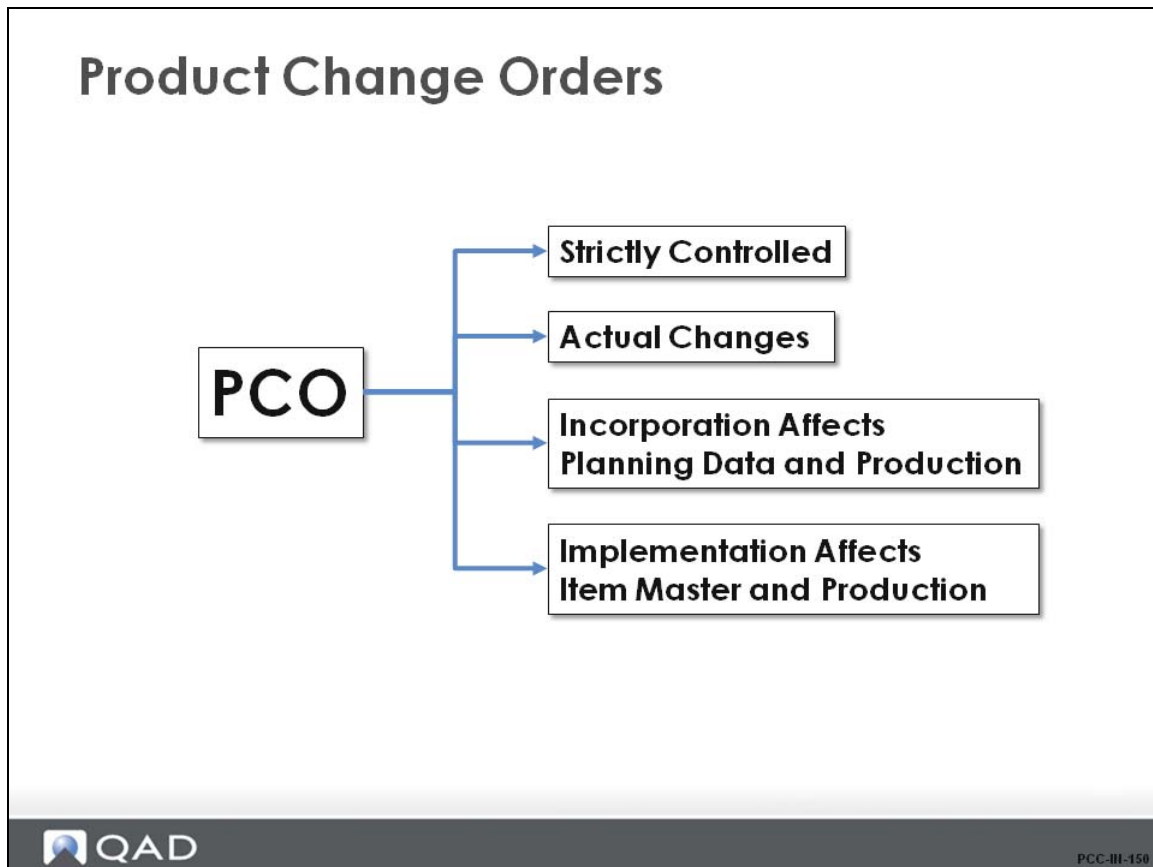
Disposition. Validated against predefined values entered in Generalized Codes Maintenance, if any. The disposition of the PCO or PCR. This field is user-defined.

Product Change Requests (optional)



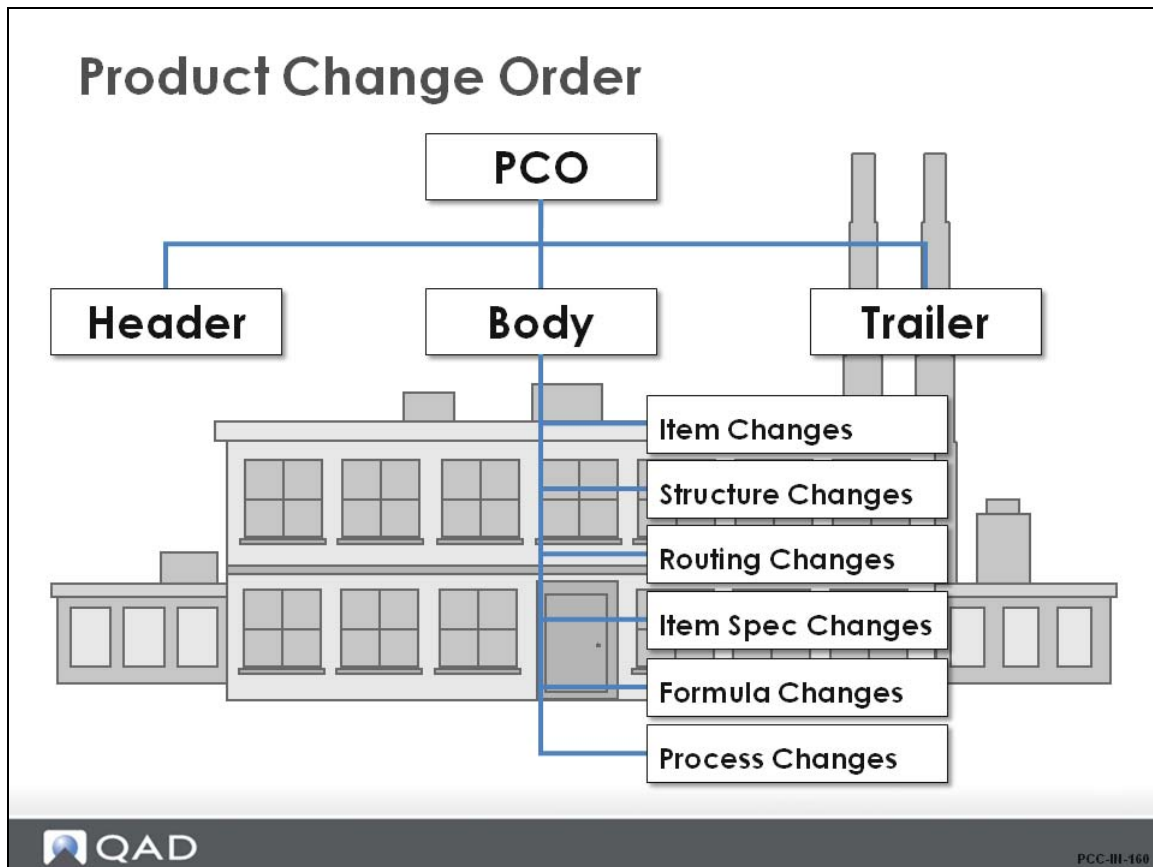
- Can be used in the same way Sales Quotes precede Sales Orders
- Planning data and production not affected
- Optional
- Requests come from many sources
 - Customers
 - Field Reps
 - Engineers
- PCRs are not strictly controlled
- Production is not affected
- Can be approved to a PCO or rejected/unapproved and closed
- More than one PCR can exist for an item

Product Change Orders



- Required in PCC
- Very strictly controlled
- Affects Planning Data when Incorporated
- Affects Item Master when Incorporated
- Only one PCO can exist per item

Product Change Order



Header

Generic change information

Body

Specific changes for:

- Items, Product Structure, Routing, and Item Specs
- Formulas and Processes, if applicable (optional in this training guide)

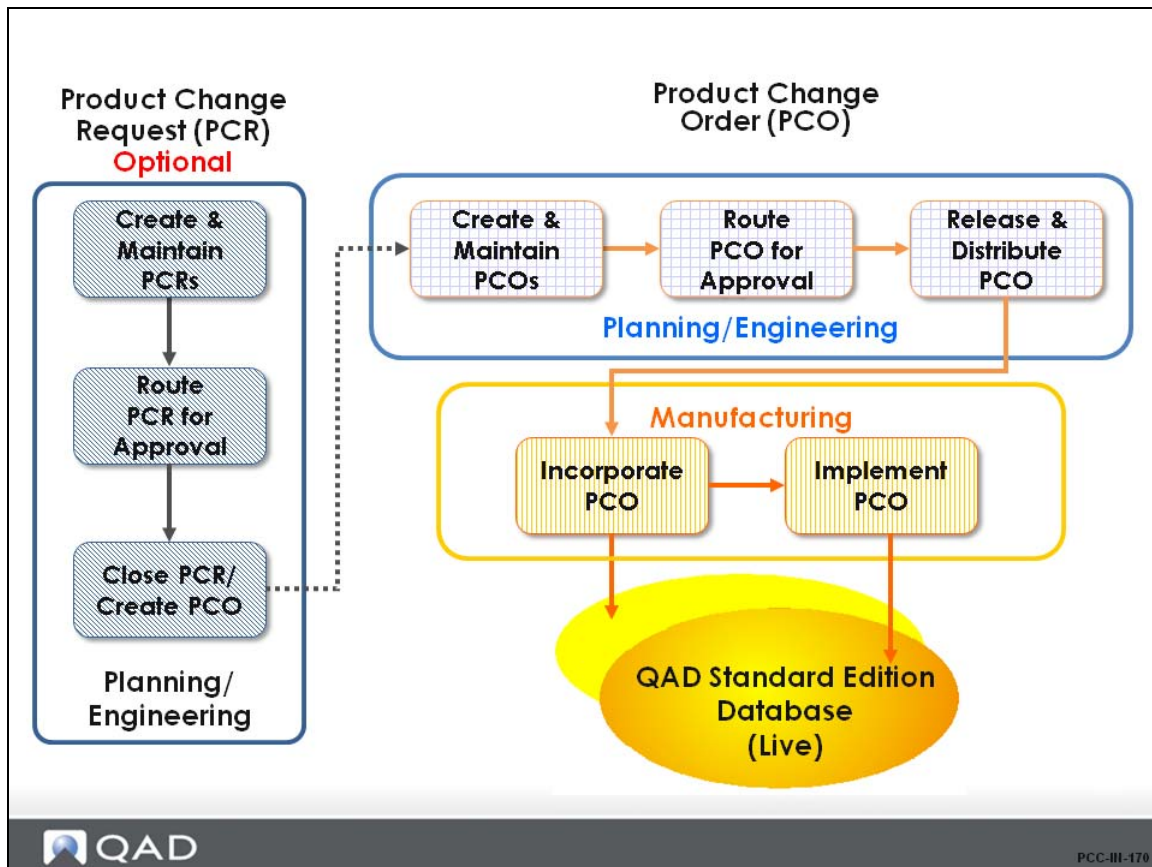
Trailer

- Close or reopen a PCO

Displays information for the release process:

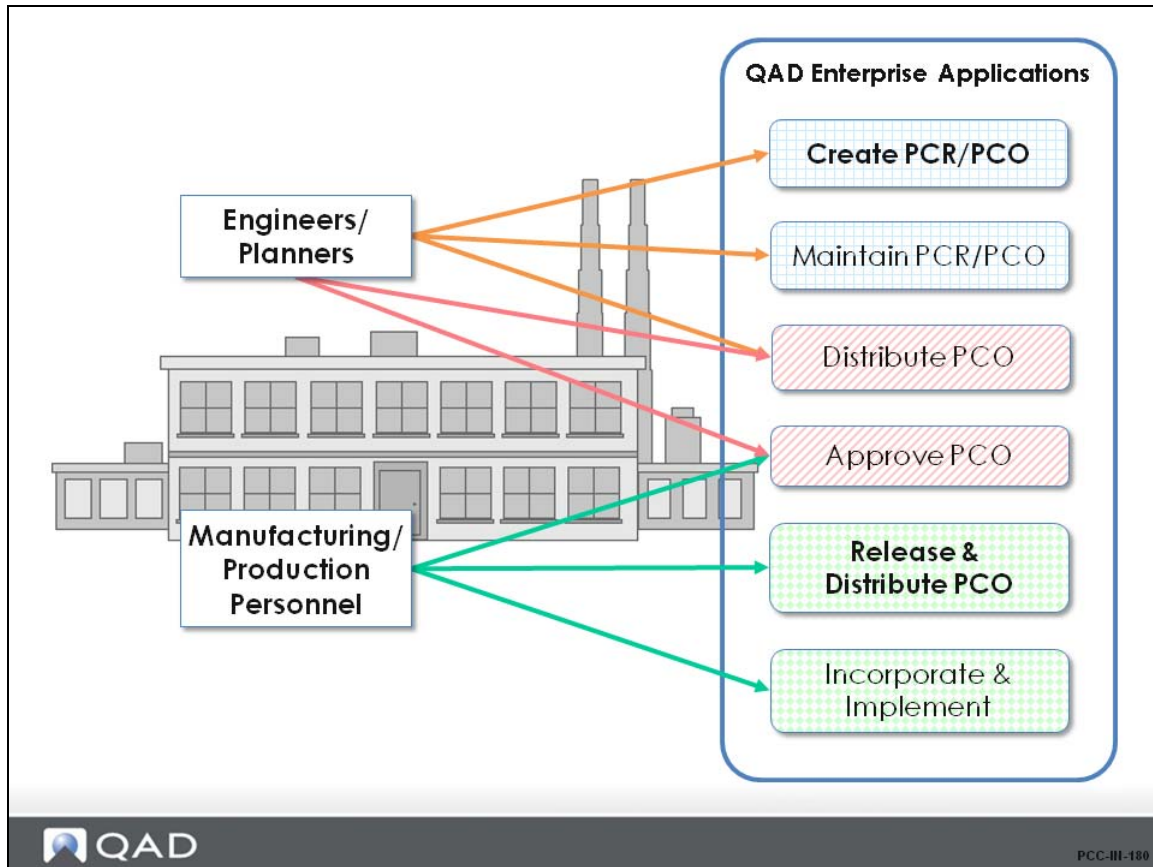
- Routing slip
- Distribution group
- Date submitted
- Date approved

Product Change Life Cycle



- After PCOs are approved by Planning/Engineering, they are released to Manufacturing
- Incorporating a PCO puts it into Production with an Effective Date
 - Incorporation makes the information available to Planning Data
- When the Effective Date is reached, the PCO is implemented into Production
 - Changes move into the item master files

Product Change Control Users



- Distributing PCOs is often done by either engineers or planners
- Approving PCOs is often done by engineers, planners, and/or production personnel

Discussion Questions

- 1 How are multiple PCRs for a single item merged into a single order?
- 2 What kinds of data is controlled by PCC?
- 3 What is the difference between incorporating and implementing a change order?

Chapter 2

Business Considerations

Business Considerations Overview

Business Considerations

- Control/Manage Changes
- Approval Methods
- Inventory Management
- Approvals
- Change Notifications
- Broad Contact Inclusion
- Import/Export PCRs/PCOs
- Product Data Management (PDM)Topic



2008-PCC-BU-020

There are several business issues to take into consideration before setting up QAD SE. This section does not discuss all potential issues, but presents some issues to generate thought and discussion.

- | | |
|---------------------------|---------------------------|
| • Control/Manage Changes | • Approval Methods |
| • Inventory Management | • Approvals |
| • Change Notifications | • Broad Contact Inclusion |
| • Import/Export PCRs/PCOs | • Product Data Management |

Control/Manage Changes

Control/Manage Changes

- Definition
 - Changes made to your items, product structures, routings, item specs, formulas, or processes can have significant effects on your financials and production. Controlling and Managing the types of changes, access to change administration, and timing of changes is critical.
- Why Consider?
 - Can effect budgets and standard costs
 - Inventory issues
- Functionality in QAD Standard Edition
 - Security controls over who has authority to issue or approve product changes
 - Routing severity manages rejections and reapprovals
- Setup Implications
 - Must set up users and security, approval groups, severity lists, and routing procedures

Approval Methods

Approval Methods

- Definition
 - Who can approve a change and what types of conditional approval or rejection and rerouting are allowed
- Why Consider?
 - Can effect implementation time
- Functionality in QAD Standard Edition
 - E-mail distribution can streamline approval process
 - Approval groups and security can control approval methods and access
- Setup Implications
 - E-mail systems must be setup
 - User security and groups must be assigned



2008-PCC-BU-040

Inventory Management

Inventory Management

- Definition
 - Controlling obsolete and new items, product structures, and change implementation timing effects available inventory
- Why Consider?
 - Disposition for obsolete items
 - Scrap/Reject
 - Rework
 - Cost of changes
 - Existing Work Orders and Purchase Orders
 - Implementation may be delayed to use up old items first
- Functionality in QAD Standard Edition
 - Mandatory implementation dates
 - Cost Impact Report
- Setup Implications
 - Accurate effectivity dates

Approvals

Approvals

- Definition
 - Assigning approval to proposed changes and allowing changes to enter QAD Standard Edition planning data and production data
- Why Consider?
 - Strict control of who can approve changes
- Functionality in QAD Standard Edition
 - Use PCR to evaluate change effects before converting to PCO
 - Strict control of who belongs to approval groups
- Setup Implications
 - Severity lists, groups, and routing setup



2008-PCC-BU-060

Change Notifications

Change Notifications

- Definition
 - Announcing product changes have been submitted and/or approved
- Why Consider?
 - Various departments need to be prepared for product changes
 - Sales
 - Marketing
 - Production
 - Finance
 - Engineering
 - Customers
- Functionality in QAD Standard Edition
 - Distribution Notification can be sent to non QAD Standard Edition users
 - Distributors, Field Reps, Resellers, Consultants
- Setup Implications
 - E-mail and groups setup

Broad Contact Inclusion

Broad Contact Inclusion

- Definition
 - Some product changes made need to be announced outside your company
- Why Consider?
 - May be a bigger change than just an internal decision
- Functionality in QAD Standard Edition
 - Distribution outside QAD Standard Edition users
- Setup Implications
 - E-mail and groups setup



2008-PCC-BU-080

Import/Export PCR/PCOs

Import/Export PCR/PCOs

- Definition
 - Saving product change text to ASCII files for import into other databases, or importing restored archives
- Why Consider?
 - Geographic separation of databases
- Functionality in QAD Standard Edition
 - ASCII file is easy to import into other programs
 - Archival data remains accessible

Product Data Management (PDM)

Product Data Management (PDM)

- Definition
 - Strict internal control over access to documents and other product data
- Why Consider?
 - Confidentiality
 - Trade secrets
- Functionality in QAD Standard Edition
 - Not part of the PCC module
 - Import/export information to PDM programs



2008-PCC-BU-100

Focusing Exercise

Individually, or in small groups, examine your company, or a company your instructor suggests, against the business issues discussed in this chapter. Consider the following:

- 1 The business expectations given this type of company.
- 2 Additional information you need to elicit to successfully implement Product Change Control for this company.

Do not look ahead in this training guide or at the QAD SE software. The purpose of this exercise is to help you focus on what is important to this company about Product Change Control. There are no right or wrong answers.

Chapter 3

Set Up Product Change Control

PCC Setup Overview

Set Up Product Change Control

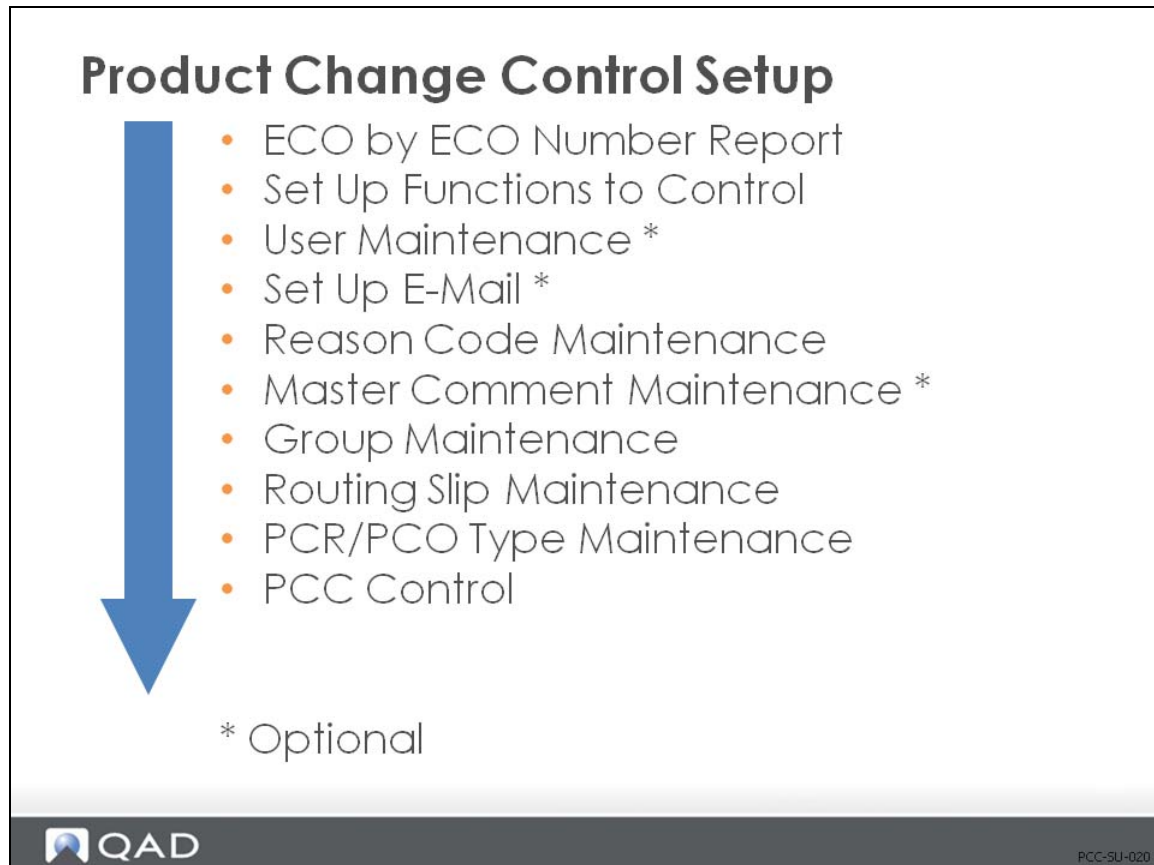
In this section you learn how to:

- Identify key business issues you need to consider before setting up Product Change Control in QAD Standard Edition
- **Set Up Product Change Control in QAD Standard Edition**
- Process Product Change Orders (PCOs) in QAD Standard Edition
- Process Product Change Requests (PCRs) in QAD Standard Edition



2008-PCC-SU-010

Product Change Control Setup



This illustration is a suggested setup sequence of master files for the Product Change Control module, which is based on information that flows from one master file to another and prerequisites that need to be accomplished before setting up a file.

The setup procedures for PCC assume general implementation of QAD SE has already been accomplished. The chapter outlines both required and optional setup procedures.

What is the procedure?	Who is responsible?
Record ECO Data	IT and Management
Create User IDs	IT
Setup E-Mail	IT
Setup Severity Codes	IT and Management
Setup Master Comments	Cross-Functional Management Team
Define Document Types	PCC Management
Create Groups	PCC Management
Design Routing Slips	PCC Management
Set Up PCC Control	PCC Management

Prepare to Use PCC

Prepare to Use PCC

- Changing to PCC permanently disables ECN module
- Need to re-enter old ECOs
- ECOs are not converted automatically
- Print all existing ECOs before enabling PCC



2008-PCC-SU-030

- 1 If there are any existing Engineering Change Orders (ECOs) in the database:
Enter Engineering Change Notice (ECN) data manually into the PCC module.
- 2 As you prepare to use PCC, remember that the major benefit your business gains is that changes are expressed at the data level for product structures and routings, so that QAD SE can execute your instructions.
For example, a typical PCO might say, “Release new part B and obsolete old part A.”
Effective upon release of the PCO, the product structure for C has been changed from 1 EA A to 1 EA B.

ECO by ECO Number Report (13.13.3)

ECO by ECO Number Report

ECO by ECO Number Report
Go To Actions Copy Print Preview

ECO Number:

To:

Item Number:

To:

ECO by ECO Number Report
 United States

12/05/08 13:02:40
 Page: 1

Number: *000000* Description:
 Created By: qad.inc
 Date: 12/14/94

Item Number	Description	UM	Rev	Old	New	Start	End
05-0579	Prototype Ink Cart.HQ	EA	A		A	03/22/02	
0924218-0000	w/wire .045CB 40#	LB	3		3	03/22/02	
0924743-0002	w/wire .035 409CB 40#	LB	3		3	03/22/02	
0990689-0002	U-Bolt Clamp	EA	3		3	03/22/02	
0990711-0007	U-Bolt Clip	EA	3		3	03/22/02	
0991150-0008	Rod Bracket	EA	3		3	03/22/02	
0992913-0009	Bracket	EA	3		3	03/22/02	
0993792-0008	Bracket	EA	3		3	03/22/02	
0993793-0003	Bracket	EA	3		3	03/22/02	
0994485-0008	MLF-SHL/WRAP 7.24x11.02	EA	3		3	03/22/02	
0995576-0018	M & E Assy 7.24 x 11.02 XC35-5K214-FC	EA	1		1	03/22/02	
1018975-0242	Single Wall Tubing 3.5"	EA	3		3	03/22/02	
1020380-0092	Single Wall Tubing 3.5"	EA	3		3	03/22/02	
1020797-0051	Single Wall Tubing 3.5"	EA	3		3	03/22/02	

- Print all existing ECOs
- Keep the report to use as the basis for keying new PCOs

Record ECO Data

Product Change Control Setup



- **ECO by ECO Number Report**
- Set Up Functions to Control
- User Maintenance *
- Set Up E-Mail *
- Reason Code Maintenance
- Master Comment Maintenance *
- Group Maintenance
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- PCC Control

* Optional

PCC-SU-050

- Enabling PCC is irreversible

You must print existing ECO information for manual conversion to PCRs or PCOs.

Set Up PCC Functions

Set Up PCC Functions to Control

- Different Maintenance Functions are Controlled Separately
 - Structure Maintenance (Disables ECO)
 - Routing Maintenance
 - Item (Quality) Spec Maintenance



2008-PCC-SU-070

- ECO is disabled by the PCC Structure Maintenance
- Different functions can be controlled
- Each function is activated separately

First Exercise: Preliminary Setup

- 1** Verify Domain: From the workspace menu select Training.
 - a** Note the domain name appears in the top window frame.
- 2** Verify GL Calendar Period
 - a** Use GL Calendar Browse (25.3.5).
 - b** Start search at current year.
 - c** You should see a list of months for the current year.
 - d** If you find No Records continue to step 3.
- 3** Use GL Calendar Maintenance (25.3.4).
 - a** Enter the current year, then as a shortcut enter one period whose dates will cover the term of your training event.

Exercise: Set Up Addresses and Company Name

In this exercise, use Company Address Maintenance (2.12) to customize the screens and reports to show your company name.

Add the company address for Magic Boxes Inc., Company Address Code = 12.

Exercise: Print Existing ECOs

In this exercise use ECO by ECO Number Report (13.13.3) to print the existing ECOs before enabling PCC.

- In an environment where you have ECOs, print the ECO by ECO Report
- In a live database you would use this report to create new PCOs later
- For the purposes of these exercises you can print to PAGE

Set Up Functions to Control

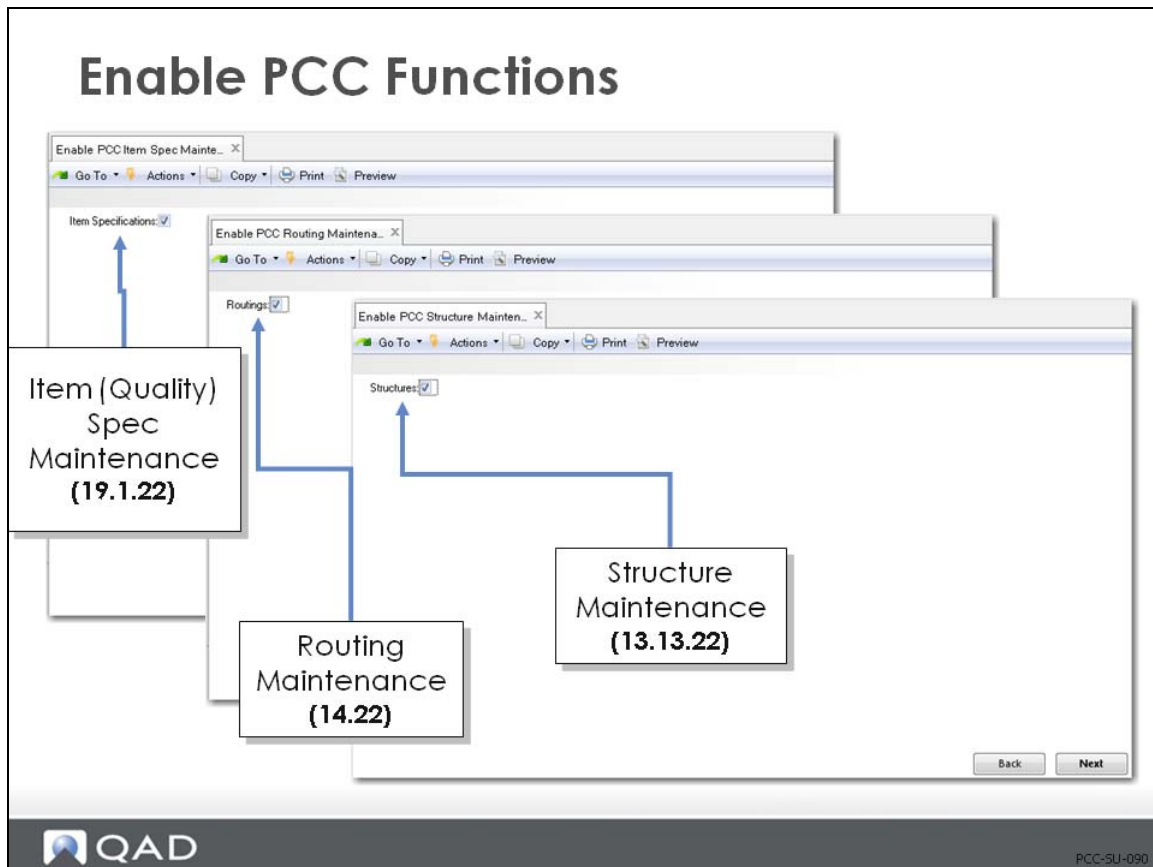
Product Change Control Setup



- ECO by ECO Number Report
- **Set Up Functions to Control**
- User Maintenance *
- Set Up E-Mail *
- Reason Code Maintenance
- Master Comment Maintenance *
- Group Maintenance
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- PCC Control

* Optional

Enable PCC Functions



We are covering three processes:

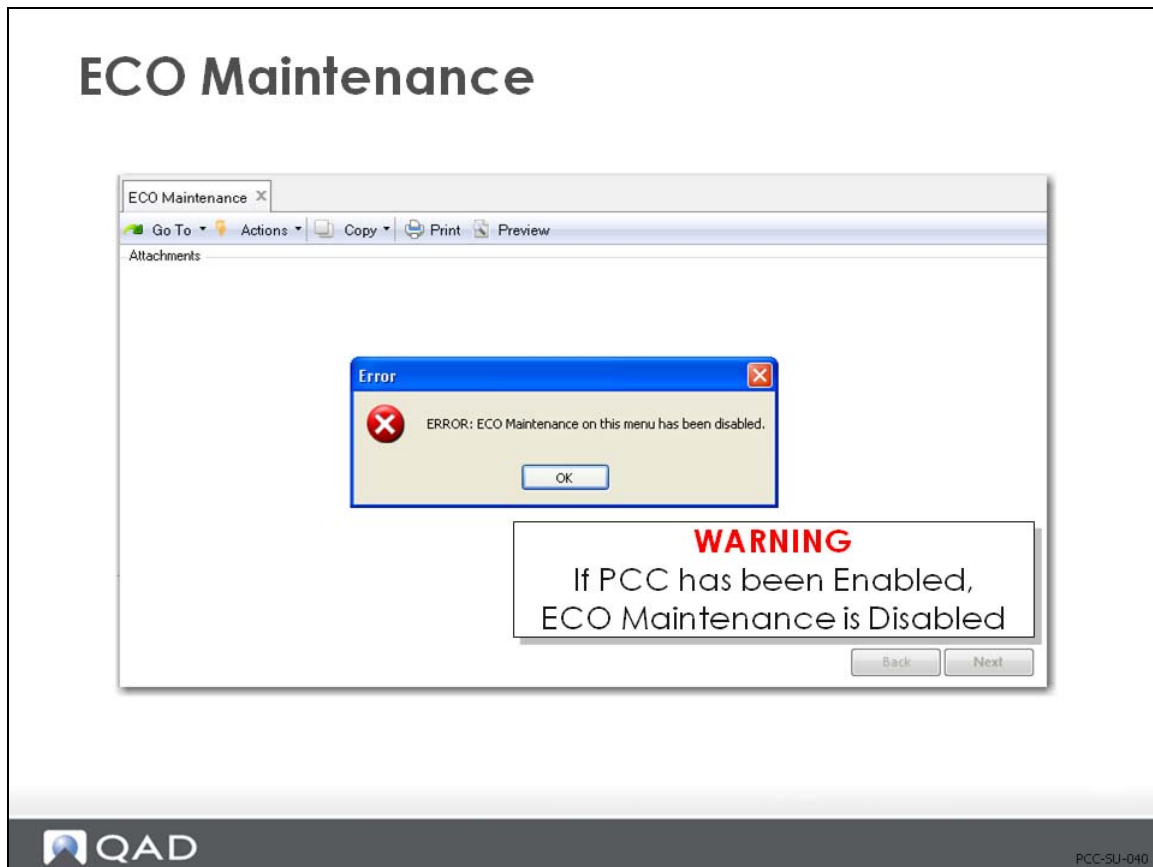
- 1 Structure Maintenance
- 2 Routing Maintenance
- 3 Item Spec Maintenance

Each process is activated separately.

Enabling PCC makes changes to your database that cannot be reversed.

If your manufacturing process uses Formulas, you need to activate Formula Maintenance (15.22) to create PCRs or PCOs for formula changes. Menu numbers 13.13.22, 14.22, and 19.1.22.

ECO Maintenance



Important Once PCC has been enabled, you can no longer access ECO Maintenance.

Exercise: Set Up PCC Processes

In this exercise you ensure that PCC is enabled for several processes.

- 1 Use Enable PCC Product Structure Maintenance (13.13.22) to enable PCC product structure maintenance.
- 2 Use Enable PCC Routing Maintenance (14.22) to enable PCC routing maintenance.
- 3 Use Enable PCC Item Spec Maintenance (19.1.22) to enable PCC item spec maintenance.
- 4 Use Enable PCC Formula Maintenance (15.22) to enable both Formulas and Processes.

Note Formula and Process changes are optional exercises. However, you must enable Formula Maintenance for PCC if you plan to do any of the optional formula or processing exercises in this training guide.

Exercise: Set Up a Cost Center

- 1 Use Cost Center Code Maintenance (25.3.20) to set up a Cost Center for Magic Box in the General Ledger.

Field	Data
Cost Center	12
Description	Magic Box
Active	Yes
From Account	1035
To Account	9510

Exercise: Set Up Domain/Account Control

- 1 Use Domain/Account Control (36.1); Uncheck Verify GL Accounts.

Exercise: Set Up Product Line Information

- 1 Use Product Line Maintenance (1.2.1) to set up the following product line information:

Field	Data
Product Line	12
Description	Magic Box
Taxable	No
Tax Class	<blank>

Inventory Accounts

Field	Data	Cost Center
Inventory Account	1500	12
Inv Discrepancy Account	5900	12
Scrap Account	5800	12
Work in Progress Account	1600	12

Field	Data	Cost Center
Method Variance Account	6200	12
Cost Revalue Account	1550	12

Sales Accounts

Field	Data	Cost Center
Sales Account	3000	12
Sales Discount Account	3900	12
COGS Material Account	5050	12
COGS Labor Account	6860	12
COGS Burden Account	6480	12
COGS Overhead Account	6495	12
COGS Subcontract Account	5070	12

Exercise: Set Up Item Status Codes

Use Item Status Code Maintenance (1.1.5) to add a new item status code.

- 1 Use your down arrow to display existing item status codes.
 - a Advance your cursor to the next frame.
 - b Review the restricted transactions for the item status code.
- 2 Add a new item status code, Exper, with a description of Experimental.
- 3 Add the following Restricted Transaction Codes:
 - ADD-PS
 - ADD-SO
 - ADD-WO
 - ISS-SO
 - ISS-WO
- 4 Save your changes.
- 5 Use Item Status Code Maintenance (1.1.5) to add another status code to the following restricted transactions for item status code Proto:

Field	Data
Item Status	Proto
Description	Prototype
Restricted Transactions	ADD-SO
	ISS-DO
	ISS-SO

Exercise: Set Up Site Data

- 1 Use Site Maintenance (1.1.13) to enter site information for the Magic Box Plant.

Field	Data
Site	12
Description	Magic Box Plant
Entity	T100
Default Inventory Status	Y-Y-N
Automatic Locations	No
Database	<blank>
EMT Supplier	<blank>
External Supplier	No
Transfer Variance Account	5030 12

Exercise: Set Up Location Data

- 1 Use Location Maintenance (1.1.18) to set up a Stock location at site 12.

Field	Data
Site	12
Location	Stock
Description	Component Stock Room

- 2 Set up a location for finished goods inventory at site 12.

Field	Data
Site	12
Location	FGI
Description	Finished Goods Inventory

Exercise: Set Up Inventory Control

- 1 Use the Inventory Control (3.24) to enter the following information:

Field	Data
Summarized Journal	Yes
Journal Reference Method	10
Default Site	12

Create User IDs

Create User IDs

- Define Users Who
 - Create PCRs/PCOs
 - Authorize PCRs/PCOs
 - Receive PCRs/PCOs Notification



2008-PCC-SU-100

Each member of a group must be defined as a user in QAD Standard Edition.

User Maintenance (36.3.1)

User Maintenance

User Maintenance X
Go To Actions Copy Print Preview

User ID: demo
User Name: Demo User

Language:

Country Code:

User Type:

Time Zone:

E-mail Def:

E-mail Address:

Menu Style: (A - Icons B - Tear Off C - Character)

Menu Substitution:

Remark:

Variant:

Restricted: ☐

Access Location:

System Access

Active: ☒ Last Logon: 9/12/2008 08:57 PST/PDT

Active Reason: QAD_DEF QAD Default

Force Password Change: ☐

Update Password: ☐ Last Password Change: 12/16/2004

2008-PCC-SU-120

- Assign User ID and User Name

At this stage, validate that the user records exist and are correct. You'll add e-mail notification and assign users to groups later.

User Maintenance

Product Change Control Setup



- ECO by ECO Number Report
- Set Up Functions to Control
- **User Maintenance ***
- Set Up E-Mail *
- Reason Code Maintenance
- Master Comment Maintenance *
- Group Maintenance
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- PCC Control

* Optional

PCC-SU-110

- Add new users
- Make changes to existing users

E-Mail Definition Maintenance (36.4.20)

E-Mail Definition Maintenance

E-mail System: Windows
 Operating System: Win32
 Start Effective: 12/5/2008
 End Effective:

Description: Windows Email

Path and Program Name:
 C:\Windows\apps\omgui\omgui.exe

Command Line Parameters:

Sender:
 Recipient:
 Subject:
 Message Text File:
 Message Text Strings:

Sequence:
 Sequence:
 Sequence:
 Sequence:
 Sequence:

Start Effective: 12/5/2008
 End Effective:

E-Mail Command:

Set up each available E-Mail program

Delete Back Next

QAD PCC-SU-140

- Use E-Mail Definition Maintenance (36.4.20) to set up each available e-mail program
- Name the system you are defining
- Choose your platform
- Assign the path and program name
- If more than one e-mail choice is available, assign additional systems
 - See your System Administrator
- There are four programs responsible for e-mailed messages in the PCC module
 - pccmail01.p sends “HAS BEEN SUBMITTED FOR APPROVAL” (3757)
 - pccmail02.p sends “IS READY FOR YOUR APPROVAL” (3758)
 - pccmail03.p sends “HAS BEEN APPROVED” (3759)
 - pccmail04.p sends “HAS BEEN RELEASED AND DISTRIBUTED” (3760)

Note The e-mail system field of E-Mail Definition Maintenance must match the e-mail Definition field of User Maintenance.

Set Up E-Mail

Product Change Control Setup



- ECO by ECO Number Report
- Set Up Functions to Control
- User Maintenance *
- **Set Up E-Mail ***
 - Define E-Mail Systems
 - Define Users' E-Mail Addresses
- Reason Code Maintenance
- Master Comment Maintenance *
- Group Maintenance
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- PCC Control

* Optional


PCC-SU-130

- Various reports in PCC can be routed via e-mail
- Very effective for PCC notification
- E-mail information is very system/implementation specific
- There are no default values for E-Mail Definition Maintenance (36.4.20)

After setting up all available e-mail systems, return to the User files to assign e-mail addresses.

User Maintenance (36.3.1)

User Maintenance

User Maintenance
Go To
Actions
Copy
Print
Preview

User ID: demo
User Name: Demo User

Language:

Country Code:

User Type:

Time Zone:

E-mail Def:

E-mail Address:

Menu Style: (A - Icons B - Tear Off C - Character)

Menu Substitution:

Remark:

Variant:

Restricted: ☐

Access Location:

Complete
E-Mail address
in User Maintenance

System Access

Active: ☒	Last Logon: 9/12/2008	08:57	PST/PDT
Active Reason: QAD_DEF	QAD Default		
Force Password Change: ☐			
Update Password: ☐	Last Password Change: 12/16/2004		

- Return to the User Maintenance screens to assign e-mail addresses
- Full addresses are required, including the domain name

Note Because e-mail systems are unique and must have exact information supplied in setup, there is no corresponding exercise for this procedure.

Reason Code Maintenance (36.2.17)

Reason Codes Maintenance

Reason Codes Maintenance

Go To Actions Copy Print Preview

Reason Type: ELEC
Reason Code: REJECT
Description:

Reason Codes to
Identify Severity
of Rejection

PCC-SU-170

- Severity codes are assigned as reason codes
- If rerouting is enabled, severity codes must be numerical and hierarchical
 - Rerouting logic looks for greater than or equal to numeric values
- Use numerical and hierarchal codes if you want to enable rerouting logic
- Assign the type
- Description field prints on displays and reports

Reason Code Maintenance



Product Change Control Setup

- ECO by ECO Number Report
- Set Up Functions to Control
- User Maintenance *
- Set Up E-Mail *
- **Reason Code Maintenance**
 - Define Levels of Rejection for Rerouting
- Master Comment Maintenance *
- Group Maintenance
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- PCC Control

* Optional

PCC-SU-160

Set up Severity Codes

- Severity codes define levels of rejection or conditional approval

If rerouting is enabled, severity codes determine who needs to reapprove PCR/PCO.

Exercise: Set Up User IDs

Use User Maintenance (36.3.1) to set up the following user IDs:

There are many fields required for the user ID security setup. For this exercise most of the required fields will have the same value. These are the common values:

Field	Data
Language	US
Country	USA
Access Location	Train
Active Reason	OAD_DEF
Password	<blank>
Domain	Train
Group Name	user (click Back)
Authorize user for all licensed products	Yes (click Back)
Is all information correct	Yes

User ID	Language	User Name	Employee
Eng1	US	Engineer1	Yes
Eng2	US	Engineer2	Yes
Pln1	US	Planner1	Yes
Pln2	US	Planner2	Yes
Mfg1	US	Mfg. Manager1	Yes
Mfg2	US	Mfg Manager2	Yes
QEng1	US	Quality Engineer1	Yes
QEng2	US	Quality Engineer2	Yes
Acct	US	Cost Accountant	Yes
Your Login	US	Your Name	Yes

Note There are no default values for E-Mail Definition Maintenance (36.4.20) because e-mail systems vary widely. When implementing PCC in your business, you need to set up the system parameters before using e-mail notification.

There are no exercises for setting e-mail in this training course, because of the system-specific administration. Your e-mail system administrator needs to be involved in setting up the parameters of e-mail within QAD SE. Continue with the User ID exercise.

Exercise: Set Up Generalized Codes

Use Generalized Codes Maintenance (36.2.13) to enter the following:

Field Name: pt_rev

Value	Comment
1	Prototype Rev
2	Prototype Rev
3	Prototype Rev
4	Prototype Rev

Value	Comment
5	Prototype Rev
6	Prototype Rev
7	Prototype Rev
8	Prototype Rev
A	Production Release
B	Production Release
C	Production Release
D	Production Release
E	Production Release
F	Production Release
G	Production Release
H	Production Release

Use copy paste for comments.

Continue entering the following generalized codes: Field Name: ECM_ECR_DSPN

Value	Comment
UAI	Use as is
POO	Rework parts on order
WIP	Rework WIP
FGI	Revise through FGI
FUP	Requires field upgrade

Exercise: Set Up Reason Code Severity Levels

Use Reason Code Maintenance (36.2.17) to enter the information below in order to set up reason code severity levels.

Reason Type	Reason Code	Description
PCO	10	No effect parts/process
PCO	20	Rework parts on order
PCO	30	Rework on order/WIP
PCO	40	Rework thru WIP/scrap
PCO	50	Effect thru FGI
PCO	60	Rework thru FGI/scrap
PCO	70	Rework thru field units
PCO	80	Replace field units

Master Comment Maintenance

Product Change Control Setup



- ECO by ECO Number Report
- Set Up Functions to Control
- User Maintenance *
- Set Up E-Mail *
- Reason Code Maintenance
- **Master Comment Maintenance ***
- Group Maintenance
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- PCC Control File

* Optional

PCC-SU-190

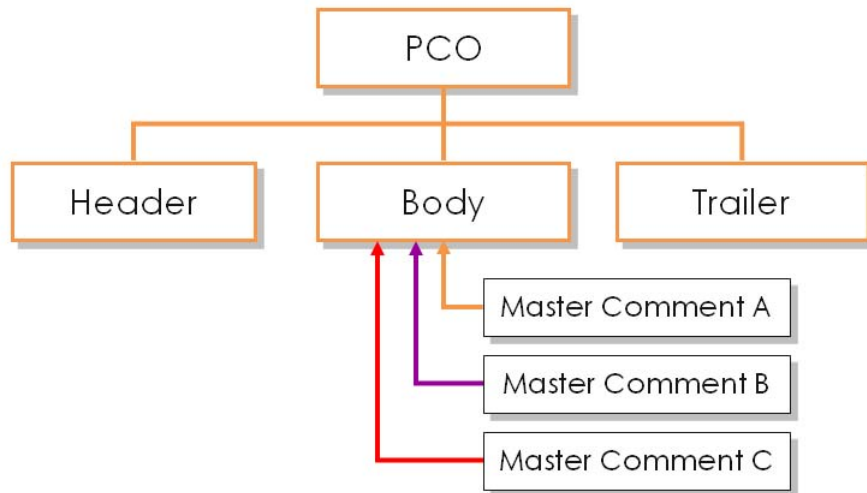
- Useful for:
 - Disclaimers
 - Policies
 - Checklists
 - Surveys
 - Standard Procedures

Disposition Forms

Set up Master Comments

Set Up Master Comments

- Define Standard Comments for PCR/PCO Text File



Standard comments are used to copy into the PCO body.

Master Comment Maintenance (1.12)

The screenshot shows a web-based application window titled "Master Comment Maintenance". The window has a standard toolbar with "Go To", "Actions", "Copy", "Print", and "Preview" buttons. Below the toolbar, the title "Master Comments" is displayed. The main content area contains the following fields and text:

- Master Reference: @backup
- Type:
- Language:
- Page: 1

A large text area contains the message: "You may want to backup your data before executing next step!". At the bottom right of the window, there are three buttons: "Delete", "Back", and "Next". The QAD logo is visible in the bottom left corner, and the text "2008-PCC-SU-200" is in the bottom right corner.

- Assign a reference for the comment
- Comment text can be up to 99 pages of free-form text, accessible by reference code, type, language, and page number
- Associate comments with entities by setting Master Reference equal to an item number or customer or supplier code

Comment text has no owner and therefore is not private.

Group Maintenance



Product Change Control Setup

- ECO by ECO Number Report
- Set Up Functions to Control
- User Maintenance *
- Set Up E-Mail *
- Reason Code Maintenance
- Master Comment Maintenance *
- **Group Maintenance**
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- PCC Control

* Optional

PCC-SU-220

- Users added to groups must be previously defined in User Maintenance (36.3.1)
- You can specify a date when user membership expires in a group
- You can also specify the number of copies of a PCR or PCO they should receive and the output device to be used

Users can also receive e-mail messages, based on the routing slip attached to a PCO or PCR.

Create Groups

Create Groups

- Type Indicates in Which Part of PCR/PCO Process is Group Used
 - Design
 - Approve
 - Distribute



2008-PCC-SU-210

- QAD SE does not distinguish different types of groups
 - Type is how it is used, not how it is defined
 - Group names should reflect their type
- Users can be in more than one group, and more than one type of group

Group Maintenance (1.9.1.1)

Group Maintenance

Group Maintenance

Go To Actions Copy Print Preview

Group Master

Group: QA

Description: Quality Assurance

Create New Group

Delete Back Next

QAD PCC-SU-230

- Specify a unique group name

Give a brief description of how the group is used in PCC

Add Users

The screenshot shows a web application window titled "Group Maintenance". The window has a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". Below the menu bar, the "Group Master" section displays "Group: QA" and "Description: Quality Assurance". The "Add Users" section is highlighted with a blue arrow pointing to it from a box labeled "Add Users". The "Add Users" section contains the following fields:

- User ID: acct
- PCC User
- Expire Date: 12/31/2008 (dropdown menu)
- Copies: 1 (text input)
- Output: PCCfile (text input with a search icon)

At the bottom right of the window are three buttons: "Delete", "Back", and "Next". The QAD logo is in the bottom left corner, and "PCC-SU-240" is in the bottom right corner.

- Expire date is optional for assigning when group membership ends
- If copies is set = 0, the user receives only e-mail
- If copies is set = 1 or above, this assigns the number of printouts at the specified Output

Maintain Users in Groups (1.9.1.3)

Maintain Users in Groups

User ID: buyer1 buyer1

Options: 1 - Add User
 2 - Replace User
 3 - Remove User

Add User
 Expire Date: List Groups for User ID: Copies: 1 Output: ebisg.so

Available
 Select User Gro
☒ acct1
☐ dist1
☐ doc1
☐ doc2

Back Next

PCC-SU-250

Add Users

- Add new users
- Change user attributes
- Replace users
- Remove users
- Available groups shows PCC groups to which the user does not yet belong

Replace Users

- Works like adding users to groups
- Specify both the current user ID and the user ID of the person who will replace them
- Update the replacing user's attributes and groups by specifying the same ID in both fields

Remove Users

- Delete users from groups
- You must remove users from group membership if you plan to delete a user ID

Exercise: Set Up PCC Groups

Help

- 1 Use Drill Down/Lookup Maintenance (36.20.1) to add the following information:

Drill Down/Lookup	Drill Down
Field	ECM_ECR_DSPN
Calling Procedure	<blank>
Procedure to Execute	GPLU072.P

- 2 Use Group Maintenance (1.9.1.1) to create PCC groups and assign members to the groups. Enter group name and click Next. Enter description and click Next. Enter user ID and click Next. Expire Date, Copies, and Output fields are not required for this exercise, leave blank. click Next, the cursor returns to the User ID field, enter the next User ID, continue until all users for this group are entered. Click the Back button to enter next group. Repeat until all user IDs are entered.

Group	Description	User IDs
Design	PCC Design Group	Eng1
		Eng2
		QEng1
		QEng2
		Your Login
Eng/Apv	Engineering Approval	Eng2
		Your Login
Pln/Apv	Buyer/Planner Approval	Pln1
		Pln2
		Your Login
Mfg/Apv	Mfg. Manager Approval	Mfg1
		Mfg2
		Your Login
Qual/Apv	Quality Eng. Approval	QEng1
		QEng2
		Your Login
Dist	PCO Distribution List	Pln1
		Mfg1
		Acct
		Your Login

- 3 Use Group Browse (1.9.1.2) to check your work.

Exercise: Set Up Item Master

1 Use Item Master Maintenance (1.4.1)

Field	Data
Item Number	12-100
Description	Magic Box, Packaged
UM	EA
Prod Line	12
Design Group	Design
Status	Proto
Rev	2
Lot/Serial	S
Site	12
Location	FGI

Exercise: Set Up Item Data

1 Use Item Data Maintenance (1.4.3) to enter the item data information below.

Item#	Description	Prod Line	Design Grp	Status	Rev
12-100	Magic Box Packaged	12	Design	AC	A
12-101	Magic Box Assembly	12	Design	AC	A
12-102	PCB Assy	12	Design	AC	A
12-103	Packaging Material	12	Design	AC	A
12-104	Label	12	Design	AC	A
12-105	Switch	12	Design	AC	A
12-115	Sub-assembly	12	Design	AC	A
AP12-101	Assembly procedure for Magic Box	12	Design	AC	A
AP12-100	Assembly procedure for packaging Magic Box	12	Design	AC	A

Exercise: Set Up Inventory Data

1 Use Item Inventory Data Maintenance (1.4.5) to enter the following inventory data:

Item#	Lot/Serial	Site	Location
12-100	S	12	FGI
12-101	L	12	Stock
12-102	S	12	Stock
12-103		12	Stock
12-104		12	Stock
12-105		12	Stock
12-115	L	12	Stock

Exercise: Set Up Item Planning Data

- 1 Use Item Planning Maintenance (1.4.7) to enter the following item planning data:

Item#	Order Qty	Pur/Mfg	Mfg LT	Pur LT
12-100	10	M	1	
12-101	10	M	1	
12-102	10	P		5
12-103	10	P		2
12-104	10	P		12
12-105	10	P		5
12-115	10	P		12

Exercise: Set Up Item Cost Data

- 1 Use Item Cost Maintenance (1.4.9) to enter the following item cost data:

Item#	Price	G/L Cost Material	Curr Cost Material
12-100	5,000.000		
12-101			
12-102			25.00
12-103			1.25
12-104			0.05
12-105	15.00		1.25
12-115			35.00

Exercise: Set Up Product Structures

- 1 Use Product Structure Maintenance (13.5) to enter the following product structure data for parent item 12-100:

Component

Item#	Qty Per	UM	Structure Type
12-101	1	EA	--
12-103	1	EA	--
12-104	1	EA	--
AP12-100	1	EA	D

- 2 Enter the following for parent item 12-101:

Item#	Qty Per	UM	Structure Type
12-102	1	EA	--
12-105	1	EA	--
12-115	1	EA	--
AP12-101	1	EA	D

- 3 Verify the product structure data using Product Structure Inquiry (13.6).

Exercise: Set Up a Department

- 1 Use Department Maintenance (14.1) to set up a department for the production of the Magic Box by entering the following information:

Field	Data
Department	Dept
Description	Magic Box Production

Exercise: Set Up a Work Center

- 1 Use Work Center Maintenance (14.5) to set up a work center for Magic Box Assembly by entering the following data:

Field	Data
Work Center	Magic
Description	Magic Box Assembly
Department	Dept
Setup Rate	25.00
Labor Rate	20.00
Lbr Bdn%	100.00

Routing Slip Maintenance

Product Change Control Setup



- ECO by ECO Number Report
- Set Up Functions to Control
- User Maintenance *
- Set Up E-Mail *
- Reason Code Maintenance
- Master Comment Maintenance *
- Group Maintenance
- **Routing Slip Maintenance**
- PCR/PCO Type Maintenance
- PCC Control

* Optional



PCC-SU-270

- The same routing slip can be used for both PCOs and PCRs
- Create new routing slips in Routing Slip Maintenance (1.9.1.5)
- Copy from existing slips to a new slip in Routing Slip Copy (1.9.1.7)

Define Routing Slips

Define Routing Slips

- Who Approves
- In What Order
- When Approved, Who is Notified

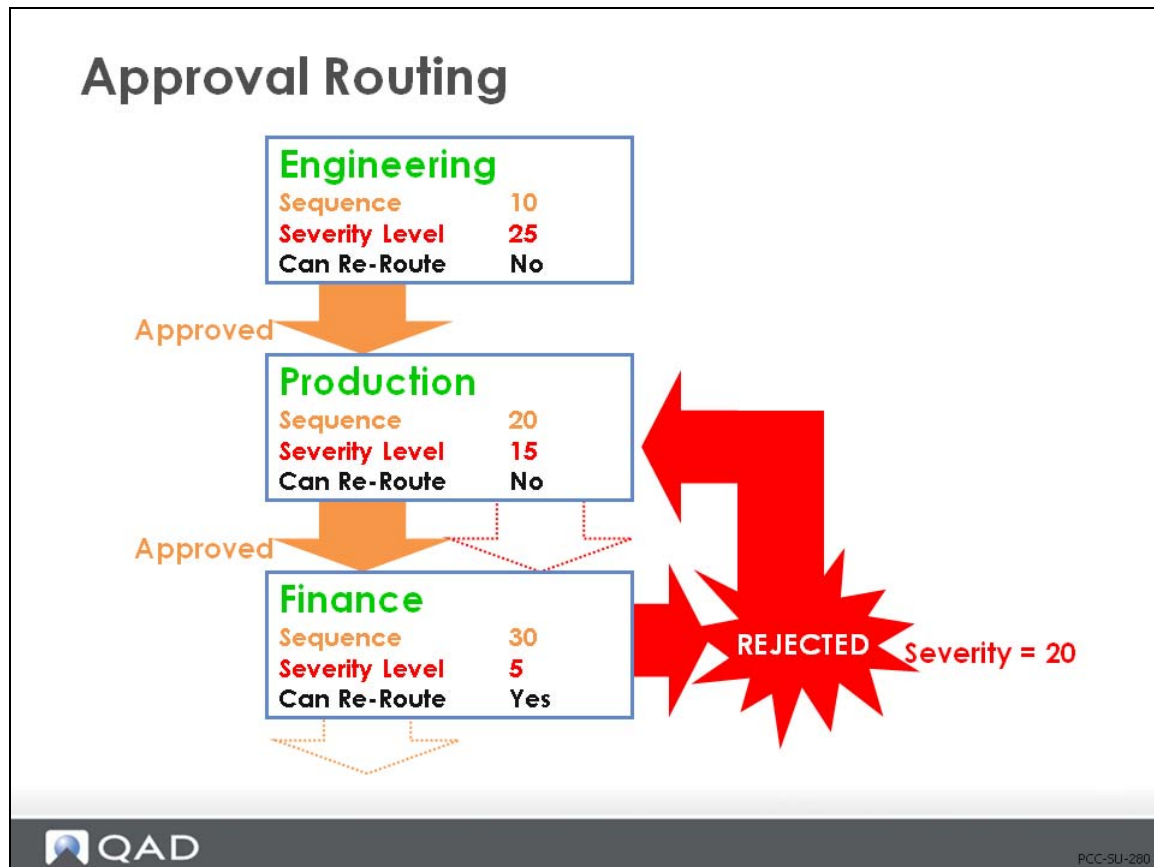


2008-PCC-SU-260

- Identifies who needs to approve and who needs notification
- Routing details are PCC specific

Provides a platform for obtaining ISO 9000 certification

Approval Routing



- Sequence indicates order of approval
 - Each group must have a different sequence number
- Can Re-Route indicates whether group can reroute PCR/PCO if rejected
- Severity Level determines whether a rejected/rerouted PCR/PCO is rerouted to this group
 - In our example, the Finance group assigned rerouting severity = 20
 - If the Severity is greater than or equal to the Severity Level assigned to a group, the group must reapprove
 - If the Severity had been 25, it would have rerouted to the Engineering group
- Rerouting is not related to approval sequence

Routing Slip Maintenance (1.9.1.5)

Routing Slip Maintenance X

Go To Actions Copy Print Preview

Routing Slip: newprod1

Routing Slip Maintenance

Description: New Product Introduction

Severity List: Produce

Users Notified At Submit:

Users E-mailed At Submit: demo

Users Notified At Approval:

Users E-mailed At Approval: demo

Delete Back Next

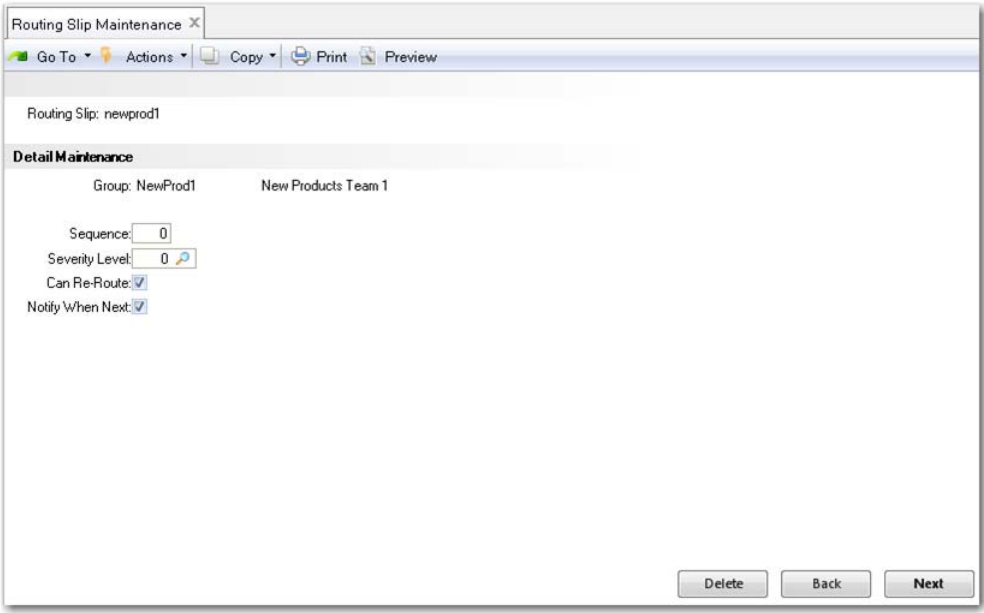
QAD

2008-PCC-SU-290

- Specify unique routing slip name and a short description
- Identify the name of the severity list (a reason code)
 - Should be numerical and hierarchical
- Assign users based on when they are involved in the process
- Users e-mailed are non-QAD SE users
- Check accuracy carefully because QAD SE cannot verify these addresses

Detail Maintenance

Routing Slip Maintenance



The screenshot shows a web application window titled "Routing Slip Maintenance". At the top, there is a header bar with "Go To", "Actions", "Copy", "Print", and "Preview" options. Below this, the main content area displays "Routing Slip: newprod1". Under the "Detail Maintenance" section, the following information is shown:

- Group: NewProd1
- New Products Team 1
- Sequence: 0
- Severity Level: 0
- Can Re-Route: ☒
- Notify When Next: ☒

At the bottom right of the window, there are three buttons: "Delete", "Back", and "Next".

QAD 2008-PCC-SU-300

- Sequence specifies sign-off order
 - To provide for sequence additions, number 10, 20, 30, and so on.
- Severity Level indicates at which level this group provides reapproval
 - The higher the value, the less likely the group will have to reapprove rejected PCRs/PCOs
- Can Re-Route streamlines reject/reroute process if set = Yes
 - If set = No, each rejected document must be reapproved by every group in the routing
- Notify Next sends notification to group members when they are next in the approval process

Routing Slip Copy (1.9.1.7)

Routing Slip Copy

Routing Slip Copy X

Go To Actions Copy Print Preview

Copy Routing Slip: NPIntro To: NPI

Description: New Product Introduction
Severity List: Produce

Users Notified At Submit:

Users E-mailed At Submit: fab

Users Notified At Approval:

Users E-mailed At Approval: fab

Back Next

 QAD

2008-PCC-SU-310

- Allows you to create a new routing slip based on a previously created one
- Lists of users notified at submission and approval are copied
- Copy function will query if you want to copy routing detail
- Further editing is done in Routing Slip Maintenance (1.9.1.5)

Exercise: Set Up Routing

- 1 Use Routing Maintenance (14.13.1) to set up routing by entering the following data for Routing Code 12-101:

Operation	10	20
Work Center	Magic	Magic
Description	Assemble Magic Box	Test Magic Box
Setup Tim	1.0	0.0
Run Time	0.4	0.1

- 2 Set up routing by entering the following data for Routing Code 12-100:

Operation 10:	10
Work Center:	Magic
Description:	Package Magic Box
Setup Time:	0.5
Run Time:	0.1

Exercise: Set Up Quality Specification

- 1 Use Item Specification Maintenance (19.1.13) to set up a specification for the test at operation 20 of the 12-101 Magic Box assembly.

Field	Data
Item Number	12-101
Routing/Procedure	12-101
Operation	20
Document	AP12-101
Number	1
Characteristic	Voltage at Term. A
Test Method	DVM
Specification	9.3<=Voltage=<9.7

Exercise: Set Up Routing Slips

- 1 Use Routing Slip Maintenance (1.9.1.5) to set up a routing slip for PCOs. Enter the following:

Field	Data
Routing Slip	PCO-R1
Description	PCO Routing Slip R1
Severity List	PCO

- 2 Click Next, enter the following in Detail Maintenance.

Group	Eng/Apv	Mfg/Apv	Pln/Apv	Qual/Apv
Sequence:	0	0	0	0
Severity Level:	10	30	20	10

- 3 Place check marks in the following boxes for all of the groups:

Check:	Can Re-Route
Check:	Notify When Next

Exercise: Set Up a PCR Routing List

Use Routing Slip Copy (1.9.1.7) to enter the following:

- 1 Copy Routing Slip: PCO-R1 To: PCR-R1.
- 2 Enter the following information in Routing Slip Maintenance (1.9.1.5):

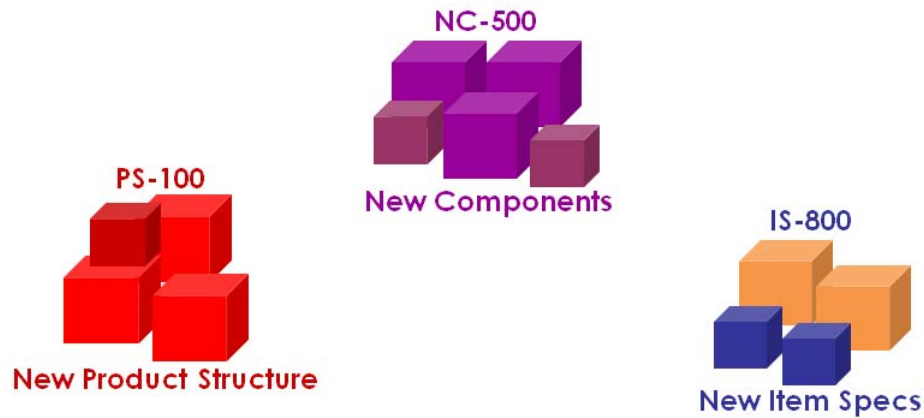
Field	Data
Routing Slip	PCR-R1
Description	PCR Routing Slip R1
Severity List	PCO

- 3 Click Next and select Yes, to copy routing details.
- 4 Use Routing Slip Maintenance (1.9.1.5) to modify the PCR routing slip.
- 5 Select PCR-R1, advance to the Detail Maintenance frame.
- 6 With your cursor in the Group field, press the down arrow until Mfg/Apv appears in the field.
- 7 Click Enter, click Delete, (Confirm Delete).
- 8 Press the down arrow until Pln/Apv appears in the field.
- 9 Click Enter, click Delete, (Confirm Delete).
- 10 Use the up and down arrow keys to verify that only Eng/Apv and Qual/Apv remain. Leave all values the same.
- 11 Exit function.

Define Documents

Define Documents

- Set up Different PCR/PCO Document Types
 - Each can be numbered differently in PCC Control File



2008-PCC-SU-320

Valid document types are selected when creating a new PCR/PCO.

PCR/PCO Type Maintenance



- ECO by ECO Number Report
- Set Up Functions to Control
- User Maintenance *
- Set Up E-Mail *
- Reason Code Maintenance
- Master Comment Maintenance *
- Group Maintenance
- Routing Slip Maintenance
- **PCR/PCO Type Maintenance**
- PCC Control

* Optional



PCC-SU-330

- Change types involve careful planning:
 - Should document be PCR or PCO
 - Type of routing slip
 - Distribution group
 - Prefix and number for this document

PCR/PCO Type Maintenance (1.9.1.9)

PCR/PCO Type Maintenance

PCR/PCO Type Maintenance

Go To Actions Copy Print Preview

Type: PCOType1
Design Group: elec1

Description: Basic Change Order
Document Type: PCO
Prefix: PCO
Routing Slip: PCO-RT1
Distribution: elec1

Define Documents

Delete Back Next

QAD

PCC-SU-340

- Assign a unique type to new document
- Assign Design Group authorized to make changes to this document type
- Select whether this document is a PCR or a PCO
- Prefix is also assigned in PCC Control (1.9.24) for autonumbering
 - Warning message will notify you if the prefix is not in the control program yet
- Assign an existing routing slip to use with this document
- Distribution group selected will be notified when these are Released and Distributed

PCC Control

Product Change Control Setup



- ECO by ECO Number Report
- Set Up Functions to Control
- User Maintenance *
- Set Up E-Mail *
- Reason Code Maintenance
- Master Comment Maintenance *
- Group Maintenance
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- **PCC Control**

* Optional


PCC-SU-360

- Numbering
- Security
- Groups
 - Design groups to create/maintain PCRs/PCOs
 - Approval groups to sign off on PCRs/PCOs
 - Distribution groups to notify when PCO is released
- Routing slips for approvals
- Document types

Set Up PCC Control

Set Up PCC Control

- Settings are for both PCOs and PCRs
 - Select and Define Security
 - Select and Define Autonumbering



2008-PCC-SU-350

- Security has the option to check user IDs during approval
- Autonumbering can generate document numbers for PCR/PCO documents

Manual override of these numbers is still available

PCC Control (1.9.24)

PCC Control File

Control Table

Auto Number: ☒

Security: ☐

Enforce PCO Approval Group Sequencing: ☐

If Yes, Advance to Next Frame

Back Next

QAD

PCC-SU-370

- Automatically assign prefixes and numbers to new PCR or PCO, as defined in next frame
- Select Security option to require password during PCO approval
- Specify whether groups must approve PCOs in the order shown in Routing Slip Maintenance

PCC Control (1.9.24)

PCC Control

PCC Control
Go To Actions Copy Print Preview

Control Table - Auto Number

Prefix	Next PCR/PCD	
None	6	
	0	} Document Format
NP	100001	
SS	200000	
CR	300000	
PI	400000	
	0	
	0	
	0	
	0	
	0	

Prefixes:

- Prefixes are limited to three characters
- Prefixes correspond to existing Document Types

Exercise: Set Up PCR/PCO Type Maintenance

- 1 Use PCR/PCO Type Maintenance (1.9.1.9) to enter the following data:

Type	PCO	PCR
Design Group	Design	Design
Description	PCO Document	PCR Document
Doc Type	PCO	PCR
Prefix	PCO	PCR
Routing Slip	PCO-R1	PCR-R1
Distribution	DIST	Design

Exercise: Set Up PCC Control

- 1 Use the PCC Control (1.9.24) to enter the following data in the indicated fields:

Field	Data
Auto Numbers	Yes
Security	No
Enforce PCO Approval Grp Sequence	No
PCO	1000
PCR	8000

Summary

Product Change Control Setup Summary



- ECO by ECO Number Report
- Set Up Functions to Control
- User Maintenance *
- Set Up E-Mail *
- Reason Code Maintenance
- Master Comment Maintenance *
- Group Maintenance
- Routing Slip Maintenance
- PCR/PCO Type Maintenance
- PCC Control

* Optional

Chapter 4

Process Product Change Orders

Process Product Change Orders

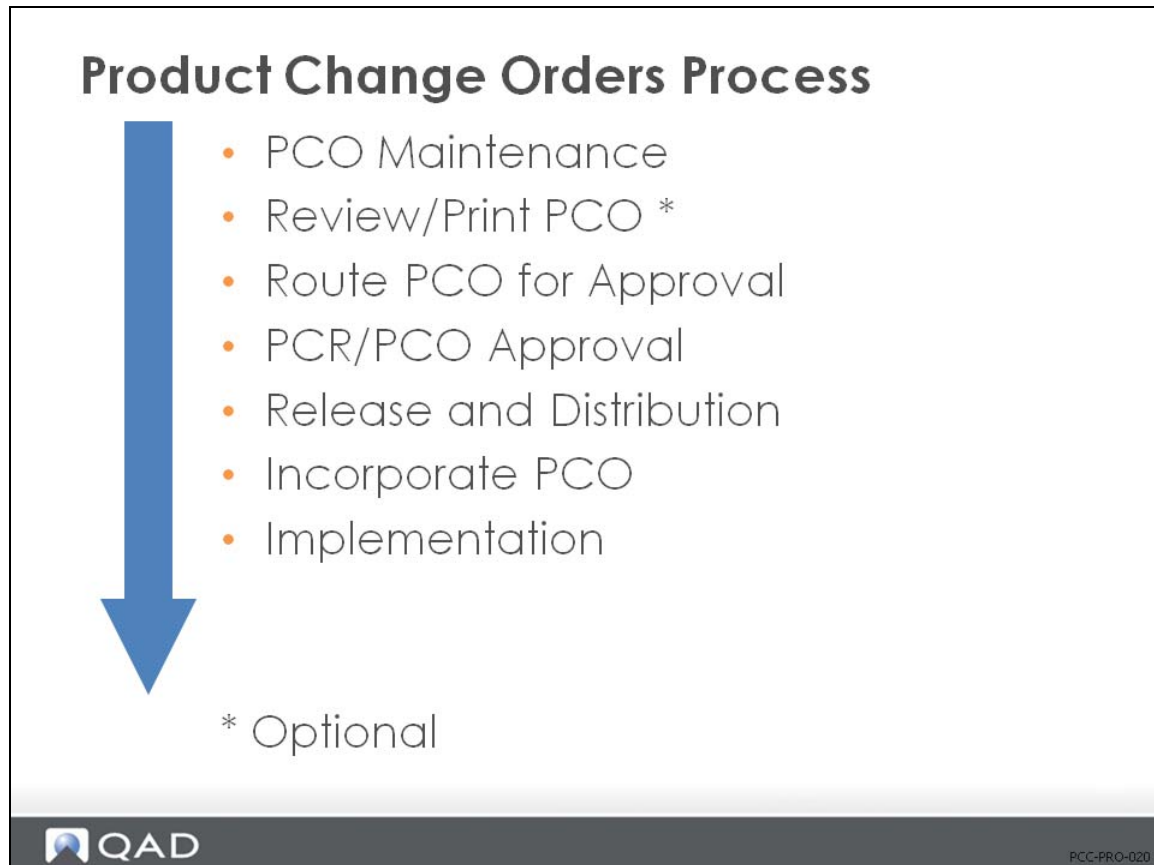
In this section you learn how to:

- Identify key business issues you need to consider before setting up Product Change Control in QAD Standard Edition
- Set up Product Change Control in QAD Standard Edition
- **Process Product Change Orders (PCOs) in QAD Standard Edition**
- Process Product Change Requests (PCRs) in QAD Standard Edition



2008-PCC-PRO-010

Product Change Orders Process



This illustration is a suggested process sequence of master files for the Product Change Control module, for Product Change Orders, which is based on information that flows from one master file to another and prerequisites that need to be accomplished.

What is the procedure?	Who is responsible?
Create/Maintain PCO	Document Control
Review/Print PCO	Document Control
Route PCO	End User
Approve PCO	Approval Group
Release and Distribute PCO	Document Control
Incorporate PCO	Document Control
Implement PCO	Document Control

Create/Maintain PCO

Create/Maintain PCO



- **PCO Maintenance**
- Review/Print PCO *
- Route PCO for Approval
- PCR/PCO Approval
- Release and Distribution
- Incorporate PCO
- Implementation

* Optional

PCC-PRO-050

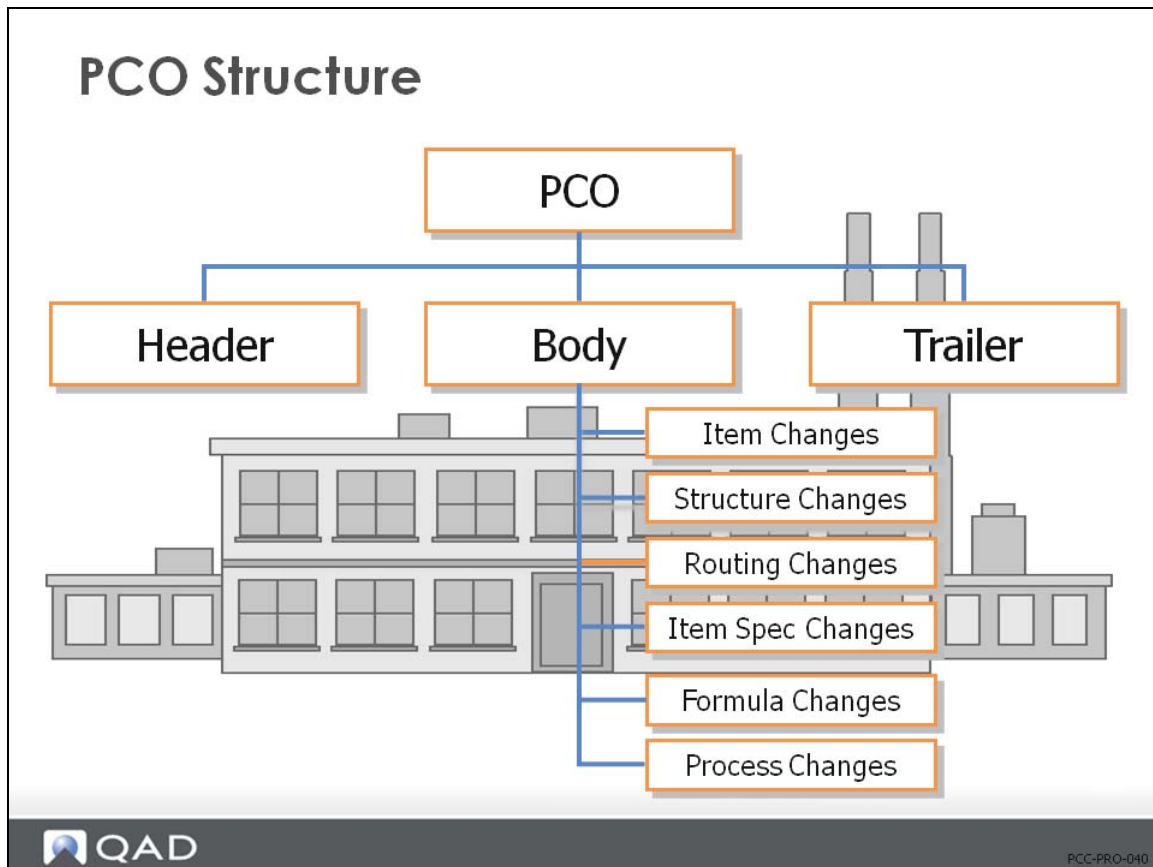
- Creating and maintaining PCOs is done in PCO Maintenance (1.9.2.13)
- After completing the first screen, a menu will appear that gives you access to functions which allow detail modification of the product change order
 - Use your arrow keys to select a menu option
 - Each menu item (except Trailer Maintenance) leads to another menu
 - Select from the menu to bring up a screen to perform a function

Create/Maintain PCO

Create/Maintain PCO

- The Product Change Order Includes
 - PCO Number
 - Who will process the PCO
 - Tracking methods for controlling the release of this information

Product Change Order Structure



- PCOs have three main parts
 - Header
 - Body (optional text)
 - Trailer
- Changes are specified in the Body
 - We will discuss Item, Product Structure, Routing, and Item Spec changes

Formula and Process changes are optional to this discussion

PCO Maintenance

Create/Maintain PCO



- **PCO Maintenance**
- Enter Header
- Add Text
- Specify Changes
 - Item Changes
 - Product Structure Changes
 - Routing Changes
 - Item Spec Changes
 - Formula Changes
 - Process Changes
- Enter Trailer


PCC-PRO-060

- PCO creation can be broken down into the following steps:
 - Enter Header
 - Add Text (optional)
 - Specify Changes
 - Enter Trailer

Direct Item Master Access, a function under the Item File Maintenance Menu, gives you access to all items in the database. The modifications you perform using Direct Item Master Access take place in the item master files, not in the PCO.

Important This function is the only function in PCO Maintenance that directly affects QAD SE production files.

Enter Header

Create/Maintain PCO



- PCO Maintenance
- **Enter Header**
- Add Text
- Specify Changes
 - Item Changes
 - Product Structure Changes
 - Routing Changes
 - Item Spec Changes
 - Formula Changes
 - Process Changes
- Enter Trailer

PCC-PRO-070

- Number the PCO document
- Identify type and design group
- Add any user-specific information

PCO Maintenance (1.9.2.13)

PCO Maintenance Header

The screenshot shows the 'PCO Maintenance' window with the following data and fields:

Field	Value
Number	PC000023
Type	ProdImp
ID	
Design Group	eng1
Domain	PC0
Created By	mfg
	12/8/2008
Title	Major Redesign of Coolers
Reason	A major enhancement to the motor installed as part of the QASIS cooler is required to increase its competitive advantage.
Class	Design
Originator	Field
User Code 1	
User Code 2	

Callout Box: User Fields, Do Not Affect Processing (optional)

Buttons: Delete, Back, Next

QAD PCC-PRO-080

- Number is filled in automatically if PCC Control (1.9.24) is set for Autonumbering
- Break up large PCOs by assigning multiple PCOs with the same number and different IDs
- Type and Design Group will determine approval cycle, distribution group, and autonumbering for the PCO number (if applicable)
- The user-defined fields (highlighted in the picture above) do not affect processing and are optional fields

Select PCR/PCO Function Maintenance

PCO Maintenance Header

PCO Maintenance

Go To Actions Copy Print Preview

Number: PCD00023 ID: Domain: PCO
 Type: ProdImp Design Group: eng1 Created By: mfg 12/8/2008

Title: Major Redesign of Coolers
 Reason: A major enhancement to the motor OASIS cooler is required to increase advantage.

Class: Design
 Originator: Field

Select PCR/PCO Section

- PCO/PCR Function Maintenance
- Text Data Maintenance
- Item Data Maintenance
- Structure Data Maintenance
- Routing Data Maintenance
- Formula Data Maintenance
- Process Data Maintenance
- Item Specification Maintenance
- Trailer Maintenance

With this you can:

- Change PCO Number
- Close a PCO to another PCO
- Copy from PCR/PCO to a PCO
- Copy to PCR/PCO from a PCO

Delete Back Next

QAD PCC-PRO-090

- A section menu allows you to complete other parts of the PCO
 - Only enabled processes appear on the section menu
- Accessing PCO/PCR Function Maintenance allows you to
 - Change a PCO Number
 - Close a PCO to another PCO
 - Copy either to or from PCR/PCO to or from another PCO

Add Text

Create/Maintain PCO

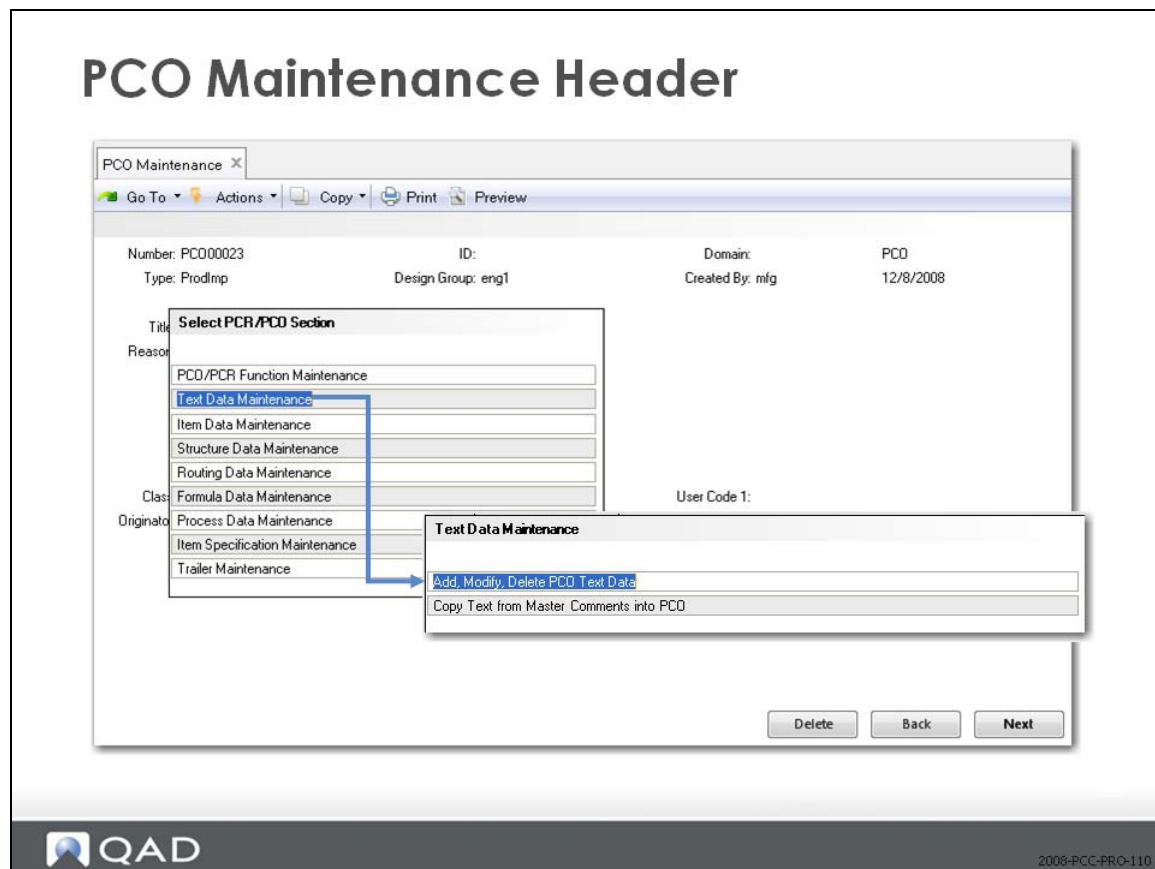


- PCO Maintenance
- Enter Header
- **Add Text**
- Specify Changes
 - Item Changes
 - Product Structure Changes
 - Routing Changes
 - Item Spec Changes
 - Formula Changes
 - Process Changes
- Enter Trailer

PCC-PRO-100

- Adding text is optional
 - Manually enter or modify transaction comments
 - Copy Master Comments to PCO

Text Data Maintenance



- Add, Modify, Delete PCO Text Files
 - Selection menu moves you to Text File Maintenance menu
 - Choose to create a new text file or modify or delete an existing text file

Add, Modify, Delete PCO Text Files

PCO Maintenance Header

PCO Maintenance

Go To Actions Copy Print Preview

ecmt04.p Add, Modify, Delete PCO Test Data

Number: PCO00023 ID: Domain: Type:
Reference: 1010000 Order: 1 Page: 1

The QASIS cooler provides state of the art cooling for office and home use. It includes optional features like:
Alternate power cords for US and European customers.
Alternate power sources, including battery access.
Alternate motors, one geared for home use and one for heavy industrial.

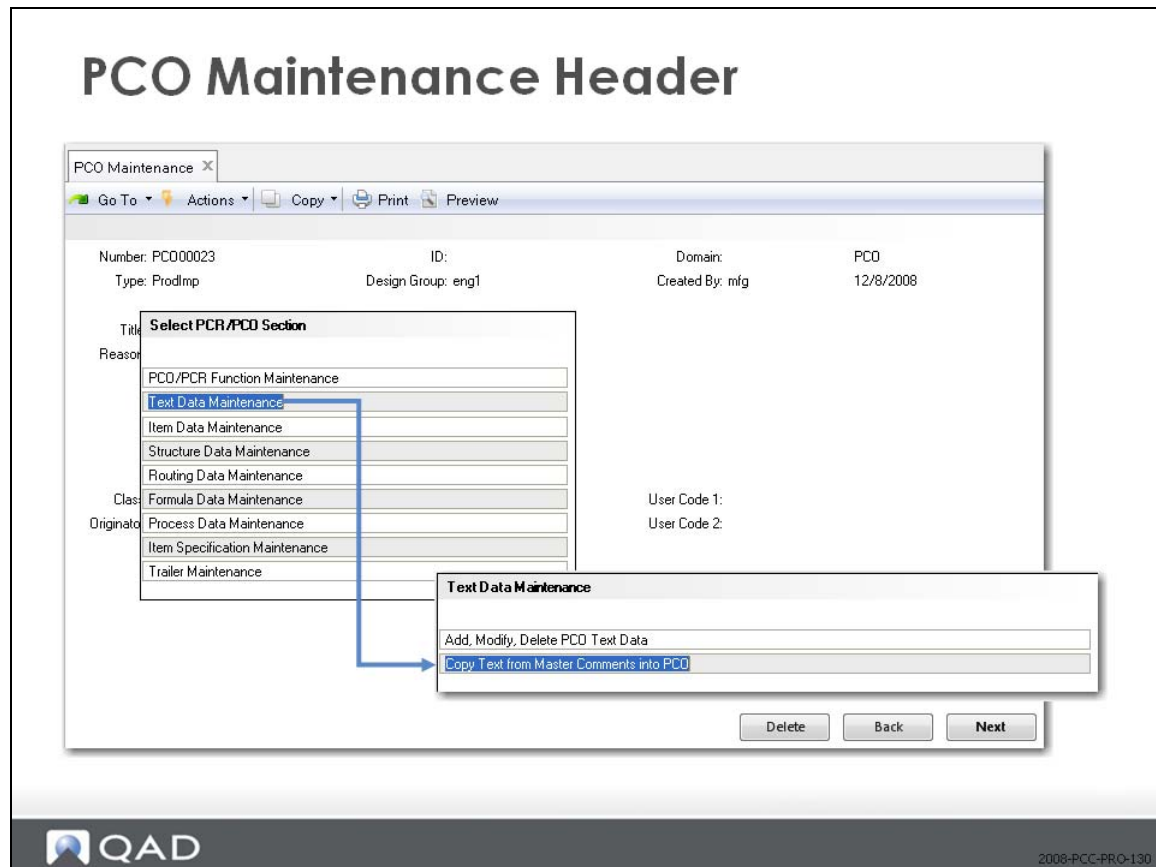
Add text

Delete Back Next

QAD PCC-PRO-120

Works the same way as other transaction comments in QAD Standard Edition.

Copy Text from Master Comments into PCO



- Selection menu moves you to Text File Maintenance menu
- Choose to copy text from Master Comments

Master Comments Copy Selection

PCO Maintenance Header

PCO Maintenance
Go To Actions Copy Print Preview

ecmt03.p Copy Text from Master Comments into PCO
Number: PC000023 ID: Domain: PCO
Title: Major Redesign of Coolers
Starting Master Reference: @Finance
Type: Language: us

PCO Maintenance
Go To Actions Copy Print Preview

ecmt03.p Copy Text from Master Comments into PCO
Number: PC000023 ID: Domain:
Title: Major Redesign of Coolers
Master Comments Copy Selection

Keyword	T	Language
@FINANCE	ke	us
@FLOW:	ke	us
@FP	ke	us
@FS	us	us
@fs-purp	us	us
@FSM	us	us
@GL	us	us
@go	us	us
@GTM	us	us
@help	us	us

Add Text By Copying

Useful for:

- Surveys
- Disclaimers
- Policies
- Checklists
- Disposition Forms
- Standard Procedures

Enter to Select

Back Next

Enter master reference and type in a pop-up frame, or select from a list of comments.

Specify Changes

Create/Maintain PCO



- PCO Maintenance
- Enter Header
- Add Text
- **Specify Changes**
 - Item Changes
 - Product Structure Changes
 - Routing Changes
 - Item Spec Changes
 - Formula Changes
 - Process Changes
- Enter Trailer

PCC-PRO-150

Identify the proposed changes considered on this PCO.

Item Data Maintenance

PCO Maintenance Body Changes

PCO Maintenance

Go To Actions Copy Print Preview

Number: PCO00023 ID: Domain: PCO
Type: ProdImp Design Group: eng1 Created By: mlg 12/8/2008

Title: Select PCR/PCD Section

Reason:

- PCO/PCR Function Maintenance
- Text Data Maintenance
- Item Data Maintenance**
- Structure Data Maintenance
- Routing Data Maintenance

Class:

- Formula Data Maintenance
- Process Data Maintenance
- Item Specification Maintenance
- Trailer Maintenance

Originator:

Item Data Maintenance

- Add, Modify, Delete PCO Item Data**
- Direct Item Master Access

Item Changes

Back Next

QAD PCC-PRO-160

- Proposed Item Master changes
- Directly affects Production files
- Possibly to enter new item numbers with Direct Item Master Access, rather than Item Data Maintenance (1.4.3), as part of a PCO

Note Some companies require all Item Data Maintenance to be maintained through the PCC function, not through Item Data Maintenance (1.4.3).

Item Data Maintenance — Add, Modify, Delete PCO Data Files

PCO Maintenance Body Changes

PCO Maintenance

Go To Actions Copy Print Preview

ecmt06.p Add, Modify, Delete PCO Item Data

Number: PCO000023 ID: Item Changes Domain: PCO

Title: Major Redesign of Coolers

Item Number: 10-10000 Description: OASIS(TM) SYSTEM INDUST MODEL

Unit of Measure: EA

End Product: Comments: ☒

Prod Line: 1000 Item Type: CONFIG Drawing: 10-10000

Added: 5/28/1992 Status: AC Drawing Loc: Size:

Design Group: eng1 Group: DISCRETE Disposition: Price Break Category:

Current Rev: AB Released Rev: AB New Revision:

Select Item Number

Opens Item Data Maintenance Information

Delete Back Next

QAD

PCC-PRO-170

- Change existing items
 - Only one PCO per item
- Does not support
 - Item-Site data
 - Item Planning data
 - Inventory data
 - Cost and price data

Exercise: Create a PCO with Item Changes

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson. You must have completed all the setup exercises before you can work on the processing exercises.

In the Item Master there are three types of Batteries, 30-100, 30-1000, and 30-10000. They are in product line 2000, Electronic Products. Your company procedures require you to route the changes through a PCO.

- 1 Use PCO Maintenance (1.9.2.13) to create a new PCO to route these proposed changes to the Item Master.

Let QAD SE assign the PCO number. The number will be assigned when you complete the Type and Design group fields and click Next.

- 2 Advance to the Type field and enter the following:

Field	Data
Type	PCO
Design Group	DESIGN

- 3 Write down the PCO number assigned for later reference: _____

- 4 Title and Reason fields are optional. Leave them blank, or create a simple description for this PCO:

Field	Data
Title	Change Product Line
Reason	All Batteries moving to Component Materials

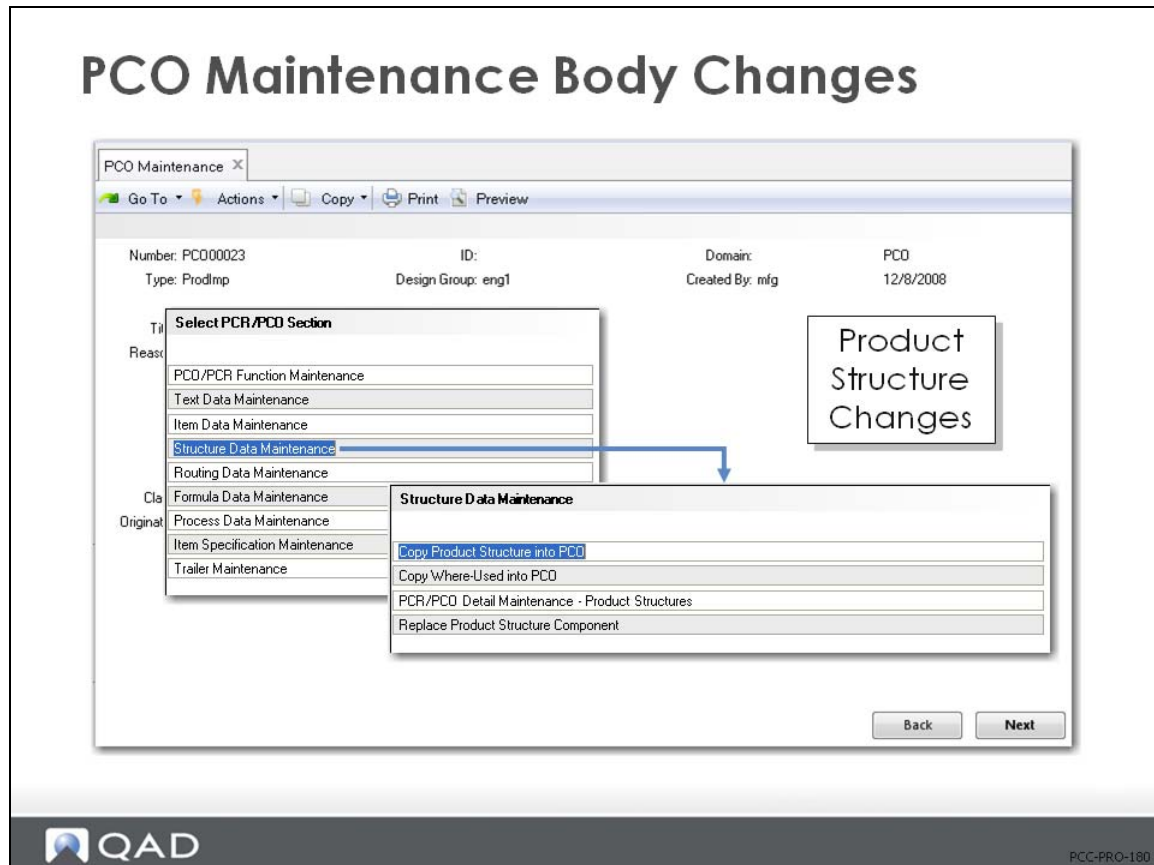
- 5 Select Item Data Maintenance and then choose Add, Modify, Delete PCO Item Data.

- a Add items:

30-100	RevB
30-1000	RevB
30-10000	RevB

- b For each, set Comments to No.
 - c Change the Product Line on each to 6000.
 - d Verify the Item Type for each is = ELEC, and Group = ELECTRON.
- 6 Click Back, choose Trailer Maintenance.
 - a Using the Mandatory field, assign an implementation date no later than the last day of next month.
 - b Disposition: UAI; click Next, click Back.
- 7 Use PCR/PCO Detail Inquiry (1.9.2.8) to review your PCO to verify that your changes were all included.

Structure Data Maintenance



- Copy product structures or where-used to the PCO to propose changes
- Maintain changes with Detail Maintenance
- Proposed component replacements throughout multiple bills

Note You cannot delete a product structure from within PCO Maintenance since structures can contain “as of” information. Instead, deactivate the structure by entering an end-effective date. Because delete is not available, structure add and structure edit functions are separate. This distinguishes the structure maintenance functions in PCO Maintenance from all other maintenance programs.

Copy Product Structure into PCO

PCO Maintenance Body Changes

Select Parent

Product Structure Changes

Copy Original Structure to Indicate PCO Changes

Enter to Select

Level	Component Item	Description	UM	EA
1	22-110	Power Cord Europe West		POWER CABLES
1	22-120	Power Cord USA		POWER CABLES
1	22-130	Power Cord Universal		POWER CABLES
1	30-100	Backup Alkaline		BACKUP
1	30-1000	Backup atomic		BACKUP
1	30-10000	Backup thermonuclear		BACKUP
1	55-100	Evaporator		STANDARD
1	66-100	Motor 440 AC 3 phase		MOTOR

QAD PCC-PRO-190

- Specify Parent Item
- Current Bill of Materials displays
- Select or de-select items from the bill to copy into the PCO

Copy Where Used into PCO

PCO Maintenance Body Changes

Where Used Copy

Component Item: 66-100

PCO Maintenance

Number: 110-1000 ID: Domain: PCO

Where Used Copy

Component Item	Description	UM	EA
66-100	Motor 440 AC 3 phase		

Enable QXtend Outbound

Level	Parent Item	Description	Reference
1	10-10000	QASIS(TM) SYSTEM	MOTOR
1	10-20000-011	Arctic Cooling System (G)	MOTOR
1	10-20001	Arctic Cooling System	
1	10-20001-BDK	Arctic Cooling System	
1	10-20001-BDM	Arctic Cooling System	
1	10-20001-BDO	Arctic Cooling System	
1	10-20001-BDQ	Arctic Cooling System	
1	10-20001-BDS	Arctic Cooling System	

Back Next

QAD PCC-PRO-200

- Works the same as Copy Product Structure into PCO except:
 - Displays bill of material as indented where-used bill of material
- Useful for making the same change to several product structures

PCR/PCO Detail Maintenance - Product Structures

PCO Maintenance Body Changes

PCO Maintenance

Go To Actions Copy Print Preview

ecmt07.p PCR/PCO Detail Maintenance - Product Structures

Number: 110-1000 ID: Domain: PCO

Title:

Parent Item: 10-10000 QASIS(TM) COOLING SYSTEM

Component Item: 66-100 Motor 440 AC 3 phase

Reference: Batch Size:

Deactivate: ☐

Quantity Per: 1.0 EA Scrap: 0.00%

Quantity Type: Lead Time Offset:

Batch Percent: 0.0 Op:

Structure Type:

Mandatory: ☒

Default Option: ☒

Remarks:

Comments:

Sequence Number:

Forecast Percent: 100.00%

Option Group:

Process:

Back Next

Product Structure Changes

Change Items in the Bill

A, D, J, X, P, or O

QAD

PCC-PRO-210

- Add items to product structures
- Delete product structure records
 - Sets an end effective date when PCO is incorporated
- Edit product structure changes

Replace Product Structure Component

PCO Maintenance Body Changes

PCO Maintenance X
 Go To Actions Copy Print Preview

ecmt10.p Replace Product Structure Component

Component Item: 22-100

Description: Power Cord UK

Unit of Measure: EA

Component Replacement List

Component Item	Description	Multiplier
Replace with Item	Replacement Component 22-300 Universal Power Cord	

Back Next

PCC-PRO-220

- Replaces one component item with another across multiple bills of material
 - Select the component in any previous Structure File Maintenance step
 - Searches product structure records already included in the PCO and sets end effective dates for replacements
 - Adds additional product structures to the PCO with the substitution
- Other detailed product structure data is copied from the existing record

Exercise: Create a PCO with Product Structure Changes

The Magic Box assembly, 12-101 uses switch 12-105. The current product structure assumes that there is no scrap involved in the switch unit. Your recent experience shows a 5% scrap involved.

- 1 In this exercise, use PCO Maintenance (1.9.2.13) to create a new PCO to make this change.

Let QAD SE assign the PCO number.

Field	Data
Assign Type	PCO
Design Group	DESIGN

Write down the PCO number assigned for later reference: _____

Field	Data
Title	Add Scrap
Reason	12-101 to be modified: Component 12-105 shows 5% Scrap

- 2 Continue past the header. Choose Structure Data Maintenance. From this menu select Copy Product Structure into PCO.

a Parent Item = 12-101. Click Next.

b select 12-105 by clicking on the item number.

An asterisk appears when the component is selected.

Click Next then Back to complete the transaction.

- 3 From the menu choose Structure Data Maintenance and then PCR/PCO Detail Maintenance - Product Structures.

a When you arrow down, you should see that one record was copied into the PCO (Parent Item = 12-101 and Component Item = 12-105). If you do not see this record, repeat step three above until the component is copied successfully.

b Deactivate should remain = No (Do not delete the component).

c Specify a 5% scrap. Accept all the remaining default fields. Click Next.

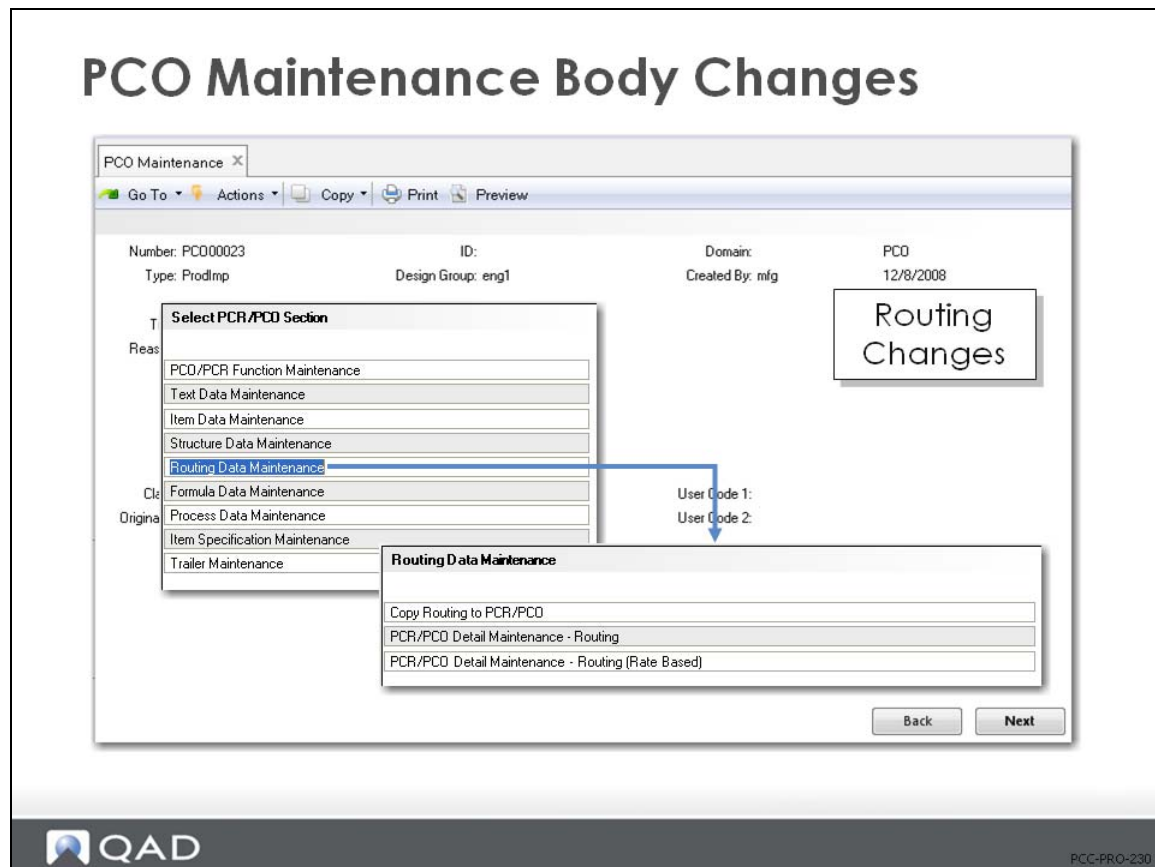
d Click Back, choose Trailer Maintenance.

a Using the Mandatory field, assign an implementation date no later than one month from today.

b Disposition: UAI, click Next, click Back.

- 4 Use PCR/PCO Detail Inquiry (1.9.2.8) to review your PCO to be certain your changes were all included.

Routing Data Maintenance



- For both standard and rate-based routing
- Copy routings to the PCO
- Edit routings with Detail Maintenance
 - Both standard routings and routings that are rate based

Note Processes are not maintained with this function

Copy Routing to PCR/PCO

PCO Maintenance Body Changes

PCO Maintenance

Go To Actions Copy Print Preview

ecmt11.p Copy Routing to PCR/PCO

Number: 110-1000 ID: Domain:

Title:

Routing Copy

Routing/Procedure	Description	Eff Date
10-10000	ASSEMBLE PER SPEC	12/

Enable QXtend Outbound

Op	Description
10	ASSEMBLE PER SPEC
20	INSPECT PER PROC-009

Back Next

Routing Changes

Copy Original Routing to Modify in PCO

Enter to Select

QAD PCC-PRO-240

- Start with a copy of existing routing to simplify editing
- Bring routing records into PCO for modification
- Displays the operation for a routing to select which steps to include

PCR/PCO Detail Maintenance - Routing

PCO Maintenance Body Changes

PCO Maintenance

Go To Actions Copy Print Preview

ecmt12.p PCR/PCO Detail Maintenance - Routing

Number: 110-1000 ID: Domain:

Routing Code: 10-10000 OASIS(TM) SYSTEM

Operation: Batch Quantity: 1.0 EA

Deactivate: ☐

Standard Operation:

Work Center: 10000 ASSEMBLY,QASIS(TM) UNITS

Machine:

Description: ASSEMBLE PER SPEC

Machines per Operation: 1 Milestone Operation: ☒

Overlap Units: 0 Subcontract LT: 0

Queue Time: 0.0 Setup Crew: 0.00

Wait Time: 0.0 Run Crew: 2.00

Setup Time: 0.0 Tool Code:

Supplier:

Run Time/Batch Qty: 0.0 Inventory Value: 0.00

Run Time: 0.0 Subcontract Cost: 0.00

Move Time: 0.0

Yield Percent: 100.00%

Comments:

Delete Back Next

Change Operations in Routing



PCC-PRO-250

- Operations to a routing
- Delete operation steps
 - Sets an end effective date when the PCO is incorporated
- Edit routing changes

PCR/PCO Detail Maintenance - Routing (Rate Based)

PCO Maintenance Body Changes

PCO Maintenance
Go To Actions Copy Print Preview

ecmt13.p PCR/PCO Detail Maintenance - Routing (Rate Based)

Number: 110-1000

Routing Code: 10-10000

Operation:

ID:

QASIS(TM) SYSTEM

Domain:

Routing
Rate Based
Changes

Deactivate: ☐

Standard Operation:

Work Center: 10000

Machine:

Description: ASSEMBLE PER SPEC

Machines per Operation: 1

Overlap Units: 0

Queue Time: 0.0

Wait Time: 0.0

Setup Time: 0.0

Hourly Production Rate: 0.0

Move Time: 0.0

Yield Percent: 100.00%

ASSEMBLY,QASIS(TM) UNITS

Milestone Operation: ☒

Subcontract LT: 0

Setup Crew: 0.00

Run Crew: 2.00

Tool Code:

Supplier:

Inventory Value: 0.00

Subcontract Cost: 0.00

Comments: ☐

Back Next

PCC-PRO-260

Same differences as between standard Routing Maintenance (14.13.1) and Routing Maintenance (Rate Based) (14.13.2).

Exercise: Create a PCO with Routing Changes

- 1 In this exercise, use PCO Maintenance (1.9.2.13) to modify the routing for the 12-101 Magic Box Assembly to add a standard rework step.

Let QAD SE assign the PCO number.

Field	Data
Assign Type	PCO
Design Group	DESIGN

Write down the PCO number assigned for later reference: _____

- 2 Title and Reason fields are optional. Leave them blank, or create a simple description for this PCO:

Field	Data
Title	Adding Rework
Reason	12-101: Adding rework routing

Continue past the header.

- 3 Select Routing Data Maintenance, then enter the following in PCR/PCO Detail Maintenance - Routing:

Field	Data
Routing Code	12-101
Operation	30
Work Center	1010
Description	Rework as required
Milestone Operation	No
Comments	No

- 4 Save the record without adding any information to the trailer. Click Back, then Back.
- 5 Use PCR/PCO Detail Inquiry (1.9.2.8) to review your PCO and verify that the changes were all included.

Item Specification Maintenance

PCO Maintenance Body Changes

PCO Maintenance
Go To
Actions
Copy
Print
Preview

Number: PC000023

Type: ProdImp

ID:

Design Group: eng1

Domain: PCO

Created By: mlg

Item Spec Changes

Select PCR/PCO Section

Til

Reast

PCO/PCR Function Maintenance

Text Data Maintenance

Item Data Maintenance

Structure Data Maintenance

Routing Data Maintenance

Formula Data Maintenance

Process Data Maintenance

Original

Item Specification Maintenance

Trailer Maintenance

Item Specification Maintenance

Copy Item Specification from Quality Module

PCR/PCO Detail Maintenance - Item Specification

User Code 2:

Back

Next

- Copy quality records to PCO
- Manage changes to the quality tests associated with an item

Copy Item Specification From Quality Module

PCO Maintenance Body Changes

PCO Maintenance X

Go To Actions Copy Print Preview

ecqmcpy.p Copy Item Specification from Quality Module

Number: 10-10000
ID:
Domain: PCO

Title:

Item Number: 90-100

Routing/Procedure: 90-100

Standard Coolant

Copy Original
to Modify in
PCO

Back Next

PCC-PRO-280

- Bring item specification records into PCO for modification
- Select from current sequence of steps for a given parent item and routing
- Once records are copied, use PCR/PCO Detail Maintenance - Item Specification to modify
 - Start with a copy of existing routing to simplify editing

PCR/PCO Detail Maintenance - Item Specification

PCO Maintenance Body Changes

The screenshot shows the 'PCR/PCO Detail Maintenance - Item Specification' window. The window title is 'PCO Maintenance'. The menu bar includes 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main content area displays the following fields:

- Number: 10-10000
- ID:
- Domain: PCO
- Title:

Below these fields are two main sections:

- Item Specification Section:** Contains fields for Item Number (90-100), Routing/Procedure (90-100), Operation (0), and Number. A callout box labeled 'Selected Item Spec' points to this section.
- Change Quality Tests Section:** Contains fields for Deactivate (checkbox), Number, Characteristic, Attribute, Test Method, Specification, Measure, and Comments (checkbox). A callout box labeled 'Change Quality Tests' points to this section.

A callout box labeled 'Item Spec Changes' points to the 'Item Specification' section. At the bottom right, there are 'Back' and 'Next' buttons. The QAD logo is in the bottom left corner, and 'PCC-PRO-290' is in the bottom right corner.

- Add test steps
- Deactivate test steps
 - Sets an end effective date when PCO is incorporated
- Modify existing test steps

Exercise: Create a PCO with Item Spec Changes

Engineering has found that the test procedure for 12-101 is not strict enough.

- 1 Use PCO Maintenance (1.9.2.13) to modify the Quality Management specifications to make the inspection use stricter standards.

Let QAD SE assign the PCO number.

Field	Data
Assign Type	PCO
Design Group	DESIGN

Write down the PCO number assigned for later reference: _____

- 2 Title and Reason fields are optional. Leave them blank, or create a simple description for this PCO:

Field	Data
Title	Test Spec
Reason	Modifying Item Specs for 12-101

- 3 Continue past the header. Choose Item Specification Maintenance. From this menu select Copy Item Specification from Quality Module.
 - a Item Number = 12-101; Routing Code = 12-101
 - b Click in the number field (an asterisk should appear next to the sequence). click Next to continue.
- 4 Click Back and choose Item Specification Maintenance, then PCR/PCO Detail Maintenance - Item Specification. Tab down to modify each of the records copied in the last step.
 - a For Test Sequence 1, Voltage, change the specifications to a range of $9.4 \leq \text{Voltage} \leq 9.6$.
- 5 Save the record without adding any information to the trailer. Click Next, Back and Back.
- 6 Use PCR/PCO Detail Inquiry (1.9.2.8) to review your PCO and verify that your changes were all included.

Formula File Maintenance

PCO Maintenance Body Changes

Go To Actions Copy Print Preview

Number: PC000023

Type: ProdImp

ID:

Design Group: eng1

Domain:

Created By: mlg

PCO

12/8/2008

Select PCR/PCO Section

- PCO/PCR Function Maintenance
- Text Data Maintenance
- Item Data Maintenance
- Structure Data Maintenance
- Routing Data Maintenance
- Formula Data Maintenance**
- Process Data Maintenance
- Item Specification Maintenance
- Trailer Maintenance

Formula
Changes

Class:

Original:

User Code 1:

User Code 2:

Formula Data Maintenance

- Copy Formula Into PCO
- Copy Where-Used into PCO
- PCR/PCO Detail Maintenance - Formulas
- Replace Formula Component

Back Next

PCC-PRO-300

- Use Enable PCC Formula Maintenance (15.22) to access formula options
- Use Formula File Maintenance to
 - Copy processes to the PCO
 - Copy where used
 - Maintain process records with Detail Maintenance
 - Replace components in multiple bills

Copy Formula into PCO

PCO Maintenance Body Changes

PCO Maintenance X

Go To Actions Copy Print Preview

ecmt08.p Copy Formula Into PCO

Number: 90-100 ID: Domain: PCO

Title:

Structure/Formula Copy

Parent Item	Description	UM	Eff Date	Rev	Records
10-10000	OASIS(TM) SYSTEM	EA	12/8/2008		1

Enable QXtend Outbound

Level	Component Item	Description	Reference
1	22-100	Power Cord UK	POWER CABLES
1	22-110	Power Cord Europe West	POWER CABLES
1	22-120	Power Cord USA	POWER CABLES
1	22-130	Power Cord Universal	POWER CABLES
1	30-100	Backup Alkaline	BACKUP
1	30-1000	Backup atomic	BACKUP
1	30-10000	Backup thermonuclear	BACKUP
1	55-100	Evaporator	STANDARD

Enter to Select

Back Next

QAD PCC-PRO-310

- Specify Parent Item
- Displays current bill of material
 - You select records to copy into PCO
 - Modify any selected records with PCR/PCO Detail Maintenance - Formulas

Copy Where Used into PCO

PCO Maintenance Body Changes

PCO Maintenance

Go To Actions Copy Print Preview

ecmt09.p Copy Where-Used into PCO

Number: 90-100 ID: Domain: PCO

Title:

Formula Changes

Where Used Copy

Component Item	Description	UM	Eff Date	
88-6000	GREY COLORANT	L	12/8/2008	1

Enable QXtend Outbound

Level	Parent Item	Description	Reference
1	88-100	CASE AUTO-UNIT	
1	88-1000		
1	88-300	BOTTLE, PLASTIC, 1 LITRE	

Enter to Select

Change Several Formulas based on Where Used

Back Next

PCC-PRO-320

- Works the same as Copy Formula into PCO except
 - Displays bill of material as indented where-used bill of material
- Useful to make the same change to several formulas

PCR/PCO Detail Maintenance - Formulas

PCO Maintenance Body Changes

PCO Maintenance
Go To Actions Copy Print Preview

ecm007.p PCR/PCO Detail Maintenance - Formulas

Number: 90-100
 Title:

ID:

Domain: PCO

Formula
Changes

Parent Item: 90-100
 Component Item: 90-4000

Standard Coolant
 HYDROGEN OXIDE, LIQUID

Batch Size: 1.0 LT

Reference:

Quantity Per: 750.0 L
 Quantity Type: B
 Batch Percent: 75.0

Scrap: 0.00%
 Lead Time Offset:
 Op:

Deactivate: ☐
 Structure Type:
 Mandatory: ☒
 Default Option: ☒
 Remarks:
 Comments:

Sequence Number:
 Forecast Percent: 100.00%
 Option Group:
 Process:

Change
Records in
Formula

Delete Back Next

- Add items to formulas
- Delete formula records
 - Sets end effective date when PCO is incorporated
- Edit formula changes

Exercise: Create a PCO with Formula Changes (optional)

Koolaire (TM) Coolant Standard, Scented (90-100) needs to have the perfume reduced in the formula because the supplier has started making the perfume in stronger concentration.

- 1 Use Formula Maintenance (15.5) to delete the existing formula for (Parent) 90-100, (Component) 90-2000.
 - a Rebuild the formula with Quantity Type P, and Batch Percent 10.
- 2 Use Formula Maintenance (15.5) to delete the existing formula for (Parent) 90-100, (Component) 90-4000.
 - b Rebuild the formula with Quantity per Batch <blank>, Quantity Type P, Batch Percent 75.
- 3 Use PCO Maintenance (1.9.2.13) to create a PCO to indicate the reduction of one component and the increase of other components by percentage.

Let QAD SE assign the PCO number.

Field	Data
Assign Type	PCO
Design Group	DESIGN

Write down the PCO number assigned for later reference: _____

- 4 Title and Reason fields are optional. Leave them blank, or create a simple description for this PCO:

Field	Data
Title	Formula Change
Reason	Modifying 90-100 to use less 90-2000 Concentration strength from supplier increased.

- 5 Continue past the header. Choose Formula File Maintenance. From this menu select Copy Formula into PCO.
 - a Parent Item = 90-100.
 - b Select components 90-2000 and 90-4000 (an asterisk should appear next to each sequence).
- 6 Choose Formula Data Maintenance, then PCR/PCO Detail Maintenance - Formulas. Arrow down to access both records copied in the previous step.
 - a For 90-2000, change the Batch Percent from 10 to 8. click Next. The Quantity Per changes automatically.
 - b For 90-4000, change the Batch Percent from 75 to 77. Click Next. The Quantity Per changes automatically.
- 7 Save the record without adding any information to the trailer.
- 8 Use PCR/PCO Detail Inquiry (1.9.2.8) to review your PCO and verify that your changes were all included.

Copy Processes to PCR/PCO

PCO Maintenance Body Changes

Go To Actions Copy Print Preview

Number: PC000023

Type: ProdImp

ID:

Design Group: eng1

Domain: PCO

Created By: mfg

12/8/2008

Select PCR/PCO Section

PCO/PCR Function Maintenance
Text Data Maintenance
Item Data Maintenance
Structure Data Maintenance
Routing Data Maintenance
Formula Data Maintenance
Process Data Maintenance
Item Specification Maintenance
Trailer Maintenance

Process Changes

User Code 1:

User Code 2:

Process Data Maintenance

Copy Processes to PCR/PCO

PCR/PCO Detail Maintenance - Processes

Back Next

- Copy processes
- Modify existing processes with Detail Maintenance

Note Routings cannot be maintained with this function

- Use Routing File Maintenance for routing processes

Copy Processes to PCR/PCO

PCO Maintenance Body Changes

PCO Maintenance

Go To Actions Copy Print Preview

ecmt11.p Copy Processes to PCR/PCO

Number: 90-100

ID:

Domain: PCO

Title:

Routing Copy

Routing/Procedure

Description

Eff Date

10-15000

ASSEMBLE PER SPEC

12/8/2008

Enable QXtend Outbound

Op

Description

10

ASSEMBLE PER SPEC

20

INSPEC PER PROC-009

Copy to PCO
for Changes

Enter to Select

Back

Next

- Copy process records to PCO for modification
- Displays operations and lets you select which steps to include
- Once the records are copied, use PCR/PCO Detail Maintenance - Processes to modify
 - Start with a copy of existing processes to simplify editing

PCR/PCO Detail Maintenance - Processes

PCO Maintenance Body Changes

PCO Maintenance
Go To Actions Copy Print Preview

ecmt12.p PCR/PCO Detail Maintenance - Processes

Number: 90-100
 Routing Code: 90-100
 Operation:

ID:
 Standard Coolant
 Batch Quantity: 1.0 LT

Domain:

Deactivate: ☐
 Standard Operation:
 Work Center:
 Machine:
 Description:

Process Changes

Machines per Operation:	1	Milestone Operation:	☒
Overlap Units:	0	Subcontract LT:	0
Queue Time:	0.0	Setup Crew:	0.00
Wait Time:	0.0	Run Crew:	0.00
Setup Time:	0.0	Tool Code:	
Run Time/Batch Qty:	0.0	Supplier:	
Run Time:	0.0	Inventory Value:	0.00
Move Time:	0.0	Subcontract Cost:	0.00
Yield Percent:	100.00%	Comments:	

Back Next

Change Processes

PCC-PRO-370

- Add operations to a process
- Deactivate operation steps
 - Sets an end effective date when PCO is incorporated
- Edit process changes

Exercise: Create a PCO with Process Changes (optional)

- 1 The pencil molding process has a scrap factor that has never been figured into the process. Select the process operation for the pencil, 04-0005, and use PCO Maintenance (1.9.2.13) to create a PCO for a yield of only 98%.

Let QAD SE assign the PCO number.

Field	Data
Assign Type	PCO
Design Group	DESIGN

Write down the PCO number assigned for later reference: _____

- 2 Title and Reason fields are optional. Leave them blank, or create a simple description for this PCO:

Field	Data
Title	Process Change
Reason	Modifying 04-0005 to change yield scrap factor of 2%

- 3 Continue past the header. Choose Process Data Maintenance, then Copy Processes to PCR/PCO.
 - a Routing Code = 04-0005.
 - b Select process 10 (an asterisk should appear next to the process).
- 4 Return and choose Process File Maintenance, then PCR/PCO Detail Maintenance - Processes. Arrow down to modify the record copies in the previous step.
 - a For 04-0005 operation 10, change the Yield Percent to 98%.
- 5 Save the record without adding any information to the trailer.
- 6 Use PCR/PCO Detail Inquiry (1.9.2.8) to review your PCO and verify that your changes were all included.

Enter Trailer

Create/Maintain PCO



- PCO Maintenance
- Enter Header
- Add Text
- Specify Changes
 - Item Changes
 - Product Structure Changes
 - Routing Changes
 - Item Spec Changes
 - Formula Changes
 - Process Changes
- **Enter Trailer**

Trailer Maintenance (1.9.25.9)

Trailer Maintenance

PCO Maintenance X

Go To Actions Copy Print Preview

Number: PC000023	ID:	Domain: PC0	
Type: Prodlmp	Design Group: eng1	Created By: mlg	12/8/2008

Til
Reas

Original

Select PCR/PCO Section

PCO/PCR Function Maintenance

Text Data Maintenance

Item Data Maintenance

Structure Data Maintenance

Routing Data Maintenance

Formula Data Maintenance

Process Data Maintenance

Item Specification Maintenance

Trailer Maintenance

User Code 1:

User Code 2:

Back Next



2008-PCC-PRO-390

- Can be used to close or reopen a PCO (before it is distributed)
- Displays information for the release process:
 - Routing slip
 - Distribution group
 - Date submitted
 - Date approved
- The only option that appears in the PCO maintenance section menu for closed, but undistributed, PCOs

Trailer Maintenance

Trailer Maintenance

PCO Maintenance X

Go To Actions Copy Print Preview

ecmtrl.p Trailer Maintenance

Number: P000023 ID: Domain: PCO

Title:

Expected Cost: 12,000.00

Routing Slip: ProdImp

Distribution: doc2

Disposition:

Mandatory: 12/9/2008

Submitted:

Approved:

Released:

Distributed:

Effective:

Implemented:

Closed Date:

Closed: ☐

PCO Ref:

Optional Fields

Can only Close Before Distribution

Tracking Fields for System

Delete Back Next

QAD PCC-PRO-400

- Closed = Yes closes the PCO
 - A PCO cannot be reopened after it is distributed
- Disposition is an optional user-defined code for describing arrangement, grouping, and urgency of PCO
 - Generalized codes validated against ecm_ecr_dspn
- Mandatory is optional, indicating the latest day by which the PCO must be implemented

Review/Print PCO

Create/Maintain PCO



- PCO Maintenance
- **Review/Print PCO ***
- Route PCO for Approval
- PCR/PCO Approval
- Release and Distribution
- Incorporate PCO
- Implementation

* Optional

PCR/PCO Detail Inquiry (1.9.2.8)

PCR/PCO Detail Inquiry



PCR/PCO Detail Inquiry

12/09/08

Number: P000023 ID: Domain: Output: page

Display E-Signature Details: No

Type: ProdImp Design Group: engl Created By: mfg PCO 12/09/08

Title: Reason:

For Individual
PCOs

Class: User Code User Code

Originator: User Code

Number: P000023 ID: Domain: PCO

Title: User Code

Expected Cost: 0.00

Routing Slip: ProdImp

Distribution: doc2

Disposition:

Closed: No

PCO Ref:

Mandatory:

Submitted:

Approved:

Released:

Distributed:

Effective:

Implemented:

Closed Date:

1.9.2.8
PCR/PCO Detail Inquiry
ecceiq.p

Prints similar to Print PCR/PCO (1.9.9.1) but designed for just a single inquiry.

PCR/PCO Status Browse (1.9.11)

PCR/PCO Status Browse

PCR/PCO Status Browse

Actions: Print Add to Favorites Chart Chart Designer Refresh

Search: Number is not null Search Clear All

Viewing 1 - 10 of 10 Records per page: 100

Number	ID	Database	Title	Status	Approved Date	Submitted
0000000			Initialize ECNs to current revision level	Closed		
00000001			New request for change	Unsubmit		
00000005			Test PCR	Approved	09/09/2008	
1234			Disable ECO Maintenance on Product Structure Menu	Closed	12/10/1994	
1235			Disable ECO Maintenance on Product Structure Menu	Closed	11/30/1994	
NP001000			Intro of 6 way Seat Adjustor	Released	01/16/2001	
NP100000			test pco	Submit		
pco10000			Disable PCO Maintenance in Product Structures Menu	Closed		
pct50000			Disable PCO Maintenance in Product Structures Menu	Closed		
P000023				Unsubmit		

Check Status

Blank Status is Pre-Submission

QAD PCC-PRO-430

- Status shown as a column in the browse
- Blank status is Pre-submission

Print PCR/PCO (1.9.9.1)

Print PCR/PCO

Print PCR/PCO X
 Go To Actions Copy Print Preview

Number:

ID:

Domain:

Type:

Design Group:

Created By:

Status:

User Code 1:

User Code 2:

To:

To:

To:

To:

To:

To:

To:

To:

For Ranges
of PCOs

Pre-submission: ☒

Submitted: ☐

Approved: ☐

Released: ☐

Incorporated: ☐

Implemented: ☐

Closed: ☐

Comment Page: To:

Text Order: To:

Approvals: ☒

Distributed: ☒

PCO/PCR:

Example: Print all PCOs Pre-submission

Back Next

- Provides a complete printout of all PCO/PCR information for ranges of PCOs/PCRs
 - Prints header and status information, then (as appropriate) the approval group detail, item master detail, BOM detail in indented format, routing, process, and formula information, item specification data, and all text comments
 - Bill of materials section of the report prints only the PCO bill and includes the current Qty Per from the product structure or formula record and the PCO Qty Per
 - If a component has been deactivated, DEACTIVATED prints in the PCO Qty Per column

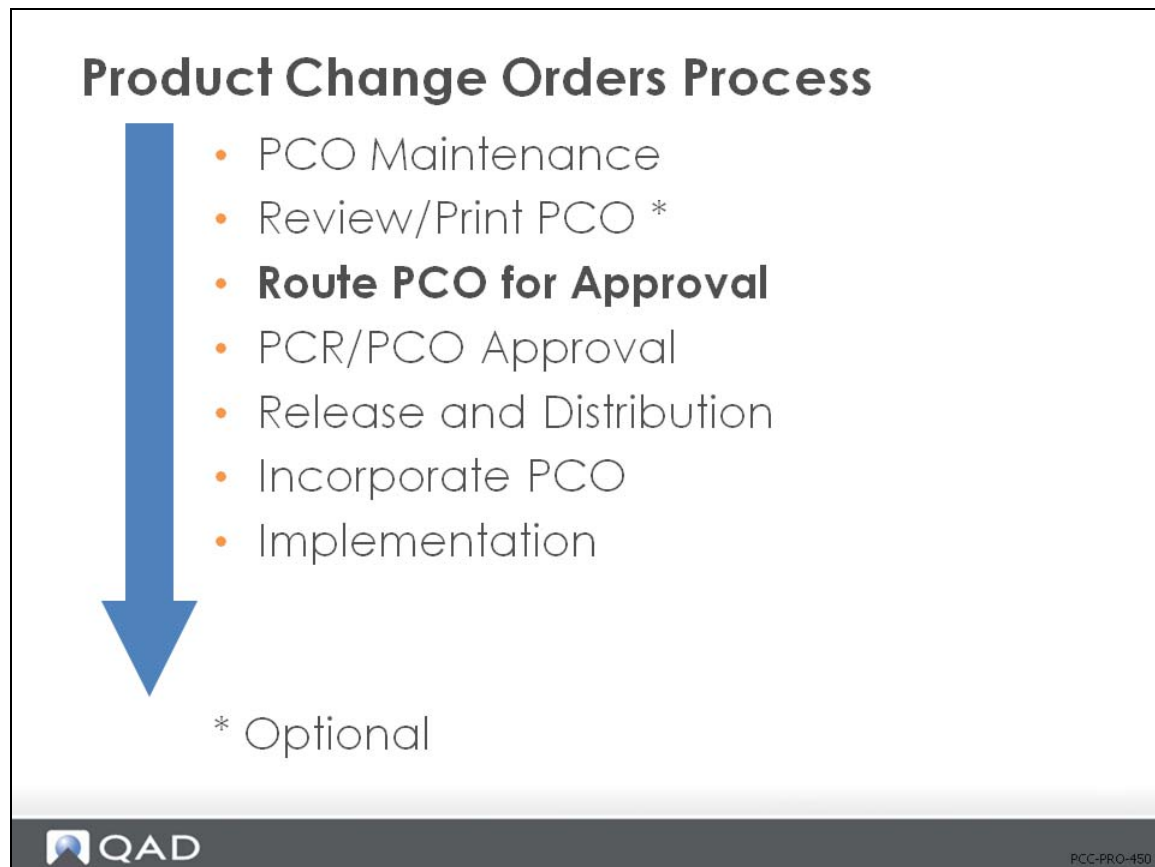
Exercise: Check Status and Print PCOs

In each of the exercises above you reviewed individual PCOs with a Detail Inquiry.

- 1 In this exercise, use PCR/PCO Status Browse (1.9.11) to review the status of all the PCOs created in the exercises above.
- 2 Use Print PCR/PCO (1.9.9.1) to print the PCOs you created. Leave the PCO Number field blank and enter the following:

Field	Data
Pre-submission	Yes
All other status fields	No
PCO/PCR	PCO
Output device	PAGE

Route PCO for Approval



- Send the PCO to members of the Approval group for their consideration, approval, comment, rejection, or reapproval
- Once the PCO has been routed, QAD SE restricts any changes to the document to ensure that the approved version is the most current version

Route PCO for Approval (1.9.2.16)

Route PCO for Approval

The screenshot shows a software window titled "Route PCO for Approval". At the top, there is a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". Below the menu bar, there are fields for "Number: P000023", "ID:", "Domain:", "Document Type: PCO", "Type:", "Dsgn Group:", "By:", and "Unsubmt Only: ☒".

The main area contains two frames. The top frame has columns: "Number", "ID", "Database", "Title", "By", and "Sub Date". It contains one row with "P000023" in the "Number" column and "mfg" in the "By" column. The bottom frame has columns: "Number", "ID", "Domain", "Title", "By", "Sbmt", and "Cmt". It contains one row with "P000023" in the "Number" column, "mfg" in the "By" column, and a checked checkbox in the "Sbmt" column.

Annotations with arrows indicate the workflow:

- A box labeled "Select in the Top Frame" points to the "P000023" entry in the top frame.
- A box labeled "Move to the Bottom Frame to Approve" points to the "P000023" entry in the bottom frame.
- An arrow points from the "Sbmt" checkbox in the bottom frame to the "Next" button.

At the bottom right of the window are "Back" and "Next" buttons. The QAD logo is in the bottom left corner, and "PCC-PRO-460" is in the bottom right corner.

- Lists PCOs in order, beginning with the PCO you enter in the first frame
 - Unsubmit Only = Yes selects all PCOs that have not been routed for approval yet
- When you select a PCO for submittal in the top frame, it copies to the bottom frame
 - Submit = Yes submits the PCO for approval

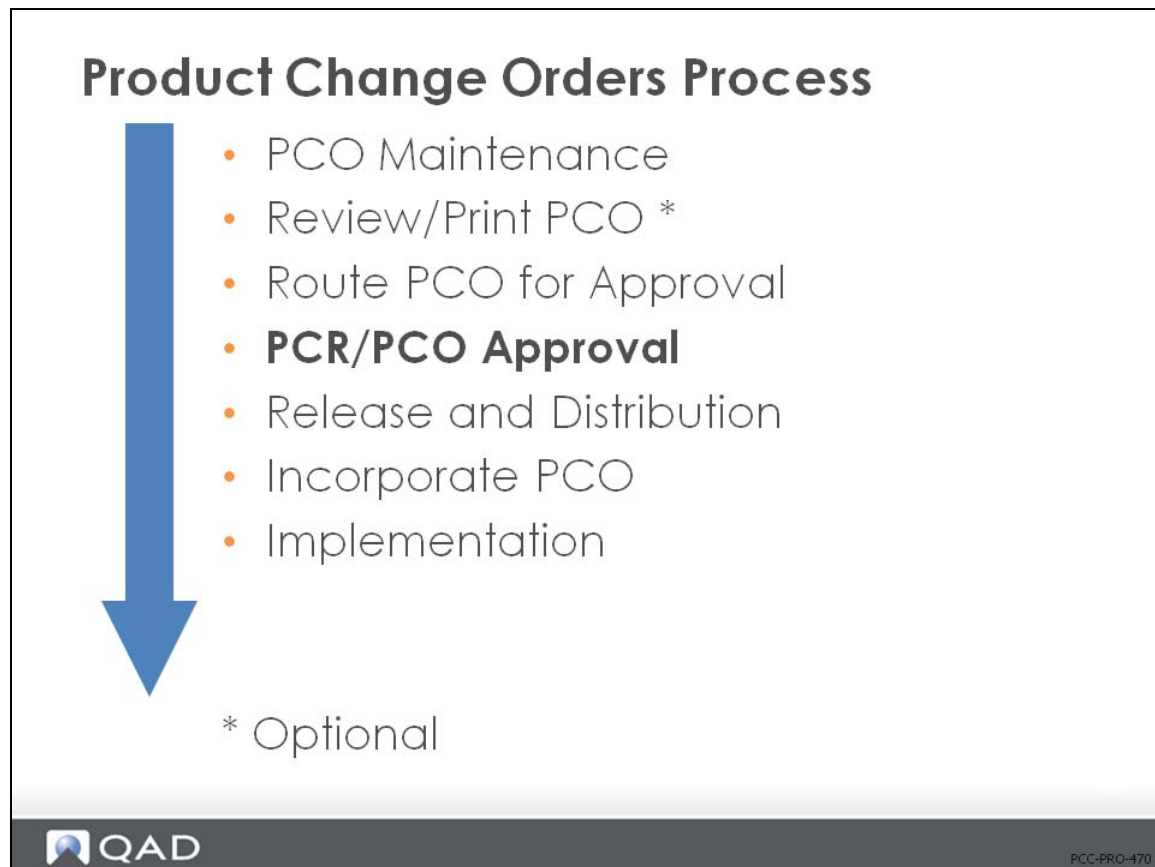
Exercise: Route PCOs for Approval

Submit your first three PCOs to start the routing and approval process, using Route PCO for Approval (1.9.2.16).

- 1** Select the first three PCOs you created in these exercises (refer to the PCO numbers you recorded). Leave the number field blank and leave Unsubmit Only = Yes. This will filter for just the unsubmitted PCOs.
 - a** Select a PCO in the first frame and click Next.
 - b** When it appears in the second frame, verify Sbmt = Yes. Click Next to submit.
- 2** Use PCR/PCO Status Browse (1.9.11) to review your PCOs to verify that their status changed. You should see:

Three records with Status	Submit
The remaining PCOs with Status	<blank>

PCR/PCO Approval



- Assign approval, rejection, or reapproval
 - Severity levels must be used to allow approval groups to reroute PCOs for reapproval
- When the PCO has been routed, the recipients enter their approval, comments, rejection, or reapproval

PCR/PCO Approval (1.9.6.1)

PCR/PCO Approval

The screenshot shows a web application window titled "PCR/PCO Approval". The window has a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". Below the menu bar, there are several input fields: "Number" with the value "P000023", "Appr Group" with the value "APPROVAL", "User ID" with the value "mfg", "Document Type" with the value "PCO", "Next Only" with a checkbox, and "Unsigned Only" with a checked checkbox. A blue callout box with the text "Shows Pending Only" has an arrow pointing to the "Unsigned Only" checkbox. At the bottom right of the window, there are "Back" and "Next" buttons. The QAD logo is in the bottom left corner, and the text "PCC-PRO-480" is in the bottom right corner.

- When Unsigned Only = Yes, only pending approvals display (use = No to change prior approval)
- Select PCO for approval in top frame
- Set Appr = Yes in lower frame to approve
- If disapproved and routing slip allow for rerouting, a prompt display asks for the reroute level

Detail Approval Maintenance (1.9.6.13)

Detail Approval Maintenance

Detail Approval Maintenance X
Go To Actions Copy Print Preview

Number: PD00023
ID:
Domain:
Doc Type: PCO

Group	Description	Seq	Re-Rt Level	ReRoute	Approved
eng1	Engineering Group	0	0	☐	☐
NewProd1	New Products Team 1	10	0	☒	☐
MfgEng1	Manufacturing Eng	20	0	☒	☐
ToolEng	Tool Engineering	30	0	☒	☐
mfg1	Mfg Planning	40	0	☒	☐

Group

Seq

Appr Date

Aprv By

Cmt
☐

Back Next

WARNING

This Function
Overrides Normal
Approval Process

PCC-PRO-490

- Allows override of the normal approval process
- Disapproved documents will not be rerouted

Important Should be password controlled since it provides administrative override of normal approval process.

Approval Browse (1.9.6.2)

Approval Browse

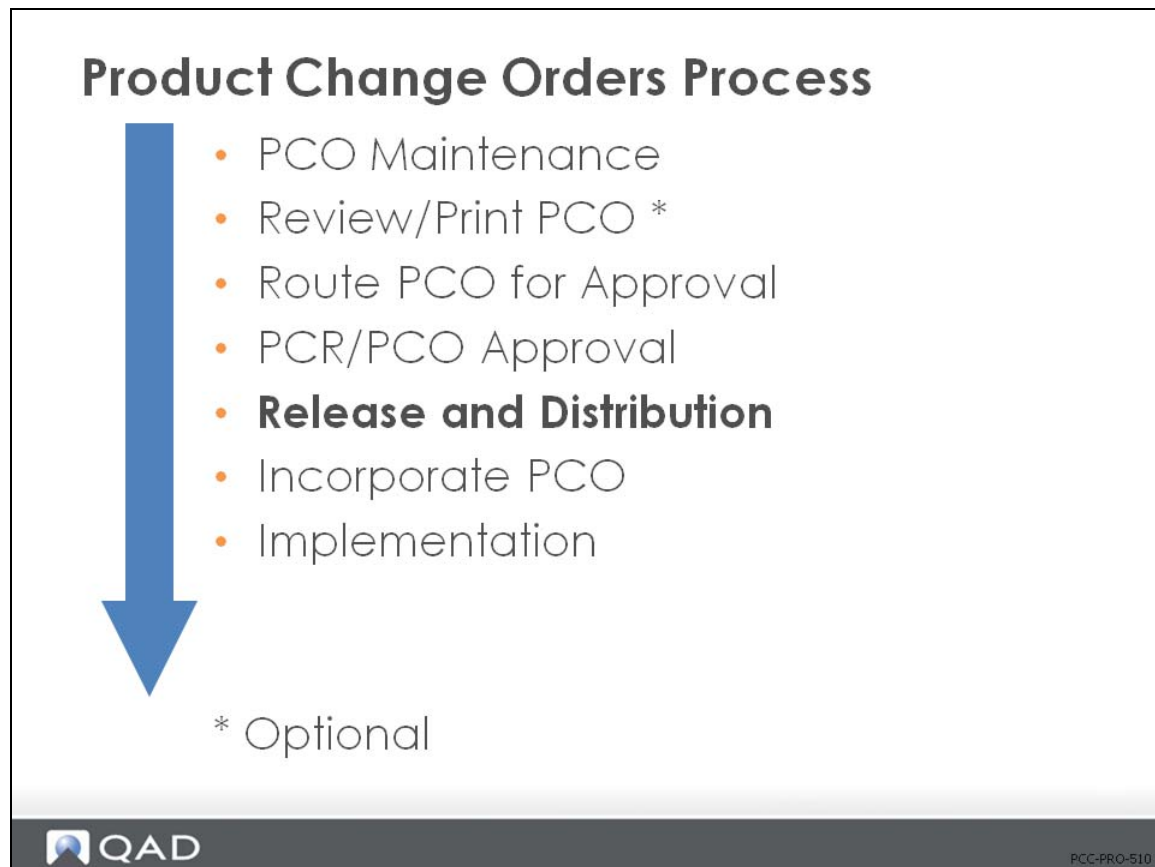
Similar to PCR/PCO Status Browse (1.9.11)

Number	ID	Database	Document Type	Routed Date	Sequence	Approval Group	Date Approved	Routing Slip	Approved	Approver ID
P000023			PCD	12/09/2008	70	acct1		ProdImp	No	
P000023			PCD	12/09/2008	0	eng1		ProdImp	No	
P000023			PCD	12/09/2008	40	mfg1		ProdImp	No	
P000023			PCD	12/09/2008	20	MfgEng1				
P000023			PCD	12/09/2008	10	NewProd1				
P000023			PCD	12/09/2008	60	Purch1				
P000023			PCD	12/09/2008	50	QC1				
P000023			PCD	12/09/2008	30	ToolEng				
00000005			PCR	09/09/2008	10	doc1	09/09/2008			
00000005			PCR	09/09/2008	50	exec1	09/09/2008	request1	Yes	exec
NP100000			PCD	09/09/2008	70	acct1		NPIntro	No	
NP100000			PCD	09/09/2008	40	mfg1		NPIntro	No	
NP100000			PCD	09/09/2008	20	MfgEng1		NPIntro	No	
NP100000			PCD	09/09/2008	10	NewProd1	09/09/2008	NPIntro	Yes	newprod
NP100000			PCD	09/09/2008	60	Purch1		NPIntro	No	

QAD PCC-PRO-500

- Browse the approval status of various PCRs/PCOs
- Very similar to PCR/PCO Status Browse (1.9.11)

Release and Distribute PCO



When the approval process is complete and there are no more rerouting steps for reapproval, the PCO moves to Release and Distribution.

- Release signals a change in ownership
- Distribution is based on the routing slip
 - Release is final and irrevocable once it is distributed

Release and Distribution (1.9.7.1)

Release and Distribution

Release and Distribution

Go To Actions Copy Print Preview

Number: PCD00023 ID: Domain: Type: ProdImp Created By: admin Unreleased Only: ☒

If Blank, Released & Distributed now

If Batched, Released now, Distributed with Batch

Number	ID	Domain	Title	Rels	Cmt	Batch ID
				☐	☐	

Back Next

QAD PCC-PRO-520

- Select PCOs in the first frame, scroll through second frame, and select a PCO for release/distribution
- Set Rels = Yes and enter a valid Batch ID or leave blank
 - Once you enter a Batch ID, the PCO is released; the PCO is distributed when the specified batch is executed
 - If Batch ID is left blank, then the PCO is released and distributed immediately
- Released PCOs can be unreleased if they have not been distributed
 - Run Release and Distribution with Unreleased Only = No, select the PCO, and then set Rels = No
- Distributed PCOs cannot be unreleased or modified
- When a PCO is released and/or distributed, its status changes and the dates of release and distribution are recorded
- When the PCO is distributed, it is printed for all members of the distribution group and becomes visible to Incorporation Selection (1.9.7.4)

Exercise: Approve PCOs

Approve your first three PCOs, using PCR/PCO Approval (1.9.6.1).

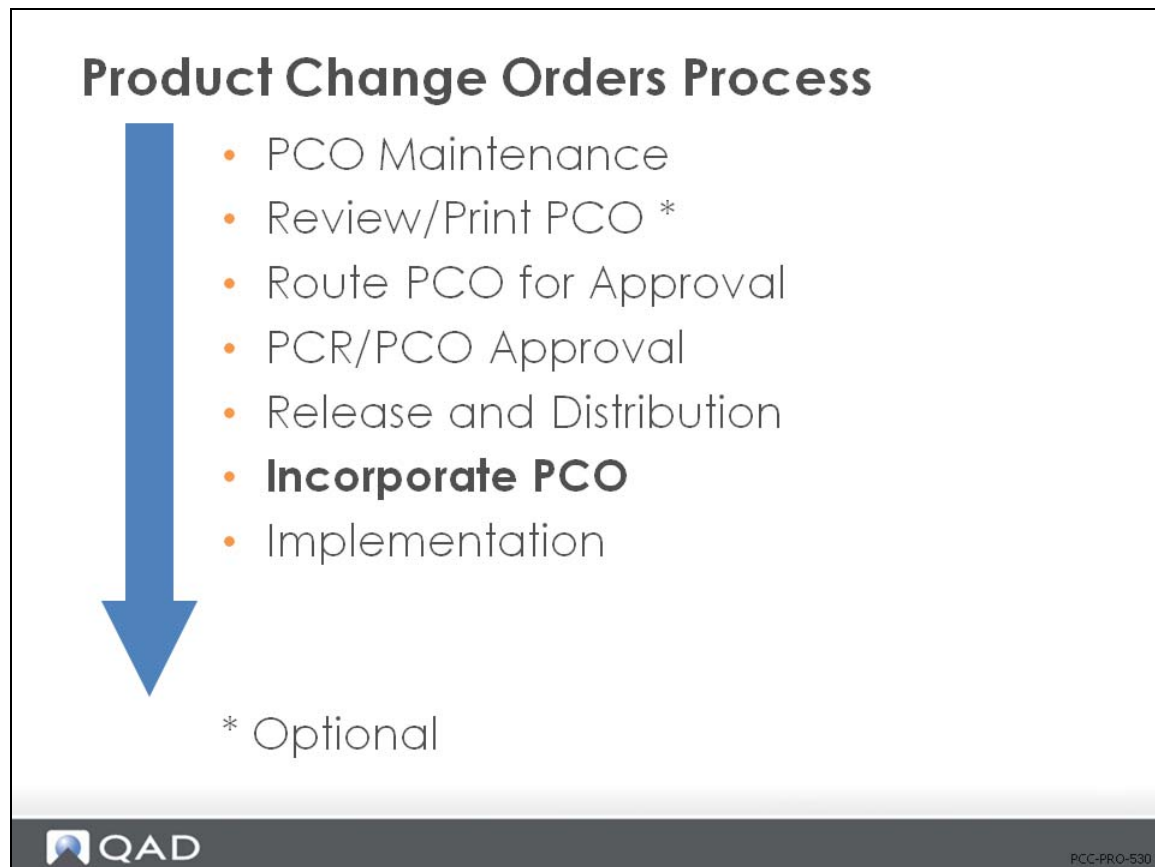
- 1 Select the first three PCOs you created in these exercises (refer to the PCO numbers you recorded). Leave the number field blank and leave Unsigned Only = Yes.

Note Be sure to enter your login as User ID.

This will filter for just the unsubmitted PCOs. Ensure the Document Type is set to PCO.

- a Select a PCO in the first frame and click Next.
 - b When it appears in the second frame, verify Appr = Yes. Click Next to submit. Continue until all are approved.
- 2 Use PCR/PCO Status Browse (1.9.11) to review your PCOs to verify that their status changed from Submitted to Approved.

Incorporate PCO



- Incorporation specifies an effective date for PCO changes to move into the production files
- Makes the changes available for planning
- Moves the changes in the PCO that affect product structures, formulas, processes, routings, and item specifications into the planning files once there is an effectivity date
- Makes data available to MRP, DRP, and other pre-production QAD SE modules
- Until implemented, a PCO incorporation date can be changed and re-incorporated

Note Incorporation of different revisions of the same parent item must be done in revision sequence.

Incorporation Selection (1.9.7.4)

Incorporation Selection

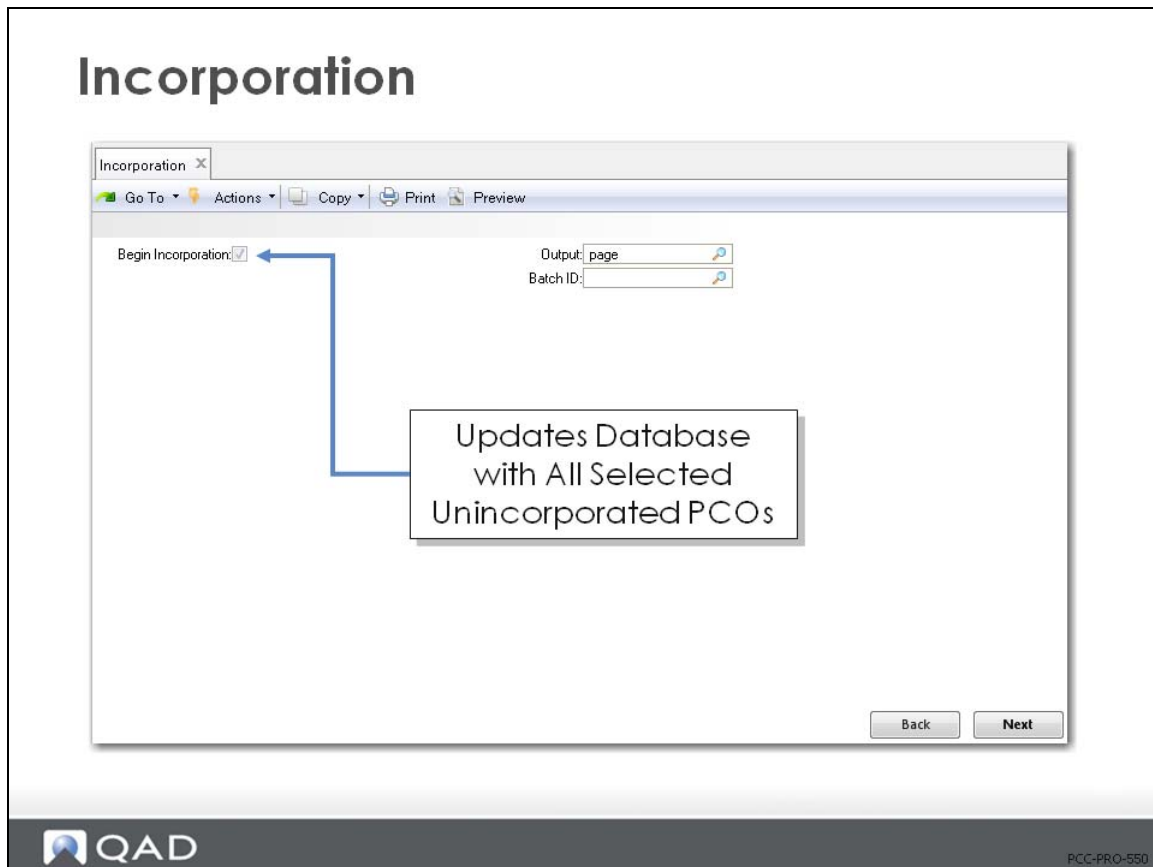
The screenshot shows the 'Incorporation Selection' window in QAD PCC-PRO-54. The window includes a title bar, a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview', and a main area with input fields and a table. The input fields are: 'Number' (PC000023), 'Type' (ProdImp), 'PCO ID', 'Created By' (ENG), 'Domain', and 'Unincorporated Only' (checked). The table has columns 'Number', 'PCO ID', 'Database', 'Title', and 'Eff Date'. A callout box points to the table with the text 'Select to Run Incorporation Next'. At the bottom right are 'Back' and 'Next' buttons.

Number	PCO ID	Database	Title	Eff Date
--------	--------	----------	-------	----------

Select to Run Incorporation Next

Back Next

Incorporation (1.9.7.5)



- Updates the production database with all unincorporated PCOs that have effectivity dates
- Normally run as a batch process

Incorporation Planning Report (1.9.7.3)

Incorporation Planning Report

Incorporation Planning Report X

Go To Actions Copy Print Preview

Number	ID	Domain	Site	Effective	Cost Method (Cur	Output
PC000023				12/9/2008	GL	

Evaluate PCO
Inventory Effects
Optional Report

BackNext

QAD

PCC-PRO-560

- Incorporation makes PCO information available to planning
- Use this optional report to evaluate the effects of the PCO on inventory

Exercise: Release and Distribute PCO

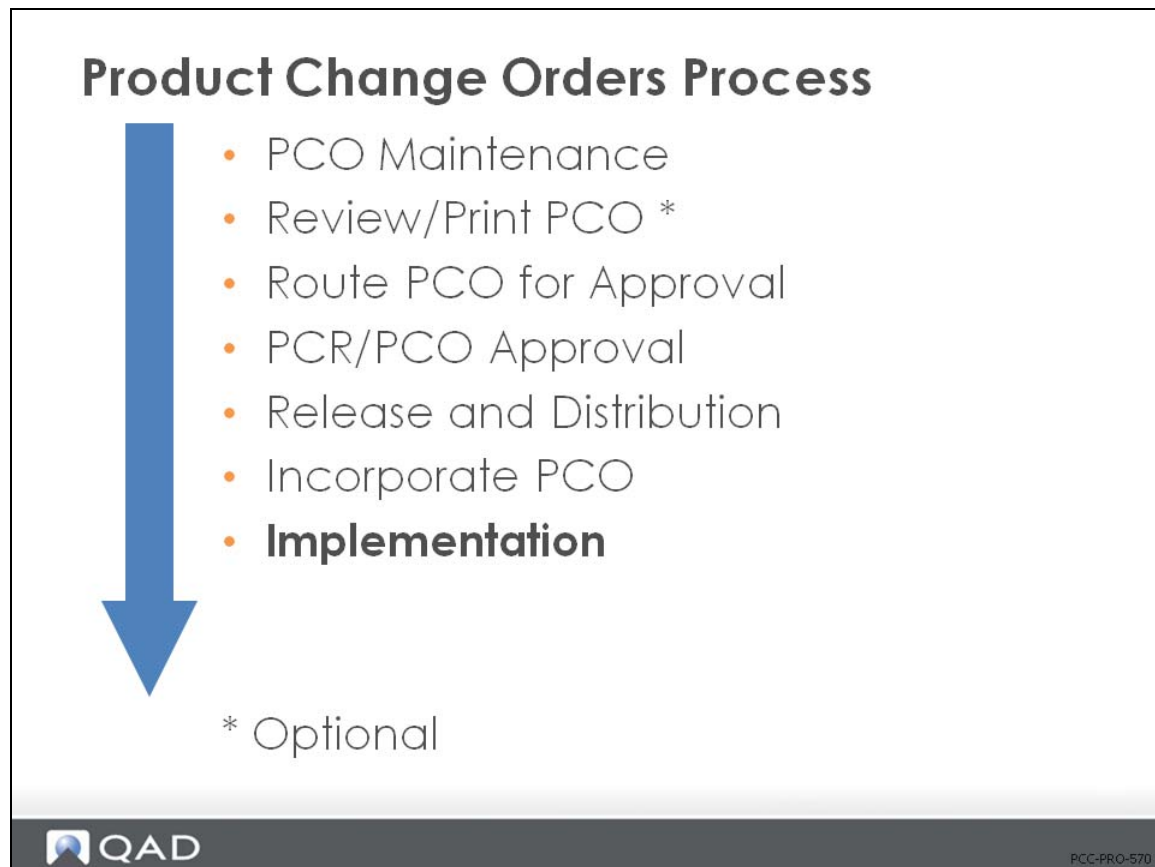
Use Release and Distribution (1.9.7.1) to release and distribute your first PCO. Incorporate these changes into QAD SE for planning consideration.

- 1 Select your first PCO for release.
 - a Leave the Number field blank.
 - b Type = PCO
 - c Unreleased Only = Yes
- 2 Then select the first PCO in the top frame to copy to the bottom frame. Verify Rels = Yes and click Next to release (leave Batch ID blank). You should see a message that the PCO was distributed successfully.
- 3 Use PCR/PCO Status Browse (1.9.11) to review your PCOs and verify the PCO that was released and distributed. You should now see Status = Released for your first PCO.

Exercise: Incorporate PCO

- 4 Use Incorporation Selection (1.9.7.4) to select your released PCO for incorporation. Leave the Number field blank, Type = PCO, and Unincorporated Only = Yes.
 - a Select the PCO in the first frame to bring it into the bottom frame. Assign the Eff Date = today.
- 5 Use Incorporation (1.9.7.5) to incorporate all PCOs with effective dates for today.
- 6 Use PCR/PCO Status Browse (1.9.11) to review your PCOs and verify the latest status change. You should now see Status = Incorp for your first PCO.

Implementation



Copies changes to item data records from incorporated PCOs when effective dates are reached.

- Dependent on the effectivity date of the Incorporated PCOs
- Usually run as a daily batch

Implementation (1.9.7.13)

Implementation

Implementation

Go To Actions Copy Print Preview

Begin Implementation: ☒

Output:
Batch ID:

Typically Batch Daily

Back Next

QAD PCC-PRO-580

- Begin Implementation = Yes, and then specify an output device
- Typically this function is run automatically every day
 - Can specify a Batch ID to execute daily

Exercise: Implement PCOs

Use PCR/PCO Approval (1.9.7.1) to implement the PCOs incorporated in the last exercise.

- 1 Leave the number field blank, select DocType = PCO, and review Unsigned Only = Yes. Select just the first two PCOs submitted. Mark each APPROVED.
- 2 Use PCR/PCO Status Browse (1.9.11) to review your PCOs and verify that their status changed. You should see:

Two PCOs with Status	Approval
One PCO with Status	Submit
The remaining PCOs with Status	Unsubmit

Use PCR/PCO Status Browse to verify the status.

Summary

Product Change Orders Process Summary



- PCO Maintenance
- Review/Print PCO *
- Route PCO for Approval
- PCR/PCO Approval
- Release and Distribution
- Incorporate PCO
- Implementation

* Optional

Miscellaneous PCR/PCO Functions

Miscellaneous PCR/PCO Functions

- PCR/PCO Import/Export (1.9.13)
- PCR/PCO Close (1.9.14)
- PCR/PCO Delete/Archive (1.9.15)



2008-PCC-PRO-600

- PCR/PCO Import/Export (1.9.13)
 - Export PCO data to an ASCII text file
 - Import to restore archive files
- PCR/PCO Delete/Archive (1.9.15)
 - Archive or delete closed records from the database

Course Overview

Course Overview

- ✓ Introduction to Product Change Control
- ✓ Business Considerations
- ✓ Set up Product Change Control
- ✓ Process Product Change Orders (PCOs)
- Process Product Change Requests (PCRs)

Exercise: Create a PCO with Process Changes (optional)

The plastic bottle molding process has a scrap factor that has never been figured into the process. Select the process operation for the mechanical pencil, 04-0005, and use PCO Maintenance (1.9.2.13) to create a PCO for a yield of only 98%.

- 1 Let QAD SE assign the PCO number.

Field	Data
Assign Type	PCO
Design Group	DESIGN

Exercise: Implement PCO

Use Implementation (1.9.7.13) to implement your incorporated PCO fully into QAD SE.

- 1 Run the implementation process.
- 2 Use PCR/PCO Status Browse (1.9.11) to review your PCOs to verify the latest status change. You should now see Status = Closed for your first PCO since it has completed the full processing cycle: Created/Routed/Approved/ Distributed/Incorporated/Implemented (Closed).

Chapter 5

Processing Product Change Requests

Process Product Change Requests

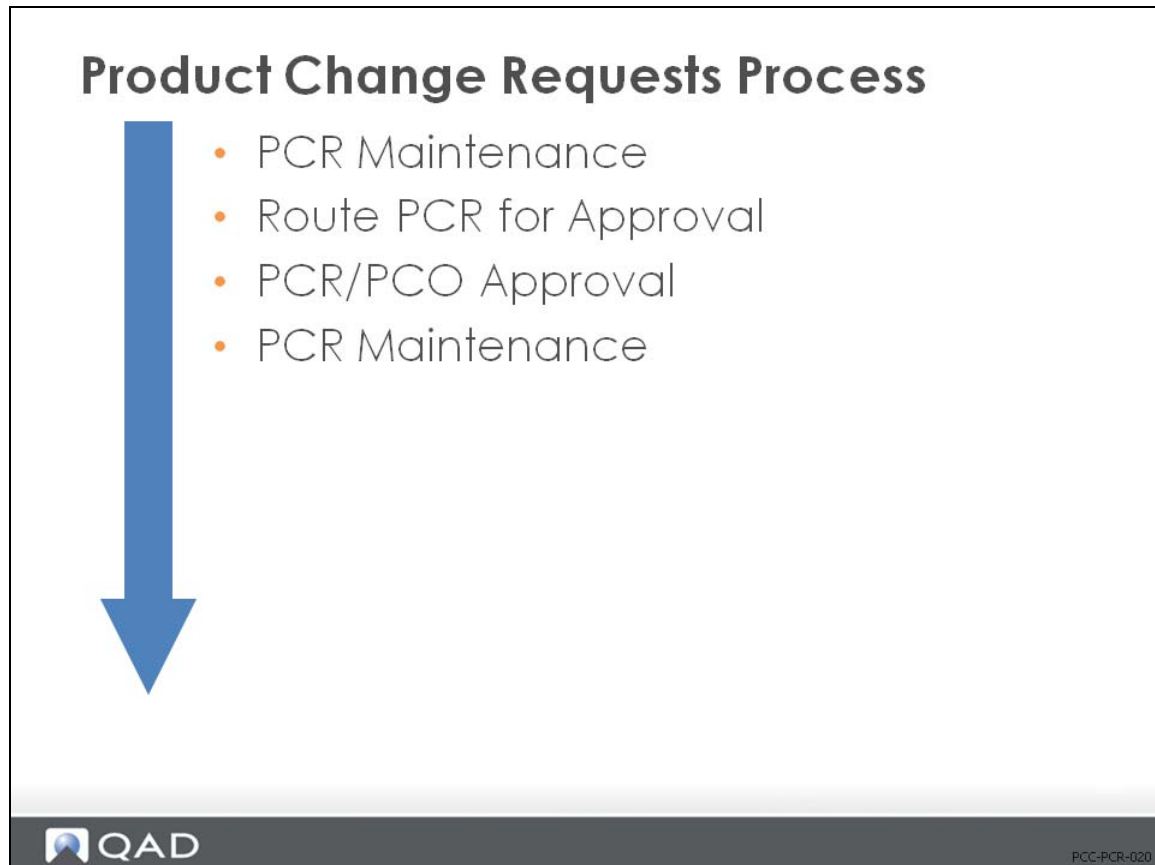
In this section you learn how to:

- Set up Product Change Control in QAD Standard Edition
- Identify key business issues you need to consider before setting up Product Change Control in QAD Standard Edition
- Process Product Change Orders (PCOs) in QAD Standard Edition
- **Process Product Change Requests (PCRs) in QAD Standard Edition**



2008-PCC-PCR-010

Product Change Requests Process



This illustration is a suggested process sequence of master files for the Product Change Requests, which is based on information that flows from one master file to another and prerequisites that need to be accomplished.

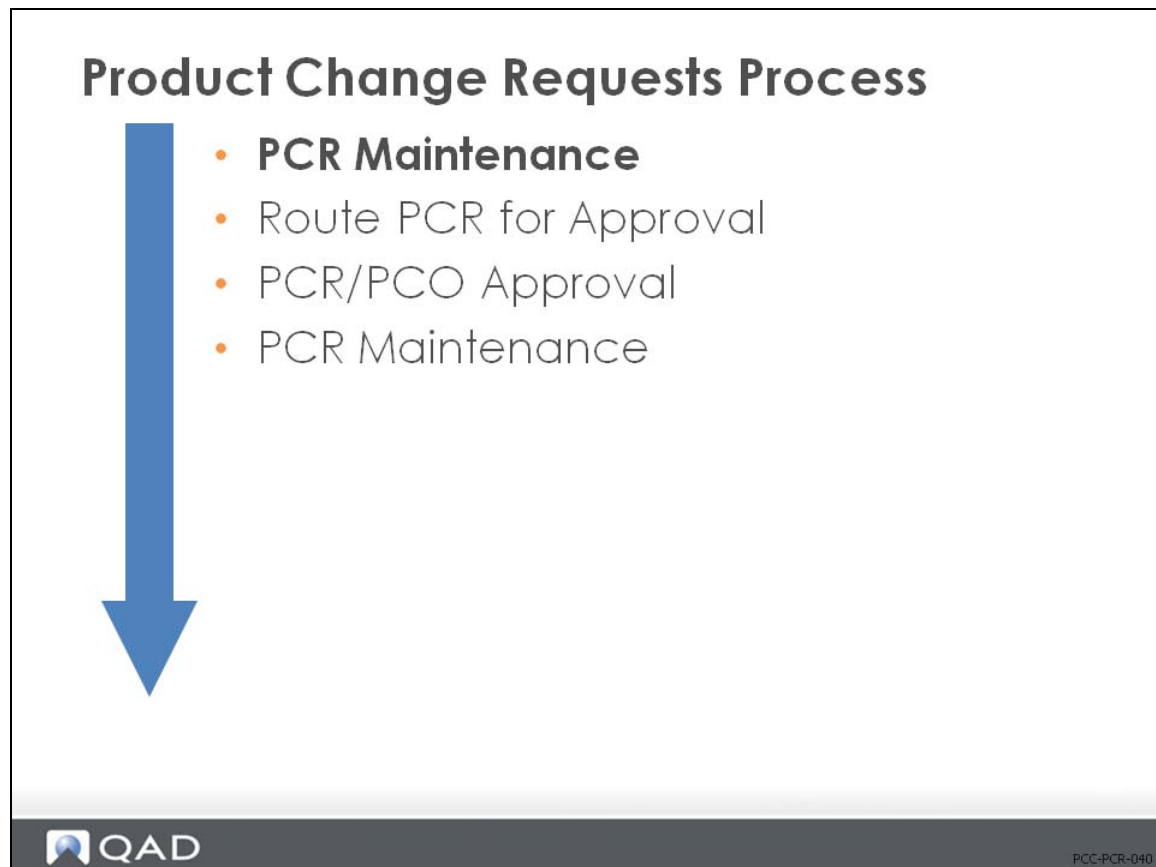
What is the procedure?	Who is responsible?
Create/Maintain PCR	Document Control
Route PCR	Document Control
Approve PCR	Approval Group
Close PCR to PCO	Document Control

Create Maintain PCR

Create/Maintain PCR

- PCR Maintenance (1.9.2.1) does not create any financial transactions
 - Financial personnel should be aware of all PCRs since most product changes will have financial consequences if they are approved and incorporated
- Similar to PCOs, you must enable the appropriate functions on the related menus to maintain product structures, routings, item specifications, and formulas:
 - Enable PCC Product Structure Maintenance (13.13.22), Enable PCC Routing Maintenance (14.22), Enable PCC Item Specification Maintenance (19.1.22), Enable PCC Formula Maintenance (15.22)

PCR Maintenance



- Design and build Product Change Requests (PCRs)
- All of the functions required to create product changes are contained in this program
- Submitted PCRs can be modified using PCO Maintenance, but a warning displays
 - Closed PCRs can be accessed, but the only menu option available is Trailer Maintenance
- CIM load is not used to load data into PCR Maintenance
 - Use PCR/PCO Import/Export (1.9.13)

PCR Maintenance (1.9.2.1)

PCR Maintenance

PCR Maintenance
Go To Actions Copy Print Preview

Number: PCR08000	ID:	Domain: PCR	Created By: mlg
Type: request	Design Group: new1		12/9/2008

Title:

Reason:

Create New Request

Class:

Originator:

User Code 1:

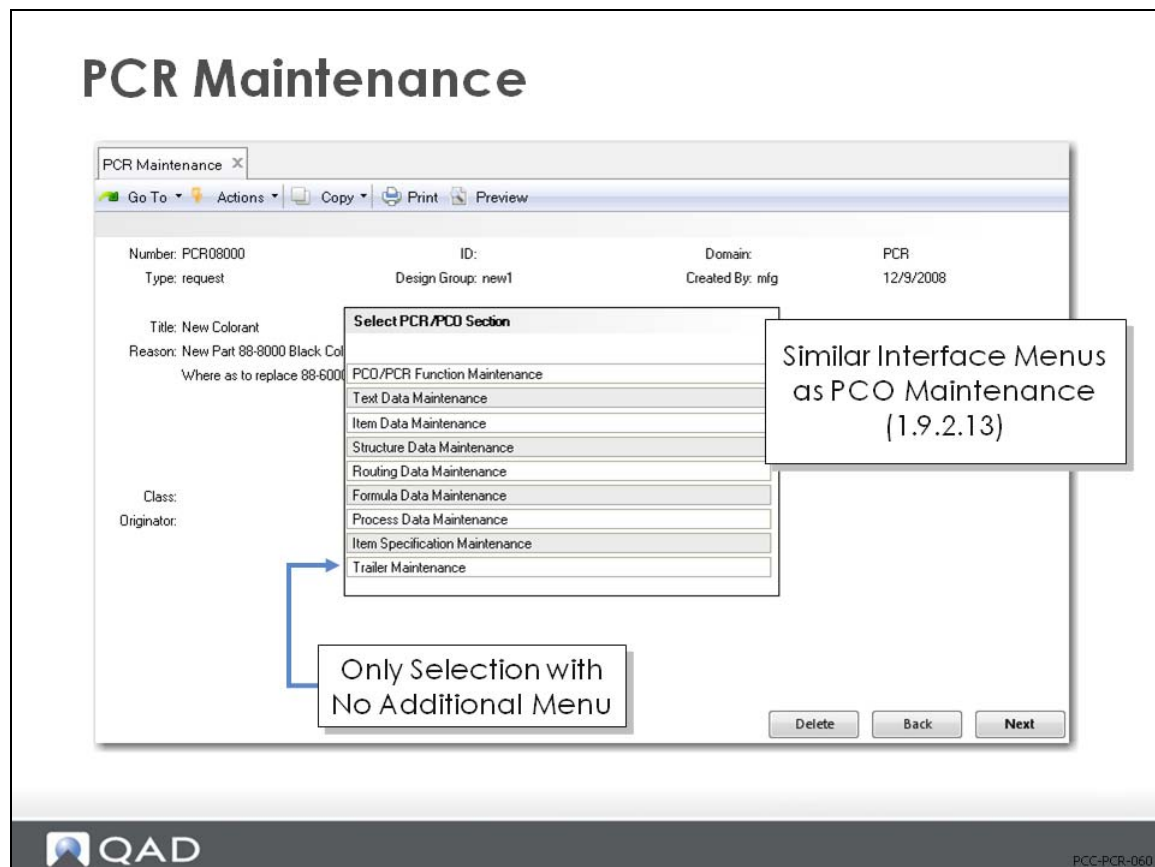
User Code 2:

Delete Back Next

PCC-PCR-050

- PCRs are unique for each Number, ID, and Database combination
 - ID and Database are typically used to split up large or complex engineering changes into more than one PCR
 - If you open a PCR with the same Number, but different ID or Database as another PCR, you will receive a warning that related PCRs exist

PCR Maintenance Options



- Just like PCO Maintenance, pop-up menus allow you to select which kinds of changes to make
- Just like PCO Maintenance, a second pop-up menu gives you access to detail modification
 - Each menu item (except Trailer Maintenance) leads to another menu
- Trailer Maintenance is the only menu option that can be used for closed PCRs

PCR Maintenance Options Lower Levels

PCR Maintenance

Select PCR/PCO Section

Top Level

PCO/PCR Function Maintenance	■
Text Data Maintenance	■
Item Data Maintenance	■
Structure Data Maintenance	■
Routing Data Maintenance	■
Formula Data Maintenance	■
Process Data Maintenance	■
Item Specification Maintenance	■
Trailer Maintenance	■

Text Data Maintenance

■

Add, Modify, Delete PCR Text Data
Copy Text from Master Comments into PCR

Formula Data Maintenance

■

Copy Formula Into PCR
Copy Where-Used into PCR
PCR/PCO Detail Maintenance - Formulas
Replace Formula Component

Item Data Maintenance

■

Add, Modify, Delete PCR Item Data
Direct Item Master Access

Structure Data Maintenance

■

Copy Product Structure into PCR
Copy Where-Used into PCR
PCR/PCO Detail Maintenance - Product Structures
Replace Product Structure Component

Process Data Maintenance

■

Copy Processes to PCR/PCO
PCR/PCO Detail Maintenance - Processes

Item Specification Maintenance

■

Copy Item Specification from Quality Module
PCR/PCO Detail Maintenance - Item Specification

Routing Data Maintenance

■

Copy Routing to PCR/PCO
PCR/PCO Detail Maintenance - Routing
PCR/PCO Detail Maintenance - Routing (Rate Based)

PCO/PCR Function Maintenance

■

Convert PCR to PCO
Change PCR Number
Close PCR To PCO
Copy PCR From PCO/PCR
Copy PCR To PCO/PCR


PCC-PCR-070

Exercise: Create PCR with Where-As Changes

You received a request to make black cases in place of your existing grey cases. To analyze the feasibility of this product change, you need a new colorant similar to 88-6000 Grey Colorant, and you need Where-As replacements to substitute the new colorant. In this exercise you create a PCR to evaluate and approve these changes before converting them to PCOs.

- 1 Let QAD SE assign the PCR number. The number will be assigned when you complete the Type and Design group fields and click Next.

Field	Data
Assign Type	PCR
Design Group	DESIGN

a Notice the different numbering from the PCOs in the last chapter.

b Write down the PCR number assigned for later reference: _____

Hint: Use PCR Maintenance (1.9.2.1)

- 2 Title and Reason fields are optional. Leave them blank, or create a simple description for this PCR:

Field	Data
Title	New Colorant
Reason	New Item 88-8000 Black Colorant Where-as to Replace 88-6000

- 3 Click Next to continue past the header. Choose Item Data Maintenance, then select Add, Modify, Delete PCR Item Files.

a Add the item record for 88-6000 Grey Colorant to your PCR.

b End Product = Yes.

c Comments = Yes. Add a comment to instruct “Being replaced by Black Colorant.”

d Exit the PCR and print the record, or review the Detail Inquiry (1.9.2.8) and write down the Item Data information about 88-6000. You need it to create the new item 88-8000. Return to PCR Maintenance when you have the 88-6000 information.

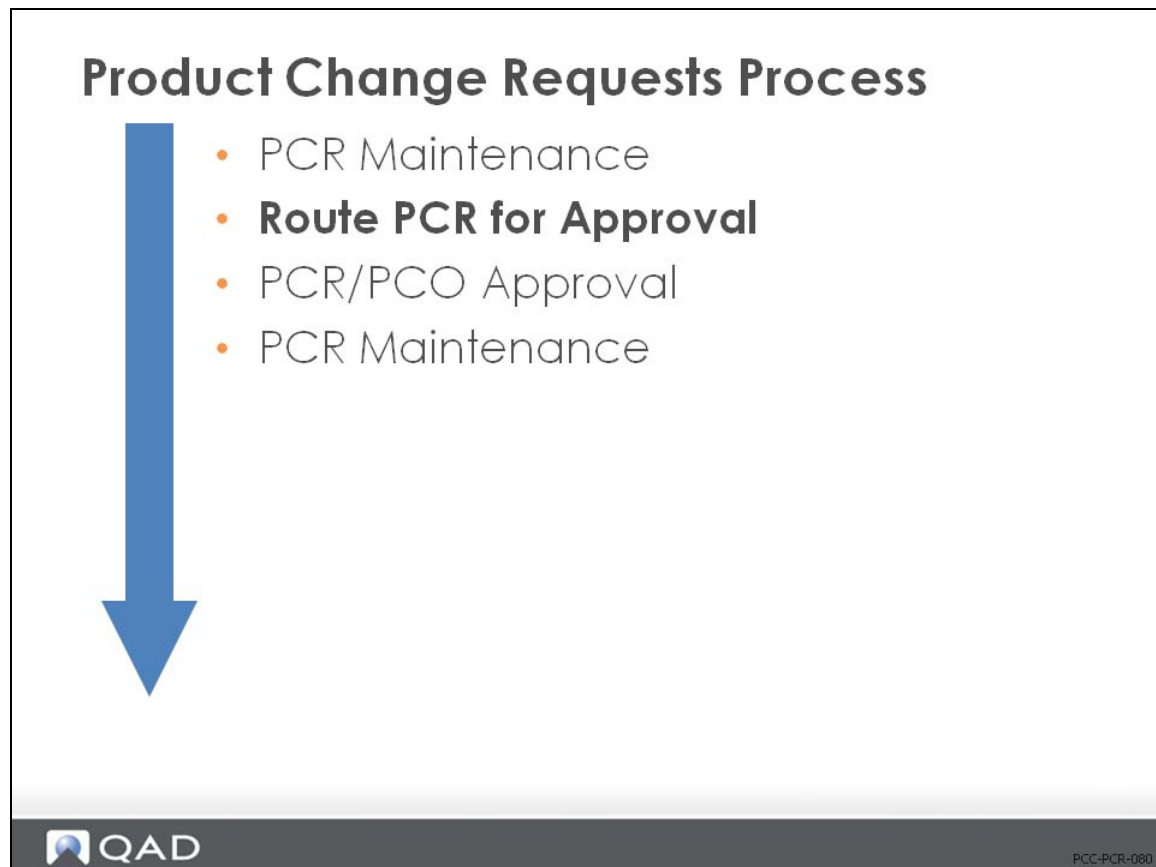
- 4 Re-enter the PCR Maintenance function and choose Item Data Maintenance from the menu, then select Direct Item Master Access.

a Add a new item 88-8000 BLACK COLORANT. Be sure to use the same Product Line, Unit of Measure, Status Code, and all other Item Data codes as 88-6000. Refer back to your copied record for accuracy.

An alternative method to add the new item to the Item Master would be to use Item Master Copy (1.4.12) and copy the 88-6000 record to create the 88-8000.

- 5** Return and choose Item Data Maintenance, then Add, Modify, Delete PCR Files.
 - a** In the last step you added the item to the Item Master but not to the PCR. Add the new item record for 88-8000 Black Colorant to the PCR. End product = Yes, Comments = No.
- 6** Return and choose Structure Data Maintenance. Then select Copy Where Used into PCR.
 - a** Component Item = 88-6000.
 - b** Select each product structure by clicking it with the mouse. An asterisk appears next to each parent item number. Click Next to save the records.
- 7** Select Structure Data Maintenance and then Replace Product Structure Component.
 - a** Component Item = 88-6000.
 - b** Replace with Item = 88-8000, Multiplier = 1.0 (a one-for-one replacement).
 - c** Click Back to Continue and Please Confirm Update = Yes.
- 8** Choose Structure Data Maintenance and then PCR/PCO Detail Maintenance - Product Structures.
 - a** Review the records created with this copy procedure. Arrow down to scroll through each record. You should see that the product structure records include the old item number 88-6000 with Deactivate = Yes and the new item number 88-8000 with Deactivate = No.
- 9** Save the record, click Next, without adding any information to the trailer.
- 10** Review your PCR to be certain your changes were all included. Note the double records for product structure changes using PCR/PCO Detail Inquiry (1.9.2.8).

Route PCR



- Similar to PCOs, the PCRs are selected for routing through the approval cycle.
- Used to place product change requests (PCRs) into the approval cycle

Route PCR for Approval (1.9.2.4)

Route PCR for Approval

Route PCR for Approval
Go To Actions Copy Print Preview

Number: 00000001
Type:

ID:
Dsgn Group:

Domain:
By:

Document Type: PCR
Unsubmt Only: ☒

Number	ID	Database	Title	By	Sub Date
00000001			New request for change	ssj	
PCR08000			New Colorant	mfg	

Route to Users for
Approving PCR

Number	ID	Domain	Title	By	Sbmt	Cmt
00000001			New request for change	ssj	☒	☐

Back Next



PCC-PCR-090

- Based on the selection criteria in the first frame, a listing of PCRs appears in the second frame
 - Use the arrow keys to scroll through the list and click Next to select an entry
 - In the bottom frame change the submission status of the PCR and attach comments
- Once submitted, the PCR becomes visible to PCR/PCO Approval (1.9.6.1)
 - Its status changes to Submit in PCR/PCO Status Browse (1.9.11) and a submission date is attached

See in this training guide: Print PCR/PCO.

- Submitted PCRs can be unsubmitted by running Route PCR for Approval with the Unsubmit Only = No, and then changing Sbmt from Yes to No
 - If anyone has approved the PCR, it will not display for update
 - The approval must be reversed in PCR/PCO Approval (1.9.6.1) before it can be unsubmitted

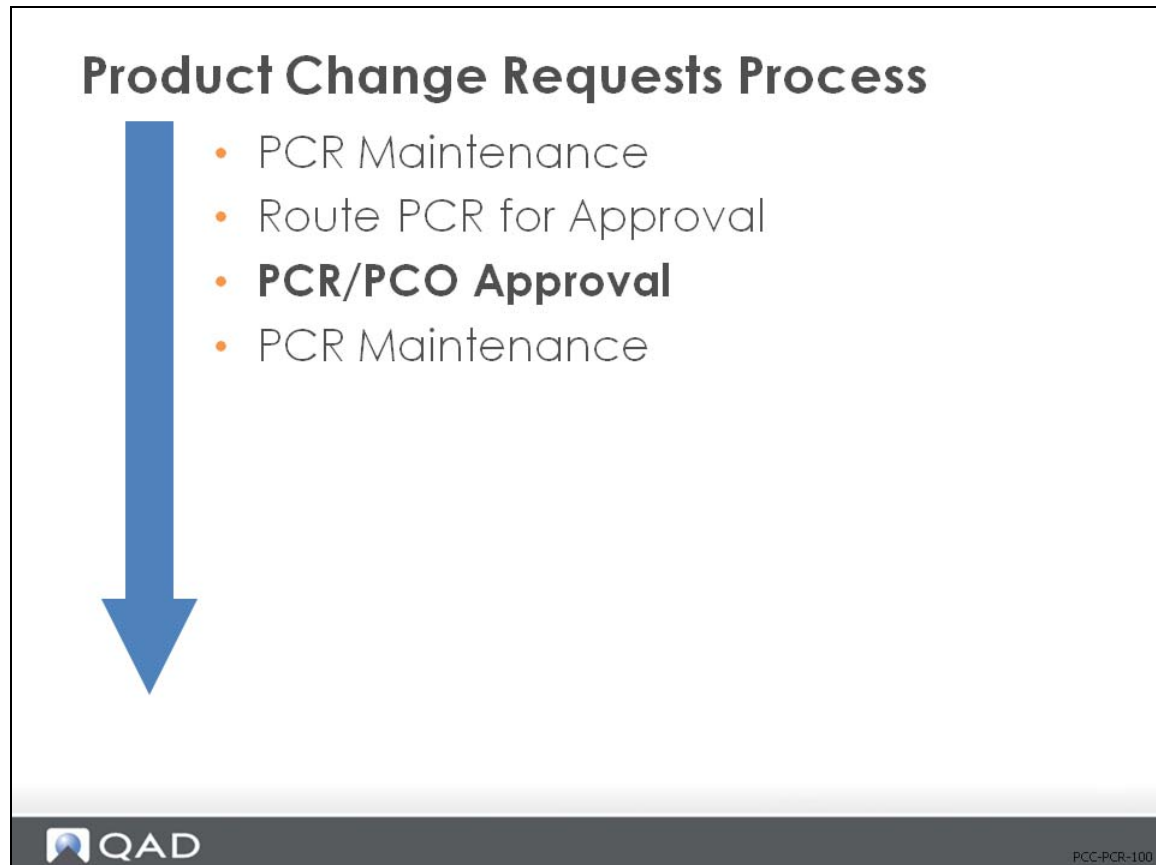
Exercise: Route PCR for Approval

- 1 Allow QAD SE to automatically select the PCR available for submittal.
 - a Doc Type = PCR and Unsubmt Only = Yes. Click Next to continue.
 - b Click Next to accept the PCR in the first frame. Sbmt = Yes in the second frame. Click Next.

Hint: Use Route PCR for Approval (1.9.2.4).
- 2 Review your PCR to see the status change. The Status should be = Submit.

Hint: Use PCR/PCO Status Browse (1.9.11).

Approve PCR



Similar to PCOs, PCRs are examined for approval, comments, rejection, or reapproval.

PCR Maintenance (1.9.2.1) is the same as PCO Maintenance (1.9.2.13) except for the Convert PCR to PCO and Close PCR to PCO functions, which are only options when you modify a PCR.

PCR/PCO Approval (1.9.6.1)

PCR/PCO Approval

Number: 00000005 Appr Group: eng1 User ID: mfg Document Type: PCR Next Only: ☐ Unsigned Only: ☐

Approve PCR's

Back Next

QAD PCC-PCR-110

- Based on the selection criteria in the first frame, a listing of documents appears in the second frame
- If the Security = Yes in the PCC Control (1.9.24), you are prompted for a password before entering the second frame
- Use the arrow keys to scroll through the documents in the second frame and click Next to select an entry
- In the bottom frame, approve or reject the selected change document and attach comments to the PCR
- If you reject the PCR and you belong to a group that can reroute rejected changes, you are prompted to enter a reroute level
 - If specified, all groups with a lower reroute number who previously approved the PCR have their approvals set = No
 - An asterisk appears in the last column in the second frame to give visibility to any PCR that was rejected and rerouted

Close PCR to PCO

PCR Maintenance

PCR Maintenance X
Go To Actions Copy Print Preview

Number: PCR08000

Type: request

Title: New Colorant

Reason: New Part 88-8000 Black Colorant

Where as to replace 88-6000

Class:

Originator:

ID:

Design Group: new1

Domain:

Created By: mfg

PCR

PCR Specific Functions

PCO/PCR Function Maintenance

Convert PCR to PCO	←
Change PCR Number	
Close PCR To PCO	←
Copy PCR From PCO/PCR	
Copy PCR To PCO/PCR	

Delete Back Next

2008-PCC-PCR-120

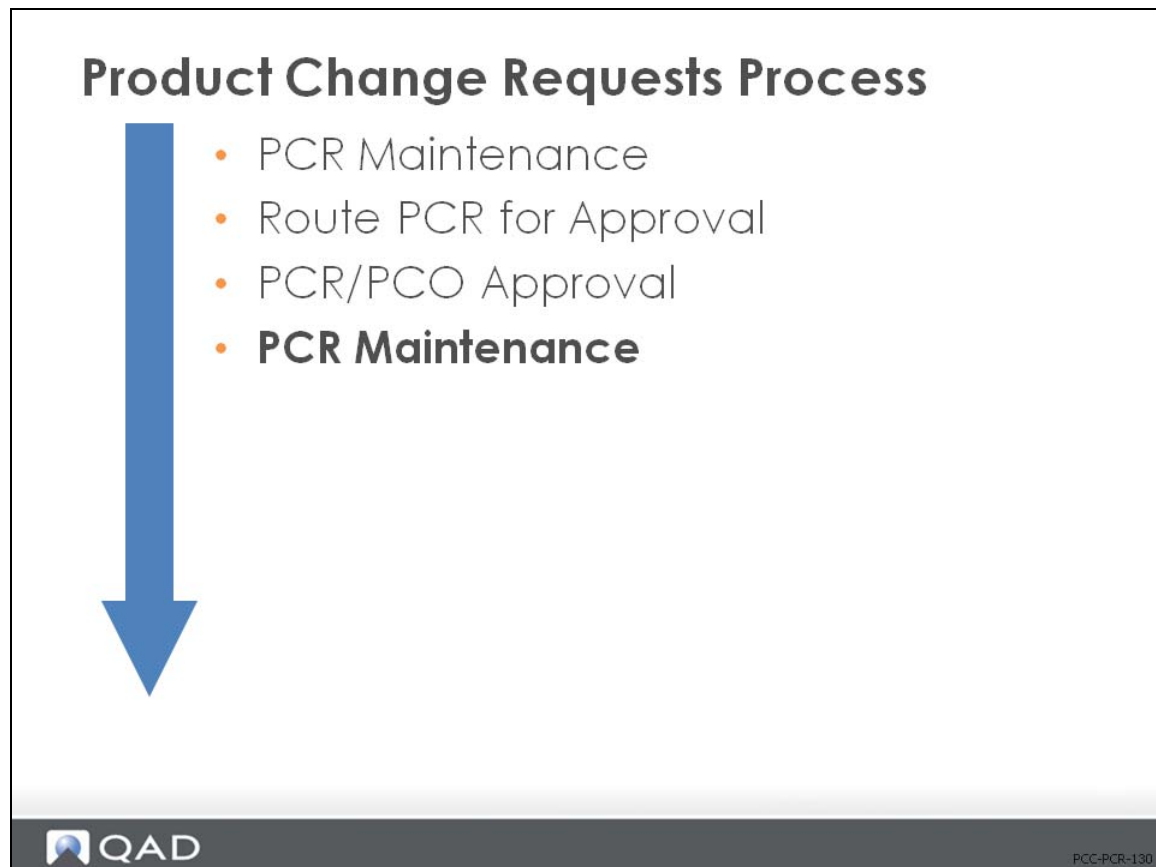
Exercise: Approve PCR

- 1** Allow QAD SE to automatically select the PCR available for approval.
 - a** Doc Type = PCR, User ID = your login, and Unsigned Only = Yes. Click Next to continue.
 - b** Click Next to accept the PCR in the first frame. Sbm = Yes in the second frame. Click Next.

Hint: Use PCR/PCO Approval (1.9.6.1).
- 2** Review your PCR to see the status change. The Status should be = Approved.

Hint: Use PCR/PCO Status Browse (1.9.11).

PCR Maintenance



PCR Maintenance (1.9.2.1) is the same as PCO Maintenance (1.9.2.13) except for the Convert PCR to PCO and Close PCR to PCO functions, which are only options when you modify a PCR.

PCR Maintenance (1.9.2.1)

PCR Maintenance

PCR Maintenance X

Go To Actions Copy Print Preview

Number: PCR08000
Type: request

ID:
Design Group: new1

Domain:
Created By: mfg

PCR

Title: New Colorant
Reason: New Part 88-8000 Black Colorant
Where as to replace 88-6000

PCR Specific Functions

PCD/PCR Function Maintenance

Convert PCR to PCD

Change PCR Number

Close PCR To PCD

Copy PCR From PCD/PCR

Copy PCR To PCD/PCR

Class:

Originator:

Delete

Back

Next

QAD

PCC-PCR-140

PCO/PCR Function Maintenance

PCR Maintenance

PCR Maintenance x

Go To Actions Copy Print Preview

ecmt02.p Close PCR To PCO

Number: PCR08000 ID: Domain: PCR
Title: New Colorant

From: PCR08000 ID: Domain: PCR
To: PCO01050 ID: Domain: PCO

Text Data: ☒
Item Data: ☒
Structure/Formula Data: ☒
Routing/Process Data: ☒
Item Specification Data: ☒

PCO must exist prior to
Close PCR to PCO

Back Next

 QAD

PCC-PCR-150

Close PCR to PCO

- Used to merge details from PCR to an existing PCO
- PCO must exist first before using this function; it cannot create a new PCO

Convert PCR to PCO

PCR Maintenance

PCR Maintenance X

Go To Actions Copy Print Preview

ecmt02.p Convert PCR to PCO

Number: PCR08000 ID: Domain: PCR

Title: New Colorant

From: PCR08000 ID: Domain: **PCR**

To: PCR08000 ID: Domain: **PCO**

Text Data: ☒

Item Data: ☒

Structure/Formula Data: ☒

Routing/Process Data: ☒

Item Specification Data: ☐

Begin process

Yes No

Convert keeps Numbering
Changes Type

Back Next

 QAD

PCC-PCR-160

Changes document types from PCR to PCO, but does not change the number, when you provide the new PCO type and design group.

Exercise: Close PCR to PCO

- 1 Your company requires a new PCO that will only contain the contents of this PCR.
 - a Create a new PCO. Allow QAD SE to automatically assign the next number. Type = PCO, Design Group = DESIGN.
Hint: Use PCO Maintenance (1.9.2.13).
 - b Write down the PCO number assigned for later reference: _____
 - c Finish the header of the new PCO and exit without adding any changes or trailer information.
TitleNew Colorant Applied
ReasonPCR Changes Approved
 Production Order for Black Colorant
- 2 Return to PCR Maintenance, select your Black Colorant PCR, and click Next until you move past the header.
Hint: Use PCR Maintenance (1.9.2.1).
- 3 Select PCO/PCR Function Maintenance. Then choose Close PCR to PCO.
 - a Assign the PCO number you recorded in the previous step. Verify that the To: document is a PCO document type.
 - b Affirm copying the PCR data to the PCO. Ignore the message Warning: Target Exists; Duplicated Records Will Not Copy. Assign Continue? = Yes.
 - c Further Detail changes to the PCR are not allowed. At this point you can modify the trailer of your PCR. For the purposes of these exercises, there are no trailer modifications.
- 4 Review your PCR and PCO Status. The old PCR should show Status = Closed. The new PCO should show Status = blank. The PCO is now ready for routing.
Hint: Use PCR/PCO Status Browse (1.9.11).

Summary

Product Change Requests Process Summary



- PCR Maintenance
- Route PCR for Approval
- PCR/PCO Approval
- PCR Maintenance

Chapter 6

Business Issues and a Case Study

Business Issues

Examine your company against the business issues discussed in the Pre-Setup Business Issues chapter of the Product Change Control training module.

Consider the following:

- 1 What are the business requirements for PCC?
- 2 Additional information you need to gather in order to successfully set up Product Change Control for your company.
- 3 Define what the change control environment is at your company.
- 4 What functions approve changes?
- 5 Do people approve manufacturing inspection?
- 6 Are component drawings and assembly drawings and procedures approved by the same or different functions?
- 7 Do you need multiple revisions to be active at the same time?
- 8 Do you support services as well as manufacturing environments?
- 9 What are the criteria by which you determine if an item document is changed to a new revision or issued a new part number?
- 10 Are there cost change or downward compatibility issues?
- 11 Is your proposal to change an authorization one step (PCO only) or two steps (PCRs and PCOs)?

The purpose of this exercise is to help you focus on what is important for your company about Product Change Control.

Case Study

Magic Box Failure and Fix Activity

The subject of this activity is a product known as the Magic Box. The part number is 12-100.

You work for a company that manufactures, sells, and services capital equipment. The products are electro/mechanical devices that are large enough to require on-site service and repair.

Shortly after releasing the new model of the product, disaster struck. Field units began to fail. The service calls came pouring in. In spite of the best efforts of your Service Engineers, the failures, electrical in nature, kept occurring. The failures only occur when the machines are running above 80% of their maximum rate.

Following an exhaustive and heroic effort of the combined engineering groups, a solution was found. The bad news is that the mother board, part number 12-102, must be replaced with a newly designed PCB assembly, part number 12-112.

Here are the facts as we know them today:

- 1 The fabricator for the new PCB can begin delivering part number 12-112 at a rate of 100 per week from their prototype line until the production line tooling is available. The first delivery of 100 mother boards will arrive one week from this coming Monday and will continue at 100 per week for three additional deliveries. After that, the production tooling will meet all of our production needs.
- 2 There are currently 224 Magic Boxes in the field. The Marketing Vice President has directed that units in the field be upgraded prior to building new systems or retro-fitting Finished Goods Inventory (FGI). The Field Engineers will require a new Service Procedure containing the new systems test routine.
- 3 The reworking of FGI requires a unique set of instructions contained in a newly written, but yet to be released document. Its release is critical to the availability of the 330 Magic Boxes that are currently held by Quality Control with a quarantine status.
- 4 All Work in Process (WIP) and future orders will be built using the revised assembly procedure containing the additional systems test routine as well as the changes associated with the new mother board.

Your task is to write the change order(s) that will govern the activities and document release or revisions that remedy the current crisis. Be sure that the information you include in your documentation is sufficient to provide Purchasing, Production, Planning, Quality Control, and Field Service all of the instruction that is required to accomplish their tasks with only one possible interpretation.

Appendix A

Reports, Inquiries, Browsers

Menu	Menu Name	Function/Purpose
1.9.1.2	Group Browse	Displays all groups and their users. Information shown includes group, description, user ID, user name, user expire date, copies, and output.
1.9.1.6	Routing Slip Browse	Displays all routing slips. Information shown includes routing slip, description, severity list, modified date, and modified by ID.
1.9.1.10	PCR/PCO Type Browse/Inquiry	Displays all PCC types. Information shown includes type, document type, description, routing slip, design group, and distribution.
1.9.2.2	PCR Browse	Displays only PCR data. Information shown includes PCR number, ID, database, title, type, design group, routing slip, approved date, and closed date.
1.9.2.8	PCR/PCO Detail Inquiry	Displays PCO details for a specific PCO. Information shown includes header and status information for each PCO; then approval group detail, item master detail, PCO BOM detail in indented format, routing, process, and formula information, and item specification data as applicable to the PCO; all text comments; and all trailer information.
1.9.2.14	PCO Browse	Displays all ECOs/PCOs/PCRs. Information shown includes PCO number, ID, database, title, type, design group, routing slip, approved date, released date, and closed date.
1.9.6.2	Approval Browse	Displays PCO approval. Information shown includes PCO number, ID, database, document type, routed date, sequence, group, date approved, routing slip, approved, approver ID, and location/version.
1.9.7.3	Incorporation Planning Report	Prints for an Incorporated PCO and associated site, cost effects by either Current or GL Costing. Information shown includes parent item number, component item number(s), indication of selected components on the PCO, original quantity required, final quantity required, quantity on-hand, quantity on order, projected usage, balance, value, PCO number, ID, database, site, start effective date, and costing method.

Menu	Menu Name	Function/Purpose
1.9.9.1	Print PCR/PCO	Prints all PCO/PCR information for any individual or range of PCOs or PCRs, as well as by status. Information shown includes header and status information for each PCO/PCR, then approval group detail; item master detail; PCO/PCR BOM detail in indented format; routing, process, and formula information; item specification data, and all text comments, as applicable to the PCO/PCR. The bill of materials section prints only the PCO or PCR bill and includes the current Qty Per from the product structure or formula record and the PCO Qty Per. The UM, PH and ISS fields show data from the live database; Qty Type and Structure Type display data from the PCO database. If a component has been deactivated on the bill, DEACTIVATED prints in the PCO Qty Per column.
1.9.9.3	Affected Structures/ Formulas Inq	Displays the structure/formula component information for the parent item and PCO number requested. Information shown includes item level, component item, item description, item UM, original item quantity, and PCC item quantity per.
1.9.9.4	Structure/Formula Impact Report	Prints structure/formula effects of PCC, with a summarized bill of materials. Information shown includes PCO number, ID, database, type, design group, created by, creation date, title, reason, class, originator, user code (1) and (2), parent item, component item(s), indicator for selected components of structure/formula, item description, original quantity required, net change previously released PCO, net change this PCO, and final quantity required.
1.9.9.6	Item Revision History Browse/ Inquiry	Displays historical item revisions. Information shown includes item number, PCO number, ID, database, title, status, new revision number, and start effective date.
1.9.11	PCR/PCO Status Browse	Displays all ECOs/PCOs/PCRs. Information shown includes number, ID, database, title, status, approved date, and submitted date.
13.13.2	ECO Inquiry/ Browse	Displays all ECOs/PCOs in the database. Information shown includes PCO number, creation date, created by, item number, item description, old rev, new rev, start and end effective dates.
13.13.3	ECO by ECO Number Report	Prints all ECOs/PCOs in the database, in PCO number order. Information shown includes PCO number, PCO description, created by, PCO creation date, item number, item description, item UM, item rev, old/new revision, start/end effective dates
13.13.4	ECO by Item Report	Prints ECOs/PCOs in the database, in item number order. Information shown includes item number, revision, item description, PCO number, PCO creation date, created by, start/end effective dates, old/new revision, and comments

Menu	Menu Name	Function/Purpose
36.2.18	Reason Codes Browse/Inquiry	Displays reason codes. Information shown includes reason type, reason code, and description.
36.3.19	User Browse/Inquiry	Displays user IDs. Information shown includes user ID, user name, language, groups, and e-mail address.