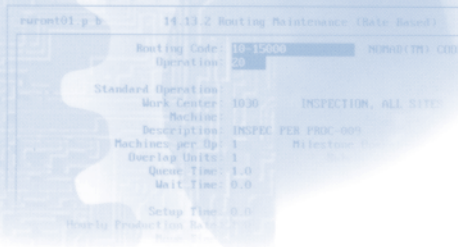
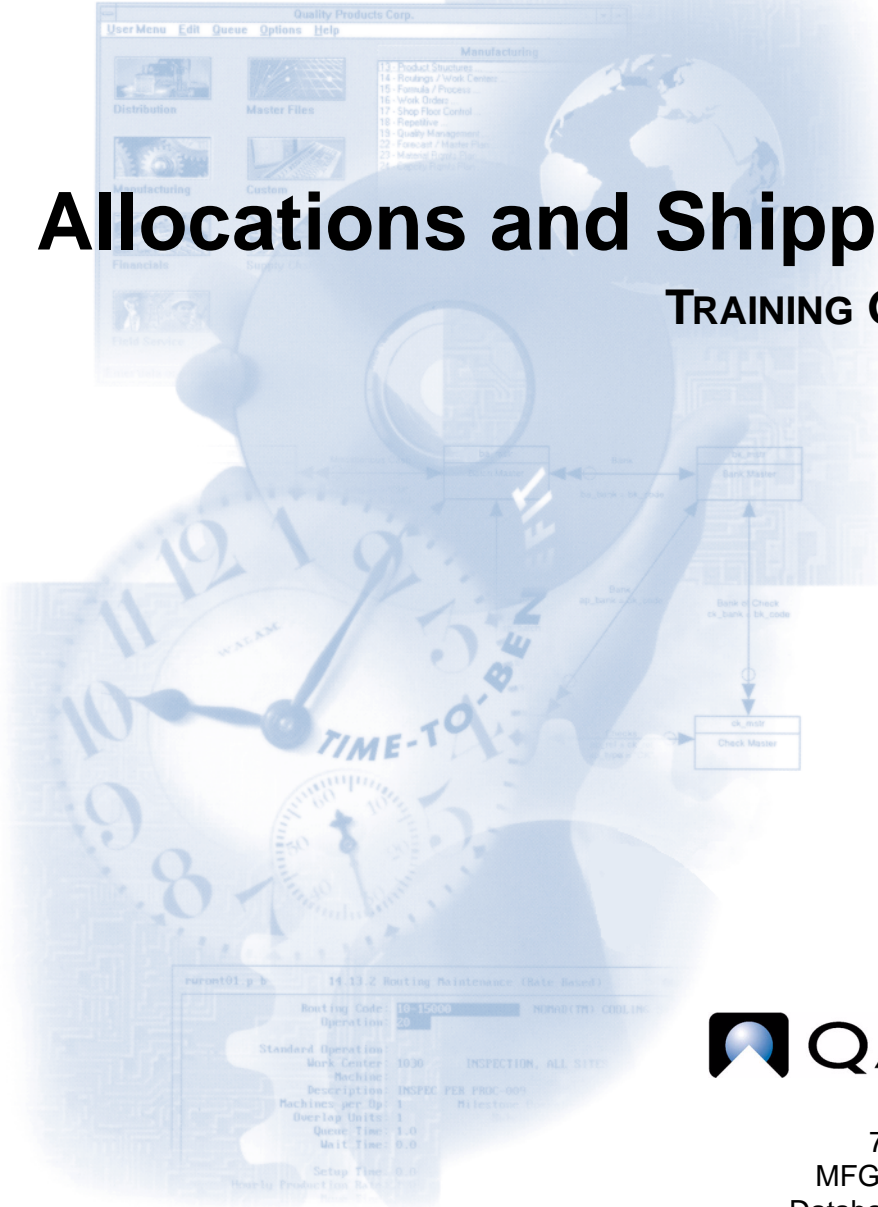


MFG/PRO® eB

Allocations and Shipping TRAINING GUIDE



70-2804B
MFG/PRO eB
Database: Train
June 2001

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70-2804B

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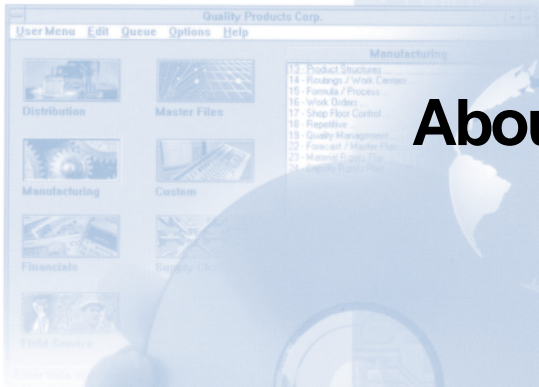
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VIII MFG/PRO TRAINING GUIDE — ALLOCATIONS AND SHIPPING

About This Course



Routing Maintenance (Date Based)

Routing Code	10-15000	NONAUT (TR) COOLING
Operation	20	
Standard Operation		
Work Center	1030	INSPECTION, ALL SITES
Machines		
Description	INSPEC PER PROC 00%	
Machines per Op	1	Reflection %
Overlap Units	1	
Queue Time	1.0	
Wait Time	0.0	
Setup Time	0.0	

Run by Product Line 3, 10/10/00

Course Description

QAD designed this course to cover the basics of preparing to implement the Allocations and Shipping functions of MFG/PRO. The course includes

- An introduction to the Allocations and Shipping functions
- An overview of key business issues
- Setting up the Allocations and Shipping functions
- Operating the Allocations and Shipping functions
- References to other QAD materials, such as user guides and on-line help
- Activities and exercises throughout the course
 - Students practice key concepts and processes in the Allocations and Shipping functions

Students learn how to:

- Analyze some key business decisions before setting up the Allocations and Shipping functions
- Set up and operate the Allocations and Shipping functions

Who Should Attend This Course

- Implementation consultants, members of implementation teams
- Key users
- Shipping personnel

Prerequisites

- *Initial MFG/PRO Setup* training course
- Basic knowledge of how MFG/PRO is used in the business
- Working knowledge of the manufacturing industry in general

Approximate Length of Course

- This course is designed to be taught in one day

Topics Covered

Set Up

Prepare Standard Shipping Control Files

Prepare Enhanced/Global Shipping

- Set up Number Range Management
- Set up Document Formats
- Set up Inventory Movement Codes
- Set up Inventory Movement Code Security
- Set up Carriers
- Set up Shipping Groups
- Set up Global Shipping Control File Settings
- Set up Containers

Operation

Standard Allocations and Shipping

- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Shipments
- Maintain Bills of Lading
- Master Bills of Lading
- Print Master Bills of Lading
- Print Invoice
- Post Invoice

12 MFG/PRO TRAINING GUIDE — ALLOCATIONS AND SHIPPING

Enhanced/Global Allocations and Shipping

- Automatic/Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Shipment
- Picklist/Pre-Shipper Automatic
- Pre-Shipper/Shipper Workbench
- Confirm Pre-Shipper/Shipper
- Print Shipper
- Shipper Gateway
- Unconfirm/Undo Shippers
- Maintain Bills of Lading
- Master Bills of Lading
- Print Master Bills of Lading
- Print Invoice
- Post Invoice

Related Courses

- Sales Order Management (recommended pre-requisite)
- Customer Schedules
- Pricing
- Electronic Data Interchange (EDI)
- Enterprise Materials Transfer (EMT)

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, on-line help, for example) and acquire industry and field experience.

Using This Training Guide

Implementation consultants, members of implementation teams, key users, and shipping personnel can use this guide in instructor-led classes, while knowledgeable consultants who want to learn about the Allocations and Shipping functions 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 other sections of this training guide and related training courses
- Exercises and study questions

Cross-Reference Icons

Additional Information



Directs students to another section of the current training guide



Cross-references another MFG/PRO training guide

Note Students may want to consult *User Guides* or on-line 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.

Training Exercises

The following icon indicates appropriate places for students to work on training exercises:



Exercise option: Continue with the material or go to Continue with the material or go to the exercise on page 37

Notes to Instructors

PowerPoint Slides

QAD created the slides using Microsoft® PowerPoint® 97. Instructors may want to animate text, graphics, and other objects on the slides to

- Focus on important points
- Control the flow of information
- Add interest and variety to the presentation

Clicking on **Animation Preview** on the **Slide Show** menu previews animation of text and objects. To customize slides, click on **Custom Animation** on the **Slide Show** menu.

PowerPoint Slide Icons



Informs instructors that another slide follows

Exercises



Directs students to training exercises



Announces that a lesson is complete; there are no more slides in the section

Class Kit

Kit for Students

- Allocations and Shipping Training Guide, 70-2804B
- MFG/PRO eB GUI demo CD, 10-0631A
 - Install the database entitled **Train** for the exercises in this training course

Self-study students will require the following additional materials:

- MFG/PRO User Guides (printed material and compact disk are available from QAD Fulfillment, and electronic copies are available on the QAD website)
 - Volume 1, Introduction
 - Volume 2, Distribution
 - Volume 6, Master Files

Kit for Instructors

The instructor kit is the same as the student kit with the addition of the PowerPoint slides.

Configuration and Setup for This Course

For hardware requirements, refer to the Readme files on the MFG/PRO demo CDs.

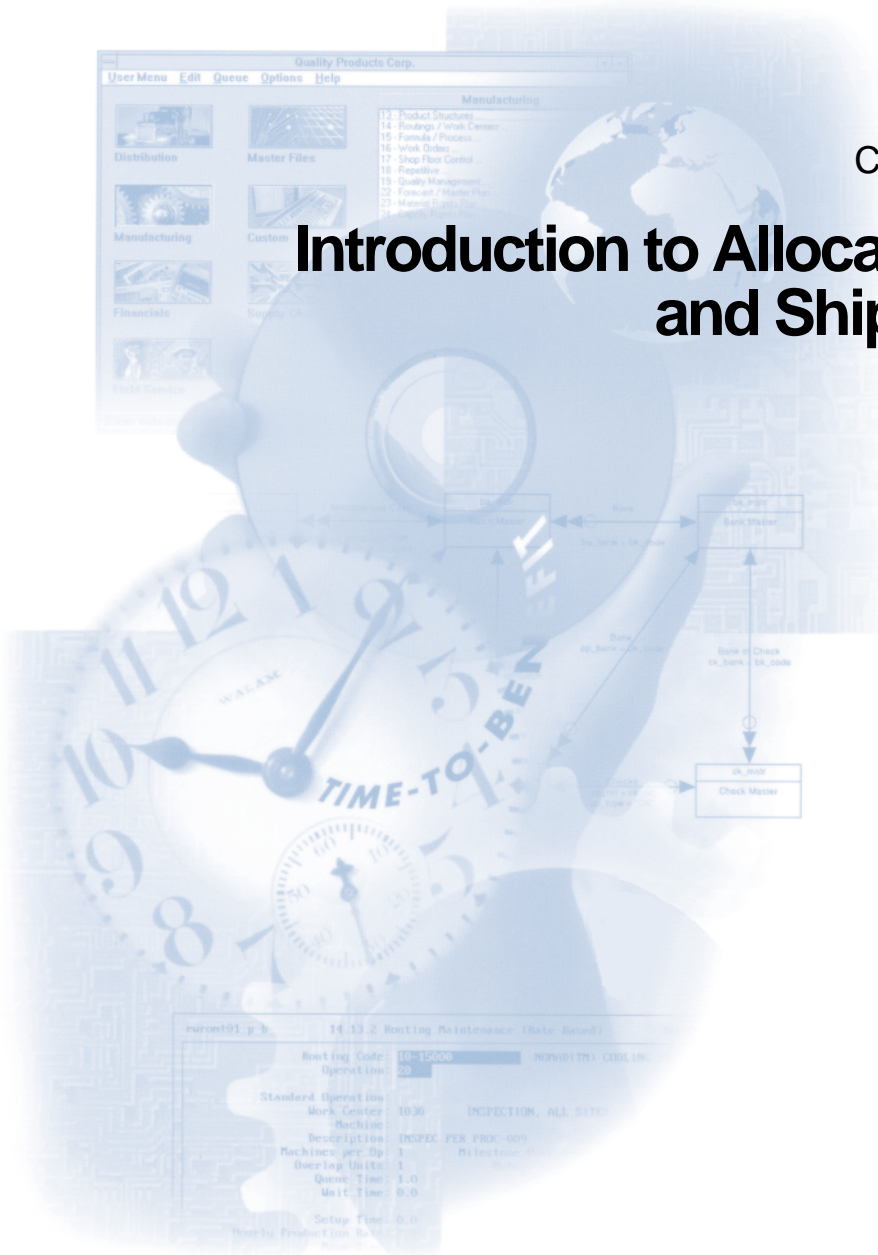


General Training Facilities Information

- 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 to Allocations and Shipping





Course Overview

- ◆ Introduction to Allocations and Shipping
- ◆ Business Considerations
- ◆ Set up Allocations and Shipping
- ◆ Process Standard Allocations and Shipping
- ◆ Process Enhanced/Global Allocations and Shipping

AS-IN-020

Course Overview

Introduction to Allocations and Shipping

Introduction to the MFG/PRO functionality we are covering; how this subject matter fits into the overall scope of MFG/PRO and generic business cases.

Pre-setup Business Issues

Some key business issues that affect setup and process procedures; definitions of these issues, some reasons to consider the issues, the functionality of these procedures in the context of MFG/PRO, and the setup implications of these issues.

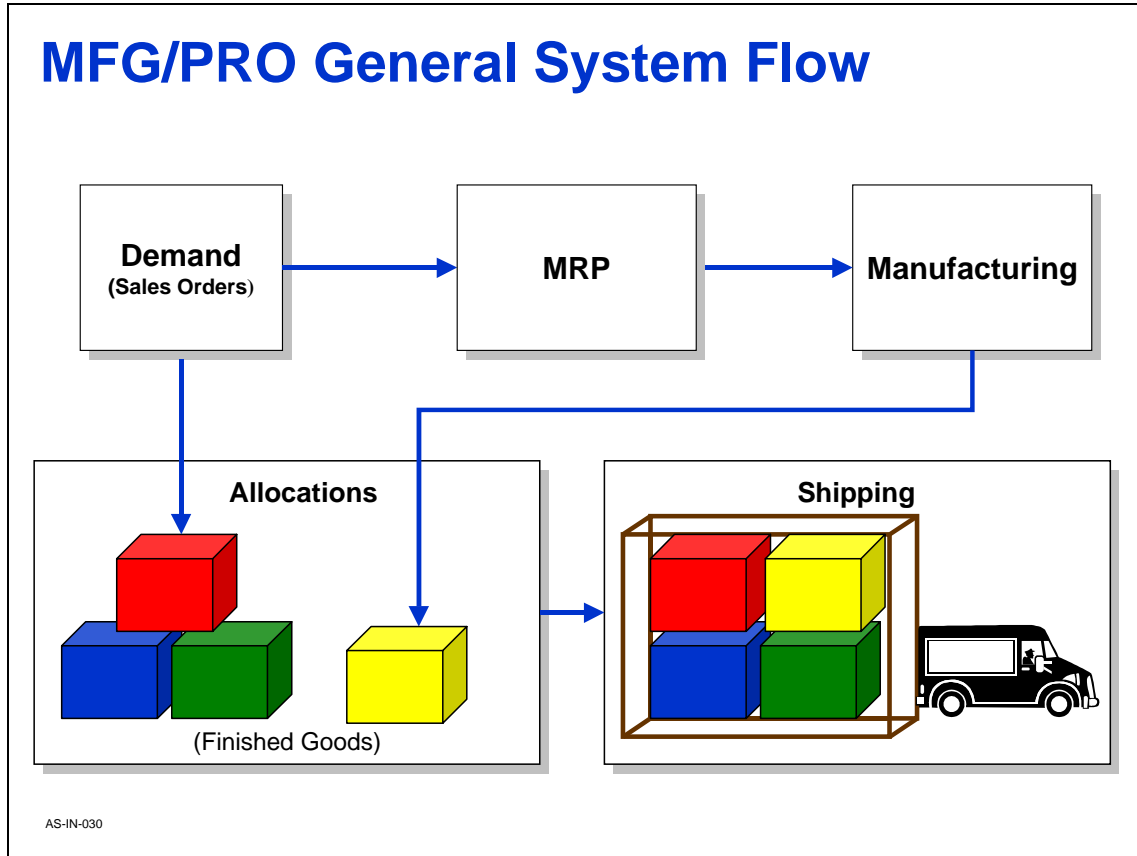
Set up Allocations and Shipping

Specific implementation setup procedures for Allocations and Shipping. Assumes general implementation of MFG/PRO already accomplished. Outlines both the required and optional setup procedures. Other procedures specific to other modules as they affect Allocations and Shipping (for example, Distributed functionality) can be found in other training materials outside this course.

Process Allocations and Shipping

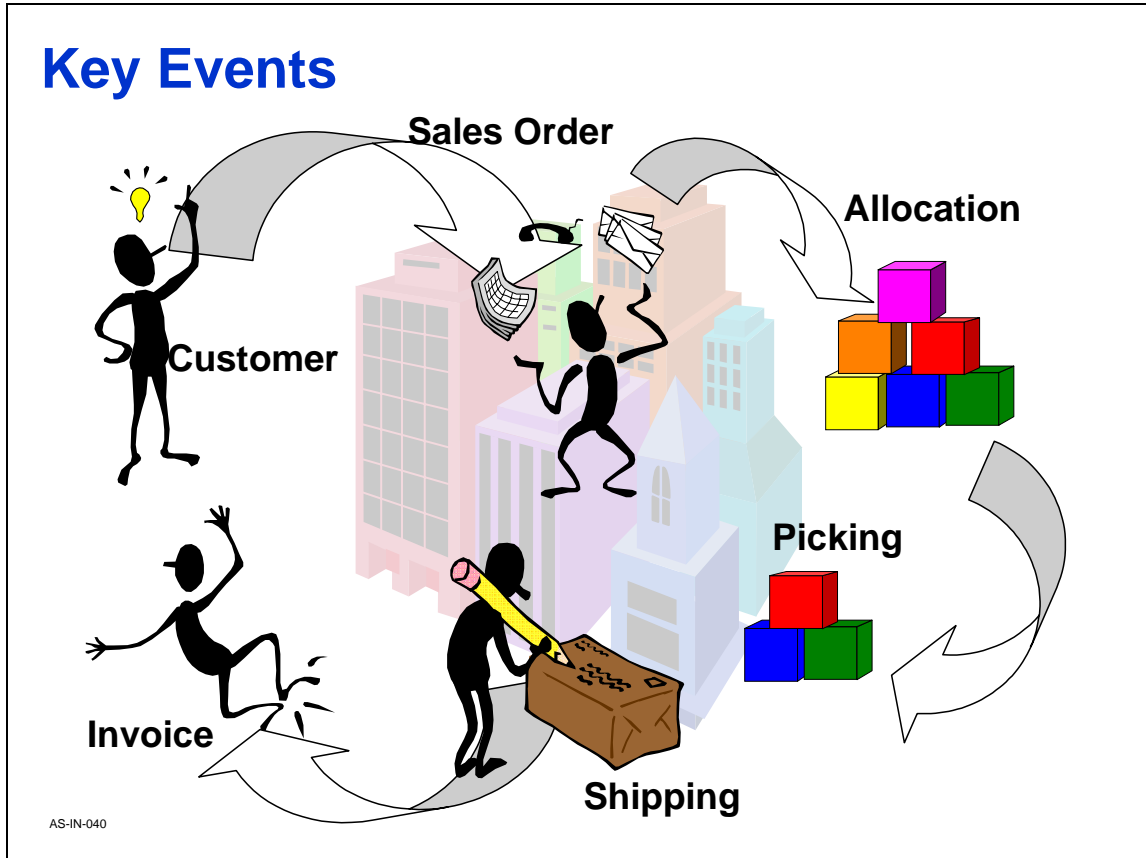
General processing flow, with primary and alternative procedures for:

- General Allocations
- Detail Allocations
- Standard Shipping
- Enhanced or Global Shipping



MFG/PRO General System Flow

This course focuses on the finished goods provided to the customer. Demand usually comes from Sales Orders. Allocation reserves finished goods to fill these demands. If there is not sufficient available inventory to fulfill orders (depending on the planning method selected), then MRP and Manufacturing plans for and creates enough finished goods to complete the orders. These finished goods can then be allocated, picked, packed, and shipped to the customers.



Key Events

- An agreement is made to provide a customer a quantity of an item or items at a set price by an agreed upon due date for the Sales Order
- The agreed upon items are reserved in inventory to send to the customer in Allocations
- The selected items are prepared for delivery in Shipping and sent to the customer



MFG/PRO Shipping Considerations

- Shipping features and procedures in MFG/PRO combine
 - Local shipping requirements
 - Regional or national inventory restrictions or conventions
 - Company-specific information
- Documents and controls shipping transactions to comply with
 - Legal requirements
 - Business requirements
 - Company requirements

MFG/PRO Shipping Methods

- ◆ Standard Shipping
- ◆ Enhanced or Global Shipping
 - Pre-Shipper/Shipper
 - Inventory Movement Codes

AS-IN-060

MFG/PRO Shipping Methods

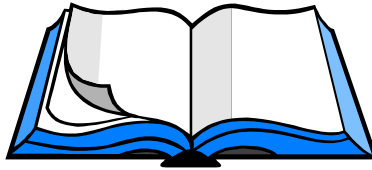
This course describes the most commonly used methods for shipping:

- Standard Shipping
- Enhanced or Global Shipping

Variations in set-up and process, according to each of these methods, are identified.

Allocations and Shipping Terminology

- Kitting
- Pre-Shipper (Picklist)
- Shipper (Packing list)
- Allocations (General and Detail)
- BOL (Bill of Lading)
- EDI (Electronic Data Interchange)
- ASN (Advance Ship Notice)
- Containers



AS-IN-070

Terminology

Kitting. The process of removing components of an assembly from the stockroom and sending them to the assembly floor as a kit of items. This action can take place automatically whenever a full set of items is available and can require an authorization.

Pre-Shipper. A preliminary and temporary shipper created either automatically from detailed allocation, or manually using the Pre-Shipper/Shipper Workbench. Pre-shippers were formerly referred to as *picklists*.

Picklist. An obsolete term for pre-shipper. A dropdown list that the user must select data to fill a field in MFG/PRO.

Shipper. The document that the supplier uses to issue and structure shipments and sends to the customer as an ASN. The shipper identifies the items and (optionally) all containers by individual shipment. The shipper itself becomes the master container.

Packing List. See *Picklist*.

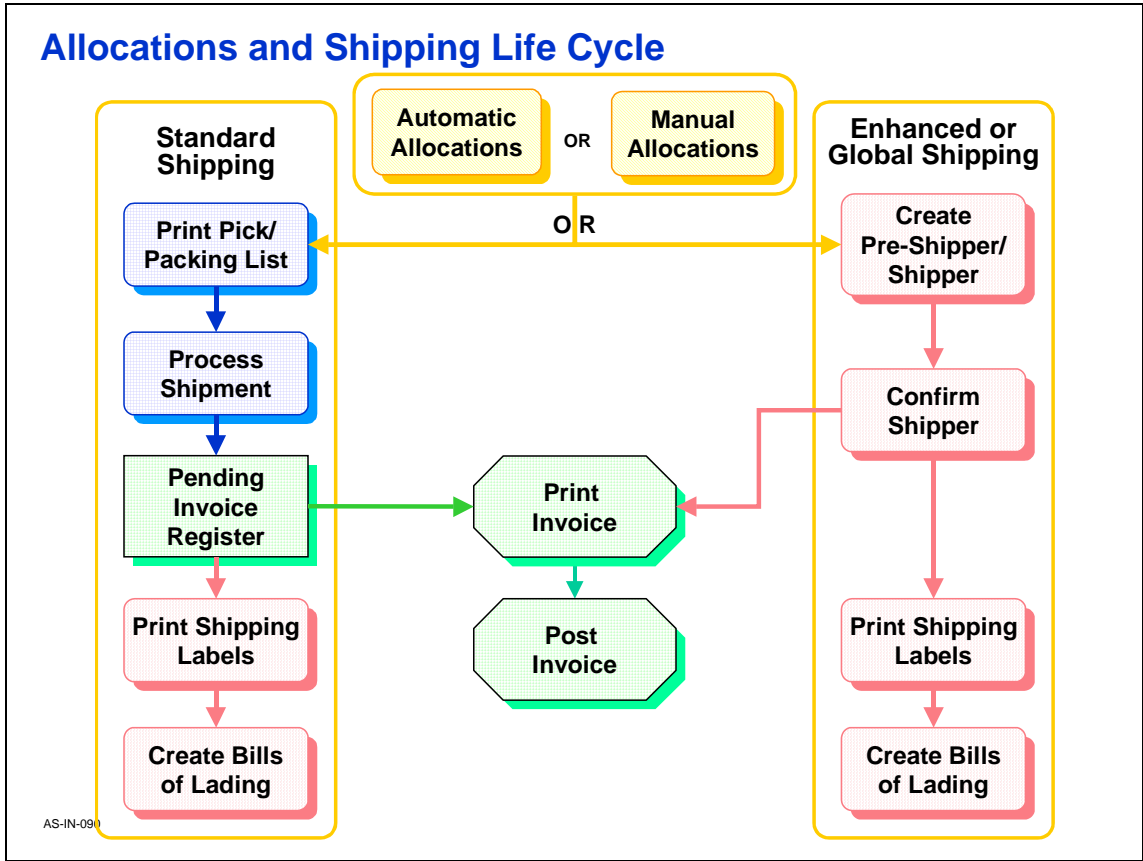
Allocation. The setting aside (i.e., reserving) of the required inventory. Does not set aside specific inventory, and no physical movement of inventory takes place.

Bill of Lading (BOL). Detailed breakdown of a shipment (for example, products shipped, total weight of product, and containers used for packing). Typically, this is a third-party carrier's contract and receipt for goods transported between two points and deliverable to a specified individual.

Electronic Data Interchange (EDI). Enterprise Material Transfer uses Electronic Data Interchange (EDI) to transfer messages between the Primary and the Secondary Business Units. The import and export of EDI messages is steered by the Transmission Manager.

Advance Ship Notice (ASN). An electronic document derived from the shipper document and sent by a supplier (see *Electronic Data Interchange (EDI)*) to a customer when a shipment leaves the supplier site. It informs the customer that a shipment is on the way for purposes of in-transit advice and automated receiving. The ASN is also called an 856 transaction set per the ANSI ASC X12 standard. The ASN takes the place of an invoice in some supplier-customer arrangements. See *Electronic Data Interchange (EDI)*.

Container. 1. In shipping, "container" refers to a packing item used to hold goods and subsets of other containers. For example a box, a pallet, a rack, or trailer. 2. In OBCM, "container" launches the application and instantiates, coordinates, and influences the application's components. Instances of a container represent a complete business function for which some processing is to be performed.

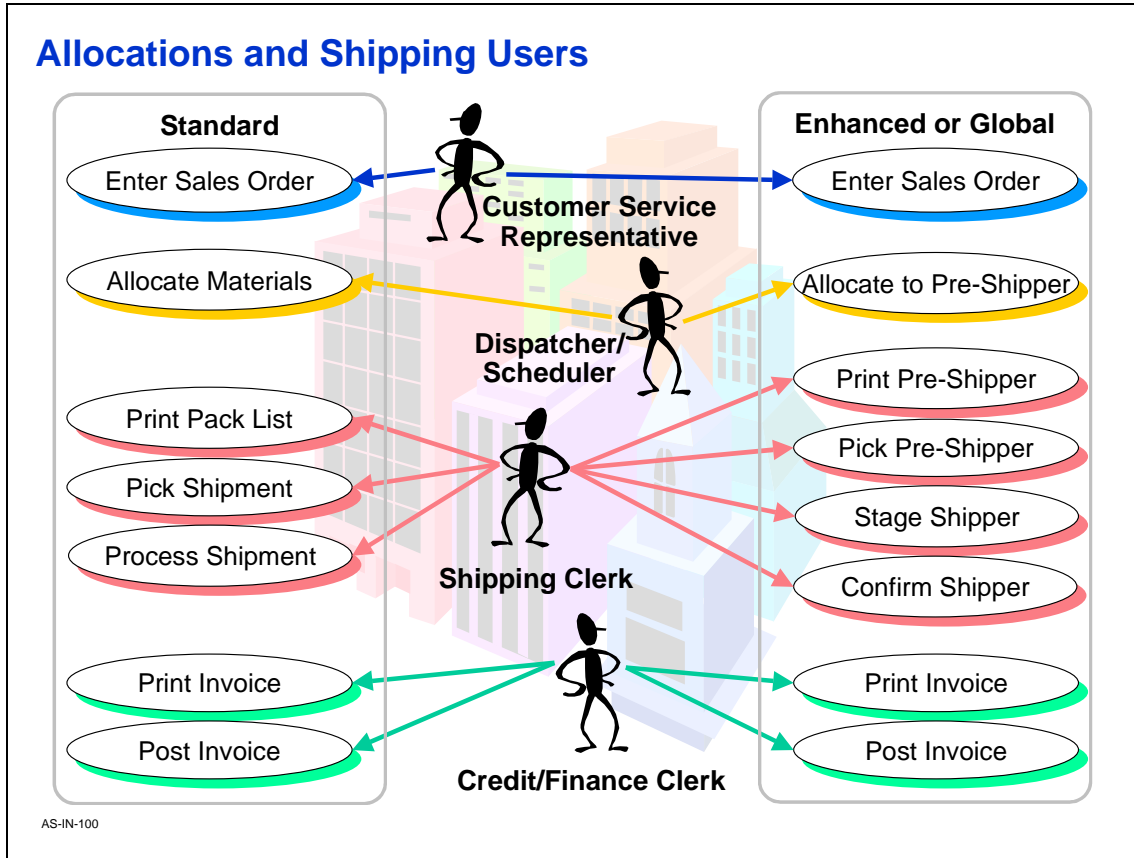


Allocations and Shipping Life Cycle

The life cycle of the allocations, and both standard and enhanced/global shipping processes are illustrated next to the invoicing life cycle. Invoicing is discussed in more detail in the Sales Order Management course.



Discussed in the following Training Guide: Sales Order Management



Uses of Allocations and Shipping

The Allocations and Shipping work flow is shown alongside the typical person responsible for each step in the process.



Course Objectives

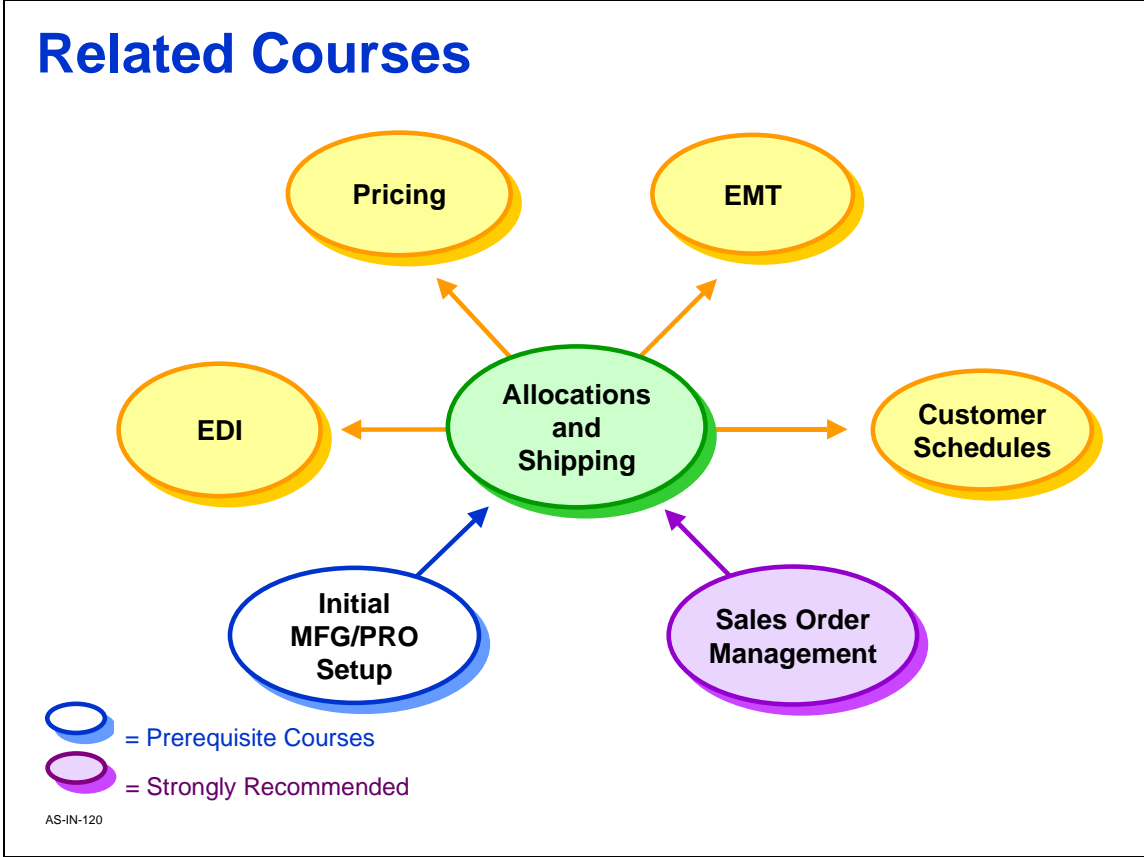
In this class you learn how to:

- ◆ Identify some key business considerations before setting up Allocations and Shipping in MFG/PRO
- ◆ Set up Allocations and Shipping in MFG/PRO
- ◆ Process Standard Allocations and Shipping in MFG/PRO
- ◆ Process Enhanced/Global Allocations and Shipping in MFG/PRO

AS-IN-110

Course Objectives

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





Course Overview

- ✓ Introduction to Allocations and Shipping
- ◆ Business Considerations
- ◆ Set up Allocations and Shipping
- ◆ Process Standard Allocations and Shipping
- ◆ Process Enhanced/Global Allocations and Shipping

AS-IN-130

CHAPTER 2

Business Issues





Business Considerations

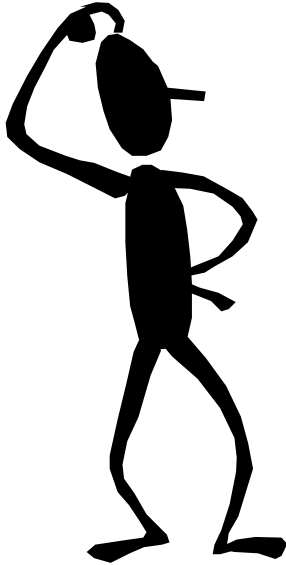
In this section you learn how to:

✓ **Identify some key business considerations before setting up Allocations and Shipping**

- ◆ Set up Allocations and Shipping in MFG/PRO
- ◆ Process Standard Allocations and Shipping in MFG/PRO
- ◆ Process Enhanced/Global Allocations and Shipping in MFG/PRO

AS-BU-010

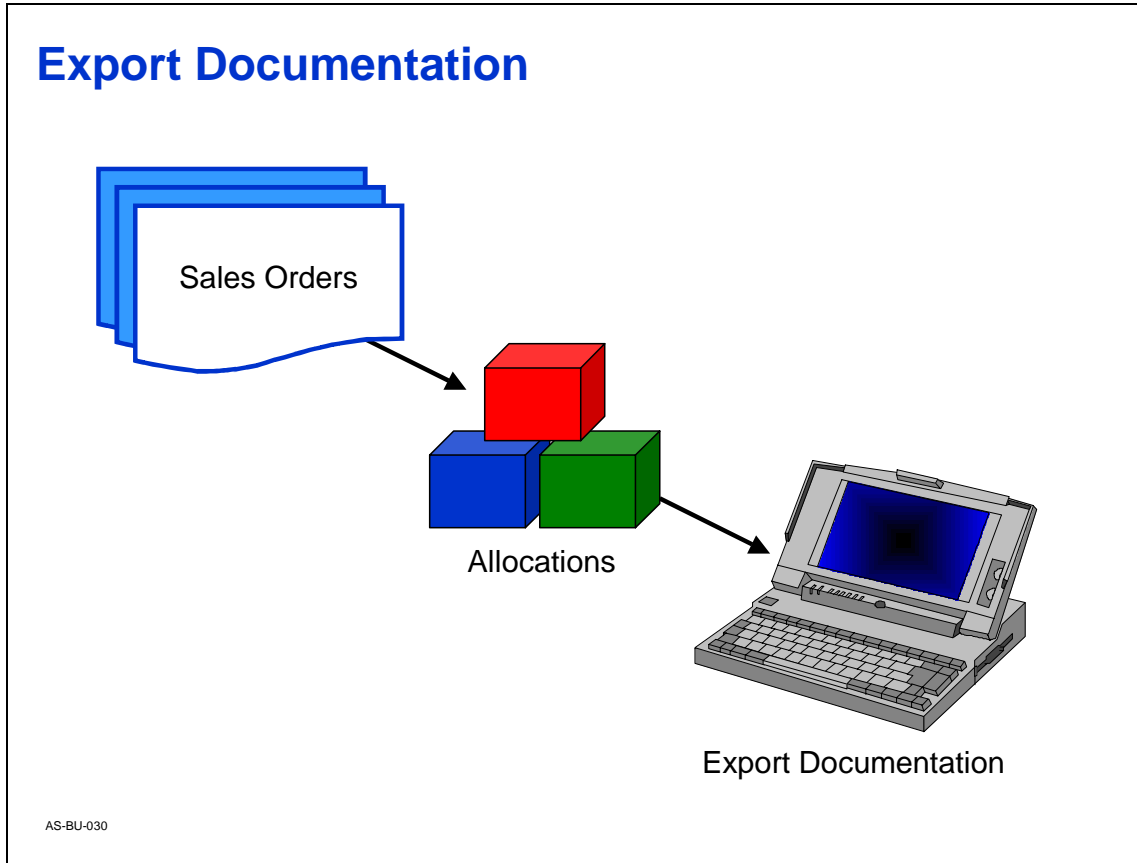
Business Considerations



- ◆ Export Documentation
- ◆ Partial Shipments
 - Backorders
- ◆ Containerization
- ◆ Electronic Data Interchange
- ◆ Available Inventory
- ◆ Drop Shipments
- ◆ Freight Charges
- ◆ Multiple Sites

AS-BU-020

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



Export Documentation

Definition

If you conduct business in several countries, export documentation is usually required to accommodate the requirements of inter-country reporting

Why Consider?

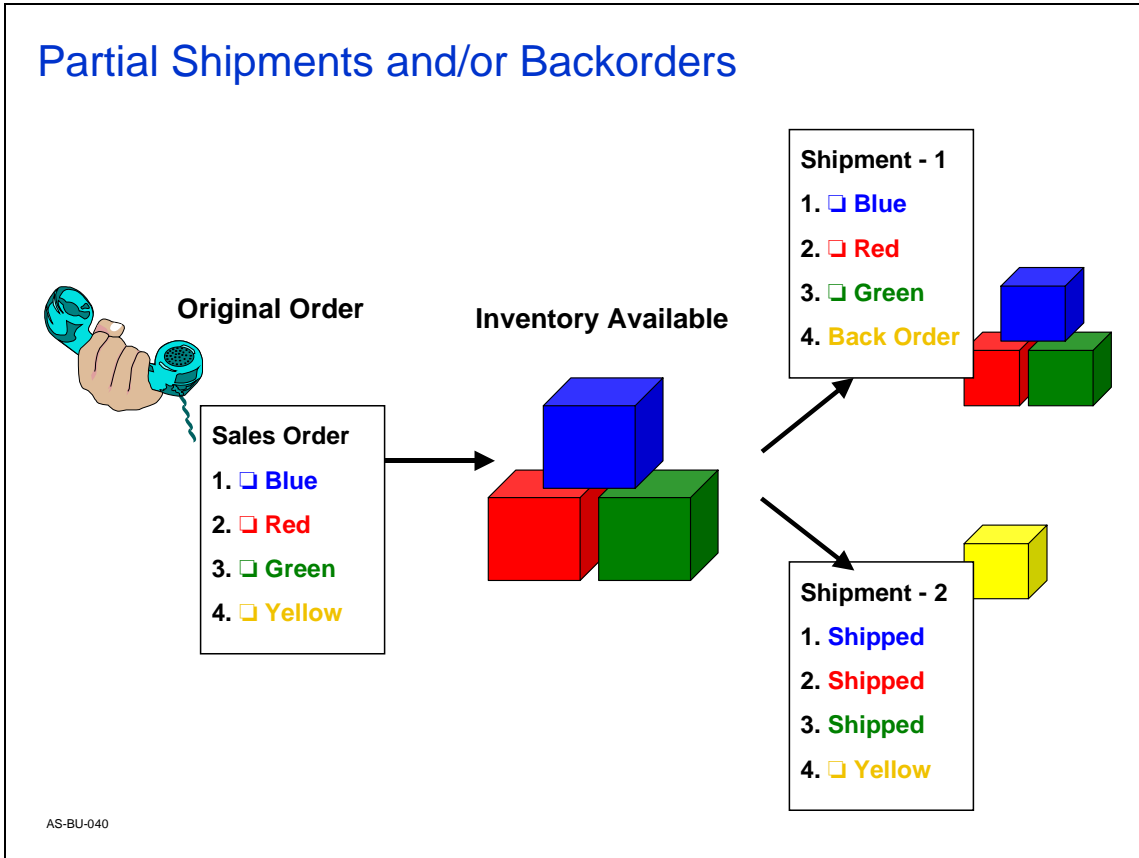
- Legal requirements may require certain records to be maintained, such as shipping documentation and invoices
- Partial shipments are usually avoided due to freight, duties, and excessive paperwork

Functionality in MFG/PRO

- Intrastat
- Partial Shipment Restrictions on Customer Master Record and Packing List
- Action Status on Sales Order to restrict Packing List printing
- Consolidation of Sales Order shipments and documentation
- Enhanced Shipping allows printing and posting of Invoice during shipment process

Setup Implications

- Intrastat files need to be set up to capture data required for reporting
- Relate shipping groups to document formats



Partial Shipments and/or Backorders

Definition

Partial shipments or backorders allow you to fulfill customer orders as inventory becomes available.

Why Consider?

- Control file settings for allocation logic
- Customer master records for class and partial shipments

Functionality in MFG/PRO

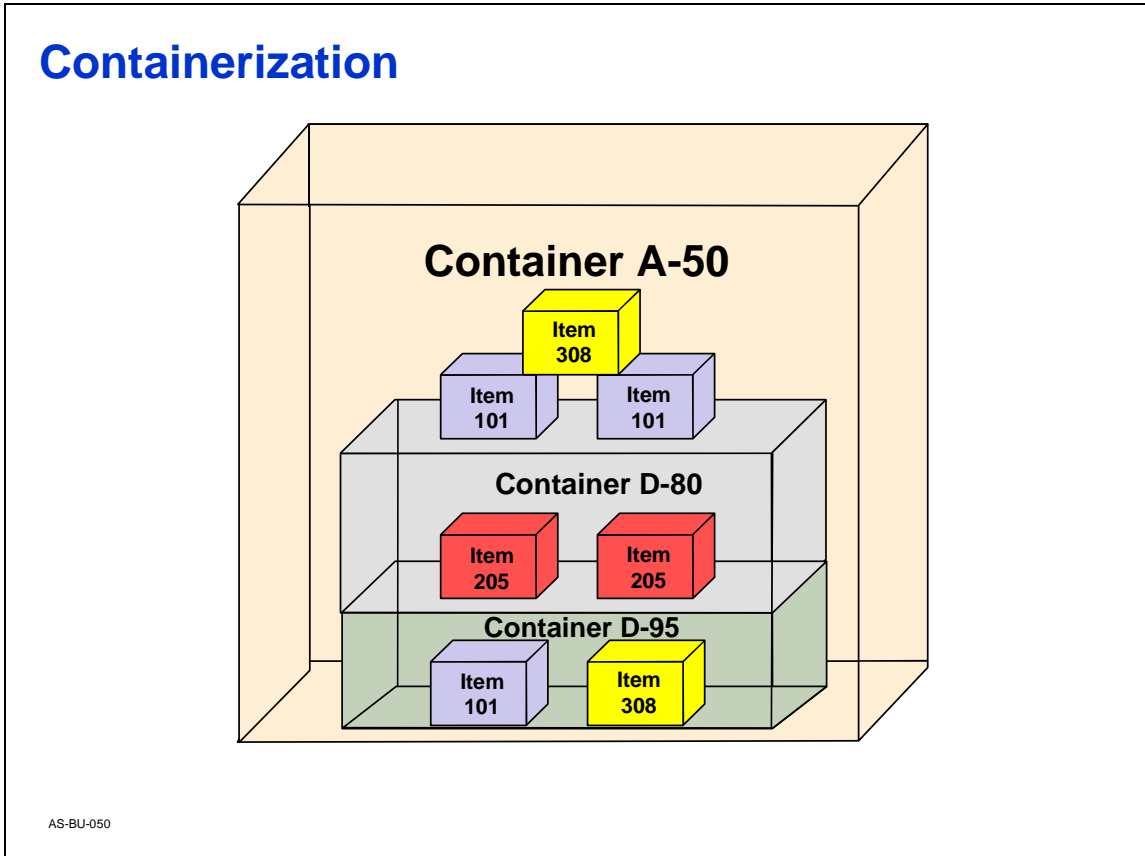
- Partial Shipment Restrictions on Customer Master Record and Packing List
- Action Status on Sales Order to restrict Packing List printing
- Consolidation of Sales Order shipments and documentation

Setup Implications

- Can result in additional freight charges
- Consolidation of shipments
- Control partial shipments from Customer Maintenance, Sales Order Maintenance, and/or Packing List Print



Discussed in the following Training Guide: Sales Order Management



Containerization

Definition

Containerization is a shipment method in which items are placed in containers, and after initial loading, the items are not rehandled in shipment until they are unloaded at the destination.

Containerization allows you to package and store finished goods at the end of a production line and warehouse them in single-level containers before shipping and consolidate goods going to the same location. It also allows you to assemble items in a shipment into multi-level containers before shipping.

Why Consider?

- May affect how orders are entered
- May affect how work order receipts are processed
- May affect how orders are picked, packed, and/or staged
- Often used with customer schedules

Functionality in MFG/PRO

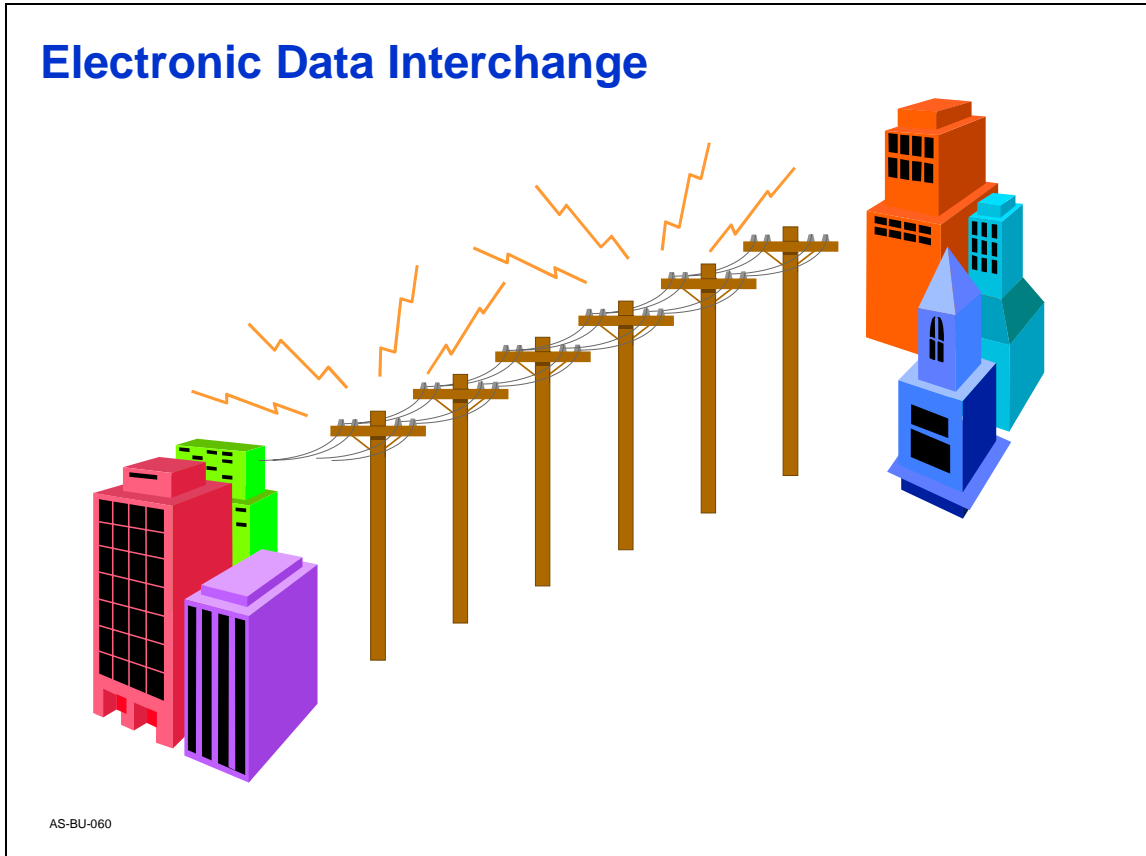
- Define and Track Containers by item and serial numbers
- Consolidate Sales Orders into single and nested containers
- Ship Confirmation processes single and multiple containers at once
- ASN (advance ship notice) to customer

Setup Implications

- Typically requires Electronic Data Interchange (EDI)



See in this training guide: *Set up Containers* on page 124



Electronic Data Interchange

Definition

EDI is the paperless (electronic) exchange of trading documents, such as purchase orders, shipment authorizations, ASNs, and invoices, using standard business transaction documents between customers and suppliers.

Why Consider?

- Can reduce or even eliminate paperwork involved in supply chain activities, that in turn can reduce a company's overhead

Functionality in MFG/PRO

- ASN (advance ship notice) to customer or from supplier
- Use ASN or Shipper number as Invoice number (paperless invoices)
- Simplifies Shipping and Receiving functions
- Facilitates barcoding requirements

Setup Implications

- EDI third-party software and files need to be set up
- Control Files need to be set to interact with EDI



Discussed in the following Training Guide: Electronic Data Interchange (EDI)



Available Inventory

Definition

The available inventory is the on-hand inventory balance minus any allocations, backorders, or quantities held for quality problems. It is often called beginning available balance or net inventory.

Why Consider?

- Controlling the fulfillment of backorders
- Segregate inventory for quality assurance

Functionality in MFG/PRO

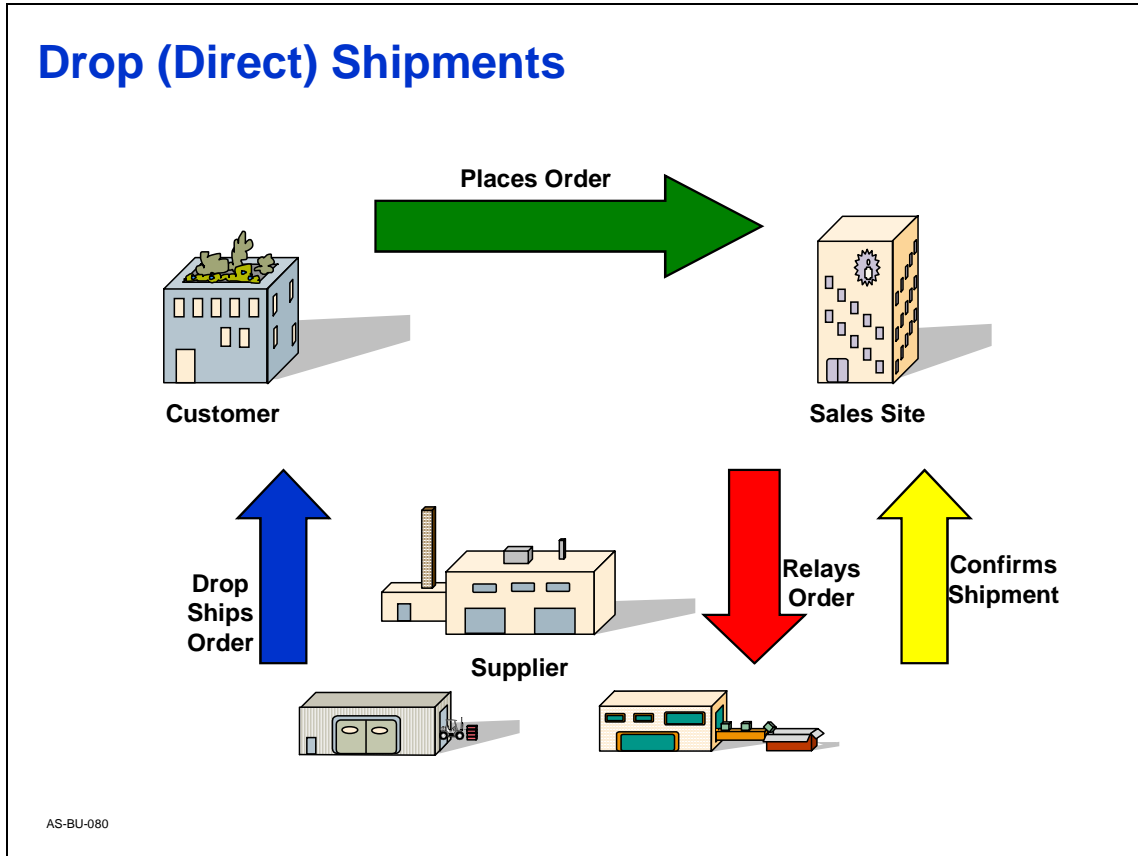
- Inventory Status controls availability, nettability, and transaction types
- Allocations at general and detail levels
- Allocations sequence logic

Setup Implications

- Method to determine quantity available in the Sales Order Control File
- Setup of inventory status codes



Discussed in the following Training Guide: Inventory Control



Drop (Direct) Shipments

Definition

Drop shipments (sometimes called Direct Shipments) occur when a supplier ships directly to the buyer's customer, or when a supplier ships directly to another supplier. May occur when the manufacturer completes all operations but one, and then the supplier ships the order directly to the customer upon completion of last operation.

Why Consider?

- Business processes are different from regular shipments

Functionality in MFG/PRO

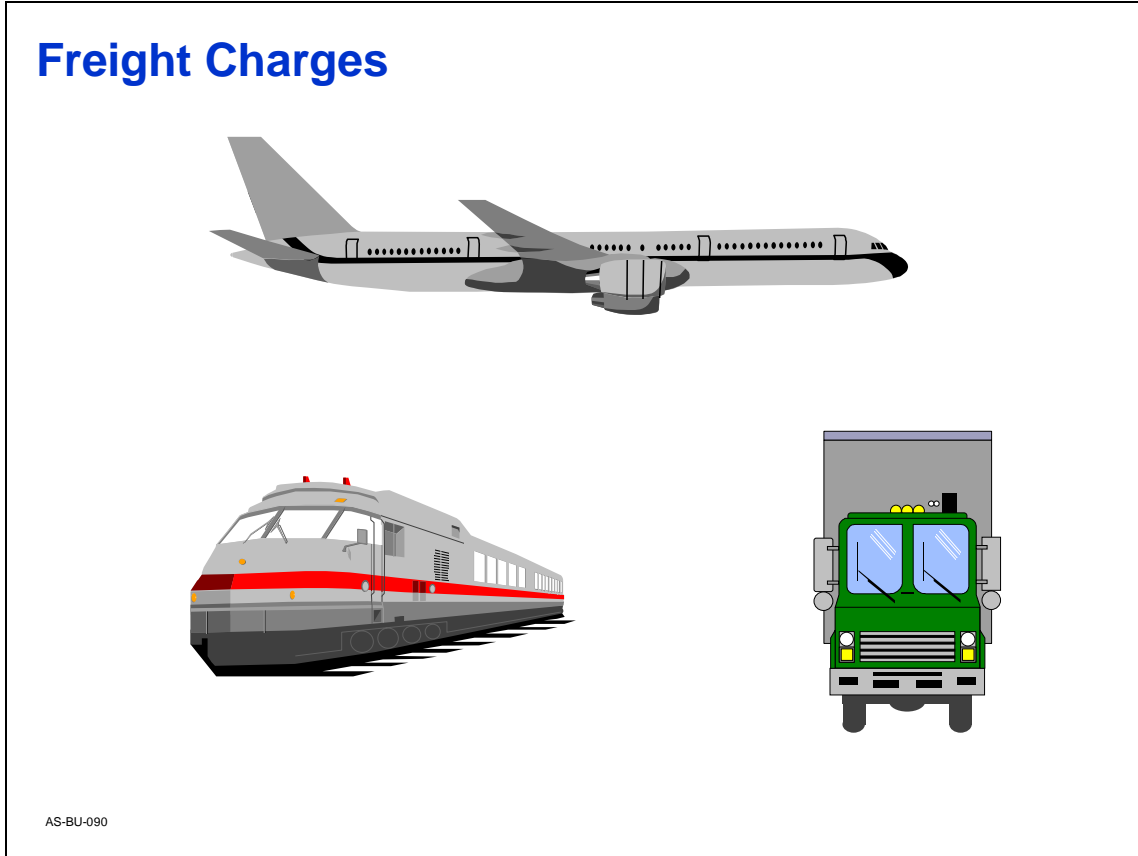
- Best handled using EMT

Setup Implications

- Control files, master records, and address records



Discussed in the following Training Guide: EMT



Freight Charges

Definition

Freight charges are the costs of shipping products, either from a supplier to a manufacturer, or from a manufacturer to a customer. Freight charges and calculations can be a costly part of conducting business.

Why Consider?

- For many companies today, freight is a significant cost in relation to their products
 - Calculations can be very complicated
 - Calculations can be difficult to set up and maintain

- Can be accrued and/or charged back in a variety of ways

Functionality in MFG/PRO

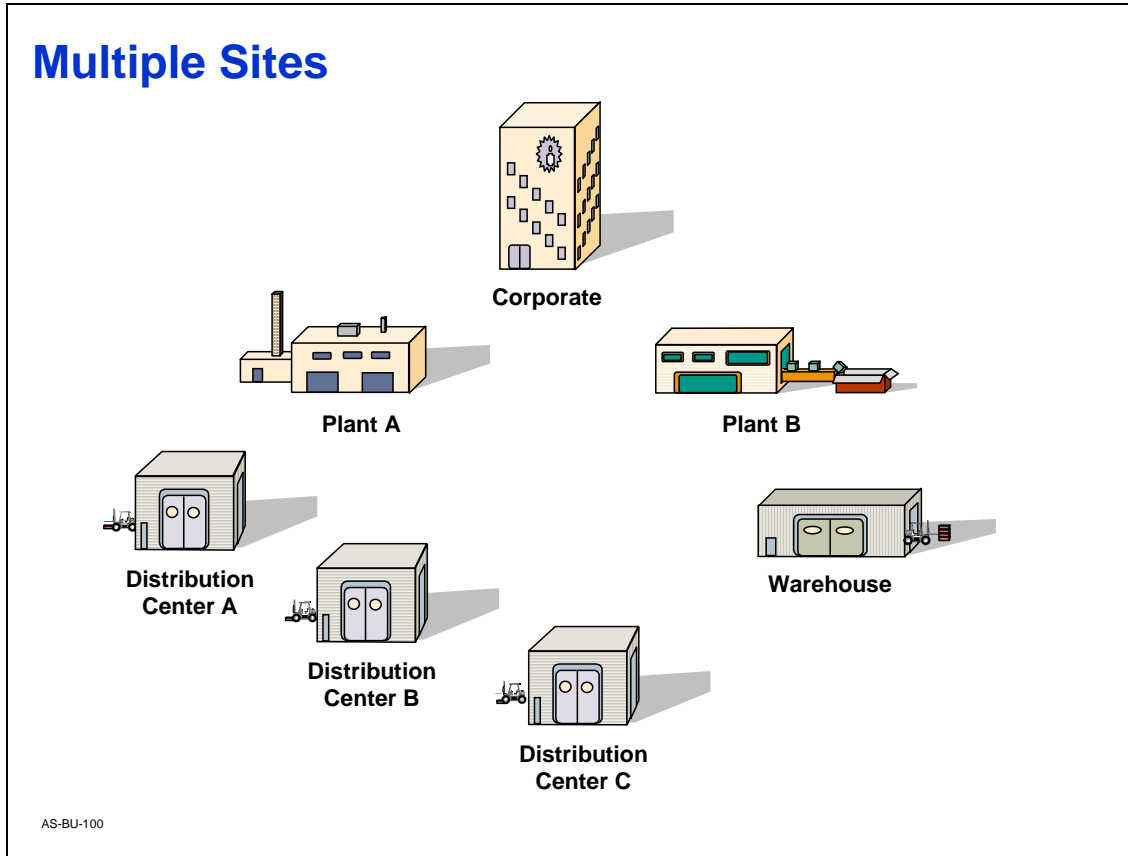
- Freight rates by zone, class, effective dates
- Freight terms

Setup Implications

- Freight terms and freight lists need to be referenced on the Customer Records
- Sales Order Control File, freight lists, terms, zones, and charges need to be set to calculate freight properly
- Item weights and volumes need to be recorded in Item Master



Discussed in the following Training Guide: Sales Order Management



Multiple Sites

Definition

Multiple sites are different physical locations that conduct your business procedures. Multiple sites may perform separate business functions, or perform the same business function serving different regions.

Why Consider?

- Plan, control, and account for inventory by site
- Allocate inventory by site
- Print Pick/Packing List documents by site

Functionality in MFG/PRO

- Item Planning
- Sales and Forecasting
- Inventory Allocations and Shipping
- Distribution Requirements Planning (DRP)
- Cost sets, alternate routings, and alternate product structures by Site

Setup Implications

- Site, item-site, and entity security
- Item-site planning parameters
- Number Range Management by site
- Costing by site
- May affect tax setup



Discussed in the following Training Guide: Initial MFG/PRO Setup

Review

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

AS-BU-110

Focusing Activity

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

- 1 the business expectations given this type of company, and
- 2 additional information you may need to elicit to successfully implement Allocations and Shipping for 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 about Allocations and Shipping. (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.



Course Overview

- ✓ Introduction to Allocations and Shipping
- ✓ Business Considerations
- ◆ Set up Allocations and Shipping
- ◆ Process Standard Allocations and Shipping
- ◆ Process Enhanced/Global Allocations and Shipping

AS-BU-120

CHAPTER 3

Set Up Allocations and Shipping



runet01 y 14.13.2 Routing Maintenance (Date Based)

Routing Code:	10-15000	NONP (TR) COIL-INS
Operation:	20	
Standard Operation:		INSPECTION, ALL SITE
Work Center:	1030	
Machines:	1	
Description:	INSPEC PER PROC-00%	
Machines per Op:	1	Reflection %
Overlap Units:	1	
Queue Time:	1.0	
Wait Time:	0.0	
Setup Time:	0.0	

Run by Product Line 8, 14

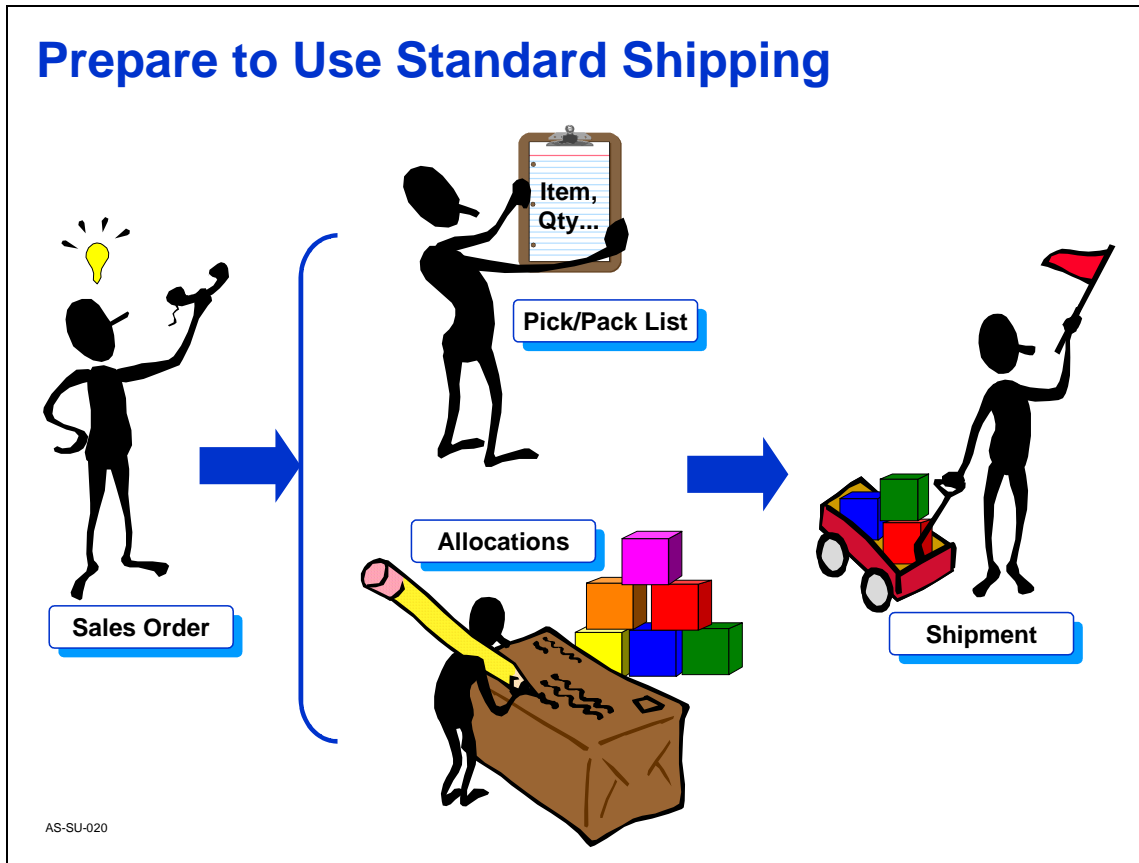


Set up Allocations and Shipping

In this section you learn how to:

- ✓ Identify some key business considerations before setting up Allocations and Shipping in MFG/PRO
- ✓ **Set up Allocations and Shipping in MFG/PRO**
 - ◆ Process Standard Allocations and Shipping in MFG/PRO
 - ◆ Process Enhanced/Global Allocations and Shipping in MFG/PRO

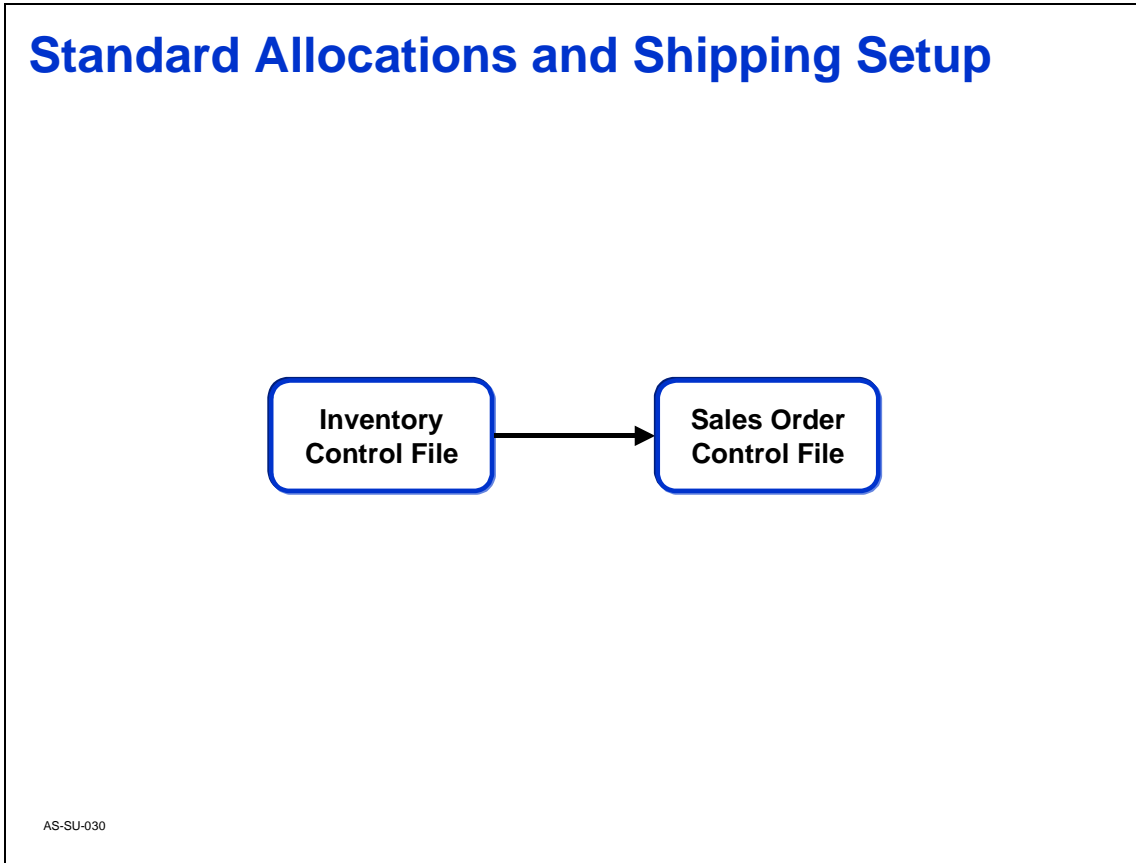
AS-SU-010



Prepare to Use Standard Shipping

MFG/PRO shipping supports a variety of methods that enable you to produce and record Sales Order shipping documents that comply with diverse regional requirements and common business practices on a global scale.

- Standard shipping is sometimes referred to as Sales Order or Discrete shipping
- Standard Shipping key events
 - Sales Order
 - Pick/Pack List
 - Allocations of Finished Goods
 - Shipment of Order

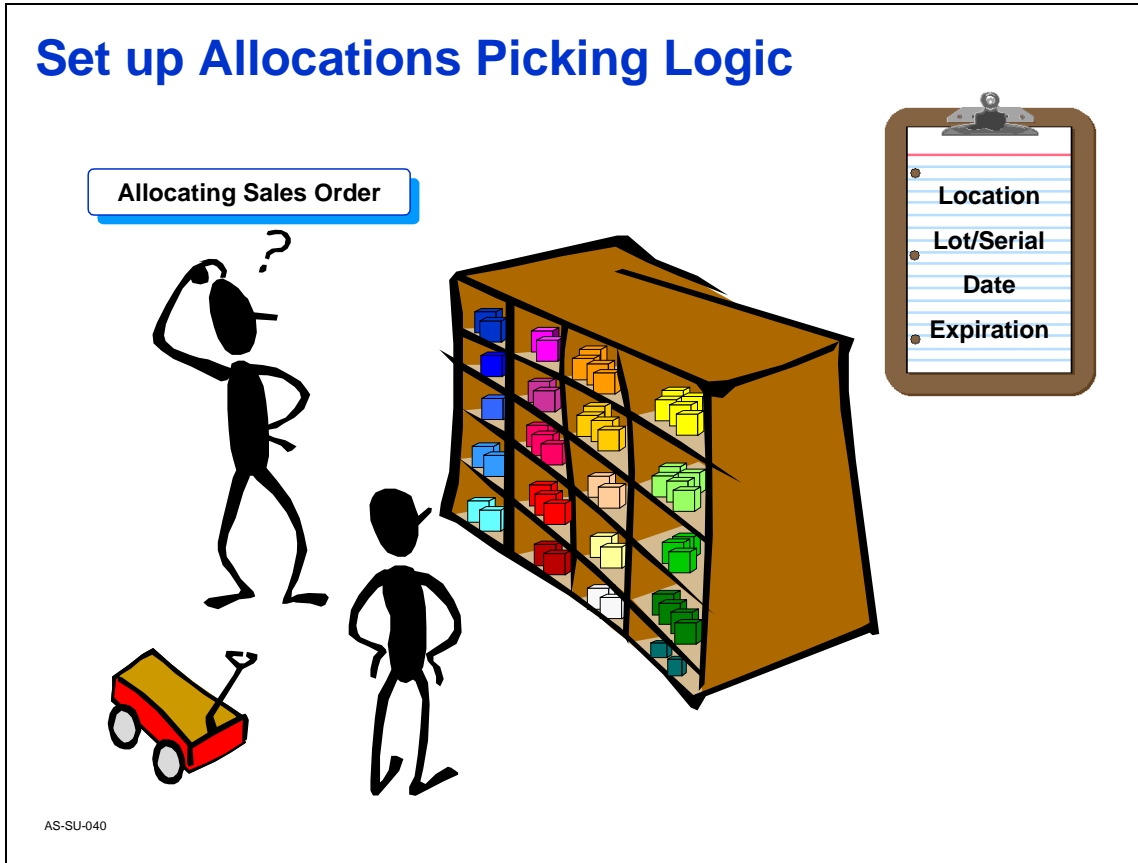


Standard Allocations and Shipping Setup

This illustration is a suggested setup sequence of master files for the Standard Allocations and Shipping method which is based on information that flows from one master file to another and prerequisites that need to be accomplished before setting up a file. Reading the illustration:



Boxes with solid lines are required to set up Allocation and Shipping and are covered in this course



Set up Allocations Picking Logic

- MFG/PRO requires default settings for picking and allocating inventory

Standard Allocations and Shipping Setup



AS-SU-050

Inventory Control File

- The Inventory Control File contains settings that affect
 - Inventory Count Parameters
 - Accounting Parameters
 - Picking Logic

3.24 – Inventory Control File

The screenshot shows the 'Inventory Control File' window with the following sections:

- Inventory Count Parameters:**
 - Tolerance From Qty On Hand or Annual Usage (Q/U): Qoh
 - Issue Days: 0
 - Item Tolerances:

Class A:	3.00%	300.00	Class C:	5.00%	500.00
Class B:	4.00%	400.00	All Others:	5.00%	500.00
- Picking Logic:**
 - 1) Location
 - 2) Lot/Serial
 - 3) Date
 - 4) Expire Date
 - Picking Order:
 - Ascending or Descending:

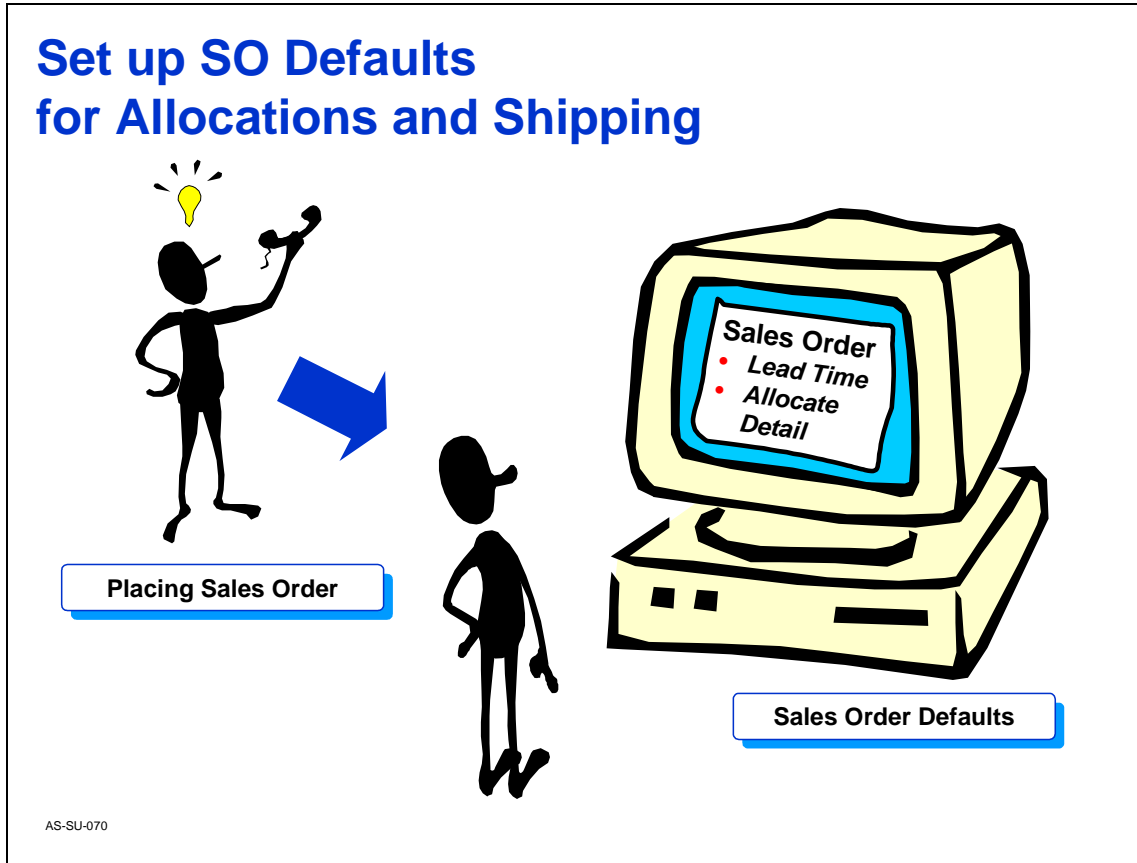
A green box highlights the 'Picking Order' and 'Ascending or Descending' fields, with an arrow pointing to them from a label 'Allocation Picking Logic'. The status bar at the bottom shows: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

AS-SU-060

Inventory Control File

Menu Number 3.24

- Detail Allocations reserve or allocate from specific sites, locations, lot/serial, and lot reference numbers
- Detail information prints on the picklist for use by warehouse personnel
 - If different inventory is picked, change it manually on the issue/shipment transaction
- Picking sequence defined in the control file is used for all sites and locations in the database as the default



Set up SO Defaults for Allocations and Shipping

- Sales Order generates default data for allocations and shipping

Standard Allocations and Shipping Setup



AS-SU-080

Sales Order Control File

- Sales Order Control File contains settings that affect
 - How the items are allocated
 - When the items are allocated
 - How they should be handled and invoiced

Level of Allocation	The Airline Inventory Allocation Analogy	This is Like
General Allocation	A <i>general</i> reservation for a specific item, quantity and date	You reserve an airline flight
Detailed Allocation	A <i>specific</i> reservation by item, quantity, date & site, location, batch, lot or serial number	You go to the airport and receive a boarding pass
Picked from Inventory	The item is physically selected for issue and shipment	You are allowed to board and sit in your seat
Over Allocation	An error (human) allocates the same unit of inventory for more than one order	Someone else boards the plane with a ticket for your seat
De-allocation	The allocation is removed from an item, making it available for some other use.	The other persons boarding card is deemed incorrect
Issued from Inventory	The item is subtracted from stock on hand	You are still in your seat when the aircraft door closes
Shipped	The item is physically shipped to receiving customer	The plane takes off
Un-planned Return to stock	The truck breaks down and cannot leave, all orders are un-picked, de-allocated and returned to stock	The plane aborts the take-off, returns to the gate and off-loads
In-Transit	Not an allocation level, but an inventory status	The status of a seat in flight

These allocation levels may be applied to sales orders, work orders, and distribution orders, (as well as airplane seats). As you move down the levels of allocation the firmness of the allocation increases. This means it becomes more difficult to change an allocation, but it can be done.

AS-SU-085

Airline Inventory Allocation Analogy

- Types of Allocations
- Definitions of each type
- Comparison to allocating a flight on an airline

7.1.24 – Sales Order Control File

Sales Order Control File

User Menu Edit Queue Options Help

1. Qty Available to Allocate = Qty Available - Qty Allocated
 2. Qty Available to Allocate = Qty Available - Qty Allocated + Qty On Order
 3. Qty Available to Allocate = Qty Available - Qty Required
 4. Qty Available to Allocate = Qty Available - Qty Required + Qty On Order
 Which calculation should be used for Qty Available to Allocate: **1**
 Allocate Sales Order Lines due in Days.: **10** (0 for no allocations)
 Limit Allocations to Avail to Allocate: **yes** Detail Allocations: **no**
 Pick Only Allocated Lines: **yes** Sales Order Prefix: **SO**
 Are Sales Orders Printed: **yes** Next Sales Order: **1012**
 Keep Booking History: **yes** Invoice Prefix: **IN**
 Keep Invoice History: **yes** Next Invoice: **31006**
 Shipping Lead Time: **0** Integrate with AR: **yes**
 Company Address: **10000000** Integrate with SA: **yes**
 Sales Order Header Comments: **no** Integrate with APM: **no**
 Sales Order Line Comments: **no** Confirmed Orders: **yes**
 Print Only Lines to Invoice: **no** Fiscal Start Month: **1**
 Ln Format S/M: **multi** F.O.B.:

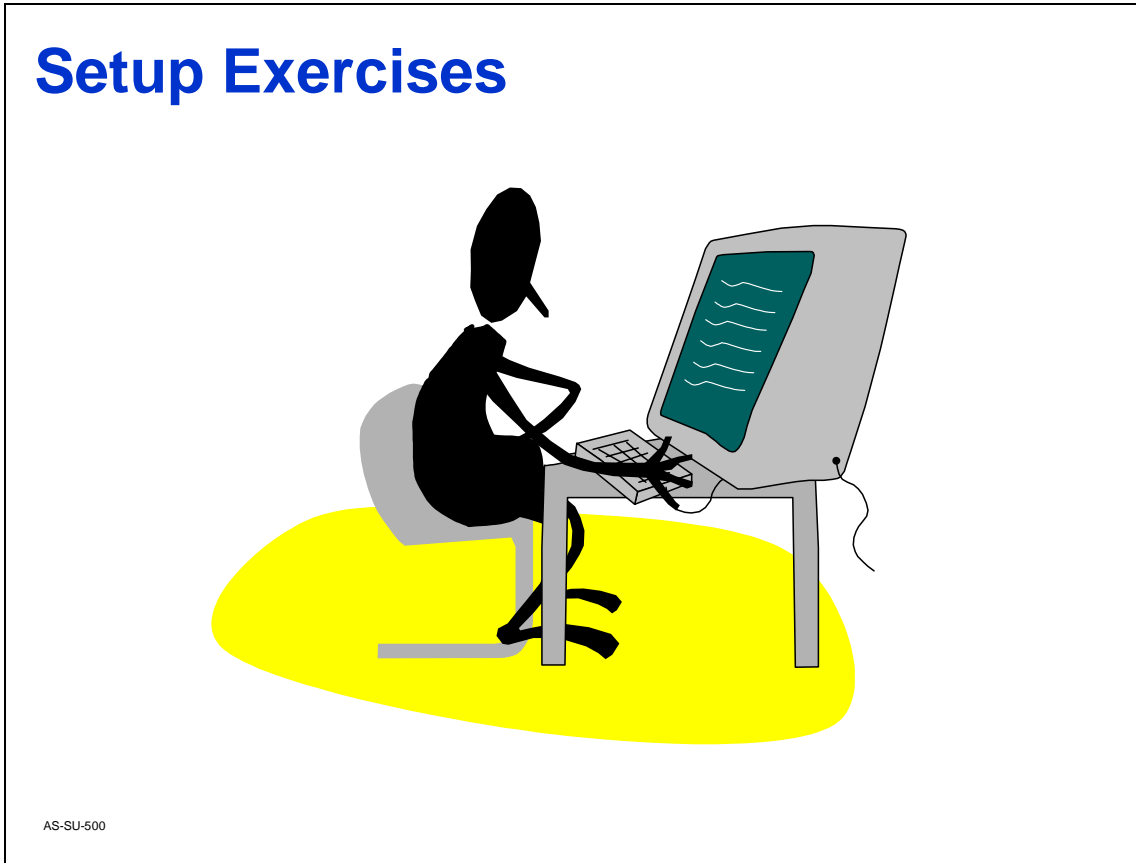
F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

AS-SU-090

Sales Order Control File

Menu Number 7.1.24

- Set Allocations defaults for quantity available to allocate, limit allocations to only available, pick only allocated lines, detail or general allocations, and due dates



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Setup Addresses and Company Name

Instructions: In this exercise, you customize the MFG/PRO screens and reports to show your company name.

- 1 The company address for TRAIN has already been entered into the system. Personalize your database by replacing MFG/PRO Training DB company name with your name in address code TRAIN.
- 2 Enter your name under the Address codes ~screens and ~reports. This causes your name to be displayed at the top of all the menu screens and on the top of all reports.

Note Menu screen change may not take effect until reentering MFG/PRO.

Use Company Address Maintenance 2.12

Setup Company Address

Instructions: In the following exercises your company will need two additional addresses, one for the new Canadian manufacturing site, one for the new Canadian distribution site.

- 1 Create two additional sites.

Field	Record 1	Record 2
Site:	DIST	MFG
Name:	Canada DIST Site	Canada MFG Site

Use Site Maintenance 1.1.13

- 2 Assign these sites as additional company address records.

Field	Record 1	Record 2
Address:	DIST	MFG
Name:	Canada DIST Site	Canada MFG Site
Country:	Canada	Canada

Use Company Address Maintenance 2.12

Standard Shipping Setup

Instructions: In this exercise, you initialize the Inventory Control File and the Sales Order Control

File for allocations.

- 1 Inventory is allocated and picked by location, by Ascending order. Default site = MFG.

After Step Above, Fields Should Read:

Default Site:	MFG
Journal Reference Method:	0
Picking Order:	1
Ascending or Descending:	Ascending

Use Inventory Control File 3.24

- 2 Verify the following:

- a Inventory is automatically allocated to all orders due within 3 days of order entry. Only on-hand inventory that has not been allocated to other orders should be considered available for allocations. Detail Allocations are not required.

After Step Above, Fields Should Read:

Which calculation should be used for Qty Available to Allocate:	1
Allocate Sales Order Lines due in Days:	3
Limit Allocations to Avail to allocate:	Yes
Detail Allocations:	No
Company Address:	DIST

Use Sales Order Control File 7.1.24

Standard Allocations and Shipping Setup

For Standard Shipping Setups, you are done. Proceed to Processing Standard Allocations and Shipping.



AS-SU-094

End of Standard Setup

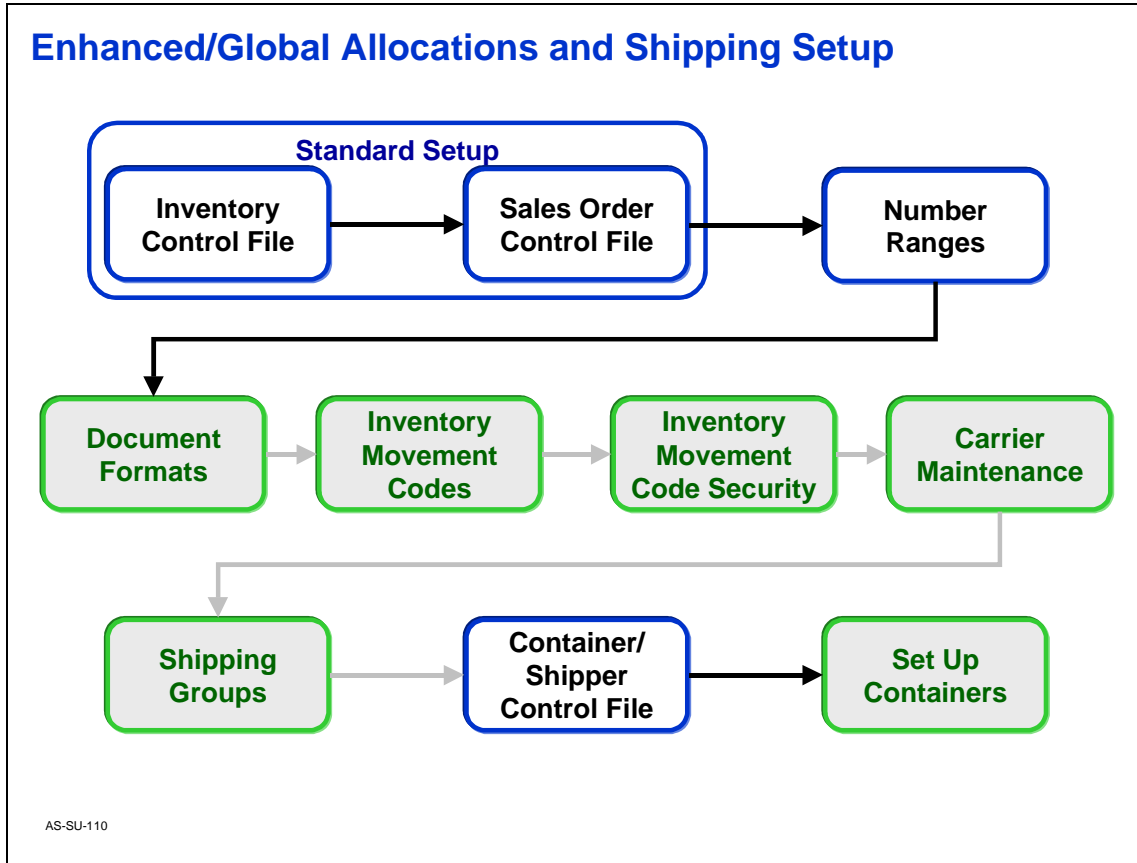


Continue Global Setup



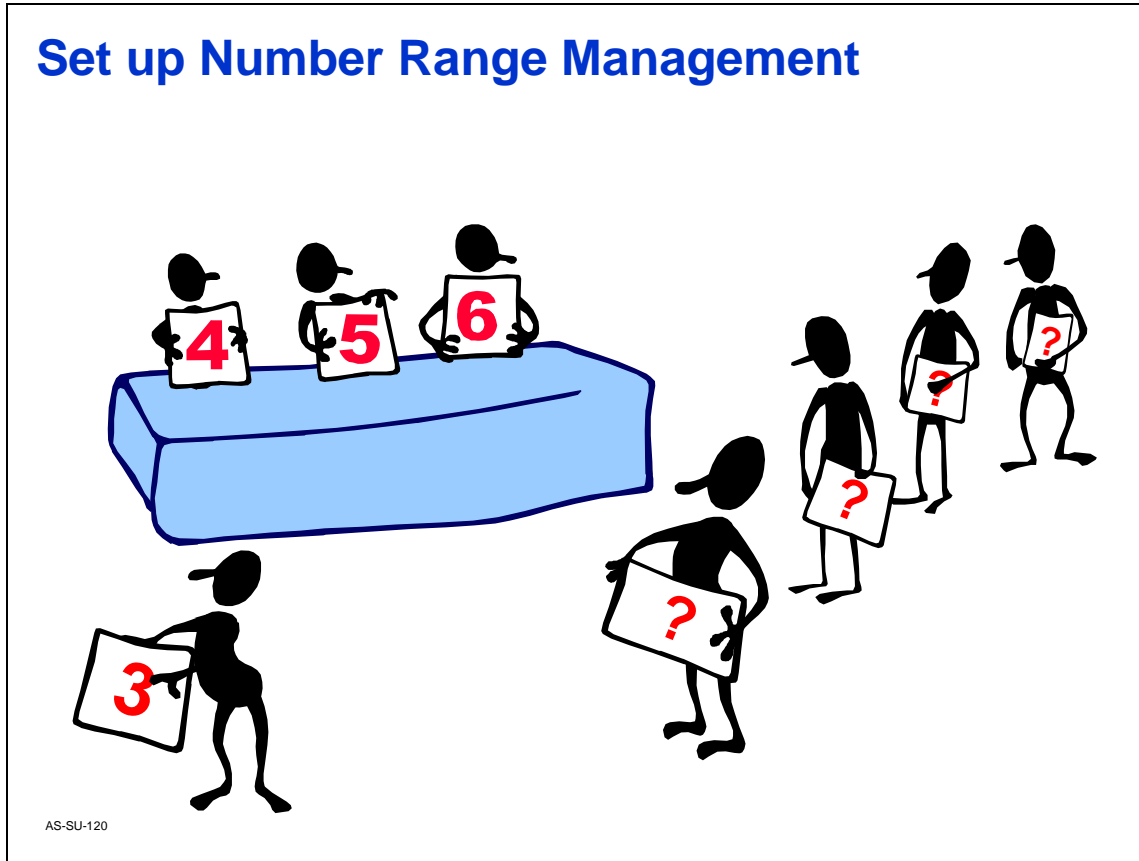
Prepare to Use Enhanced/Global Shipping

- Enhanced Shipping uses Pre-Shippers and/or Shippers
 - Containers are optional
 - Inventory Movement codes are optional
- Global Shipping requires
 - Default pre-shipper, shipper, and master bill of lading sequence IDs and document formats Container/Shipper Control File 7.1.24
 - Inventory movement codes
 - Shipment information for receipt processing
 - Specification whether maintenance of sales order trailer amounts is allowed



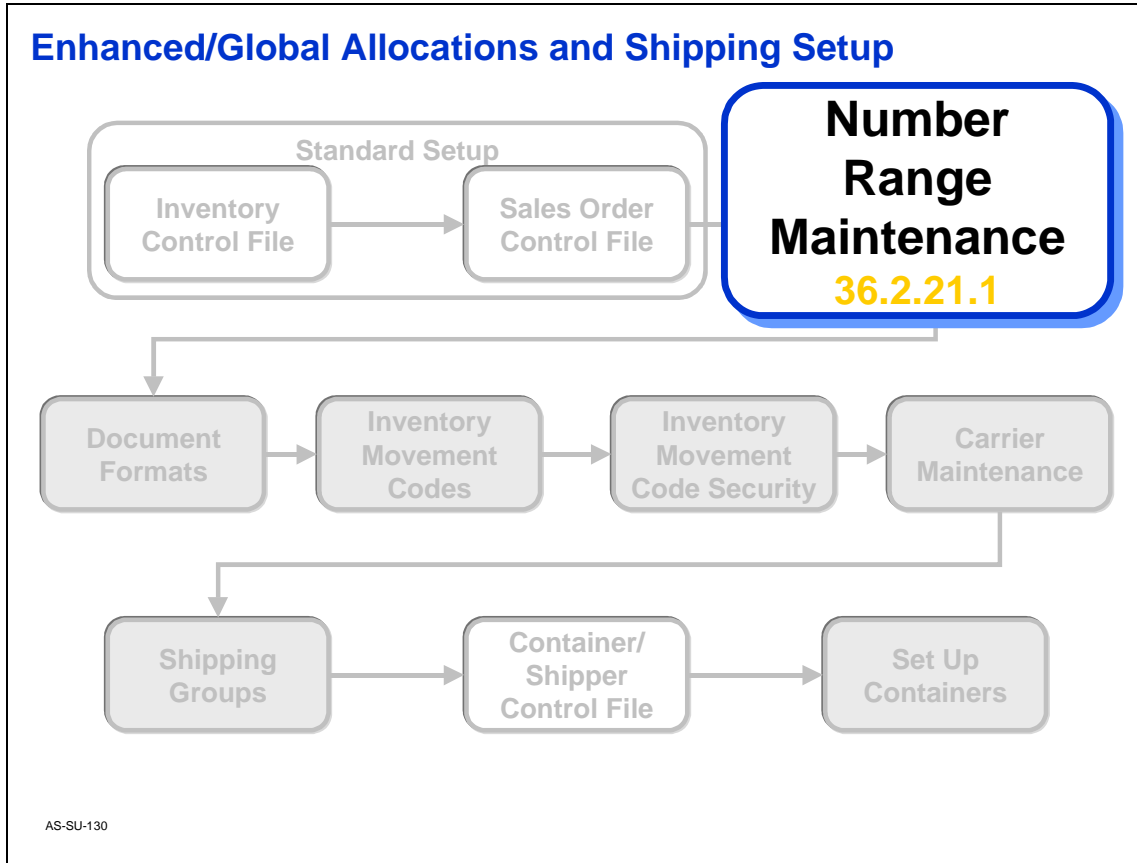
Enhanced/Global Allocations and Shipping Setup

- Inventory Control File 3.24 and Sales Order Control File 7.9.24 are still required (Standard Setup)
- Inventory Movement Codes are required for the Global Shipping method
 - Optional for Enhanced Shipping
- Containers can be set up in advance, or created only at the time of shipment



Set up Number Range Management

- Some countries require that businesses adhere to local numbering standards and conventions when assigning numbers to documents, including shipping documents
 - Often for approval for tax filings or statutory reporting



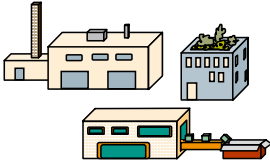
Number Range Maintenance (NRM)

- Major Considerations
 - Numbering Standards/Conventions
 - Segments
 - Sequence Number Maintenance


Numbering Standards/Conventions

- **Assigning Numbers By**

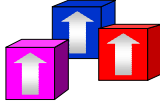
Site




Date Issued



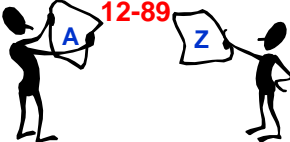
Shipment Type


- **Standards and Conventions**


Temporary Numbers




Use of Prefixes and/or Suffixes



Security on Issuing Numbers



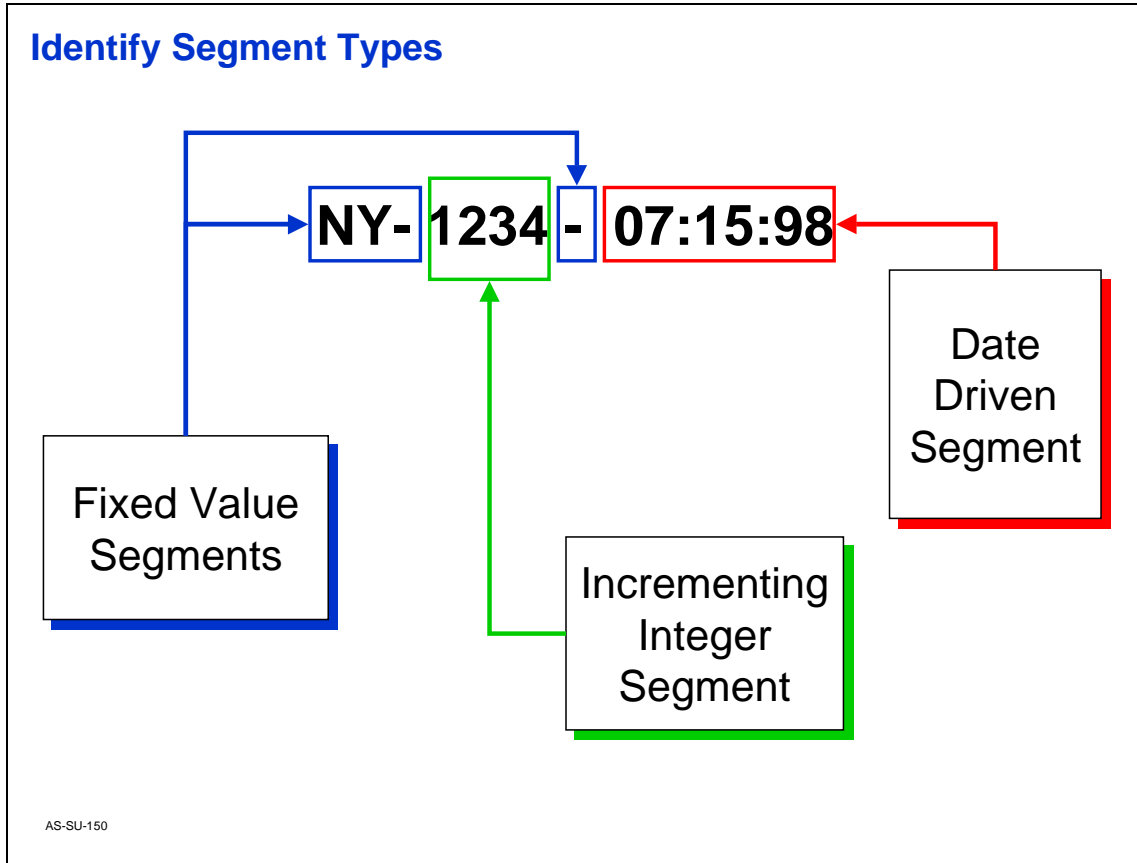
Void or Disallow Discarded/Unused Numbers



AS-SU-140

Numbering Standards/Conventions

- NRM assigns or validates unique ID numbers to each sales order shipper, using predefined sequences
- MFG/PRO stores all shippers in the same file, using the combination of shipper number and Ship-From site

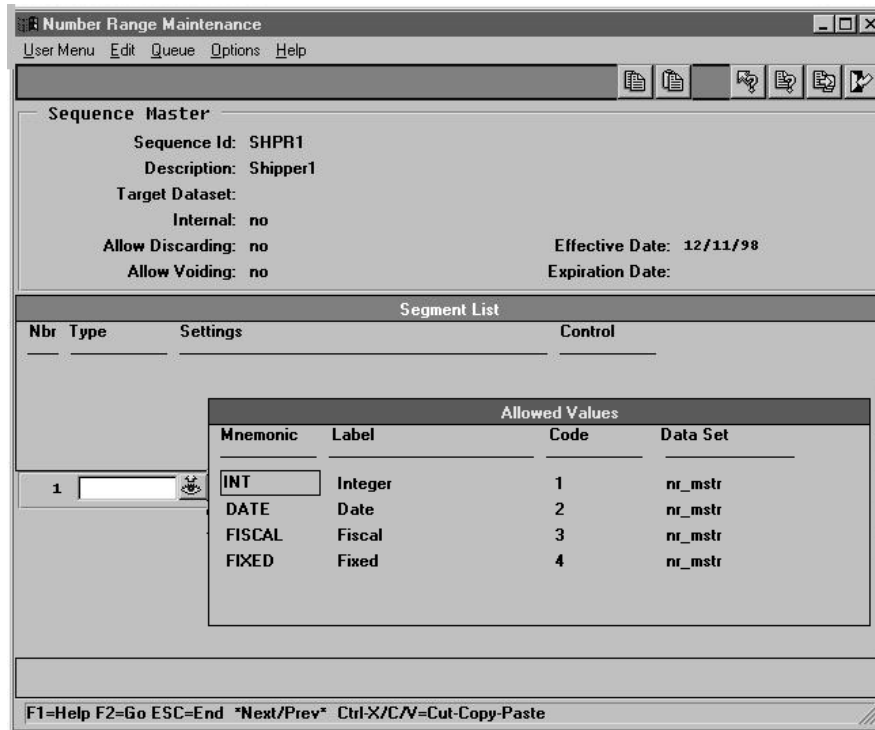


Segments

There are four types of segments

- Fixed Value
- Incrementing Integer
- Date Driven
- Fiscal
 - A type of date-driven segment where the change in the Incrementing Integer segment is tied to the fiscal period rather than the date

36.2.21.1 – Number Range Maintenance



AS-SU-160

Number Range Maintenance

Menu Number 36.2.21.1

- Assign specific number range sequences to pre-shippers, shippers, and master bills of lading to comply with document numbering requirements
- Header Information required:
 - Assign sequence ID
 - Description line (like Master BOL Seq. ID)
 - Target = field name
 - Internal = System only vs. manual

36.2.21.1 – Segment Editors

- Integer Segment Editor (INT)** Requires One per Sequence

Integer Segment Editor

New Seg Nbr: Minimum Value: Initial Value:
 Maximum Value: Reset Value:
- Date Segment Editor (DATE)** Limit One per Sequence

Date Segment Editor

New Seg Nbr: Control Segment:
 Date Format:
- Fixed Segment Editor (FIXED)**

Fixed Segment Editor

New Seg Nbr: Fixed Value:
- Fiscal Segment Editor (FISCAL)** Must use Expiration Date
Cannot use with DATE

Fiscal Segment Editor

New Seg Nbr: Control Segment:
 Fiscal Format:

AS-SU-170

Sequence Number Maintenance

Menu Number 36.2.21.5

- For each type of segment, a different editor frame controls the values of the segment, activated by selecting an editor from the bottom screen on the previous page
 - Each sequence is required to have an incrementing integer segment
 - Each sequence is limited to no more than one date or one fiscal segment
 - Fiscal segments require an expiration date in the sequence header

Using Default IDs

- **Default IDs typically**

Pre-Shippers, Shippers,
and Master Bills of Lading



- **Generic Default IDs assigned when**

No Available
Shipping Group



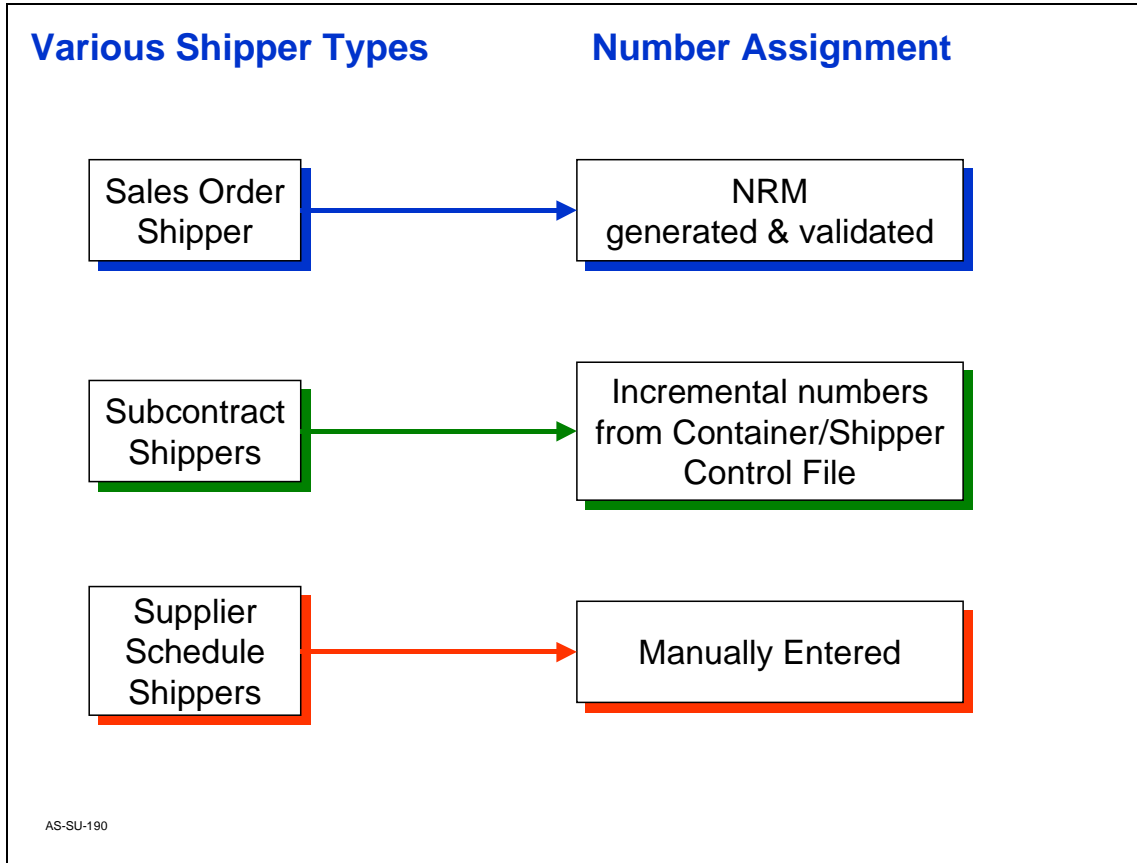
No Inventory
Movement Code



AS-SU-180

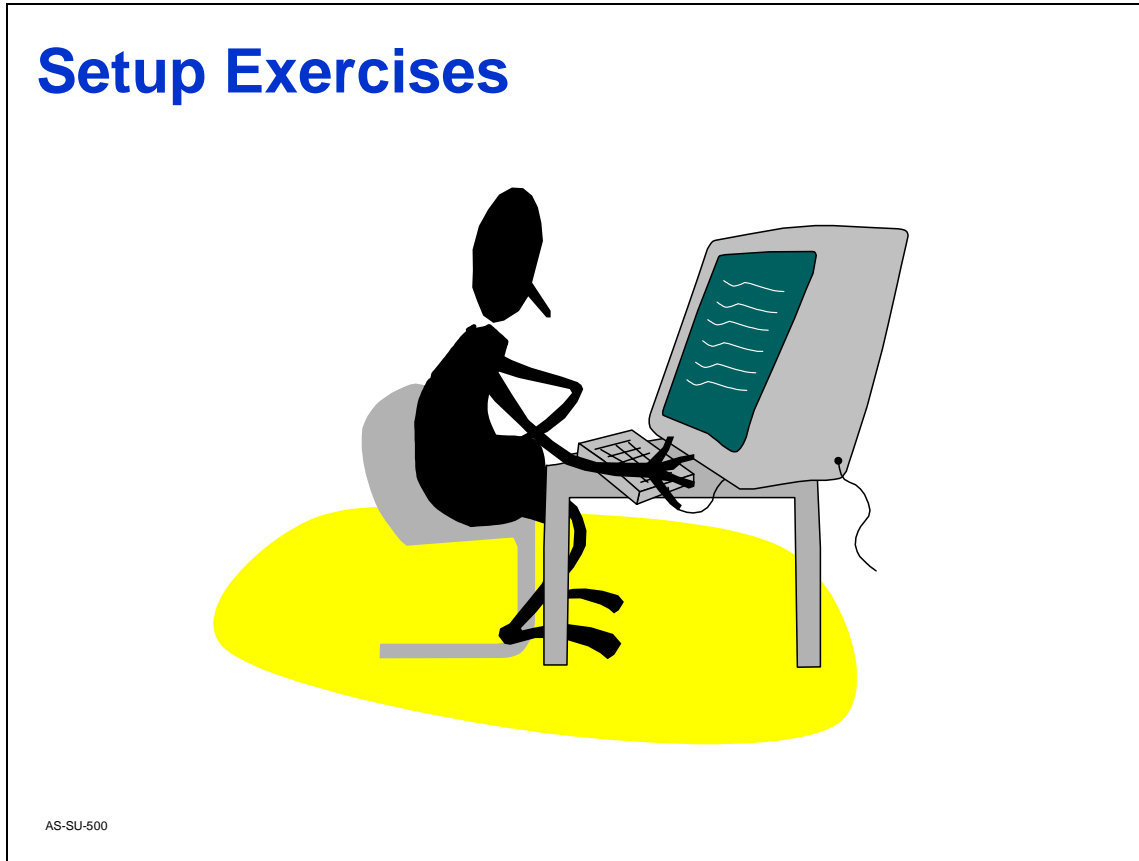
Default Shipping Sequences

- Default NRM sequences are set in Container/Shipper Control File 7.9.24 for shippers, pre-shippers, and master bills of lading
- Can be defined and associated with each shipping group
- For Global Shipping, the sequence numbers are typically assigned relative to shipping groups
- Generic default in the control file is only used for pre-shippers, shippers, and master bills of lading that do not use inventory movement codes or shipping groups



Other Shipper Types and Number Assignment

- MFG/PRO stores all shippers in the same file, using the combination of shipper number and Ship-From site



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Create Sequence Numbers for Global Shipping Documents

Instructions: Your company uses the same shipping document for all kinds of shipments, including inventory transfers. You do not need to create separate sequences for non-sales shippers. In this exercise, you create three internal sequence numbers to use with pre-shippers, shippers, and bills of lading. To meet statutory requirements, your company must use numbers that are date-driven, and contain a numerical sequence. Gaps are permitted.

1 Create Pre-Shipper, Shipper, and Master Bill of Lading number sequence records. Assign the sequence master data from step a. Then assign the sequences in step b. After you finish record 1, continue to record 2 and record 3.

a Assign the following in the Sequence Master Frame.

Field	Record 1	Record 2	Record 3
Sequence ID:	PRSHIP1	SHIP1	MBOL1
Description:	Pre-shipper DIST	Shipper DIST	Master Bill of Lading DIST
Target Dataset:	abs_id.preship	abs_id.shipper	abs_id.mbol
Internal:	Yes	Yes	Yes
Allow Discarding:	Yes	Yes	Yes
Allow Voiding:	Yes	Yes	Yes
Effective Date:	Today's date	Today's date	Today's date
Expiration Date:	leave blank	leave blank	leave blank

b Define segments for each sequence. Create a sequential number that starts with P, S, or M for the pre-shipper, shipper, and master bill of lading respectively. Assign a four-digit integer to follow the fixed segment. Separate the final segment from the integer with a fixed hyphen. Assign the date as the final segment, as a control segment that resets the integer when the date changes.

Segment 1 Field	PRSHIP1	SHIP1	MBOL1
Nbr:	1	1	1
Type:	FIXED	FIXED	FIXED
New Seg Nbr:	1	1	1
Fixed Value:	P	S	M
Segment 2 Field	PRSHIP1	SHIP1	MBOL1
Nbr:	2	2	2
Type:	INT	INT	INT
New Seg Nbr:	2	2	2
Minimum Value:	1000	1000	1000
Maximum Value:	9999	9999	9999
Initial Value:	1000	1000	1000
ResetValue:	1000	1000	1000

Segment 3 Field	PRSHIP1	SHIP1	MBOL1
Nbr:	3	3	3
Type:	FIXED	FIXED	FIXED
New Seg Nbr:	3	3	3
Fixed Value:	- (a hyphen)	- (a hyphen)	- (a hyphen)
Segment 4 Field	PRSHIP1	SHIP1	MBOL1
Nbr:	4	4	4
Type:	DATE	DATE	DATE
New Seg Nbr:	4	4	4
Control Segment:	Yes	Yes	Yes
Date Format:	M.D.Y	M.D.Y	M.D.Y

Quick Review: What is the significance of making this a control segment?

Use Number Range Maintenance 36.2.21.1

- 2 You can generate a Sequence Number History Report to view the sequence definition, which sequence numbers have been used, and which sequence numbers have not been used, including gaps. This report helps identify missing documents by reporting sequence numbers that are not recorded in the sequence history.

Use Sequence Number History Report 36.2.21.13

- 3 If you wanted to use a different shipper document format with its own numbering for non-sales shippers (such as transfers between manufacturing and distribution sites) what would be required?

Set up Document Formats

Japan-US Shipper

[Sample document text for Japan-US Shipper]

US Domestic Shipper

[Sample document text for US Domestic Shipper]

US Int'l Shipper

[Sample document text for US Int'l Shipper]

Austr.-Japan Shipper

[Sample document text for Austr.-Japan Shipper]

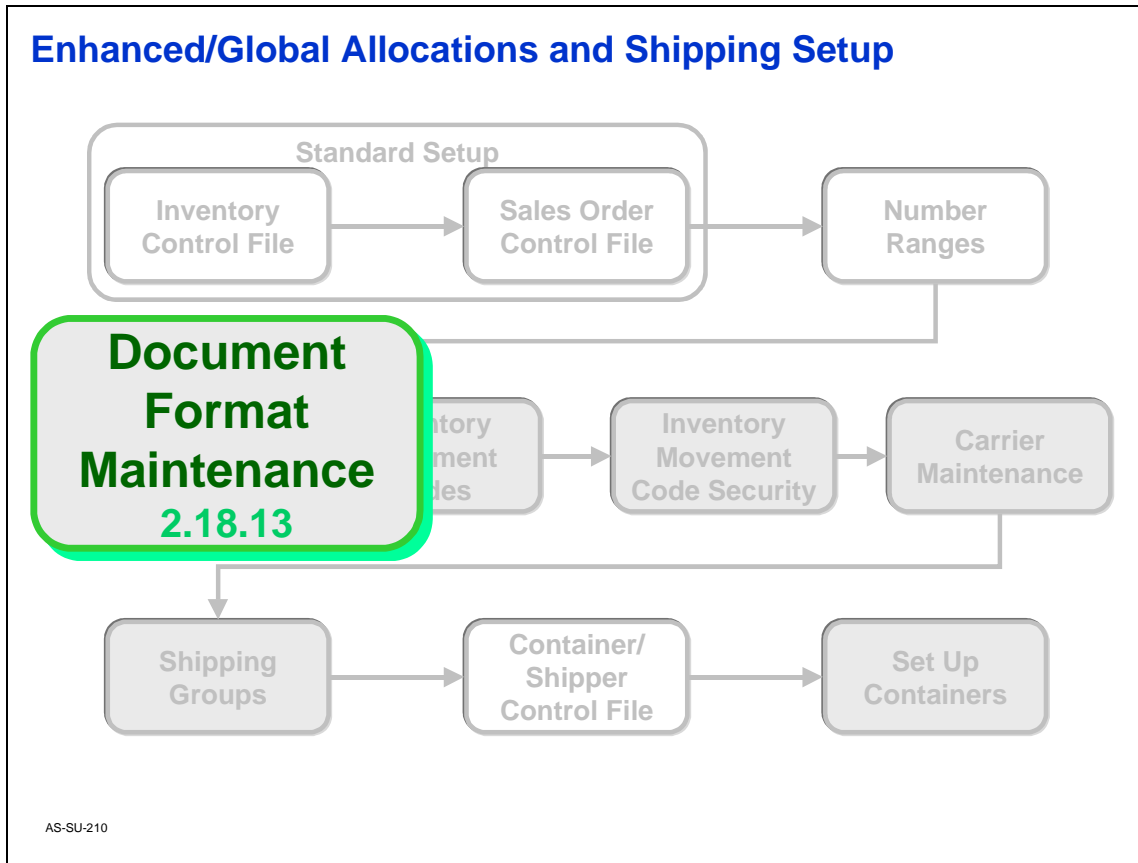
Brazil-US Shipper

[Sample document text for Brazil-US Shipper]

AS-SU-200

Set up Document Formats

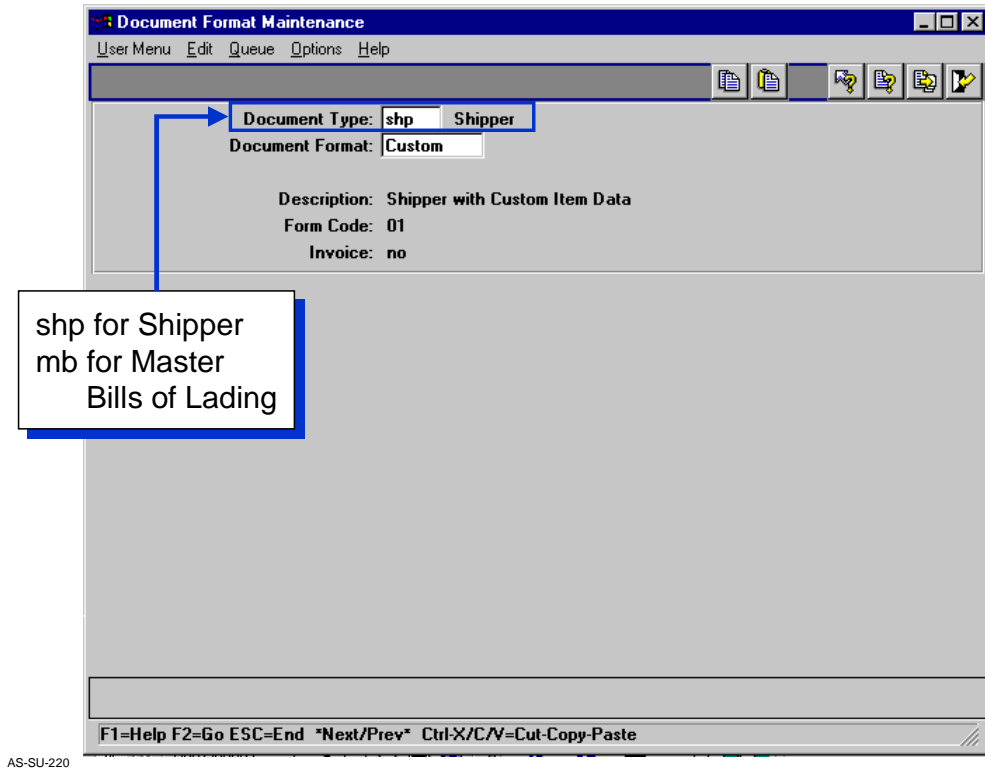
- Document formats for shippers and master bills of lading identify any special processing and printing requirements, and whether the document can be used as an invoice
- Some countries require the use of specific documents and document formats when shipping goods



Document Format Maintenance

- Create multiple document formats for different shippers, bills of lading, or master bills of lading
- Default document format is set in Container/Shipper Control File 7.9.24
 - Default is used for shippers without inventory movement codes or with no available shipping group, and for master bills of lading
 - Can also be assigned to inventory movement codes within shipping group

2.18.13 – Document Format Maintenance



Document Format Maintenance

Menu Number 2.18.13

Document Type

- SHP for shippers
- MB for master bills of lading

Form Code

- Required field: 1-2 character code identifying requirements for processing and printing

Invoice

- This field only applies to shipper type documents
 - Invoice = Yes if shipping documents printed using this format can serve as legal invoices
 - The default = No

Warning If you assign Invoice = Yes, you cannot modify this field later to change it to Invoice = No. Be careful of shipper numbers that are too long to use as invoice numbers.



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Create Document Formats

Instructions: Your company needs two new standard shipper documents for shipments within Canada and for exports to Europe.

- 1 Create a new document format for Canadian shipments. Limit this document so that it cannot be used as an invoice.

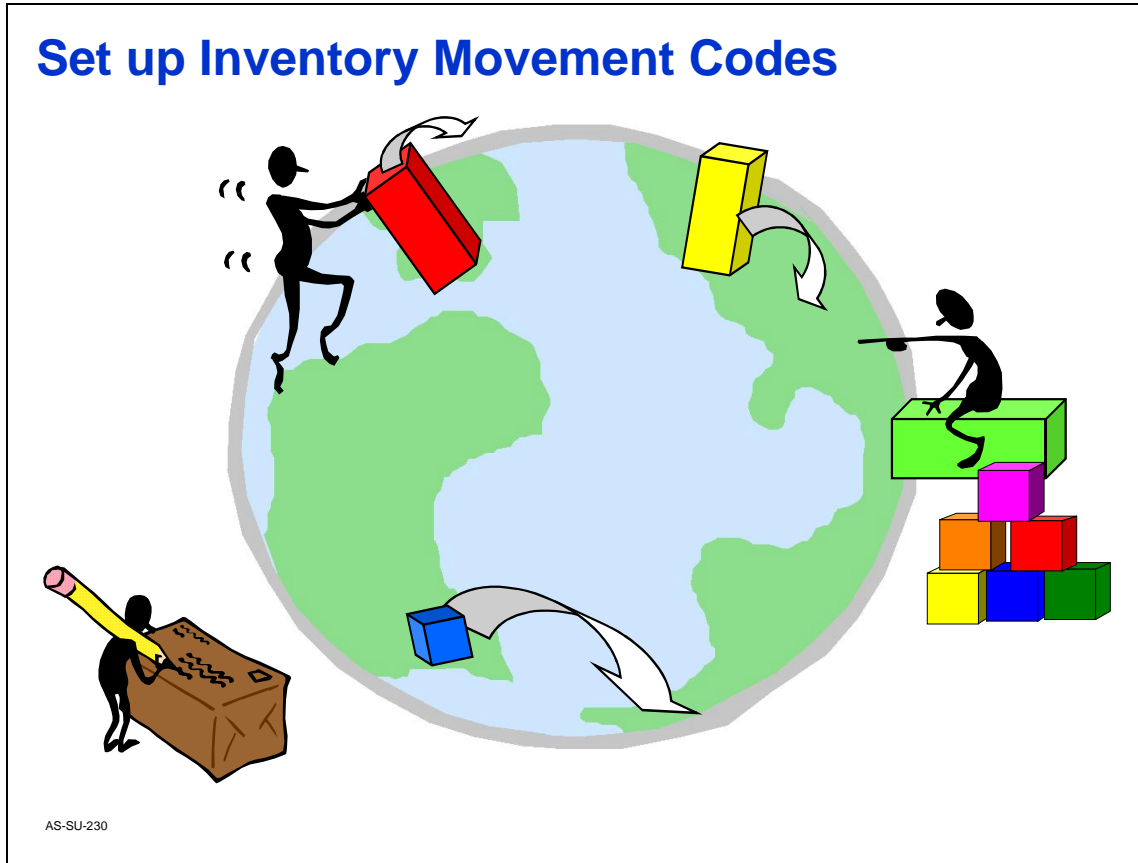
Field	Value
Document Type:	SHP
Document Format:	CN-SHIP
Description:	Canadian Shipper
Form Code:	01
Invoice:	No

Note Remember: If you assign Invoice = Yes, you cannot modify the Invoice field later.

- 2 Create a new document format for European shipments. Limit this document so that it cannot be used as an invoice.

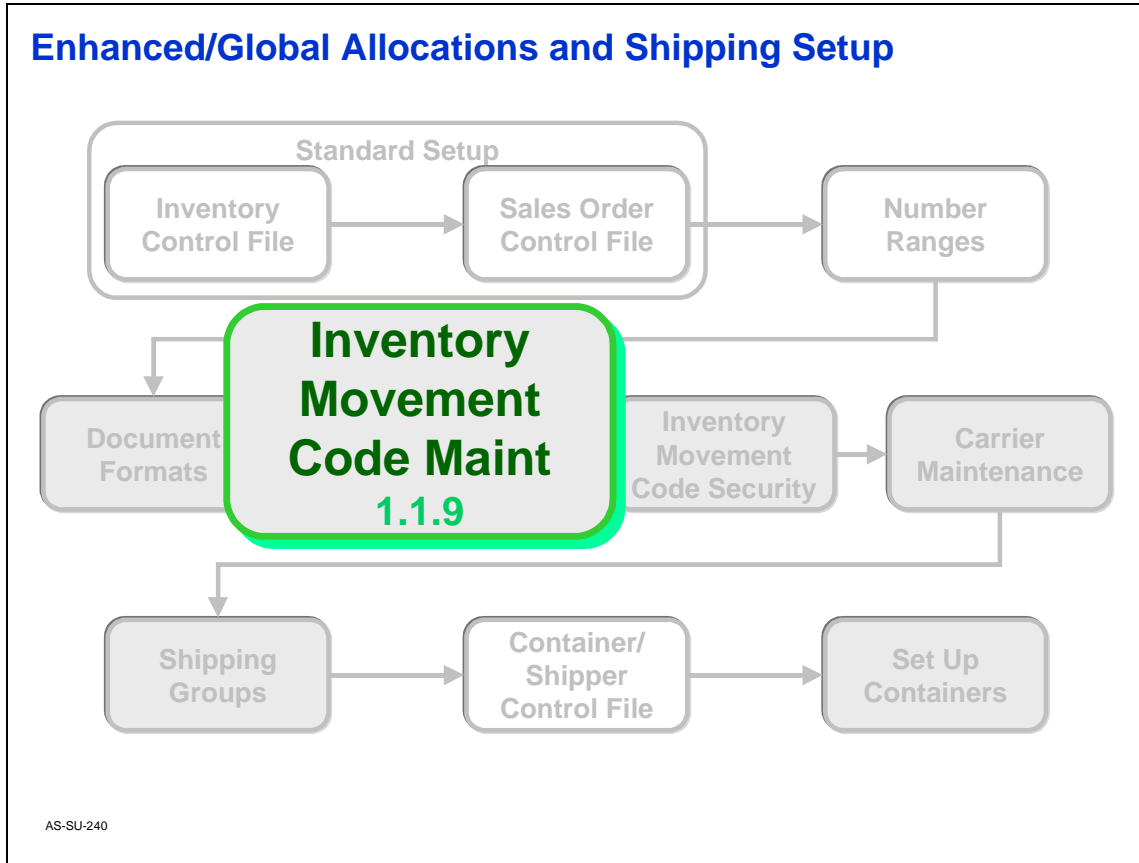
Field	Value
Document Type:	SHP
Document Format:	EUR-SHIP
Description:	European Shipper
Form Code:	01
Invoice:	No

Use Document Format Maintenance 2.18.13



Set up Inventory Movement Codes

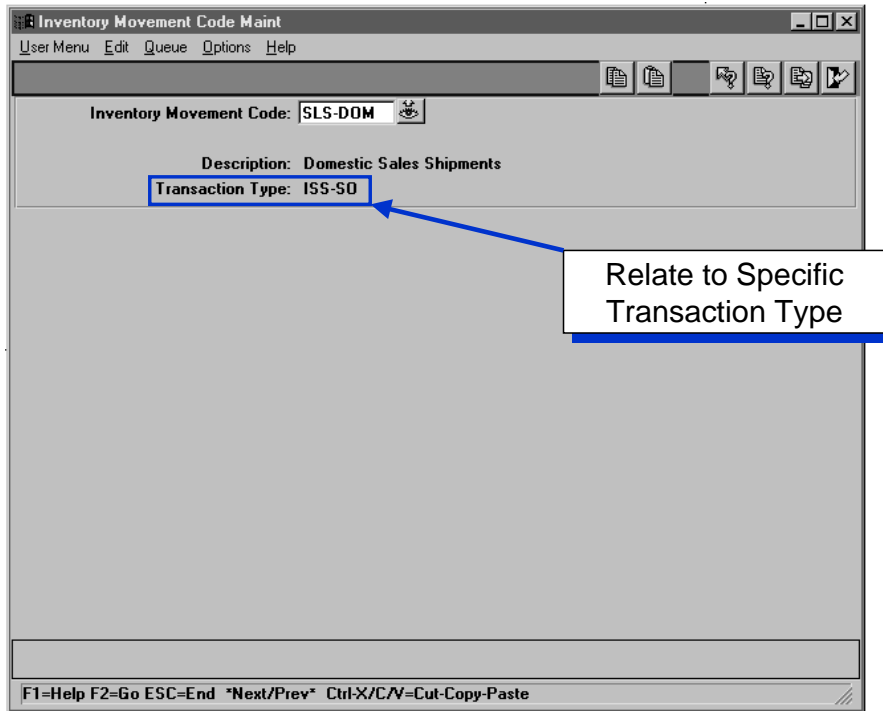
- A common business practice in many countries and a legal requirement in others
- Further identify the reason for a transaction, as well as the type of transaction
- Optional in the Standard and Enhanced shipping methods, required in Global shipping



Inventory Movement Code Maint

- Create shippers for inventory issues not related to a sales order
- Global Shipping requires Inventory Movement Codes
- All Issues check for Shipping Groups, Inventory Movement Codes, and Shipper number

1.1.9 – Inventory Movement Code Maint



AS-SU-250

Inventory Movement Code Maint

Menu Number 1.1.9

Transaction Type

- Must have a valid MFG/PRO transaction type associated with this movement code
- More than one movement code can reference the same transaction type

Inventory Movement Codes – Global Shipping

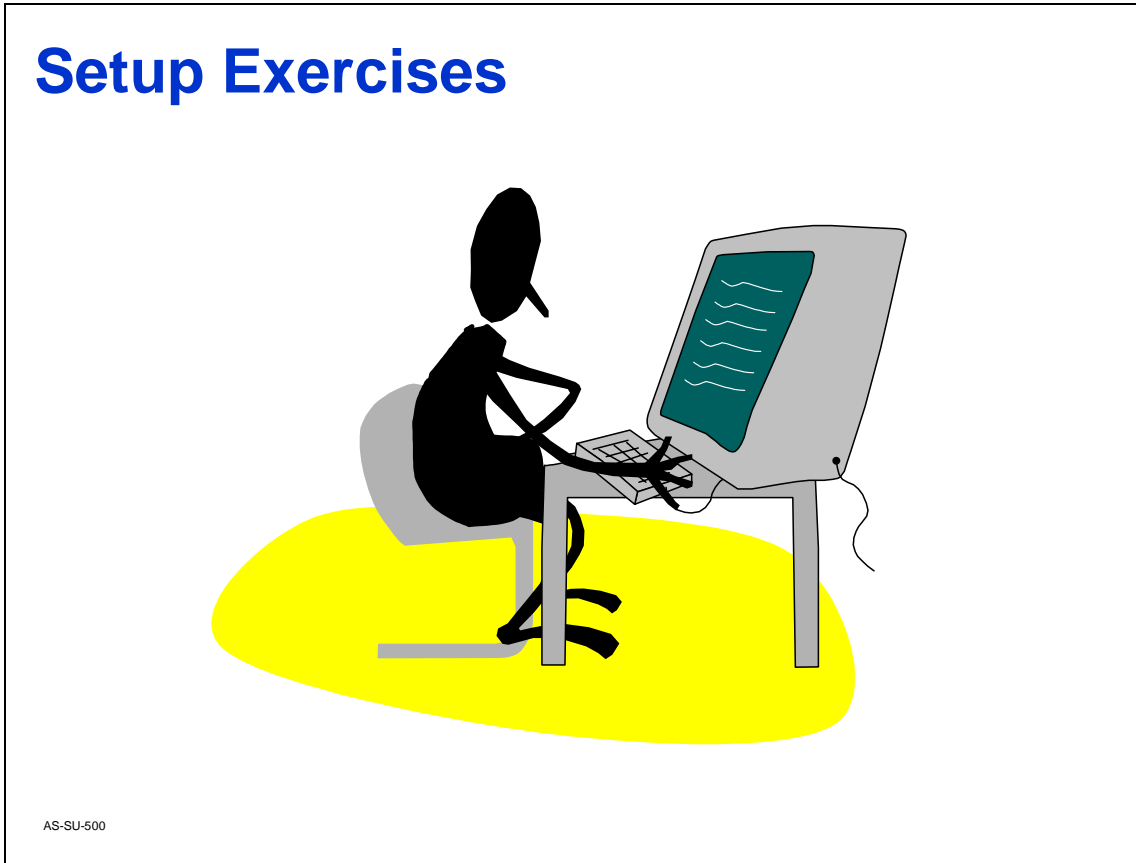
- ◆ Inventory Movement Codes Required
 - Set in Container/Shipper Control File

- ◆ Added Functionality
 - Can have codes for non-sales transfers

AS-SU-260

Inventory Movement Codes – Global Shipping

- Need to set Inventory Movement Codes = Yes in Container/Shipper Control File 7.9.24
- Non-sale transfers can be tracked by a separate Inventory Movement Code in Global Shipping



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Create Inventory Movement Codes

Instructions: Your company now ships to customers in Canada and throughout Europe. Accounting practices require that shipments within Canada use a unique inventory movement

code. In this exercise, you create three inventory movement codes.

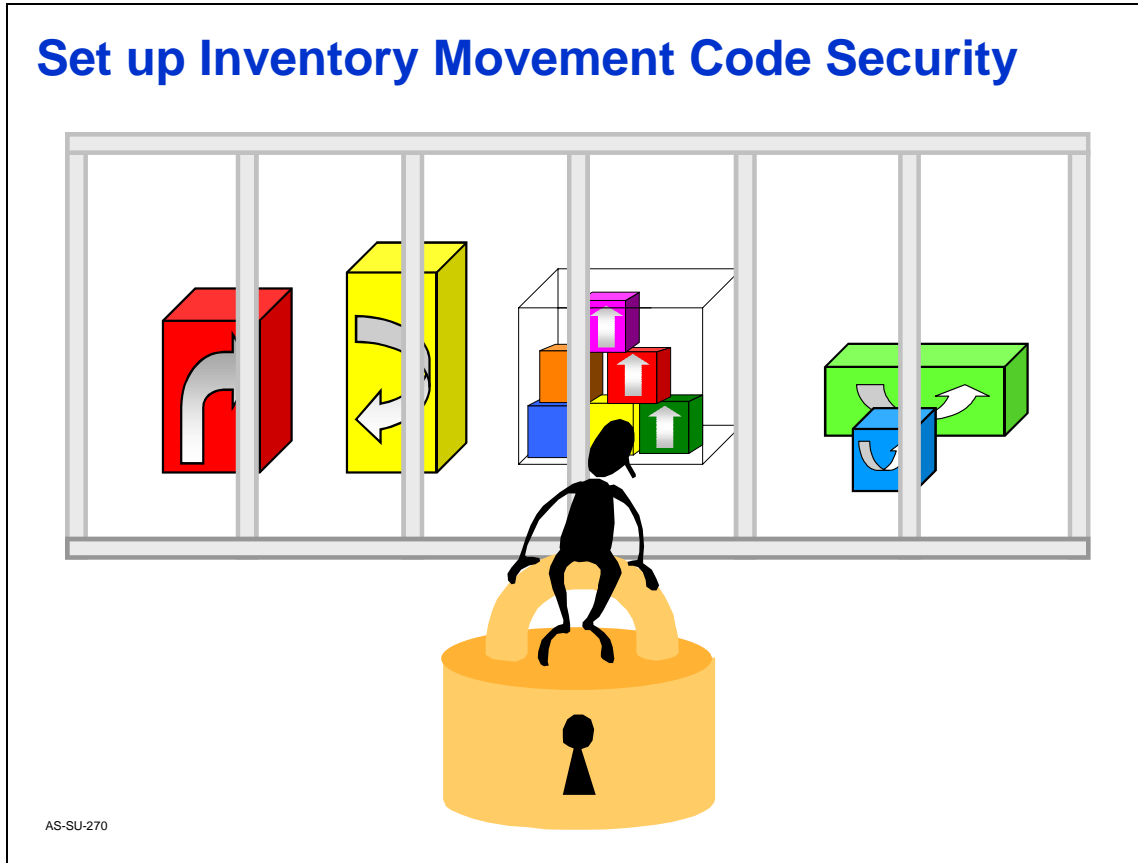
- 1 Create three inventory movement codes: one that specifies sales order shipments within Canada, one for sales order shipments to European destinations, and one for non-sales shipments within Canada.

Field	Record 1	Record 2	Record 3
Inventory: Movement Codes:	CN-SALE	EUR-SALE	CN-TSFR
Description:	Sales Within Canada	Sales To Europe	Non-sale Transfers in Canada
Transaction Type:	ISS-SO	ISS-SO	ISS-TR

Use Inventory Movement Code Maint 1.1.9

- 2 Verify all available inventory movement codes.

Use Inventory Movement Code Browse 1.1.10



Set up Inventory Movement Code Security

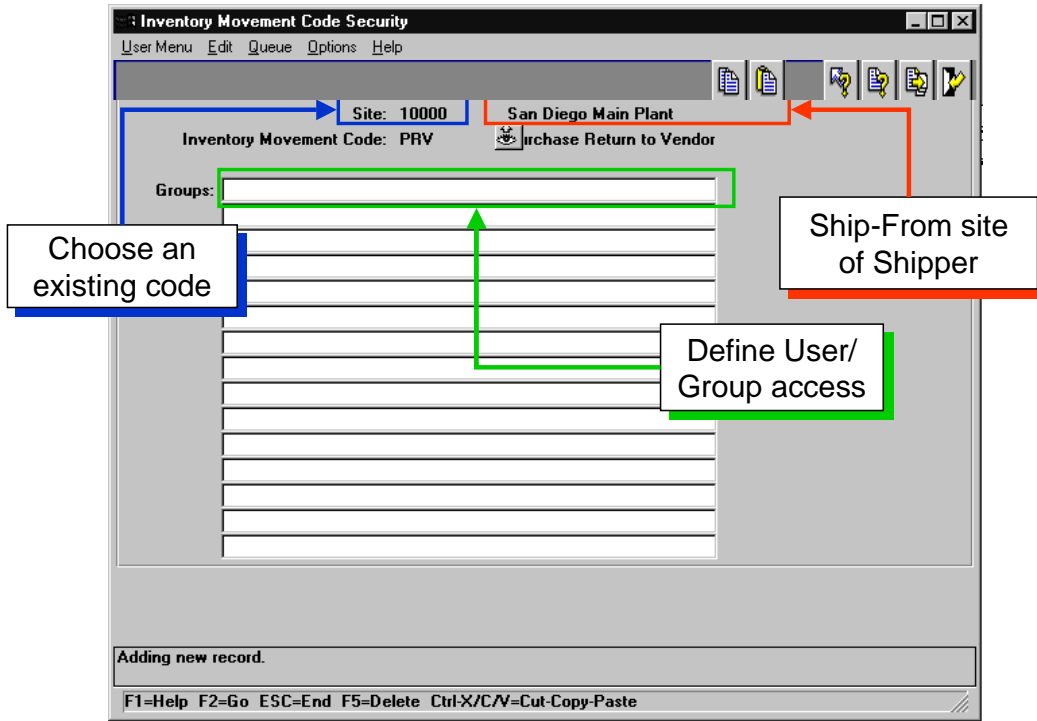
- Can restrict which inventory movement codes can be used at a site and who can use them
- Grant or deny access to individuals and groups when using a specific inventory movement code at a particular site



Inventory Movement Code Security

- When a shipper is created, the system checks inventory movement code security records to determine which inventory movement codes are available, based on the Ship-From site of the shipper
- This level of security does not affect whether a line item from a given sales order or other originating transaction can be added to a shipper

36.3.11 – Inventory Movement Code Security

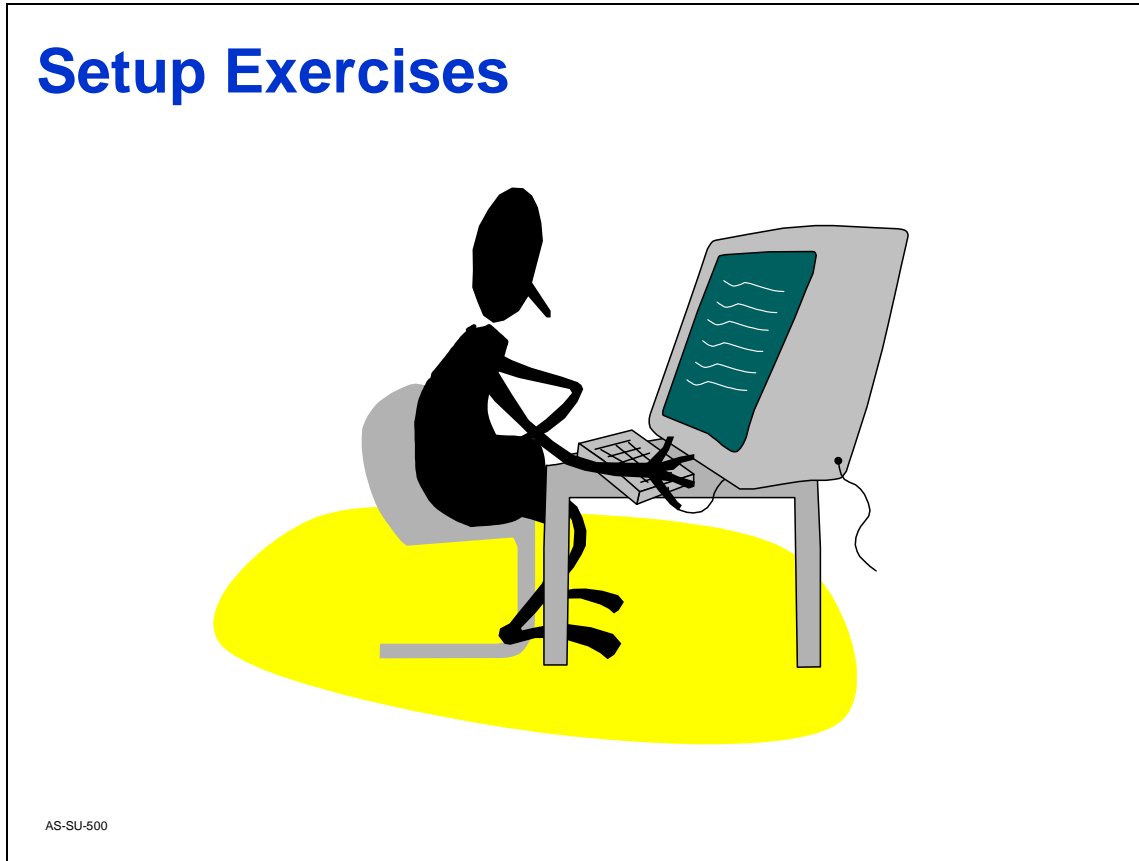


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Inventory Movement Code Security

Menu Number 36.3.11

- Inventory Movement Code field and Site field used together as key fields
- Specify the users/groups who are granted or denied access



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Assign Inventory Movement Code Security

Instructions: You decide to restrict which inventory movement codes can be used at a site and who can use them. Inventory movement security is assigned by the inventory movement code and the site code in combination. Grant access by setting user access and security for Inventory

Movement Codes.

- 1 Grant yourself access to the inventory movement codes you created, for both the MFG and DIST sites. You need six security records to combine the three new inventory movement codes with the two sites.

Record	Site	Inv Mvmt Code	Group
Security Record 1	MFG	CN-SALE	Your User ID
Security Record 2	MFG	EUR-SALE	Your User ID
Security Record 3	MFG	CN-TSFR	Your User ID
Security Record 4	DIST	CN-SALE	Your User ID
Security Record 5	DIST	EUR-SALE	Your User ID
Security Record 6	DIST	CN-TSFR	Your User ID

Use Master Inventory Movement Code Security 36.3.11

- 2 Generate a user access listing for all inventory movement codes and site combinations. Verify the access you assigned.

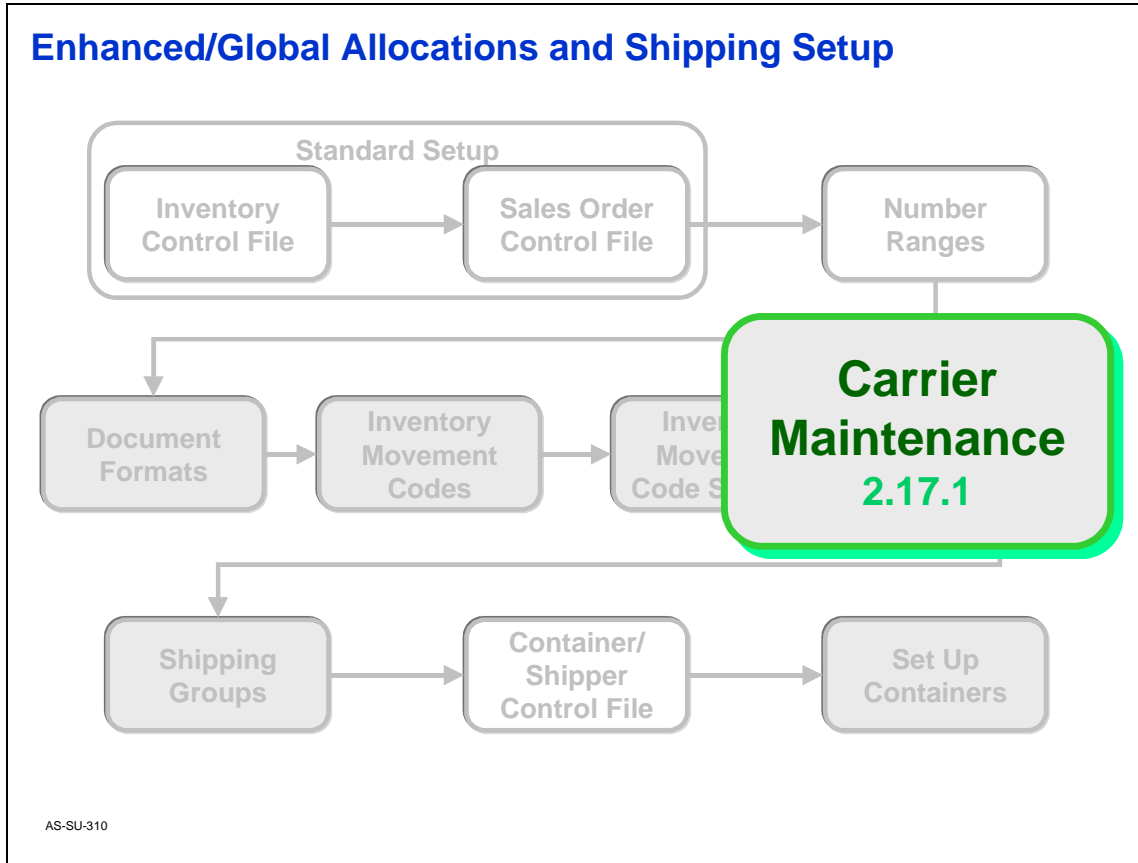
Use Inventory Movement Code Security Browse 36.3.12

- 3 **Discussion:** What are the implications of *not* assigning Inventory Movement security?



Set up Carriers

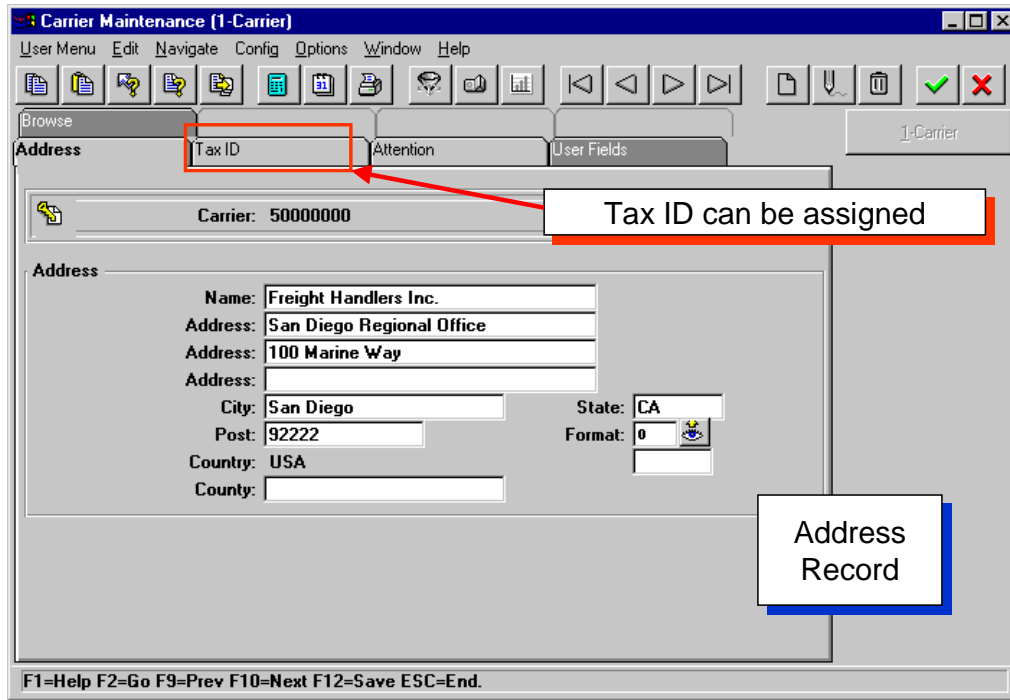
- The carrier's name, address, and tax ID is required on shipping documents in some countries
- Shipments often require more than one carrier
 - Can assign a series of carriers to each address in a shipping group
 - Carriers are listed sequentially based on their role in the transportation of inventory



Carrier Maintenance

- Set up address records for all carriers with whom you ship materials, finished goods, or documents

2.17.1 – Carrier Maintenance

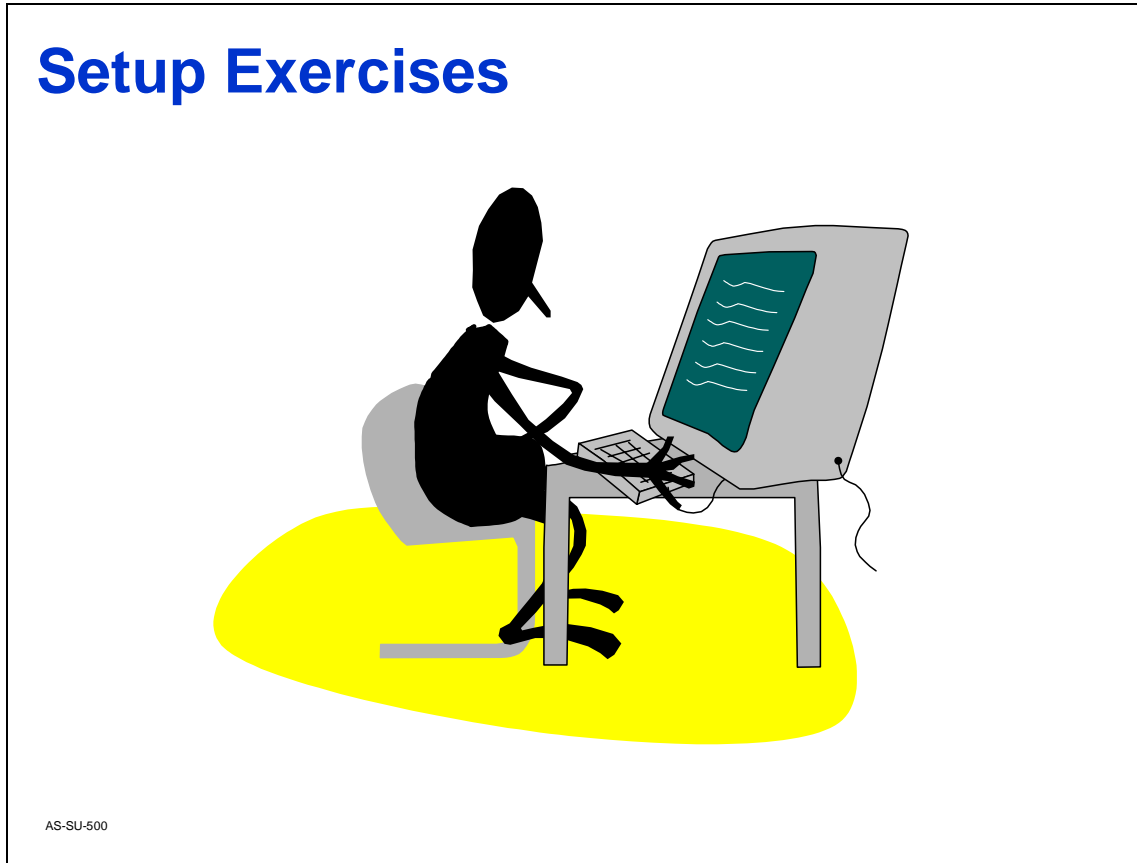


AS-SU-320

Carrier Maintenance

Menu Number 2.17.1

- Assign carrier names, addresses, telephone, and fax numbers
- Record contact names
- Assign carrier's tax ID



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Create Carrier Codes

Instructions: Your company requires that carrier information be included on the printed shipping documents. In this exercise, you enter carrier address records for the air and ground carriers used

by your company, and for your company's delivery trucks.

- 1 Add two carriers: One each for air and ground transportation.

Field	Record 1	Record 2
Carrier:	CR-GR	CR-AIR
Name:	Ground Transport	Air Transport

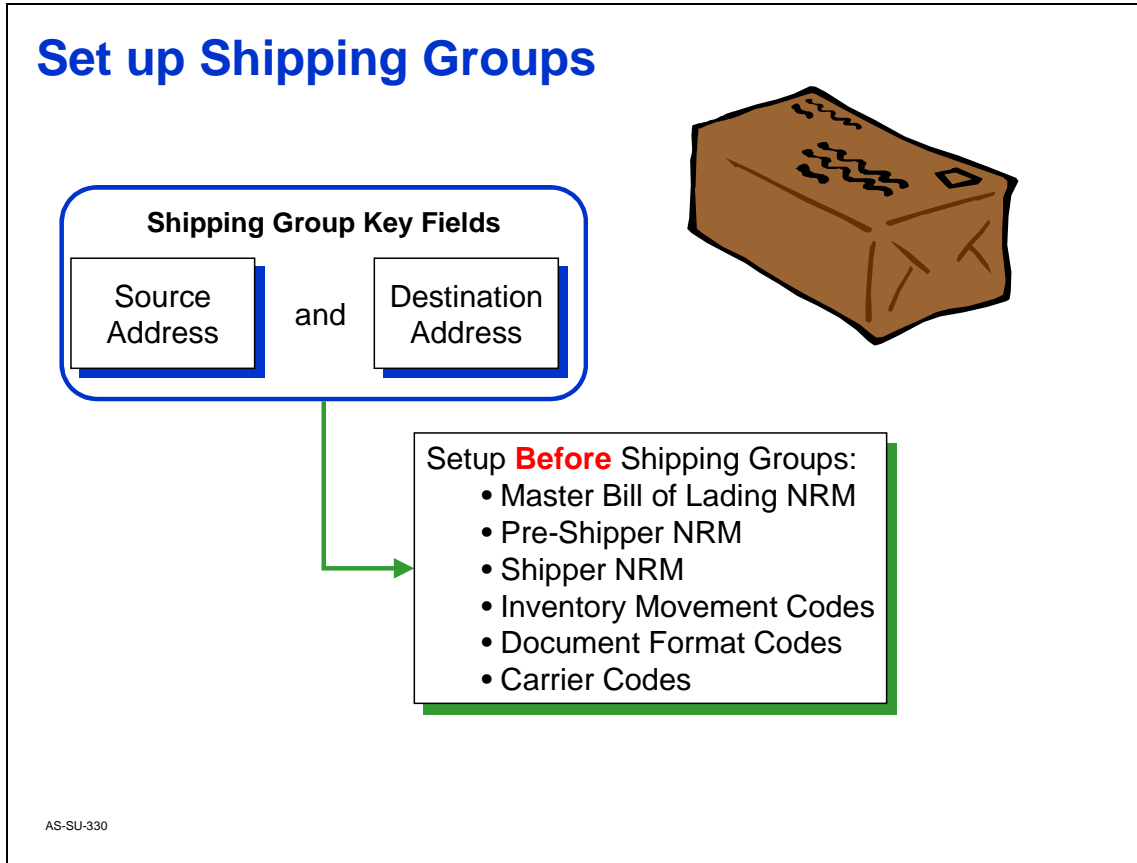
- 2 Add an additional carrier for your delivery truck, which makes local deliveries from your manufacturing site to your distribution site.

Field	Record 3
Carrier:	OurTruck
Name:	Your Company Name

Use Carrier Maintenance 2.17.1

- 3 Verify all available carrier codes.

Use Carrier Browse 2.17.2

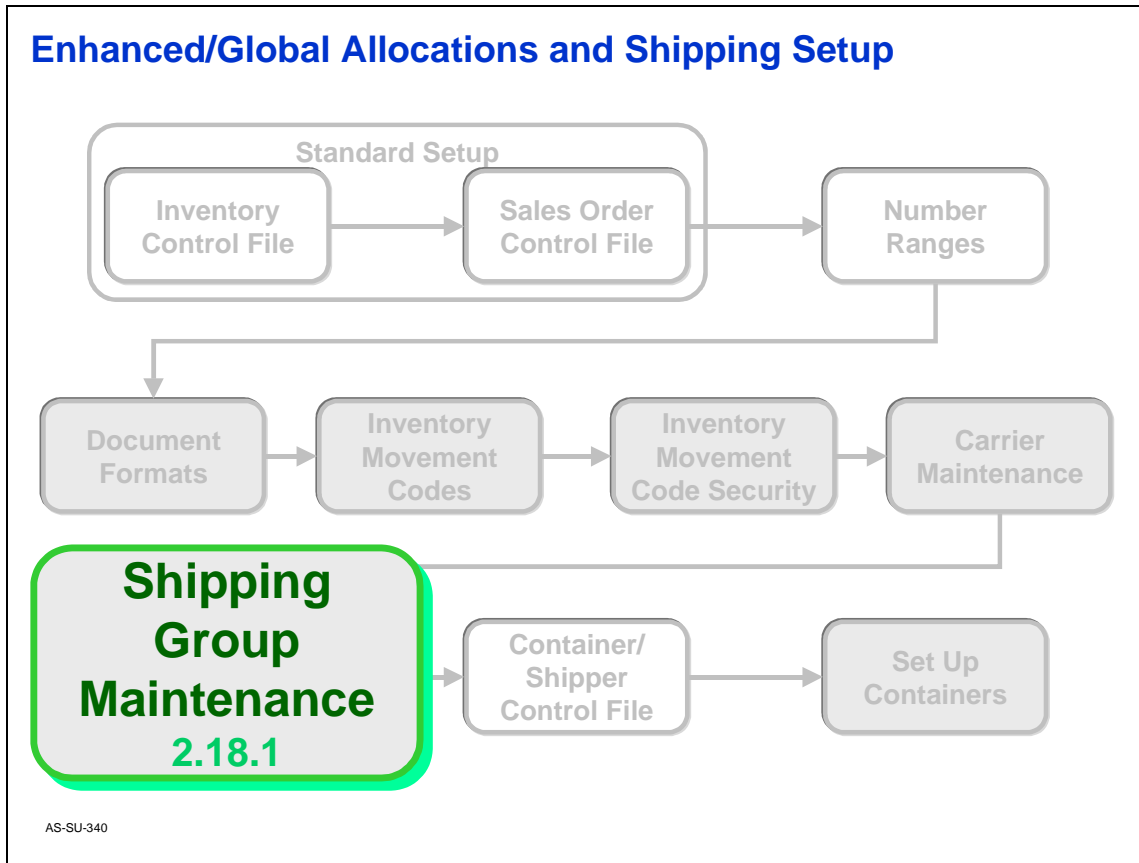


Set up Shipping Groups

- Shipping groups determine many shipment defaults, as well as consolidation and auto-transfer requirements

Note To assign default numbering for pre-shippers, shippers, and master bills of lading, these need to be set up before the shipping group. Inventory movement codes, document format codes, and carrier codes also need to be set up before shipping groups.

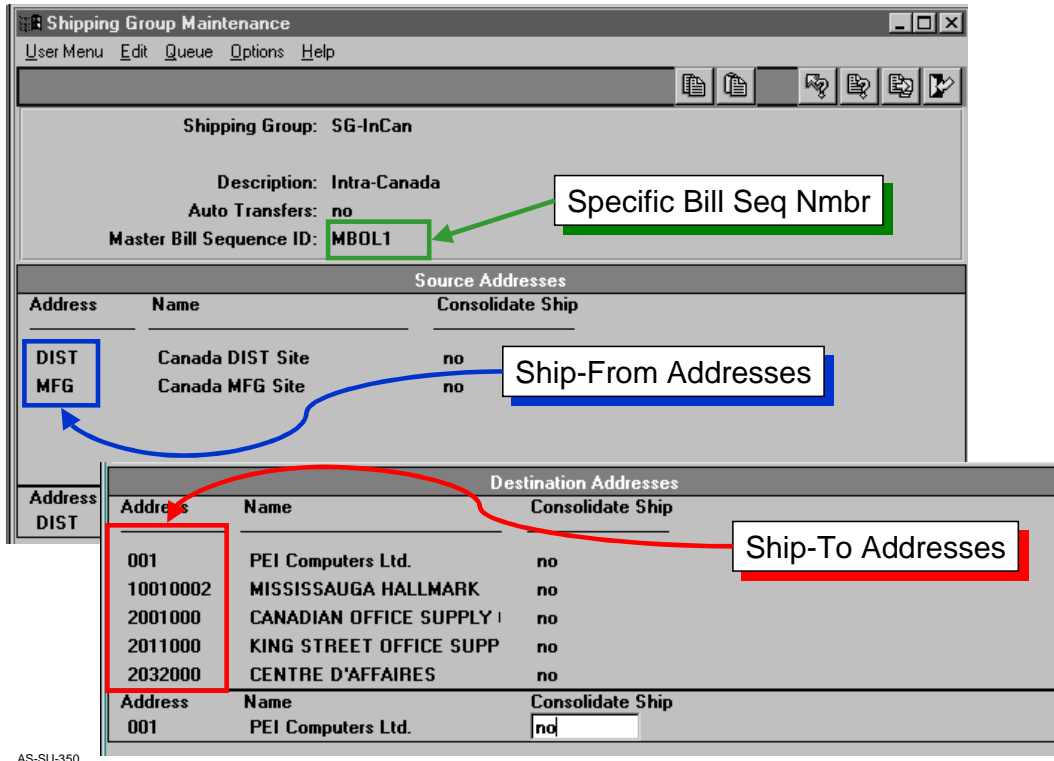
- Carriers are used for shipments with a specific inventory movement code
 - When several carriers are required for a shipment, define a default series, listing them sequentially based on their role in the transportation of inventory



Shipping Group Maintenance

- Assign a shipping group based on the Ship-From and Ship-To addresses
 - A source/destination address combination can belong to only one shipping group
- To use broad defaults, define shipping groups that contain only source addresses, only destination addresses, or all addresses by entering blank source and destination address fields
- When a new Ship-to address or Customer address is created in MFG/PRO, you should add it to the appropriate shipping group
 - If it is not added to a shipping group, it will fall into the blank destination address bucket
- When a new Ship-from address or Site address is created in MFG/PRO, you should create and maintain the appropriate shipping groups
 - If it is not added to the shipping groups, it will fall into the blank source address bucket

2.18.1 – Shipping Group Maintenance: Source and Destination Address



Shipping Group Maintenance

Menu Number 2.18.1

Auto Transfers

- When shipping or receiving an item from a site other than the line item site, MFG/PRO generates an automatic inventory transfer
 - Determines whether automatic transfer of inventory is allowed, Default = Yes
 - Specify No if movement of inventory requires formal shipment

Source and Destination Addresses

- Assign source and destination address codes that are not assigned to any other shipping group

- May not have two shipping groups with the same source/destination address combination
- Blank address field indicates “All Addresses”

Consolidate Ship

- Whether the address allows for consolidation of shipments across multiple transactions of a given type such as sales orders or transfers
 - No = Consolidation is prohibited
 - Optional (the default) = Consolidation is allowed
 - Yes = Consolidation is required

Warning Cannot establish a shipping group where one address requires consolidation and another prohibits it



See in this training guide: *Document Type* on page 84

2.18.1 – Shipping Group Maintenance: Inventory Movement Details

Shipping Group Maintenance

User Menu Edit Queue Options Help

Shipping Group: SG-InCan

Description: Intra-Canada

Auto Transfers: no

Master Bill Sequence ID: MBOL1

Inventory Movement Details

Inv Mov	Tr Type	Default	PS Seq	Ship Seq	Format	Carrier	Multi
CN-SALE	ISS-SO	yes	PRSHIP1	SHIP1	CN-SHIP	CR-GR	yes

Setup **Before** Shipping Groups:

- Inventory Movement Codes
- Pre-Shipper NRM
- Shipper NRM
- Document Formats
- Carrier Codes

AS-SU-360

Inventory Movement Details

Inv Mov

- One or more inventory movement codes can be used for shipments within this shipping group
- Each movement code determines the default NRM sequence, carriers, and document format used for a shipment associated with this code

Default

- Yes = this inventory movement code is the default for the associated transaction type for the shipping group

Important You can designate only one default inventory movement code for each shipping group.

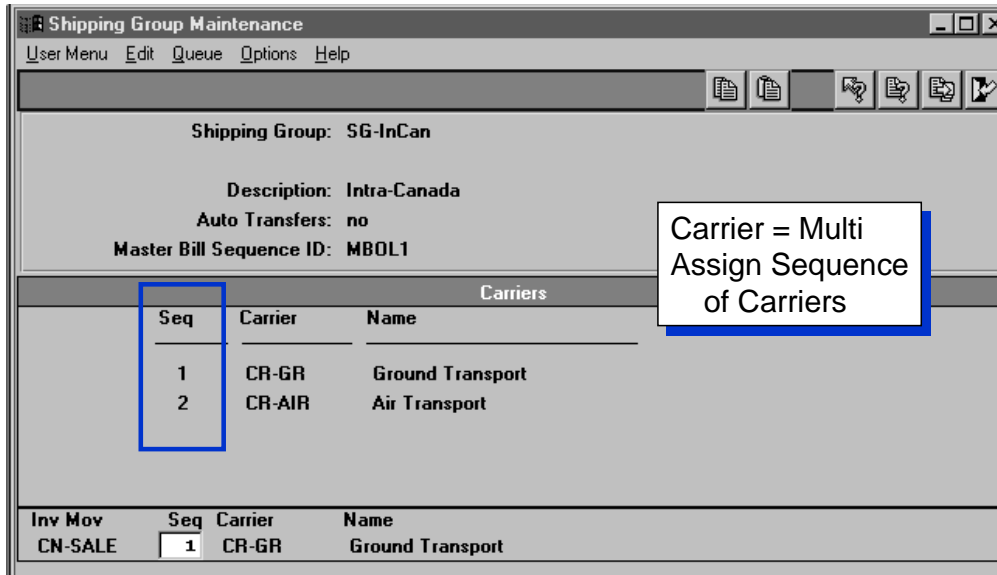
PS Seq and Ship Seq

- Default NRM sequence codes for all pre-shippers or shippers for this shipping group with this inventory movement code

Format

- Default document format for shipments within this shipping group with this inventory movement code

2.18.1 – Shipping Group Maintenance: Carrier Codes



AS-SU-365

Carriers

Carrier

- Default carrier for shipments within this shipping group with this inventory movement code
- Shipments often require only one carrier
- If a series of carriers is needed, maintain the list by Multi = Yes
 - If a shipping group has multiple carriers, the Carrier field displays the first carrier and cannot be edited
 - When Multi = No, you can enter only one carrier
- The sequence position of the carrier is determined by the value entered in the Seq field, not by the order used to enter the information

- When you remove a carrier, the system does not automatically renumber the remaining carriers
- The lowest-numbered carrier is always considered the first carrier
- Enter an integer greater than zero that has not already been used for this shipping group and inventory movement code

Warning Do not confuse this sequence field on the Carriers frame with NRM sequence fields



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Create Global Shipping Groups

Instructions: Your company now uses three shipping groups: one for sales shipments within Canada, one for sales shipments to other destinations throughout Europe, and one for non sales

shipments within Canada. In this exercise, you create three Shipping Groups.

- 1 Create a shipping group for sales shipments within Canada. It should include both source addresses for your company (distribution and manufacturing), and should include your Canadian customers and destination addresses (001, 10010002, 2001000, 2011000, 2032000, 400).

- a Enter the header information:

Field	Values
Shipping Group:	SG-InCan
Description:	Intra-Canada
Auto Transfers:	No
Master Bill Sequence ID:	MBOL1

- b Advance to the Source Addresses frame. Enter both the MFG and DIST source addresses for your company:

Field	Value	Value
Address:	MFG	DIST
Consolidate Ship:	No	No

- c Advance to the Destination Addresses frame. Enter each of your Canadian customers to the shipping group.

Field	Value	Value	Value	Value	Value	Value
Address:	001	10010002	2001000	2011000	2032000	400
Consolidate Ship:	No	No	No	No	No	No

- d Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats to be used with the shipping group. Assign the Canadian DIST pre-shipper and shipper sequences you created for PS Seq and Ship Seq.

Field	Value
Inv Mov:	CN-SALE
Default:	Yes
PS Seq:	PRSHIP1
Ship Seq:	SHIP1
Format:	CN-SHP

Carrier: CR-GR
 Multi: Yes

- e Because you specified multiple carriers in the previous step, the Carriers frame displays. Enter a second carrier address.

Field	Values
Seq:	2
Carrier:	CR-AIR

Use Shipping Group Maintenance 2.18.1

SUMMARY This shipping group is used for all Sales Orders between MFG or DIST and each Canadian customer. When other Canadian customers are added to the database, their customer address should be added to this shipping group. The shipping group produces a pre-shipper using PRSHIP1, a shipper using SHIP1, and a master bill of lading using MBOL1 (see *Create Sequence Numbers for Global Shipping Documents* on page 79). It uses the Canadian shipper document (CN-SHIP). It use ground transport first (CR-GR) and air transport second (CR-AIR).

- 2 Create a shipping group for sales shipments throughout Europe. It should include both source addresses for your company (distribution and manufacturing), and should include your European customer addresses for the destination addresses (3001000, 3002000, 3005000).

- a Enter the header information:

Field	Value
Shipping Group:	SG-ToEur
Description:	Export to Europe
Auto Transfers:	No
Master Bill Sequence ID:	MBOL1

- b Advance to the Source Addresses frame. Enter both the MFG and DIST source addresses for your company:

Field	Value	Value
Address:	MFG	DIST
Consolidate Ship:	No	No

- c Advance to the Destination Addresses frame. Enter the European customers' address codes to the shipping group.

Field	Value	Value	Value
--------------	--------------	--------------	--------------

Address: 3001000 3002000 3005000
 Consolidate Ship: No No No

- d Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats for European shipments. Assign the Canadian DIST pre-shipper and shipper sequences you created for PS Seq and Ship Seq.

Field SG2
 Inv Mov: EUR-SALE
 Default: Yes
 PS Seq: PRSHIP1
 Ship Seq: SHIP1
 Format: EUR-SHIP
 Carrier: CR-AIR
 Multi: Yes

- e Because you specified multiple carriers in the previous step, the Carriers frame displays. Enter a second carrier address.

Field **Value**
 Seq: 2
 Carrier: CR-GR

Use Shipping Group Maintenance 2.18.1

SUMMARY This shipping group is used for all Sales Orders between MFG or DIST and each European customer. When other European customers are added to the database, their customer address should be added to this shipping group. The shipping group will produce a pre-shipper using PRSHIP1, a shipper using SHIP1, and a master bill of lading using MBOL1 (see *Create Sequence Numbers for Global Shipping Documents* on page 79). It uses the European shipper document (EUR-SHIP). It will use air transport first (CR-AIR) to ship overseas, and ground transport second (CR-GR).

- 3 Create a shipping group for non-sales shipments within Canada. It is for transfers of finished goods from your Canadian manufacturing site to your Canadian distribution site. It should contain only MFG as a source address and only DIST as a destination address. Because both sites are your company, set consolidate shipments as optional for both addresses.

- a Enter the header information:

Field **Value**

Shipping Group: TSFR-CN
 Description: Transfer MFG to DIST
 Auto Transfers: No
 Master Bill Sequence ID: MBOL1

- b Advance to the Source Addresses frame. Enter the MFG address as your source address for your company:

Field	Value
Address:	MFG
Consolidate Ship:	Optional

- c Advance to the Destination Addresses frame. Enter the DIST address as your destination address for your company:

Field	Value
Address:	DIST
Consolidate Ship:	Optional

- d Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats to be used with the shipping group. Accept the defaults for Ship Seq.

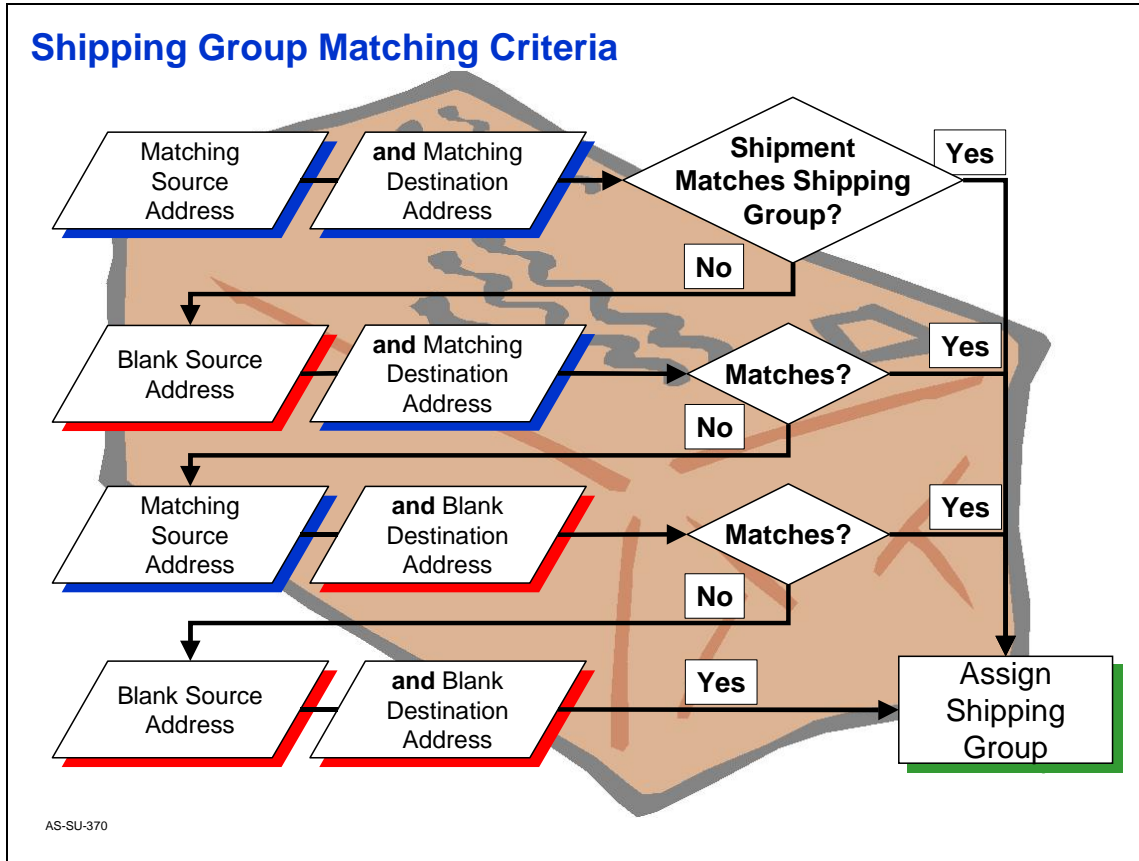
Field	Value
Inv Mov:	CN-TSFR
Default:	Yes
Ship Seq:	SHIP1
Format:	CN-SHIP
Carrier:	OURTRUCK
Multi:	No

Use Shipping Group Maintenance 2.18.1

SUMMARY This shipping group is used for all transfers of inventory between MFG and DIST. The shipping group will use the shipper SHIP1 and master bill of lading MBOL1 (see *Create Sequence Numbers for Global Shipping Documents* on page 79). It uses the Canadian shipper document (CN-SHIP). It only uses the company truck (OURTRUCK). And shipments have the optional of being consolidated, but consolidation is not required.

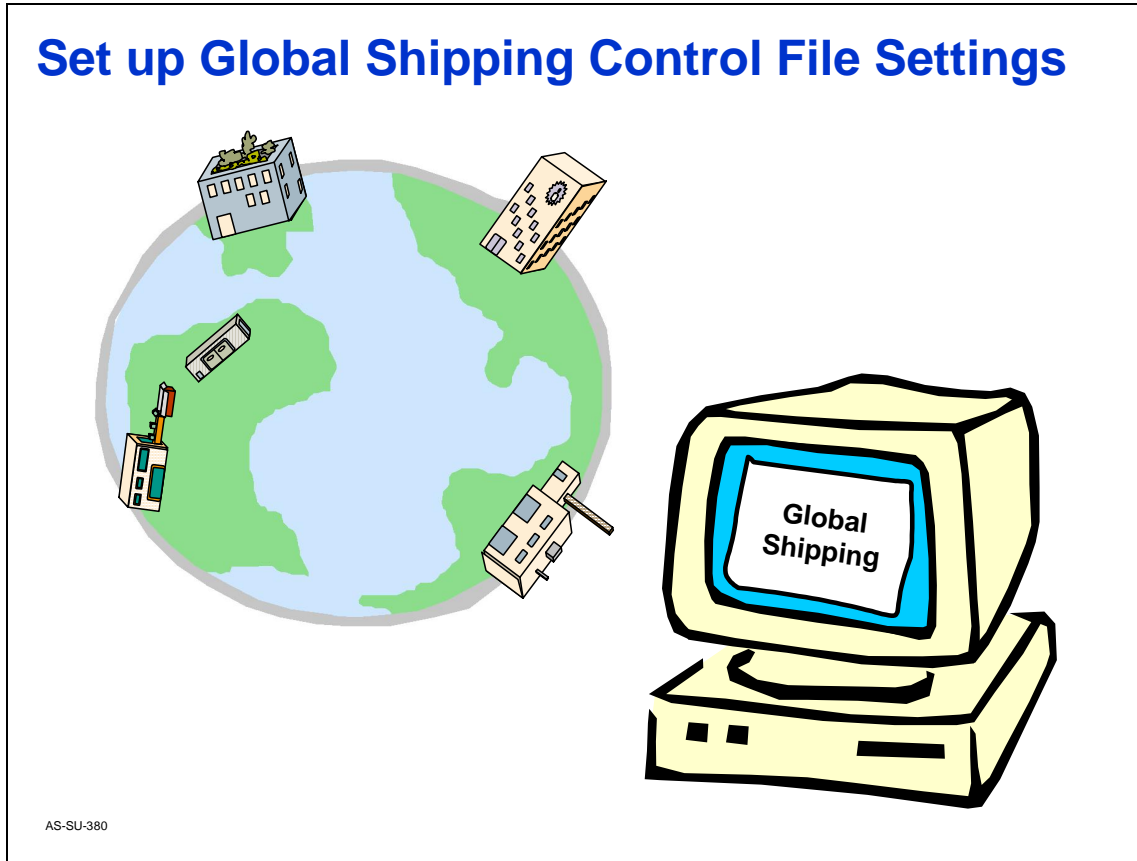
- 4 Verify available shipping codes. Check to make certain that the Master Bill of Lading, Pre-Shipper, and Shipper Sequences are the DIST site codes created earlier.

Use Shipping Group Report 2.18.5



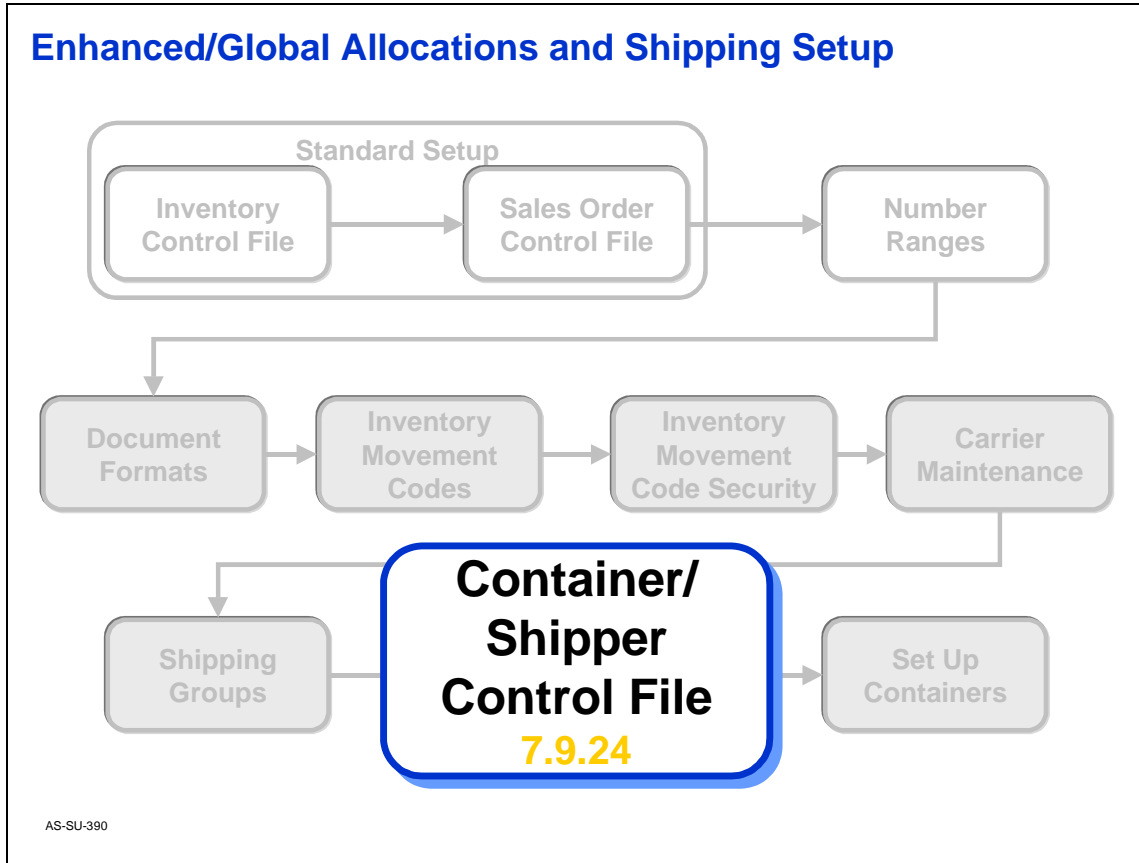
Shipping Group Matching Criteria

- Once the shipping group has been found, the system applies appropriate defaults and shipment attributes
 - First, searches for a group matching both source and destination addresses
 - Second, searches for a group matching the shipment's destination address and has a blank source address
 - Third, searches for a group matching shipment's source address and has a blank destination address
 - Finally, searches for a group with both blank source and destination addresses



Set up Container/Shipper Control File

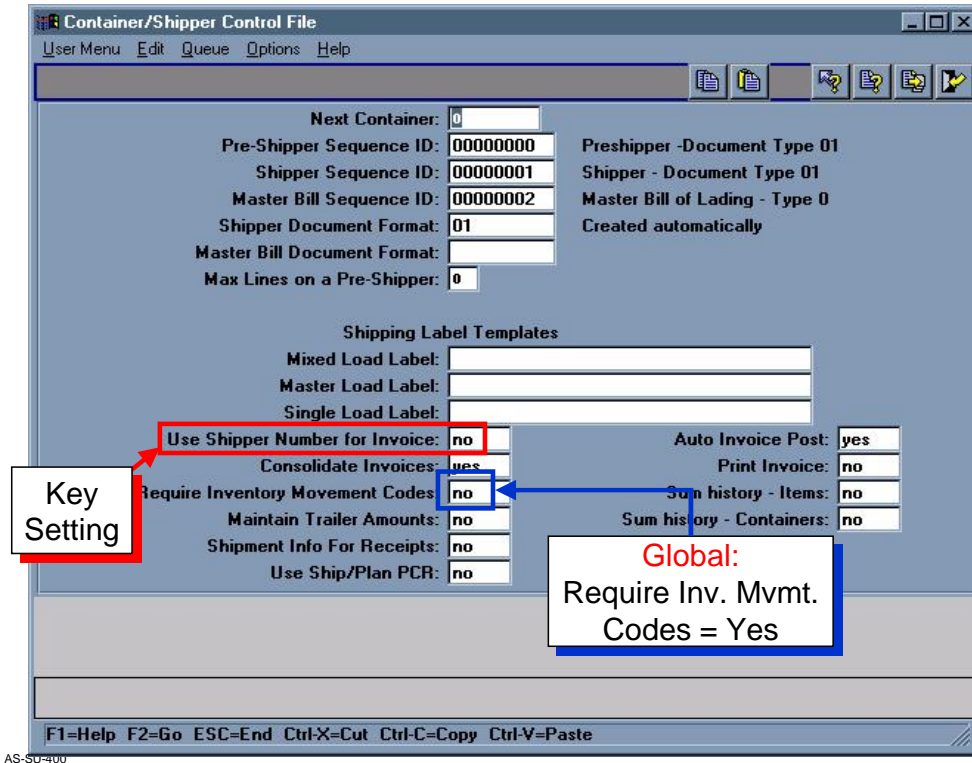
- Default settings for both containers and pre-shippers/shippers
- Changes to Container/Shipper Control File 7.9.24 automatically update Customer Schedules Control File 7.3.24



Container/Shipper Control File

- Must have Number Range Management set up before this control file
- Requiring Inventory Movement codes turns on Global Shipping

7.9.24 – Container/Shipper Control File



Container/Shipper Control File

Menu Number 7.9.24

Pre-Shipper Sequence ID, Shipper Sequence ID

- The NRM sequence codes used for pre-shippers and shippers when there is no inventory movement code or shipping group

Master Bill Sequence ID

- The NRM sequence code used for master bills of lading when there is no shipping group

Shipper Document Format

- Document format code applicable to pre-shippers/shippers and master bills of lading for when there is no inventory movement code or shipping group

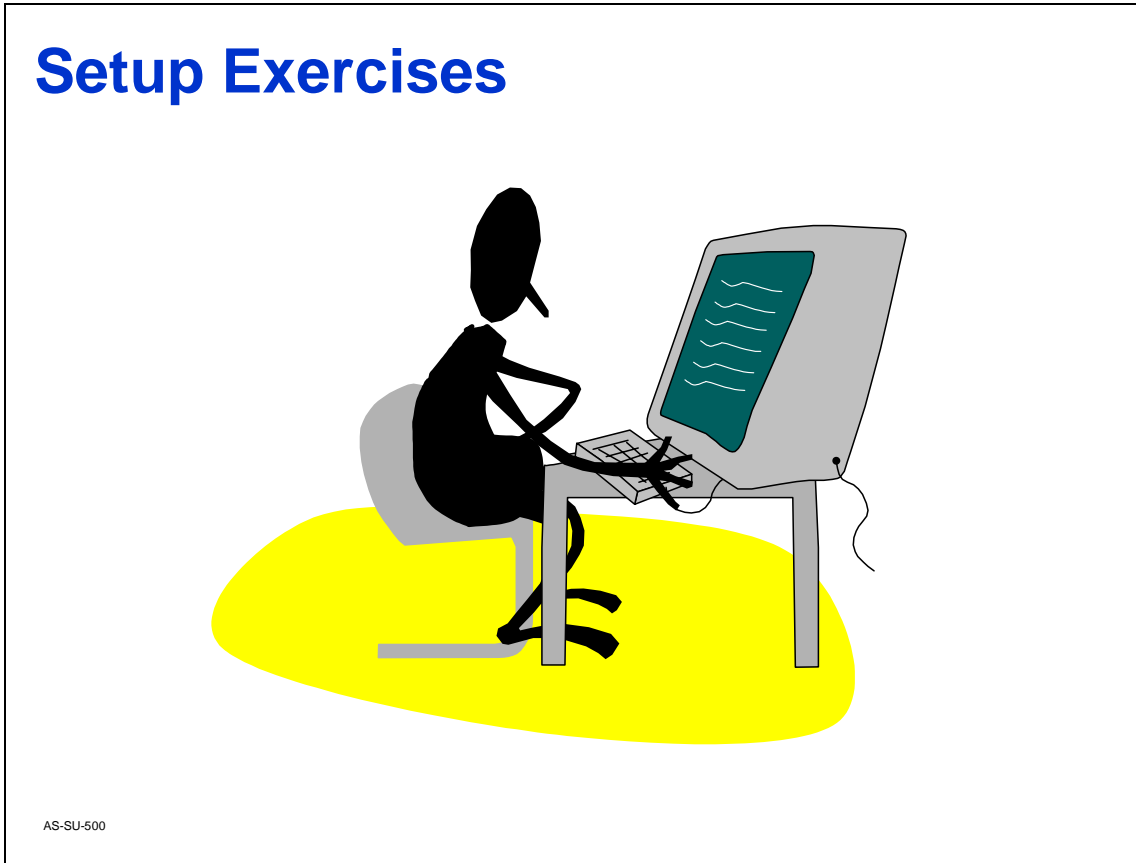
– Leave blank to specify no format code

Use Shipper Number for Invoice

- Follow company policy for assigning this yes or no

Require Inventory Movement Codes

- Distinguishes between Standard shipping method and Global shipping method



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Set up Container/Shipper Control File Settings

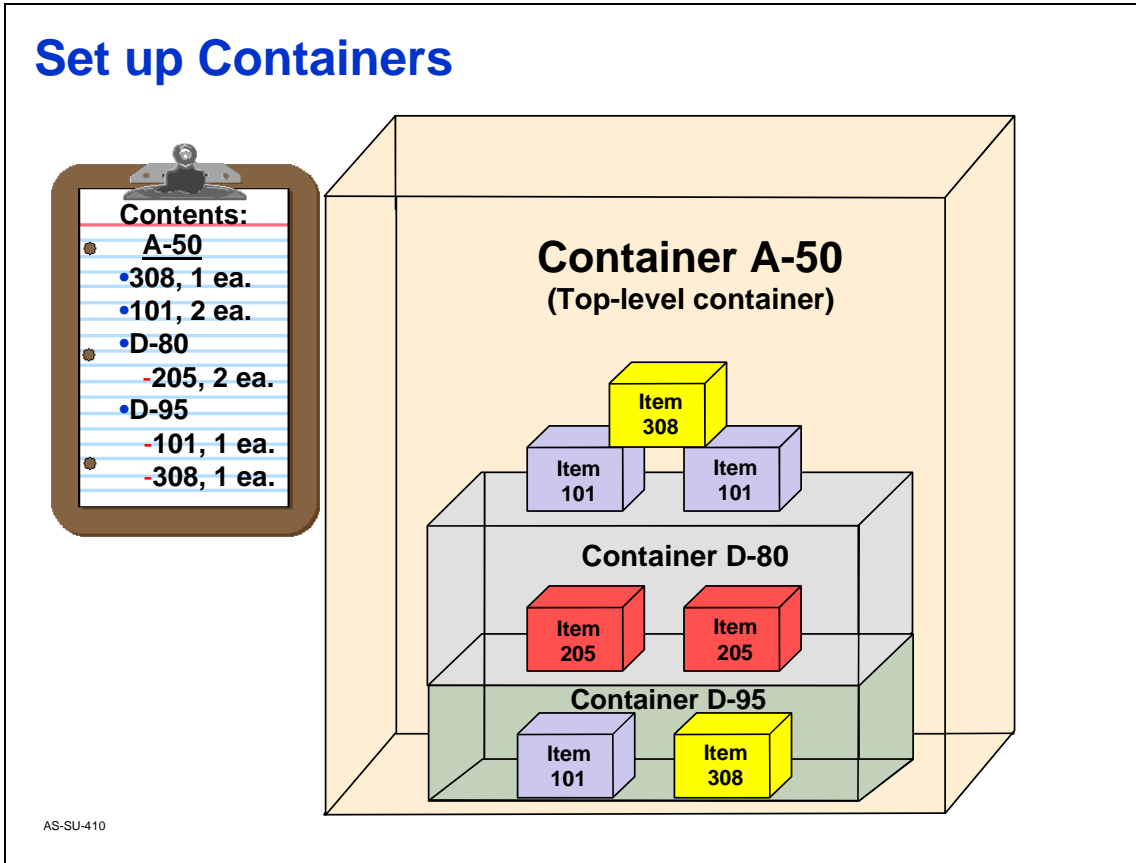
Instructions: In this exercise, you determine the default sequence codes for shippers, pre-shippers, and master bills of lading.

- 1 Your company requires global shipping. Set Require Inventory Movement Codes = Yes.
- 2 Assign the sequence codes you created in the previous activity as defaults.

Field	Value
Next Container:	1000
Pre-Shipper Sequence ID:	PRSHIP1
Shipper Sequence ID:	SHIP1
Master Bill Sequence ID:	MBOL1
Shipper Document Format:	CN-SHIP
Require Inventory Movement Codes:	Yes

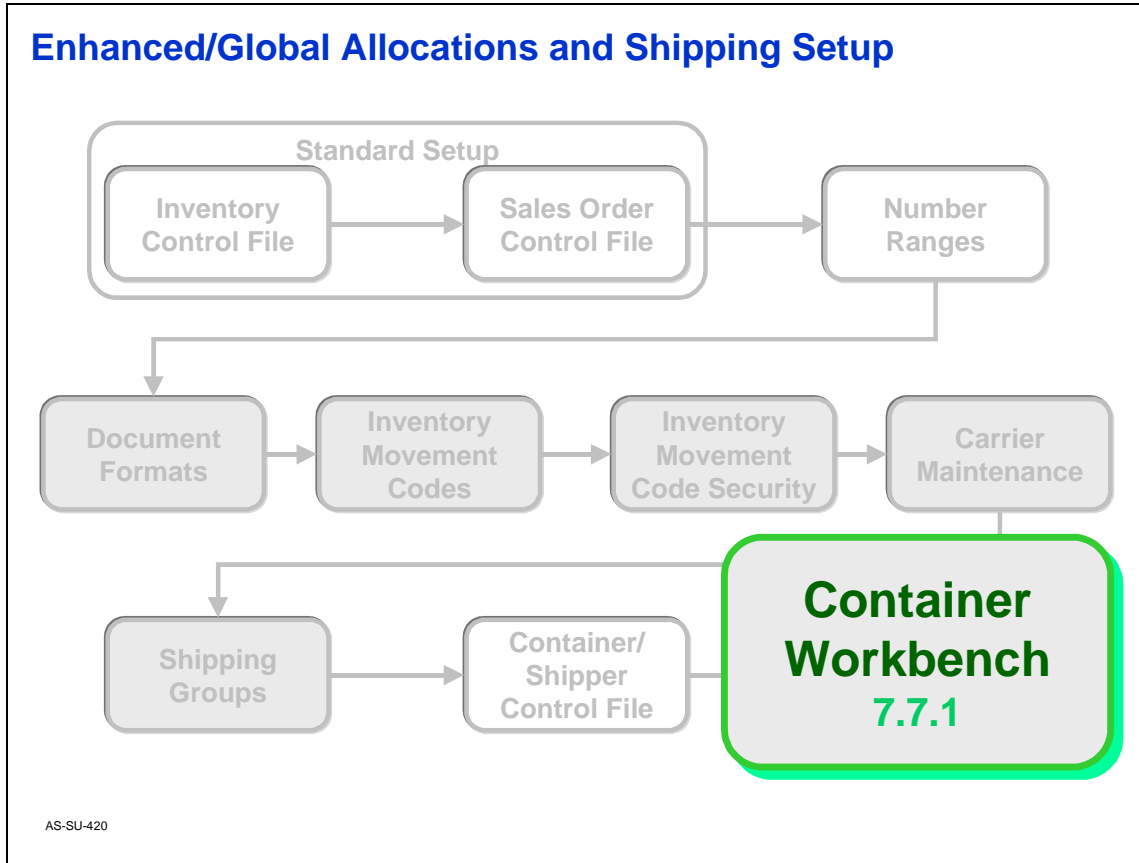
Use Container/Shipper Control File 7.9.24

SUMMARY If a shipping group is available, sequences are assigned from the shipping group first. If no shipping group is assigned to the transaction, or your company does not use shipping groups, the Control File settings are assigned to the transaction.



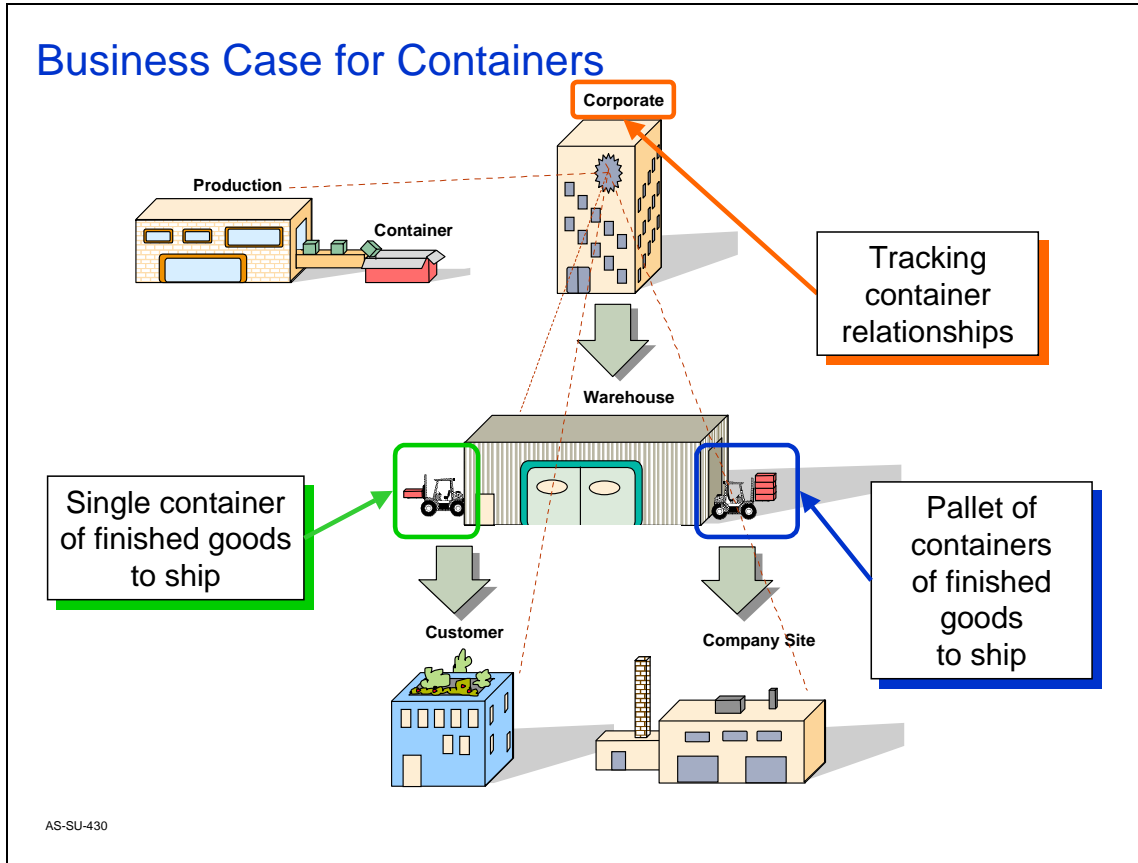
Set up Containers

- Containers can
 - Be embedded within one another
 - Contain products directly or products within containers
 - Be set up in advance or created at the time of use



Container Workbench

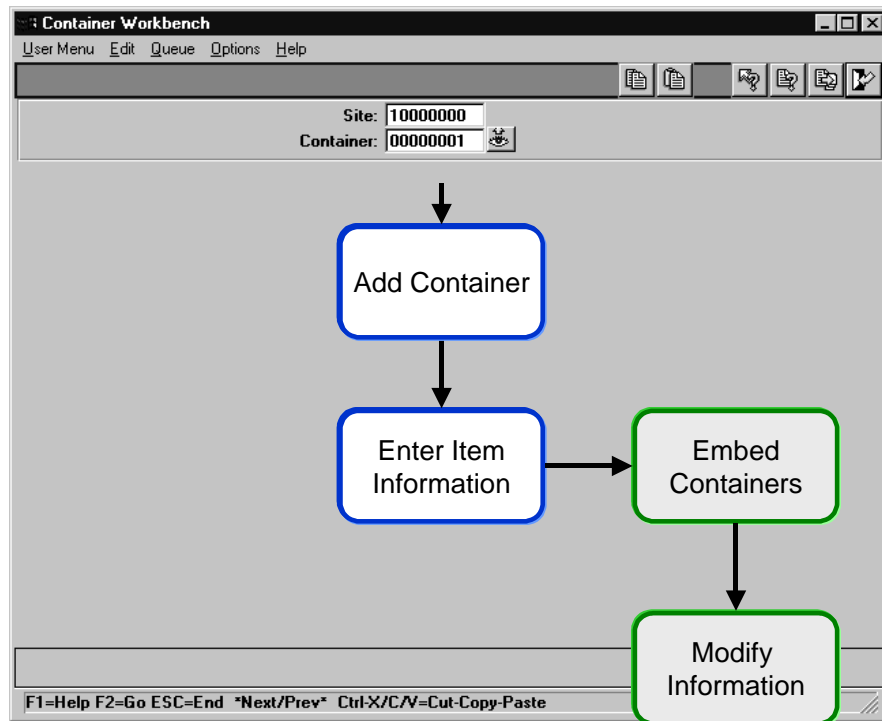
- For setting up standard (stock) containers, rather than creating containers at time of shipment



Business Case for Containers

- Types of containers and various uses
 - Tracking inventory by containers
 - Shipping finished goods in containers
 - Shipping large quantities of containers or finished goods by large containers, such as pallets

7.7.1 – Container Workbench



AS-SU-440

Primary Steps for Creating Containers

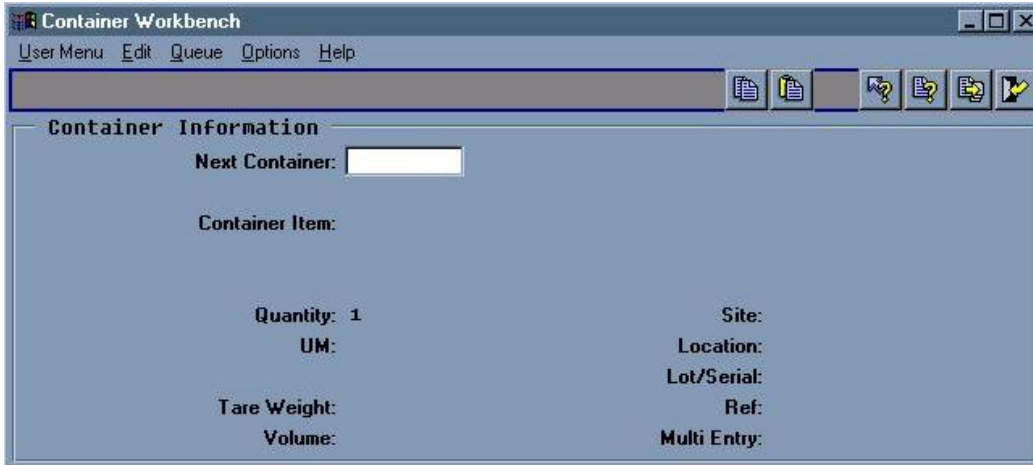
- Add Container
- Enter Item Information

Optional Steps

- Embed Containers within other containers
- Modify existing Container data

7.7.1 – Container Workbench

Add Container



AS-SU-450

Add Container

- New record frame
- Specify next container number to use
- Advance to line item frame

7.7.1 – Container Workbench

Enter Item Information

The screenshot shows the 'Container Workbench' application window. The title bar includes 'Container Workbench' and standard window controls. Below the title bar is a menu bar with 'User Menu', 'Edit', 'Queue', 'Options', and 'Help'. A toolbar with several icons is located below the menu bar. The main area is titled 'Item Information' and contains the following data:

Item Number: 04-0005		PENCIL ASSEMBLY	
Quantity:	50,000.0	Site:	train
UM:	EA	Location:	100
Conversion:	1.0000	Lot/Serial:	
Net Weight:	50.00	Ref:	
Volume:	0.10	Multi Entry:	no
	G	Comments:	no
	cm		

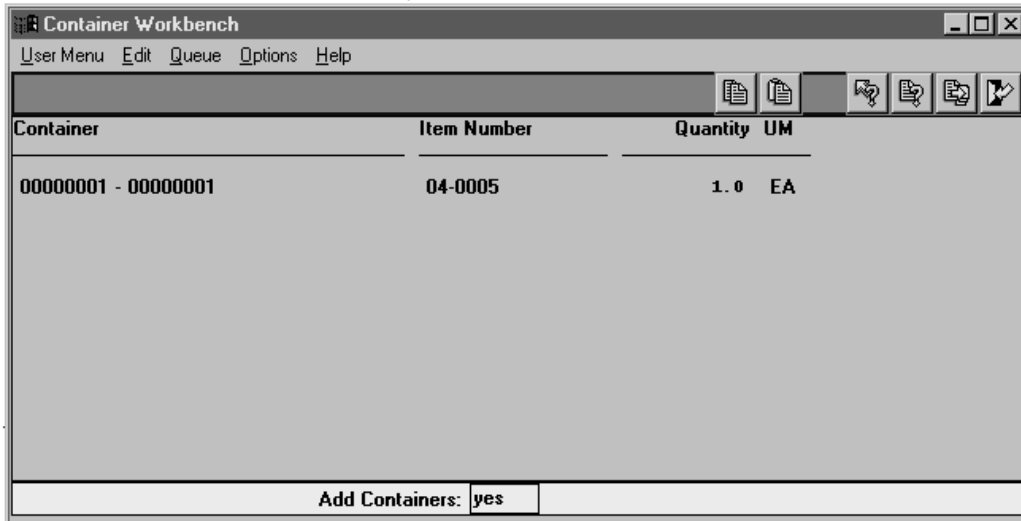
AS-SU-460

Enter Item Information

- Required fields
 - Item Number
 - Quantity
 - Site

7.7.1 – Container Workbench

**Embed
Containers**

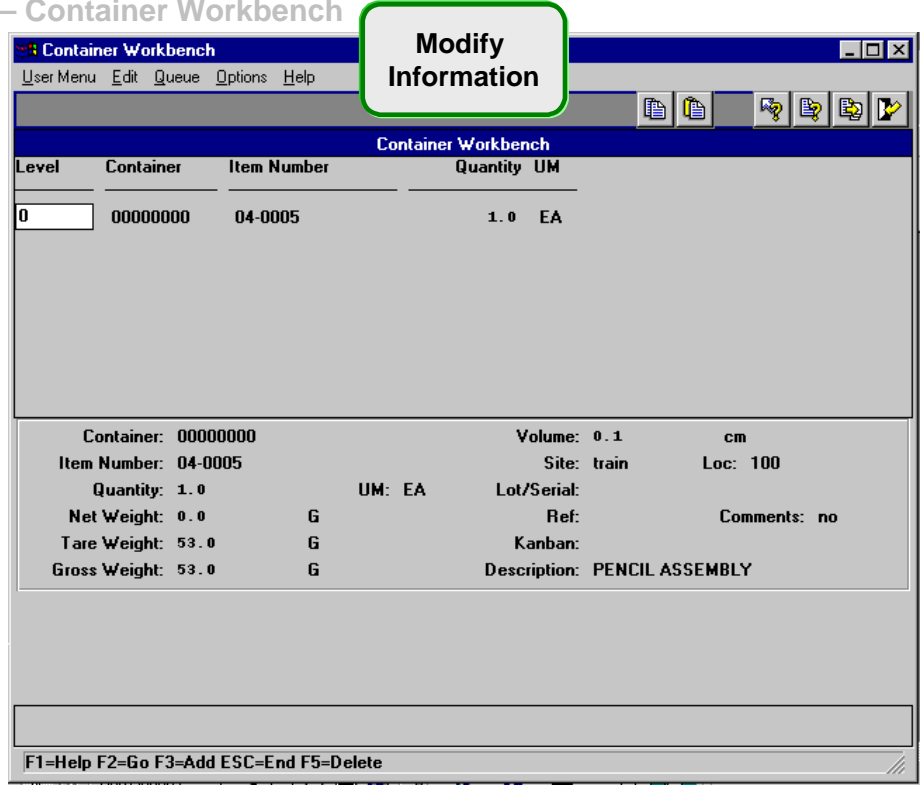


AS-SU-470

Embed Containers

- Workbench allows you to store one container in another
- Set Add Containers = Yes to embed containers within containers for multi-hierarchies
- Add Containers = No to allow only single-level containers

7.7.1 – Container Workbench



AS-SU-480

Modify Information

- Use to modify standard containers for a specific shipment
- Use to modify specific containers when changes have been made while staging the shipment



Setup Exercises

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

Set up Base Data for Containers

Instructions: In this exercise, you set up base data to use with your containers. You set up default locations for the stock on-hand and create start-up inventory quantities.

1 Set up locations for inventory at both MFG and DIST.

Field	Value	Value	Value	Value
Site	MFG	MFG	DIST	DIST
Location	100	200	100	200
Description	Raw Materials	Finished Goods	Raw Materials	Finished Goods

Use Master Files, Location Maintenance 1.1.18

2 Set up item master records for two new item numbers and two container item numbers. Accept system default values except for the following:

Field	Value	Value	Value	Value
Item Number:	99-100	99-200	CASE	PALLET
UM:	EA	EA	EA	EA
Description:	Close Cell Foam Pack	Compact Foam Pack	Case	Pallet
Prod Line:	5000	5000	6000	6000
Item Type:	PACK	PACK	PACK	PACK
Site:	MFG	MFG	MFG	MFG
Location:	100	100	200	200
Ship Weight:	0.1 LB	0.1 LB	0.5 LB	10 LB
Net Weight:	0.1 LB	0.1 LB	0.5 LB	10 LB
Volume:	-	-	4 CM	-

Note Volume CM = Cubic Meters, not centimeters.

Pur/Mfg:	M	M	P	P
Price:	10.00	10.00	-	-
Current Cost Data:				
Material Cost:	8.00	8.00	0.75	1.00

Use Item Master Maintenance 1.4.1

3 Enter inventory for each item you created.

Field	Value	Value	Value	Value
Item Number:	99-100	99-200	CASE	PALLET
Quantity:	10,000	10,000	500	100

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Site:	MFG	MFG	MFG	MFG
Location:	100	100	200	200

Use Receipts – Unplanned 3.9

4 Set up a customer schedule for the items you created.

- a** Accept all other defaults and enter the following:

Field	Value	Value
Ship From:	MFG	MFG
Ship To:	400	400
Order:	S1000	S1000

- b** Advance past the Order Data screen. Enter Item information.

Field	Value	Value
Item:	99-100	99-200
PO Number:	PO1	PO1
Line:	1	2

- c** When the prompt asks “Copy data from another order line for this item?” answer No.
- d** Accept the defaults in the Order Line Item Data frame. If a warning about Discount prices appears, ignore the warning and select “Yes” to continue.
- e** On the second Order Line Item Data screen, accept all defaults except for the following. Then enter the second line item from step a above.

Field	Value	Value
Netting Logic:	1	1

Use Scheduled Order Maintenance 7.3.13

5 Create a ship schedule for each of your items.

Field	Value	Value
Ship From:	MFG	MFG
Ship To:	400	400
Item:	99-100	99-200
PO Number:	PO1	PO1
Order:	S1000	S1000

Line:	1	2
Release ID:	1	1
Prior Cum Date:	Next Monday's date	

- a Exit the Customer Receipts screen and advance to the Schedule Detail Data. Enter a schedule, starting with next Monday's date:

Field	Value	Value
Date:	Next Monday	Next Monday
Time:	<leave blank>	<leave blank>
Int:	D	D
Reference:	<leave blank>	<leave blank>
Qty:	100 (per day)	125 (per day)
Comments:	No	No

- b Repeat the schedule for next Tuesday, Wednesday, Thursday, and Friday.
- c When the prompt asks "Make this schedule active?" answer Yes.

Use Customer Ship Schedule Maint 7.5.2

- 6 Run Required Ship Schedule Update for the ship-from code = MFG. Accept all other defaults.
Use Run Required Ship Schedule Update 7.5.5

Set up Containers

Instructions: In this exercise, you set up containers to use in processing.

- 1 Run Container Workbench to create containers.

- a Enter the following. Accept all other defaults.

Field	Value
Site:	MFG
Container:	<leave blank>
Next Container:	Enter to get the next container number from the control file

(Record Container Number Assigned:) _____

Container Item	CASE
Quantity:	4

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Site: MFG
Location: 200

b Enter the following. Accept all other defaults

Field	Value
Item Number:	99-100
Quantity:	200
Site:	MFG
Location:	100
Multi Entry:	No
Add Containers:	No

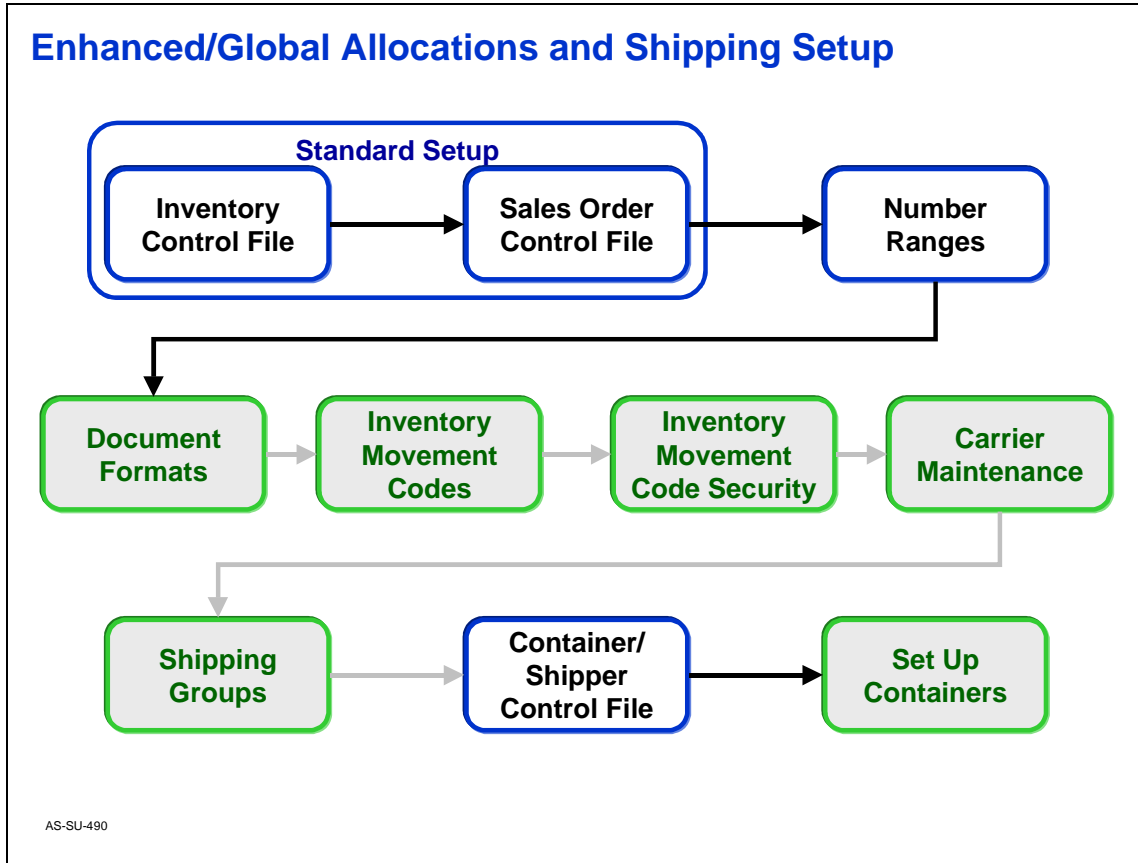
Use Container Workbench 7.7.1

- 2 Check that the containers have been created correctly. Note the first and last container numbers used.

(Record Container Numbers Assigned:) _____

Use Container by Item Inquiry 7.7.3

SUMMARY You have set up four cases stocked with 50 EA of 99-100. These have been prepared in advance of shipping. This is useful when inventory is pre-packaged in shipping containers (such as Items CASE or PALLET) and is stored in inventory in containers. You could stock additional 99-200 in several Cases, and package several Cases on a Pallet. These Pallets are ready to ship according to orders and schedules.



Enhanced/Global Allocations and Shipping Setup Summary



Course Overview

- ✓ Introduction to Allocations and Shipping
- ✓ Business Considerations
- ✓ Set up Allocations and Shipping
- ◆ Process Standard Allocations and Shipping
- ◆ Process Enhanced/Global Allocations and Shipping

AS-SU-510

CHAPTER 4

Process Standard Allocations and Shipping



Routing Maintenance (Date Based)	
Routing Code:	10-15000
Operation:	20
Standard Operation:	INSPECTION, ALL SITES
Work Center:	1030
Machines:	1
Description:	INSPEC PER PROC-00%
Machines per Op:	1
Overlap Units:	1
Queue Time:	1.0
Wait Time:	0.0
Setup Time:	0.0



Process Allocations and Shipping

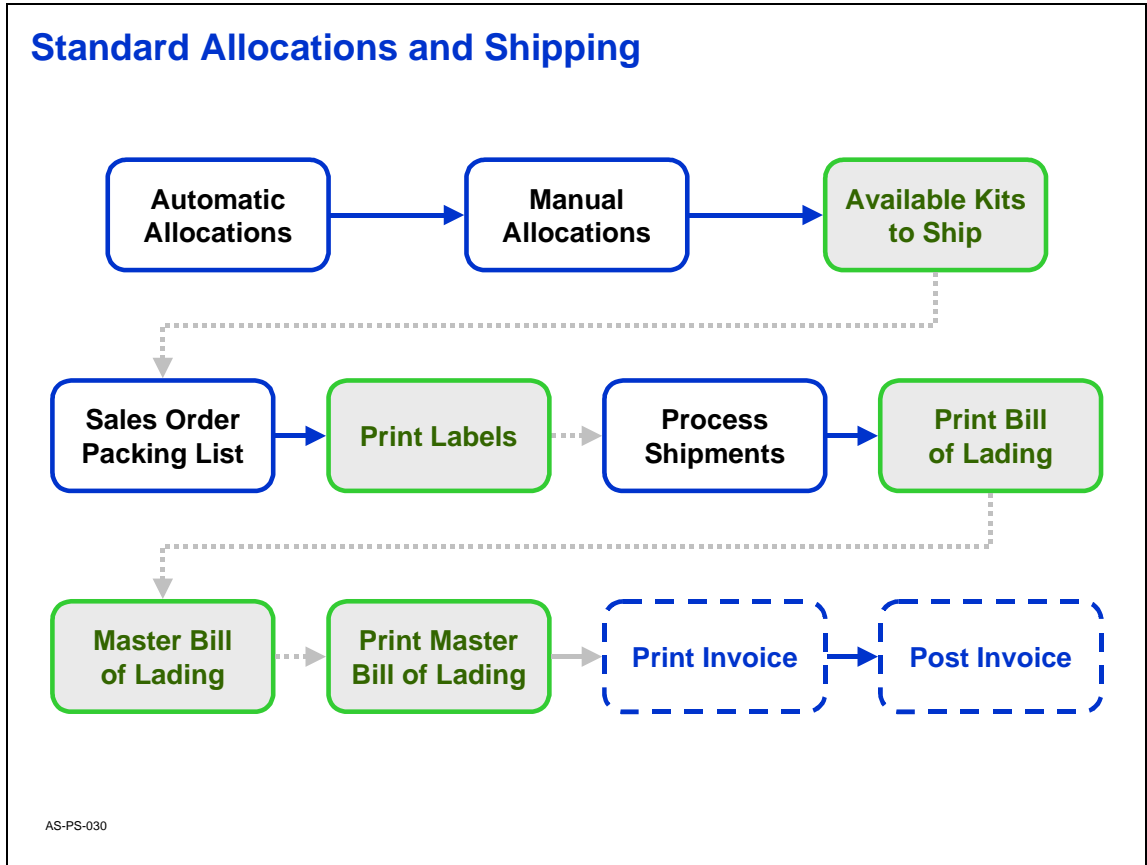
In this section you learn how to:

- ✓ Identify some key business considerations before setting up Allocations and Shipping in MFG/PRO
- ✓ Set up Allocations and Shipping in MFG/PRO
- ✓ **Process Standard Allocations and Shipping in MFG/PRO**
- ◆ Process Enhanced/Global Allocations and Shipping in MFG/PRO

AS-PS-010






Process Standard Shipping



Standard Allocations and Shipping Life Cycle

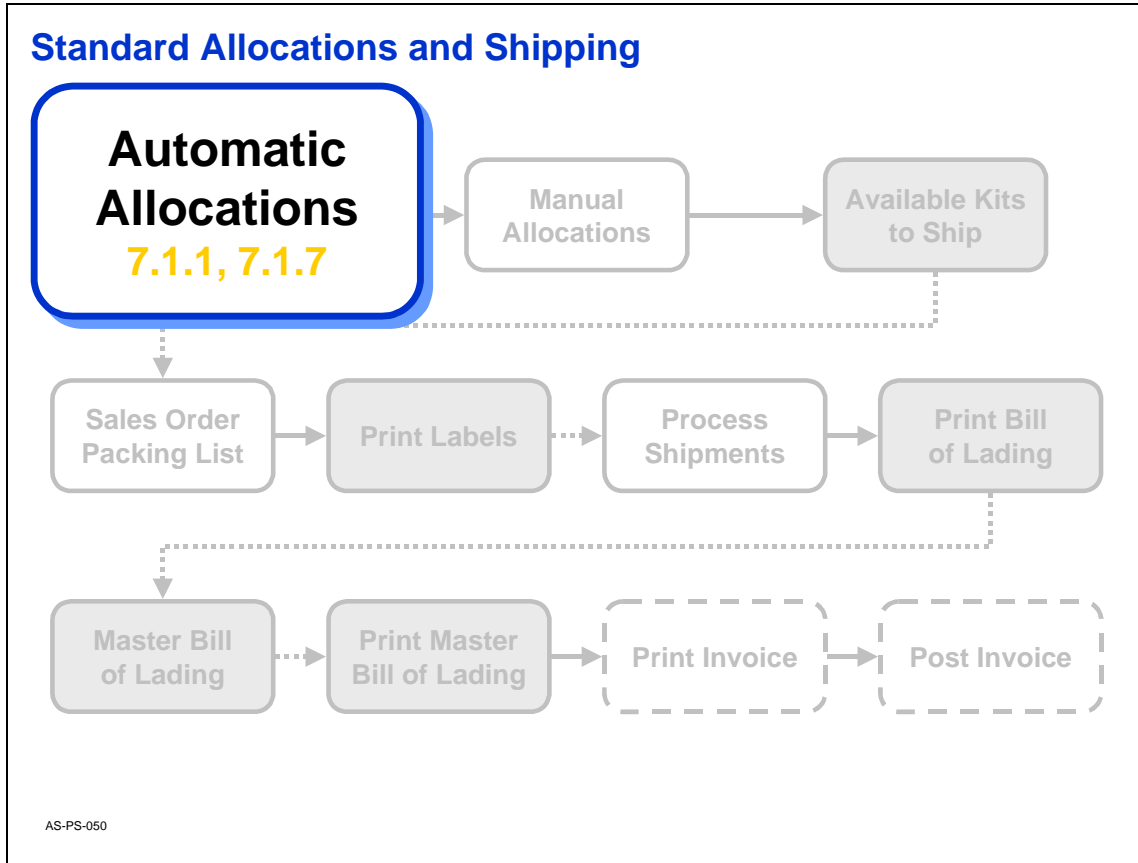
This illustration is the first of two suggested process sequences of master files for the Allocations and Shipping module which is based on information that flows from one master file to another and prerequisites that need to be accomplished. Reading the illustration:

-  Boxes with solid lines are required to set up Allocations and Shipping 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.



Allocate Finished Goods

- Allocations reserve inventory so it is not allocated to other sales orders, RMA issue lines, intersite requests, or work orders
- Also used to control shipment quantities when there are not enough items to fill all orders



Automatic Allocations

- General allocations allocate the required quantity of an item
- Detail allocations specify the site, locations, lot/serial numbers, and lot references from which that quantity is to be allocated
 - Detail allocations are automatically created or generated when sales orders, distribution orders, or RMA packing lists and work order picklists print

7.1.1 – Sales Order Maintenance

Sales Order Maintenance

User Menu Edit Queue Options Help

Order: 1000 Sold-To: 1001000 Bill-To: 1001000 Ship-To: 1001000

Sold-To
 CENTURY HALLMARK
 ATTENTION: ACCOUNTS PA'
 3020 CENTURY BLVD
 LOS ANGELES CA 89000
 United States of America

Ship-To
 CENTURY HALLMARK
 ATTENTION: ACCOUNTS PA'
 3020 CENTURY BLVD
 LOS ANGELES CA 89000
 United States of America

Salesperson[1]: Freight List:
 Multiple: no Frt Min Wt: 0
 Commission[1]: 0.00% Freight Terms:
 Calculate Freight: no
 Display Weights: yes

Consume Forecast: yes
 Detail Allocations: no
 Allocate Days: 10
 Comments: yes
 Imp/Exp: no

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

AS-PS-060

Sales Order Maintenance

Menu Number 7.1.1

- If Detail Allocations field = No, sales order generates an automatic general allocation
- Lead time field specifies the number of calendar days until the cutoff date for allocating items

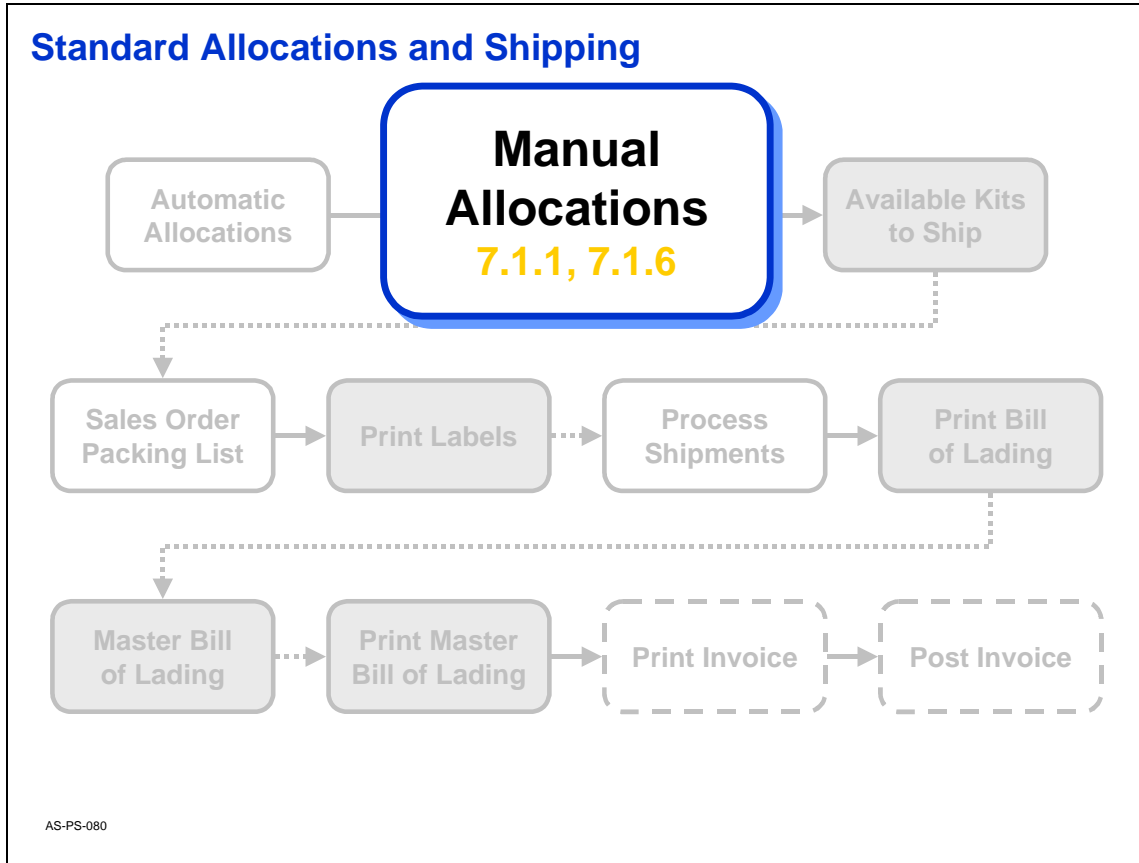
7.1.7 – Sales Order Auto Allocations

AS-PS-070

Sales Order Auto Allocations

Menu Number 7.1.7

- General allocations for any orders due within a certain number of days
- Can be run by customer class, allocating scarce inventory to your best customers first
- Use for allocating both RMA issue lines and sales orders
- Typically used to “Sweep Allocate” blocks of orders all at once
- Cannot automatically allocate a primary Enterprise Material Transfer (EMT) sales order from this menu
- To look for shortages use Update = No to print without updating the records



Manual Allocations

- Used to allocate stock manually
- Used to override general allocations and to correct picked quantities
- Manual allocations can be either general or detail

7.1.1 – Sales Order Maintenance

The screenshot shows the 'Sales Order Maintenance' window. At the top, it displays 'Sales Order: S02027', 'Sold-To: 400', and 'Ln Format S/M: single'. Below this is a table for 'Sales Order Line' with columns: Ln, Item Number, Qty Ordered, UM, List Price, Discount, and Net Price. The first row shows: Ln 2, Item Number 22-130, Qty Ordered 100.0, UM EA, List Price 10.00, Discount 0.0, and Net Price 10.00.

Below the table are several fields for item details:

- Desc: CORD_POWER_UNIVI
- Loc: 100 (highlighted in blue), Site: 10000
- USD Cost: 1.00
- Lot/Serial: [empty field]
- Qty Allocated: 100.0
- Qty Picked: 0.0
- Qty Shipped: 0.0
- Qty to Invoice: 0.0
- Salesperson[1]: [empty field]
- Comm%[1]: 0.00%
- Multiple: no
- Fixed Price: yes
- Sales Acct: 3000
- Disc Acct: 3900
- Confirmed: yes
- Pricing: 04/05/01
- Required: / /
- Promised: / /
- Due Date: 04/06/01
- Frt List: A02-NTAX
- Cred Terms Int: 0.00
- Type: [empty field]
- UM Conv: 1.0000
- Consume Fcst: yes
- Detail Alloc: yes (highlighted in green)
- Taxable: no
- Comments: no

At the bottom of the window, there is a keyboard shortcut bar: F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste.

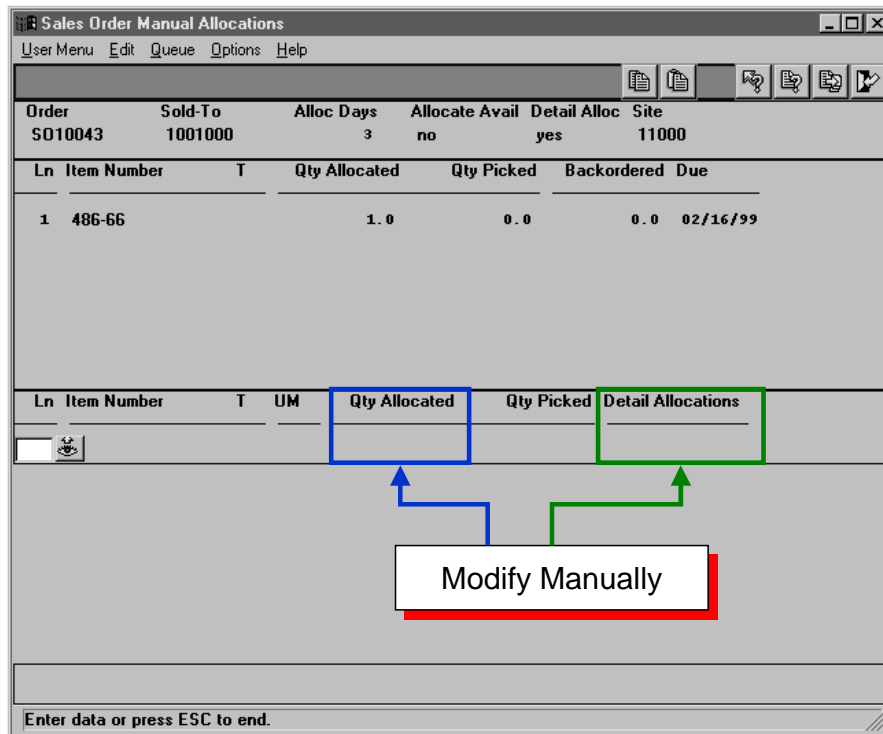
AS-PS-090

Sales Order Maintenance

Menu Number 7.1.1

- An existing order, with Detail Allocations = No can be manually overridden to accept a detail allocation
- Allocation lead times can also be edited or manually changed on existing orders

7.1.6 – Sales Order Manual Allocations



Order	Sold-To	Alloc Days	Allocate Avail	Detail Alloc	Site
SO10043	1001000	3	no	yes	11000

Ln	Item Number	T	Qty Allocated	Qty Picked	Backordered	Due
1	486-66		1.0	0.0	0.0	02/16/99

Ln	Item Number	T	UM	Qty Allocated	Qty Picked	Detail Allocations

Modify Manually

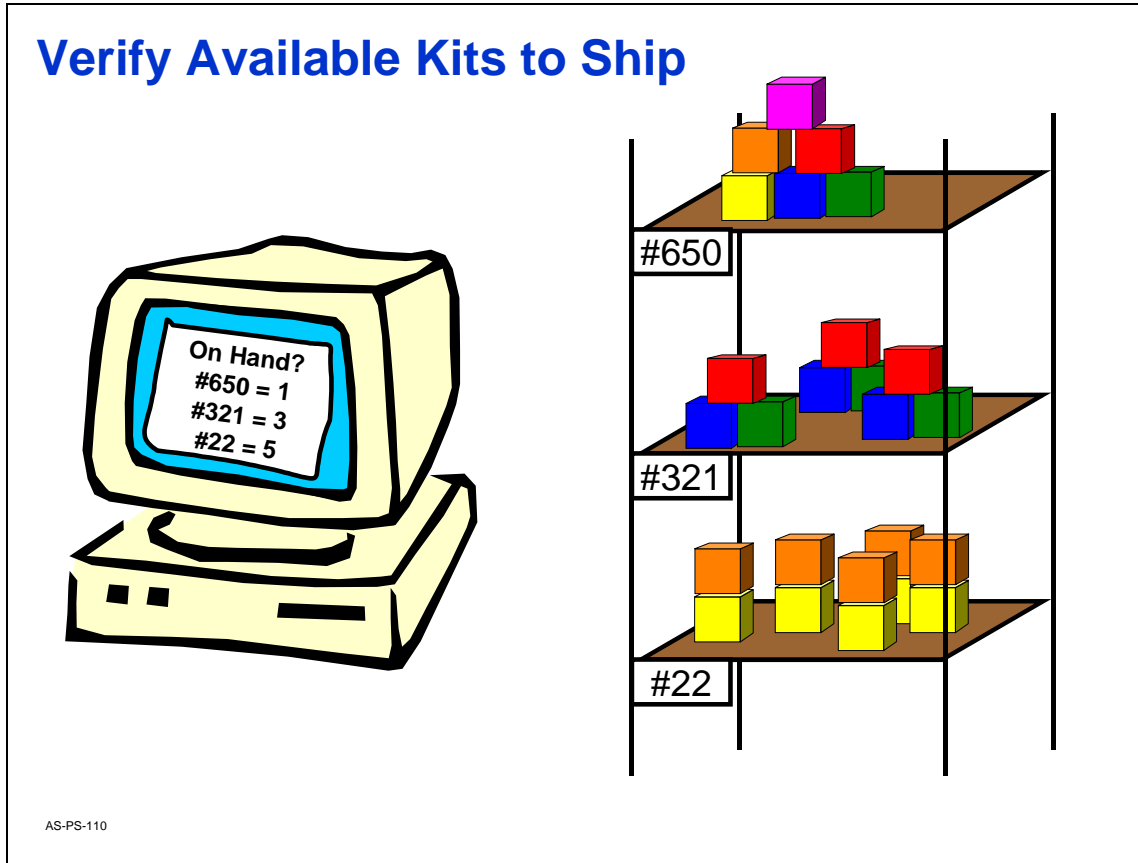
Enter data or press ESC to end.

AS-PS-100

Sales Order Manual Allocations

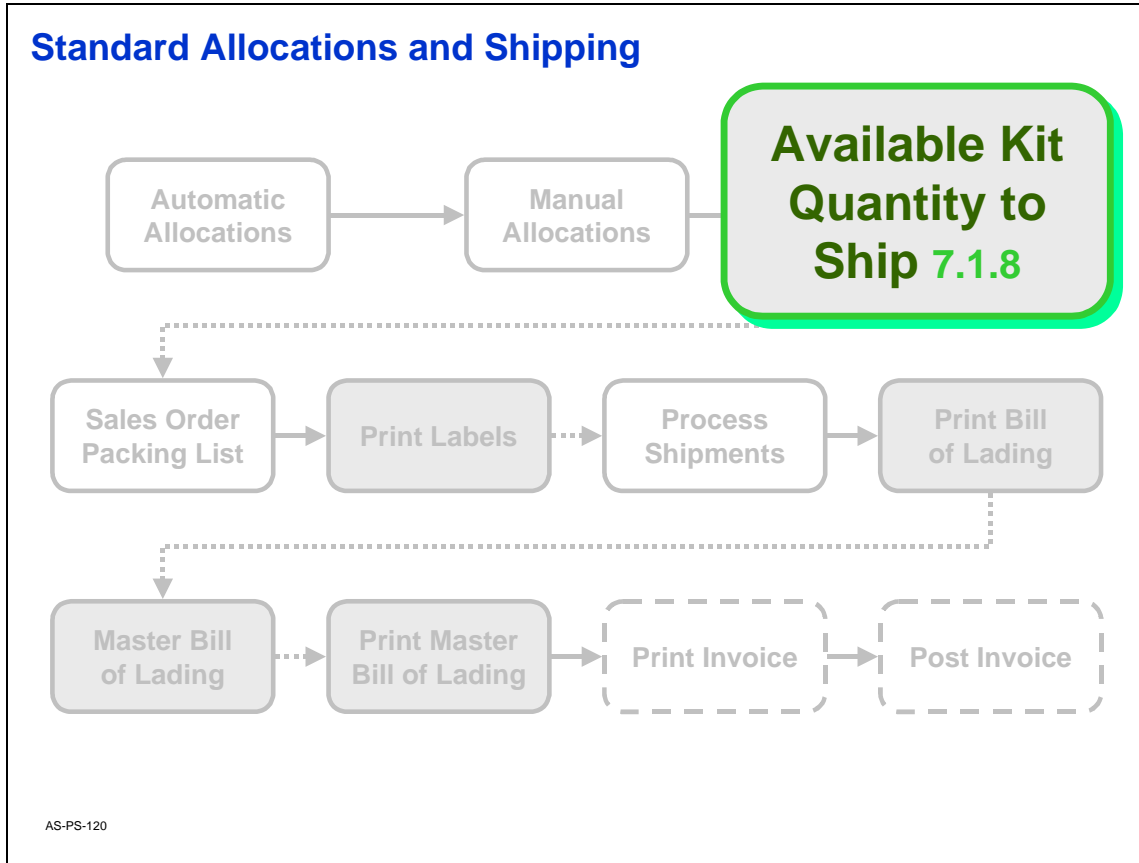
Menu Number 7.1.6

- Used to allocate stock manually, and override general allocations:
 - Select the Sales Order
 - Assign the allocation lead time
 - Specify whether a Detail or a General Allocation
- To reprint a picklist:
 - Reset the Qty Allocated and set Qty Picked = zero on the Sales Order line
 - After a partial shipment, reset happens automatically



Verify Available Kits to Ship

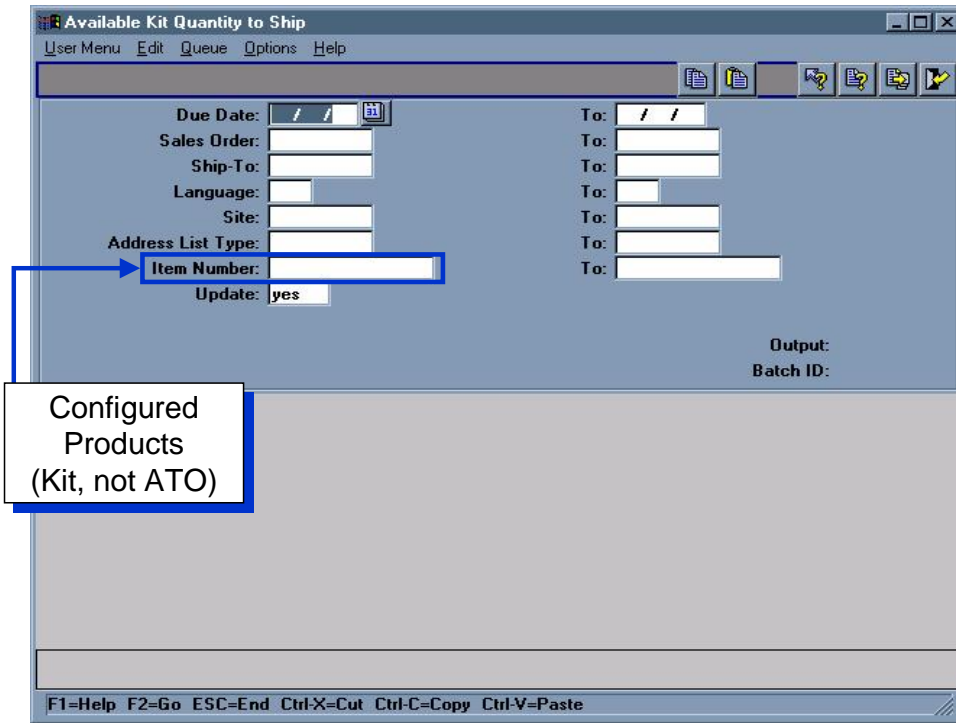
- Examines the quantity of finished goods currently in inventory available to kit for a shipment for Kit configurations
- Valid whether you choose Automatic or Manual Allocations as your generation method



Available Kit Quantity to Ship

- Kit configured items consist of a set of items picked for shipment, no assembly takes place
- The configuration is a superset of components
- Report examines whether sets of items are available to be picked together

7.1.8 – Available Kit Quantity to Ship



AS-PS-130

Available Kit Quantity to Ship

Menu Number 7.1.8

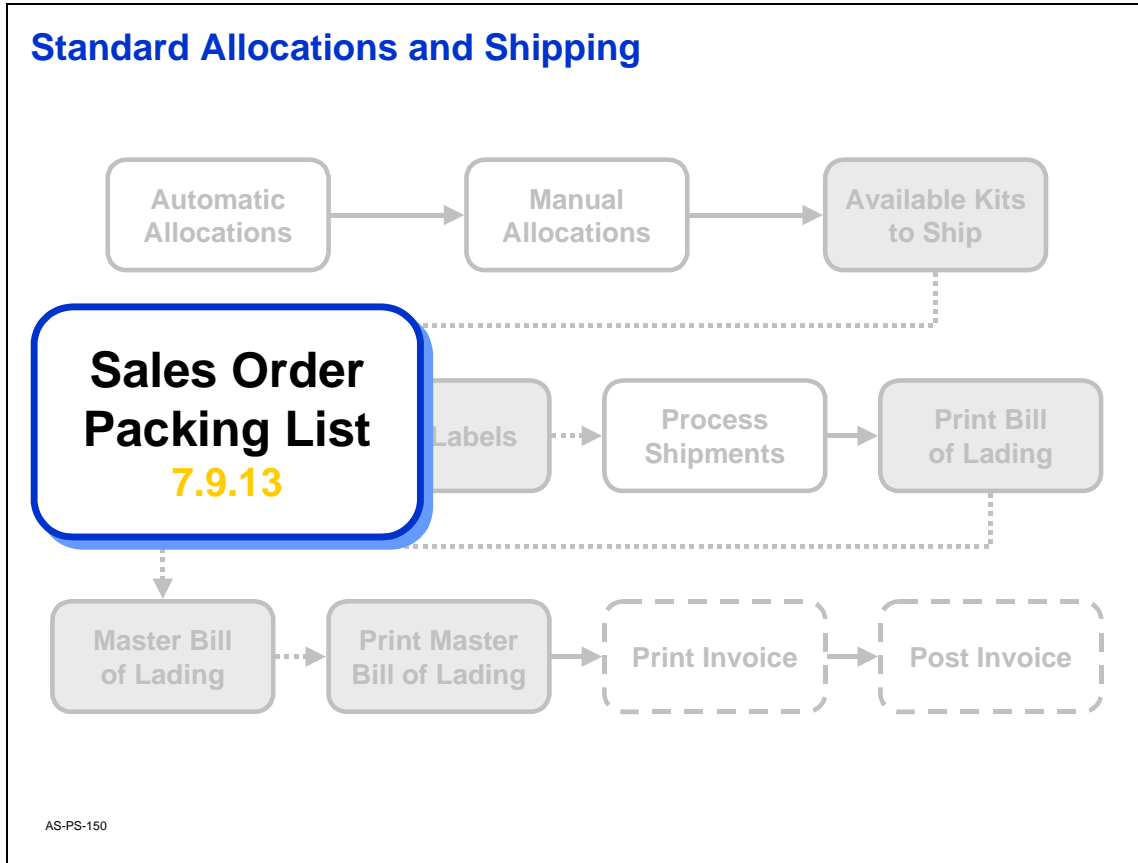
- Quantity referenced is the least available quantity to detail allocate across the entire kit configuration
- Insures that complete kits are shipped and maximizes the remaining available inventories for other orders to ship
- Prevents the allocation of inventory to a Kit that could not be shipped due to incomplete inventory



AS-PS-140

Print Packing List

- Packing list details what items to pick and ship



Sales Order Packing List

- Printed document has 2 sections:
 - Header – the general order information: order number, date, addresses, and terms
 - Line Items – one per item to ship, listing the quantity open, quantity to ship, and the locations, lot/serial and lot reference numbers to pick

7.9.13 – Sales Order Packing List

Due Date: / / [calendar icon]

Sales Order: [text box]

Ship-To: [text box]

Language: [text box]

Site: [text box]

To: / / [text box]

To: [text box]

To: [text box]

To: [text box]

Company Address: DIST

Print Only Lines to Pick: yes

Override Partial OK Flag: no

Print Features and Options: no

Print Negative Quantities: no

Form Code: 1

Update: yes

Note: Only orders with an action status of blank will print.

Output:
Batch ID:

F1=Help F2=Go ESC=End Ctrl-X=Cut Ctrl-C=Copy Ctrl-V=Paste

AS-PS-160

Sales Order Packing List

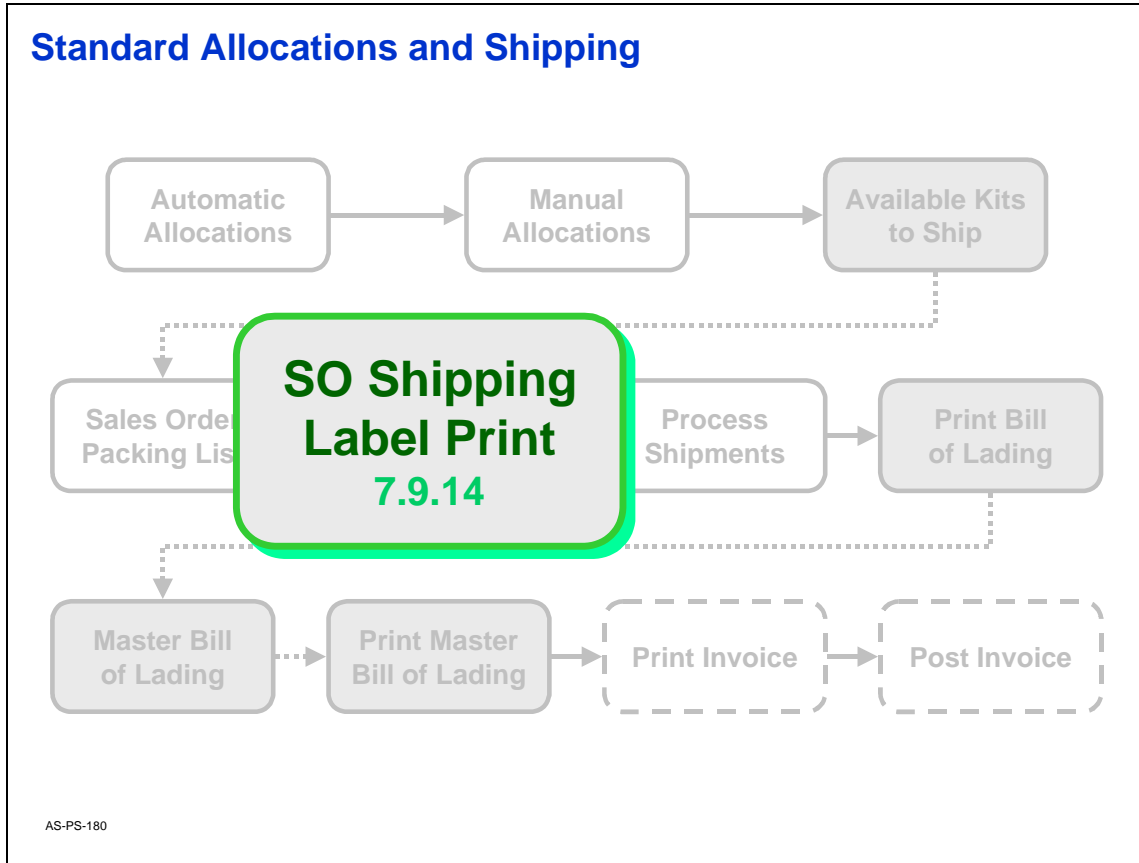
Menu Number 7.9.13

- Prints only allocated quantities (as set in Sales Order Control File 7.1.24)
 - Must perform at least a general allocation for Sales Order Packing List to consider an item
 - Details each item by quantity per location, lot, and reference number
 - Only Sales Orders with blank action status are considered by the system for printing
- General allocations converted to detail allocations at this time
- Inventory balances are not decreased until the shipment is processed
 - If quantity on hand is less than quantity to ship, sales is notified before shipment



Print Shipping Labels

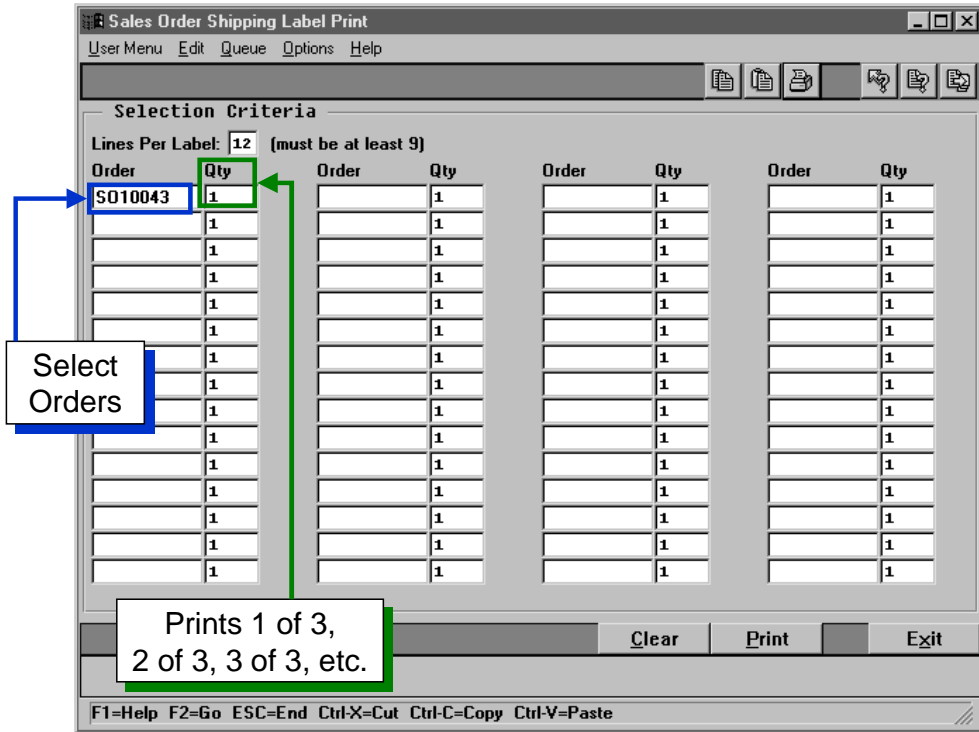
- Optional step, your procedure may vary



Sales Order Shipping Label Print

- Can print a variety of different label forms without having to customize MFG/PRO

7.9.14 – Sales Order Shipping Label Print

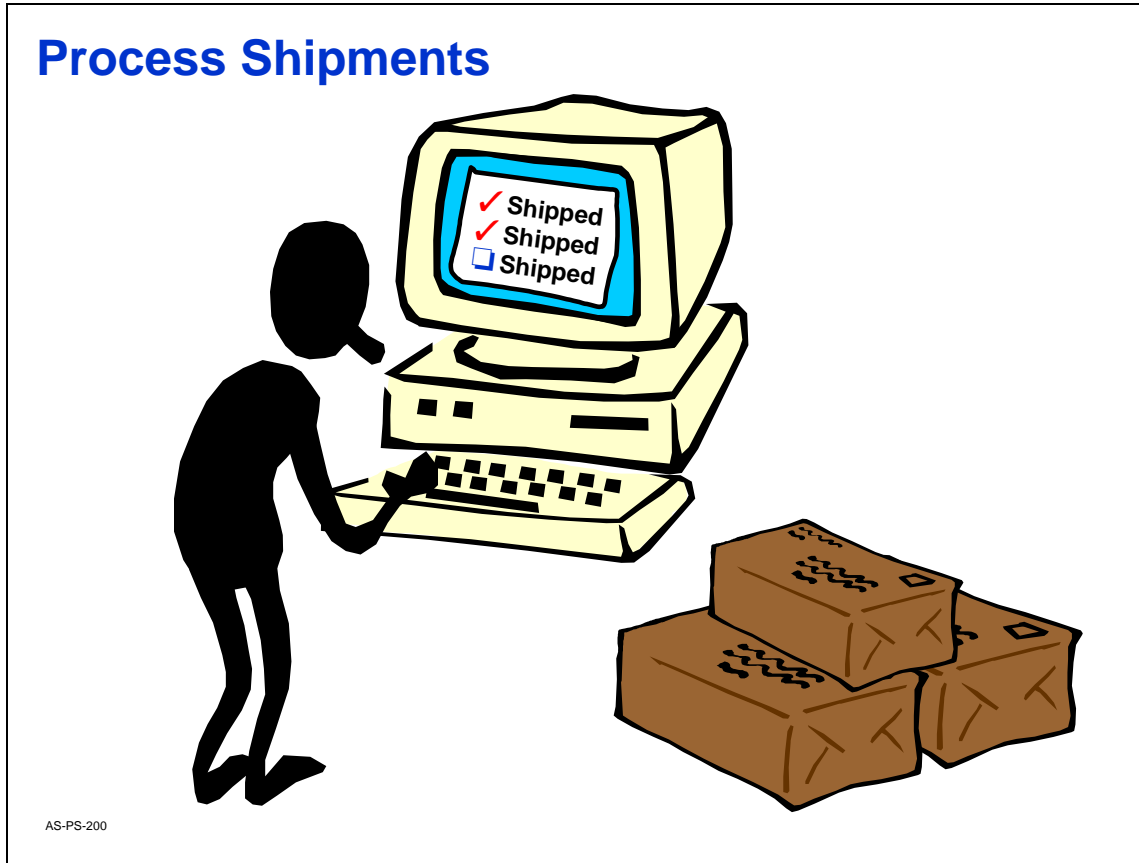


AS-PS-190

Sales Order Shipping Label Print

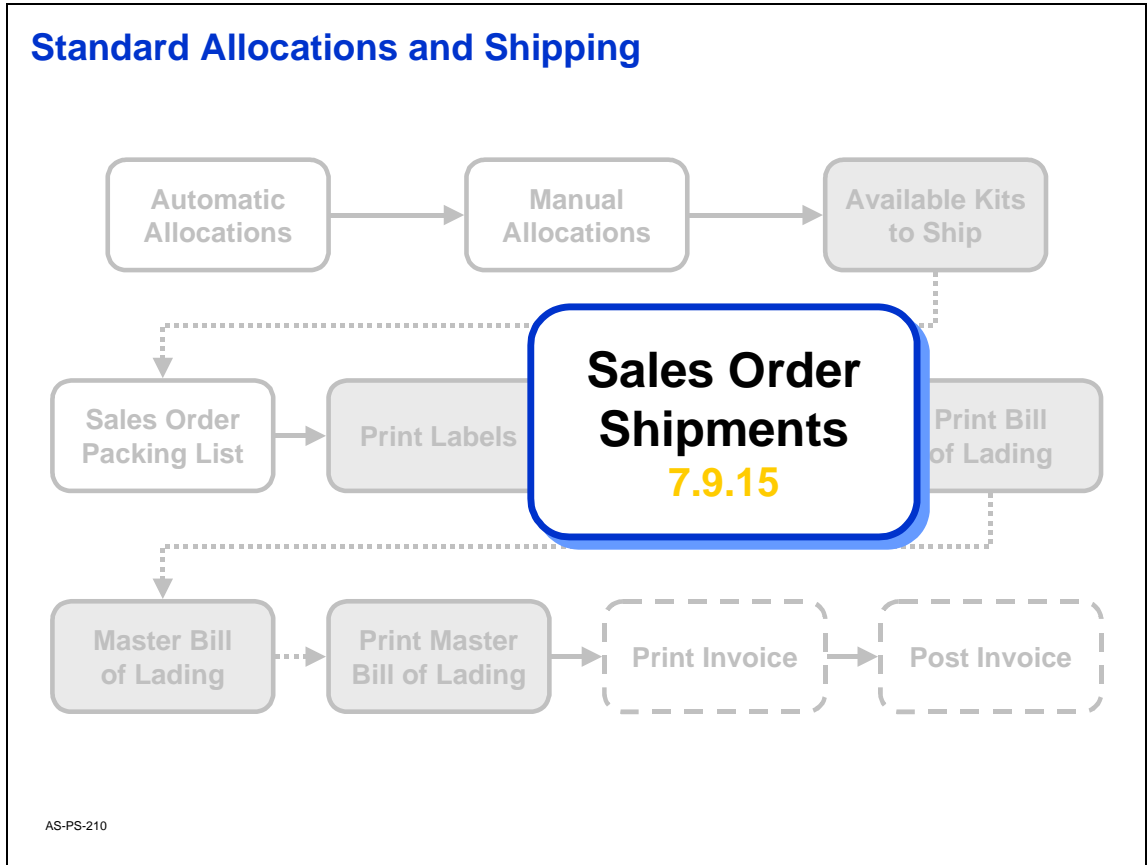
Menu Number 7.9.14

- Labels include:
 - Sales order number
 - Customer name and address
 - Sales order remarks
 - Label number
 - After this, blank lines are printed up to the number of lines specified
- Qty field adds a “1 of 3, 2 of 3, 3 of 3” line to the label



Process Shipments

- Enter information into MFG/PRO to indicate that the goods have actually shipped



Sales Order Shipments

- Records that you have fulfilled all or part of your customer order
- Can process SO shipments only against open sales orders
- Shipping items sets the Quantity to Invoice equal to the Quantity Shipped
 - Create an invoice for each shipment
 - Or set Ready to Invoice = No to hold up invoicing until the order is completely shipped
- Multiple shipments can be processed against one order
- Once all line items on an order are shipped and invoiced, the system closes the SO
- Shipments relieve inventory and charge Costs of Goods Sold (COGS) accounts

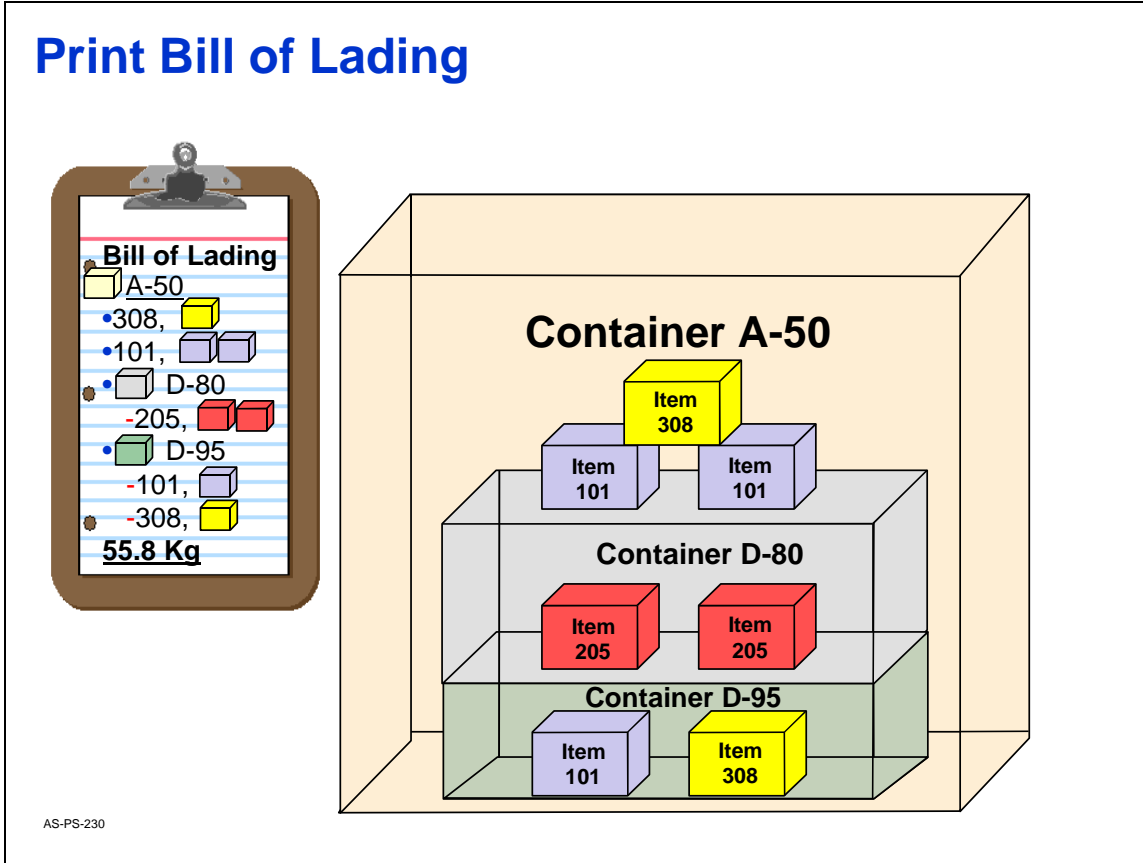
7.9.15 – Sales Order Shipments

AS-PS-220

Sales Order Shipments

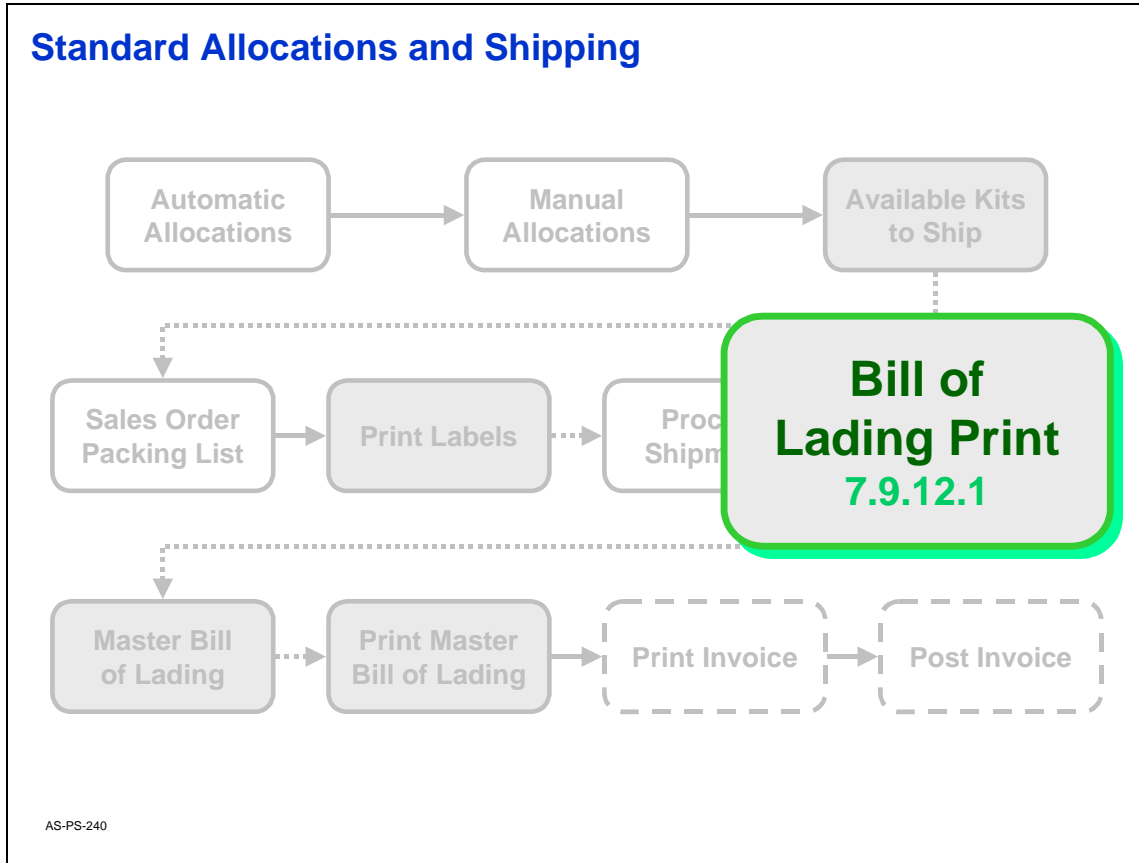
Menu Number 7.9.15

- Specify the SO number, which lists the line items and the quantity open (ordered but not yet shipped)
- For each line item enter the quantity and the Site, Location, Lot/Serial, and Ref
 - Multi-entry = Yes, brings up another screen for a list of sites, locations, lot/serial, lot reference numbers, and quantities
- Can change the add-on charge amounts, the carrier, bill of lading (BOL), and invoicing
- Can enter a specific invoice number
- To hold up invoicing until the remainder of the order ships, set Ready to Invoice = No



Print Bill of Lading

- Bill of Lading identifies the contents of all containers, including embedded items
- Shows a final summary of the package weight



Bill of Lading Print

- Bill of Lading Print is an optional procedure
- Shows a container-level summary of the shipper's content information

7.9.12.1 – Bill of Lading Print

The screenshot shows a window titled "Bill of Lading Print" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main content area is divided into several sections:

- Header:** Ship-From: 10000 San Diego Main Plant; Shipper: A0000001; Output: printer
- Shipper Information:**

Quality Products Inc.
 Manufacturing Division
 One World Way
 Consolidated Business Plaza
 San Diego, CA 92130

Shipper ID: A0000001
 Ship Date: 10/01/93
 Print Date: 10/13/98
 Page: 1
- Destination:**

United States of America

Sold To: 01000000

Colossal Conglomerates LTD
 Suite 1000 Colossal Building
 Colossal Industrial Park
 15000 Production Drive
 Evanston, IL 090876
 United States of America

Ship To: Dock-001

Colossal Conglomerates LTD
 100000000 Production Blvd
 Bldg-178P
 Colossal Industrial Park
 Evanston, IL 090876
 USA
- Shipping Details:**

Ship Via: Mode of Transport:
 FOB Point: Carrier: Shipment Ref: 1234
 Vehicle ID:
- Table Header:**

Description	Qty	Net Weight	Tare Weight	Gross Weight	UM
-------------	-----	------------	-------------	--------------	----

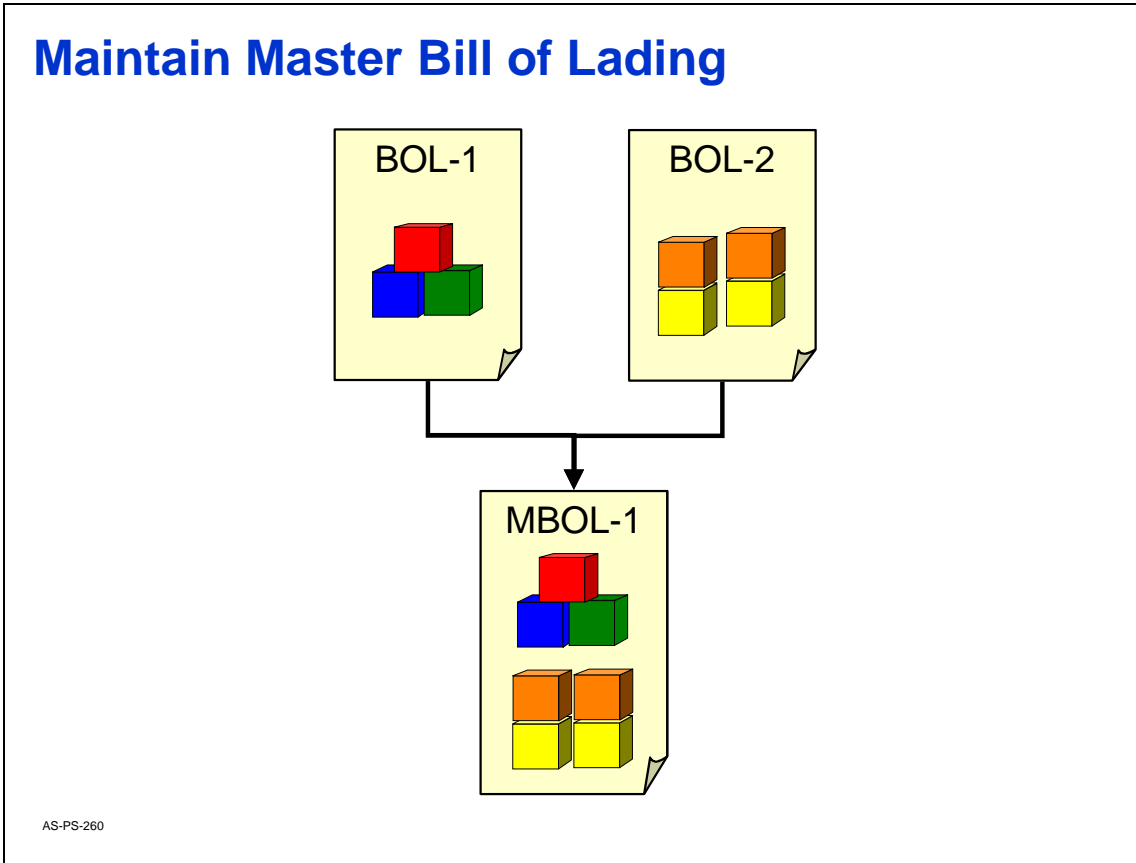
AS-PS-250

Container Level Summary of Shipper

Bill of Lading Print

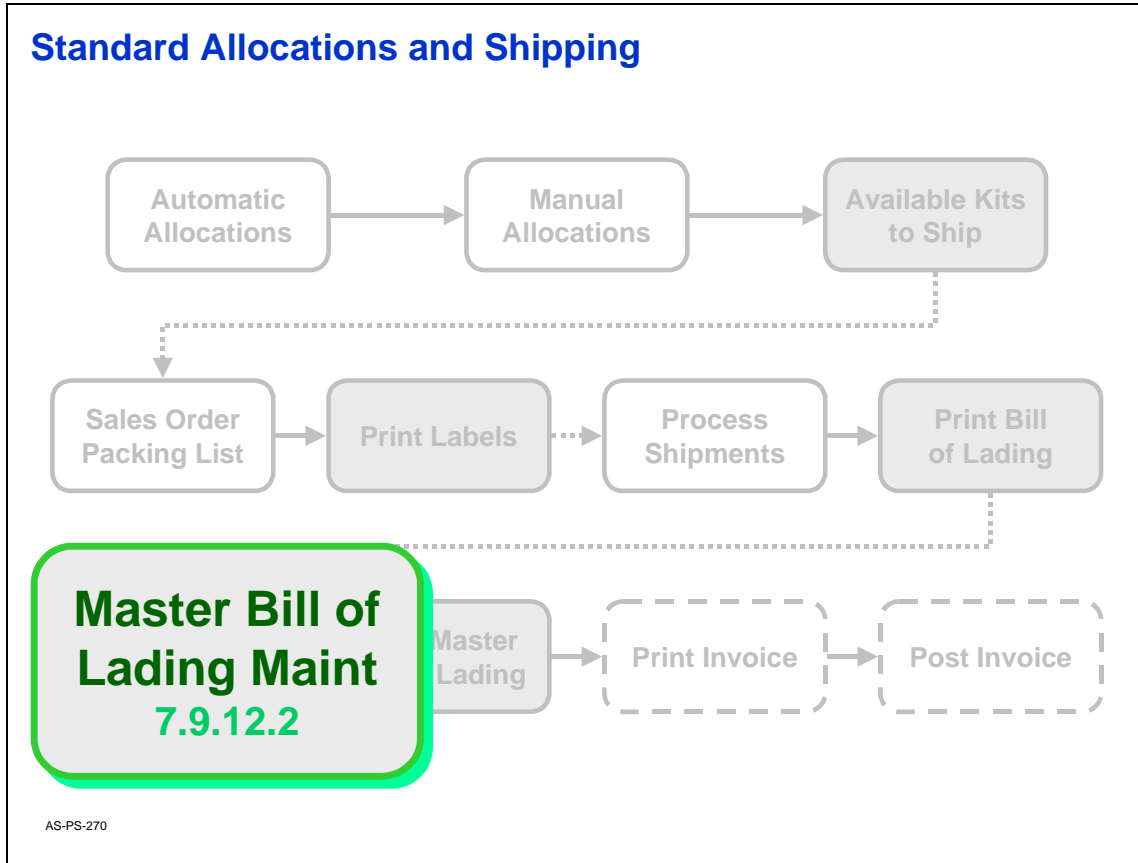
Menu Number 7.9.12.1

- Header section:
 - Sold-to/ship-to information for a specified shipper, shipper number, and ship date
- Line items list the container summary totals:
 - Quantity of the product being shipped
 - Net weight (weight of the product without packing materials or containers)
 - Tare weight (weight of packing materials or containers)
 - Gross weight (combined weight of the product and all packing materials or containers)



Maintain Master Bill of Lading

- Master Bill of Lading collates the contents of several Bills of Lading to identify the contents of a consolidated shipment



Master Bill of Lading Maintenance

- Combines two or more individual bills of lading to consolidate shipments
- Shipper documents are used as the basis for bills of lading
- Has no inventory or financial effects

7.9.12.2 – Master Bill of Lading Maintenance

The screenshot shows a window titled "Master Bill of Lading Maint" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following information:

- Ship-From: 10000 San Diego Main Plant
- Master Bill: A0000001
- Ship-To/Dock: san
- Shipping Group:
- Carrier: Multi: no Document Format: 01
- Ship Via:
- FOB Point:
- Mode of Transport:
- Carrier Shipment Ref: Language: us
- Vehicle ID: Comments: no

Two callout boxes are present:

- A green box labeled "BOL# from Carrier (tracking number)" with an arrow pointing to the "Carrier Shipment Ref" field.
- A blue box labeled "Required Fields" with an arrow pointing to the "Document Format" field.

At the bottom of the window, a status bar displays: F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

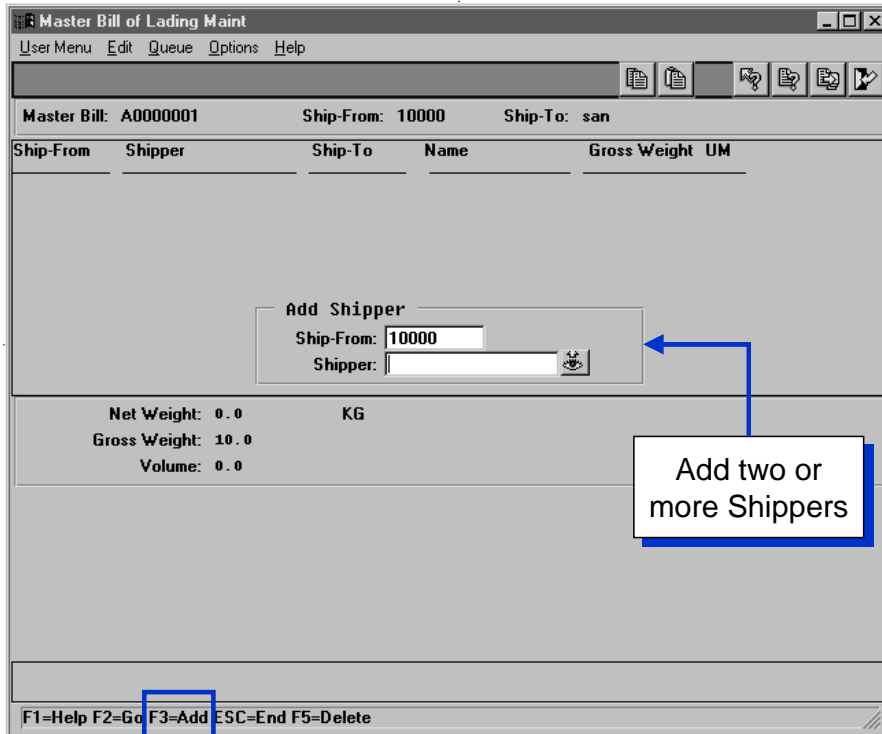
AS-PS-280

Master Bill of Lading Maint

Menu Number 7.9.12.2

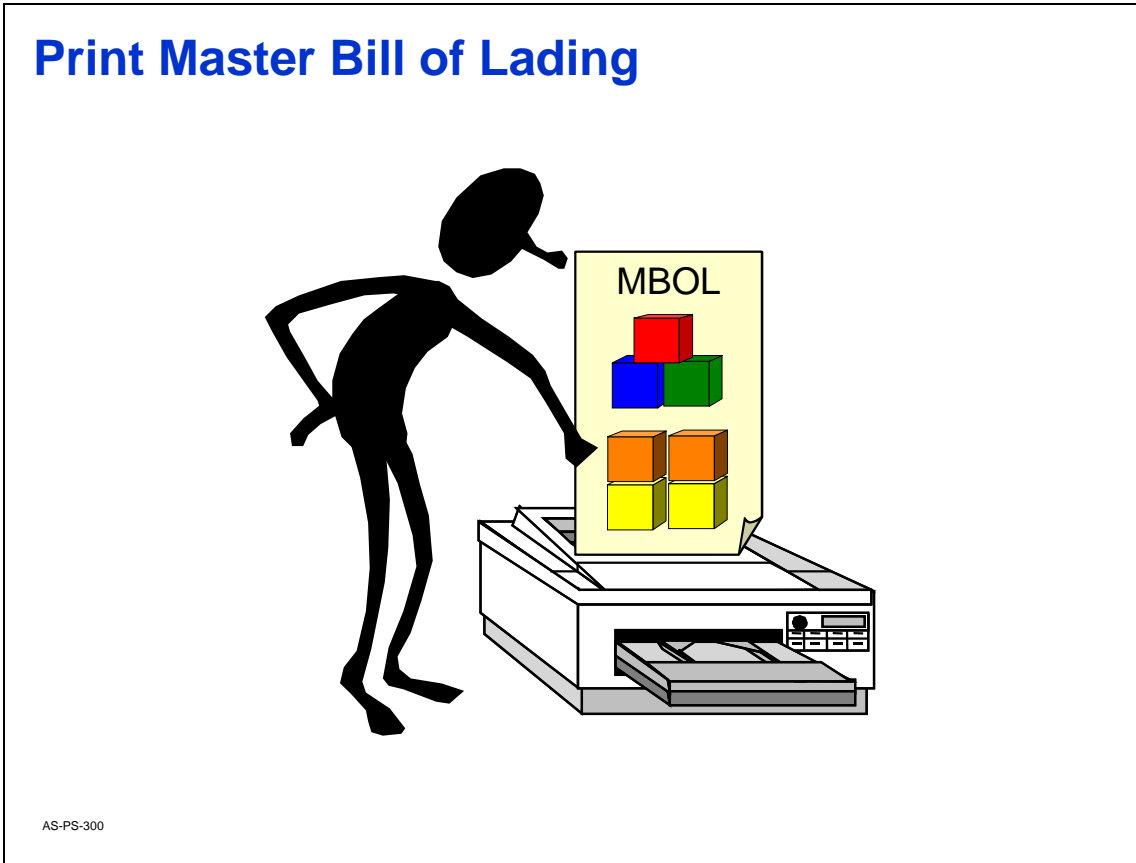
- Identified by:
 - Ship-from code
 - Master bill number
 - Ship-to code
- Next master bill number is automatically assigned and is defined in the Container/Shipper Control File 7.9.24
- Can assign a shipping group if global shipping functionality is activated

7.9.12.2 – Master Bill of Lading Maintenance



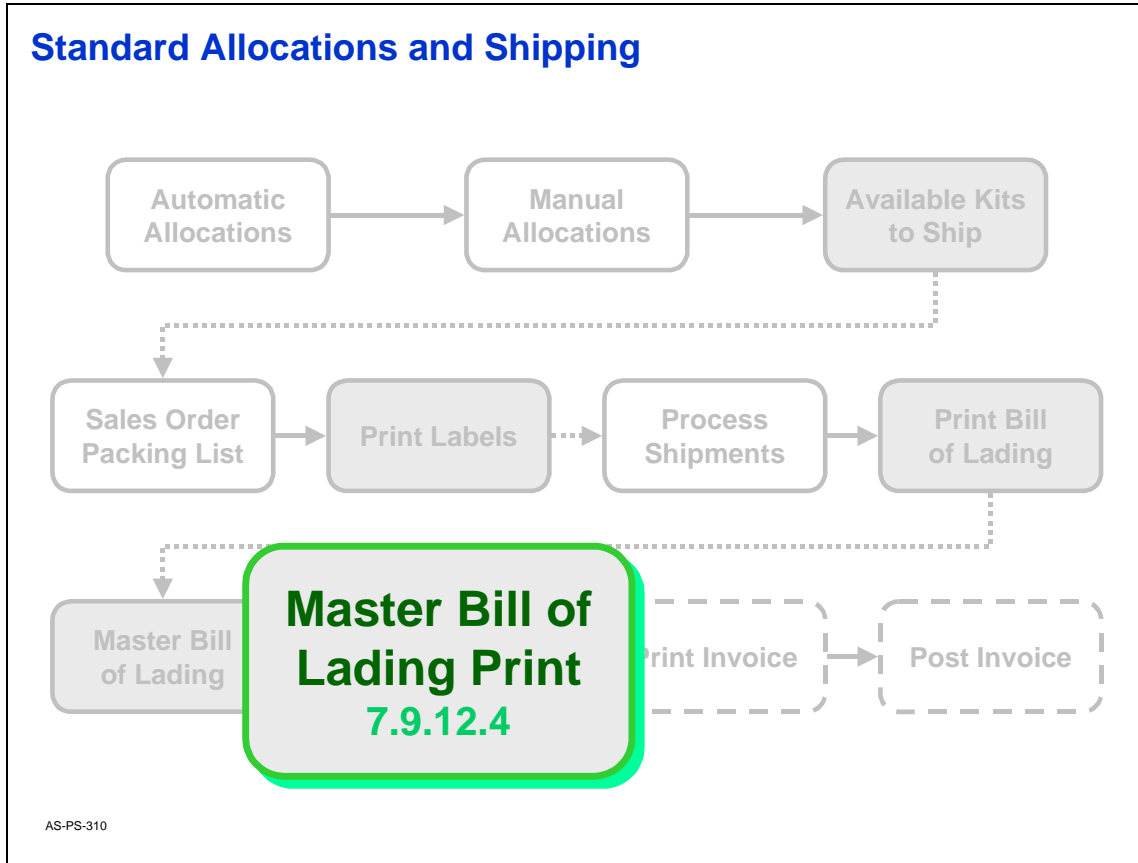
Menu Number 7.9.12.2

- The next frame lists bills of lading that have been added to this master bill
 - To add a shipper, press Add for the Add Shipper pop-up
- Choose a ship-from code and a shipper number; press Enter



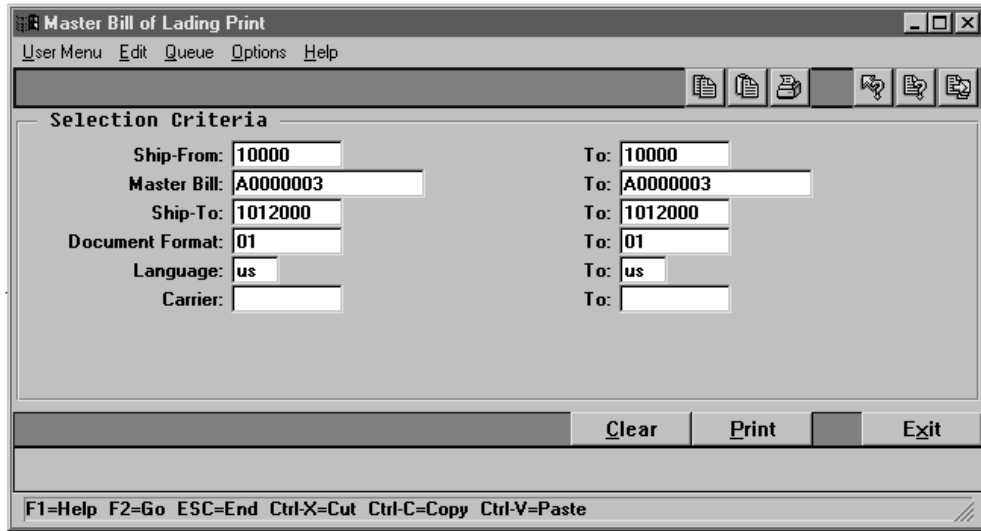
Print Master Bill of Lading

- Print the consolidated shipment documents



Master Bill of Lading Print

7.9.12.4 – Master Bill of Lading Print

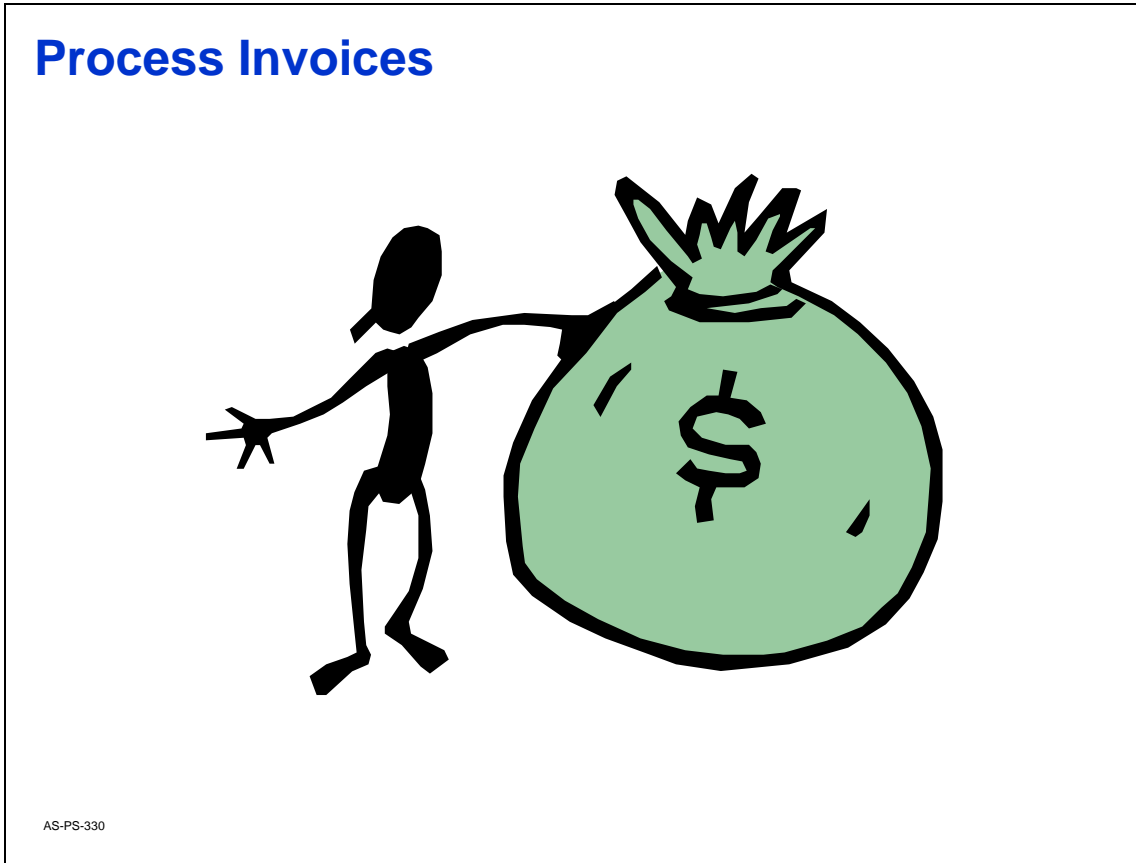


AS-PS-320

Master Bill of Lading Print

Menu Number 7.9.12.4

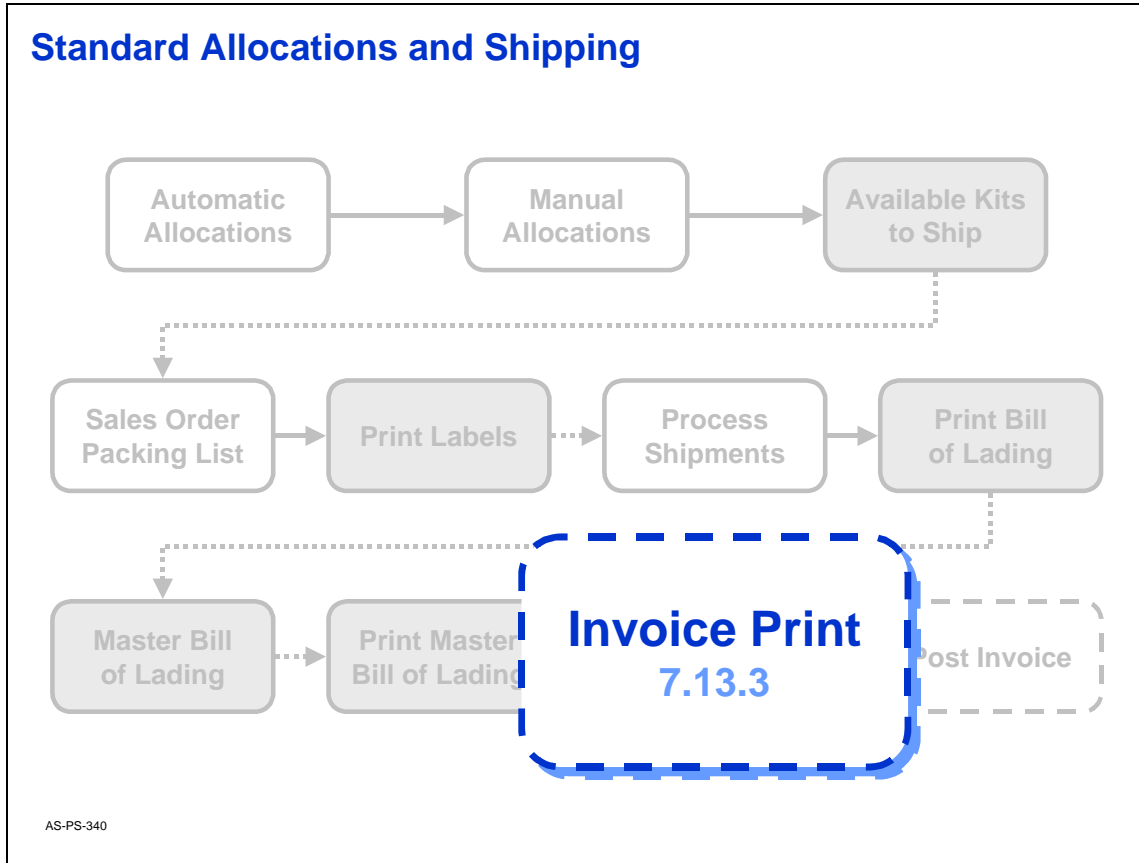
- Select master bill criteria to print the formal document showing consolidated shipments



Process Invoices



Discussed in the following Training Guide: Sales Order Management



Invoice Print

- Invoices (which itemize what a customer owes you for products you shipped) are normally printed and sent to the customer for verification and payment
- In Global Tax Management, the tax detail (tax type, tax rate, etc.) prints only if Display Detail on Reports is Yes in the Global Tax Management Control File 2.13.24

7.13.3 – Invoice Print

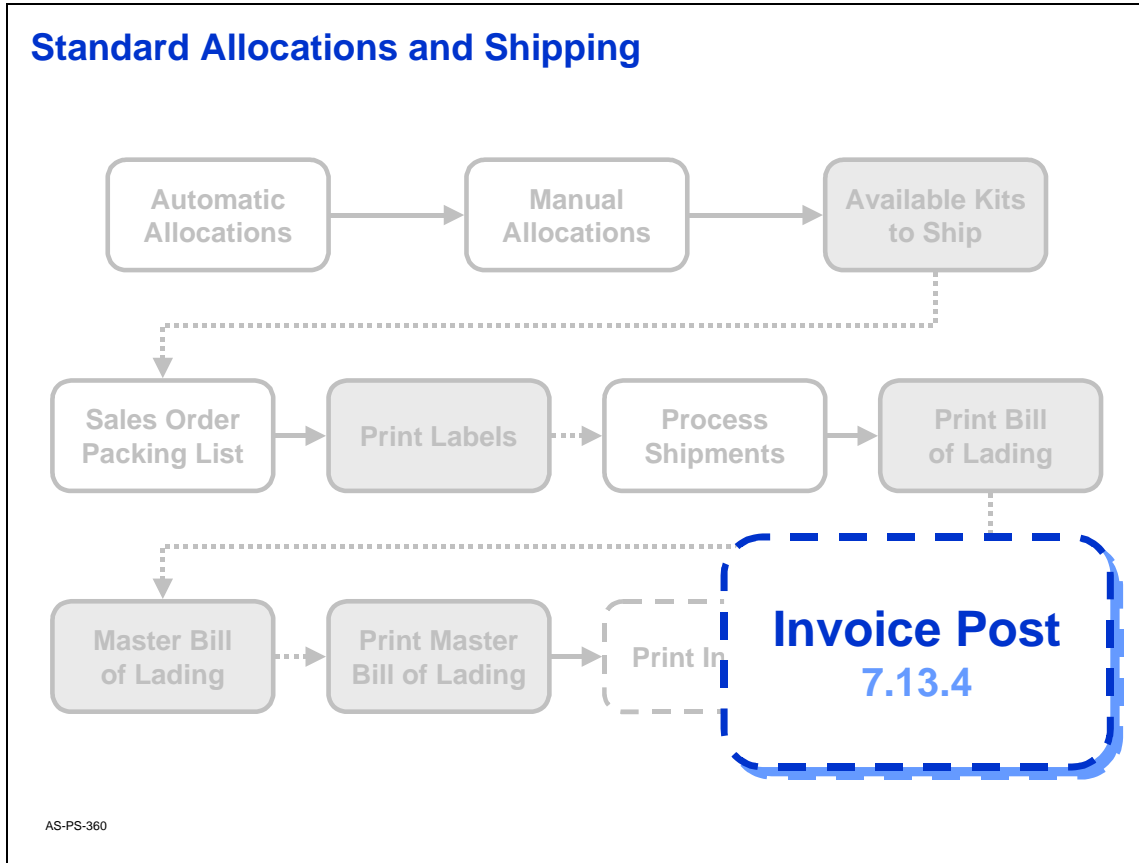
AS-PS-350

Invoice Print

Menu Number 7.13.3



Discussed in the following Training Guide: Sales Order Management



Invoice Post

- Each time you process a sales order shipment, MFG/PRO flags the sales order for invoicing
- After you verify the invoices, run Invoice Post (which updates Accounts Receivable and invoice history)

7.13.4 – Invoice Post

AS-PS-370

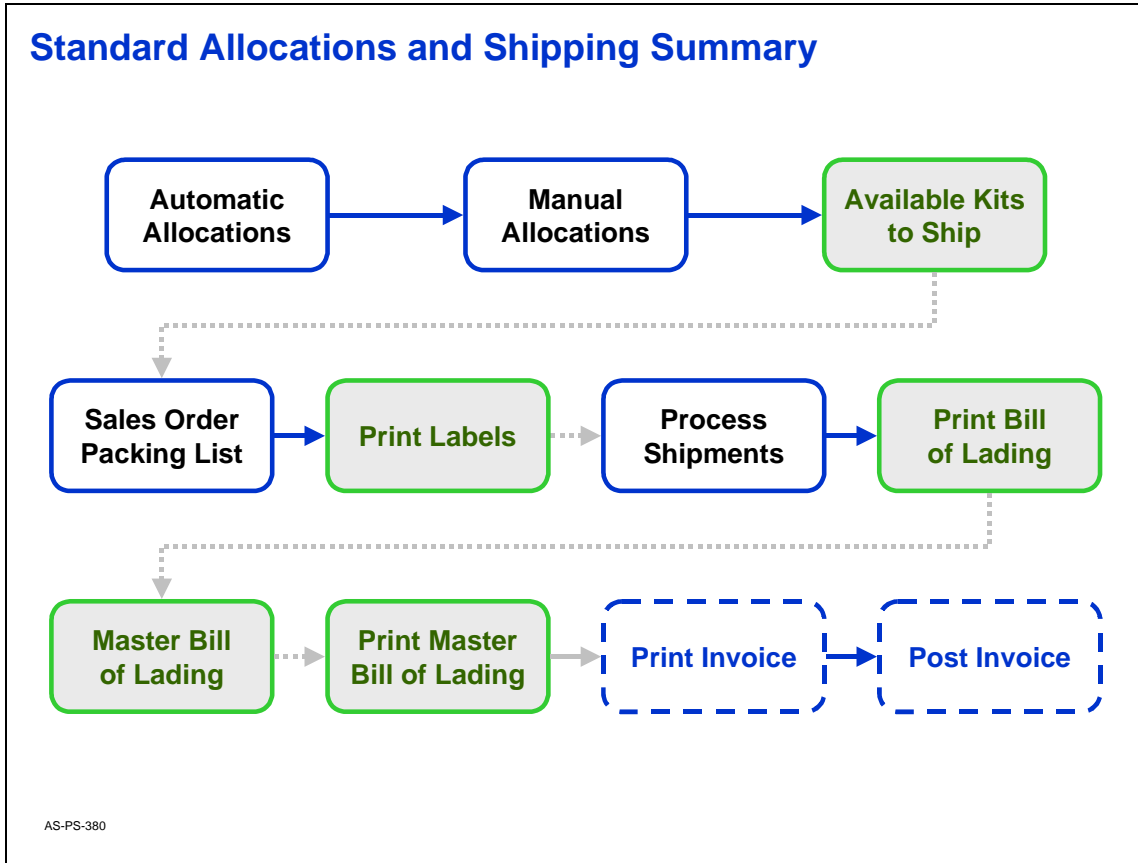
Invoice Post

Menu Number 7.13.4

- If you process more than one shipment against a single SO before printing the invoice, that invoice includes all items shipped
- If you ship additional items after the invoice is printed but before it is posted, MFG/PRO flags it for reprinting
 - A new invoice replaces the original (which should be discarded), and includes the additional shipment



Discussed in the following Training Guide: Sales Order Management



Standard Allocations and Shipping Process Summary



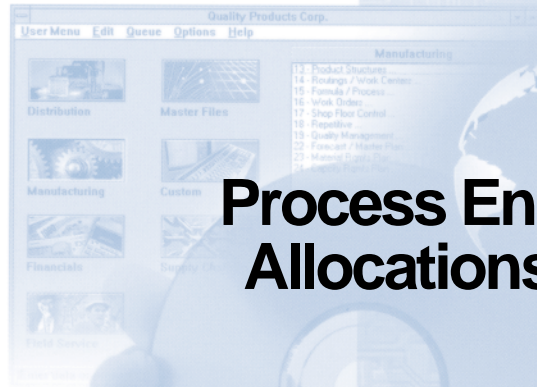
Course Overview

- ✓ Introduction to Allocations and Shipping
- ✓ Business Considerations
- ✓ Set up Allocations and Shipping
- ✓ Process Standard Allocations and Shipping
- ◆ Process Enhanced/Global Allocations and Shipping

AS-PS-400

CHAPTER 5

Process Enhanced/Global Allocations and Shipping



Routing Maintenance (Date Based)	
Routing Code:	10-15000
Operation:	20
Standard Operation:	INSPECTION, ALL SITES
Work Center:	1030
Machines:	1
Description:	INSPEC PER PROC-00%
Machines per Op:	1
Overlap Units:	1
Queue Time:	1.0
Wait Time:	0.0
Setup Time:	0.0



Process Allocations and Shipping

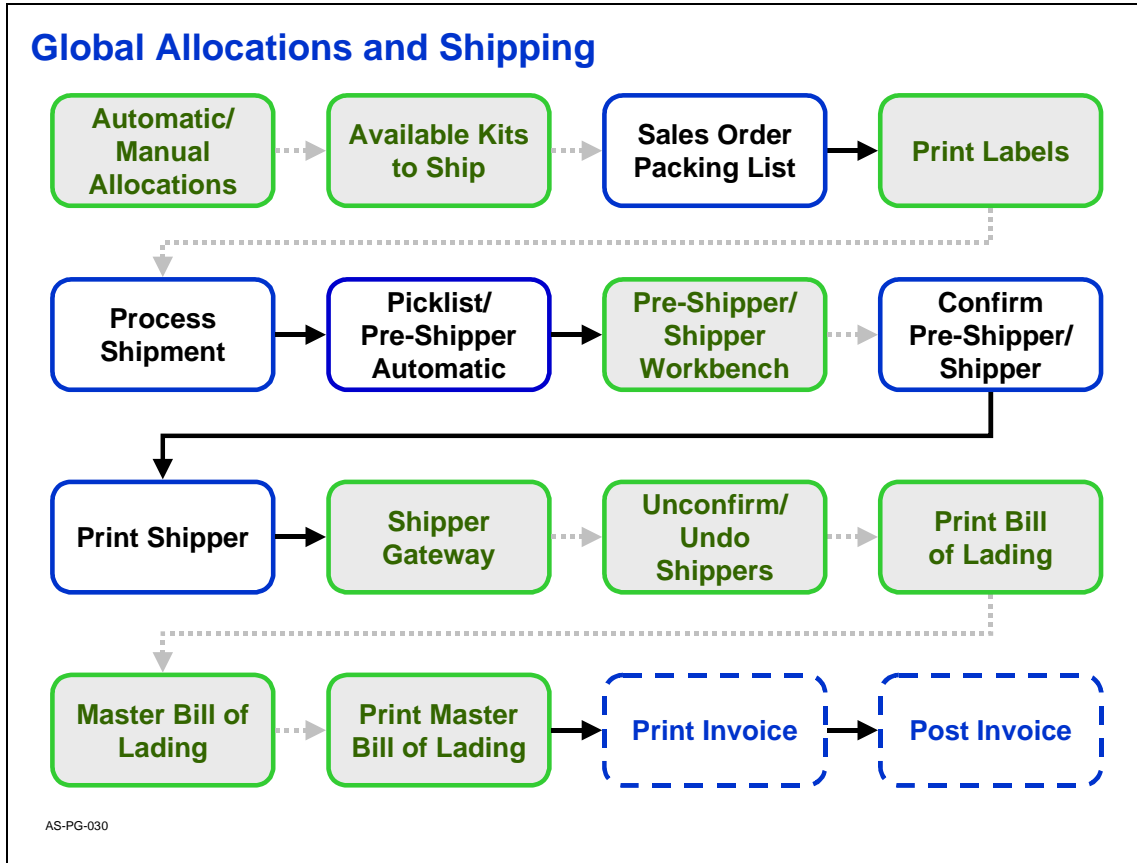
In this section you learn how to:

- ✓ Identify some key business considerations before setting up Allocations and Shipping in MFG/PRO
- ✓ Set up Allocations and Shipping in MFG/PRO
- ✓ Process Standard Allocations and Shipping in MFG/PRO
- ✓ **Process Enhanced/Global Allocations and Shipping**

AS-PG-010






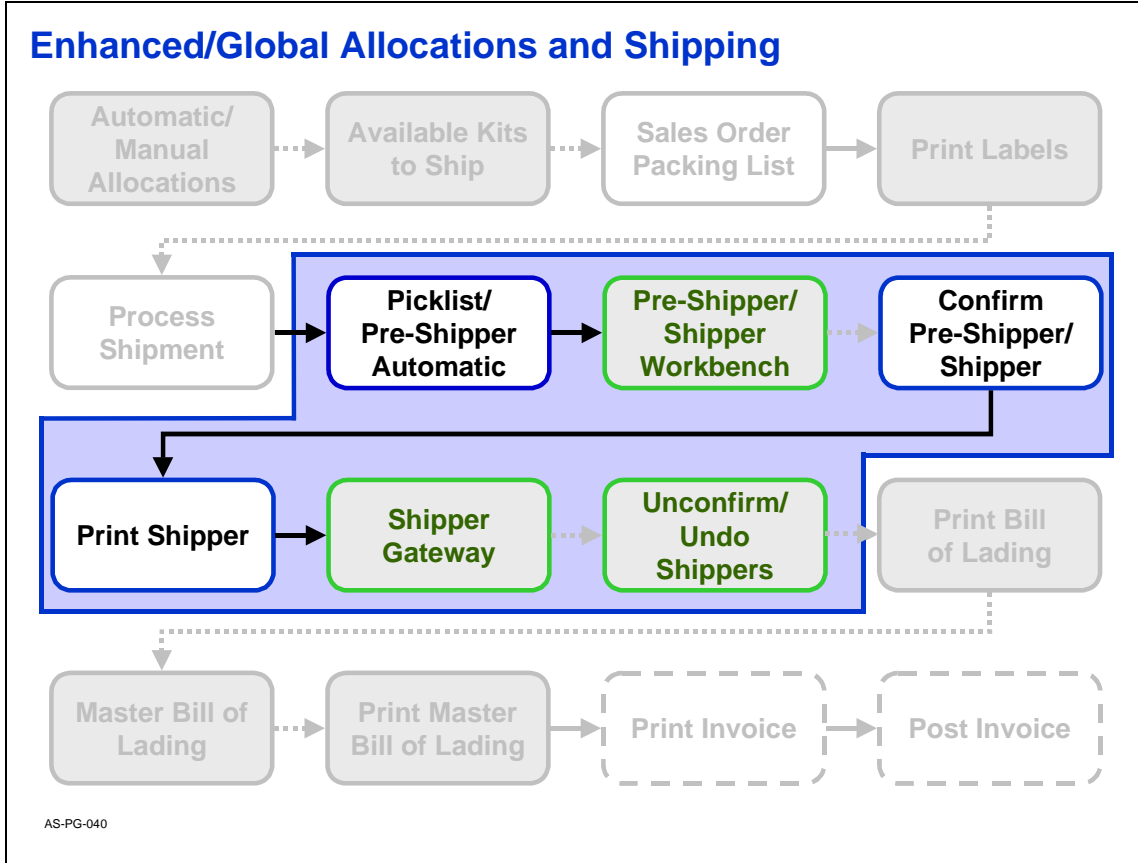
Process Enhanced/Global Shipping



Enhanced/Global Allocations and Shipping Life Cycle

This illustration is the second of two suggested process sequences of master files for the Allocations and Shipping module which is based on information that flows from one master file to another and prerequisites that need to be accomplished. Reading the illustration:

-  Boxes with solid lines are required to process Allocations and Shipping 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.



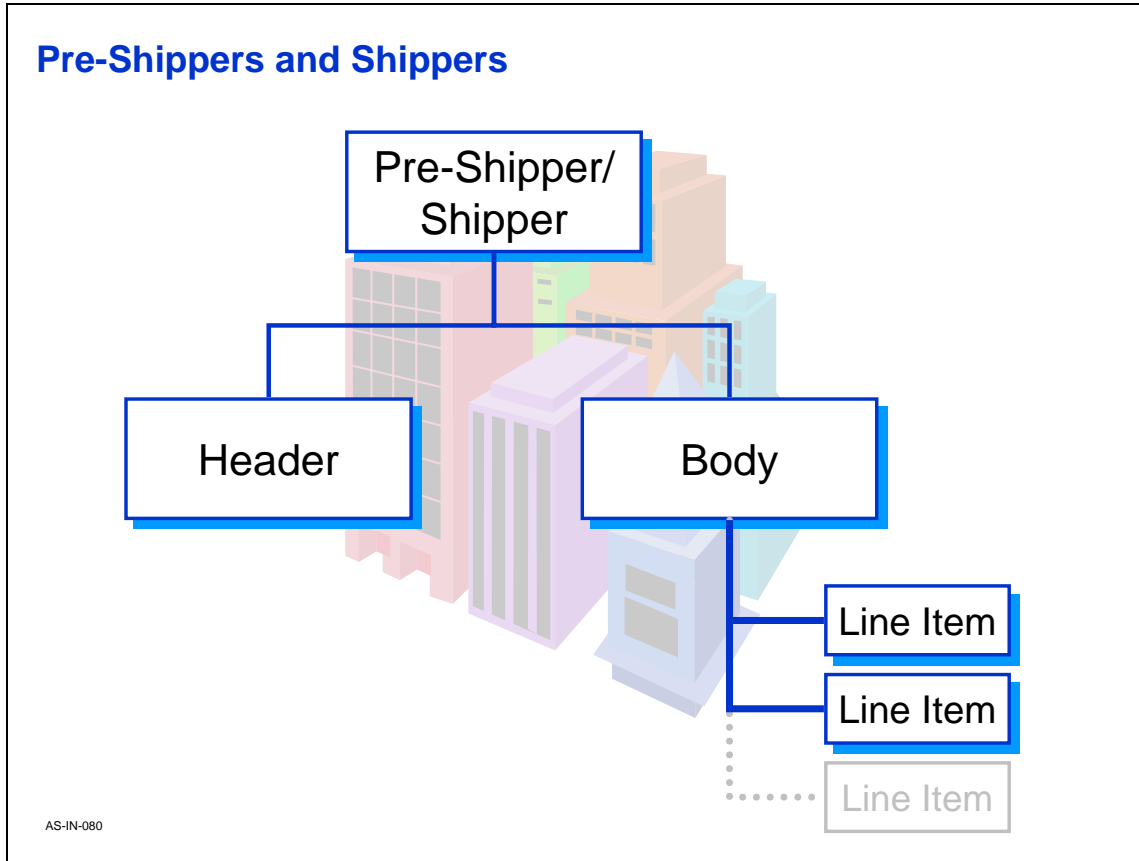
New Steps in Enhanced/Global Shipping Process

- The highlighted steps are specific to the Enhanced/Global Shipping Process
- These will be covered in this chapter
- See chapter 4 for steps identical to Standard Shipping Process



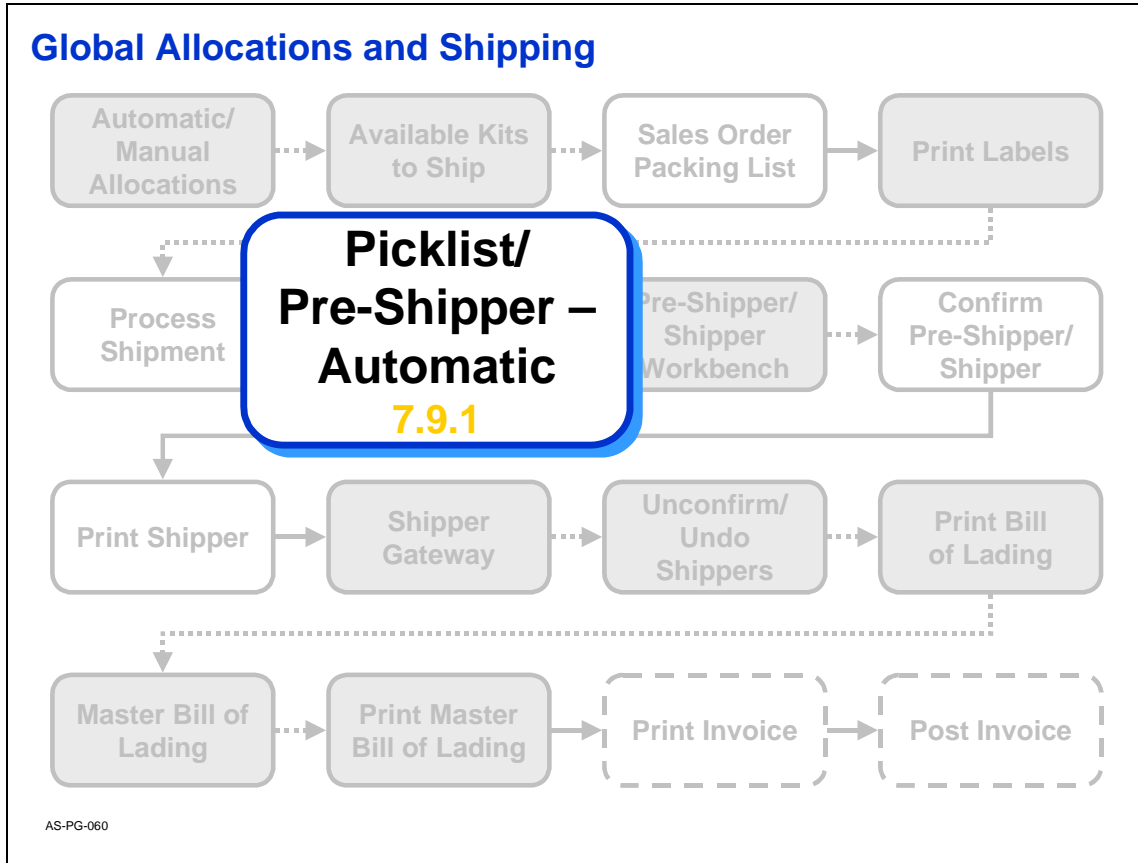
Create Picklist/Pre-Shipper

- Enhanced/Global shipping uses the Picklist/Pre-Shipper to indicate finished goods for Allocations and Picking
- A pre-shipper/shipper is a document that is used to select and ship inventory
 - Send a shipper electronically as an ASN (advance shipping notice)
 - Send it with the shipment like a packing list
- Create picklists using Picklist/Pre-Shipper - Automatic



Pre-Shippers and Shippers

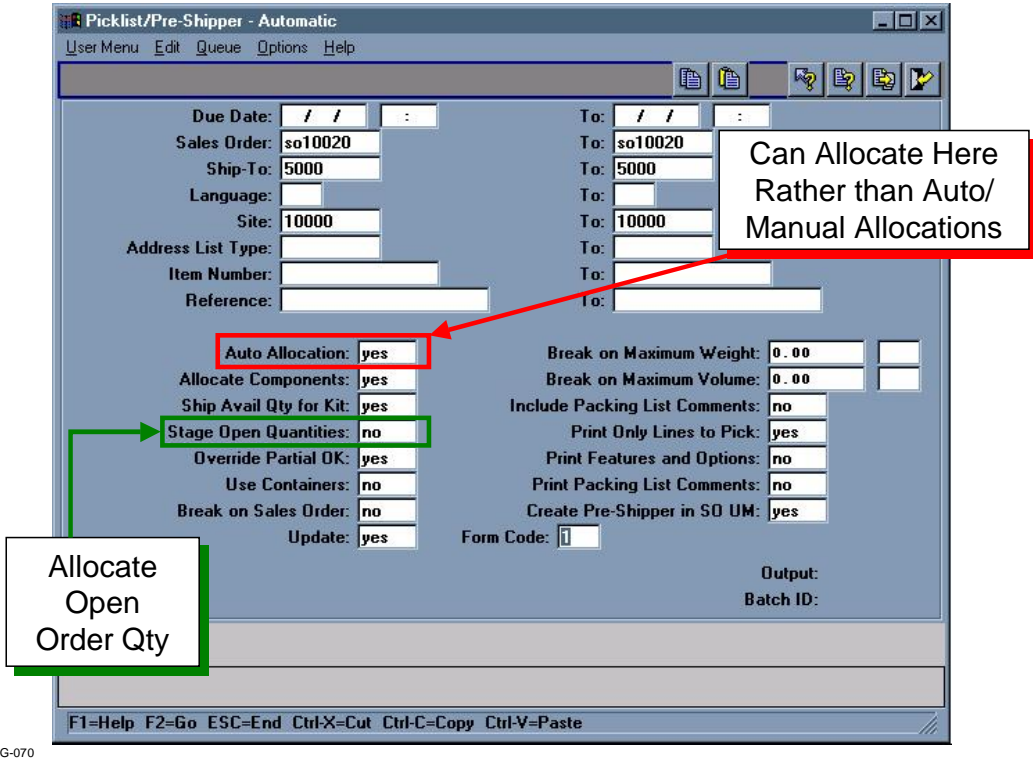
- Header contains generic shipping information
 - Defines customer information
 - Applies to the entire shipment
- Line Items
 - Includes all the items in the shipment
 - May include containers



Picklist/Pre-Shipper – Automatic

- A pre-shipper is a document describing items and/or containers that should be picked
- Pre-shippers are created based on customer requirements in Sales Orders/Invoicing and Customer Schedules

7.9.1 – Picklist/Pre-Shipper – Automatic



Picklist/Pre-Shipper – Automatic

Menu Number 7.9.1

- Created based on lines that can be detail allocated only
- If Stage Open Quantities = Yes
 - Pre-shippers will be created based on open sales order quantities not the quantity allocated
- Print Only Lines to Pick = No
 - All line items with a non-zero open quantity are printed, regardless of the quantity allocated

Processing Exercises



AS-PG-280

Global Shipping Process Exercises

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

Create Global Sales Orders

Instructions: Before you can create a sales shipper, a sales order must exist for the finished goods you plan to ship.

- 1 Create a Sales Order for 100 Close Cell Foam Packs (99-100) to customer 400 (a Canadian customer). Record the Sales Order number to refer to later.

- a Enter the header information:

Field	Value
Order	System assigned order number

(Record Sales Order Number Assigned:) _____

Sold-to	400
Bill-to	Accept default
Ship-to	Accept default
Site	DIST

(If a Freight List is filled in, delete the default and continue to the next frame.)

- b Enter the line item information:

Field	Value
Item	99-100
Qty Ordered	100

(Ignore any warning about item site. You move inventory in the next exercise.)

Use Sales Order Maintenance 7.1.1

Create a Non-Sales Shipper

Instructions: You need to ship finished products from your manufacturing site (MFG) to your distribution site (DIST) before shipment to the customers. Create and print a non-sales shipper.

- 1 Your database currently has item 99-100 located at site MFG. Transfer the products to your distribution site.

Field	Value
Item Number	99-100
Qty	100

Order Number	<i>Enter the Sales Order number from above</i>
From Site	MFG Location 100
To Site	DIST Location 100

- 2 Because the two sites belong to a shipping group, you will be prompted to enter shipper information. Accept all other defaults and advance to the shipping information frame. Enter the shipping information:

Field	Value
Number	Press Enter
Inventory Movement Code	CN-TSFR
Carrier	OURTRUCK
Language	US

(Record Carrier Number Assigned:) _____

- c Accept all other defaults. Enter a Trailer comment:

Field	Value
Trailer Comments	Yes

“A receipt should not be processed at the receiving site, since a transfer was used.”

- d Print the shipper.

Use Transfer - Single Item 3.4.1

Modify/Verify Sales Order Line Item

Instructions: If MFG/PRO issued an error when the original Sales Order was created, warning you that you did not have available inventory at DIST, the sales order line item may have the site changed to an available inventory site. In this exercise you verify the site on the line item and make corrections to correspond with your non-sales transfer in the previous exercise.

- 1 Open the Sales Order and go to the line item frame. If you were using “Multi” to view your line items, you need to use “Single” to view the site information. The site for line item number 1 should read DIST. If it reads MFG, change the value to DIST. Make no further changes, and F2 through the screens to save the Sales Order.

Field	Value
Sales Order	<i>Enter the Sales Order Number</i>
Ln Format S/M	single

Ln	1
Item Number	99-100
Site	DIST

Use Sales Order Maintenance 7.1.1

Create Sales Pre-Shippers

Instructions: You require Pre-Shippers for picking orders. Generate a pre-shipper for the Sales Order created in the previous exercise.

- 1 Create a pre-shipper to ship the order. When the header information is accepted, the system assigns a shipping group based on the Ship-From and Ship-To/Dock sites entered. Enter the following header information:

Field	Value
Ship-From	DIST
Pre-Shipper/Shipper Number	Pre-Shipper
	Leave blank
Ship-To/Dock	400

(Record Pre-Shipper Number Assigned:) _____

Field	Value
Multi	no
Document Format	CN-SHIP
Language	US

- a Use F3 to add the Sales Order information to the Pre-Shipper. Press Enter to select “Please select Function [1].”

Field	Value
Item Number	99-100
Sales Order	<i>Enter the Sales Order Number</i>
Quantity	100
Detail Alloc	No
Ship Avail Qty For Kit	No

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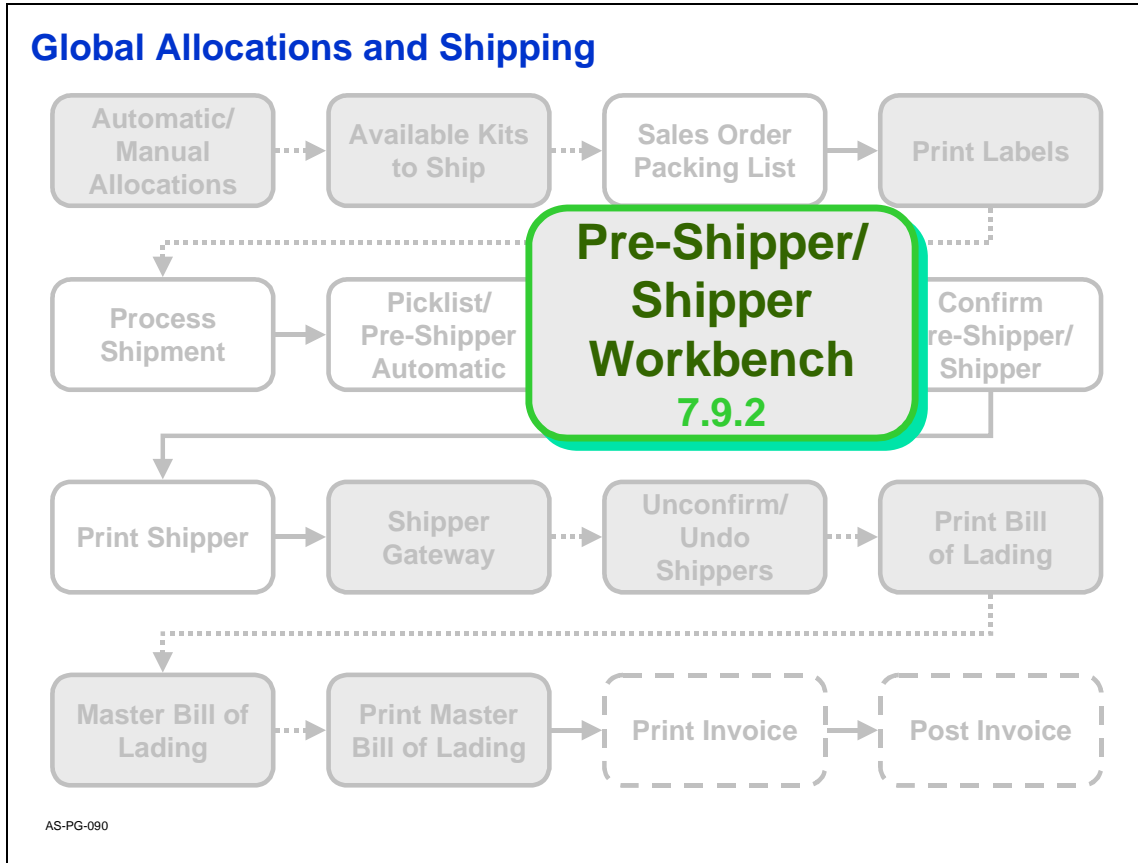
b Print the pre-shipper.

Use Pre-Shipper/Shipper Workbench 7.9.2



Modify Pre-Shipper/Shippers

- Use the workbench to modify existing Pre-Shippers/Shippers



Pre-Shipper/Shipper Workbench

- The system makes a distinction between pre-shippers and shippers
- If your business needs to number shipments consecutively:
 - Always create pre-shippers
 - Using Pre-Shipper/Shipper Print 7.9.4 transforms the pre-shipper into a shipper

7.9.2 – Pre-Shipper/Shipper Workbench



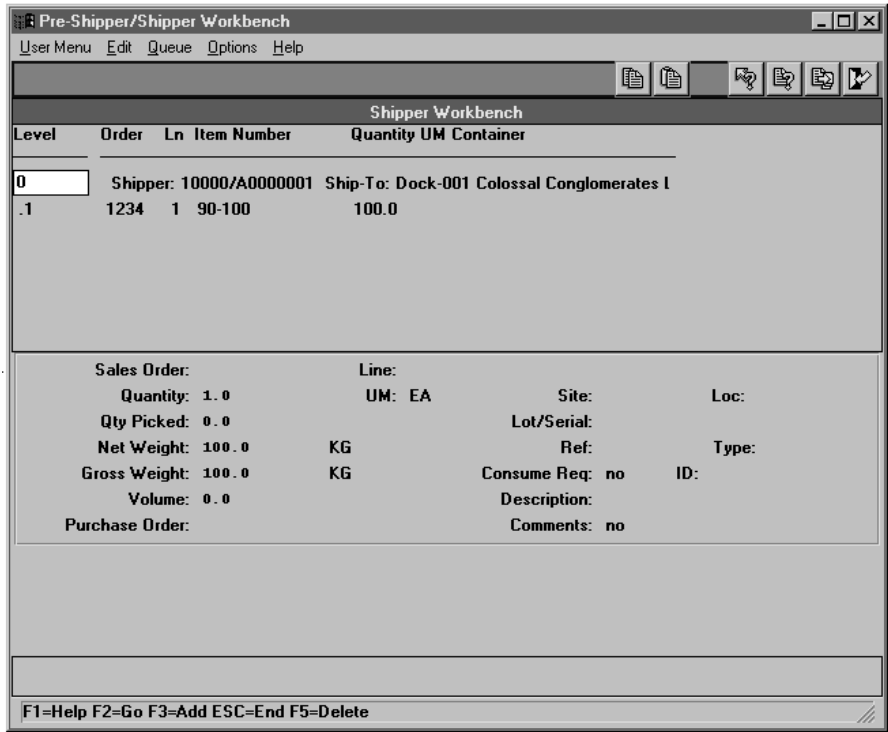
AS-PG-100

Pre-Shipper/Shipper Workbench

Menu Number 7.9.2

- At the first screen, identify the pre-shipper/shipper
 - Enter information regarding the carrier
- Merge other pre-shippers with this pre-shipper/shipper (optional)
- Enter Carrier Shipper Reference here, the tracking number from the Carrier
 - Rolls information from here into the Bill of Lading

7.9.2 – Pre-Shipper/Shipper Workbench



AS-PG-110

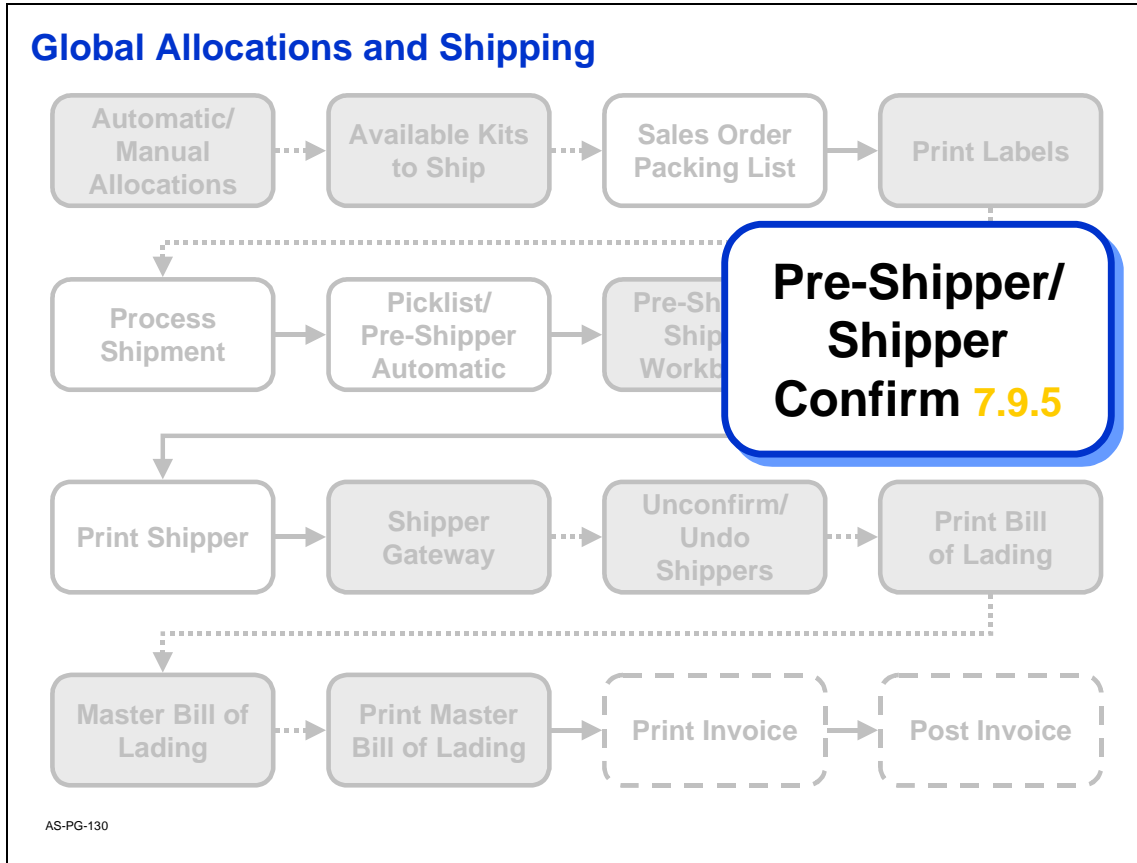
Menu Number 7.9.2

- Add and delete items/containers
- Modify various data items for the item/container records



Convert Pre-Shipper/Confirm Shipper

- If you did not assign a shipper number to a pre-shipper at printing time, the system will always assign this number during Pre-Shipper/Shipper Confirm



Pre-Shipper/Shipper Confirm

- Transform a pre-shipper into a shipper
- Record shipments of orders
- Create, print, and post invoices based on shipments (optional)
- Export a shipper as an Advance Shipping Notice (ASN)
- Inventory and financial effects occur when you confirm the pre-shipper/shipper

7.9.5 – Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm

User Menu Edit Queue Options Help

Ship-From: 11000

Pre-Shipper/Shipper: Pre-Shipper

Number: PS-10043

Ship-To/Dock:

Ship Date: 01/06/99

Effective: 01/06/99

Convert Pre-Shipper to Shipper

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

AS-PG-140

Pre-Shipper/Shipper Confirm

Menu Number 7.9.5

- Pre-Shipper is converted to a Shipper before the confirmation process
- The shipper number is assigned based on the Number Range Management (NRM) sequence ID from the shipping group of the shipment, or from the Container/Shipper Control File 7.9.24
 - If the NRM sequence is an internal sequence (system generated), the system generates and displays the shipper number
 - If the sequence is external, the system prompts you for an entry and validates the results
- The system carries forward the new shipper numbers to all records linked to the converted pre-shippers, including containers, line items, and carrier detail records

7.9.5 – Pre-Shipper/Shipper Confirm

The screenshot shows a window titled "Pre-Shipper/Shipper Confirm" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following text:

Ship-From: 10000 San Diego Main Plant
Pre-Shipper/Shipper: Shipper
Number: A0003001
Ship-To/Dock:
Ship Date: 10/08/98
Effective: 10/08/98

A blue-bordered dialog box is overlaid on the right side of the window, containing the text: "Confirmed Shipper = Shipped".

At the bottom of the window, a status bar displays the following keyboard shortcuts: F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

AS-PG-150

Pre-Shipper/Shipper Confirm

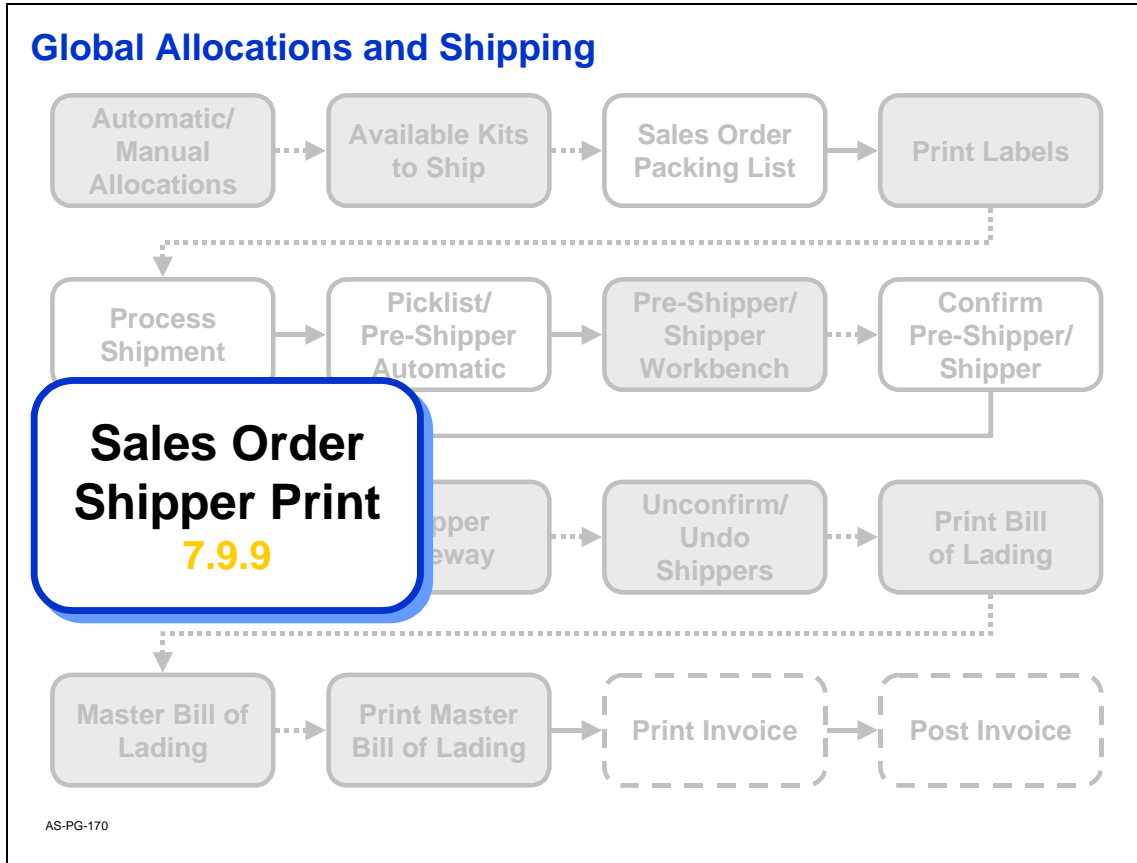
Menu Number 7.9.5

- Record shipments of orders and to do the following activities in the process:
 - Create, print, and post invoices based on shipments (optional)
 - Export a shipper as an Advance Shipping Notice (ASN)
- If the Container/Shipper Control File 7.9.24 trailer amounts cannot be maintained, the system does not display the trailer amount maintenance frames during confirmation



Print Sales Order Shipper

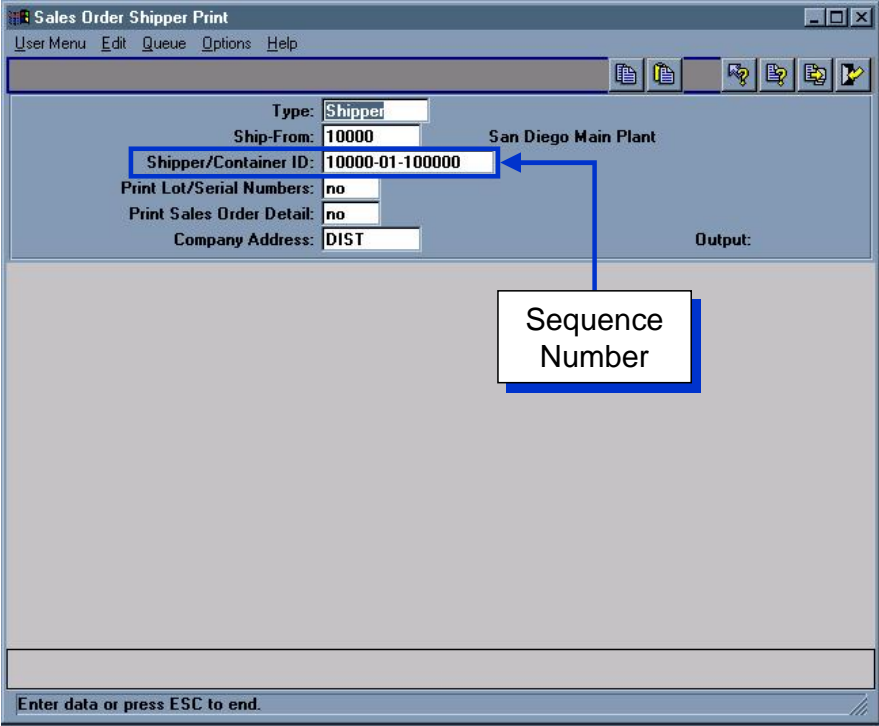
- Printed shipper can be used as an invoice if shipper document format is set for invoice = Yes
- Shipper can also be Packing List



Sales Order Shipper Print

- Print a Shipper (Type = Shipper) or a Packing List (Type = Container)
- Documents show:
 - Items being shipped
 - Purchase order number associated with the shipment
 - Cumulative quantity
 - Quantity being shipped

7.9.9 – Sales Order Shipper Print

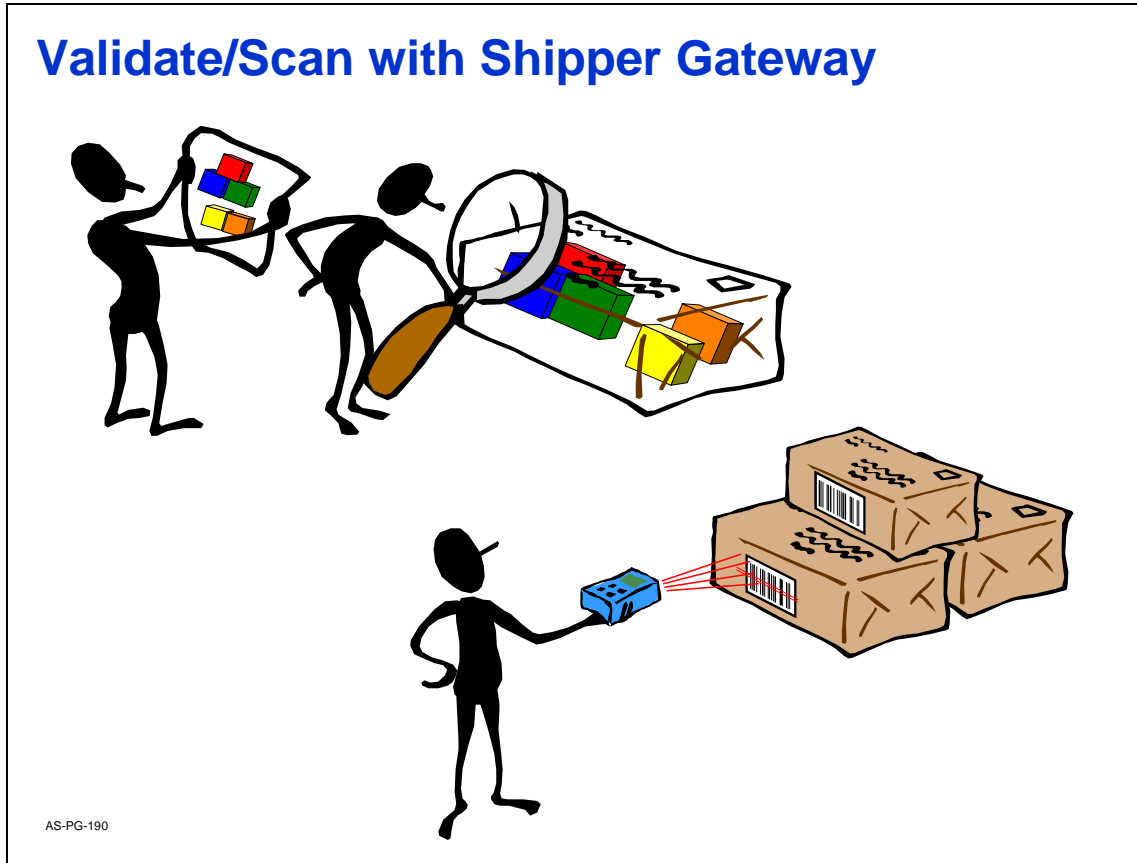


AS-PG-180

Sales Order Shipper Print

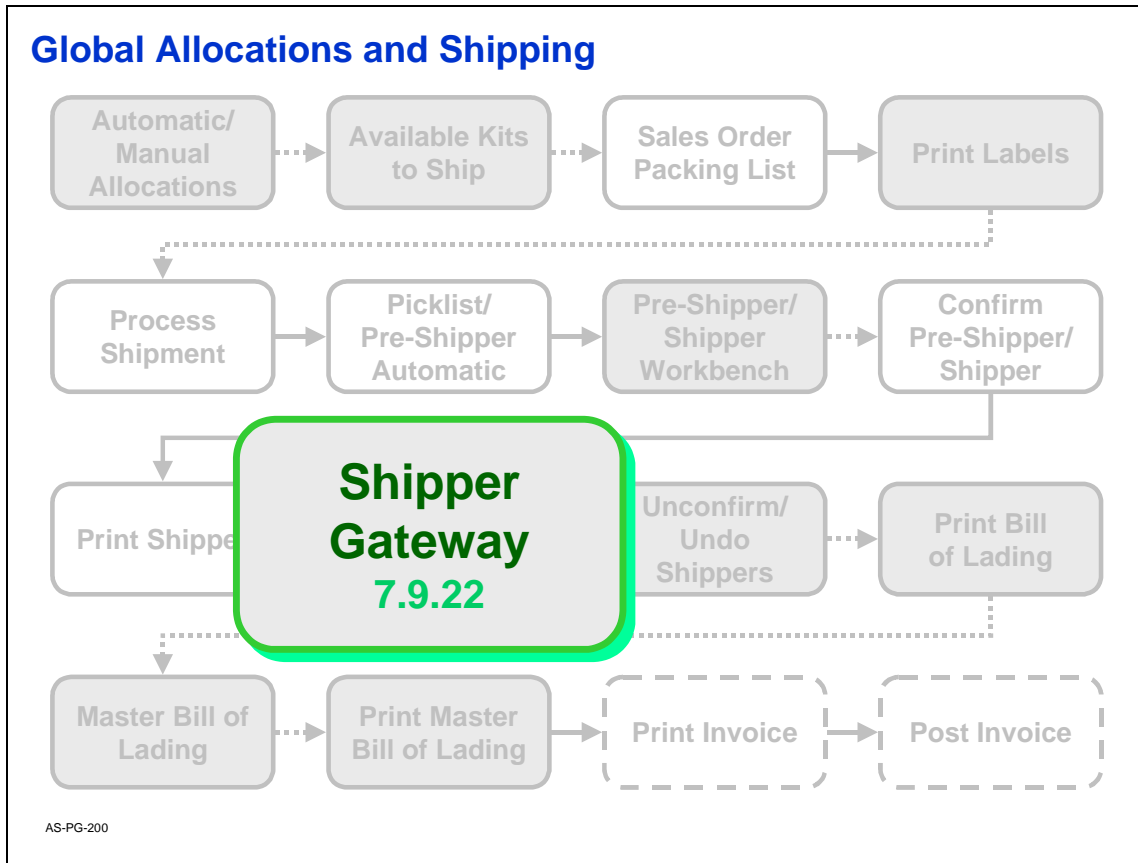
Menu Number 7.9.9

- Normally prints allocated quantities



Validate/Scan with Shipper Gateway

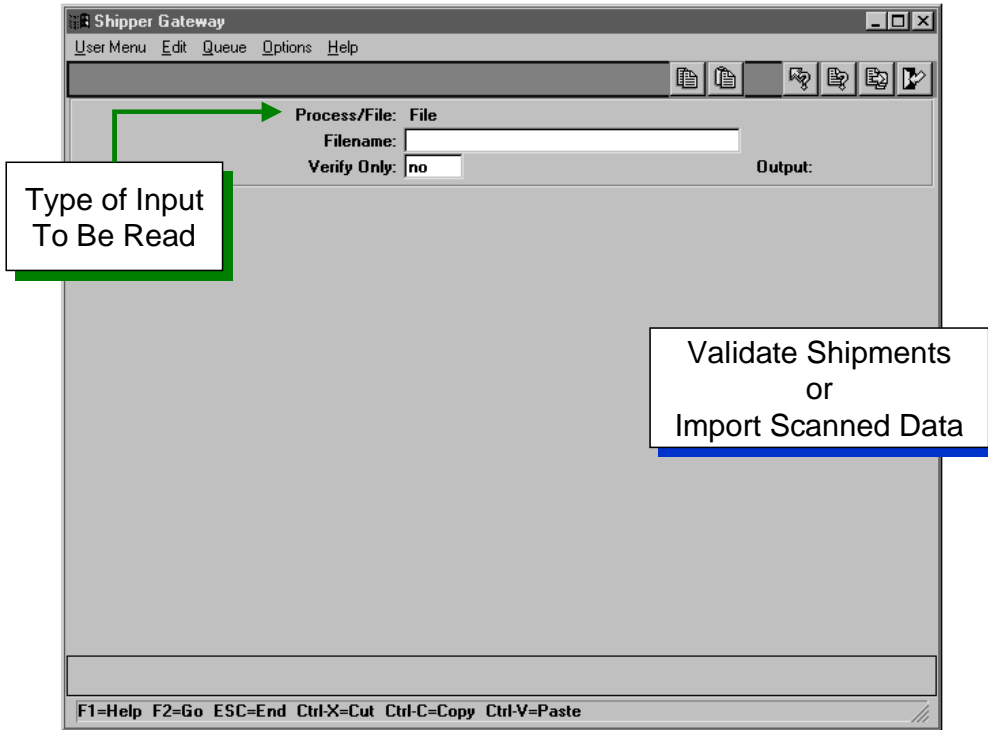
- Automated method of pegging the Required Ship Schedule (RSS) requirement to the shipper line
- Two processing options in the normal shipment flow from pre-shipper to shipper:
 - Validate the actual shipment contents against the suggested shipment contents on the pre-shipper
 - Create shippers from scanned information



Shipper Gateway

- Use to create and peg shipper lines based on an imported ASCII file
 - File contains records that represent containers, pre-shippers, and shippers
- If using scanned data, you do not need to use a pre-shipper
 - Scan in the shipment information as you go and create the shipper from the scanned data
 - Can satisfy some customer requirements to create shippers and ASNs electronically, rather than manually

7.9.22 – Shipper Gateway



AS-PG-210

Shipper Gateway

Menu Number 7.9.22

- Type of input to be read, default = File
 - Process = only used with UNIX: Enables you to connect real-time processes with Shipper Gateway

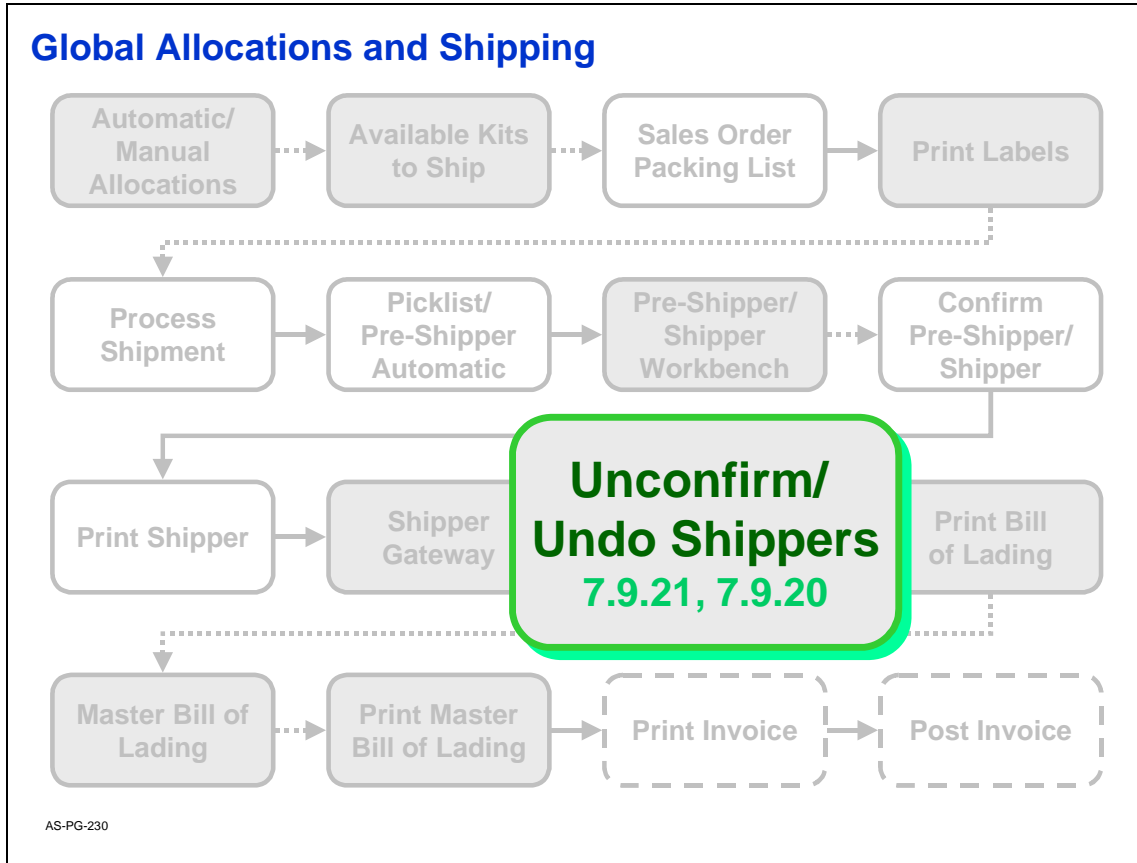
Verify Only

- No = The picklists, shipper and container records will be validated, and stored in the database if they meet all validations
- Yes = The picklists, shippers and container records are only validated and are not stored in database



Unconfirm/Undo Shippers

- Unconfirm reverses confirmation
- Undo reverses the shipper number assignment



Unconfirm/Undo Shippers

- Unconfirm reverses most actions performed by the system at confirmation
 - Returns shipment to its pre-confirmed state
 - Allows it to be subsequently modified, canceled, reprinted, and reconfirmed
- Undo reverses the shipper number assignment done by Pre-Shipper/Shipper Print 7.9.4

7.9.21 – Shipper Unconfirm

Shipper Unconfirm

User Menu Edit Queue Options Help

Ship-From:

Pre-Shipper/Shipper:

Number:

Ship-To/Dock:

Ship Date: 12/17/98

Effective: 12/17/98

F1=Help F2=Go ESC=End *Next/Prev* Ctrl-X/C/V=Cut-Copy-Paste

AS-PG-240

Shipper Unconfirm

Menu Number 7.9.21

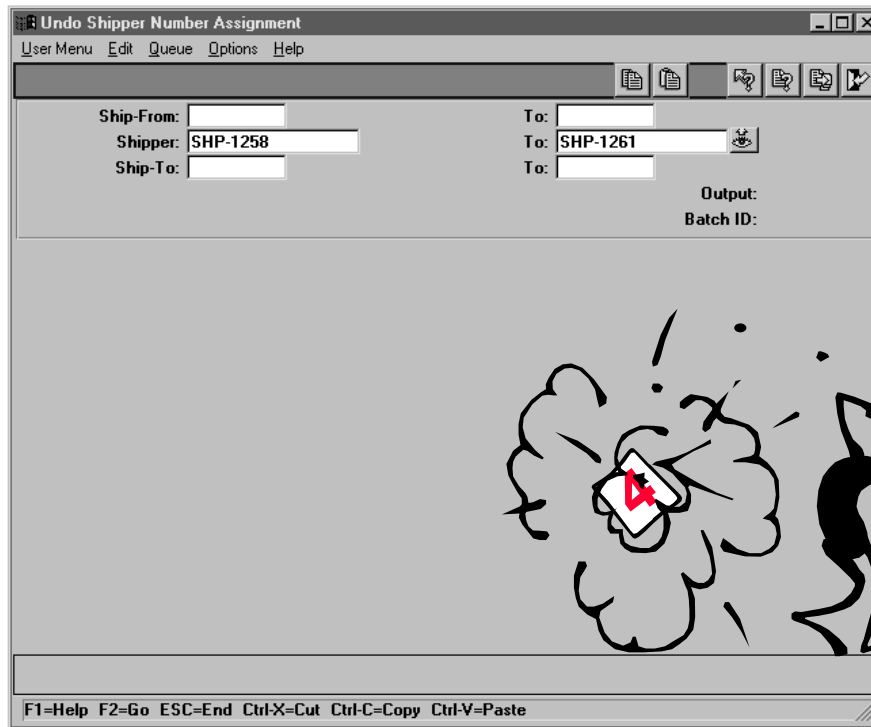
- The shipment must have been confirmed
 - Selection of the shipper must be permitted by both site and inventory movement security
 - The effective date must be in a valid open fiscal period for all entities, with inventory affected by the confirmed shipper
 - Sites and locations where the inventory was issued from must still exist
- When you unconfirm a shipper, the system performs the following actions
 - Reverses the movement of inventory
 - Reverses any automatic transfers

- Creates IC and SO general ledger (G/L) transactions, reversing the G/L transactions
- Reverses modifications to sales order fields updated at confirmation, including line item quantities, calculated freight charges included in the price, and schedule details
- Updates the Materials Requirement Plan (MRP) to reflect items returned to inventory
- Creates reversing entries to Global Tax Management History

Warning Some actions performed during or after unconfirm are not reversible

- Unconfirm does not fully populate all fields of re-created location and lot/serial records
 - If such information is required (for example, if the unconfirmed shipper is not intended to be reconfirmed), you must enter the information manually
- Unconfirm does not fully reverse changes to G/L average costs for line items
 - After the original confirmation, average costs could have been changed and recorded in various other transactions that are not reversible (for example, if other receipts or issues were made in that time period)
- Unconfirm does not reverse trailer amounts entered or modified during or following the original confirmation
- Unconfirm does not reverse the issue of any invoice numbers assigned during or following the original confirmation
 - You can edit the invoice number manually using Pending Invoice Maintenance 7.13.1

7.9.20 – Undo Shipper Number Assignment

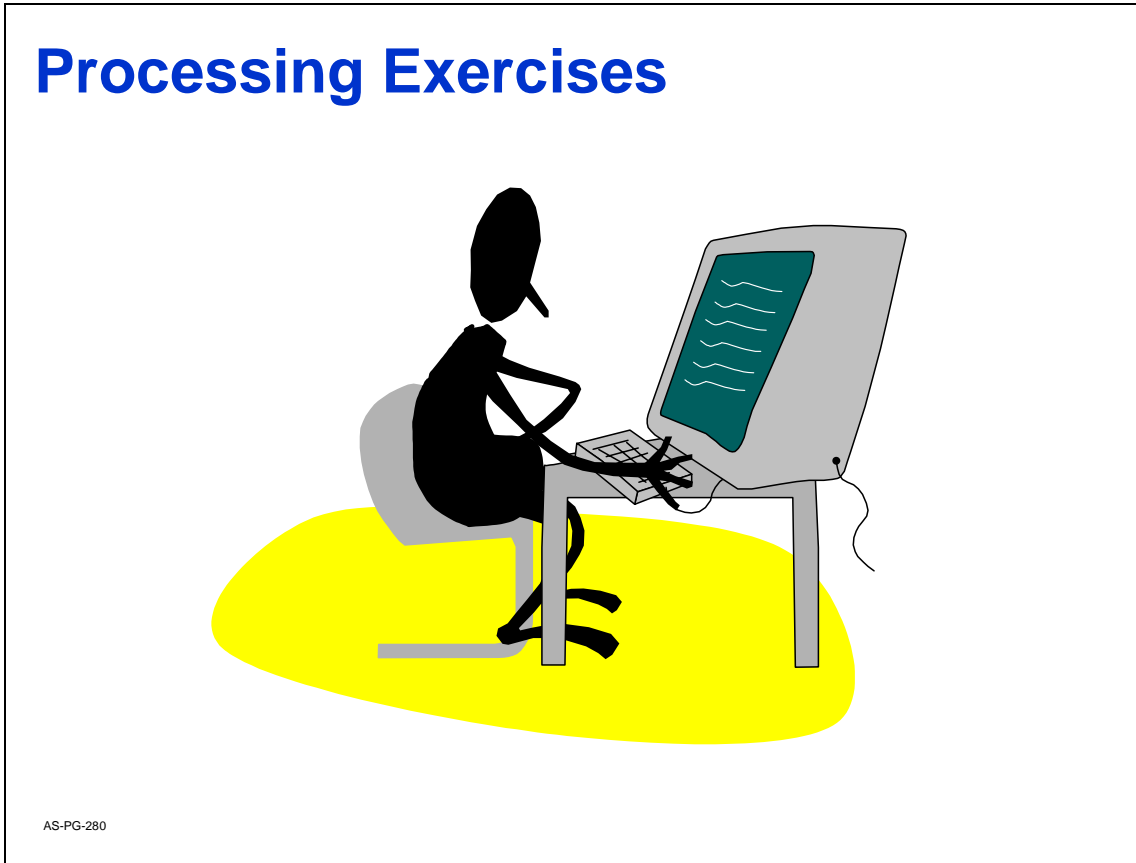


AS-PG-250

Undo Shipper Number Assignment

Menu Number 7.9.20

- Reverses the shipper number assignment done by Pre-Shipper/Shipper Print 7.9.4
 - If you accidentally assign shipper numbers to picklists, you can use this function to undo the shipper number assignment
 - Restore the original picklist number, and change the type of the document from shipper to picklist again
 - You can reverse the shipper number assignment for unconfirmed shippers only



Global Shipping Process Exercises

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

Print the Sales Pre-Shippers and Assign the Shipper Numbers

Instructions: When you print a pre-shipper, you can convert it to a shipper by specifying that the

system assign the shipper number.

- 1 Select the pre-shipper you created by entering the following fields.

Field	Value	Field	Value
Ship-From	DIST	To	DIST
Ship-To/Dock	400	To	400
Number	<i>Pre-shipper Number</i>	To	<i>Pre-Shipper Number</i>

- 2 Enter the remaining key fields as follows, allowing the other fields to default.

Field	Value
Print Pre-Shippers/Shippers	Pre-Shipper
Assign Shipper Number	Yes

Note If you printed the pre-shipper in the previous exercise, also set the following:

Field	Value
Include Printed Pre-Shippers/Shippers	Yes

- 3 After the shipper is printed, the system prompts you to indicate whether the documents have printed correctly. If they have, enter Yes. If you enter No, the shippers are not flagged as printed and are returned to pre-shipper status.

(Record Shipper Number Assigned:) _____

Use Pre-Shipper/Shipper Print 7.9.4

Confirm Shippers

Instructions: Once the pre-shippers have been printed and converted to shippers, you can confirm them.

- 1 Confirm the shipper you created.
 - a Enter the following key fields, allowing the other fields to default:

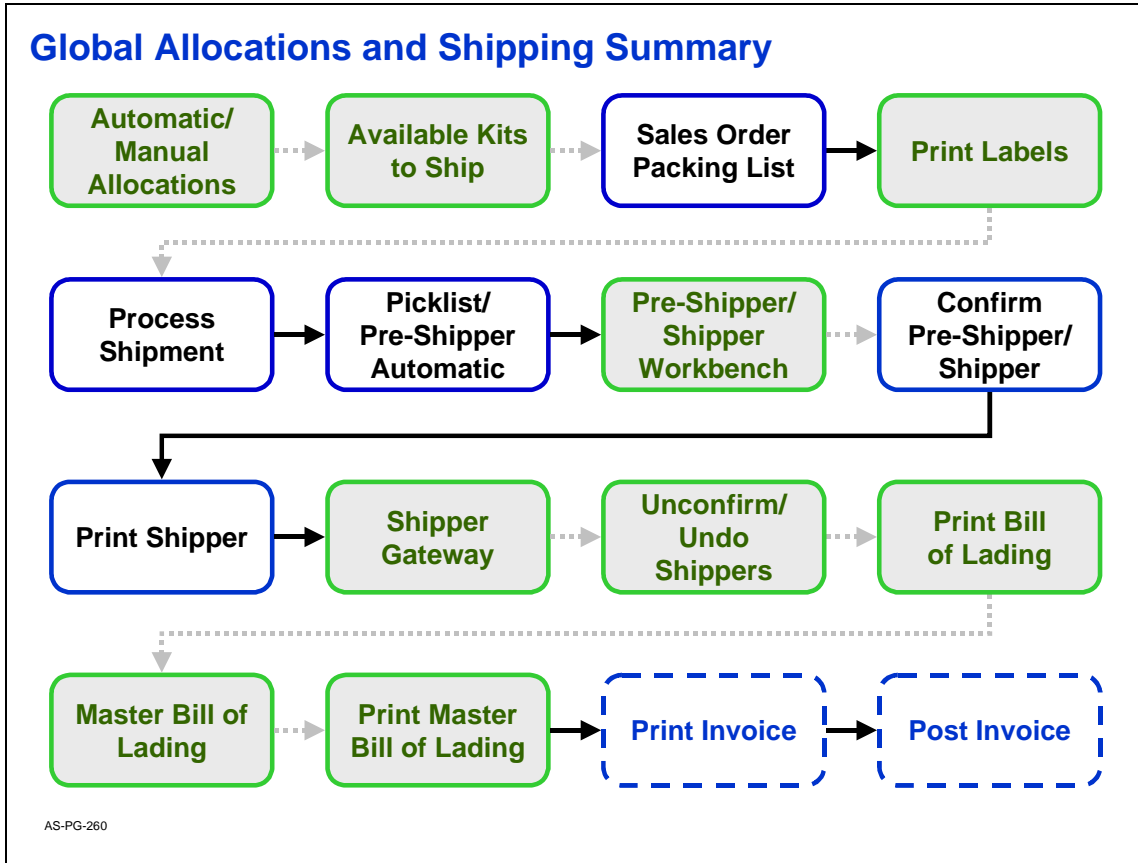
Field	Value
Ship-From	DIST
Pre-Shipper/Shipper	Shipper
Number	<i>The assigned shipper number</i>
Ship-To/Dock	400

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Post Invoice	Yes
Use Shipper Nbr for Inv Nbr	No
Consolidate Invoices	No

- b** When the system prompts you to indicate if all the information is correct, enter Yes to confirm the shipper, if appropriate. Print the invoice.

Use Pre-Shipper/Shipper Confirm 7.9.5



Enhanced/Global Allocations and Shipping Process Summary



Course Overview

- ✓ Introduction to Allocations and Shipping
- ✓ Business Considerations
- ✓ Set up Allocations and Shipping
- ✓ Process Standard Allocations and Shipping
- ✓ Process Enhanced/Global Allocations and Shipping

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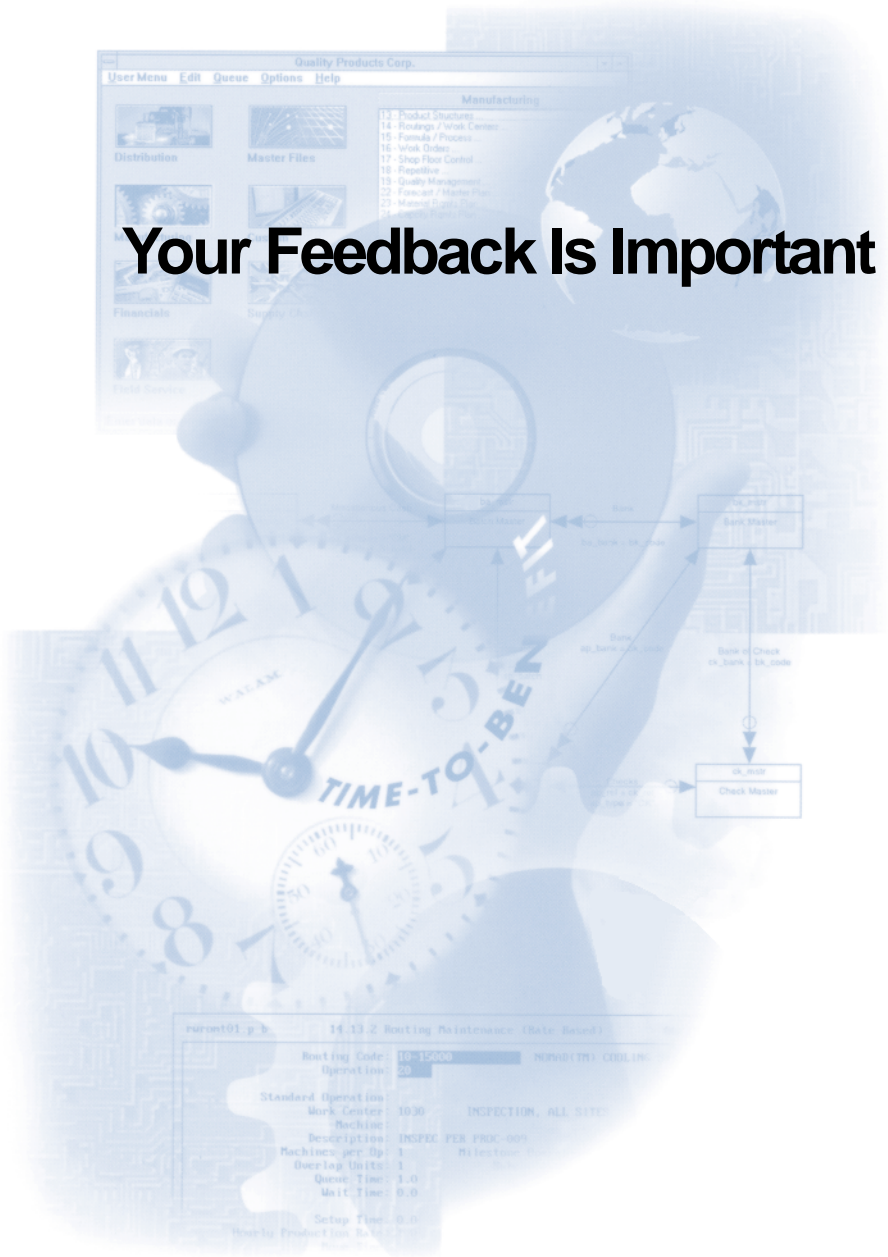
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 Item number: 70-2804B

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