

# **Initial MFG/PRO Setup**

## **TRAINING GUIDE**



70-2906A  
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# Contents

<b>ABOUT THIS COURSE</b> .....	<b>7</b>
Course Description .....	8
Students learn how to: .....	8
Who Should Attend This Course .....	8
Prerequisites .....	8
Approximate Length of Course .....	8
Certification Preparation .....	9
Using this Training Guide .....	9
General Training Facilities Information .....	10
<b>CHAPTER 1 INTRODUCTION</b> .....	<b>11</b>
Course Overview .....	12
Initial MFG/PRO Setup .....	14
Terminology .....	15
How Item Data is Used .....	18
Item Data Flow .....	19
Course Objectives .....	20
Related Courses .....	21
<b>CHAPTER 2 BUSINESS ISSUES</b> .....	<b>23</b>
Multiple Currencies .....	26
Tax System .....	28
Product Lines .....	31
Multiple Databases .....	33

## IV MFG/PRO TRAINING GUIDE — INITIAL MFG/PRO SETUP

Entities .....	35
Sites .....	37
Locations .....	39
Item Data .....	41
Security .....	43
Focusing Activity and Review .....	45

### **CHAPTER 3 SET UP INITIAL MFG/PRO DATA..... 49**

Multiple Currencies .....	53
Currency Maintenance .....	55
Exchange Rate Maintenance .....	57
Bank Maintenance .....	59
Exercise: Multiple Currency .....	65
System/Account Control .....	70
General System Information .....	71
Multiple Currency Accounts .....	75
Accounts Payable .....	78
Department .....	78
Product Line .....	79
Variances .....	80
Product Lines .....	83
Product Line Maintenance .....	85
Inventory Accounts .....	86
Sales Accounts .....	87
Purchasing Accounts .....	88
Work Order Accounts .....	89
Service Accounts .....	90
Exercise: Product Lines .....	92
Inventory Status .....	94
Inventory Status Code Maintenance .....	95
Sites .....	97
Site Maintenance .....	99
Exercise: Sites .....	102
Site Security Maintenance .....	104

Locations .....	106
Location Maintenance .....	107
Item Status .....	110
Item Status Code Maintenance .....	112
Exercise: Item Status .....	114
Items .....	116
Item Master Maintenance .....	118
Item Cost Data .....	130
Item Data Maintenance .....	135
Item Inventory Data Maintenance .....	136
Item Planning Maintenance .....	138
Item Cost Maintenance .....	139
Exercise: Item Data .....	140
Exercise: Item Data – New Site .....	144
Unit of Measure .....	146
Unit of Measure Maintenance .....	147
Exercise: Unit of Measure Conversion .....	149
Generalized Codes .....	152
Generalized Codes Validation .....	155
Generalized Codes Maintenance .....	156
Drill Down/Lookup Maintenance .....	160
Exercise: Set up a Look-Up Browse .....	162
Employee Records .....	164
Employee Maintenance .....	165
Company Address .....	167
Address List Type .....	168
Address Data Relationships .....	168
Company Address Maintenance .....	170
Exercise: Company Address .....	173
Address List Type Maintenance .....	176
Address Code Change .....	178
Master Comments .....	179
Master Comment Maintenance .....	181

**INDEX .....** **185**



# **About This Course**

## Course Description

QAD designed this course to cover the basics of preparing to implement the Initial MFG/PRO Setup module. The course includes:

- An introduction to the Initial MFG/PRO Setup module
- An overview of key business issues
- System/Account Control Program, product lines, sites and locations, items and other general setup tasks
- A detailed task-based process for the initial setup
- References to other QAD materials, such as user guides and online help
- Activities and exercises throughout the course

At the conclusion of the course, students should expect to have a general understanding of how to do the initial setup of MFG/PRO.

### Students learn how to:

- Analyze key business decisions before setting up the Initial MFG/PRO Setup module
- Set up initial MFG/PRO data

### Who Should Attend This Course

- Implementation consultants
- Members of implementation teams
- Key users

### Prerequisites

- An understanding of basic manufacturing principles is beneficial

### Approximate Length of Course

- This course is designed to be taught in one-half to one full day

## Certification Preparation

This course is one of several courses designed to assist students in preparing for QAD certification examinations. However, QAD does not guarantee anyone a passing grade as a result of having taken this course.

Students preparing for certification examinations should study all available materials (user guides, training guides, online help, for example) and acquire industry and field experience.

## Using this Training Guide

Implementation consultants and members of implementation teams can use this guide in instructor-led classes, while knowledgeable consultants can use this guide for self-study.

This training guide provides a road map for instruction and learning. It contains:

- Annotated PowerPoint slides for instructors
- MFG/PRO screens annotated for instructors to demonstrate the module's functionality
- References to *MFG/PRO User Guides*, online help, other sections of this training guide and related training courses
- Exercises and study questions

**Note** Students may want to consult *User Guides* or online help during class, but this generally is not necessary. Referenced pages in the appropriate *User Guide* will give self-study students more detail if they need it.



### General Training Facilities Information

- Telephone or fax
- Messages
- Restrooms
- Class hours: start and finish times, and punctuality
- Breaks: frequency, approximate times
- Parking considerations; carpooling
- Emergency procedures: location of first aid, contact person for assistance
- Exit locations, building hours
- Location of approved smoking area

CHAPTER 1

# Introduction

## Introduction

- Introduction to Initial MFG/PRO Setup
- Business Considerations
- Set Up Initial MFG/PRO Data

INIT-IN-020

## Course Overview

Introduction

Pre-setup Business Issues

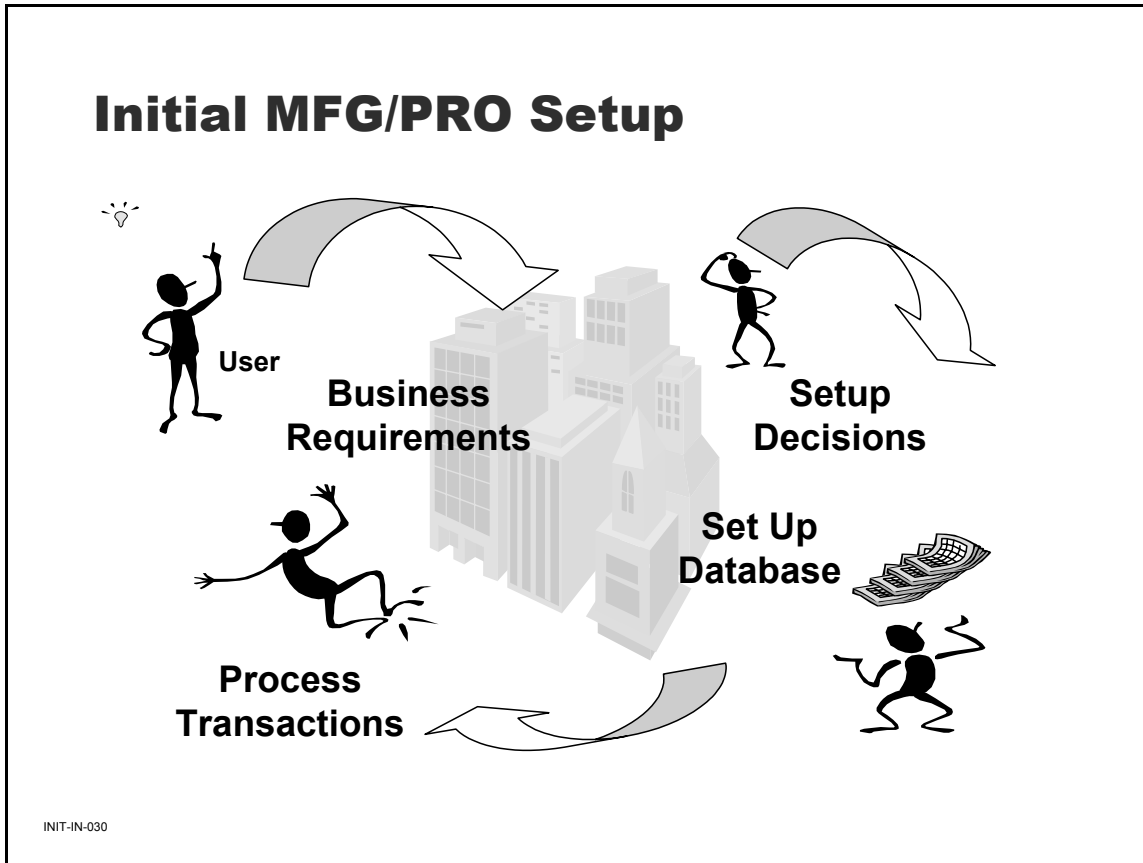
Setting up Initial MFG/PRO information

- Multiple Currencies
- System/Account Control Program
- Product Lines
- Inventory Status
- Sites
- Locations

- Item Status
- Items
- Unit of Measure Conversion
- Generalized Codes
- Employee Records
- Company Address
- Master Comments
- User Functions

Initial MFG/PRO Setup Reports

Initial MFG/PRO Setup Inquiries

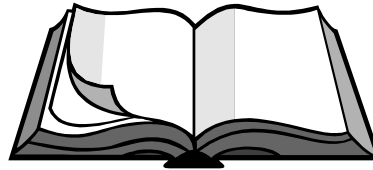


### Initial MFG/PRO Setup

- Business decisions need to be made about how you are going to set up your system
- Certain parameters and control information must be set up before you can begin processing

## Terminology

- Base Currency
- Product Line
- Site
- Location
- Item Data
- Unit of Measure
- Generalized Codes
- Control Data
- Master Data
- Dependent/Independent Demand
- Entity



INIT-IN-040

## Terminology

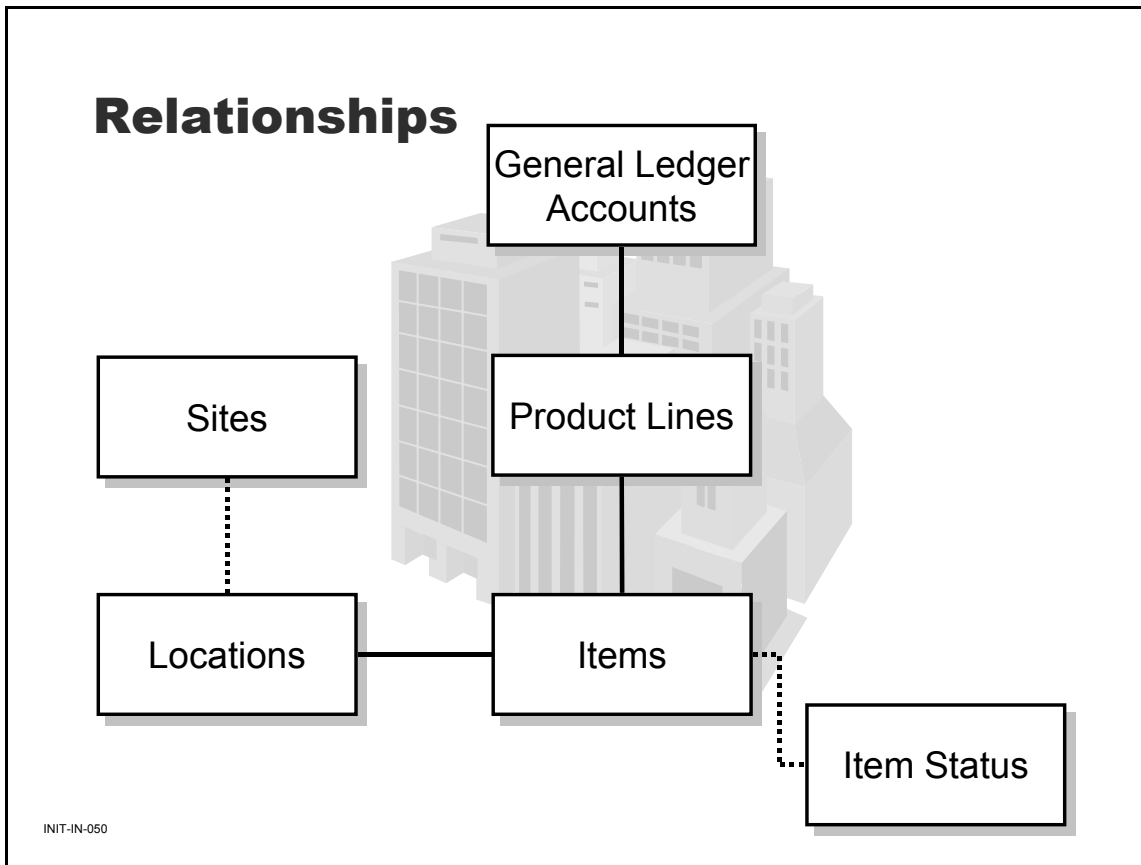
Except for item data and master data, these terms are defined in the Glossary of this training guide.

- Master Data
  - All MFG/PRO modules use information that is set up with master data functions
- Item Data
  - See the following cross-references for information about item data



See in this training guide: *Exercise: Item Data* on page 140 and *Item Data Maintenance* on page 135

**Note** Use the functions in Master Data to set up basic business information, such as item codes, address codes, site codes, inventory control information, users, security, printers, and other administrative functions.



### Sites

- Represents the grouping of physical locations of items
- Used to control and plan inventory

### Locations

- Subset of site
- Physical bin or area used to store inventory

### General Ledger (GL) Accounts

- Provides system-wide default GL account information

### Product Lines

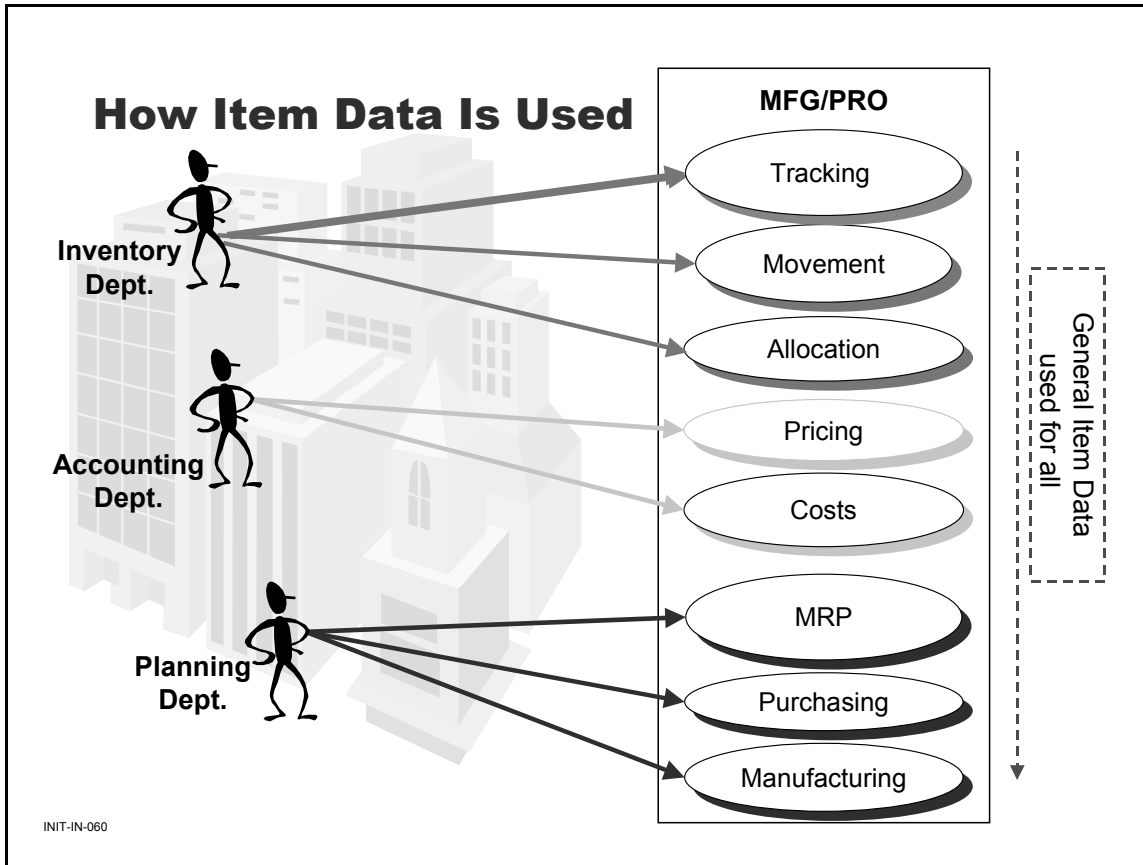
- Group items by similarities

### Items

- Unique manufactured or purchased parts or products

### Item Status

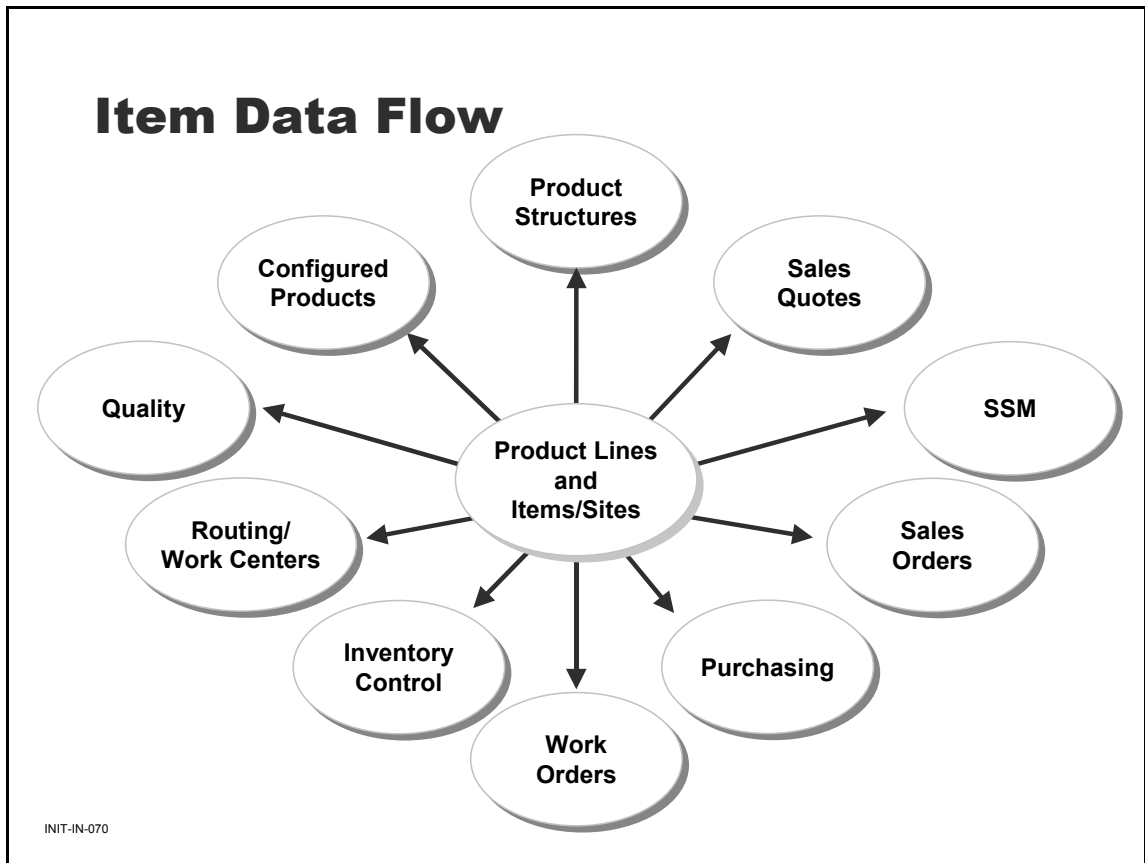
- Optional
- Typically used to track the life cycle of items



## How Item Data is Used

Item data consists of six types of data:

- General
- Inventory
- Shipping
- Planning
- Pricing
- Cost



## Item Data Flow

Item data is used throughout the system. Different modules use different sections of the item data. Only the general item data remains the same for all sites.

MFG/PRO is a fully integrated system based on item numbers.

- Requires documented processes and procedures

It is critical to have good item data.

- Accurate inventory
- Accurate dates (for planning input)
- Accurate BOMs/Routings

**Note** The system is not being utilized well if the accuracy rate is not at least 98%.

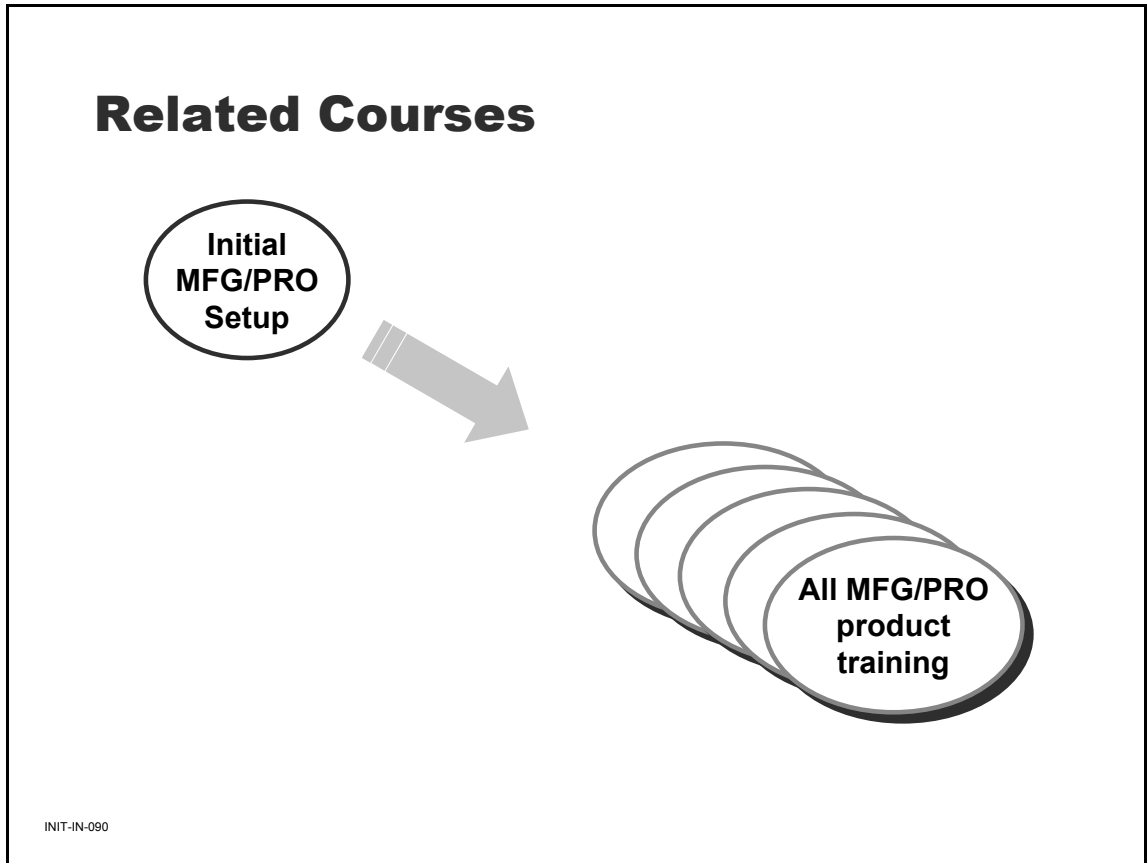
## **Course Objectives**

In this course you learn how to:

- Identify some key business considerations before performing the initial MFG/PRO setup
- Set up initial MFG/PRO data

INIT-IN-080

## **Course Objectives**



## Related Courses

This course is a prerequisite for all other MFG/PRO product training.

## Summary

- ✓ Introduction to Initial MFG/PRO Setup
- ◆ Business Considerations
- ◆ Set up initial MFG/PRO data

INIT-IN-100

CHAPTER 2

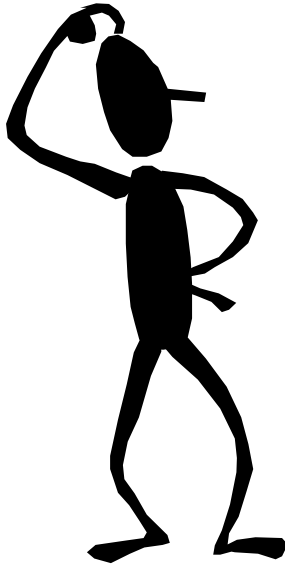
# **Business Issues**

## Business Issues

- ✓ Introduction to Initial MFG/PRO Setup
- Business Considerations
- Set up Initial MFG/PRO data

INIT-BD-010

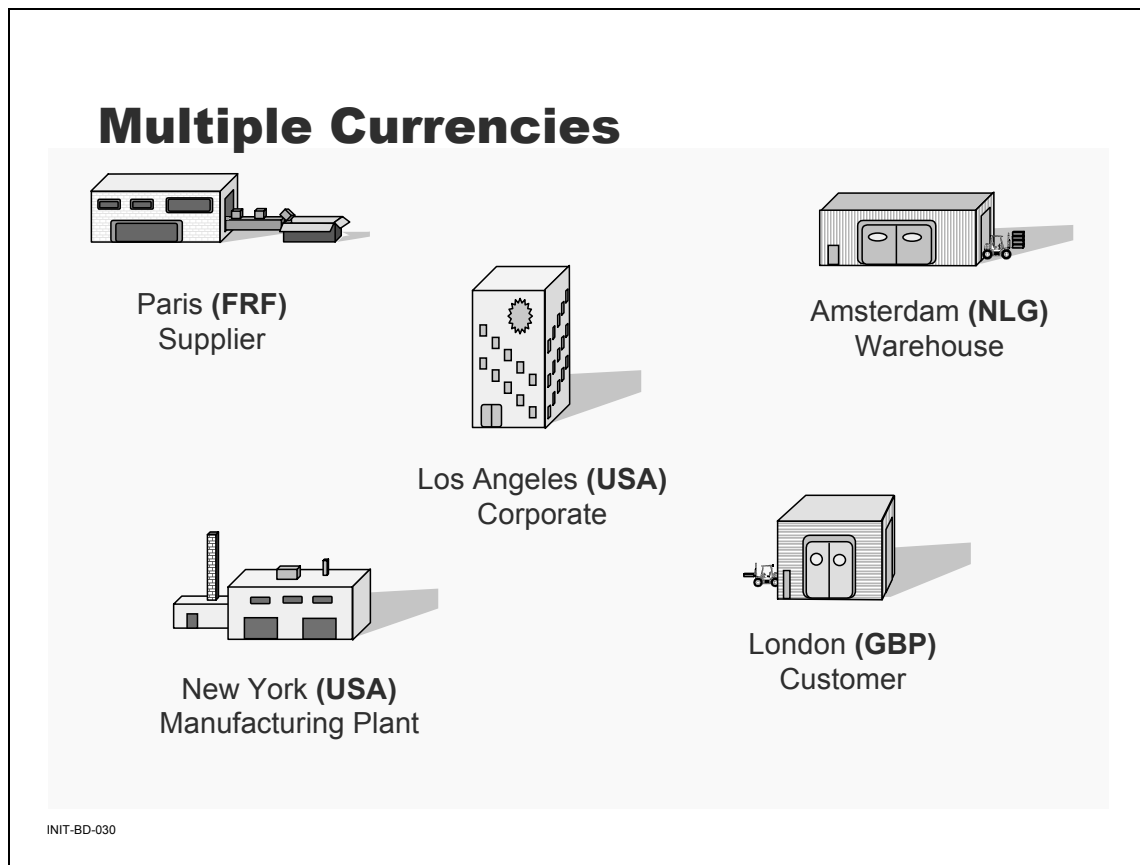
## Business Considerations



- Multiple Currencies
- Tax System
- Product Lines
- Multiple Databases
- Entities
- Sites
- Locations
- Item Information
- Security

INIT-BD-020

There are several business issues to consider before setting up MFG/PRO. This section does not discuss all potential issues, but presents some issues to generate thought and discussion.



## Multiple Currencies

### Multiple Currencies Allow You To:

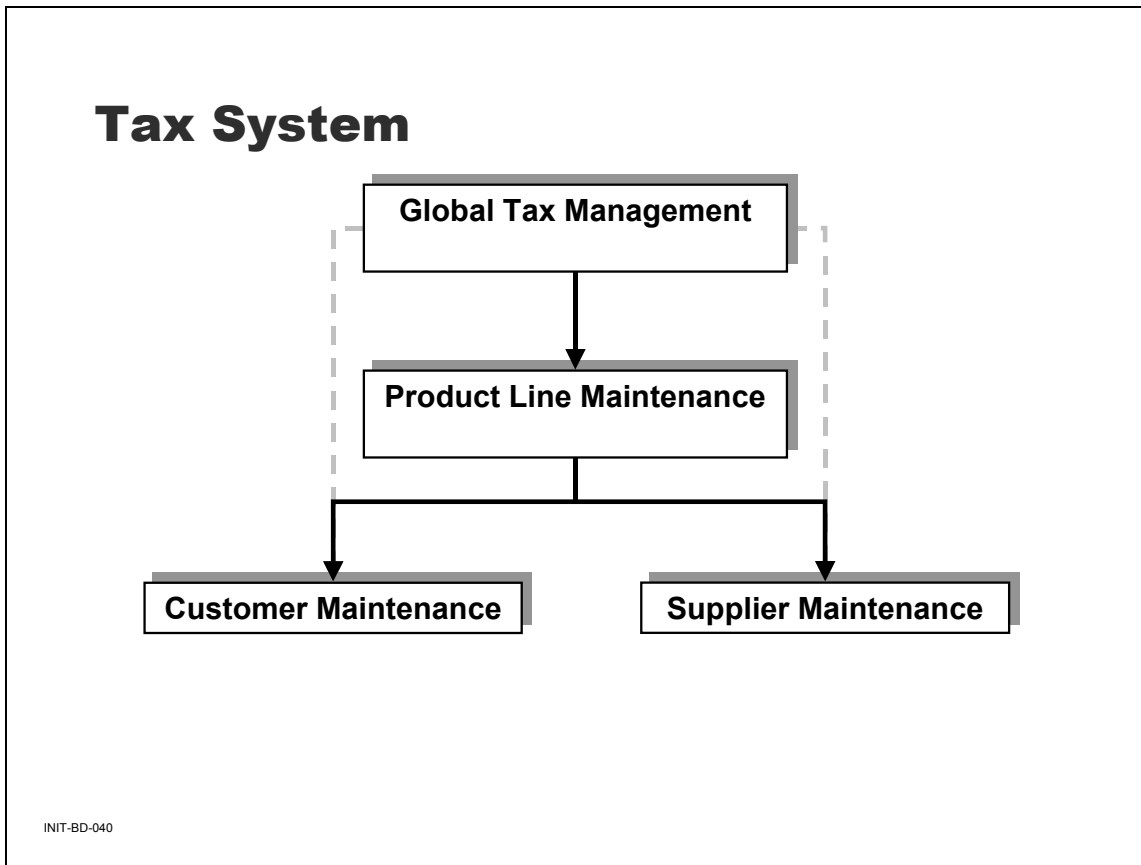
- Specify a foreign currency on any transaction
  - The only transactions that must be in base currency are inventory cost, work center labor rates, and payroll rates
- Assign to customers and suppliers the currency in which you do business with them
- Process payments and maintain cash balances in any of the currencies in which you do business
- Maintain GL accounts in different currencies

**Why Consider Multiple Currencies?**

- Your company does business in other countries
- Your company maintains cash balances in foreign bank accounts
- Your company has payable balances in foreign funds

**Setup Implications**

- Currency codes and exchange rates need to be set up using Currency Maintenance and Exchange Rate Maintenance
- Bank codes must be set up for each foreign currency in which you plan to receive cash or make payments
  - Use Bank Maintenance



## Tax System

### Global Tax Management Allows You To:

- Set up taxes for complex tax environments
- Have flexible reporting
- Have multiple tax systems in the same database

### Global Tax Management

- GTM selects tax types based on both the ship-to and ship-from addresses, as well as the customer or supplier tax class

- Selects tax rates based on item tax class and usage
- GTM supports taxes in the United States, Canada, and Europe, as well as Brazil, India and other areas with complex requirements
- GTM can be used worldwide for tax calculation
- Can choose to implement only the data elements needed
- Is required to implement Vertex Quantum for Sales and Use Tax in the US and Canada

## **Tax System Setup**

### **System/Account Control**

- ◆ **Default GL accounts**

### **GTM Control File**

- ◆ **Tax Information Defaults**

### **Tax Zones**

- ◆ **Country Codes**
- ◆ **Tax Jurisdictions**

### **Tax Environments**

- ◆ **Tax Types**
- ◆ **Tax Classes**
- ◆ **Rounding Methods**

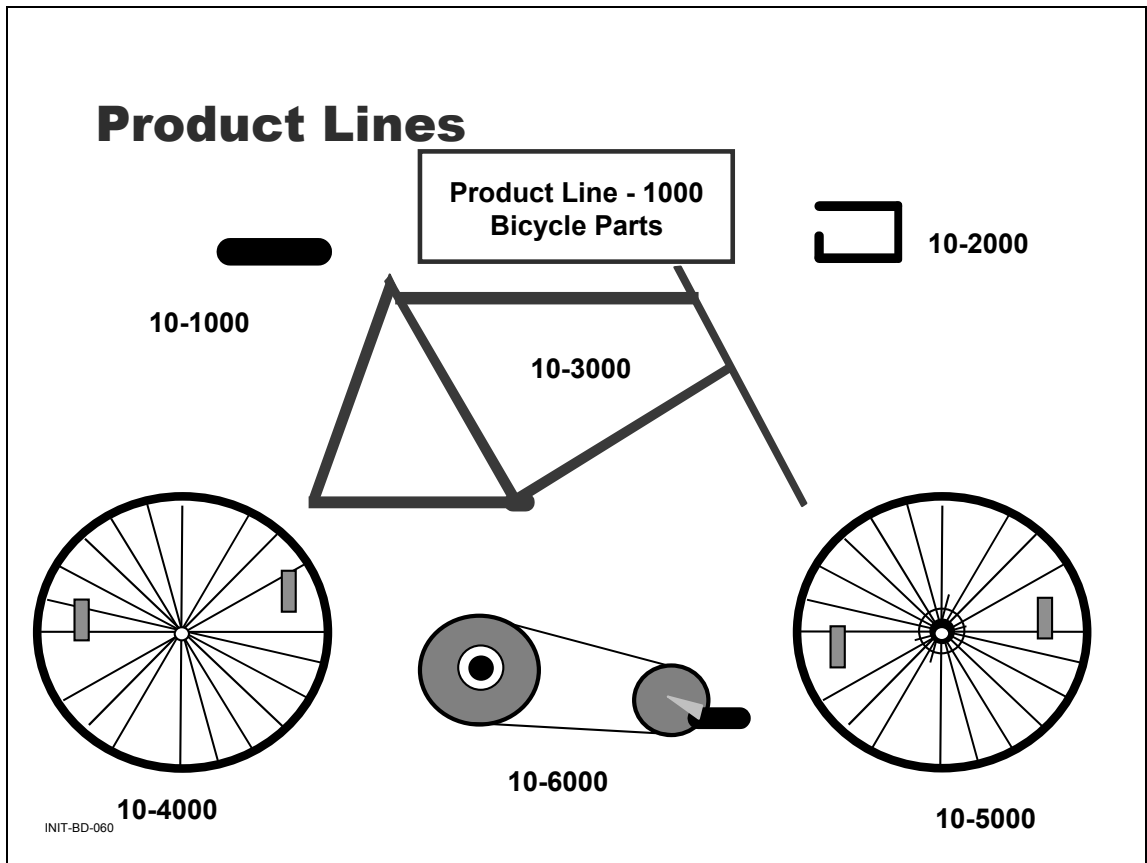
### **Tax Rates**

- ◆ **Item Tax Classes**
- ◆ **Tax Usages**

INIT-BD-050

### **Setup Implications**

- GTM is the only tax system in MFG/PRO



## Product Lines

### Product Lines Allow You To:

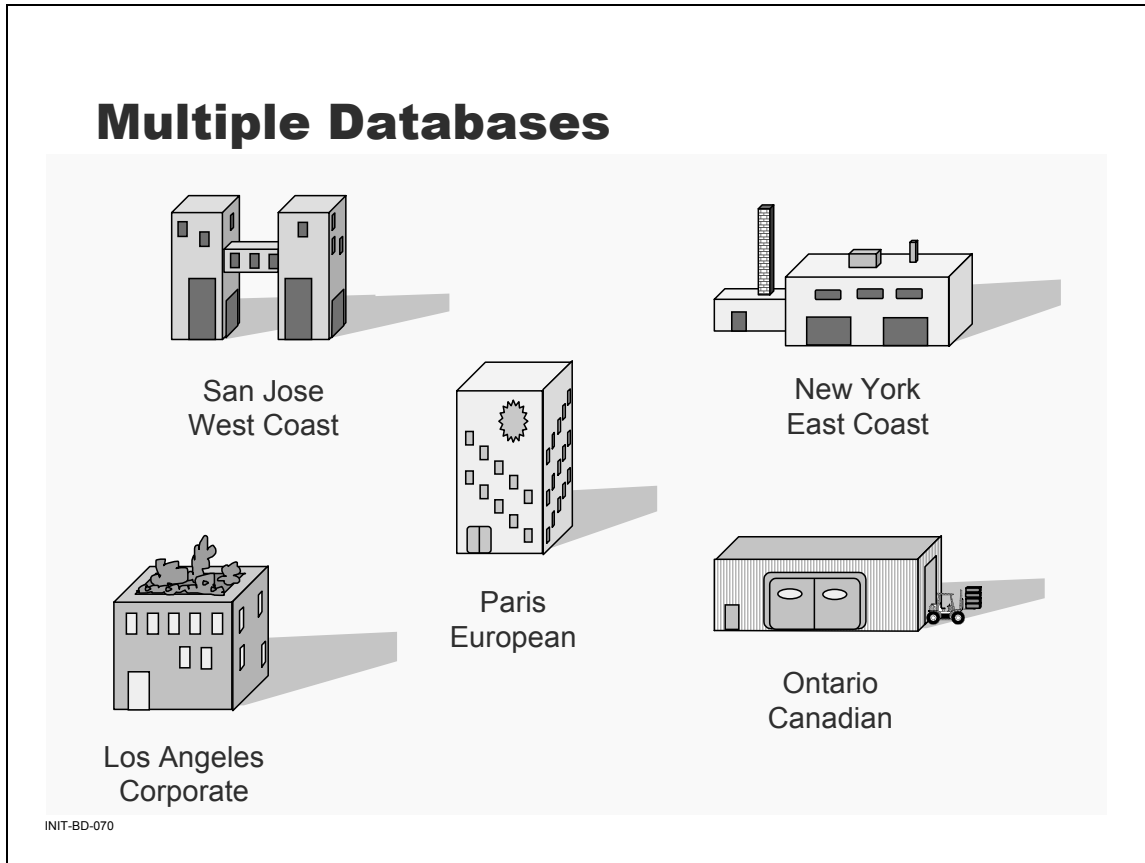
- Identify which General Ledger (GL) accounts will be used for:
  - Sales
  - Inventory
  - Purchasing
  - Work Orders
  - Service Transactions
- Group items for planning, reporting, and accounting

**Why Consider Product Lines?**

- All items must belong to a product line

**Setup Implications**

- Default GL accounts must be set up in System/Account Control



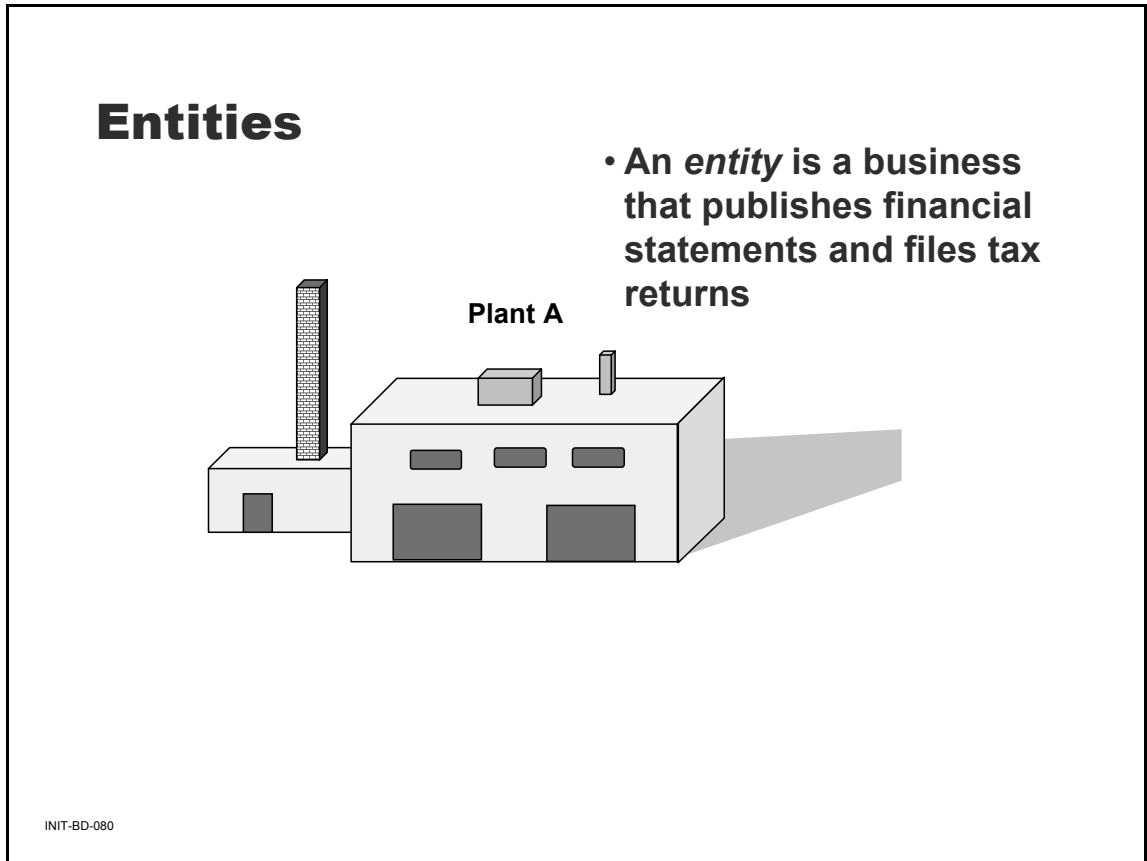
## Multiple Databases

### Multiple Databases Allow You To:

- Operate multiple companies in different base currencies
- Have a different chart of accounts
  - For example, in France, they mandate the chart of accounts to use
- Set up different financial calendars
- Produce financial reports in different currencies
- Control security

**Setup Implications**

- Use the Multiple Database module to set up the databases



## Entities

### Entities Allow You To:

- Generate separate financial statements (balance sheet, income statement)

### Why Consider Entities?

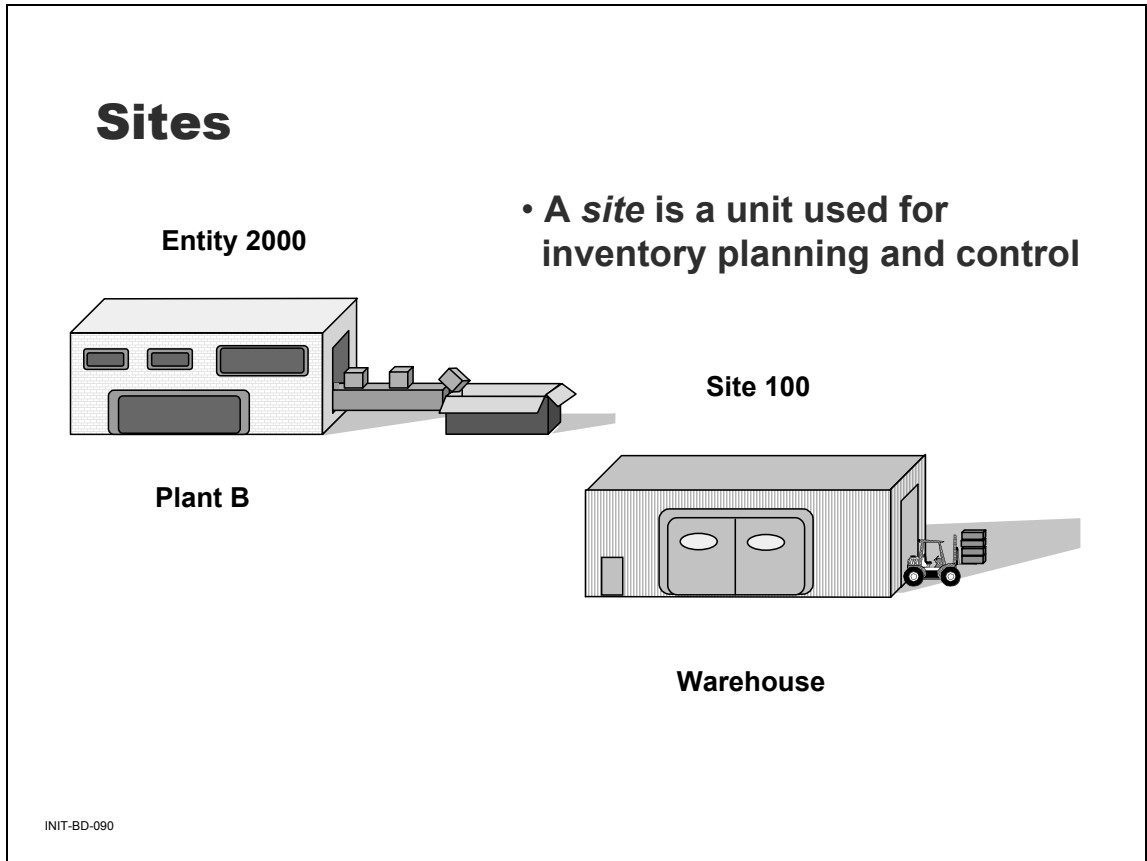
- You must specify one entity as the primary entity
  - This is the GL entity when you first log onto the system
- The number of sets of financial statements produced by one database is determined by the number of entities you set up

## 36 MFG/PRO TRAINING GUIDE — INITIAL MFG/PRO SETUP

- Each database can contain one or more entities
- An entity can be a single facility or multiple facilities
- Multiple entities in a single database must share the same chart of accounts and GL calendar

### **Setup Implications**

- Set up the primary GL entity in Entity Code Maintenance
- Set up the system entity in System/Account Control



## Sites

### Sites Allow You To:

- Manage inventory and production

### Why Consider Sites?

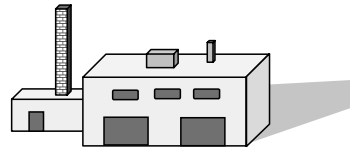
- All inventory is stored by site
- All planning is done by site
- Many reports produced in the system are selected and sorted by site

### Setup Implications

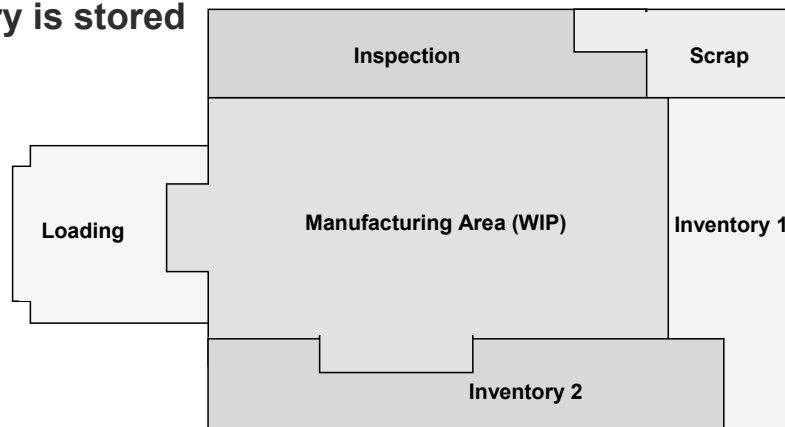
- Single database – defaults to the system entity which is set up in System/Account Control
- Multiple databases – each database must be set up
- A database must be assigned to each site
- All site codes should be set up in each database

## Locations

- A *site* can have multiple locations
- A *location* is a place where inventory is stored



Plant A



INIT-BD-100

## Locations

### Locations Allow You To:

- Physically identify and control individual items in stock
- Control which transactions are permitted for inventory
- Control the type of inventory stored in a particular location
- Control how inventory is allocated

### Why Consider Locations?

- Gives you more control over how inventory is processed within a site

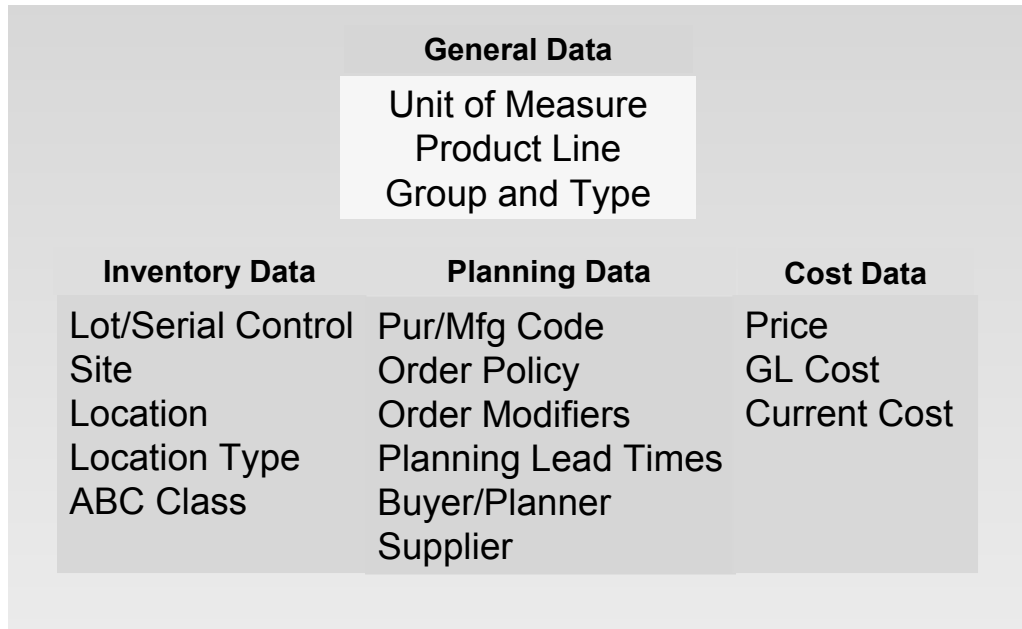
## 40 MFG/PRO TRAINING GUIDE — INITIAL MFG/PRO SETUP

- Inventory reports normally are selected and sorted by location
- You have items that must be assigned to a particular type of storage (e.g., sterile, freezer)
- Can restrict item availability

### **Setup Implications**

- Can be set up automatically in Site Maintenance or manually in Location Maintenance

## Item Data



INIT-BD-110

## Item Data

### Item Data Allows You To:

- Create general item data that is static
  - Valid for all sites
- Control how the item is handled in inventory, planning, and costing
- Identify information for a particular site
  - Can control inventory (Inventory Data), plan (Planning Data), and cost (Cost Data) items separately for each site

### **Why Consider Item Information?**

- Item information is used throughout the system

### **Setup Implications**

For single site use:

- Item Master Maintenance
- Item Data Maintenance
- Item Inventory Data Maintenance
- Item Planning Maintenance
- Item Cost Maintenance

For site specific information use:

- Item-Site Inventory Data Maintenance
- Item-Site Planning Maintenance
- Item-Site Cost Maintenance

## Security

GL Accounts & Transactions

Currency

Entity



INIT-BD-120



## Security

### Security Allows You To:

- Restrict who can log into a database
- Limit access to menus and menu functions
- Control who can update specific fields
- Limit who can process inventory transactions at secured sites
- Limit who can create GL transactions for a particular entity
- Restrict access to GL accounts

- Control who has access to shippers and other transactions using specific movement codes at a site

### **Why Consider Security?**

- Menu security prevents users' access to a particular program or menu option
- Entity security prevents updating of transactions by entity
- Field security prevents changing data in a particular field
- GL account security prevents unauthorized users from updating transactions to GL accounts
- Site security prevents unauthorized inventory transactions
- Ensures site and entity security when using multiple databases
- Prevents a user at one site or entity from changing data for another site or entity

### **Setup Implications**

- You set each type of security individually using System Security Functions

## Review

- Processes and Procedures
- Reporting Requirements
- Customer Expectations
- Product Configuration

INIT-BD-130

## Focusing Activity and Review

Individually, or in small groups, examine your company (or a client's company) against the business considerations discussed in this chapter. Consider the following:

- 1 The business expectations given this type of company
- 2 Additional information you may need to elicit to successfully implement MFG/PRO in this company

Do not look ahead in this training guide or at the MFG/PRO software. The purpose of this exercise is to help you (and your group) focus on what is important to this company. (Hint: There are no right or wrong answers.)

Your instructor may ask you to list your requirements on an easel or white board to make it easier to share your findings with the whole class.

After you have had a chance to brainstorm your requirements (15 to 20 minutes), your instructor may ask each group to quickly review its findings, and may compile a master list for your class.

## Summary

- ✓ Introduction to Initial MFG/PRO Setup
- ✓ Business Considerations
  - Set up initial MFG/PRO data

INIT-BD-140



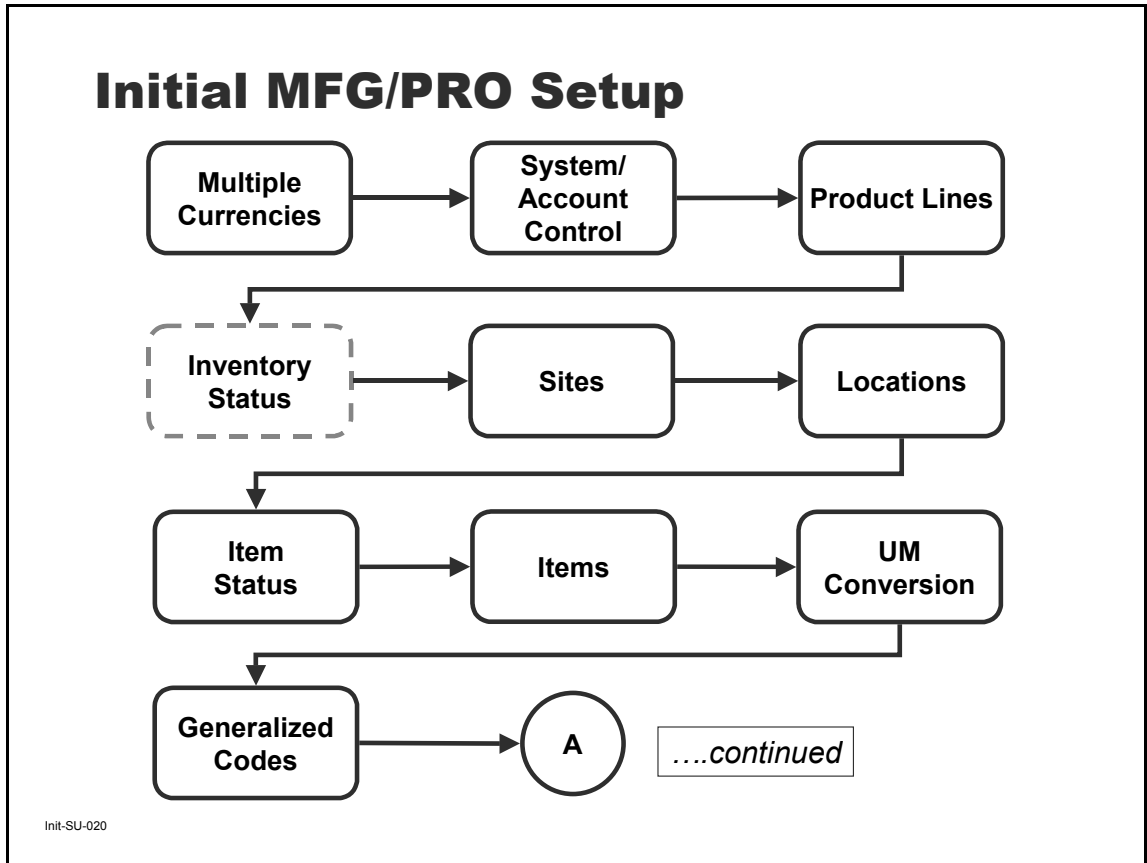
CHAPTER 3

# Set up Initial MFG/PRO Data

## **Set Up Initial MFG/PRO Data**

- ✓ Introduction to Initial MFG/PRO Setup
- ✓ Business Considerations
- Set up Initial MFG/PRO data

Init-SU-010



This illustration is a suggested sequence of master data for the initial MFG/PRO setup. It is based on information that flows from one master data to another and prerequisites that need to be accomplished before setting up a table.

Reading the illustration:



Boxes with solid lines are required for setup and are covered in this course.

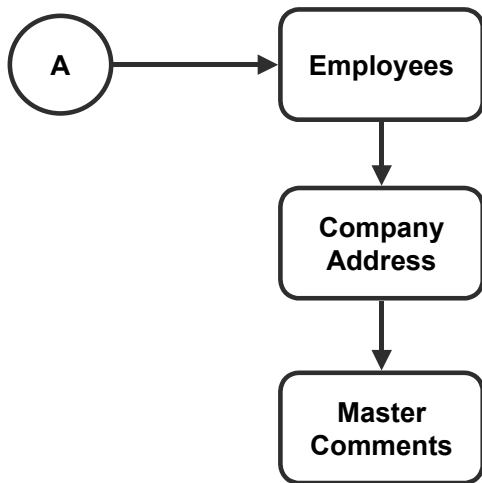


Shaded boxes reflect optional steps, but are covered in this course.

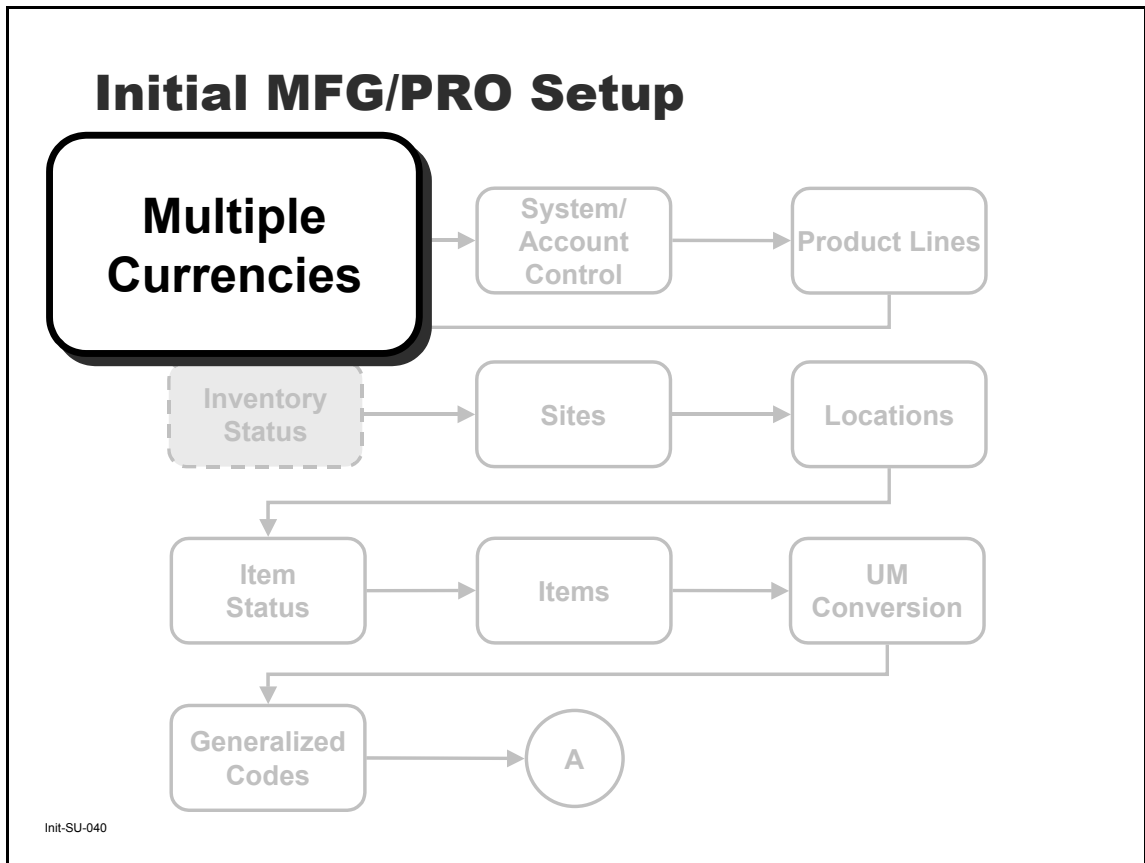


Boxes with dotted lines are required, but are covered at length in another course.

## Initial MFG/PRO Setup



Init-SU-030



## Multiple Currencies

To process transactions in non-base (foreign) currencies, you must use the Multiple Currency module. You then define currencies, maintain exchange rates, and set up bank codes for non-base currencies.

**Note** Before assigning a non-base currency, define the system base currency in System/Account Control.



See in this training guide: *Base Currency* on page 71

MFG/PRO supports multiple currencies for:

- Purchase Orders (PO)

- Sales Quotations (SQ) and Sales Orders (SO)
- Accounts Receivable (AR) and Accounts Payable (AP)
- Service/Support Management (SSM)

Most General Ledger (GL) accounts will be in base currency, but you may have some balance sheet accounts (types A or L) in foreign currencies.

When you enter a transaction for a non-base currency account, the system maintains the transaction in both the foreign currency and the system base currency. For example, a cash receipt in French francs may be posted to a French franc cash account. But on reports, the receipt will be shown in base currency, converted at the exchange rate from the receipt's GL effective date.

You can print the account balance, trial balance, budget, custom reports, and some of the transaction inquiries in either the system base currency or any valid non-base currency. Balance sheets and income statements always use the base currency. Accounts with a non-base currency are converted to the base currency, using the exchange rate for the effective date of the transaction.

**Note** You cannot change the general ledger account currency once transactions start referencing the account.

Before you begin processing transactions in another currency, you must set up:

- Currency codes
- Exchange rates
- Bank codes

## Currency Maintenance

The screenshot shows a window titled "Currency Maintenance" with the following content:

Currency: EUR  
 Description: European Euro  
 Rounding Method: 2

Below this, there are five rows of account selection fields:

Unrealized Exchange Gain Acct:	<input type="text" value="1035"/>	<input type="text"/>	<input type="text"/>
Unrealized Exchange Loss Acct:	<input type="text" value="1036"/>	<input type="text"/>	<input type="text"/>
Realized Exchange Gain Acct:	<input type="text" value="1037"/>	<input type="text"/>	<input type="text"/>
Realized Exchange Loss Acct:	<input type="text" value="1038"/>	<input type="text"/>	<input type="text"/>
Exchange Rounding Account:	<input type="text" value="1039"/>	<input type="text"/>	<input type="text"/>

Active:

At the bottom right, there are navigation buttons (X, left arrow, right arrow) and an "Add Link" button.

Init-SU-050

## Currency Maintenance

- This program is required to:
  - Set up currency codes and rounding methods
  - Activate the base currency and any other currencies a company uses
- For non-base currencies, set up:
  - Unrealized Exchange Gain accounts
  - Unrealized Exchange Loss accounts
  - Realized Exchange Gain accounts
  - Realized Exchange Loss accounts
  - Exchange Rounding accounts (This field is intended for future use)

- Accounts and cost centers default from the System/Account Control
  - Modify by currency

Any defined currency can be used when entering transactions or setting up balance sheet accounts for assets and liabilities.

## Exchange Rate Maintenance

Exchange Rate Maintenance

Cur 1: USD United States Dollar Cur 2: EUR European Euro

Start	End Date	USD Units	EUR Units
08/01/2001	08/31/2001	1.0	1.04971
09/01/2001	09/30/2001	1.0	1.04971
10/01/2001	10/31/2001	1.0	1.04971
11/01/2001	11/30/2001	1.0	1.04971
12/01/2001	12/31/2001	1.0	1.04971
01/01/2002	12/31/2002	1.0	0.95411
01/01/2003	01/31/2003	1.0	1.6117
02/01/2003	02/28/2003	1.0	0.92963
03/01/2003	03/31/2003	1.0	0.92635
04/01/2003	04/30/2003	1.0	0.93093
05/01/2003			

Init-SU-060

Dates cannot overlap

Add Link

## Exchange Rate Maintenance

This program is required for processing transactions in non-base currencies.

- Set up the two currencies of the exchange rate relationship
- Define the exchange rates and their effective dates for the currency exchange rate relationship

MFG/PRO maintains foreign currency amounts and the exchange rate, converting amounts to the base currency for reporting and calculating both realized and unrealized gains and losses.

- Exchange rates display as a two-part ratio
  - JPY 53.674421 = USD 1.0, for example
- Spot rates reflect the actual rate used at banks for the cash transaction and are often entered for
  - Accounts Receivable cash receipts

- Accounts Payable cash payments
- Spot rates are also used in other transactions, such as sales and purchasing, reflecting a negotiated rate for the transaction
  - Usually these rates are flagged as fixed and maintained until invoicing

**Note** In the general ledger, foreign currency amounts must be converted to the base currency for financial reporting.

## Bank Maintenance

Bank: aa  
Description: US BANK ACCOUNT #8293-02

**Address And Telephone**

Sort Name:  Added:  Language:

Address:

Address:

Address:

City:  State:  Post:  Format:

Country:   County:

Attention:  [2]:

Telephone:  Ext:  [2]:  Ext:

Fax/Telex:  [2]:

← →

Add Link

Init-SU-070

## Bank Maintenance

### Bank General Information

Use to set up bank codes for cash payment and receipt.

- At least one bank code must be defined before using Accounts Receivable, Accounts Payable, or Cash Management functions
- A bank code should be set up for each non-base currency in which you will be receiving or issuing payments
- Bank codes determine where to post in the General Ledger and how to process various transactions
- Typically set up as an alpha code

The first frame contains bank general information (e.g., address, telephone number, etc.).

### Bank Maintenance

Bank: aa  
Description: US BANK ACCOUNT #8293-02

**Checking Accounts**

Next Check: 012346  
 Currency: USD  
 Bank Acct 1:  
 Bank Acct 2:  
 Entity: 1000  
 Cash Account: 1040  
 Payment in Process Acct: 2110

Defaults from System/Account Control File 36.1

All posting done to this entity

Add Link

Init-SU-080

## Bank Checking Accounts

In the Checking Accounts frame you set up the specific bank account information, currency code, and the GL accounts.

- The currency code defines the currency in which transactions are to be processed
  - You can set up multiple bank codes to process multiple currencies
- Multiple bank codes can be assigned to the same physical bank account (e.g., one for manual checks and one for automatic)
- Multiple bank codes can reference the same GL Cash Account, provided the account is held in base currency or its currency matches the currency entered for the bank
  - You can use different GL accounts for each bank to maintain separate balances by currency and account

- You can use the Payment in Process Account (or cash in transit) to track payables that have yet to clear the bank
- The Exchange Gain/Loss Account is used in multiple currency environments
  - Tracks realized gain/loss on foreign currency payables relative to the system base currency
  - GL transactions are created for it whenever the exchange rate fluctuates between the voucher and payment date

## Bank Maintenance

Bank: aa  
Description: US BANK ACCOUNT #8293-02

**Draft Accounts**

Draft Rec Acct:	1300	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Charges Acct:	9550	<input type="text"/>	<input type="text"/>	<input type="text"/>
Discount Charges Account:	9500	<input type="text"/>	<input type="text"/>	<input type="text"/>
Disc Drafts Acct:	9500	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drafts Payable Acct:	2300	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Taxes Acct:	9510	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cashed Drafts Acct:	2200	<input type="text"/>	<input type="text"/>	<input type="text"/>
Endorsed Drafts Acct:	2300	<input type="text"/>	<input type="text"/>	<input type="text"/>

← →

Add Link

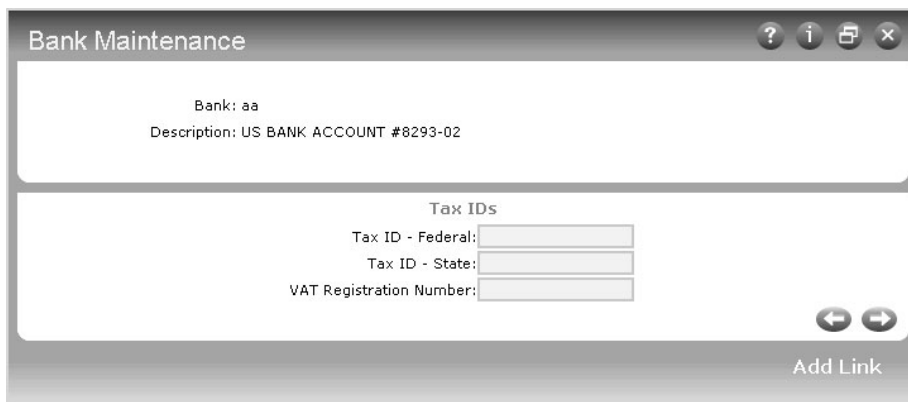
Init-SU-090

### Bank Draft Information

MFG/PRO supports draft management.

- If you pay invoices or accept payments in the form of drafts, you have the option of entering the account information for each bank

## Bank Maintenance



The screenshot shows a window titled "Bank Maintenance" with a standard OS-style title bar containing help, info, and close buttons. The main content area is divided into two sections. The top section displays "Bank: aa" and "Description: US BANK ACCOUNT #8293-02". The bottom section is titled "Tax IDs" and contains three input fields: "Tax ID - Federal:", "Tax ID - State:", and "VAT Registration Number:". To the right of these fields are left and right arrow buttons. At the bottom right of the window is an "Add Link" button.

Init-SU-100

### Bank Tax

The usage of the tax ID fields varies by country.

This prints on tax reports and other selected documents (e.g., invoices).

## Exercises



Init-SU-110

### Exercise: Multiple Currency

Instructions: Your company processes transactions in Japan and holds a bank account in Japanese Yen. You need to set up a few records in the database: the currency code and exchange rates, and a bank account (and corresponding GL account) for the currency.

- 1 Set up a new currency code, YEN.

## Rounding Method Maintenance

Rounding Method Maintenance

Rounding Method: 3

Description: Japanese Rounding

Rounding Unit: 1.000

Rounding Threshold: 0.0000

Decimal Point: .

Add Link

Init-SU-120

- a** Use Rounding Method 3.

**Note** Three rounding methods exist by default; they are listed below. You can set up additional rounding methods as needed in Rounding Method Maintenance. After defining rounding methods, apply them to currencies in Currency Maintenance.

- 0. Round to zero decimals, using 0.5 as the rounding threshold.
- 1. Round to one decimal, using 0.05 as the rounding threshold.
- 2. Round to two decimals, using 0.005 as the rounding threshold.

- b** Accept the remaining defaults.

*Use Currency Maintenance*

- c** Press Go.

- 2 Set up an exchange rate of 120.560, effective today.  
*Use Exchange Rate Maintenance*
- 3 Review the currencies and exchange rates set up on the system.
  - a Your new exchange rate (Yen) should display.  
*Use Exchange Rate Browse*
- 4 Set up a new cash account code for YEN:

Account:	1049
Description:	Cash – Yen
Type:	A
Currency:	Yen
Format Position:	11120 [Cash – Foreign]

## Bank Maintenance

The image displays two overlapping windows from the 'Bank Maintenance' application. The top window shows a summary of the bank entry: 'Bank: YN' and 'Description: YEN Bank'. The bottom window provides a detailed view of the 'Checking Accounts' section, including the following fields and values:

- Next Check: 000001
- Currency: YEN
- Bank Acct 1: [Empty]
- Bank Acct 2: [Empty]
- Entity: 1000
- Cash Account: 1049
- Payment in Process Acct: 1049

Additional fields for 'Address', 'City', and 'Attention' are visible on the left side of the bottom window. A 'Add Link' button is located at the bottom right of the bottom window.

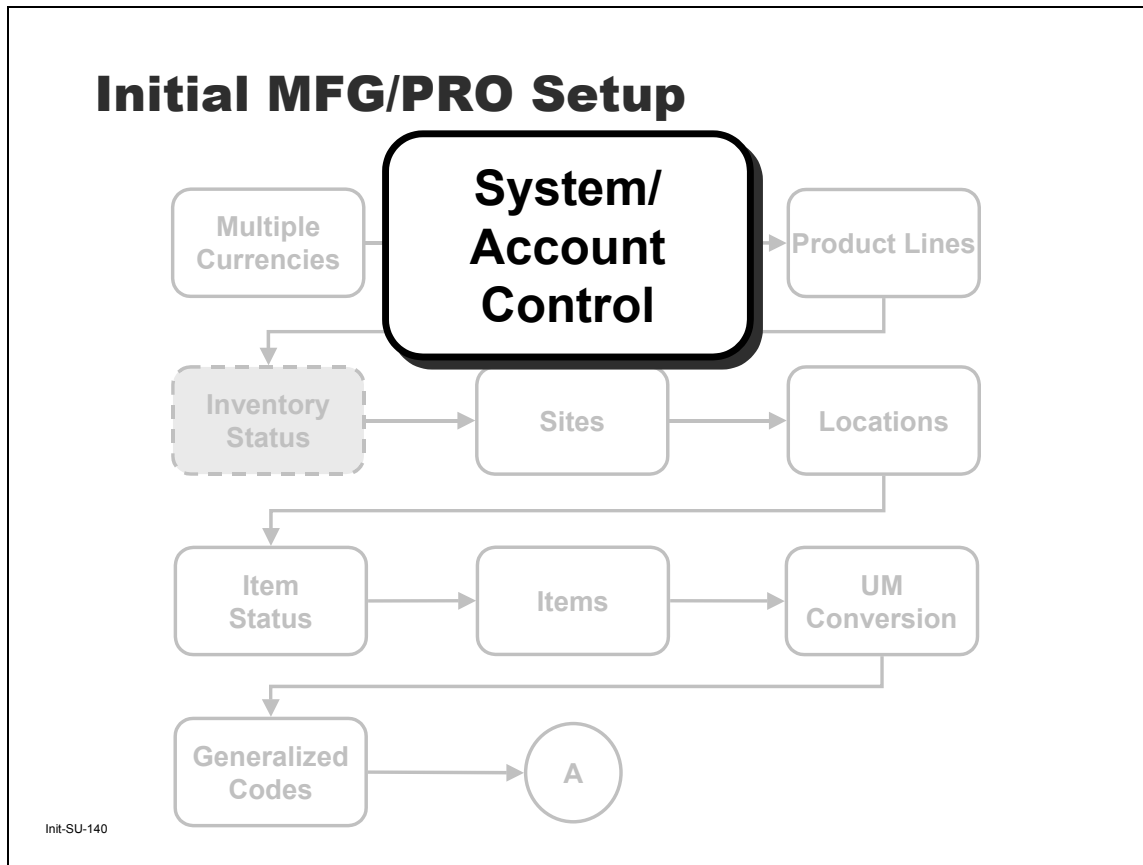
Init-SU-130

- 5 Add a new bank account for the YEN currency. Call the new Bank YN.

*Use Bank Maintenance*

Bank: YN  
 Description: YEN Bank  
 Sort Name: YEN Bank  
 Country: JPN  
 Currency: YEN  
 Entity: Use default 1000  
 Cash Account: 1049  
 Payment in Process Acct: 1049

- 6** Review the bank accounts set up on your system. Your new bank account (YN) should display.  
*Use Bank Report*



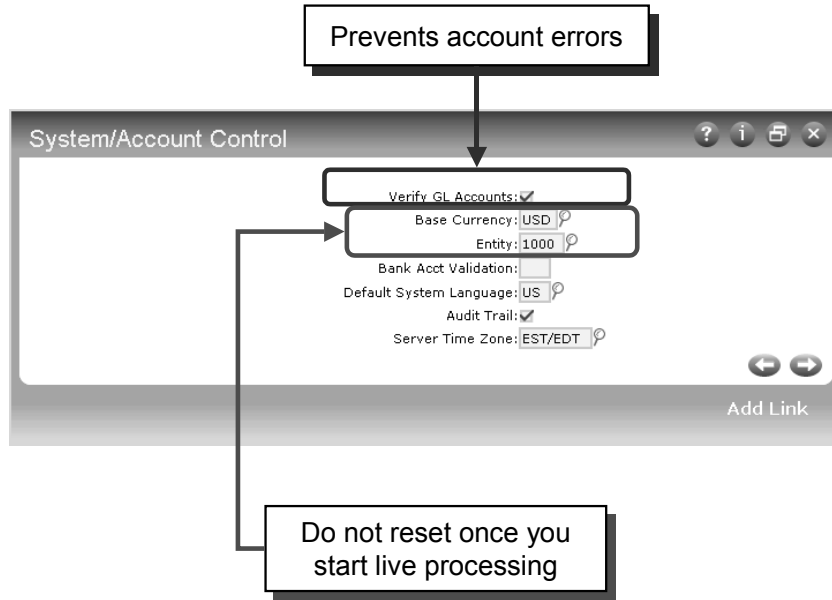
## System/Account Control

Use to set up default information used throughout the system to control verification strategies, accounting information, and account definitions. Before processing any transactions, set up:

- GL parameters
- Base currency
- System entity
- Server Time Zone

You also set up default accounts, sub-accounts, and cost centers.

## System/Account Control



Init-SU-150

## General System Information

### Verify GL Accounts

- If Yes, during data entry the system verifies that accounts, sub-accounts, and cost centers are valid, and that transaction effective dates are entered only for open fiscal periods
- Until you finish implementing the General Ledger module, set this to No
- Reset to Yes before live processing starts

### Base Currency

- System currency used for all financial reports
  - All exchange rates are defined in terms of this currency

**Note** Do not reset this once live processing starts.

### *Entity*

- Default system entity for transactions
- All taxes, freight charges, manufacturing costs, etc., will be posted to this entity unless you specify other entities in the transaction
  - This should be the same as the primary entity

**Note** Do not reset this once live processing starts.

### *Bank Acct Validation*

- Activates 11- or 12-digit bank account validation for electronic funds transfers to European GIRO accounts
  - Enter 11 or 12 to do this; otherwise, leave this field blank
- Account validation affects
  - Supplier Maintenance
  - Bank Maintenance
  - Customer/Supplier Banks Maintenance
  - Payment Selection Register

### *Default System Language*

- The default language you want the system to use
  - You must specify a default system language

### *Audit Trail*

- Determines whether you are to store audit detail of master table changes
- Typically set up as No until you go live

## Multiple Time Zones Maintenance

Multiple Time Zones Maintenance ? i [refresh] x

Time Zone: EST/EDT  
 Description: Eastern Time (North America)  
 Auto Period Adjust:

Time Zone Detail

Time Period:  ? Summer Time ← →

Start Year	End Year	GMT Offset	Start Period	Weekday	Time
1980	9999	-05:00	10/25	1	01:00

Add Link

Init-SU-152

### Server Time Zone

- Enter the time zone associated with the server machine for the current MFG/PRO database. The system verifies that this is a valid time zone defined in Multiple Time Zones Maintenance.

**Note** If you are using the optional Service/Support Management module and the Multiple Time Zone option is activated in Service Management Control, this field is updated by programs in SSM and cannot be modified here.

### Other Information Frames

In the following frames you set up the default account information:

- Multiple Currency
- Inter-Company Accounts

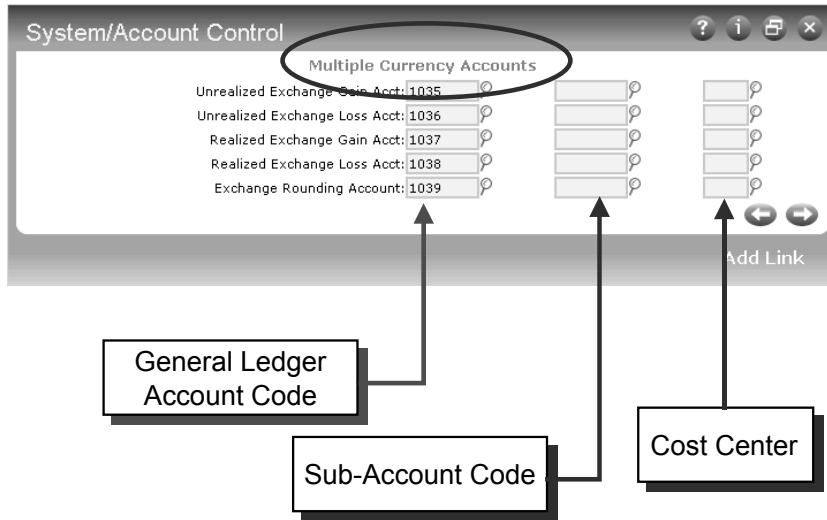
- Sales
- Accounts Payable
- Department
- Product Line
- Variance
- Service Accounts

When you set up the account, you have the option of entering a sub-account and/or a cost center. This account information appears when you add data for:

- Customers
- Suppliers
- Banks
- Product Lines
- Departments

**Note** Every account should be assigned a value. This eliminates the possibility of transactions being created with a blank account number.

## System/Account Control



Init-SU-160

## Multiple Currency Accounts

- Normally considered an expense account maintained in your system base currency
- Account numbers are uniquely identified by a combination of:
  - Account code
  - Sub-account
  - Cost center
- Unrealized gains/losses occur before the settlement of an open asset or liability item when a potential for further exchange rate fluctuation exists
  - Affect only non-base currency accounts (primarily AR, AP, and cash)

### System/Account Control

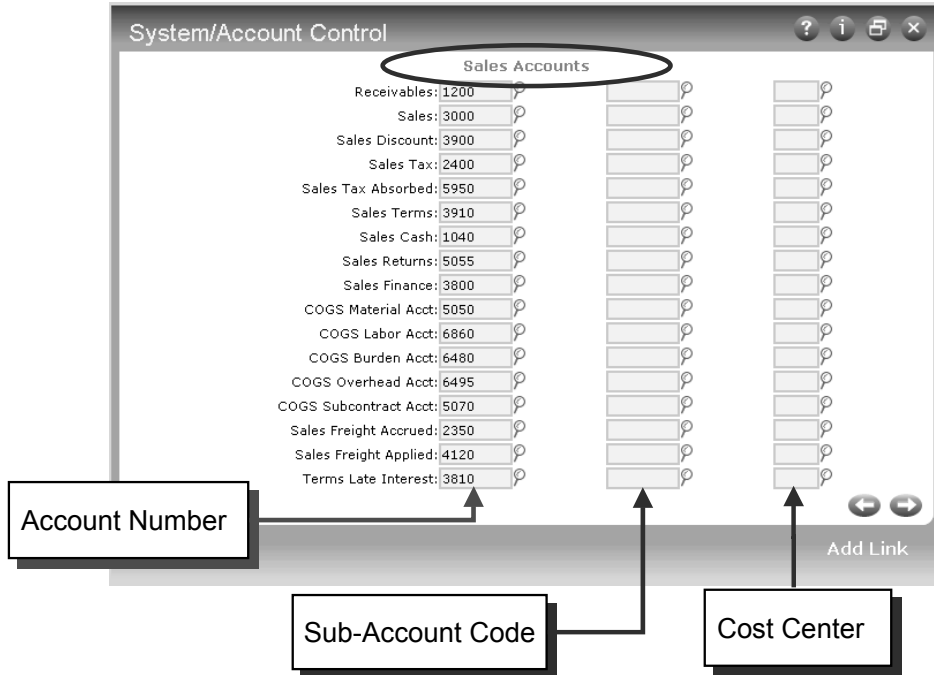
The screenshot shows a software window titled "System/Account Control". At the top right of the window are icons for help, information, print, and close. The main content area is titled "Intercompany Accounts" (circled in red). Below this title is a list of accounts with their respective debit and credit balances, each with a magnifying glass icon to its right. The accounts listed are:

Account Name	Debit	Credit
Accounts Payable (Debit):	1202	
Accounts Payable (Credit):	1202	
Accounts Receivable (Debit):	1203	
Accounts Receivable (Credit):	1203	
Fixed Assets (Debit):	1204	
Fixed Assets (Credit):	1204	
Inventory Control (Debit):	1201	
Inventory Control (Credit):	1201	

At the bottom right of the window, there are navigation arrows and an "Add Link" button.

Init-SU-170

## System/Account Control



Init-SU-180

## Sales Accounts

This default account information is used in:

- Accounts Receivable
- Invoice Posting
- Sales Order Shipping

## System/Account Control

System/Account Control

**Accounts Payable**

Payables: 2100  
 AP Discount: 5200  
 AP Tax Account: 1400  
 AP Tax Retained: 2450  
 Expensed Item Receipts: 2250  
 Expensed Item Usage Var: 5110  
 Expensed Item Rate Var: 5120

**Department**

Cost of Production: 6300  
 Labor: 6500  
 Burden: 6400

← → Add Link

Init-SU-190

### Accounts Payable

This default account information is used in:

- Checks
- Vouchers

### Department

This default account information is used in:

- Non-Productive Labor
- Repetitive
- Shop Floor Control (SFC) Transfer
- Work Order (WO) Close

## System/Account Control

Product Line		
Inventory Acct:	1500	
PO Receipts Acct:	2200	
Purchases:	5100	
Overhead Appl Acct:	6490	
Scrap:	5800	
Work in Process:	1600	
Inv Discrep Acct:	5900	
Cost Revalue Acct:	1550	
Floor Stock Account:	1560	

Add Link

Init-SU-200

## Product Line

This default account information is used in:

- Backflush
- GL Cost Change
- Inventory Counts
- Inventory Transactions
- Purchase Order (PO) Receipts
- Repetitive
- Voucher
- WO

- WO Close
- WO Receipt

## **Variances**

This default account information is used in:

- Multisite Transactions
- PO Receipt
- Repetitive
- SFC
- Voucher
- WO Close
- WO Issue
- WO Receipt

## **Service Accounts**

Used in Service/Support Management transactions.

### System/Account Control

System/Account Control

Variances			
PO Price Var. Acct:	5000	<input type="text"/>	<input type="text"/>
AP Usage Variance:	5010	<input type="text"/>	<input type="text"/>
AP Rate Variance:	5020	<input type="text"/>	<input type="text"/>
Method Variance Acct:	6200	<input type="text"/>	<input type="text"/>
Transfer Variance:	5030	<input type="text"/>	<input type="text"/>
Material Usage Var:	5045	<input type="text"/>	<input type="text"/>
Material Rate Var:	5040	<input type="text"/>	<input type="text"/>
Labor Usage Variance Acct:	6850	<input type="text"/>	<input type="text"/>
Labor Rate Variance Acct:	6800	<input type="text"/>	<input type="text"/>
Burden Usage Variance:	6470	<input type="text"/>	<input type="text"/>
Burden Rate Variance:	6460	<input type="text"/>	<input type="text"/>
Subcontract Usage Variance:	5065	<input type="text"/>	<input type="text"/>
Subcontract Rate Var:	5060	<input type="text"/>	<input type="text"/>
Mix Variance:	6100	<input type="text"/>	<input type="text"/>

Add Link

Init-SU-210

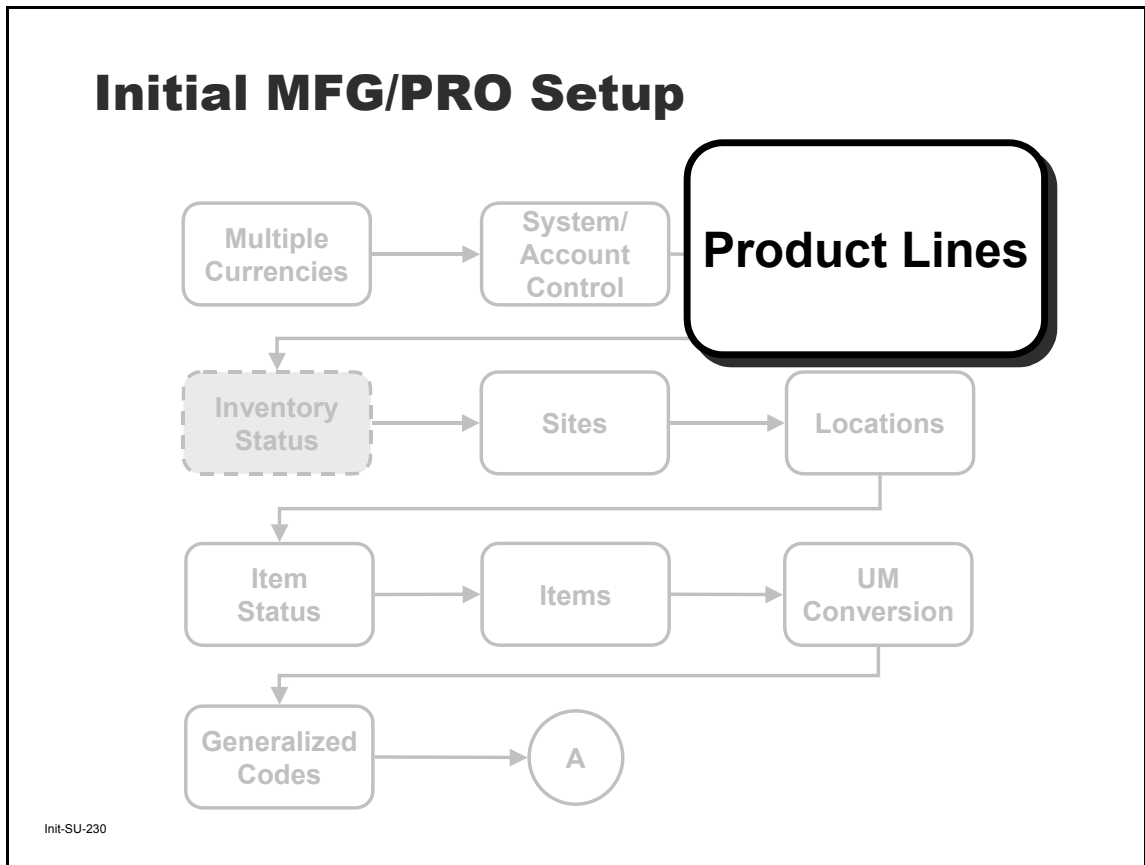
### System/Account Control

The screenshot shows a software window titled "System/Account Control". Inside the window, there is a sub-section titled "Service Accounts" which is circled in black. Below this title, there is a list of accounts with their respective values and magnifying glass icons:

Account Name	Value	Icon
Service Labor:	6550	🔍
Service Overhead:	6491	🔍
Service Expense:	7400	🔍
Expense Due:	7410	🔍
Service Returns:	5053	🔍
Deferred Revenue:	3000	🔍
Accrued Revenue:	3000	🔍

At the bottom right of the window, there are navigation arrows and the text "Add Link".

Init-SU-220



## Product Lines

Used to group/classify items or products with similar characteristics.

- Usually the grouping is by similarities of manufacture, use, application, cost analysis, or revenue analysis
- MFG/PRO uses product lines for accounting, planning and reporting purposes
- You must define at least one product line
- Each item is assigned to a product line, otherwise it cannot be entered into MFG/PRO

**Important** Before you define your product lines, you need to determine the criteria your company wishes to use for grouping the items. For example, you could group items by production process. Then, in the plastics industry, you could have a product line for blow molded items and another product line for injection molded items.

Product lines:

- Are associated with specific GL accounts for inventory, sales, and purchasing
  - Can also link items to sub-accounts and cost centers
- Identify families of products that can be planned in aggregate using Product Line Planning
  - All of the planning programs (product line planning, resource planning, MRP, MPS) can be run by product line
- Are used for selecting and reporting inventory, planning, and sales history reports

When planning product lines, need to consider:

- Common components that go into subassemblies
- All items required for a finished product
- Level of detail required in general ledger

## Product Line Maintenance: Inventory and Sales Accounts

The screenshot shows a window titled "Product Line Maintenance" with the following fields and options:

- Product Line: 1000
- Description: Pencil Products
- Taxable:  (circled in red with a callout box stating "Determines default tax status for items")
- Tax Class:
- Default Sub-Account: Override:
- Default Cost Center: Override:

The "Inventory Accounts" section contains the following fields:

Inventory Acct:	Inventory Acct:	Inventory Acct:
1500		0100
Inv Discrep Acct: 5900		0100
Scrap Account: 5800		0100
Cost Revalue Acct: 1550		0100

Navigation buttons (X, ←, →) and an "Add Link" button are located at the bottom right of the window.

Init-SU-240

## Product Line Maintenance

Used to add and maintain product line information.

- When adding an item, the item's taxable status defaults from the product line (which you can change)
  - You can set the tax status on the product line along with the appropriate tax class
  - You can change product tax status at the item level if appropriate
- Product lines use the default GL accounts from System/Account Control

## Inventory Accounts

Used in:

- Backflush
- GL Cost Change
- Inventory transactions
- Inventory counts
- Repetitive
- Shop Floor Control
- WO
- WO Receipt

## Product Line Maintenance

Product Line Maintenance

Product Line: 1000  
 Description: Pencil Products  
 Taxable:   
 Tax Class:  
 Default Sub-Account: Override:   
 Default Cost Center: Override:

Sales Accounts

Sales Account: 3000		0100
Sales Disc Acct: 3905		0100
Exempt Sales Acct: 4400	0100	
COGS Material Acct: 5050		0100
COGS Labor Acct: 6860		0100
COGS Burden Acct: 6480		0100
COGS Overhead Acct: 6495		0100
COGS Subcontract Acct: 5070		0100

Add Link

Init-SU-250

## Sales Accounts

Used for:

- Invoice Post
- SO Shipment

## Product Line Maintenance: Purchasing Accounts

Product Line Maintenance ? i [ ] x

Product Line: 1000  
 Description: Pencil Products  
 Taxable:   
 Tax Class:  
 Default Sub-Account: Override:   
 Default Cost Center: Override:

Purchasing Accounts

Purchases Acct: 5100		0100
PO Receipts Acct: 2200		0100
Overhead Appl Acct: 6490		0100
PO Price Var Acct: 5000		0100
AP Usage Var Acct: 5010		0100
AP Rate Var Acct: 5020		0100

[X] [←] [→]

Add Link

Init-SU-260

## Purchasing Accounts

Used for:

- PO Receipt (non-inventory)
- PO Receipt
- Voucher
- Variances

## Product Line Maintenance: Work Order Accounts

**Product Line Maintenance** ? i [icon] x

Product Line: 1000  
 Description: Pencil Products  
 Taxable:   
 Tax Class:  
 Default Sub-Account: Override:   
 Default Cost Center: Override:

**Work Order Accounts**

Floor Stock Account: 1560	<input type="text"/>	<input type="text" value="0100"/>
Material Usage Var: 5045	<input type="text"/>	<input type="text" value="0100"/>
Material Rate Var: 5040	<input type="text"/>	<input type="text" value="0100"/>
Mix Variance: 6100	<input type="text"/>	<input type="text" value="0100"/>
Cost of Production: 6300	<input type="text"/>	<input type="text" value="0100"/>
Sub Usage Var: 5065	<input type="text"/>	<input type="text" value="0100"/>
Subcontract Rate Var: 5060	<input type="text"/>	<input type="text" value="0100"/>
Work in Process Acct: 1600	<input type="text"/>	<input type="text" value="0100"/>
Method Variance Acct: 6200	<input type="text"/>	<input type="text" value="0100"/>

Add Link

Init-SU-270

### Work Order Accounts

Used for:

- WO Close
- WO Issue
- Non-Productive Labor
- Variances

## Product Line Maintenance: Service Accounts

Product Line Maintenance ? i [icon] x

Product Line: 1000  
 Description: Pencil Products  
 Taxable:   
 Tax Class:  
 Default Sub-Account: Override:   
 Default Cost Center: Override:

Service Accounts

Service Labor:	6550	<input type="text"/>	<input type="text"/>
Service Overhead:	6491	<input type="text"/>	<input type="text"/>
Service Expense:	7400	<input type="text"/>	<input type="text"/>
Expense Due:	7410	<input type="text"/>	<input type="text"/>
Service Returns:	5053	<input type="text"/>	<input type="text"/>
Deferred Revenue:	3000	<input type="text"/>	<input type="text" value="0100"/>
Accrued Revenue:	3000	<input type="text"/>	<input type="text" value="0100"/>

[X] [←] [→]

Add Link

Init-SU-280

## Service Accounts

Used in Service/Support Management transactions.

# Exercises



Init-SU-290

## Product Line Maintenance

Product Line: 1300  
 Description: Ink Products  
 Taxable:   
 Tax Class:  
 Default Sub-Account:  Override:   
 Default Cost Center:  Override:

Sales Accounts		
Sales Account:	3000	300
Sales Disc Acct:	3900	300
Exempt Sales Acct:		
COGS Material Acct:	5050	
COGS Labor Acct:	6860	
COGS Burden Acct:	6480	
COGS Overhead Acct:	6495	
COGS Subcontract Acct:	5070	

Add Link

Init-SU-300

### Exercise: Product Lines

Instructions: Add a new product line for a prototype ink cartridge. This product line is non-taxable.

- 1 Set Verify G/L accounts to NO.

*Use System/Account Control*

- 2 Enter the new product line using the following information:

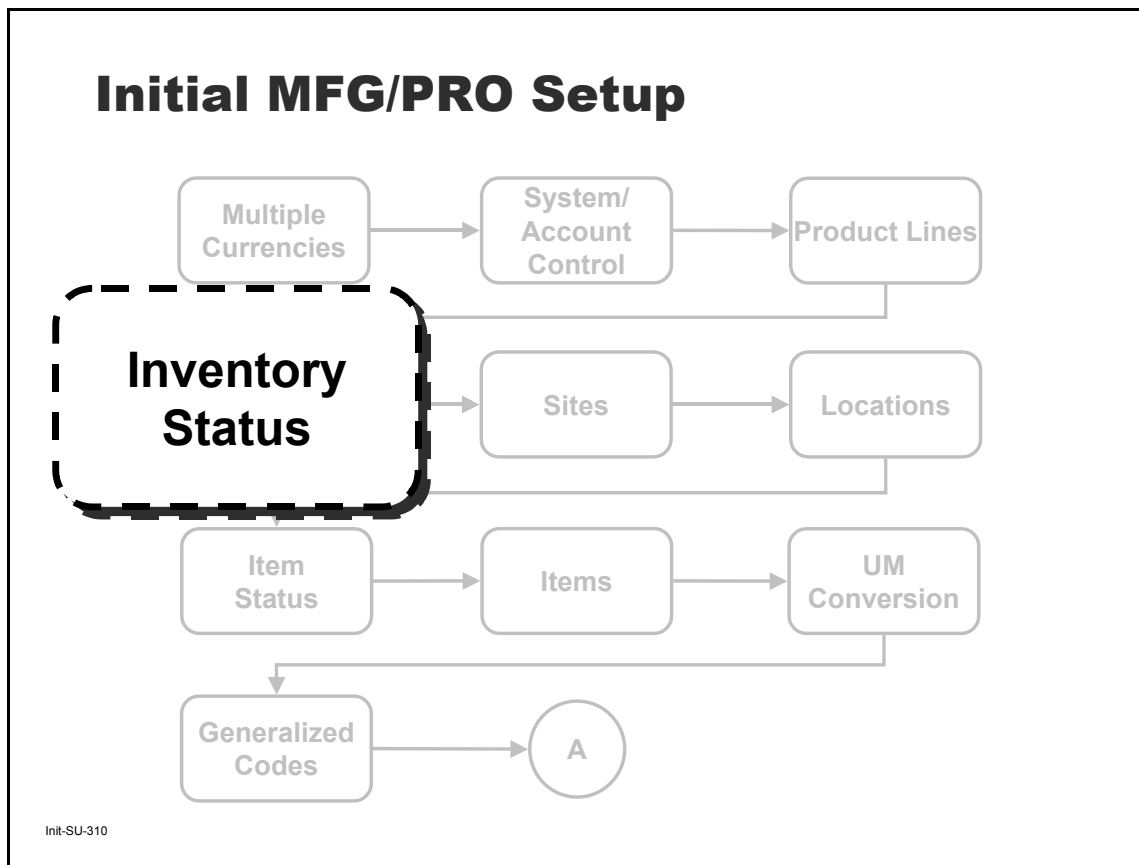
Prod Line:	1300
Description:	Ink Products
Taxable:	No
Tax Class:	<blank>
Sales Acct:	0300

Sub-Account: blank>  
CC: 300  
Sales Disc Acct: 0300  
Sub-Account: <blank>  
CC: 0300

*Use Product Line Maintenance*

- 3** Review the product line you just set up.

*Use Product Line Browse/Inquiry*



## Inventory Status

## Inventory Status Code Maintenance

Inventory Status Code Maint ? i [ ] x

Status Code: NONNET

Available:

Nettable:

Overissue:

Restricted Transactions

Restricted Transaction	CIM Allowed	Comments
ISS-SO	<input type="checkbox"/>	Sales Order Shipments
ISS-WO	<input type="checkbox"/>	WO Issue or Backflush

Restricted Transaction	CIM Allowed	Comments
ISS-SO <input type="text"/>	<input type="checkbox"/>	Sales Order Shipments

← →

Add Link

Init-SU-320

## Inventory Status Code Maintenance

Use to enter inventory statuses for item.

Inventory status codes determine whether specific inventory balances on hand are

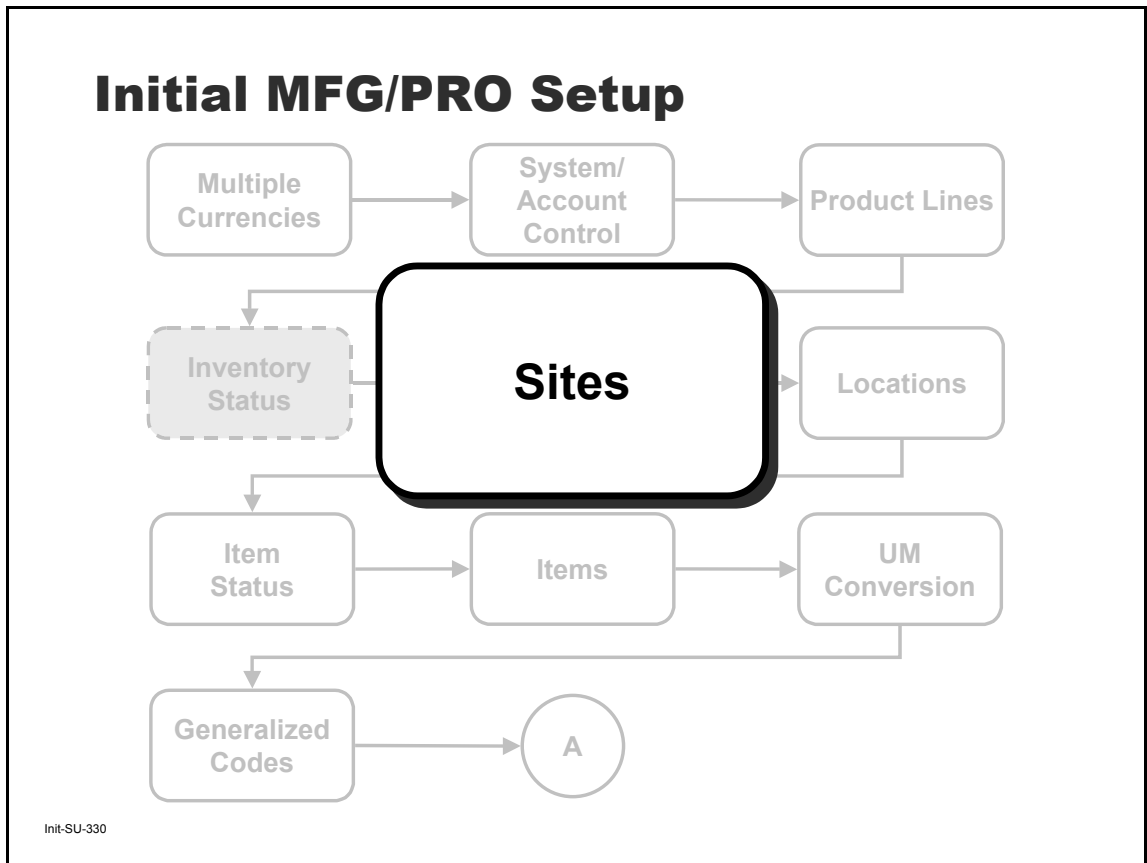
- Available for allocation to sales orders or work orders
- Considered available by MRP
- Are allowed to go negative

Inventory status codes also restrict particular transactions at specific locations

- For example, can restrict issues from an inspection location

At least one inventory status code must be defined before you can enter site/item combinations.

- Set up an initial blank inventory status code that is available and nettable in Inventory Status Code Maintenance
- Set up other inventory status codes as needed



## Sites

In MFG/PRO a site identifies an area where inventory is manufactured and/or stored.

**Example** A site can be an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

Each site manages its own inventory and production independently of other sites, even if those sites are in the same facility. However, sites do not need to:

- Produce separate financial statements
- Handle their accounts receivable or accounts payable separate from other sites

**Important** You must set up at least one site. Each site is assigned to an entity for financial reporting purposes and to a database for physical data storage. Sites can have multiple locations; however, each site can belong to one and only one entity and database.

MFG/PRO maintains all inventory control and planning information by sites, including:

- Inventory availability
- Manufacturing methods and costs
- Sales quotations and orders
- Purchases
- Manufacturing plans and orders
- Forecasts

## Site Maintenance

The screenshot shows a 'Site Maintenance' window with the following fields and values:

- Site: 1000
- Description: MATERIAL REVIEW
- Entity: 1000
- Default Inventory Status: NONNET (highlighted with a callout box stating 'Code must already be defined')
- Automatic Locations:
- Database:
- EMT Supplier:
- External Supplier:
- Transfer Variance Acct: 5030
- Transfer Ownership:

Navigation buttons at the bottom right include a close button (X), a back arrow, and a forward arrow. An 'Add Link' button is located at the bottom right of the window.

Init-SU-340

## Site Maintenance

Use to create and maintain sites.

**Important** When you create your sites you need to determine if you are going to create a site for a single company (i.e., single database, single entity) or for multiple companies (i.e., multiple databases, multiple entities).

- When you set up a site for a single-database company, you specify the site code
  - Use the default entity (system entity as set up in the System/Account Control)
  - Leave the Database field blank
- Before you create sites for multiple-database companies, you need to determine:
  - How many databases will be used?

- Will consolidated order processing be used?
- Will Distribution Requirements Planning (DRP) be used?



See in this training guide: *Sites* on page 37

### *Automatic Locations*

- You can automatically create location codes if you set Automatic Locations to Yes
  - When you do this, the system automatically creates a new location code whenever you enter an undefined location code

**Note** The system automatically creates the new location code. You are not given the option of creating the code or verifying your entry. Therefore, if you mis-type the location code, it is possible to create an incorrect code. For example, typing STWCK instead of STOCK.

### *Database*

Each site belongs to one entity and to one database. However, each database can contain multiple entities and each entity can contain multiple sites.

- If there are multiple databases and they are connected (e.g., for consolidated order processing or DRP), all the site codes in the system must be set up in each database
  - At the time you set up the site code, assign it to a specific database (use the Database field)
  - Then, when MFG/PRO looks for information about the site, it looks only at the site in the assigned database

**Note** If there are multiple databases, but each is functionally independent from the others (e.g, consolidated order processing), each database requires only the site codes for its own operations. It is a good idea to make site codes unique across all databases.

You set up the database connections using the Multiple Database module.

### **EMT Processing**

- If you are using the Enterprise Material Transfer (EMT) module, you use Site Maintenance to define sites and their default suppliers

For EMT, in addition to completing the fields previously discussed, you need to complete:

#### *EMT Supplier*

- Defines the default supplier for the site

- This is the supplier the system automatically references during sales order entry when ordering an item residing at this site, if no EMT supplier is defined for that item

#### *External Supplier*

- If Yes, this site represents an external supplier, and must be a supplier code already set up in your system
- If No, this site is an internal supplying site

**Note** You can only enter a supplier already set up in the system.

#### *Transfer Variance Account*

- The general ledger account code that is normally used to track cost variances on inventory transfers between two sites

#### *Transfer Ownership*

- When the Supplier Consignment Inventory module is active, you can indicate how consigned inventory should be managed when it is transferred to a specific site. The value determines the default value for new locations created in the site.
- When the Supplier Consignment Inventory module is not active, the Transfer Ownership field is disabled.

# Exercises



Init-SU-350

## Exercise: Sites

## Site Maintenance

Site: 100  
 Description: Training Site  
 Entity: 1000  
 Default Inventory Status: NONNET  
 Automatic Locations:   
 Database:  
 EMT Supplier:  
 External Supplier:  
 Transfer Variance Acct: 5030  
 Transfer Ownership:

Add Link

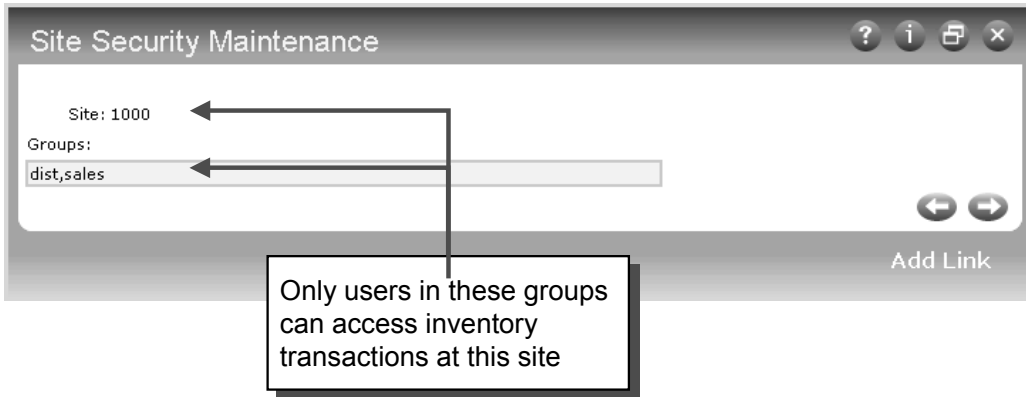
Init-SU-360

Instructions: Set up a new site.

- 1 Add a new site, 100.
  - a Description: Training Site
  - b Default Inventory Status: NONNET
  - c Accept the remaining defaults.

*Use Site Maintenance*
- 2 Review your new site set up on your database.  
*Use Site Browse*

## Site Security Maintenance



Init-SU-370

## Site Security Maintenance

Use to restrict group access to inventory transactions at a site. You specify which groups can process transactions at a particular site.

**Note** Security option must be U (User) or B (Both) to use site security. Site security is disabled when security option P (Password) is selected in the Security Control.

Access is determined by user and by group. A user can access a site only if the user's ID or group name appears in the site's Group field in Site Security Maintenance.

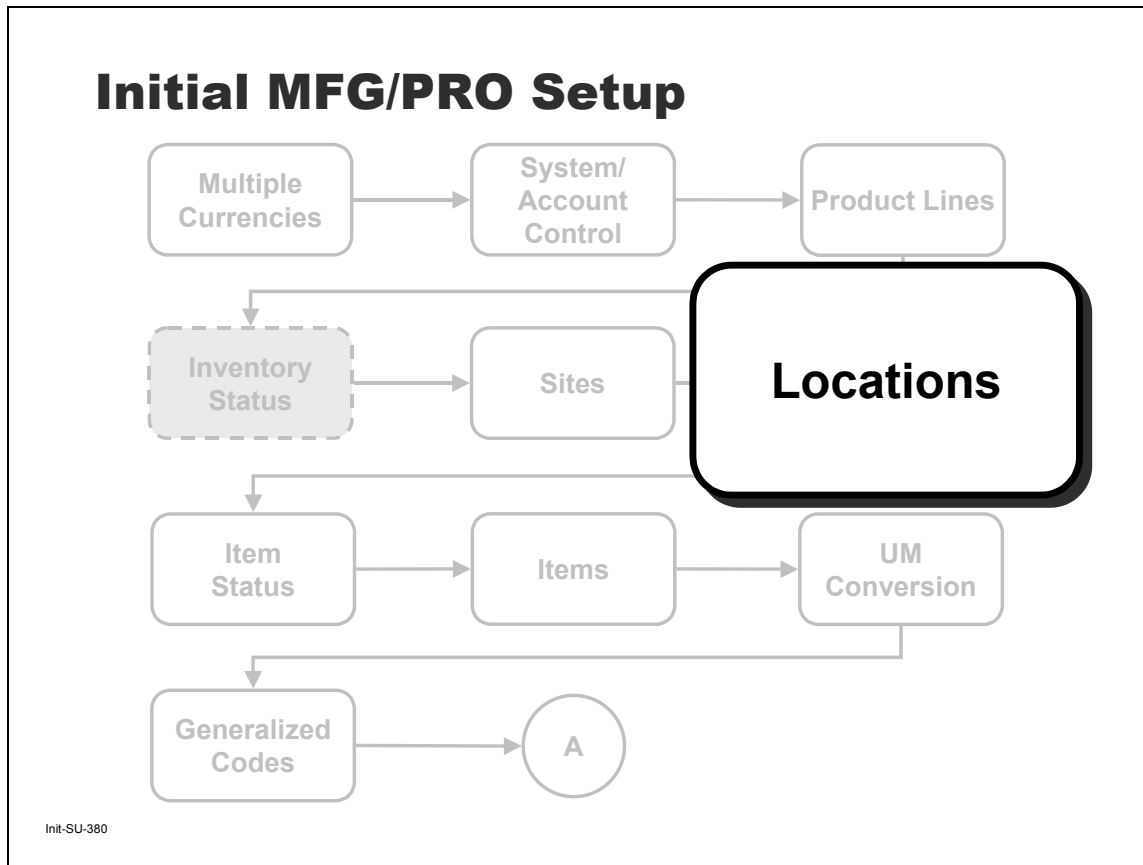
When you are considering whether or not to implement site security, keep in mind the following points:

- Site security works with programs that change data and have a Site field

- Site security checks ranges of sites on batch update programs, such as MRP regeneration and invoice post
  - If you enter a range of sites, you must have access to all of the sites in the range for the update to occur
  - If you do not have access to a site in the range, an error message displays the first site code from which you are restricted
- Delete and archive programs, Contract Control and Quality Management Control do not use site security
- You must set up each database individually

To implement site security:

- 1** Select security option U or B in the Security Control
- 2** Associate users with groups in User Maintenance
- 3** Use Site Security Maintenance to associate users or groups with each secured site
  - This is the same as specifying groups in Menu Password Maintenance
  - You can use previously defined groups to implement security
  - The Groups field is 72 characters long



## Locations

Locations define an area (e.g., shelf, bin, or tank) within a site where inventory is stored. A site can have an unlimited number of locations. You can also use the same location code for different sites. Location codes do not need to be predefined.

MFG/PRO offers you two ways to create location codes:

- Site Maintenance
  - Set the Automatic Locations field to Yes
- Location Maintenance

## Location Maintenance

Location Maintenance

Site: 30000 Atlanta Processing Plant

Location: 200

Description: Finished Goods

Inventory Status:

Project:  Blank

Date Created: 02/12/1994

Permanent:

Type:

Single Item:

Single Lot/Ref:

Capacity: 0.0 UM:

Reserved Locations:

Transfer Ownership:

Add Link

Init-SU-390

## Location Maintenance

Use to create and maintain locations.

### Site

- The site where this storage location can be found

### Location

- Name of the location
- Keep in mind when selecting a name for the location that when the system prints work order and sales order picklists, it looks through locations for available inventory and makes detail allocations

- The system sweeps location codes in ascending or descending order according to the setting in the Inventory Control

**Example** If you use significant location codes (e.g., STOCK, FLOOR, CONSIGN), and allocate in ascending order, the system allocates inventory starting with CONSIGN, then FLOOR, then STOCK.

#### *Inventory Status*

- Code representing the status of inventory in this location
- Depending on which inventory status code you enter, you can control
  - The availability of material for use (e.g., damaged, reserved)
  - Restrict transactions (e.g., issues from an inspection location)

#### *Permanent*

- If Yes, system maintains all location detail records even if the balance on-hand is zero
  - Consequently, locations with zero balances appear on reports and inquiries
  - To remove these records, you must use *Zero Balance Delete/Archive 3.23*
- If No, the system automatically deletes inventory detail records when the location's balance falls to zero
  - Note, the system does not delete the location code, only the inventory detail records

#### *Type*

- Identifies the type of location
- Locations are categorized by type, and items can be assigned to a specific type of location
  - This is useful when you have items requiring special storage (e.g., temperature controlled, sterile environment)

#### *Single Item*

- If Yes, identifies this location as a single item location
  - This is useful in situations where you store different types of items (olive oil, ammonia) of the same kind of material (liquid)
  - In that case, setting this field to Yes, prevents the different types of items from being stored in this location at the same time
- If No, then it is not a single item location

#### *Single Lot/Ref*

- If Yes, this location can only have an on-hand balance for a single lot (and lot reference if used) of one item at one time

*Capacity*

- The capacity of this inventory storage location, in terms of the capacity unit of measure. This field is for reference only and may appear on some selected reports and inquiries.

*Reserved Locations*

- Enter Yes to assign one or more customer or ship-to addresses to this location. If Yes, another frame displays so you can specify the addresses associated with this location. Otherwise, enter No.

*Transfer Ownership*

- When the Supplier Consignment Inventory module is activated, you can indicate how consigned inventory should be managed when it is transferred to a specific location.
- When the Supplier Consignment Inventory module is not active, this field is disabled.

If you are using EMT, use Location Maintenance to set up a direct delivery location.

If you are using DRP, use Location Maintenance to set up a Goods In Transit location code equal to the transportation network code.



04_CO	Costing
05_AC	Active
06_IA	Inactive
07_PO	Phase Out
08_OB	Obsolete

## Item Status Code Maintenance

Item Status Code Maintenance

Item Status: FS  
Description: Field Service Item

Restricted Transactions

ADD-SO	Sales Order Maintenance	
ADD-WO		
ISS-SO		
ISS-WO		

Minimize

Add Link

Init-SU-410

## Item Status Code Maintenance

Use to define item status codes and selectively restrict activities for items assigned to that code.

- You can set up a blank item status code for active items
  - However, setting up blank codes makes sorting reports impossible; blank criteria for report(s) selects all items, not just blank
- Each status code lists the restricted transaction
- Transactions not listed are not restricted

You can validate item status codes in Item Master Maintenance and Item Data Maintenance.

- Attach a list of valid item status codes to the `pt_status` field

## System-Required Transactions

<b>CST-ADJ</b>	<b>ISS-CHL</b>	<b>RCT-CHL</b>
<b>TAG-CNT</b>	<b>WO-CLOSE</b>	<b>ORD-PO</b>
<b>ORD-SO</b>	<b>CUM-SADJ</b>	<b>CUM-RADJ</b>
<b>ISS-GIT</b>	<b>RCT-GIT</b>	<b>ISS-FAS</b>
<b>RCT-FAS</b>		

Init-SU-420

Some transactions are required by the system and you cannot restrict them.

- To restrict these transactions, add menu security for the functions creating them

## Exercises



Init-SU-430

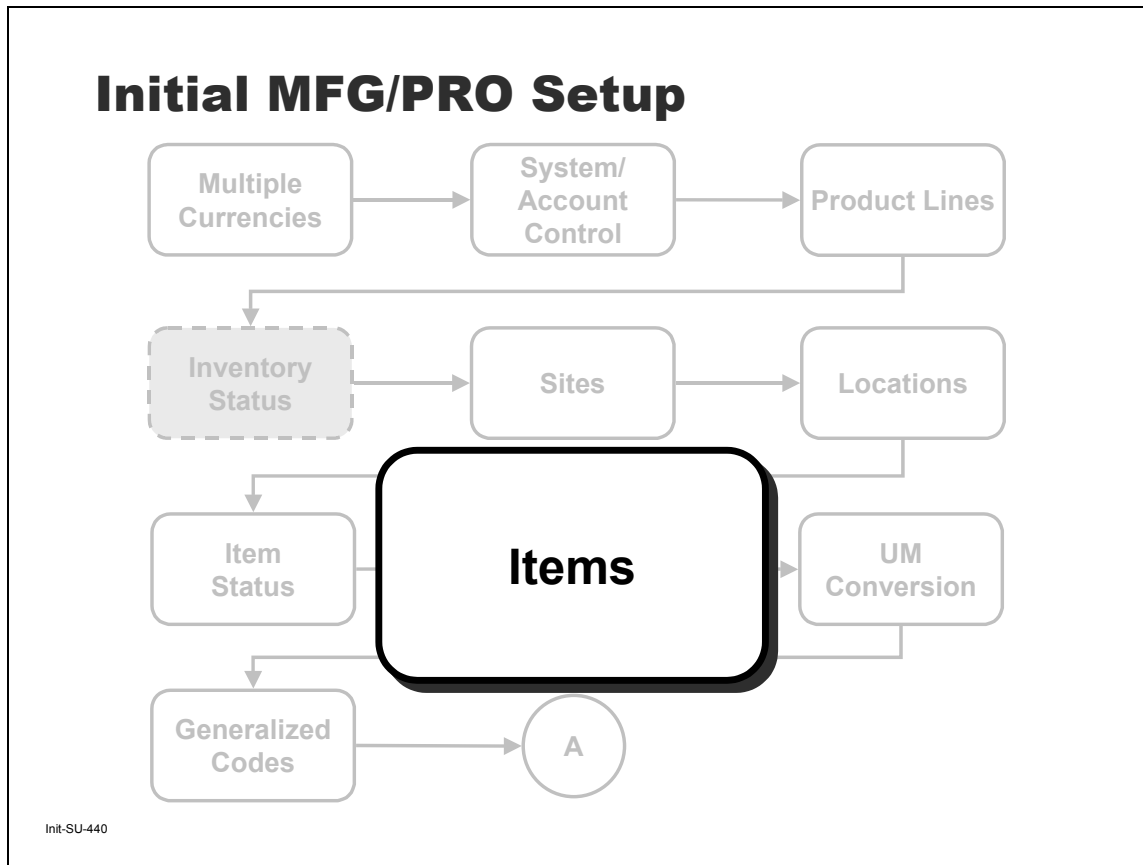
### Exercise: Item Status

Instructions: Add a new item status code.

- 1 Use your down arrow find the item status code “PP” Pre-Production.
  - a Advance your cursor the next frame.
  - b Review the restricted transactions for the item status code.  
*Use Item Status Code Maintenance*
- 2 Add a new item status code, calling it Active.
- 3 Advance to the next frame.

- a** Use the look-up browse and review the transaction values.
- b** This item status code is going to be used to restrict items from being issued to a sales order.

Select the appropriate value.



## Items

You create item records for items and products stored in inventory and/or planned by MRP or DRP. The item master table contains records for all items, regardless of site. Item records contain data used throughout MFG/PRO.

You must create an item record/number for every inventory item. There are two ways you can do this using:

- Item Master Maintenance
- Item Data Maintenance

Item records contain six categories of item data:

- General

- Inventory
- Shipping
- Planning
- Price
- Cost

You can add item data using:

- Item Master Maintenance
  - All categories

**Note** Items can be deleted only using Item Master Maintenance as long as there is not an open invoice.

- Item Data Maintenance
  - General data
- Item Inventory Data Maintenance
  - Inventory data
  - Shipping data
- Item Planning Maintenance
  - Planning data
- Item Cost Maintenance
  - Price data
  - Cost data

**Note** These screens enable flexibility in setting security for different types of information.

## Item Master Maintenance: General Item Data

Item Master Maintenance

Item Number: 10-10000 Description: OASIS(TM) COOLING SYST  
HOME/INDUST MODEL

Unit of Measure: EA **System default**

**Item Data**

Prod Line: 1500 Item Type: CONFIG Drawing: 10-10000  
Added: 11/25/1996 Status: AC Revision: AB  
Design Group: Group: DISCRETE Drawing Loc: Size:  
Promo Group: Price Break Category:

**Item Inventory Data**

ABC Class: Average Interval: 90  
Lot/Serial Control: S Cycle Count Interval: 120  
Site: 10000 Shelf Life:  
Location: 200 Allocate Single Lot:   
Location Type: Key Item:   
Auto Lot Numbers:  **Required for APM** PO Receipt Status: Active:   
Lot Group: WO Receipt Status: Active:   
Article Number:

If APM is set to "no" in Sales Order Control File, field is validated against Generalized Codes and is available for reference only

Init-SU-450

## Item Master Maintenance

Use to add and maintain item numbers at the default or primary site. You must set up item numbers for every inventory item.

The same item can be linked to different sites. You can control, plan, and cost items separately at each site by using:

- Item-Site Inventory Data Maintenance
- Item-Site Planning Maintenance
- Item-Site Cost Maintenance

If the item's general data is different between sites, you need to create a new item for each site. Once you create an item-site record for an item, future modifications to that item must be done

using the item-site programs listed above. This applies even if you are modifying the default or primary site.

## General Item Data

General item data is basically static information identifying the item and providing descriptive data. It appears on reports (item number, description) and groups items for planning and reporting (product line, group, and item type).

General data must be valid for all sites. If an item's general data varies by site, you must set up each item using a different item number at each site.

You must enter a product line (Prod Line) for each item.

You can add or modify item general data using:

- Item Master Maintenance
- Item Data Maintenance

## Item Data

### *Item Number*

- The system places no constraints on the item number, except for its length, which can be a maximum of 18 characters
  - Alpha-numeric or numeric-alpha
  - If using the Service/Support Management module, you can update item service attributes from Item Master Maintenance, if Service Data in Item Master is Yes in the Service Management Control

### *UM*

- Indicates the unit of measure in which this item is stocked and planned
- Validated against predefined values entered in Generalized Codes Maintenance, if any
- The default is [EA]ch

### *Description*

- When completing the description, MFG/PRO allows you to select items by description
- There are two lines in the description:
  - First line appears on reports, inquiries, and printed documents

- Second line provides additional information about the item and can appear on reports, inquiries, and printed documents if space permits
- Can enter all four categories of item data

*Prod Line*

- Items are assigned to product lines
  - You can use separate product lines (along with groups or item types) to distinguish items set up for Service/Support Management functions

*Added*

- The date this item/product was first entered into the system
- The default is the system date

*Design Group*

- Identifies the group of users responsible for the design of this item
- Validated against group codes set up for Product Change Requests (PCRs) and Product Change Orders (PCOs) in the Product Change Control (PCC) module
- If PCOs are not used, you can use this field as a reference field

*Promo Group*

The Promo Group field is significant only if you are using the Advanced Pricing Management (APM) module.

- In addition to the MFG/PRO item master table, APM has its own item master table which contains additional fields
- In order to make sure changes you make using either Item Master Maintenance or Item Data Maintenance get updated in the APM item master table you need to set the following fields:
  - Promo Group
  - Integrate with APM (set in Sales Order Control)

The following shows the options and effect for the Integrate with APM field settings in the Sales Order Control Program:

Non-blank value

Yes = Updates APM item master table

Any value

No = Does not update APM item master table

Blank

Yes = Does not update APM item master table

### *Item Type*

- An optional code you can use to categorize similar items
- Items are often grouped based on similar characteristics, such as method of manufacture or level in the product structure
- Items can be selected for cycle count based on item type
- You can make sure that codes are entered consistently by entering the allowed codes into Generalized Codes Maintenance since Item Type is validated against these predefined values

### *Status*

- An optional code identifying the status of an item/product
- Status often identifies the engineering status of an item
  - You may code items as [A]ctive, [I]nactive, [E]ngineering design, [P]rototype, or [O]bsolete
- Item status codes and restricted transactions are defined using Item Status Code Maintenance

### *Group*

- An optional code you can use to categorize similar items
- Items are often grouped based on similar characteristics, such as method of manufacture or level in the product structure
- You can make sure that codes are entered consistently by entering the allowed codes into Generalized Codes Maintenance since Group is validated against these predefined values

### *Drawing*

- A optional engineering drawing number for this item/product
- For reference only and may appear on some selected reports and inquiries

### *Rev*

- An optional code identifying the engineering revision of this item
- Usually associated with a particular engineering drawing or process
- If you are operating multiple sites, item revision can be different for each site
- Validated against predefined values entered in Generalized Codes Maintenance, if any

### *Drawing Loc*

- User defined code representing the storage location of the engineering drawing

*Size*

- User-defined code representing the size of the engineering drawing

*Price Break Cat*

- Categorizes or groups items that need to be accumulated together to get a better quantity break
- Used by Pricing module

## Item Master Maintenance: Item Inventory Data

Item Master Maintenance

Item Number: 10-10000  
Unit of Measure: EA

Description: OASIS(TM) COOLING SYST  
HOME/INDUST MODEL

**Item Data**

Prod Line: 1500  
Added: 11/25/1996  
Design Group:  
Promo Group:

Item Type: CONFIG  
Status: AC  
Group: DISCRETE  
Price Break Category:

Drawing: 10-10000  
Revision: AB  
Drawing Loc:  
Size:

**Item Inventory Data**

ABC Class:  
Lot/Serial Control: S  
Site: 10000  
Location: 200  
Location Type:  
Auto Lot Numbers:   
Lot Group:  
Article Number:

Average Interval: 90  
Cycle Count Interval: 120  
Shelf Life:  
Allocate Single Lot:   
Key Item:   
PO Receipt Status:   
WO Receipt Status:   
Active:   
Active:

Primary site for this item

Add Link

Init-SU-460

### Item Inventory Data

Item inventory data is control data (i.e., it controls MFG/PRO inventory functions). It is responsible for the security, movement, accuracy, and (in some cases) the allocation of inventory. These fields are used in:

- Inventory control ABC classification
- Inventory transactions
- Allocations and picking
- Cycle counting

You can add or modify item inventory information using:

- Item Master Maintenance

- Item Inventory Data Maintenance
- Item-Site Inventory Data Maintenance

Usually inventory data applies to the item at all sites. However, data such as ABC Class and Cycle Count Interval can be unique to each site. When this is the case, use Item-Site Inventory Data Maintenance to create item inventory records for each site. The item's general information remains the same at all sites.

#### *ABC Class*

- A code classifying and ranking this item/product
- ABC classification codes determine the count frequency and the error tolerance allowed for each item
  - The Cycle Count Worksheet selects items for counting based on ABC class
- ABC class may also dictate how the item is managed
- Validated against predefined values entered in Generalized Codes Maintenance, if any

#### *Lot/Serial Control*

- All inventory functions look to this flag first to see if a lot or serial number is required to issue the item

#### *Site*

- The site where this item is normally produced or stored

#### *Location*

- An optional location code indicating the physical location where this item is normally stored

#### *Location Type*

- A code identifying the type of location this item should be stored in
- When the item is received or transferred, the system verifies that the type of location the item is being received into matches the location type associated with the item
- Useful for items with special storage requirements, such as temperature or humidity

#### *Auto Lot Numbers and Lot Group*

- Settings determine if lot numbers are automatically assigned and if so, the format the system uses

#### *Article Number*

- The article number associated with this item
- This field is for reference only and may appear on some selected reports and inquiries

*Avg Int*

- The number of calendar days used as an averaging interval for this item
  - The default is 90 days
- Used as the default for all sites
  - May be changed manually for any site as needed
- Validated against predefined values entered in Generalized Codes Maintenance, if any

*Shelf Life, Allocate Single Lot, and Key Item*

- Affect issues or transfers

*PO Rcpt Status (PO Receipt Status), WO Rcpt Status (WO Receipt Status), and Active*

- Set default Inventory Status Codes

*ABC Class and Cyc Cnt Int*

- Control cycle counting
  - These are set by the system using Item ABC Status Report/Update

## Item Master Maintenance: Item Shipping Data

? i ↻ ✕
Item Master Maintenance

Item Number: 10-10000	Description: OASIS(TM) COOLING SYST
Unit of Measure: EA	HOME/INDUST MODEL

**Item Data**

Prod Line: 1500	Item Type: CONFIG	Drawing: 10-10000
Added: 11/25/1996	Status: AC	Revision: AB
Design Group:	Group: DISCRETE	Drawing Loc:                      Size:
Promo Group:	Price Break Category:	

**Item Shipping Data**

Corp Comm Code: <input style="width: 90%;" type="text"/>		
Ship Weight: <input style="width: 80%;" type="text" value="53.00"/>	<input style="width: 40px;" type="text" value="KG"/>	Net Weight: <input style="width: 80%;" type="text" value="50.00"/>
Freight Class: <input style="width: 80%;" type="text" value="00000010"/>		Volume: <input style="width: 80%;" type="text" value="1.00"/>
		<input style="width: 40px;" type="text" value="KG"/> <input style="width: 15px;" type="text"/>
		<input style="width: 40px;" type="text" value="CM"/> <input style="width: 15px;" type="text"/>
		← →

Add Link

Init-SU-470

### Item Shipping Data

Contains the item data used to determine the item's freight costs.

- System uses this data to calculate freight charges when shipping the item
- Sales orders use the ship weight and freight class for inventory items
- Freight Class, Net Weight, Size, and Ship Weight are used by distribution functions in shipping

## Item Master Maintenance: Item Planning Data

Item Master Maintenance

Item Number: 10-10000      Description: OASIS(TM) COOLING SYST  
 Unit of Measure: EA      HOME/INDUST MODEL

**Item Planning Data**

Mstr Sched: <input checked="" type="checkbox"/>	Buyer/Planner: <input type="text"/>	Phantom: <input type="checkbox"/>
Plan Orders: <input checked="" type="checkbox"/>	Supplier: <input type="text"/>	Minimum Order: 0
Time Fence: 0	PO Site: 10000	Maximum Order: 0
MRP Required: <input checked="" type="checkbox"/>	Purchase/Manufacture: C	Order Multiple: 0
Order Policy: POQ	Configuration Type: ATO	Op Based Yield: <input type="checkbox"/>
Order Qty: 0	Inspect: <input type="checkbox"/>	Yield Percent: 100.00%
Batch Qty: 1.0	Ins LT: 0	Cum LT: 0      Run Time: 0.000
Order Period: 7	Mfg LT: 0	Pur LT: 0      Setup Time: 0.000
Safety Stock: 0	ATP Enforcement: NONE	EMT Type: NON-EMT
Safety Time: 0	Family ATP: <input type="checkbox"/>	Auto EMT Processing: <input type="checkbox"/>
Reorder Point: 0	Run Seq 1: <input type="text"/>	Network Code: <input type="text"/>
Revision: AB	Run Seq 2: <input type="text"/>	Routing Code: <input type="text"/>
Issue Policy: <input checked="" type="checkbox"/>		BOM/Formula: <input type="text"/>

Use with EMT

Init-SU-480

### Item Planning Data

Item planning data is control data (i.e., it controls MFG/PRO planning and manufacturing functions). The data you enter in this section determines how and when to replenish/plan inventory. This data affects:

- MRP
- Purchasing
- Manufacturing (work orders, repetitive schedules, and master scheduling)
- Configured Products
- Costing

You can add or modify item planning information using:

- Item Master Maintenance
- Item Planning Maintenance
- Item-Site Planning Maintenance

If your planning data differs between sites, you can use Item-Site Planning Maintenance to create individual item site planning information. The item's general information remains the same between sites. The MRP course covers this in detail.

### *Pur/Mfg*

The Pur/Mfg (Purchased/Manufactured) flag is where all planning functions look first.

- Determines most about how items are planned, how costs are calculated, and how cumulative lead times are calculated
- You have seven options to choose from:

#### [P]urchased

- Obtained from supplier
- May have a preferred supplier and a purchase and inspection lead time

#### [D]RP

- Supplied internally from another site
- Has a sourcing network

#### [M]anufactured

- Produced internally
- Has a manufacturing lead time, a BOM, and a routing code

#### [R]outable

- Produced internally only when needed by an upper level assembly

#### [C]onfigured

- Configured to order and produced internally

#### [L]ine Manufactured

- Item is manufactured repetitively on a single or on multiple production lines

#### [W]Flow Scheduled

- Normally manufactured on a flow production line

#### [F]amily

- Special type of item used for planning

#### [Blank]

- System assumes item is manufactured

#### *EMT Type and Auto EMT Processing*

- EMT Type and Auto EMT Processing are significant only if you are using the EMT module
- EMT Type field determines the type of EMT processing to be followed. Your options are:
  - TRANSHIP
  - DIR-SHIP
  - NON-EMT

If you are not using EMT, select NON-EMT.

- Set the Auto EMT Processing field to Yes if you are using multi-level EMT processing and want to have the system automatically create an EMT purchase order

## Item Master Maintenance: Item Cost Data

Item Master Maintenance

Item Number: 10-10000      Description: OASIS(TM) COOLING SYST  
 Unit of Measure: EA                      HOME/INDUST MODEL

Price: 3,900.00

Totals					
Totals:	140.00	1.00	141.00	<input type="checkbox"/>	12/04/96

GL Cost Data (Site: 10000 / Set: Standard)						
Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	0.00	1.00	1.00	<input checked="" type="checkbox"/>	Material	<input type="checkbox"/>
Labor	20.00	0.00	20.00	<input checked="" type="checkbox"/>	Labor	<input type="checkbox"/>
Totals						
Totals:	140.00	0.00	140.00	<input type="checkbox"/>	11/25/96	<input type="checkbox"/>

Current Cost Data (Site: 10000 / Set: Current)						
Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Material	<input type="checkbox"/>
Labor	20.00	0.00	20.00	<input checked="" type="checkbox"/>	Labor	<input type="checkbox"/>
Burden	120.00	0.00	120.00	<input checked="" type="checkbox"/>	Burden	<input type="checkbox"/>
Overhead	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Overhead	<input type="checkbox"/>
Subcontr	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Subcontr	<input type="checkbox"/>

Init-SU-490

## Item Cost Data

Item cost data is divided into three sections:

- Price
- GL cost
- Current cost

## Item Price Data

- Is entered in the system base currency
- Becomes the default list price in sales transactions
- Controls the price of the item at this site (specified in the Inventory Data section)

- Controls the item's tax status
- Is the same for the item at all sites

### Cost Data

- Every item has at least two costs, GL and Current
  - GL cost is the cost the system uses on all GL transactions
  - Current cost is today's cost, which the system can maintain as the Last or Average cost (purchase, labor, burden, and subcontract)
- The cost information can be different for each site
  - In a multi-site environment the cost must be specified for each site
  - Default cost applies only to the default site
  - Cost at other sites is zero until it is set up either in Cost Maintenance or by copying or assigning a cost set to each site
- Most reports print either GL or current cost

There are this-level (Level 0) and lower-level costs. Each has five standard categories:

- Material
  - Total cost for an item
- Labor
  - Cost of direct labor used in producing an item
- Burden
  - Also referred to as variable burden or variable overhead
  - Cost of operating a business that cannot be directly related to an item
- Overhead
  - Also referred to as fixed burden or fixed overhead
  - This is a cost category that permits costs to be maintained outside of burden
- Subcontract
  - Outside processing or assembly cost added to a product by outside vendors

**Note** An unlimited number of additional categories can be set up if you are using the Cost Management module.

You can add or modify item cost information using:

- Item Master Maintenance

- Item Cost Maintenance
- Item-Site Cost Maintenance
- Item-Element Cost Maintenance

If your cost data differs between sites, you can use Item-Site Cost Maintenance or Item-Element Cost Maintenance to create individual item site cost information. The item's general information, price, and tax status remain the same between sites.

Use Cost Set Copy to Cost Set and Cost Set to Site Assignment to allocate costs to sites in a multi-site environment.

**Warning** Costs are copied for items with cost, planning or inventory data already set up in the target site.





## Item Data Maintenance

Item Data Maintenance

Item Number: 10-10000  
Unit of Measure: EA

Description: OASIS(TM) COOLING SYST  
HOME/INDUST MODEL

**Item Data**

Prod Line: 1500  
Added: 11/25/1996  
Design Group:  
Promo Group:

Item Type: CONFIG  
Status: AC  
Group: DISCRETE

Drawing: 10-10000  
Rev: AB  
Drawing Loc:  
Price Break Category:

Size:

← →

Add Link

Init-SU-520

## Item Data Maintenance

Use to add a new item number. You can also enter or modify general item data.

Adding an item number using Item Data Maintenance does not link the item to a site, and does not create the item's control data. You must add the control data at each site where the item is going to be located. To do this you can use:

- Item Inventory Data Maintenance
- Item-Site Inventory Data Maintenance
- Item-Site Planning Maintenance
- Item-Site Cost Maintenance

## Item Inventory Data Maintenance

Item Inventory Data Maintenance

Item Number: 10-10000      Description: OASIS(TM) COOLING SYST  
Unit of Measure: EA      HOME/INDUST MODEL

**Item Inventory Data**

ABC Class:      Average Interval: 90  
Lot/Serial Control: S      Cycle Count Interval: 120  
Site: 10000      Shelf Life:  
Location: 200      Allocate Single Lot:   
Location Type:      Key Item:   
Auto Lot Numbers:       PO Receipt Status:      Active:   
Lot Group:      WO Receipt Status:      Active:   
Article Number:

**Item Shipping Data**

Corp Comm Code:    
Ship Weight:         Net Weight:     
Freight Class:        Volume:

Add Link

Init-SU-530

## Item Inventory Data Maintenance

Item inventory data consists almost entirely of data that controls MFG/PRO functions.

- Most data applies to the item at all sites
- Some data can be defined differently for each site
  - ABC Class
  - Cycle Count Interval
  - Status
- Item inventory data is accessed by:
  - All inventory transactions
  - Receipts

Returns

Issues

Shipments

Transfers

- Sales and work order allocations
- Work order release functions
- All inventory functions look at the item Lot/Serial Control flag first
  - [L] or [S] = the inventory is not issued without a number
- Shelf Life, Allocate Single Lot, and Key Item further limit issues or transfers
- PO Rcpt Status, WO Rcpt Status, and the Active fields set default inventory Status Code codes
- ABC Class and Cycle Count Interval control cycle counting

## Item Planning Maintenance

Item Number: 10-10000

Unit of Measure: EA

Description: OASIS(TM) COOLING SYST  
HOME/INDUST MODEL

### Item Planning Data

Mstr Sched: <input checked="" type="checkbox"/>	Buyer/Planner: <input type="text"/>	Phantom: <input type="checkbox"/>
Plan Orders: <input checked="" type="checkbox"/>	Supplier: <input type="text"/>	Minimum Order: <input type="text" value="0"/>
Time Fence: <input type="text" value="0"/>	PO Site: <input type="text" value="10000"/>	Maximum Order: <input type="text" value="0"/>
MRP Required: <input checked="" type="checkbox"/>	Purchase/Manufacture: <input type="text" value="C"/>	Order Multiple: <input type="text" value="0"/>
Order Policy: <input type="text" value="POQ"/>	Configuration Type: <input type="text" value="ATO"/>	Op Based Yield: <input type="text"/>
Order Qty: <input type="text" value="0"/>	Inspect: <input type="checkbox"/>	Yield Percent: <input type="text" value="100.00%"/>
Batch Qty: <input type="text" value="1.0"/>	Ins LT: <input type="text" value="0"/>	Cum LT: <input type="text" value="0"/>
Order Period: <input type="text" value="7"/>	Mfg LT: <input type="text" value="0"/>	Pur LT: <input type="text" value="0"/>
Safety Stock: <input type="text" value="0"/>		Run Time: <input type="text" value="0.000"/>
Safety Time: <input type="text" value="0"/>	ATP Enforcement: <input type="text" value="NONE"/>	Setup Time: <input type="text" value="0.000"/>
Reorder Point: <input type="text" value="0"/>	Family ATP: <input type="checkbox"/>	EMT Type: <input type="text" value="NON-EMT"/>
Rev: <input type="text" value="AB"/>	Run Seq 1: <input type="text"/>	Auto EMT Processing: <input type="checkbox"/>
Issue Policy: <input checked="" type="checkbox"/>	2: <input type="text"/>	Network Code: <input type="text"/>
		Routing Code: <input type="text"/>
		BOM/Formula: <input type="text"/>

← →  
[Add Link](#)

Init-SU-540

## Item Planning Maintenance

Use to enter an item's planning data.

- You cannot create a new item number
- You can only access the item's planning data

Item planning data is control data—it controls MFG/PRO planning and manufacturing functions.

- All planning and manufacturing functions use item-site planning data

If an item is used at multiple sites, planning data can be set up differently for each site using Item-Site Planning Maintenance.

### Item Cost Maintenance

Item Cost Maintenance

Item Number: 10-10000  
Unit of Measure: EA

Description: OASIS(TM) COOLING SYST  
HOME/INDUST MODEL

Totals

Totals:	140.00	1.00	141.00	<input type="checkbox"/> 12/04/96 <input type="checkbox"/>
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GL Cost Data (Site: 10000 / Set: Standard)

Element	This Level	Lower Level	Total	Pri Category	A/O
Material	0.00	1.00	1.00	<input checked="" type="checkbox"/> Material	<input type="checkbox"/>
Labor	20.00	0.00	20.00	<input checked="" type="checkbox"/> Labor	<input type="checkbox"/>
Burden	120.00	0.00	120.00	<input checked="" type="checkbox"/> Burden	<input type="checkbox"/>
Overhead	0.00	0.00	0.00	<input checked="" type="checkbox"/> Overhead	<input type="checkbox"/>
Subcontr	0.00	0.00	0.00	<input checked="" type="checkbox"/> Subcontr	<input type="checkbox"/>

Add Link

Init-SU-550

### Item Cost Maintenance

Use to enter an item’s costing information.

- You cannot create a new item number
- You can only access the item’s cost data

If an item is used at multiple sites, cost data can be set up differently for each site using Item-Site Cost Maintenance

# Exercises



Init-SU-560

## Exercise: Item Data

## Item Data Maintenance

Item Data Maintenance

Item Number: 05-0579      Description: Prototype Ink Cartridge  
Unit of Measure: EA      High Quality

**Item Data**

Prod Line: 1300      Item Type: FINGOOD      Drawing:

Added: 04/15/2003      Status: Active      Rev: A

Design Group:       Group:       Drawing Loc:       Size:

Promo Group: PG1      Price Break Category:

← →

Add Link

Init-SU-570

Instructions: Using the new product line that you created earlier, add the item data for the new ink cartridge.

- 1 Enter the following information, leaving the remaining fields blanks:

Item Number: 05-0579  
 UM: EA  
 Description: Prototype Ink Cartridge High Quality  
 Prod Line: 1300  
 Promo Group: PG1  
 Item Type: FINGOOD  
 Item Status: Active  
 Rev: A

- a Accept the remaining defaults.

*Use Item Data Maintenance*

## Item Planning Maintenance

Item Number: 05-0579

Unit of Measure: EA

Description: Prototype Ink Cartridge

High Quality

**Item Planning Data**

<p>Mstr Sched: <input checked="" type="checkbox"/></p> <p>Plan Orders: <input checked="" type="checkbox"/></p> <p>Time Fence: 0</p> <p>MRP Required: <input checked="" type="checkbox"/></p> <p>Order Policy: POQ</p> <p>Order Qty: 0</p> <p>Batch Qty: 1.0</p> <p>Order Period: 7</p> <p>Safety Stock: 0</p> <p>Safety Time: 0</p> <p>Reorder Point: 0</p> <p>Rev: A</p> <p>Issue Policy: <input checked="" type="checkbox"/></p>	<p>Buyer/Planner: </p> <p>Supplier: </p> <p>PO Site: </p> <p>Purchase/Manufacture: M</p> <p>Configuration Type: </p> <p>Inspect: <input type="checkbox"/></p> <p>Ins LT: 0</p> <p>Mfg LT: 0</p> <p>ATP Enforcement: NONE</p> <p>Family ATP: <input type="checkbox"/></p> <p>Run Seq 1: </p> <p>2: </p>	<p>Phantom: <input type="checkbox"/></p> <p>Minimum Order: 0</p> <p>Maximum Order: 0</p> <p>Order Multiple: 0</p> <p>Op Based Yield: <input type="checkbox"/></p> <p>Yield Percent: 100.00%</p> <p>Cum LT: 0</p> <p>Pur LT: 0</p> <p>Run Time: 0.000</p> <p>Setup Time: 0.000</p> <p>EMT Type: NON-EMT</p> <p>Auto EMT Processing: <input type="checkbox"/></p> <p>Network Code: </p> <p>Routing Code: </p> <p>BOM/Formula: </p>
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← →

Add Link

Init-SU-580

- 2 Check item planning by selecting item number 05-0579.
  - a Make sure that the Pur/Mfg code is set to M (manufactured).
  - b Also check that the Mfg LT and the Pur LT are set to 0.

*Use Item Planning Maintenance*

## Item Browse

1.6 Item Browse (ppbr013.p) 04/15/03 15:38										
Item Number	Description	Description 2	Unit	Product	Lin	Rev	Drawing	Item Type	Status	Group
05-0579	Prototype Ink Cartridge	High Quality	EA	1300		A		FINGOOD	Active	

Init-SU-590

**3** Review the items set up on your database.

**a** Your new item should display.

*Use Item Browse/Inquiry*

## Item-Site Planning Maintenance

Item Number: 05-0579

Unit of Measure: EA

Site: 100

Description: Prototype Ink Cartridge

High Quality

### Item Planning Data

Mstr Sched: <input checked="" type="checkbox"/>	Buyer/Planner: <input type="text"/>	Phantom: <input type="checkbox"/>
Plan Orders: <input checked="" type="checkbox"/>	Supplier: <input type="text"/>	Minimum Order: <input type="text"/>
Time Fence: <input type="text"/>	PO Site: <input type="text"/>	Maximum Order: <input type="text"/>
MRP Required: <input checked="" type="checkbox"/>	Purchase/Manufacture: <input type="text"/>	Order Multiple: <input type="text"/>
Order Policy: <input type="text"/>	Configuration Type: <input type="text"/>	Op Based Yield: <input type="text"/>
Order Qty: <input type="text"/>	Inspect: <input type="checkbox"/>	Yield Percent: <input type="text"/>
Batch Qty: 1.0	Ins LT: <input type="text"/>	Cum LT: <input type="text"/>
Order Period: <input type="text"/>	Mfg LT: <input type="text"/>	Pur LT: <input type="text"/>
Safety Stock: <input type="text"/>	ATP Enforcement: <input type="text"/>	Run Time: <input type="text"/>
Safety Time: <input type="text"/>	Family ATP: <input type="checkbox"/>	Setup Time: <input type="text"/>
Reorder Point: <input type="text"/>	Run Seq 1: <input type="text"/>	EMT Type: <input type="text"/>
Rev: <input type="text"/>	Run Seq 2: <input type="text"/>	Auto EMT Processing: <input type="checkbox"/>
Issue Policy: <input checked="" type="checkbox"/>		Network Code: <input type="text"/>
		Routing Code: <input type="text"/>
		BOM/Formula: <input type="text"/>

Init-SU-600

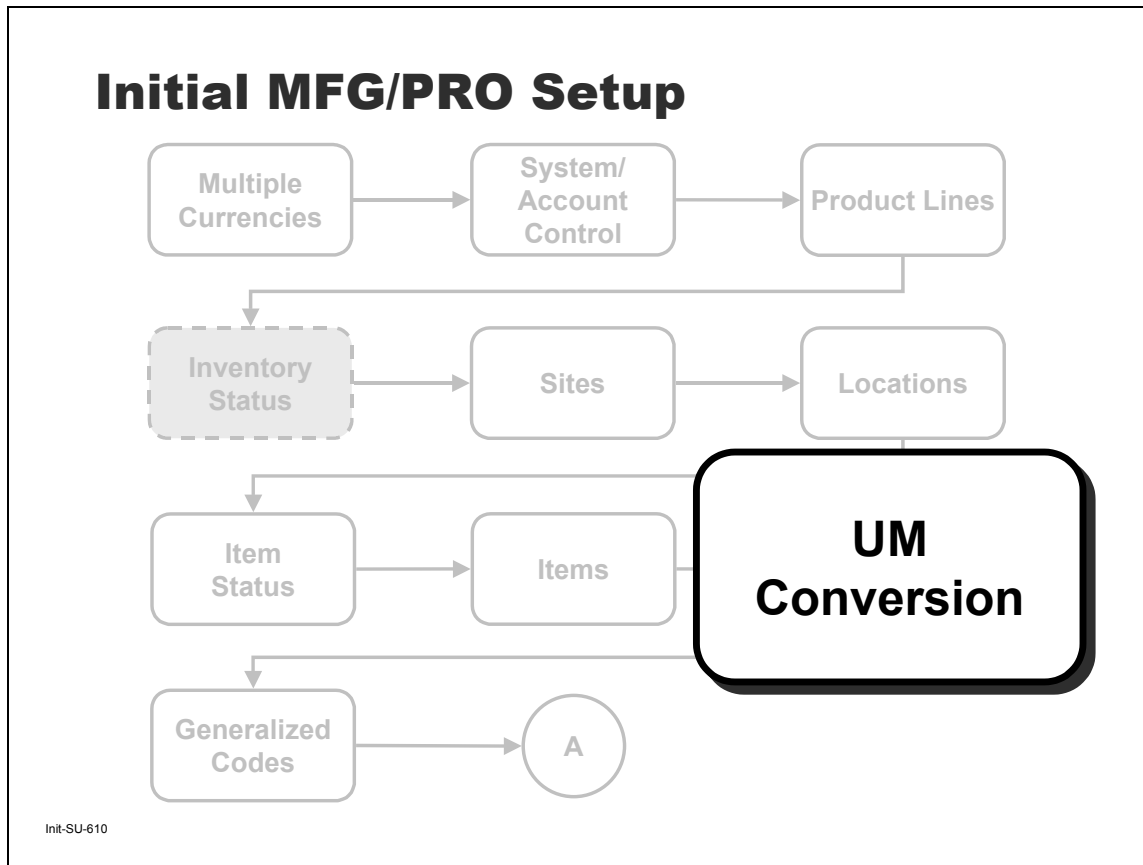
### Exercise: Item Data – New Site

Instructions: This new item is stocked at two sites, the default site and the site you just created. The planning data is different at each site. Add the item to the newly created site.

- 1 Select item number 05-0579.
  - a Move your cursor to the Site field and change it to the site 100.
  - b Press Go.
- 2 Change the Mfg/LT to 3.

*Use Item-Site Planning Maintenance*

- 3** Review the planning information for item 05-0579.  
*Use Item–Site Master Browse/Inquiry*



## Unit of Measure

Every item has a unit of measure (UM). The UM is a code identifying how the item is stocked in inventory (e.g., DZ), planned, and costed. The system default UM is EA (each). Some UM uses:

- Inventory balances
- Product structures
- Manufacturing orders
- Planning
- Reporting

If an item is handled differently (e.g., Each versus a Dozen), you can set up an alternate unit of measurement for purchasing, sales, or inventory transactions.

## Unit of Measure Maintenance

Unit of Measure Maintenance

Unit of Measure: GM  
 Alternate UM: KG  
 Item Number:  
 UM Conversion: 1000.0000

Conversion factor

Add Link

Init-SU-620

## Unit of Measure Maintenance

Use to set up a permanent alternate unit of measure. Alternate units of measure can be global or item-specific. You can use one unit of measure for one item and a different one for another item. If you want, you can say that for all items, DZ = 12 EA, but for doughnuts, DZ = 13 EA.

- All inventory and planning reports use this unit of measure
- Leaving the Item Number field blank allows you to specify the conversion to the alternate UM for any item number
  - When you specify an item number, the conversion to the alternate UM is only for the specified item number
- A conversion factor identifies how many stockkeeping units equal one unit of an alternate unit of measure

- The conversion factor/formula for an alternate unit of measure is:

$$\text{STANDARD UM} \times \text{CONVERSION} = \text{ALTERNATE UM}$$

**Example** GM x 1000 = KG

When an inventory transaction uses an alternate unit of measure, the system looks for a match in the unit of measure conversion table as follows:

- 1 Item number, item unit of measure, transaction unit of measure
- 2 Item unit of measure, transaction unit of measure, (item number <blank>)

If the system does not find a conversion factor, it uses a default of 1. You can override this manually.

**Note** Purchase Order UM should be the same as the supplier's invoice UM to avoid accounts payable variances caused by different UMs.

## Exercises



Init-SU-630

### Exercise: Unit of Measure Conversion

## Unit of Measure Maintenance

Unit of Measure Maintenance

Unit of Measure: L  
Alternate UM: ML  
Item Number:  
UM Conversion: 0.0010

Add Link

Init-SU-640

Instructions: For inventory purposes, some items may be stocked and used in milliliters (ML). However, these items are purchased by the liter (L).

1 Verify a global unit of measure conversion to convert L to ML.

a If it does not exist, add it.

**Note** There are 1000 milliliters in a liter.

*Use Unit of Measure Maintenance*

2 Add a conversion for the prototype ink cartridge.

## Unit of Measure Maintenance

Unit of Measure Maintenance

Unit of Measure: EA  
 Alternate UM: CT  
 Item Number: 05-0579  
 UM Conversion: 100

Prototype Ink Cartridge

Add Link

Init-SU-650

**Note** Right now, the UM for the prototype ink cartridge is the default UM, Each. However, they are sold in cartons of 100.

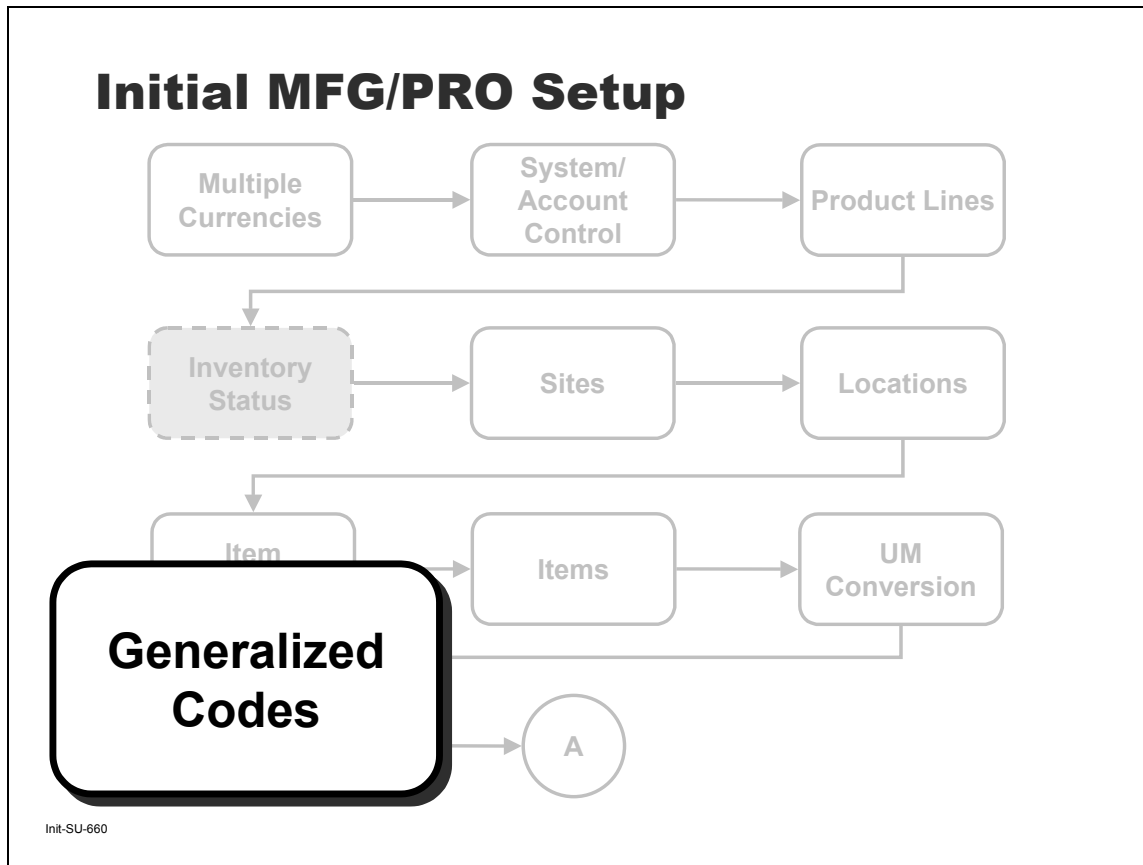
**a** Add the following:

Unit of Measure: EA  
 Alternate UM: CT  
 Item Number: 05-0579  
 UM Conversion: 100

**3** Review the existing unit of measure codes on your database.

**a** The code you just created should display.

*Use Unit of Measure Browse*



## Generalized Codes

MFG/PRO gives you the ability to restrict entries in certain fields by specifying what values are acceptable for a field. You do this by using generalized codes. Generalized codes are basically a list of acceptable values for a particular field.

- You determine what values are acceptable for a user to enter in a field
- Then, if a user enters a value not on the list of acceptable values, the system does not accept the entry and displays an error message

When using generalized codes, you can control three different conditions:

- What values are acceptable for a field
  - This list is maintained in Generalized Codes Maintenance

- If the codes you have created are the only acceptable codes (i.e., whether the list is validated)
  - This may require that a validation expression be added to the data dictionary

To check whether a field draws on a list of codes for its values, put the cursor on the field and press Control-F in Windows and Character interfaces; all others use Generalized Codes Validation Report to view a list of all fields in the database that have schema validation assigned. If the message `Generalized Codes Validation` displays, then you can only enter the codes created and set up for this field in Generalized Codes Maintenance.

- If generalized codes have not been set up for this field, you can enter any value

**Note** Not every field in an MFG/PRO database is available for validation.



### Item Master Maintenance : Generalized Codes Validation

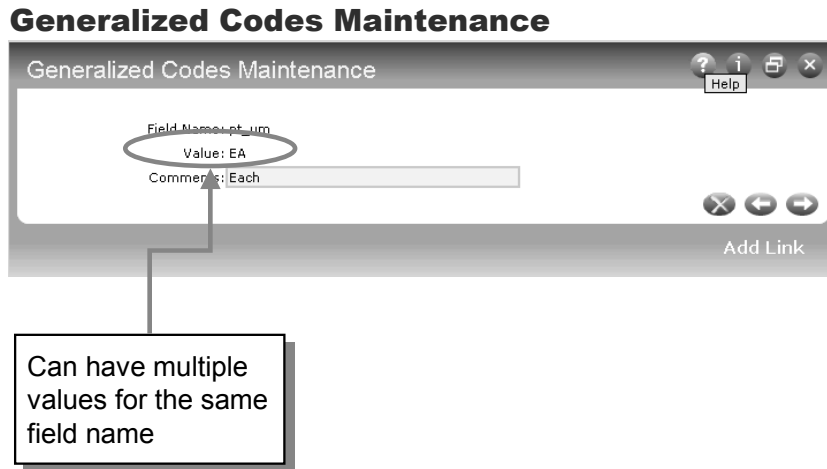
The screenshot displays the 'Item Master Maintenance' application window. At the top, it shows 'Item Number: 10-10000' and 'Description: OASIS(TM) COOLING SYST HOME/INDUST MODEL'. Below this is the 'Item Data' section with fields for 'Prod Line: 1500', 'Item Type: CONFIG', 'Drawing: 10-10000', 'Added: 11/25/1996', 'Status: AC', 'Revision: AB', 'Design Group:', and 'Group: DIS'. The 'Item Information' section contains 'ABC Class:', 'Lot/Serial Control: S', 'Site: 10000', 'Location: 200', 'Location Type:', 'Auto Lot Numbers:', 'Lot Group:', and 'Article Number:'. A callout box labeled 'Field is validated' points to the 'ABC Class' field. An overlaid browser window titled 'MFG/PRO Web-Enabled Help: pptmt.p - Microsoft Internet Explorer' shows a help page with the text: 'Enter a code classifying and ranking this item. This field is validated against predefined values entered in Generalized Codes Maintenance for field pt\_abc, if any.'

Init-SU-680

### Generalized Codes Validation

Generalized code validation requires a special validation expression in the database dictionary.

To see if this validation exists against a field, check field help for the following: “This field is validated against predefined values entered in Generalized Code Maintenance.”



Init-SU-690

## Generalized Codes Maintenance

Use to establish the acceptable values for a particular field.

- Blank can be set up as a valid code.

**Note** This does not create the lookup browse. You do that using Drill Down/Lookup Maintenance.

Before creating a list of generalized codes for a field, you must know:

- Field name
- Maximum number of characters accepted for the field

To find out the field name, press Control-F. The field name displays in the lower left corner.

- If the message `Generalized Codes Validation` also appears, the system automatically verifies data entered in this field against the list of generalized codes.

**Note** PROGRESS is not case sensitive.

## Exercises



Init-SU-700

### Exercise: Generalized Codes

Instructions: Set up new, global, generalized codes validation for ABC Class field.

- 1 Select item number 05-0579.  
*Use Item Master Maintenance*
- 2 Move your cursor to the ABC class field.
  - a Test to see if this field has generalized codes validation by accessing field help. If it does, there will be a statement about generalized codes validation against this field. The field name will also be listed.
  - b Record the field name here: \_\_\_\_\_

- 3 Press the Spacebar to continue.
  - a Type “g” in the ABC Class field and press Go.  
The system displays an error message.
  - b Make “g” a valid ABC Class entry.
- 4 Enter the following:

Field Name:	Enter the field name you recorded
Value:	g
Comments:	[Optional]

*Use Generalized Codes Maintenance*

- 5 Bring up item number 05-0579.
  - a Move your cursor to the ABC Class field and enter g.
  - b Press Go

This is now a valid ABC Class entry.

*Use Item Master Maintenance*

## Drill Down/Lookup Maintenance

Drill Down/Lookup Maintenance

Drill Down/Lookup:Lookup  
 Field Name: pt\_um  
 Calling Procedure:  
 Procedure To Execute: gplu072.p

Description Term:

Description: UM

Lookup Starts At Row: 7

Lines In Lookup: 6

Add Link

Init-SU-710

## Drill Down/Lookup Maintenance

- The lookup browse lists all the values set up in Generalized Codes Maintenance as acceptable values for a field
- You set up a lookup browse by stipulating a procedure generating the display (`gp1u072.p`) and indicating:
  - The name of the field displaying the lookup browse
  - You can also indicate the calling procedure (program)
- Use the following information when completing the fields:

*Drill Down/Lookup**Field Name*

- Name of the field you want to display the lookup browse

*Calling Procedure*

- Optional: The name of the calling procedure (program) you must be in for the lookup browse to display
- By completing both the Field and Calling Procedure fields, you are stipulating that the procedure generating the display only runs for that field (Field) when it is called from within a certain program (Calling Procedure)

**Example** You want to display a lookup browse for the field ABC Class in Item Master Maintenance. The field ABC Class (`pt_abc`) is used in several MFG/PRO programs. By stipulating the calling procedure (program) for Item Master Maintenance (`ppptmt.p`), you stipulate the lookup browse only appears for the ABC Class field when the user is in Item Master Maintenance. It does not appear for the ABC Class field in a different procedure.

**Note** You can create several different lookup browses for the same field by stipulating different calling procedures.

*Procedure To Execute*

`gplu072.p`

*Description*

- Description you wish to use as the header of the scrolling window
  - Defaults from the data dictionary and can be changed
  - If no description exists, the field name is a local variable

*Lookup Starts At Row*

- The starting row number where the lookup browse displays
- Default is 7

*Lines In Lookup*

- Number of lines of information to display in the lookup browse
- Default is 6

**Note** `Gplu072.p` is a basic program that gives you a general lookup. There are other lookup programs that can be substituted for certain fields on certain programs if necessary. A list of programs can be found at Lookup Browse. This can be sorted by “Procedure to Execute” to get a list of existing lookup browses.

## Exercises



Init-SU-720

### Exercise: Set up a Look-Up Browse

Instructions: Set up a look-up browse for the UM field.

- 1 Select customer 001.
  - a Move your cursor to the Credit Rating field in the customer credit data frame.
  - b Notice that no look-up browse icon appears for this field.  
You are now going to create one.
  - c Check field help for field name and record the field name here: \_\_\_\_\_  
*Use Customer Maintenance*

**2** Enter the following:

Field Name: Enter the field name you recorded  
 Value: Blank  
 Comment: Not Rated

**a** Add the following values and comments for this field name:

<u>Value</u>	<u>Comment</u>
IA	500,000 - 749,999
BA	300,000 - 499,999
BB	200,000 - 299,999

*Use Generalized Codes Maintenance*

**3** Create a global look-up browse.

Field: Enter the field name you recorded  
 Calling Procedure: <blank>  
 Procedure To Execute: gplu072.p  
 Description: Credit Rating

**a** Accept the remaining defaults.

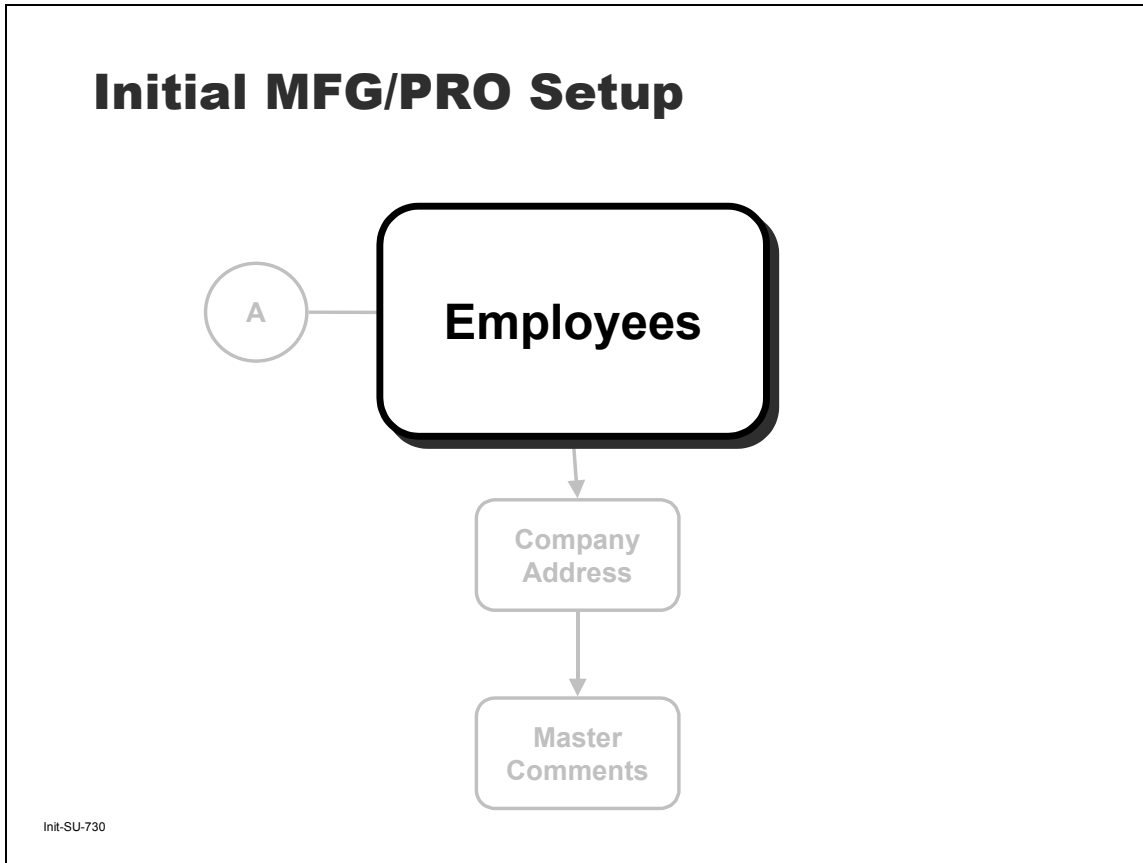
**Note** “gplu072.p” is a standard executable program for creating a look-up browse to display the generalized codes for any field.

*Use Drill Down/Lookup Maintenance*

**4** Select customer 001.

- a** Move your cursor to the Credit Rating field.
- b** Notice that a look-up browse icon now appears next the Credit Rating field.
- c** Click on the icon to display the values you just set up.
- d** Select rating BB.

*Use Customer Maintenance*



## Employee Records

You must set up at least one employee if you use:

- Shop Floor Control
- Repetitive

To do labor reporting, you must create employee records for each of your employees.

If you use Service/Support Management, you must set up your engineers as employees.

You create employee records using Employee Maintenance.

## Employee Maintenance

**Employee Address**

Employee: 00000003  
 Last Name: HILL  
 First Name: MONICA  
 Address 1: 90 ST. JAMES STREET  
 Address 2: TOWNHOUSE 23  
 Address 3:  
 City: LOS ANGELES                      State: CA                      Postal: 92039  
 Country: United States of America                      USA  
 Home Phone: 213-928-2939                      Business Phone:                      Ext:  
 SSN: 782-83-8382                      Birth Date: 10/15/1957

**Employee Data**

Job Title: METAL FABRICATION                      Department: 40  
 Date Employed: 11/01/1978                      Default Project:  
 Date Terminated:                      Employment Status: AC

← →

Add Link

Init-SU-740

## Employee Maintenance

### Employee Address

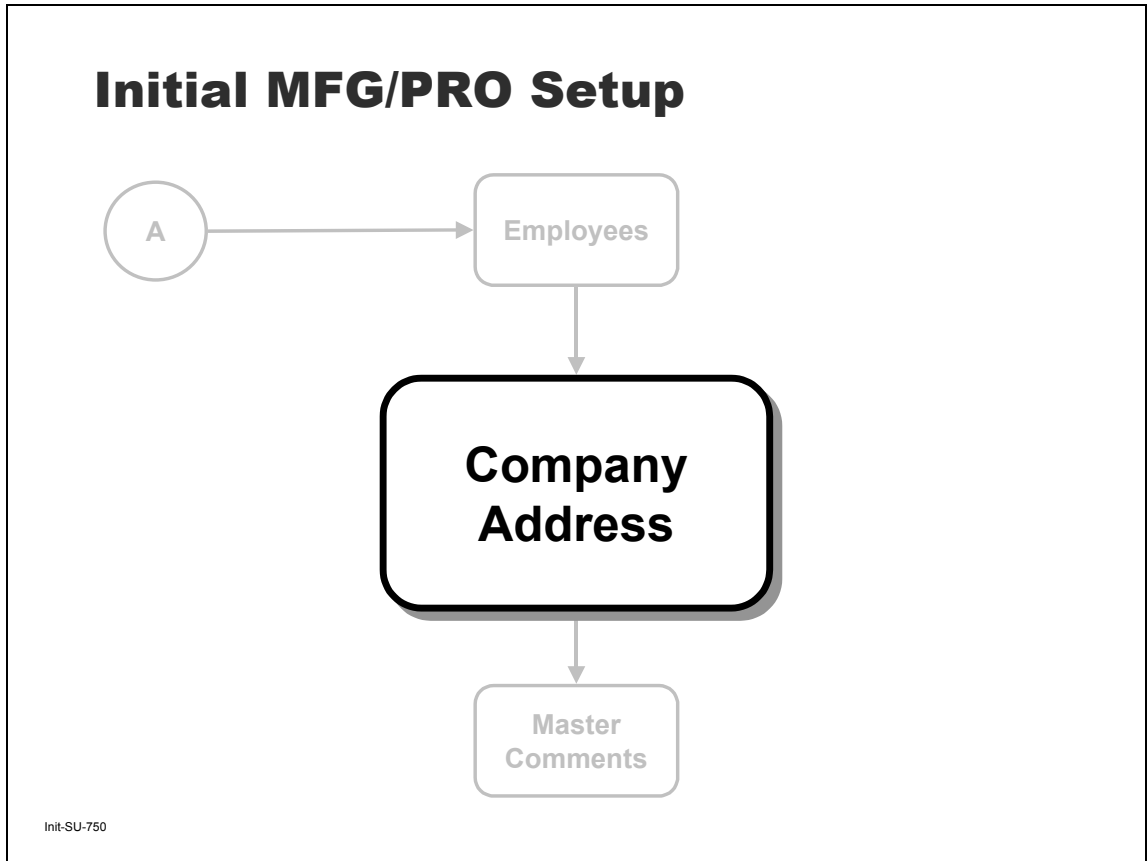
Use to add and maintain employee information.

- Most of the employee data is static
- Data is available for printing on reports

### Employment Data

- Employment status defaults to AC – Active

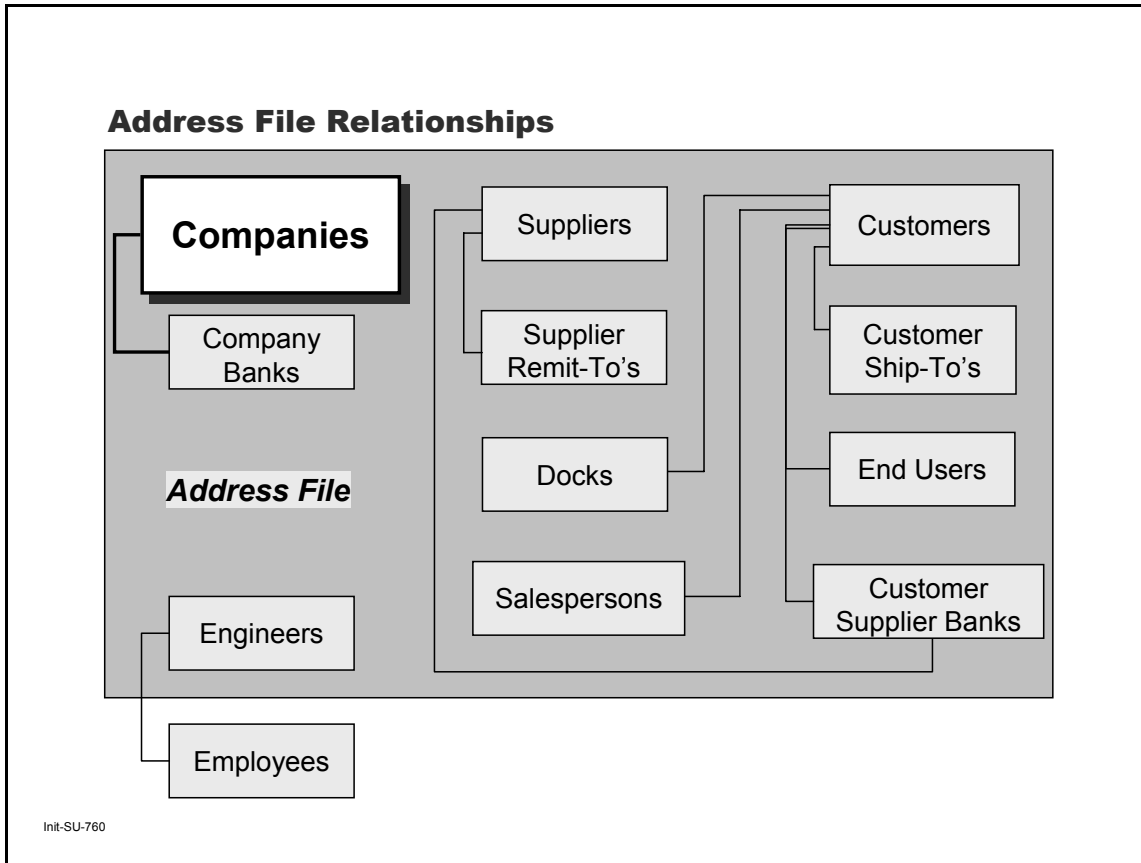
- Use the Default Project field (found in the Employment frame) to specify the project the employee is assigned to
  - When Non-Productive Labor Feedback is reported on Shop Floor Control, the employee project displays as the default
  - You can manually change the default



## Company Address

The company name and address can be printed on:

- Purchase orders
- Sales quotes
- Sales orders
- Invoices
- Customer statements
- Distribution orders



## Address List Type

- Any address code can be associated with multiple user-defined list types
- Types allow grouping of addresses for reporting purposes

## Address Data Relationships

All addresses, except employee addresses, are stored in the same address program.

The eight-character address code is the key identifier for:

- Company addresses
- Customer addresses
- Supplier addresses

- Salesperson addresses

Since addresses are shared, information tends to be more reliable.

- Permits the same address code to be used across address types

Using the address code as the index, master data store information specific to:

- Customers
- Suppliers
- Salespersons
- Banks
- End-users
- Customer-Supplier Banks
- Carriers

A cross reference field (`ls_mstr`) describes the links between these data and the centralized address program.

## Company Address Maintenance : Address Information

The screenshot shows a software window titled "Company Address Maintenance" with a sub-header "Company Address". The form contains the following fields and values:

- Address: 10000000
- Name: Quality Products Company
- Address: Corporate Headquarters
- Address: 9000 World Way
- Address: Suite 101
- City: Los Angeles
- Country: United States of America
- Attention: Robin
- Telephone: 1-800-555-5656
- Fax/Telex: 1-800-555-5657
- Tax Report:
- State: CA
- Post: 89000
- Format: 0
- USA
- County:
- Attention:
- Tel:
- Fax/Telex:
- Name Control:
- Ext:
- Ext:
- Ext:
- Last Filing:

At the bottom right of the window, there are navigation buttons (X, left arrow, right arrow) and an "Add Link" button.

Init-SU-770

## Company Address Maintenance

### Address Information

Use to set up addresses for each of your company locations (sites).

- Including mailing address or remit-to address
- Use to create address records for sites defined in EMT as business units
- Use for Global Shipping and Global Tax Management
  - Each site must be set up as a company address

You have the option of using one of the following special address codes:

- ~screens defines the company name that appears on the top of all menus in MFG/PRO

- ~reports defines the company name that is printed at the top of all MFG/PRO reports
- ~taxes defines the company tax address for tax calculations on sales and purchasing transactions (GTM only)

**Note** Company address and site codes should be coordinated to prevent an unintentional match between them. The Sites/Address Code match is used for distribution orders in DRP.

### Company Address Maintenance : Tax Information

**Address Tax Data**

Taxable:

Tax Zone:

Tax Class:

Tax Usage:

Tax In:

Tax ID - Federal:

Tax ID - State:

Tax ID - Misc 1:

Tax ID - Misc 2:

Tax ID - Misc 3:

In City:

Init-SU-780

### Tax Information

## Exercises



Init-SU-790

### Exercise: Company Address

## Company Address Maintenance

Company Address Maintenance

Company Address

Address: ~reports

Name: Student #1

Address:

Address:

Address:

City:

Country: United States of America

Attention:

Telephone:

Fax/Telex:

Tax Report:

State: USA

Post:

Format: 0

County:

Attention:

Ext:

Tel:

Fax/Telex:

Name Control:

Ext:

Last Filing:

Add Link

Init-SU-800

Instructions: Personalize your database and set up a company address.

- 1 Select the ~reports code.
  - a Press Go.
  - b Enter your name.

This causes your name to appear where the company name normally appears on printed reports.

## Company Address Maintenance

Company Address Maintenance

Company Address

Address: 100

Name: Training Site

Address: 50 East Main Street

Address:

Address:

City: Ventura

Country: United States of America

Attention:

Telephone:

Fax/Telex:

Tax Report:

State: CA

Post: 93001

Format: 0

USA

County: Ventura

Attention:

Tel:

Fax/Telex:

Name Control:

Ext:

Ext:

Last Filing:

Add Link

Init-SU-810

- 2 Set up a company address for site 100 (the new site you just created).  
*Use Company Address Maintenance*

## Address List Type Maintenance

Address List Type Maintenance

Address: 10010001  
 Name: WESTWOOD HALLMARK  
 Sort Name: WESTWOOD HALLMARK  
 City: WESTWOOD State: CA

Address List Types

customer
<b>PENCIL</b>
ship-to

List Type:

Add Link

Init-SU-820

## Address List Type Maintenance

Since addresses are stored in a common table, the system automatically assigns each a list type code.

**Note** MFG/PRO has reserved specific list type codes for use by the system to identify the various address codes created in different address maintenance functions.

- To group addresses in other ways, you can manually assign an unlimited number of additional list type codes to any address
- Use Address List Type Maintenance to create your own address groups
- MFG/PRO uses List Type to determine which addresses to include on look-up browses and reports

- Useful for printing shipping labels, sorting Sales Analysis, and Accounts Receivable aging reports
- List Type can also be used to group customers for pricing in Customer Analysis Groups

## Address Code Change

? i [icon] x

### Address Code Change

Old Address: 01000000	Colossal Conglomerates LTD	List Type:
New Address: 12300000		List Type:
		Output: <input type="text" value="page"/>
		Batch ID: <input type="text"/>

Add Link

<b>adadcg.p C+</b>	<b>2.11 Address Code Change</b>
<b>Page: 1</b>	<b>MFG/PRO Training DB - eB 91</b>

Data Set	Records Updated
-----	
Customer Master	1
Address List Detail	2
Service/Support End User Maste	1
Service/Support End User Detai	1
Analysis Code Exploded Detail	1
Address Master	1
Change customer code process complete	

End of Report

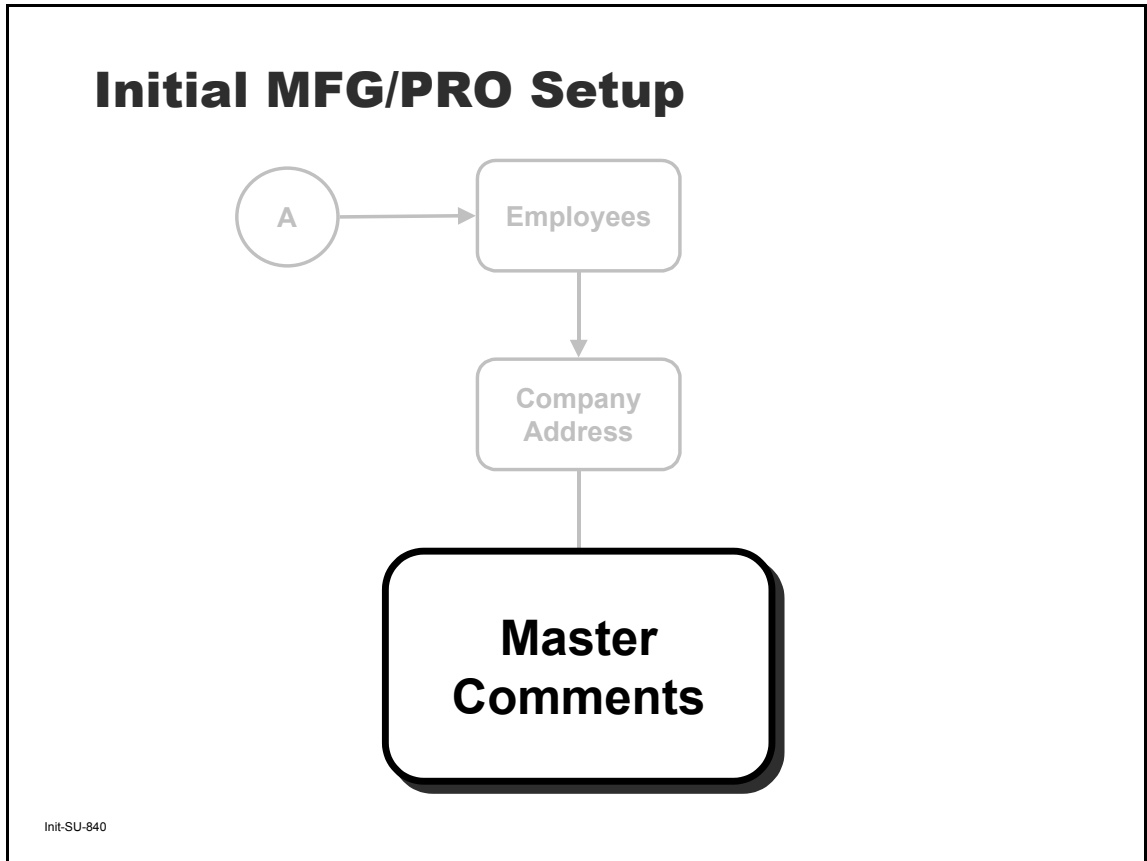
Init-SU-830

## Address Code Change

Used for two purposes:

- To change an address code if a company changes its name or if your business changes its coding scheme
- To merge an address with another existing business entity, as would be required when one business acquires another
  - Merging is allowed only if both the old and new address codes have a single List Type that is the same for both

If both new and old address codes are already associated with a shipping group or shipment, the old address code is deleted rather than changed. This is to prevent duplicate members of the group.



## Master Comments

Using master comments gives you the ability to provide more information than can be given by using a code or description.

**Example** In Purchasing you can record specific supplier requirements, or in Product Engineering you can record information concerning the implementation of engineering change orders for an item. Each master comment can have up to 99 pages of text. Master comments remain in the system until deleted.

Master comments differ from transaction comments in that they can be used globally, not only by the associated transaction.

Master comments are not only for storing and organizing text, you can use them with specific transactions for printing on reports or documents.

- In Sales Quotations, Sales Orders/Invoices, Service/Support Management, and Purchasing, you can enter comments on:
  - Headers (e.g., shipping instructions)
  - Line items (e.g., item descriptions, specifications)
- Work Orders (customer specifications) or work order routings (processing instructions)
- Accounts Receivable Dunning Letters Content
- Accounts Receivable uses master comments on dunning letters or aging reports
- General Ledger prints master comments at the top of income statements
- Service/Support Management field notifications

**Note** Master comments do not have to appear on any transactions. You can use them to store general information such as additional customer contact names and telephone numbers.

Before you set up your master comments you need to consider two points:

- 1 There is no security on comments
  - c If a user has access to Master Comment Maintenance, they can look at, change, or delete any comment
  - d Master comments are not owned by a particular user
- 2 What type of coding scheme you are going to use
  - a It is a good idea to develop a consistent coding scheme, otherwise it is difficult to find comments when you need them

**Example** You could code comments for sales order or purchase order headers with the Reference equal to the customer/supplier address code and Language equal to the customer/supplier language. For line items, you could code comments with the Reference equal to Item Number and the Language equal to the customer/supplier language. Since these are the default values on the sales order or purchase order screens, this will speed up order entry.

**Note** Master Comment Maintenance is found in many places in MFG/PRO.

## Master Comment Maintenance

Master Comment Maintenance

Master Reference: ABC

Type:

Language: us

Page: 1

Standard display unit includes:

- 12 EA 5 MM carded mechanical pencils
- 12 EA 7 MM carded mechanical pencils
- Optional eraser refills carded/2 per card
- Optional pencil lead refills carded/2 per card
- One EA standard display rack
- Basic assembly instructions and waiver of rights
- Standard warranty disclaiming any responsibility

Add Link

Init-SU-850

## Master Comment Maintenance

Use to create and modify master comments. MFG/PRO identifies master comments by Reference, Type, Language, and Page.

### Reference

- Identifies a master comment
  - You can link a master comment to an entity by setting this code equal to an item number, customer code, or supplier code
  - If the master comment is for an item, use the item number as the reference code

*Type*

- Use to group similar comments or identify the source or use of the comments (e.g., PO for Purchasing, PE for Product Engineering)
- You can leave this field blank

**Note** You have the option of validating this field against predefined Generalized Codes values.

*Language*

- Identifies the comment text language
  - If you are using multiple languages, you can leave this field blank
- However, if you are using multiple languages, you might consider storing customer, supplier, and item comments in each language
  - During order entry, transaction comment language code defaults to the language code of the customer or supplier
  - This simplifies and speeds up data entry

*Page*

- You can store up to 99 pages of text
  - The system identifies and accesses each page by using the page number
- When a transaction accesses a multiple page master comment, it accesses each page one by one
  - This allows you to select only a subset of pages (e.g., 1, 4, and 7)

## Summary

- ✓ Introduction to Initial MFG/PRO Setup
- ✓ Business Considerations
- ✓ Set Up Initial MFG/PRO Data

Init-SU-860



# Index

## Numerics

2.9 168  
2.11 178  
3.23 108

## A

accounts payable 78  
Address Code Change 178  
Address List Type 168  
    Maintenance 176

## B

bank checking accounts 61  
bank codes 61  
    multiple 61  
Bank Maintenance 59  
base currency 54

## C

Company Address Maintenance 170  
Contract Control File 105  
currency code 61  
Currency Maintenance 55

## D

departments 78  
draft management 63  
DRP 100, 109, 116

## E

Employee Maintenance 165  
employees 164  
EMT 109  
EMU Currency Maintenance 59  
Enterprise Material Transfer (EMT) 100, 109  
entities 35  
European Monetary Union (EMU) 59  
Exchange Gain/Loss Account 62

Exchange Rate Maintenance 57

## F

foreign currency 62

## G

Generalized Codes Maintenance 119, 156  
Generalized Codes Validation 155

## I

inventory 84  
Inventory Control File 108  
inventory status 94  
Item Cost Data 130  
Item Cost Maintenance 117, 139  
item data 41, 119  
Item Data Maintenance 112, 117, 119  
Item Inventory Data Maintenance 117, 136  
Item Master Maintenance 112, 117, 118, 119  
Item Planning Maintenance 117, 138  
item status 110  
Item Status Code Maintenance 112  
item status codes 112  
Item-Site Cost Maintenance 118  
Item-Site Inventory Data Maintenance 118  
Item-Site Planning Maintenance 118

## L

Location Maintenance 106, 107  
locations 39, 106

## M

Master Comment Maintenance 181  
master comments 179  
Menu Password Maintenance 105  
MPS 84  
MRP 84, 105, 116  
multiple

- databases 100
- entities 100
- sites 100
- multiple currencies 26, 53
- multiple currency accounts 75
- multiple databases 33

**N**

- non-base currency 53
  - bank codes 59

**P**

- Product Line Maintenance 85
- product line planning 84
- product lines 31, 83

**Q**

- Quality Management Control 105

**R**

- resource planning 84

**S**

- sales accounts 77
- security 43, 104
- Security Control File 104
- Service Management Control File 119
- Service/Support Management 119
- Site Maintenance 99, 106
- Site Security Maintenance 104
- sites 37, 97
- System/Account Control File 53, 70

**T**

- tax system 28

**U**

- Unit of Measure Maintenance 147
- User Maintenance 105

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