



QAD Enterprise Applications  
Enterprise Edition

# **User Guide**

# **QAD Supply Chain Management**

Enterprise Operations Plan  
Distribution Requirements Planning  
Product Line Plan  
Resource Plan

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**QAD Inc.**

100 Innovation Place  
Santa Barbara, California 93108  
Phone (805) 566-6000  
<http://www.qad.com>

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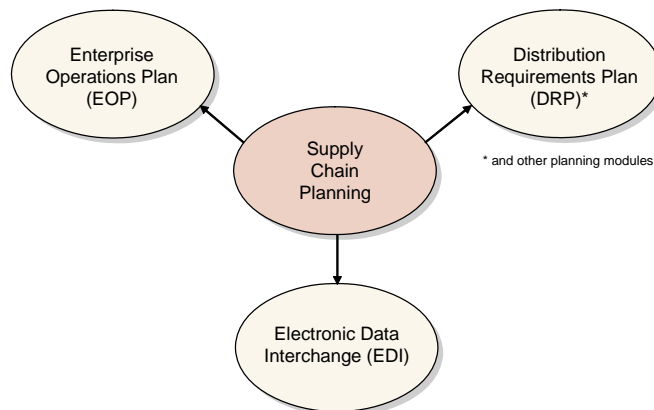
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# Introduction to Supply Chain Management

The Supply Chain Management module includes several tools that help you manage and schedule key parts of your enterprise.

**Fig. 1.1**  
Supply Chain Management



## **Enterprise Operations Plan 5**

Use Enterprise Operations Plan (EOP) to balance supply and demand and reduce inventory levels across the enterprise by consolidating data from multiple sites within domains in a single database and across multiple connected databases. The system determines whether database switching is needed based on the domain associated with the site in Site Maintenance (1.1.13).

EOP helps planners establish global inventory and production levels to satisfy sales forecasts while meeting objectives for profitability, productivity, inventory and lead time reductions, and customer service.

## **Distribution Requirements Planning 107**

Use Distributions Requirements Plan (DRP) to manage supply and demand between sites within a domain, between domains in a single database, or between sites in domains in different databases. DRP calculates item requirements at a site and generates DRP orders at the designated supply sites. DRP orders provide intersite demand to MRP at the supply site. DRP shipments manage the transfer of material between sites, with appropriate inventory accounting and visibility of orders in transit.

To plan by product line rather than individual item, use Product Line Plan. You can plan shipments, production, inventory, backlogs, and gross margins—all measured by overall sales and cost to ensure that the plan meets all the financial needs of the business.

Use Resource Plan to check resource loads for both the product line plan and the master schedule. Resource checking is a necessary step for validating the plans and master schedules before submitting them to MRP for detailed planning.

### ***Electronic Data Interchange (EDI)***

EDI is an important tool in supply chain management. You can use it to import and export standard business transactions between your company and its customers and suppliers using your e-mail system or network connections.

EDI eCommerce is a globally deployable EDI solution that provides EDI with reduced installation and support requirements. EDI eCommerce processes international EDI document standards with most major third-party EDI communications or translation software—referred to collectively as EC subsystems—currently on the market.

Many different modules in QAD Enterprise Applications use interoperability features provided through EDI eCommerce. For this reason, EDI is described in its own guide. See *User Guide: QAD EDI eCommerce* for details.

# Enterprise Operations Plan

This section describes Enterprise Operations Plan:

***Enterprise Operations Plan* 5**

Introduces concepts associated with operations planning.

***Required Implementation* 13**

Describes setup activities required to use operations planning.

***Family Data Implementation* 21**

Illustrates how to implement data on a family level.

***End-Item Data Implementation* 31**

Illustrates how to implement end-item data.

***Data Collection* 39**

Describes data collection activities for family- and end-item planning.

***Family-Level Planning* 49**

Describes the operations planning cycle for product families.

***End-Item Planning* 59**

Describes the operations planning cycle for end-item operations.

***Transfer of Production Demands* 73**

Describes how to transfer operations plan production demands to work orders, purchase requisitions, and repetitive schedules.

***Performance Measurement* 81**

Describes programs included in Operations Plan that report on sales, inventory, and production performance.

***Simulation Planning* 83**

Describes activities required to generate and maintain simulation plans.

***System Administration* 89**

Describes general steps for updating records and preserving database space.

***Operations Plan Examples*** 93

Gives two operations plan examples.

# Enterprise Operations Plan

This chapter introduces general concepts associated with operations planning. Then, it describes how the Enterprise Operations Plan module works and how you use it.

***Introduction to Operations Planning* 6**

Describes some of the basic principles and uses of Operations Plan.

***Operations Planning Example* 8**

Gives an example of how Operations Plan is used to streamline operations.

***Module Overview* 11**

Describes some of the features of Operations Plan.

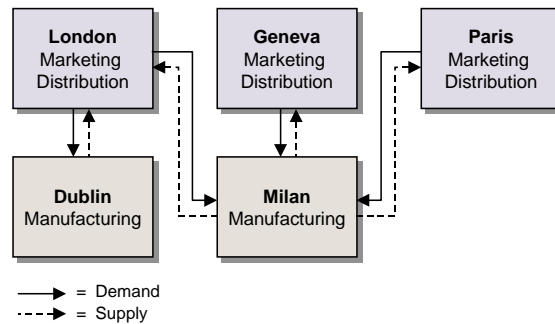
## Introduction to Operations Planning

Large manufacturing companies normally have multiple sites. Each site handles at least one of the following activities.

- Sales
- Inventory storage and distribution
- Production

**Example** A company has five sites, as shown in Figure 2.1. The headquarters is in London. Four additional sites are in Geneva, Paris, Dublin, and Milan.

**Fig. 2.1**  
Example of Organization Structure



Within a site, it is relatively easy to balance sales forecasts, inventory, and capacity. However, it is much harder to do this between sites. For example, Geneva often has inventory shortages, but Paris has surpluses. Also, Milan incurs high overtime costs even though Dublin has ample production capacity.

To control inventory levels and balance resources among sites, many manufacturers use supply chain management techniques such as:

- Setting up focused factories dedicated to specific manufacturing activities
- Consolidating purchasing across sites
- Defining target inventory coverage levels globally instead of by site

These techniques help. But without a central production planning tool, balancing supply and demand between sites in the supply chain is still a difficult task.

Operations planning is a strategic and tactical production planning tool designed to do exactly this. It is especially useful in high-volume, make-to-stock companies.

As a strategic tool, you can use operations planning to:

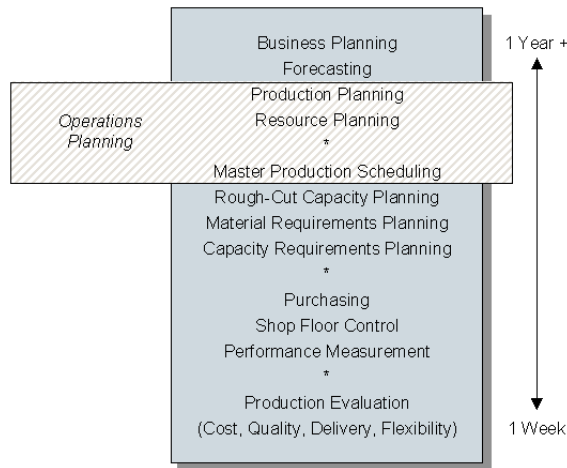
- Project long-term labor, equipment, and cash needs.
- Develop long-term material procurement plans for negotiations with major suppliers.

As a tactical tool, you can use operations planning to:

- Optimize target inventory and production levels throughout the enterprise.
- Identify variances between planned and actual performance.
- Develop schedules for sites and production lines.

Enterprise resource planning (ERP) is an information system for planning the company-wide resources needed to take, make, ship, and account for customer orders. In companies that use ERP, operations planning is the key link between long-term business planning and medium- to short-term planning and execution activities (Figure 2.2).

**Fig. 2.2**  
Operations Planning and ERP

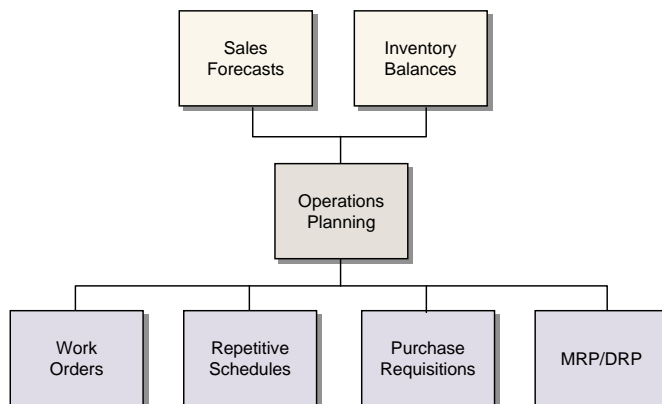


Operations planning calculates target inventory levels that support company objectives for profitability, inventory and lead time reductions, customer service, and so on. It also calculates the corresponding production demands. These demands eventually pass into production, purchasing, and material requirements planning (MRP).

The Enterprise Operations Plan module closely parallels the classic APICS model for sales and operations planning. However, it is superior in that it generates firm planned work orders that can replace master schedule orders. To prevent duplications, do not use the Forecast/Master Plan module for item-sites already included in operations planning.

Figure 2.3 summarizes how operations planning transforms data. Operations planning calculates target inventory levels based on upcoming sales forecasts. It also calculates production demands required for target inventory levels. For medium- to short-term planning, it nets these production demands against on-hand inventory balances.

**Fig. 2.3**  
Operations Plan Data Flow



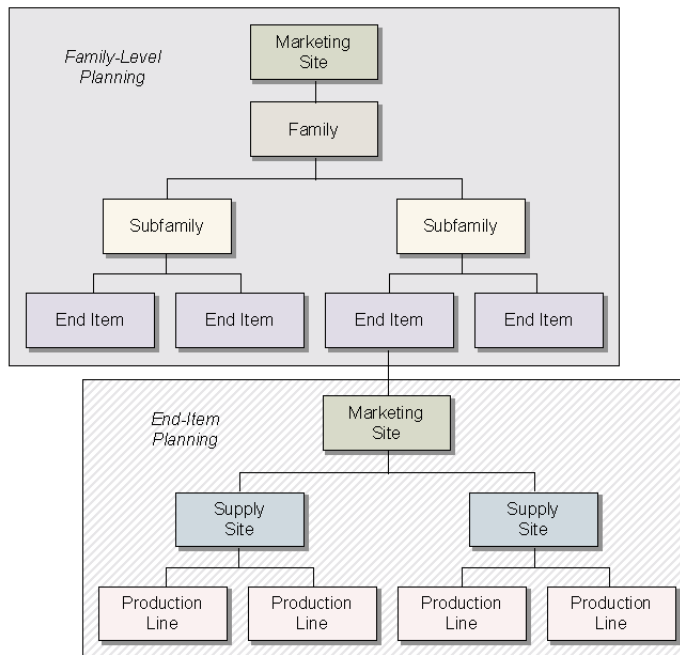
Operations planning transforms production demands into firm planned work orders, repetitive schedules, or purchase requisitions. It also passes these demands into MRP/DRP, which calculates the component requirements.

Operations planning includes two major planning levels:

- **Family-level planning.** High-volume, make-to-stock companies frequently have a wide variety of similar items that differ only by size, color, packaging, or other minor characteristic. To simplify long-term business planning, these companies forecast and plan production by product family.
- **End-item planning.** In the medium to short term, companies forecast and plan production for end items.

Figure 2.4 summarizes the relationships between the two levels.

**Fig. 2.4**  
Planning Levels

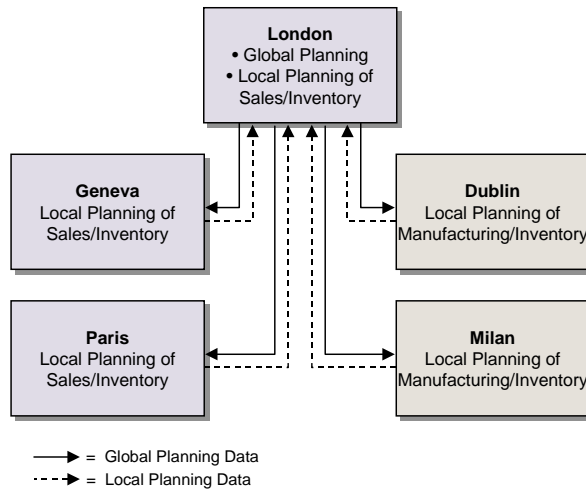


## Operations Planning Example

Figure 2.5 shows the operations planning relationships between sites. In addition to marketing, London is the central site for operations planning. Each of the other four sites plans its own activities, then provides the local planning data to the London master scheduler.

See Figure 2.1 on page 6.

**Fig. 2.5**  
Planning Relationships



The London scheduler consolidates this data and calculates a weekly global operations plan for each product. This plan shows consolidated sales forecasts, target inventory levels, and production due.

London then distributes the global plan to all sites. The local site planners transform this plan into weekly production schedules.

In Table 2.1, London calculates a global operations plan. London, Geneva, and Paris generate sales forecasts. Milan and Dublin provide inventory required to satisfy these forecasts. London calculates global sales forecasts by consolidating its own forecasts with those from Geneva and Paris.

**Table 2.1**  
Global Sales Forecasts for London

Week	Geneva Forecasts	Paris Forecasts	Global Forecasts
1	0	0	0
2	4,000	6,000	$4,000 + 6,000 = 10,000$
3	7,000	5,000	$7,000 + 5,000 = 12,000$
4	4,500	6,500	$4,500 + 6,500 = 11,000$
5	4,500	4,500	$4,500 + 4,500 = 9,000$
6	5,000	5,000	$5,000 + 5,000 = 10,000$
7	6,000	5,000	$6,000 + 5,000 = 11,000$
8	6,000	6,000	$6,000 + 6,000 = 12,000$
9	8,000	5,000	$8,000 + 5,000 = 13,000$

London calculates global target inventory levels to support the next two weeks of sales forecasts from London, Geneva, and Paris. Therefore, the target inventory level is the total global forecast for the next two weeks.

**Table 2.2**  
Global Forecasts and Target Inventory Levels for London

Week	Global Forecasts	Global Target Inventory Levels
1	0	$10,000 + 12,000 = 22,000$
2	10,000	$12,000 + 11,000 = 23,000$
3	12,000	$11,000 + 9,000 = 20,000$
4	11,000	$9,000 + 10,000 = 19,000$
5	9,000	$10,000 + 11,000 = 21,000$
6	10,000	$11,000 + 12,000 = 23,000$
7	11,000	$12,000 + 13,000 = 25,000$
8	12,000	$13,000 + 0 = 13,000$
9	13,000	0

Production due is the consolidated production requirement, calculated with the following formula.

$$(\text{Sales Forecast} + \text{Target Inventory}) - \text{Previous Week's Projected Quantity on Hand}$$

For week 1, the projected quantity on hand is the ending inventory balance from the previous week (or 3,000, in this example). For weeks 2 to 9, projected quantity on hand equals the target inventory level for the previous week.

**Table 2.3**  
Production Calculations

Wk	Forecasts	Target Inv	Prev QOH	Global Production Due
1	0	22,000	3,000	$(0 + 22,000) - 3,000 = 19,000$
2	10,000	23,000	22,000	$(10,000 + 23,000) - 22,000 = 11,000$
3	12,000	20,000	23,000	$(12,000 + 20,000) - 23,000 = 9,000$
4	11,000	19,000	20,000	$(11,000 + 19,000) - 20,000 = 10,000$
5	9,000	21,000	19,000	$(9,000 + 21,000) - 19,000 = 11,000$
6	10,000	23,000	21,000	$(10,000 + 23,000) - 21,000 = 12,000$
7	11,000	25,000	23,000	$(11,000 + 25,000) - 23,000 = 13,000$
8	12,000	13,000	25,000	$(12,000 + 13,000) - 25,000 = 0$
9	13,000	0	13,000	$(13,000 + 0) - 13,000 = 0$

London will use the operations plan to view the global picture of sales forecasts, target inventory, and production due for this item. Milan and Dublin will use it for site-level planning, scheduling, and manufacturing activities.

**Table 2.4**  
Production Calculations and Projected Quantities on Hand

Wk	Forecasts	Target Inventory	Production Due	Projected QOH
1	0	22,000	19,000	22,000
2	10,000	23,000	11,000	23,000
3	12,000	20,000	9,000	20,000
4	11,000	19,000	10,000	19,000
5	9,000	21,000	11,000	21,000

Wk	Forecasts	Target Inventory	Production Due	Projected QOH
6	10,000	23,000	12,000	23,000
7	11,000	25,000	13,000	25,000
8	12,000	13,000	0	13,000
9	13,000	0	0	0

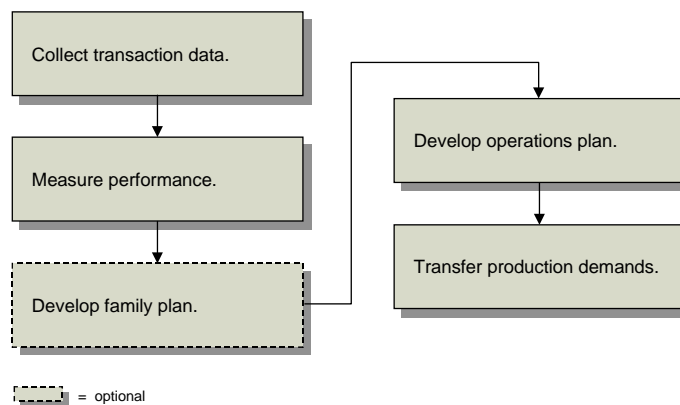
## Module Overview

The Enterprise Operations Plan module has many useful features:

- Planning at family and/or end-item levels
- Demand consolidation from multiple sites in multiple domains, both within a single database and across multiple databases
- Production demands based on sales forecasts and inventory balances
- Target inventory levels in weeks of coverage, by effective date
- Intersite supply and demand relationships by effective date
- Production demands allocated to sites and lines by percentage
- Interface with resource planning
- Production line scheduling
- Production demand transfer to other modules
- Performance measurement reporting
- Simulation planning

Figure 2.6 summarizes the module work flow.

**Fig. 2.6**  
Operations Plan Work Flow



To generate any plan or performance measurement report, you must first collect item sales, inventory, and production data from company sites. Operations planning activities do not affect the source transactions, only the collected data.

Family-level planning is optional but useful for limiting the number of items to be planned and for grouping items by brand name, target market, production process, and so on. To develop the family plan, you first generate site sales forecasts for each family item. Then, you consolidate these forecasts and calculate the family plan.

You verify the production quantities against known capacity constraints and modify them if necessary. To experiment with planning scenarios, create simulation plans. Then, you explode the plan to calculate the corresponding dependent end-item demand. This step passes the family plan production requirements into the end-item planning cycle.

Operations planning continues at the end-item level, and the processing steps roughly parallel those at the family level. To develop the end-item operations plan, you first load and consolidate sales forecast and inventory data for all company sites. Then, you use this data to calculate the operations plan for each end item.

You verify the production quantities against known capacity constraints and modify them if necessary. Again, you can create simulation plans. If you plan at the family level, you must also roll the changes back into the family plan.

Production demands from the operations plan affect subsequent manufacturing, planning, and purchasing activities. Once you are satisfied with the operations plan, run an explosion process to generate firm planned orders. These orders are similar to master schedule orders generated by the Forecast/Master Plan module. You can approve these orders as firm planned work orders, repetitive schedules, or purchase requisitions.

To ensure that MRP and sales forecast records remain synchronized, also run a balancing utility. Finally, run MRP/DRP to generate planned orders for component requirements.

See *User Guide: QAD Manufacturing* for information on MRP.

At the end of the planning cycle, you measure actual vs planned sales, inventory, and production performance. To do this, load end-item data using the same data collection programs used to load plan data. If you plan at the family level, you also roll the actual end-item performance back up to the family level. Then, print and review performance reports.

# Required Implementation

This chapter describes setup activities required to use operations planning.

***Required Implementation Overview*** 14

Lists which modules are used in conjunction with the Operations Plan module and what their functions are.

***Setting Up Other Modules*** 14

Outlines which modules interact with Operations Plan and how it relates to them, as well as inter-module functions and requirements.

***Setting Up the Operations Plan Module*** 18

Describes which programs are required to set up the Operations Plan system and where they are located.

## Required Implementation Overview

Regardless of how you plan to use the Enterprise Operations Plan module, it is important to set up data correctly not only in the module itself, but in all modules that interact with the module.

**Table 3.1**  
QAD Modules and Operations Plan

Module	Data
Multiple Domains and Database	Domain and database connections
System Administration	Holidays, shop calendar, generalized codes, security
General Ledger	Financial calendar
Distribution Requirements Plan	Control, network codes, source networks
Items/Sites	Sites and site security, product lines, unit of measure conversions, items
Resource Plan	Resource bills, item resource bills
Work Orders	Control
Repetitive	Production lines, shift calendars
Material Requirements Plan	Control
Purchasing	Control

You also must perform some setup tasks within the Enterprise Operations Plan module.

## Setting Up Other Modules

Figure 3.1 shows the modules that interact with operations planning calculations. Both the family plan and operations plan incorporate sales forecasts and inventory balances. The operations plan, in turn, can generate MRP and DRP requirements, work orders, repetitive schedules, and purchase requisitions.

**Fig. 3.1**  
Plan Calculation Inputs/Outputs

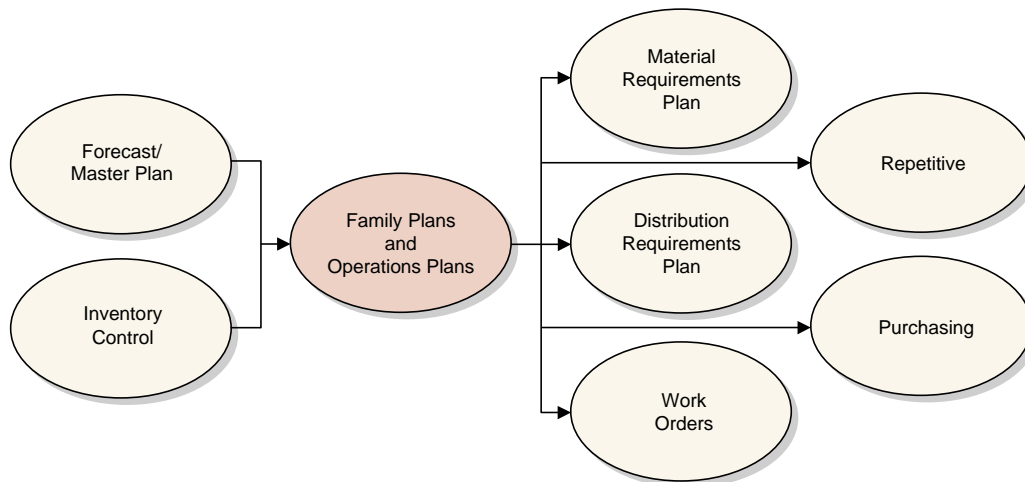
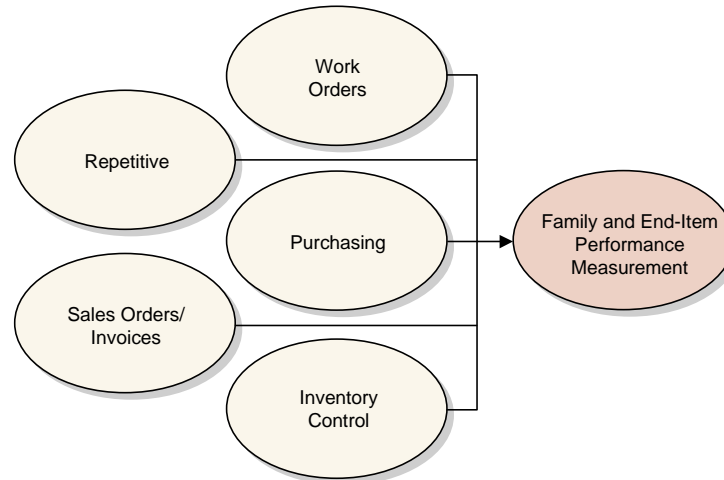


Figure 3.2 shows the modules that provide data to operations planning performance reports. Performance reports include quantities from completed work orders and repetitive schedules, purchase order receipts, sales order shipments, and inventory balances.

**Fig. 3.2**  
Performance Measurement Inputs



You should implement most or all of the other required modules before implementing Operations Plan.

Implementation is also a good time to review your company's coding schemes and other business practices to take advantage of the capabilities offered by QAD software.

## Multiple Domains and Database

If you plan to import operations planning data from sites in other domains within a single database or in separate databases, you must ensure that you use consistent codes for items, sites, and so on. Inconsistencies can create problems transferring planning data.

If the domains are in different databases, ensure that database connection information is properly set up. The system determines when database switching is needed automatically based on the domain associated with the site in Site Maintenance (1.1.13).

If a database runs other manufacturing software, make sure that the codes from that database are duplicated in the database used for operations planning.

See *User Guide: QAD System Administration*.

## System Administration

Operations Plan uses the holiday calendar if Move Holiday Production Backward is Yes in Operations Plan Control (33.1.24). In this case, calculations reschedule production backward for non-production weeks.

Generalized codes for item type (pt\_part\_type) and item group (pt\_group) are selection criteria in many operations planning reports and processes.

See *User Guide: QAD System Administration* for information on calendars and generalized codes.

Set up security for most operations planning programs to prevent unauthorized changes to master data, family plans, and operations plans. This also reduces the possibility that someone will prematurely copy simulation plans over the live plans, approve operations plan orders, or delete records. You can set up security at the menu and field levels.

See *User Guide: QAD Security and Controls* for information on security.

## General Ledger

Operations planning inquiries and reports use the company financial calendar to display the family plan and operations plan in financial periods as well as calendar weeks. Before you implement Operations Plan, set up financial calendars to support the entire operations planning horizon.

See *User Guide: QAD Financials*.

## Distribution Requirements Plan

In multisite environments, use the Distribution Requirements Plan module to link sales forecasts and their corresponding production requirements.

Set DRP Control (12.13.24) to support combined MRP/DRP processing. That way, whenever you run MRP, the system also runs DRP, and vice versa. DRP uses the network and source network codes to distribute operations plan item requirements among company sites.

See Chapter 14, “Distribution Requirements Planning,” on page 107.

## Items/Sites

Most operations planning records and activities are associated with specific company sites. Set up site security in the System Security menu (36.3).

All items used for operations planning are associated with a product line. Product line is a selection criteria in some operations planning reports and processes.

Set up unit of measure conversion factors whenever you plan sales, inventory, and production in different units of measure. For example, you may plan sales and inventory in cases, but production in tons. Similarly, you need conversion factors whenever you use different units of measure for family-level and end-item planning. You may plan in metric tons at the family level but use kilos at the end-item level.

See *User Guide: QAD Security and Controls*.

Set up item and item-site records for all items included in operations planning calculations.

- End items are grouped for family-level planning under a family item number.
- The operations plan approval programs use the item-site Purchase/Manufacture code. Set it to blank or M for manufactured items, L for line manufactured items, W for flow items, P for purchased items, or F for family and subfamily items. For DRP items, set it to D in item-site records for marketing sites—sites that generate sales forecasts for the item.
- For DRP items, specify the network code.
- Operations planning uses the time fence. When you calculate or explode the operations plan, you can protect items from last-minute changes inside the time fence.

- For purchased items, operations planning uses inspection, safety, and purchasing lead times for production scheduling.
- For manufactured items, operations planning uses manufacturing and safety lead times for production scheduling.
- Operations planning target inventory calculations ignore safety stock quantities.

## Resource Plan

A primary objective of operations planning is to verify projected production load from the family plan and operations plan against available capacity. Therefore, you must set up resource bill records for critical resources such as equipment and labor. Operations planning uses item resource bills to calculate projected load for individual items.

See Chapter 18, “Resource Plan,” on page 177.

## Work Orders

To process operations plan production requirements as work orders, implement the Work Orders module.

See *User Guide: QAD Manufacturing*.

## Repetitive

To process operations plan production requirements as repetitive schedules, implement the Repetitive module.

In the Enterprise Operations Plan module, you can allocate production requirements by percentage between multiple lines in a site. The production line record has an additional Primary Line field when you implement Operations Plan. This field identifies whether a line is an item’s sole production line. If your company currently uses Repetitive, during the conversion process, you must run Production Line Update (33.25.3) to update existing production line records before you can set up line allocation records in Operations Plan. Operations Plan also uses the line’s run crew size to project site labor hours.

Operations Plan uses line shift calendars to calculate the number of available production hours and utilization for each production line. If no shift calendar is available, it uses the shop calendar for the supply site.

See *User Guide: QAD Manufacturing*.

## Material Requirements Plan

If you use DRP, you can set MRP Control (23.24) to support combined MRP/DRP processing. That way, when you run MRP, the system also runs DRP, and vice versa.

See *User Guide: QAD Manufacturing*.

## Purchasing

To process operations plan production requirements as purchase requisitions, implement the Purchasing module.

See *User Guide: QAD Purchasing*

## Setting Up the Operations Plan Module

Programs used for Operations Plan system setup are located in the System Setup Menu (33.1). The system setup is mandatory for all installations.

- Review the GL calendar.
- Build calendar cross-references.
- Set up Operations Plan Control.

### Review the General Ledger Calendar

Before building calendar cross-references, review the general ledger calendar.

- Use GL Calendar Browse (33.1.1) to show calendar periods starting with a specific fiscal year.
- Use GL Calendar Report (33.1.2) to show calendar periods for a range of entities and fiscal years.

**Note** The system defines the first week of a new calendar year as the first Thursday in January, in accordance with ISO standards.

### Build Calendar Cross-References

In the Enterprise Operations Plan module, you can plan production either in calendar weeks (Monday–Sunday) or in financial periods. Calendar Cross-Reference Build (33.1.4) creates records that link the calendar and the financial calendar.

**Fig. 3.3**  
Calendar Cross-Reference Build (33.1.4)



*Year/To.* Enter a range of calendar years, starting with the current year.

Table 3.2 shows typical linkages created by the build process.

**Table 3.2**  
Calendar Cross-References

Shop Calendar Weeks		Fiscal Periods
001 January 1 – 7	=	001 January 1 – 31
002 January 8– 14	=	001 January 1 – 31
003 January 15 – 21	=	001 January 1 – 31
004 January 22– 28	=	001 January 1 – 31

Shop Calendar Weeks		Fiscal Periods
005 January 29 – February 4	=	001 January 1 – 31
006 February 5 – 11	=	002 February 1 – 29

If a calendar week spans two financial periods, the build assigns the week to the period associated with the Monday date.

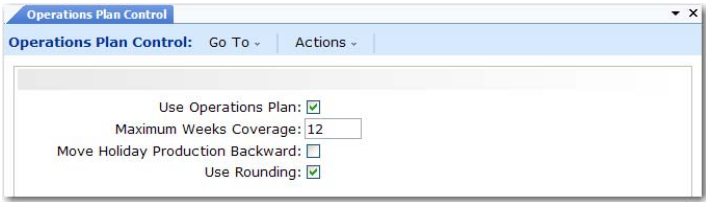
**Example** You run the build and you have a monthly financial calendar. Week 005 is January 29 – February 4, but the week is linked to period 1 because Monday, January 29 is still in period 1. The build does this because planning activities assign item quantities to the Monday of the week.

Use Calendar Cross-Reference Inquiry (33.1.5) to verify that cross-references between calendar weeks and general ledger periods now exist for all years in the planning horizon, including the current year. Before planning for a new year, verify that cross-references exist for that year. If they do not, build them.

### Configure the Control Program

The settings in Operations Plan Control (33.1.24) affect family plan and operations plan calculations. You can reconfigure the Control at any time. Changes to Control settings affect only subsequent planning activities.

**Fig. 3.4**  
Operations Plan Control (33.1.24)



*Use Operations Plan.* Enter Yes to activate operations planning fields in other modules.

*Maximum Weeks Coverage.* Enter the maximum number of upcoming weeks (greater than zero but less than 99.99) the system should scan when netting sales forecasts against inventory balances. This setting affects the processing time of these calculations.

*Move Holiday Production Backward.* Enter Yes to prevent the system from scheduling production for non-production weeks. A non-production week is one that has no scheduled work days. Every day in the non-production week must be set up as a holiday in Holiday Maintenance (36.2.1).

*Use Rounding.* Enter Yes if family plan and operations plan calculations should round item quantities to whole numbers. Enter No if they should calculate decimal quantities.



# Family Data Implementation

Before you implement data for family-level operations planning, you must implement the standard system and Enterprise Operations Plan module data listed in Chapter 3.

***Family Data Implementation Overview* 22**

Describes the time frame of family-level operations and their uses.

***Defining Family Hierarchies* 22**

Explains the purpose and functions of family hierarchies.

***Establishing Target Inventory Levels* 26**

Explains how the system handles specific and non-specific target inventory levels.

***Tracking Family Production Costs* 28**

Describes how the system handles product family production costs.

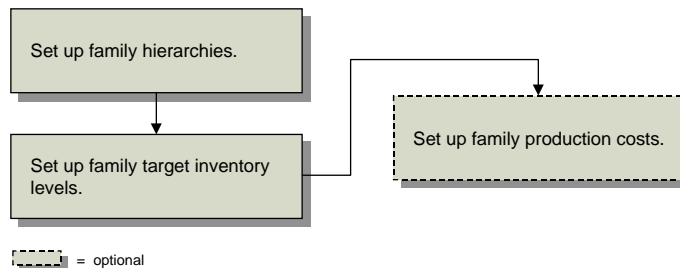
## Family Data Implementation Overview

Companies typically do family-level operations planning in the long- to medium-term horizon, anywhere from six months to three years. They use it to:

- Project long-term labor, equipment, and financial commitments.
- Develop long-term material procurement plans for negotiations with strategic suppliers.

For family-level planning, three sets of data elements are used, as shown in Figure 4.1. You can set them up in any order.

**Fig. 4.1**  
Family Data Implementation Work Flow



Programs used for family data implementation are located in the Family Setup Menu (33.3) and in the Item Setup Menu (33.5).

## Defining Family Hierarchies

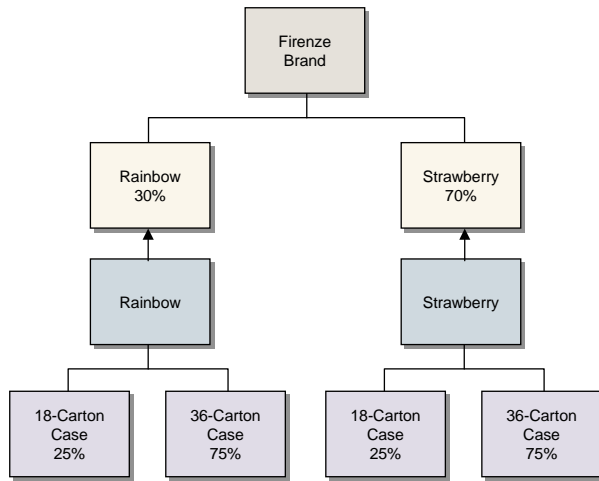
For operations planning, the family hierarchy defines several things:

- Nature of demand relationships for a product family
- End items and subfamilies in the family, and the percentage of total family sales forecast contributed by each
- Marketing sites that generate sales forecasts

Family hierarchies resemble product structures. The hierarchy consists of a parent family item and one or more subfamilies. Subfamilies can be either lower-level hierarchies or end items. Subfamilies in the lowest level must be end items. Within a hierarchy, each subfamily contributes a percentage of the total sales forecast for the family item.

**Example** The Firenze brand is a top-level family with its marketing site in London. The Firenze family has two subfamilies, Rainbow flavor (30% of demand) and Strawberry flavor (70% of demand). Each subfamily is also a lower-level hierarchy with two end items, an 18-carton case and a 36-carton case.

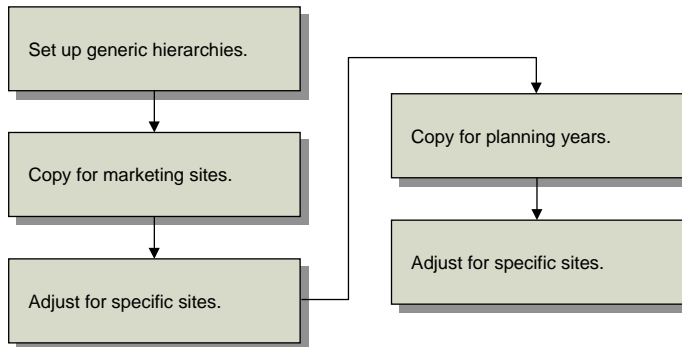
**Fig. 4.2**  
Family Hierarchies



You can set up flexible hierarchies that mirror your company’s planning groups. For example, you can set up hierarchies by buyer/planner group, brand, flavor, color, distribution channel, sales region, production line, and so on. The same subfamily or end item can belong to multiple families. Marketing may plan items by geographic region or brand name, but production plans by similarity of manufacturing process.

Subfamily relationships and percentages usually vary by marketing site and planning year. Typically, you set up multiple sets of subfamily relationships for each family hierarchy. Figure 4.3 summarizes the setup work flow.

**Fig. 4.3**  
Hierarchy Setup Work Flow



### Setting Up Hierarchies

To set up new hierarchies and to change forecast percentages for existing hierarchies, use Family Hierarchy Maintenance (33.3.1). When you set up hierarchies, the system checks for cyclical relationships to prevent you from accidentally assigning a subfamily to itself.

Set up a hierarchy for every family item. Start from the lowest level and work upward to the top family level. The subfamilies for the lowest level must be end items.

**Fig. 4.4**  
Family Hierarchy Maintenance (33.3.1)

The screenshot shows a window titled "Family Hierarchy Maintenance" with a menu bar containing "Go To -" and "Actions -". The main content area displays the following information:

Family Item: 0110	Ice Cream (Golden Brand)
Subfamily Item: 0210	Vanilla Ice Cream
Site: Paris	Paris, France
Effective Year: 2008	
Forecast Percent: 35%	
Remarks: Hierarchy Level 1	

*Family Item.* Enter the family item number. This item must be set up previously in Item Master Maintenance with a Purchase/Manufacture code of F (family).

*Subfamily Item.* Enter the end-item or family-item number to assign to this level of the hierarchy.

*Site.* Enter the site code.

*Effective Year.* Enter the hierarchy year.

*Forecast Percent.* Enter the percentage of the total family sales forecast typically contributed by this subfamily. Family Plan Explosion (33.7.14) can use this percent to calculate dependent end-item production demands from family demands.

*Remarks.* Optionally enter a remark about the subfamily level. This remark prints on the Family Hierarchy Report (33.3.3).

Use three programs to review hierarchy data:

- Family Hierarchy Inquiry (33.3.2) displays subfamily levels in a family hierarchy by year, site, level, and item.
- Family Hierarchy Report (33.3.3) is similar, but you can select information for a range of items, sites, and years.
- Family Hierarchy Where-Used Inquiry (33.3.8) displays family items that include the specified subfamily.

## Copying Hierarchies

To copy hierarchy records, use Family Hierarchy Copy (33.3.5). For every family item, you must set up subfamily relationships for all marketing sites and years in the planning horizon.

**Fig. 4.5**  
Family Hierarchy Copy (33.3.5)

Family Hierarchy Copy: Go To - Actions -

Source Family Item:  Ice Cream (Golden Brand)  
 Source Site: Paris Paris, France  
 Effective Year: 2008

Target Family Item: 0110 Ice Cream (Golden Brand)  
 Target Site: Geneva Geneva, Switzerland  
 Effective Year: 2008

Year	Site	Level	Component Item	Description	Fcst Pct
2008	Paris	1	0210	Vanilla Ice Cream	35.00%
2008	Paris	1	0310	Chocolate Ice Cream	65.00%

*Source Family Item.* Enter the family item number for the source subfamily.

*Source Site.* Enter the code for the source subfamily's marketing site.

*Effective Year.* Enter the effective year for the source subfamily relationship.

*Target Family Item.* Enter the family item number for the target subfamily.

*Target Site.* Enter the code for the target subfamily's marketing site.

*Effective Year.* Enter the hierarchy year for the target subfamily relationship.

## Changing Subfamily Relationships

After you copy hierarchies, use Family Hierarchy Change (33.3.6) to add, delete, or replace subfamilies for individual marketing sites and years.

**Note** Regardless of how you change subfamilies, you must later adjust the forecast percentages for all other subfamilies at the affected level, in all hierarchy records you change.

**Fig. 4.6**  
Family Hierarchy Change (33.3.6)

Family Hierarchy Change: Go To - Actions -

Subfamily Item: 0210 Vanilla Ice Cream  
 Unit of Measure: EA  
 Site: Paris To: Paris  
 Effective Year: 2008 To: 2008  
 Action: A A - Add New Subfamily Item  
 D - Delete Existing Subfamily Item  
 R - Replace Existing Subfamily Item  
 with New Subfamily Item

New Subfamily Item:  French Vanilla Subfamily  
 Unit of Measure: CS

*Subfamily Item.* Enter the number of an end item or family item for the subfamily level affected by the change.

*Site/To.* Enter a range of sites to be updated.

*Effective Year/To.* Enter a range of years to be updated.

*Action.* Enter the action you want to take with this family relationship:

- Add. The system adds it (along with its lower-level subfamilies, if any) to the same level of the hierarchy as the subfamily item you specify. It also copies the existing subfamily’s forecast percent to the new subfamily.
- Delete. The system deletes the subfamily relationship with any higher- or lower-level hierarchies. However, it does not delete lower-level hierarchies previously linked to the subfamily.
- Replace. The system replaces only the subfamily item. It does not change lower-level subfamily relationships.

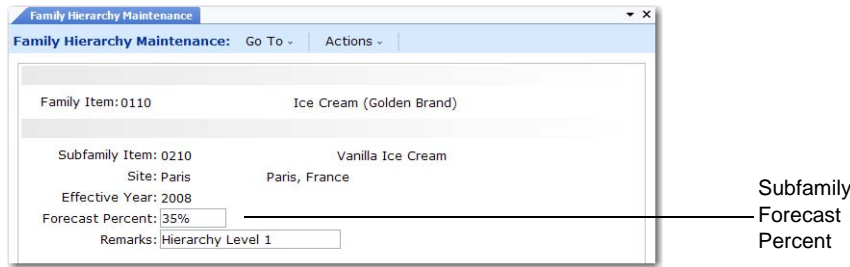
*New Subfamily Item.* Enter the number of the family item or end item to replace the specified subfamily item.

*UM.* The screen displays the inventory unit of measure from the item master record.

### Changing Subfamily Forecast Percentages

Whenever you adjust subfamily relationships, you must also adjust forecast percentages for other subfamilies at the affected level. For each level, make sure the percentages add up to 100%.

**Fig. 4.7**  
Family Hierarchy Maintenance (33.3.1)



### Establishing Target Inventory Levels

Operations planning calculates global target inventory levels to support an item’s sales forecasts. In turn, it calculates production requirements based on target inventory levels.

If you do not specify otherwise, the system automatically sets each week’s target inventory level to zero. When set this way, you cannot build up inventory for future demands. You also cannot anticipate inventory shortages or surpluses.

To establish target inventory levels, define global weeks-of-coverage factors for minimum, average, and maximum target inventory levels. This method requires more implementation effort. However, it does support inventory buildup for upcoming sales forecasts.

Table 4.1 illustrates how the system uses coverage factors on the family plan. In the example, the system uses an average cover factor of 2.0 to calculate the target inventory level.

**Table 4.1**  
Weeks of Coverage on Operations Plan

No.	Sales Forecast	Target Inventory	Production Due	Projected QOH	Coverage
1	0	500	500	500	2.0
2	300	700	500	700	2.0

No.	Sales Forecast	Target Inventory	Production Due	Projected QOH	Coverage
3	200	500	0	500	1.0
4	500	0	0	0	0.0

When you change production due quantities on the plan, it uses the minimum (–) and maximum (+) factors to alert you to potential inventory shortages and surpluses relative to the average coverage level. This is illustrated in Table 4.2, which assumes a minimum coverage of 1.0 and a maximum of 3.0.

**Table 4.2**  
Weeks of Coverage on Operations Plan—Production Due Quantities Changed

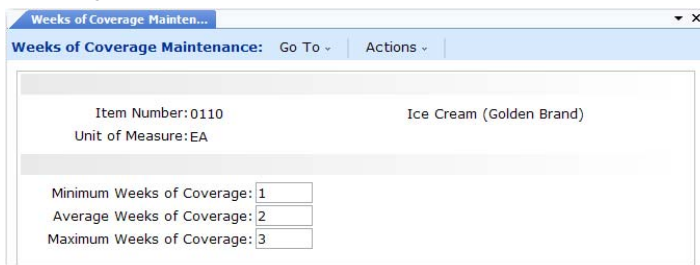
No.	Sales Forecast	Target Inventory	Production Due	Projected QOH	Coverage
1	0	500	200	200	0.7 –
2	300	700	500	400	1.4
3	200	500	0	200	0.4 –
4	500	0	0	–300	0.0 –

**Note** You can define coverage factors for either top-level family items or for end items. However, to prevent the system from inflating inventory, do not set up coverage factors for both levels or for intermediate subfamily levels.

### Setting Up Generic Coverage Factors

Use Weeks of Coverage Maintenance (33.5.1) to set up an item’s generic coverage factors. Coverage factors are global, not site-specific, and they must be positive whole numbers.

**Fig. 4.8**  
Weeks of Coverage Maintenance (33.5.1)



*Item Number.* Enter the family item number.

*UM.* The screen displays the inventory unit of measure from the item master record.

*Minimum Weeks of Coverage.* Enter the minimum number of weeks of global inventory coverage required for this item. The system uses this factor to calculate and display projected inventory shortages.

*Average Weeks of Coverage.* Enter the number of weeks of upcoming sales forecasts that corresponds to your company’s desired inventory coverage level for this item. Plan calculations use this factor to calculate target inventory levels.

*Maximum Weeks of Coverage.* Enter the maximum number of weeks of global inventory coverage required for this item. The system uses this factor to calculate and display projected inventory surpluses.

Use two programs to review weeks of coverage factor data:

- Weeks of Coverage Inquiry (33.5.2) displays coverage factors by item, purchase/manufacture code, and buyer/planner.
- Weeks of Coverage Report (33.5.3) is similar to the inquiry, but you can also select information for a range of items.

## Setting Up Date-Specific Coverage Factors

To manage items with varying coverage levels, set up date-specific factors in Coverage by Date Maintenance (33.5.5). You must set up generic coverage factors before date-specific factors.

**Fig. 4.9**  
Coverage by Date Maintenance (33.5.5)

Coverage by Date Maintenance (33.5.5) window showing the following fields:

- Item Number: 0110
- Ice Cream (Golden Brand)
- Unit of Measure: EA
- Start: 12/31/2007
- End: 1/31/2008
- Minimum Weeks of Coverage: 2
- Average Weeks of Coverage: 3
- Maximum Weeks of Coverage: 4

This program is similar to Weeks of Coverage Maintenance (33.5.1) but has two additional fields.

*Start.* Enter the start date for using this record in operations planning. The default is the system date.

*End.* Enter the end date for using this record in operations planning, or leave it blank.

See page 27.

Use two programs to review date of coverage factor data:

- Coverage by Date Inquiry (33.5.6) displays coverage factors by item, and purchase/manufacture code.
- Coverage by Date Report (33.5.7) enables you to select information for a range of items and start/end dates.

## Tracking Family Production Costs

You can record reference information on production costs for product families. However, Operations Plan does not use this information in family plan calculations.

You can maintain multiple sets of hourly production costs for each family item. Each set of costs is uniquely identified by the cost set code and the family item site. If your company uses the Cost Management module, you can set up family costs for a variety of cost sets.

Use Family Item Cost Maintenance (33.3.13) to set up family item production costs.

**Fig. 4.10**  
Family Item Cost Maintenance (33.3.13)

Family Item Cost Data			
Production Rate	500.00	Cost	50.00
Production Rate	1,000.00	Cost	45.00
Production Rate	0.00	Cost	0.00
Production Rate	0.00	Cost	0.00
Production Rate	0.00	Cost	0.00

*Family Item.* Enter the family item number.

*UM.* The screen displays the inventory unit of measure from the item master record.

*Site.* Enter the site code.

*Cost Set.* Enter the cost set code.

*Cost Set Type.* The screen displays the cost set type for the cost set.

*Costing Method.* The screen displays the costing method for the cost set.

*Production Rate.* Enter the average hourly production rate for end items in this family. The production rate is the number of units of the family item that can normally be produced per hour on a production line.

*Cost.* Enter the average hourly production cost for end items in this family. The production cost is the normal hourly production cost for the specified number of units of the family item.

Use two programs to review family item cost data:

- Family Item Cost Inquiry (33.3.14) displays production rates and costs by family item, site, and cost set.
- Family Item Cost Report (33.3.15) enables you to select information for a range of items, sites, and cost sets.



# End-Item Data Implementation

Before you implement data for end-item operations planning, you must implement the standard system and Enterprise Operations Plan module data listed in Chapter 3.

***End-Item Data Implementation Overview*** 32

Describes the uses and time frames associated with end-item data implementation.

***Using Source Matrices*** 32

Explains the use of source matrices and how to set them up.

***Using Line Allocations*** 34

Explains the use of line allocations and how to set them up.

***Setting Target Inventory Levels*** 35

Explains how target inventory levels are calculated and used.

***Tracking Pallet Data*** 36

Describes how Operations Plan records pallet information.

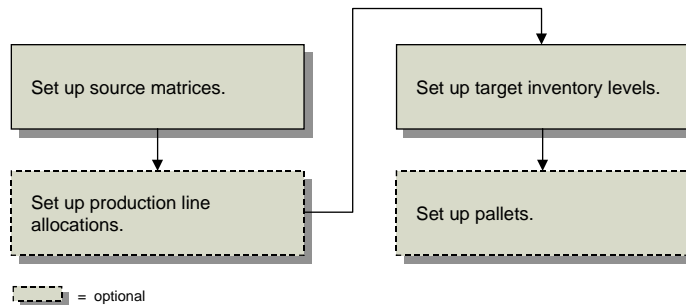
## End-Item Data Implementation Overview

Companies typically do end-item operations planning in a short to medium-term time frame, usually less than six months. They use it to:

- Optimize target inventory and production levels throughout the enterprise.
- Develop production schedules for supply sites and production lines.
- Identify variances between planned and actual performance.

For end-item planning, four sets of data elements are used, as shown in Figure 5.1. You can set them up in any order.

**Fig. 5.1**  
End-Item Data Implementation Work Flow



## Using Source Matrices

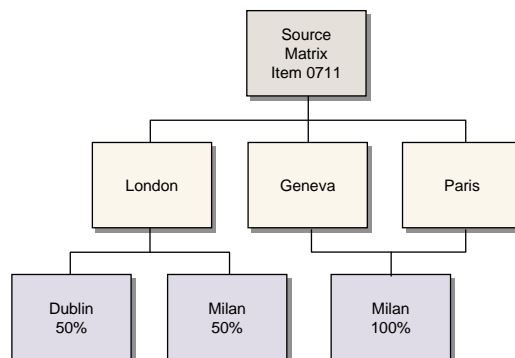
For operations planning, the item source matrix defines the nature of supply and demand relationships for end items. It identifies the marketing sites that generate sales forecasts. It also defines how the operations plan calculation distributes global production demands to supply sites.

Item source matrices resemble single-level DRP source networks. The source matrix consists of one or more marketing sites. Each marketing site, in turn, has one or more supply sites. Each supply site has a percentage that specifies how much of the item's global production demand it contributes.

See “Source Networks” on page 112.

Figure 5.2 shows a sample source matrix.

**Fig. 5.2**  
Sample Source Matrix



The source matrix for item 0711 has three marketing sites that generate sales forecasts—London, Geneva, and Paris. London has two supply sites—Dublin, which supplies 50% of London’s production demand, and Milan, which supplies 50%. Geneva and Paris each have one supply site, Milan, which supplies 100% of their production demands.

**Note** For better tracking of requirements between sites, multisite companies should use Operations Plan together with DRP. DRP generates intersite requests that identify the marketing sites that originated the demands.

See “Managing Intersite Requests” on page 121.

To include an item in the operations plan, you must set up a source matrix for it. The same site can be both a marketing site and a supply site (set supply percent to 100%).

If you use DRP, the operations planning source matrix relationships for marketing and supply sites must mirror the DRP source networks.

## Setting Up Source Matrices

To set up source matrices, use Source Matrix Maintenance (33.5.13).

**Fig. 5.3**  
Source Matrix Maintenance (33.5.13)

The screenshot shows a window titled "Source Matrix Maintenance" with a "Go To" and "Actions" menu. The main area contains the following fields and values:

Item Number: 0210	Vanilla Ice Cream
Marketing Site: London	London, England
Supply Site: Dublin	Dublin, Ireland
Start: 06/13/2007	
End Date: 12/31/2007	
Supply Percent: 50.0%	
Transport Code: <input type="text"/>	
Lead Time: <input type="text"/>	

**Item Number.** Enter the end-item number.

**Marketing Site.** Enter the code for the marketing site. A marketing site is any site that generates sales forecasts. Examples include sales offices and distribution centers. An item can have multiple marketing sites in its source matrix.

**Supply Site.** Enter the code for the supply site. A supply site is any site that provides inventory to a marketing site. For manufactured items, the factory is typically the supply site. For purchased items, the purchasing site is the supply site. In a source matrix, a marketing site can have multiple supply sites.

**Start.** Enter the start date for using this source matrix in operations planning. To use the source matrix to calculate this week’s operations plan, you must set the start date to the previous Monday or earlier.

**End.** Enter the end date for using this record in operations planning, or leave it blank.

**Supply Percent.** Enter the percentage of the marketing site’s production requirement provided by this supply site. If the marketing site and supply site are the same, enter 100.0%. The system does not verify that the percentages for a marketing site’s supply sites total 100.0%.

*Transport Code.* Enter the transportation code (if any) for inventory the supply site provides to the marketing site. Record this if needed for reference.

*Lead Time.* Enter the transportation lead time (if any) for inventory the supply site provides to the marketing site. Record this if needed for reference.

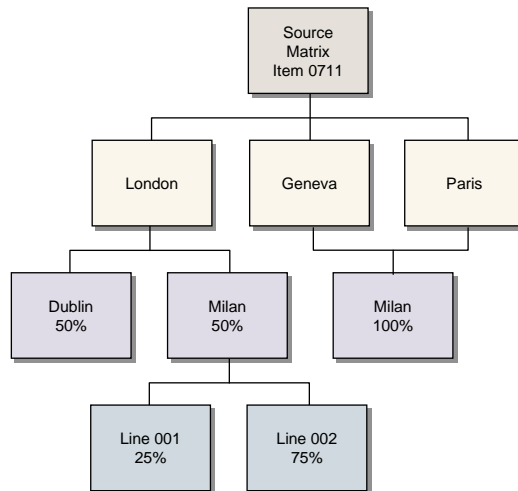
Use two programs to view source matrix data:

- Source Matrix Inquiry (33.5.14) shows marketing and supply site relationships by item.
- Source Matrix Report (33.5.15) is similar, but you can specify ranges of items, sites, and effectivity dates.

## Using Line Allocations

Within a supply site, items can be produced on one or more production lines. The line allocation defines how production is distributed between these lines. Figure 5.4 shows how the Milan supply site allocates 25% of its production demand to Line 1 and the remaining 75% to Line 2.

**Fig. 5.4**  
Production Line Allocations



## Setting Up Line Allocations

To set up production line allocations, use Line Allocation Maintenance (33.5.17). Set up line allocations only for items produced on multiple production lines within a site. The line percentages must total 100%.

**Fig. 5.5**  
Line Allocation Maintenance (33.5.17)

Production Line	Description	Percent
001	Production Line 1	25.00%
002	Production Line 2	75.00%

*Site.* Enter the site code.

*Item Number.* Enter the end-item number.

*UM.* The screen displays the inventory unit of measure from the item master record.

*Production Line.* Enter the code for the item's production line at this site.

*Description.* The system displays the production line description from Production Line Maintenance (18.1.1).

*Percent.* Enter the production line allocation percentage. When you click Next, the system verifies that the total line percentage is 100%.

Use Line Allocation Inquiry (33.5.18) to view line allocations by site and item number.

## Setting Target Inventory Levels

Operations planning calculates global target inventory levels to support an item's sales forecasts. In turn, it calculates production requirements based on target inventory levels.

If you do not specify otherwise, the system automatically sets each week's target inventory level to zero. In this case, you cannot build up inventory for future demands. You also cannot anticipate inventory shortages or surpluses.

There are three methods to establish global target inventory levels for end items:

- Calculate target inventory levels based on production demands exploded from the family plan. This is an easy method for items initially planned at the family level. No additional setup is required.
- Calculate target inventory levels based on manually recorded quantities. This method is precise. However, it is hard to maintain this information for many items because it changes constantly. Also, it offers no visibility to project shortages and surpluses.
- Calculate target inventory levels based on upcoming sales forecasts (weeks of coverage). For this method, you define global weeks-of-coverage factors for minimum, average, and maximum target inventory levels. This method requires more implementation effort. However, it does support inventory buildup for upcoming sales forecasts.

**Note** You can define coverage factors for either top-level family items or end items. However, to prevent the system from inflating inventory, do not set up coverage factors for both levels or for intermediate subfamily levels.

Table 5.1 illustrates how the system uses coverage factors on the operations plan. In the example, the system uses an average coverage factor of 2.0 to calculate the target inventory level.

**Table 5.1**  
Weeks of Coverage on Operations Plan

No.	Sales Forecast	Target Inventory	Production Due	Projected QOH	Coverage
1	0	500	500	500	2.0
2	300	700	500	700	2.0
3	200	500	0	500	1.0
4	500	0	0	0	0.0

When you change production due quantities on the plan, it uses the minimum (–) and maximum (+) factors to alert you to potential inventory shortages and surpluses relative to the average coverage level. This is illustrated in Table 5.2, which assumes a minimum coverage of 1.0 and a maximum of 3.0.

**Table 5.2**  
Weeks of Coverage on Operations Plan—Production Due Quantities Changed

No.	Sales Forecast	Target Inventory	Production Due	Projected QOH	Coverage	
1	0	500	200	200	0.7	–
2	300	700	500	400	1.4	
3	200	500	0	200	0.4	–
4	500	0	0	–300	0.0	–

## Loading Target Inventory Quantities

There are two ways to load target inventory quantities manually:

- If you have already recorded target inventory quantities in a non-QAD database, use Item-Site Data Maintenance (33.13.3) and Item-Site Data Consolidation (33.13.6) to load them.
- Manually record quantities using Inventory Data Maintenance (33.13.17).

See Chapter 6, “Data Collection,” on page 39.

## Setting Up Generic and Date-Specific Coverage Factors

To set up generic and date-specific coverage factors for end-items, use the same programs described for setting up families. In the Item Number field, enter the end-item number. Coverage factors must be positive numbers. They can be either whole numbers or decimals.

See “Setting Up Generic Coverage Factors” on page 27 and “Setting Up Date-Specific Coverage Factors” on page 28.

## Tracking Pallet Data

A pallet is a portable platform used to store and transport inventory. Some companies group items by pallet for operations planning. The Enterprise Operations Plan module does not use pallet information for calculations. However, you can record pallet information if your company needs it for reference or for use in an executive information system.

## Setting Up Generic Pallet Information

Use Pallet Maintenance (33.5.20) to record generic pallet information. You can record dimensions and capacity for an unlimited number of pallet types.

**Fig. 5.6**  
Pallet Maintenance (33.5.20)

The screenshot shows a window titled "Pallet Maintenance" with a menu bar containing "Go To" and "Actions". The main area contains the following fields:

- Pallet Type: Standard
- Description: Standard Pallet
- Units per Layer: 10
- Unit of Measure: CS
- Number of Layers: 20
- Height: 3.00
- Weight: 72
- UM: MT
- UM: KG

*Pallet Type.* Enter a code (up to eight characters) for the pallet type.

*Description.* Enter the description of the pallet type.

*Units per Layer.* Enter the maximum number of inventory units that can be stored on this pallet type.

*UM.* The system displays the inventory unit of measure from the item master record.

*Number of Layers.* Enter the maximum number of layers this pallet type supports.

*Height/UM.* Enter the height and height unit of measure for the pallet type.

*Weight/UM.* Enter the weight and weight unit of measure for the pallet type.

Pallet Inquiry (33.5.21) displays information for one or all pallet types.

## Setting Up Item Pallet Information

Use Item Pallet Maintenance (33.5.23) to customize pallet information for specific items.

**Fig. 5.7**  
Item Pallet Maintenance (33.5.23)

The screenshot shows a window titled "Item Pallet Maintenance" with a menu bar containing "Go To" and "Actions". The main area contains the following fields:

- Pallet Type: Standard
- Item Number: 0210
- Description: Standard Pallet
- Units per Layer: 9
- Unit of Measure: CS
- Number of Layers: 10
- Height: 3.00
- Weight: 72.00
- UM: MT
- UM: KG

Vanilla Ice Cream

*Pallet Type.* Enter a code (up to eight characters) for the pallet type.

*Item Number.* Enter the end-item number.

*Description.* Enter the description of the pallet type.

*Units per Layer.* Enter the maximum number of inventory units that can be stored on this pallet type.

*UM.* The screen displays the inventory unit of measure from the item master record.

*Number of Layers.* Enter the maximum number of layers this pallet type supports.

*Height/UM.* Enter the height and height unit of measure for the pallet type.

*Weight/UM.* Enter the weight and weight unit of measure for the pallet type.

Use Item Pallet Inquiry (33.5.24) to view information for one or all item pallet types.

# Data Collection

This chapter describes data collection activities used for both family and end-item planning.

***Introduction to Data Collection* 40**

Explains the purpose of data collection and describes how to load data.

***Loading Data from Other Sites* 41**

Illustrates how to load data from other sites and maintain it.

***Loading Data from Non-QAD Databases* 43**

Describes how data from various non-QAD sources is loaded.

***Maintaining Loaded Data* 44**

Describes how to maintain and change different types of data.

## Introduction to Data Collection

Operations planning consolidates and transforms transaction information from all company sites into a central repository. Family plans and operations plans use sales forecast and on-hand inventory quantities. Performance measurement reporting also uses actual production and purchase order receipt quantities.

Before you can calculate plans or print reports, you must load this information into the Enterprise Operations Plan module of the central planning site. The load generates records that summarize the original item numbers, quantities, and transaction effective dates at the time of the load.

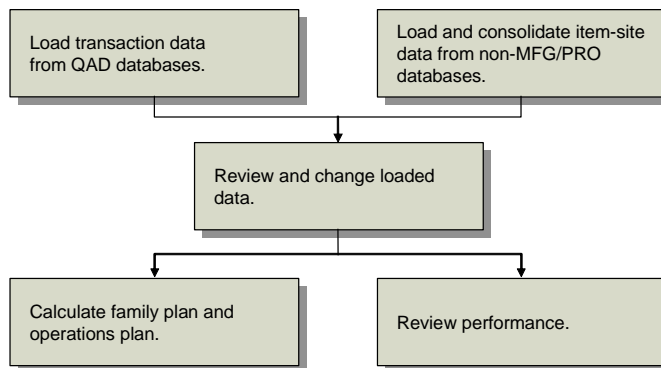
**Table 6.1**  
Operations Data to Be Loaded

To Generate	Collect
Family plans	Sales forecasts (only for family plans based on end-item sales forecasts) Beginning inventory balances
Operations plans	Sales forecasts Beginning inventory balances (only for multilevel operations plans) MRP gross requirements
Performance reports	Actual sales shipments End-item inventory balances Completed work orders Completed repetitive schedules Purchase order receipts

In many respects, Operations Plan is a separate environment from other modules. Changes you record in Operations Plan do not update original sales forecasts, inventory balances, or other data. Also, changes you record in other modules do not update previously loaded quantities (unless you reload). This approach gives you a secure central planning environment.

Figure 6.1 summarizes the data collection work flow.

**Fig. 6.1**  
Data Collection Work Flow



## Loading Data from Other Sites

Loading data is a one-step process that transfers the data directly from the source modules into the Enterprise Operations Plan module.

Use Transaction Data Load (33.13.1) to collect end-item sales, inventory, and production data from the source tables for a range of sites. Sites can be located in the current working domain, other domains in this database, or other domains in remote, connected databases. The system uses this data to calculate the operations plan and to generate performance measurement reports.

**Note** Transaction Data Load does not support non-QAD databases. To collect data from these databases, use Item-Site Data Maintenance and Item-Site Data Consolidation.

Table 6.2 summarizes load options.

**Table 6.2**  
Transaction Data Load Options

To Generate	Set
Operations plans based on family plans	Update Inventory QOH: Yes
Family plans and operations plans based on end-item sales forecasts	Update Sales Forecasts: Yes Update Inventory QOH: Yes
Performance measurement reports	Update Actual Sales: Yes Update Actual Production: Yes Update Inventory QOH: Yes

To include purchase order receipts in loaded inventory balances and actual production, set Include PO Receipts to Yes. To include non-nettable inventory in loaded inventory balances, set Include Non-Nettable Inventory to Yes.

You can rerun the load as many times as necessary. Each load overwrites the effects of previous loads.

**Fig. 6.2**  
Transaction Data Load (33.13.1)

*Item Number/To.* Enter the end-item range. The load does not collect data for family items.

*Site/To.* Enter the site range.

*Effective/To.* Enter the effective date range for the load. When you specify a non-Monday start date or a non-Sunday end date, the system changes it. To load inventory quantities for a planning week, you must set the effective date to the Monday of the previous week. The ending inventory of the prior week becomes the beginning projected available inventory for the current planning week.

*Product Line.* Enter the end-item product line.

*Item Group.* Enter the item group. This code is useful for choosing items for processing. For example, you can use it to segregate items included in operations planning from those that are not.

*Item Type.* Enter the item type. This code is useful for choosing items for processing. For example, you can use it to segregate items included in operations planning from those that are not.

*Update Sales Forecasts.* Enter Yes to load end-item sales forecasts for the family plan or operations plan. Enter No if you develop the operations plan using sales forecasts generated by Family Plan Explosion (33.7.14).

*Use Gross Requirements.* Enter Yes to load gross requirements for multilevel operations planning. Source Matrix Explosion (33.13.8) will then use gross requirements from the most recent materials plan to calculate target inventory levels for component items.

*Update Actual Sales.* Enter Yes to load sales shipments for performance measurement reporting.

*Update Actual Production.* Enter Yes to load completed work orders and completed repetitive schedules for performance measurement reporting.

*Include PO Receipts.* Enter Yes to include purchase order receipts and shipper confirmations in loaded inventory balances and actual production quantities.

*Update Inventory QOH.* Enter Yes to load beginning on-hand inventory balances as of 00:01 of the Monday starting effective date.

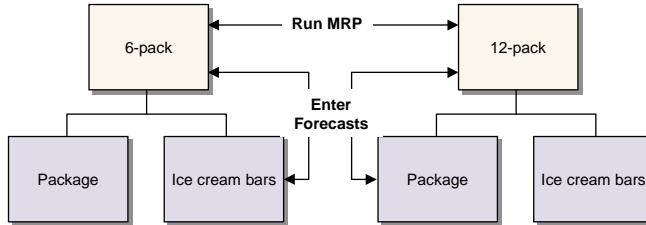
*Include Non-Nettable Inventory.* Enter No to exclude non-nettable inventory from loaded inventory balances. You can access this field only when Update Inventory QOH is Yes. Non-nettable quantities are normally excluded because they are defective, in transit, or reserved. Enter Yes to include them.

## Planning for Multilevel Operations

Transaction Data Load (33.13.1) has another useful application in companies that calculate operations plans for components as well as end items. You can use the Use Gross Requirements option to collect MRP gross requirements for the components, so that the operations plan includes the components as well as the end items.

**Example** Premium Ice Cream Company makes ice cream bars sold in packages of 6 and 12. The ice cream bars are an end item when sold individually, but a component when sold in packages. An operations plan is generated at both the bar and package levels. In Transaction Data Load (33.13.1), Gross Requirements is Yes. The system adds forecast data to the gross requirements data to determine the operations plan requirements. Figure 6.3 illustrates this multilevel planning situation.

**Fig. 6.3**  
Multilevel Operations Planning



For multilevel operations planning:

- 1 Enter sales forecasts to record all independent demands for the end item and the component.
- 2 Run MRP to calculate the gross requirements—the dependent demands for the end-item forecasts.
- 3 Use Transaction Data Load (33.13.1) to load the planning data. To load the sales forecasts, set Update Sales Forecasts to Yes. To load the MRP gross requirements, set Use Gross Requirements to Yes.

## Loading Data from Non-QAD Databases

Loading data from non-QAD databases is a distributed process. You can review and correct data as you load it, and then again after you load it into the Enterprise Operations Plan module.

### Loading Item-Site Data

You can record data in Item-Site Data Maintenance (33.13.3) manually. However, to load many records, it is more efficient to generate an ASCII file from the source database, then use the CIM programs in the System Administration module to load the file into Item-Site Data Maintenance.

See *User Guide: QAD System Administration* for information on CIM.

**Fig. 6.4**  
Item-Site Data Maintenance (33.13.3)

Item Number: 0210	Vanilla Ice Cream
Site: Geneva	Geneva, Switzerland
Data Type: F	
Effective Date: 06/13/2007	
Quantity: 5,000	UM: CS
Reference:	

**Item Number.** Enter the end-item number.

**Site.** Enter the site code.

**Data Type.** Enter F (sales forecasts), S (actual sales), W (actual production), P (production due), or I (on-hand inventory balances).

*Effective.* Enter the effective date for including the loaded data in operations planning calculations. When loading inventory quantities, you must set the effective date to the previous Monday.

*Quantity.* Enter the item quantity to load.

*Reference.* Optionally, enter a comment about the item quantity. This comment prints on the Item-Site Data Report (33.13.5).

Use two programs to view loaded item-site records.

- Item-Site Data Inquiry (33.13.4) shows records by item number, site, and data type.
- Item-Site Data Report is similar, but you can select ranges of items, sites, and effective dates.

## Consolidating Loaded Data

After you load data, you must consolidate the loaded item quantities into weekly buckets. Operations planning requires these to generate family plans, operations plans, and performance reports.

After you successfully consolidate, reduce the database size by rerunning the consolidation program to delete the original load records.

Use Item-Site Data Consolidation (33.13.6) to consolidate the loaded data.

**Fig. 6.5**  
Item-Site Data Consolidation (33.13.6)

Run a second time with this field set to Yes to save space in the database.

*Site/To.* Enter the site range.

*Item Number/To.* Enter the item number range.

*Delete Item-Site Load Records.* Enter Yes to delete previously consolidated item-site operations planning records. Do not do this until you have completed operations planning processing for the planning period.

*Include Previously Loaded Records.* Enter Yes to include previously consolidated records in this process.

## Maintaining Loaded Data

After you load planning data, review it before calculating plans or printing reports. Correct errors or update operations planning records for significant transaction changes that occurred after you loaded data.

**Note** Changes made in the Operations Plan do *not* update transaction records in other modules.

## Changing Sales Data

To change previously loaded forecast or shipment quantities, use Sales Data Maintenance (33.13.13). You can also use this program (manually or with CIM) to record sales quantities.

See *User Guide: QAD System Administration* for information on CIM.

By default, the screen displays item information in calendar weeks, but you can switch to general ledger periods.

**Warning** If you normally plan in weeks, do not change quantities in period view. If you do, the system permanently reassigns all weekly quantities to the first week of each period.

**Fig. 6.6**  
Sales Data Maintenance (33.13.13)

The screenshot shows the 'Sales Data Maintenance' window. At the top, it displays 'Sales Data Maintenance: Go To - Actions -'. Below this, the following information is shown:

- Site: London, London, England
- Start: 12/31/2007
- Item Number: 0210, Vanilla Ice Cream
- Bucket: W, Week: 1, UM: CS

The main table displays sales data for weeks 0 through 13. The columns are Week, Nbr, Sales Forecast, Actual Sales, Variance, and Variance %.

Week	Nbr	Sales Forecast	Actual Sales	Variance	Variance %
0		1500.00	0.0	0.0	
0		2000.00	0.0	0.0	
0		2200.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	

**Site.** Enter the site code.

**Start.** Enter the start date for the first calendar week or financial period. The default start date is the system date. If the date you enter is not the Monday of the week or the first day of the period, the system changes it.

**Item Number.** Enter the item number.

**Bucket.** Enter W to group item quantities into calendar weeks that start on Mondays. Enter P to group quantities into financial periods with a start date that is the first day of the period.

**Nbr.** Enter the number of the first calendar week or financial period to display. If you enter a bucket number instead of a start date, the system fills in the start date for you. The system also changes the start date to the first day of this week or period if this day is not already the start date.

**UM.** Enter the unit of measure for viewing and changing item quantities. The default unit of measure is from the item master record.

**Sales Fcst.** Enter the sales forecast quantity to update. Sales orders that consume forecasts do not automatically reduce these sales forecast totals.

**Actual Sales.** Enter the sales shipment quantity to update. You can update this only in week view. In period view, the system cannot associate shipments back to the correct week.

*Variance.* When you change item quantities, the screen recalculates quantity variances between planned and actual performance.

*Variance %.* When you change item quantities, the screen recalculates percentage variances between planned and actual performance.

## Reviewing Sales Data

Use two programs to view sales data:

- Sales Data Inquiry (33.13.14) shows sales forecast and actual sales shipment quantities by item-site.
- Sales Data Report (33.13.15) is similar, but you can select ranges of items, sites, and planning periods, and the unit of measure to display quantities.

## Changing Inventory Data

To change previously loaded target inventory levels or on-hand inventory balances, use Inventory Data Maintenance (33.13.17). You can also use this program (manually or with CIM) to record inventory quantities.

See *User Guide: QAD System Administration* for information on CIM.

By default, the screen displays item information in calendar weeks, but you can switch to GL periods.

**Warning** If you normally plan in weeks, do not change quantities in period view. If you do, the system permanently reassigns all weekly quantities to the first week of each period.

**Fig. 6.7**  
Inventory Data Maintenance (33.13.17)

Week	Nbr	Target Inventory	Actual QOH	Variance	Variance %
0	0	0.00	150.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	
0	0	0.00	0.0	0.0	

This program is very similar to Sales Data Maintenance (33.13.13). Only two fields are different:

*Target Inventory.* Enter the target inventory quantity to update.

*Actual QOH.* Enter the actual inventory balance to update. You can update this only in week view. In period view, the system cannot associate balances back to the correct week.

See “Changing Sales Data” on page 45.

**Important** If you record or change target inventory levels for the operations plan, you must set Calculate Target Inventory Level to No when you run Source Matrix Explosion (33.13.8). Otherwise, the explosion will overwrite your changes.

## Reviewing Inventory Data

Use two programs to view inventory data:

- Inventory Data Inquiry (33.13.18) shows target inventory levels and actual on-hand inventory quantities by item-site.
- Inventory Data Report (33.13.19) is similar, but you can select ranges of items, sites, and planning periods, and the unit of measure to display quantities.

## Changing Production Data

To change previously loaded production due or actual production quantities, use Production Data Maintenance (33.13.21). You can also use this program (manually or with CIM) to record production quantities.

See *User Guide: QAD System Administration* for information on CIM.

By default, the screen displays item information in calendar weeks, but you can switch to GL periods.

**Warning** If you normally plan in weeks, do not change quantities in period view. If you do, the system permanently reassigns all weekly quantities to the first week of each period.

**Fig. 6.8**  
Production Data Maintenance (33.13.21)

Week	Nbr	Production Due	Actual Production	Variance	Variance %
0		2000.00	0.0	0.0	
0		1500.00	0.0	0.0	
0		2200.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	
0		0.00	0.0	0.0	

This function is very similar to Sales Data Maintenance (33.13.13). Only two fields are different:

*Production Due*. Enter the production due quantity to update.

*Actual Production*. Enter the actual production quantity to update. You can update this only in

week view. In period view, the system cannot associate quantities back to the correct week.

See “Changing Sales Data” on page 45.

**Important** If you record or change production due quantities for the operations plan, you must set Calculate Production Due to No when you run Source Matrix Explosion (33.13.8). Otherwise, the explosion will overwrite your changes.

## Reviewing Production Data

Use two programs to view production data:

- Production Data Inquiry (33.13.22) shows production due and actual production quantities by item-site.
- Production Data Report (33.13.23) is similar, but you can select ranges of items, sites, and planning periods, and the unit of measure to display quantities.

# Family-Level Planning

This chapter describes the operations planning cycle for product families.

***Introduction to Family-Level Planning 50***

Describes how family-level operations planning is used.

***Calculating Family Plans 50***

Explains the details of using Global Consolidation to calculate a family plan.

***Maintaining Family Plans 51***

Describes how to maintain and edit family plans.

***Exploding Family Plans 55***

Explains how and why to explode family plans.

***Rolling Up End-Item Changes 57***

Explains when and how to roll up changes.

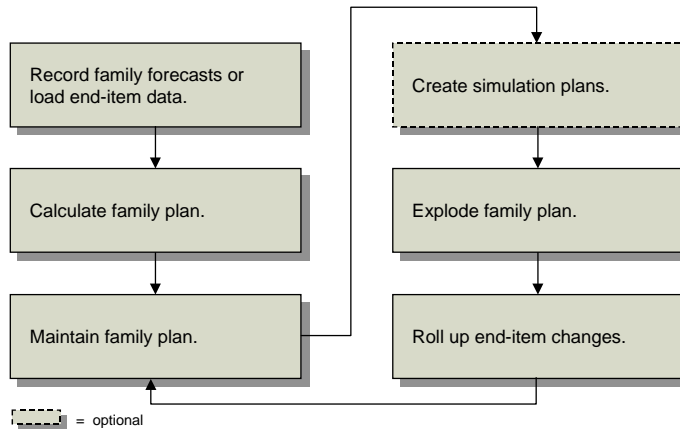
## Introduction to Family-Level Planning

Companies typically do family-level operations planning in a long- to medium-term time frame, usually six months to three years. They use it to:

- Project long-term labor, equipment, and financial commitments.
- Develop long-term material procurement plans for negotiations with strategic suppliers.

An operations plan is maintained for every family item. This plan shows sales forecasts, target inventory levels, and production demands for the planning horizon. You can view the plan from the global and site levels.

**Fig. 7.1**  
Family Processing Work Flow



For long-term planning, use Forecast Maintenance (22.1) to record sales forecasts by family and marketing site. See *User Guide: QAD Manufacturing* for details about using the Forecast/Master Plan module.

For medium-term planning, use the programs on the Item-Site Consolidation menu (33.13) to load existing end-item sales forecasts and inventory balances into the Enterprise Operations Plan module.

See Chapter 6, “Data Collection,” on page 39.

## Calculating Family Plans

Run Global Consolidation (33.7.1) to calculate the family plan. The consolidation totals marketing site sales forecasts to the global level and calculates the required target inventory and production due quantities. This plan can be based on either family or end-item sales forecasts.

- By default, the family plan is based on family-item forecasts recorded in Forecast Maintenance (22.1). The consolidation collects these from all sites in domains in this database and any connected QAD databases. If you have forecasts in non-QAD databases, load them into Forecast Maintenance in the operations planning database using the CIM load process. You typically use this method for longer-term planning.

- To roll up and consolidate end-item forecasts, first load them, plus beginning inventory balances, into the Enterprise Operations Plan module using either Transaction Data Load (33.13.1) or Item-Site Data Maintenance (33.13.3). You typically use this method for shorter-range planning.

See Chapter 6, “Data Collection,” on page 39.

You can recalculate the family plan as many times as necessary. Each calculation overwrites the effects of the previous one.

Before you load or consolidate data for the family plan, you can review planning data for family items or end items.

- To review sales forecasts, use Forecast Inquiry (22.3) or Forecast Report (22.4).
- To review inventory balances, use Stock Availability Inquiry (3.17).

**Fig. 7.2**  
Global Consolidation (33.7.1)

*Family Item.* Enter the family item number.

*Site/To.* Enter the site range.

*Year/To.* Enter a maximum range of three calendar years, starting with the current year.

*Roll Up End Items.* Enter Yes to calculate global family sales forecast from end-item forecasts and to roll up end-item inventory quantities to the family level. The rollup starts from the end-item level at the bottom of the hierarchy and works upward to the top-level family item, performing a unit-of-measure conversion at each subfamily level. The rollup also calculates the actual percentage of sales forecast that each end item or subfamily in the family-site hierarchy contributes to the family forecast. Enter No to consolidate site-level family forecasts.

*Include Actual Inventory in Calculation.* If Roll Up End Items is Yes, indicate whether the system should include on-hand inventory quantities for those items in the forecast calculations.

## Maintaining Family Plans

After you consolidate, review the family plan and verify the production due quantities against available resource capacity. Adjust production due as necessary.

Operations Plan Resource Inquiry (33.15.21) displays projected resource load for the family plan production due quantity.

**Fig. 7.3**  
Operations Plan Resource Inquiry (33.15.21)

Item Number	Site	Resource	Start	End Date	Per	Co	Output
	Milan	20000	06/11/07		1	1	PAGE
Past 06/11/07 06/18/07 06/25/07 07/02/07 07/09/07 07/16/07							
06/10/07 06/17/07 06/24/07 07/01/07 07/08/07 07/15/07 07/22/07							
Workdays		0	5	5	5	5	5
Capacity		0	55	55	55	55	55
Load		0	0	0	0	0	0
Over/Under		0	55	55	55	55	55
Cumulative		0	55	110	165	220	275
							330

**Item Number.** Enter the item number. To review resource load for all items that use this resource, leave blank.

**Site.** Enter the site code.

**Resource.** Enter the code of the critical resource to review.

**Start.** Enter the start date for reviewing information. The default start date is Monday of the current week.

**End.** Enter the end date for including information. The default end date is blank.

**Per.** Enter the multiple to use for resource load calculations. By default, the system calculates resource load based on actual available workdays and resource capacity (Per = 1). But you can reset this multiple to see how load would balance against additional capacity. The formula is:

$$(\text{Production Due} * \text{Resource Quantity Per}) \div \text{Per} * (\text{Workdays} * \text{Resource Capacity})$$

**Output.** Enter the output for the report—terminal, printer, or ASCII file name.

Click Next to view the output.

**Workdays.** The number of days in the shop calendar week, as defined in Calendar Maintenance (36.2.5).

**Capacity.** The weekly capacity for the resource, calculated as:

$$\text{Workdays in the Weekly Shop Calendar} * \text{Daily Resource Capacity}$$

The shop calendar is defined in Calendar Maintenance (36.2.5). Resource capacity is defined in Resource Maintenance (21.1).

**Load.** The weekly production load for the specified resource, calculated as:

$$\text{Production Due Quantity} * \text{Resource Quantity Per}$$

You can adjust production due in Operations Plan Maintenance (33.15.1). Resource quantity per is defined in Item Resource Bill Maintenance (21.17).

**Over/Under.** Each week's capacity shortages and availability, calculated as:

$$\text{Capacity} - \text{Load}$$

**Note** Negative figures denote shortages and positive figures denote available capacity.

**Cumulative.** The total capacity shortage or availability for the resource. This number varies, based on the start date you specify.

## Changing Family Plans

Use Global Production Maintenance (33.7.3) to view the plan and change production due quantities. You can also delete a family plan, either for an entire year, or for only specific periods within the year—for example, if an item becomes obsolete.

You can manipulate the plan at either the global or site levels. Except for sales forecasts, calculations of global and site quantities are the same.

Display item information either by calendar week or by GL period. If you normally plan in weeks, do not change production quantities in period view. If you do, the system permanently reassigns all weekly quantities to the first week of the period.

To delete a plan for an entire year, select the plan and press Delete. To delete a plan for part of the year, reset the production due quantities to zero for the affected period.

This program updates only the planning database. Other databases do not have to be connected.

**Fig. 7.4**  
Global Production Maintenance (33.7.3)

Date	Nbr	Sales Fcst	Target Inv	Prod Due	Proj QOH	Coverage
06/11/07	24	0.00	0.0	1000.00	1,000.0	12.0 *
06/18/07	25	0.00	0.0	1500.00	2,500.0	12.0 *
06/25/07	26	0.00	0.0	1200.00	3,700.0	12.0 *
07/02/07	27	0.00	0.0	2000.00	5,700.0	12.0 *
07/09/07	28	0.00	0.0	3000.00	8,700.0	12.0 *
07/16/07	29	0.00	0.0	0.00	8,700.0	12.0 *
07/23/07	30	0.00	0.0	0.00	8,700.0	12.0 *
07/30/07	31	0.00	0.0	0.00	8,700.0	12.0 *
08/06/07	32	0.00	0.0	0.00	8,700.0	12.0 *
08/13/07	33	0.00	0.0	0.00	8,700.0	12.0 *
08/20/07	34	0.00	0.0	0.00	8,700.0	12.0 *
08/27/07	35	0.00	0.0	0.00	8,700.0	12.0 *

**Family Item.** Enter the number of a top-level family item. You cannot change subfamily quantities in this screen.

**All Sites.** Enter Yes to display the global production due quantity for this family item. Enter No to display the quantity for one site.

**Site.** Enter the marketing site code. You can access this field only if All Sites is Yes.

**Start.** Enter the start date for the first calendar week or financial period. The default start date is the system date. If the date you enter is not the Monday of the week or the first day of the period, the system changes it.

**Bucket.** Enter W to group item quantities into calendar weeks that start on Mondays. Enter P to group quantities into financial periods with a start date that is the first day of the period.

*Nbr.* Enter the number of the first calendar week or financial period to display. If you enter a bucket number instead of a start date, the system fills in the start date for you. The system also changes the start date to the first day of this week or period if this day is not already the start date.

*UM.* Enter the unit of measure for viewing and changing item quantities. The default unit of measure is the one from the item master record.

*Opening QOH.* The screen displays the total opening on-hand inventory balance for all end items in the family. However, the system does not use this to calculate production due quantities.

*Sales Fcst.* Global sales forecast is the family forecast for all marketing sites in the family hierarchy. Site sales forecast is the family forecast for one marketing site. If you consolidated the plan using the Roll Up End Items option, family forecasts were calculated from forecasts for the end items in the family.

*Target Inv.* Target inventory level is the desired level of coverage specified by the family's average weeks-of-coverage factor. This quantity will be either this week's forecast, if the coverage factor is zero, or the total forecast for the number of upcoming weeks specified by the average coverage factor.

*Prod Due.* The screen displays the family item's projected production demand. The formula is:

$$(\text{Sales Forecast} + \text{Target Inventory}) - \text{Previous Week's Projected QOH}$$

For family items, previous projected QOH is zero for the first week, and production due is gross (not netted against on-hand inventory). When you change global production due (All Sites is Yes), the system recalculates global projected quantity on hand and weeks of coverage. It also distributes the effects of the change proportionately to all marketing sites.

*Proj QOH.* Initially, projected quantity on hand equals the target inventory level. When you change production due, the system recalculates it as:

$$(\text{Previous Week's Projected QOH} + \text{Production Due}) - \text{Sales Forecast}$$

For the first week, the projected QOH is the opening QOH.

*Coverage.* Initially, projected weeks of coverage is the item's average weeks-of-coverage factor. When you change production due, the system recalculates this, using the item's minimum and maximum coverage factors to project inventory shortages (–) and surpluses (+) relative to the average weeks of coverage. An asterisk (\*) indicates that projected coverage satisfies the maximum coverage requirement specified in Operations Plan Control (33.1.24).

Use two programs to review family plans:

- Global Production Inquiry (33.7.4) shows the global or site plan for the specified family item. To review the global plan, leave site blank. You can select the starting week or period and unit of measure to view quantities.
- Global Production Report (33.7.5) is similar, but you can select ranges of family items, sites, and effective years.

## Reviewing Projected Profit

As you balance the plan, use Profit Projection Report (33.7.16) to assess the potential profitability of family sales, inventory, and production. The program calculates potential gross margin associated with a family item's sales forecasts, target inventory levels, or planned production. It calculates gross margin as price minus cost.

You can view this report in different currencies and in weeks or periods. Select summary or detail mode. Summary mode shows total item-site quantity, cost, and price for the selected weeks/periods. Detail mode shows this information for each week or period.

**Fig. 7.5**  
Profit Projection Report (33.7.16)

The screenshot shows the 'Profit Projection Report' window with the following fields and values:

- Site: Milan
- Item Number: (empty)
- Product Line: FG
- Start: (empty)
- Cost Set: Standard
- Price List: (empty)
- Currency: USD
- Bucket: W
- [S]ales/[I]nv/[P]rod: S
- Summary/Detail: Detail
- To: Milan
- To: (empty)
- To: FG
- To: (empty)
- Output: (empty)
- Batch ID: (empty)

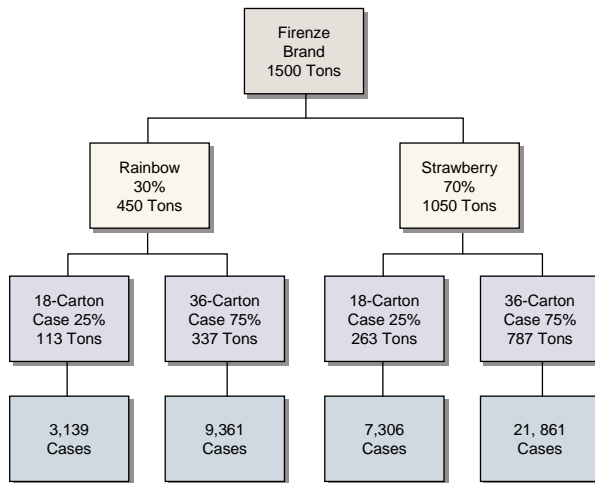
## Exploding Family Plans

After you are satisfied with the family plan, explode the dependent end-item demands out to the marketing sites. This automatically transfers control of the family production demands to the end-item level for subsequent planning and execution.

Figure 7.6 summarizes the explosion calculation, using a UM conversion of 1 metric ton = 27.778 cases. Starting from the top-level family, the explosion calculates the dependent demands for each subfamily and marketing site, converting units of measure between levels as necessary. The system stores the resulting end-item demands as sales forecast demands in the Enterprise Operations Plan module.

If you generated the family plan from family-level forecasts, use the Balance Forecasts for DRP option to preserve the link between the end-item demands and their respective marketing sites.

**Fig. 7.6**  
Explosion Calculation



## Reviewing Family Forecast Percentages

Before you explode the family plan, use Rollup Percentage Report (33.7.7) to compare planned and calculated forecast percentages. The report displays the family hierarchy's forecast percent along with the actual forecast percentages for the upcoming six weeks. The report sorts by hierarchy and subfamily level.

**Fig. 7.7**  
Rollup Percentage Report (33.7.7)

## Exploding Family Plans

Run Family Plan Explosion (33.7.14) only when you are ready to transfer control of the family production quantities down to the end-item level.

**Important** Do not record forecast quantities in Sales Data Maintenance (33.13.13) for the end items in the family before running Family Plan Explosion. If you do, the explosion will overwrite them. However, you can adjust forecast quantities after running the explosion.

**Fig. 7.8**  
Family Plan Explosion (33.7.14)

*Family Item.* Enter the family item number.

*Year/To.* Enter a maximum range of three calendar years, starting with the current year. For example, when the start year is 2002, the end year must be 2004 or less.

*Effective.* Enter the start date for including family plan quantities in the explosion. The default date is the Monday of the current week. For planning periods after this date, the explosion generates dependent demands from the family gross production quantities. It also overwrites existing end-item forecast quantities for these periods. The explosion ignores forecast quantities for planning periods prior to the date.

*Use Calc Fcst Pct.* Enter Yes to explode the plan based on actual forecast percentages updated by Global Consolidation (33.7.1). Do this if you used the Roll Up End Items option during the consolidation. Otherwise, enter No to use the subfamily percentages from Family Hierarchy Maintenance (33.3.1). To compare the two percentages, review the Rollup Percentage Report (33.7.7). See “Roll Up End Items” on page 51.

*Copy to Sales Forecast.* If you generated the family plan from family forecasts, you must set this option to Yes. The explosion then generates sales forecast records for the end-item production demands. If you do not set this option, you will not be able to trace production demands back to their respective marketing sites because MRP and DRP will not generate intersite requests for family production demands.

*Explode Family Item Target Inventory.* If Yes, target inventory calculated at the family level is exploded down the family hierarchy tree to the end-item level. If No, only family level inventory is calculated.

If you set this field to Yes here, make sure you set Calculate Target Inventory Level to No in Source Matrix Explosion (33.13.8). Otherwise, the end-item target inventory calculated by this program will be overwritten.

## Rolling Up End-Item Changes

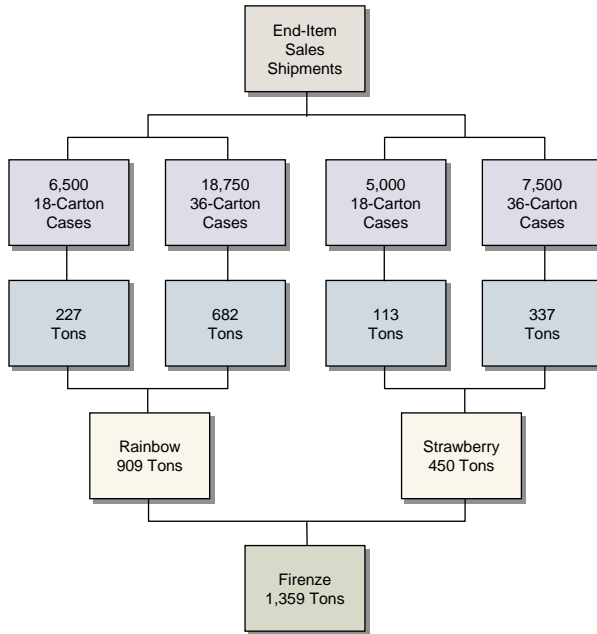
Throughout the planning process, it is important to update the family plan whenever you make changes at the end-item level. For example, you must do this whenever you change the operations plan, or you may produce too much or too little in a future week. When you update the family plan, the system converts the end-item quantity back into the equivalent family item quantity.

The system does not automatically update the family plan. You must roll up changes:

- After you finish updating operations plans for each week or period.
- Before you print performance measurement reports.

Figure 7.9 summarizes the rollup calculation, using a UM conversion of 1 case = 0.036 metric tons. The rollup updates the family projected weeks of coverage and projected quantity on hand in the family plan. For performance reporting, it also calculates the planned/actual variances and updates the actual percentage of sales in the family hierarchy.

**Fig. 7.9**  
Rollup Calculation



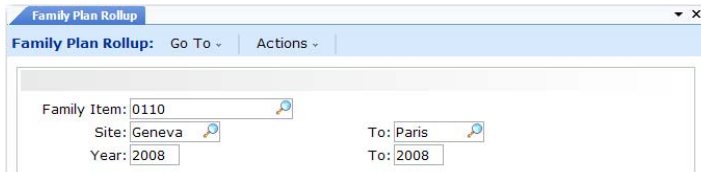
To ensure that the operations plan and family plan remain balanced, sites must define and enforce rigid procedures for executing the rollup.

### Running Family Plan Rollup

Use Family Plan Rollup (33.7.13) to roll up changes. The rollup converts end-item quantities to family item quantities based on the percentages specified in the family hierarchy. It also converts quantities to the family unit of measure, at all subfamily levels of the hierarchy.

Be sure to select all sites and years affected by the end-item changes. The rollup includes changes for all end items in the family hierarchy.

**Fig. 7.10**  
Family Plan Rollup (33.7.13)



*Family Item.* Enter the family item number.

*Site/To.* Enter the site range.

*Year/To.* Enter a maximum range of three calendar years, starting with the current year.

# End-Item Planning

This chapter describes the operations planning cycle for end items.

***Introduction to End-Item Planning* 60**

Describes when and why end-item operations planning is performed.

***Calculating Operations Plans* 60**

Describes how to calculate an item's operation plan by using Source Matrix Explosion.

***Maintaining Operations Plans* 62**

Explains how to review and edit different aspects of the operations plan.

## Introduction to End-Item Planning

Companies typically do end-item operations planning in a short- to medium-term time frame, usually zero to six months. They use it to:

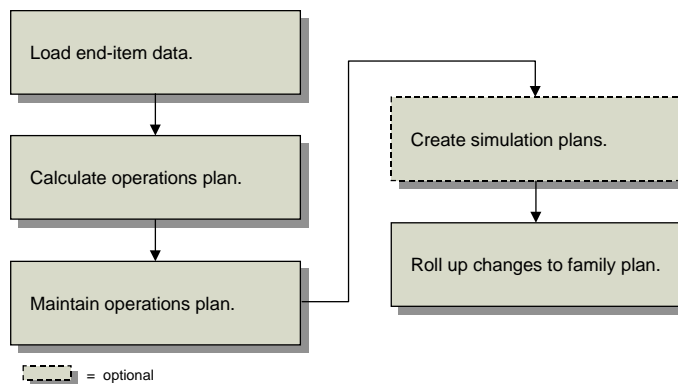
- Optimize target inventory and production levels throughout the enterprise.
- Develop production schedules for supply sites and production lines.
- Identify variances between planned and actual performance.

An operations plan is maintained for every end item. This plan shows global sales forecasts and target inventory levels and site-level production demands for the planning horizon. The end-item operations plan is the equivalent of a master production schedule.

**Important** If you use the Enterprise Operations Plan module for master scheduling, do *not* use the Forecast/Master Plan module for the same item-site.

Figure 8.1 shows how calculating and maintaining the operations plan fit into the overall family plan process.

**Fig. 8.1**  
End-Item Processing Work Flow

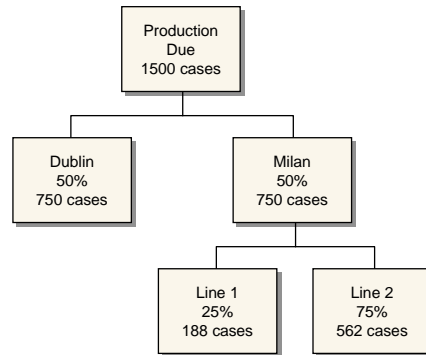


## Calculating Operations Plans

To calculate an item's operations plan, you run Source Matrix Explosion (33.13.8). This program calculates global sales forecasts, target inventory levels, and production due. It distributes production due to supply sites and production lines based on the percentages you have defined in the item source matrix and site line allocations.

**Example** A company defines a source matrix for an item specifying production of 50% in Dublin and 50% in Milan. Total production due of the item is 1500 cases. The Milan site defines site line allocations of 25% to Line 1 and 75% to Line 2. Figure 8.2 summarizes the explosion calculation.

**Fig. 8.2**  
Explosion Calculation



Several factors influence how the explosion calculates production quantities and due dates:

- The explosion assumes infinite capacity.
- By default, the explosion calculates an item's target inventory levels and production due based on upcoming sales forecasts and beginning on-hand inventory balances. However, you can set the explosion to simply consolidate manually recorded target inventory levels or even production due dates loaded from individual sites.
- You can set the explosion to adjust production due quantities based on item-site MRP order modifiers. You can also prevent the explosion from changing production due inside the item-site time fence.
- When scheduling production, the explosion automatically considers item-site lead times—safety, inspection, purchasing, and manufacturing.
- The explosion does not schedule production for non-production weeks if Move Holiday Production Backward is Yes in Operations Plan Control (33.1.24), but reschedules production backward to the Monday of the first available working week. The Control setting does not affect production scheduling for working weeks with holidays.

## Running Source Matrix Explosion

Run Source Matrix Explosion (33.13.8) to calculate the operations plan. If necessary, you can rerun the explosion. Subsequent explosions completely overwrite the effects of previous ones. The explosion takes a long time and is best run in batch.

**Fig. 8.3**  
Source Matrix Explosion (33.13.8)

*Item Number/To.* Enter the item number range.

*Start/To.* Enter the effective date range. The maximum range is three years, including the entire start year. For example, when the start year is 2002, the end year must be 2004 or less. When you specify a non-Monday start date or a non-Sunday end date, the system changes it.

*Buyer/Planner.* If you specify a value, the system processes only items assigned to this person.

*Product Line.* If you specify a value, the system processes only items belonging to this product line.

*Item Group.* If you specify a value, the system processes only items belonging to this item group.

*Item Type.* If you specify a value, the system processes only items belonging to this item type.

*Calculate Target Inventory Level.* Enter Yes to calculate target inventory levels based on item average weeks-of-coverage factors. Enter No to prevent the explosion from overwriting target inventory quantities recorded or adjusted in Inventory Data Maintenance (33.13.17).

*Calculate Production Due.* Enter Yes to calculate each item's production due quantity. Enter No to prevent the explosion from overwriting quantities recorded or adjusted in Production Data Maintenance (33.13.21).

*Use MRP Order Policies.* Enter Yes to adjust calculated production due quantities based on the supply site's item order policies and order modifiers. Enter No to calculate production due independent of these factors.

*Use Planning Time Fence.* Enter Yes to prevent the explosion from recalculating production quantities due within the item-site time fence period. This setting protects the master schedule against last-minute orders with a cumulative lead time that exceeds the available production time. Enter No to permit recalculations.

*Include Actual Inventory in Calculation.* When the global family sales forecast is calculated by Global Consolidation (33.7.1) by rolling up end items, you can choose to include or exclude the opening inventory balance in the calculation. This field has the same effect when the plan is exploded out. The field is typically set the same way in both programs.

## Maintaining Operations Plans

After you run the explosion, review the operations plan and verify the production due quantities against available resource capacity. Adjust production due as necessary.

### Reviewing Projected Resource Load

Use Operations Plan Resource Inquiry (33.15.21) to display projected resource load for the family plan production due quantity.

See page 52 for details.

## Changing Site Operations Plans

If you are a central master scheduler, use Operations Plan Maintenance (33.15.1) to view global sales forecasts and target inventory levels and to adjust production due quantities for individual supply sites. As you change quantities, the system recalculates projected quantity on hand and projected weeks of coverage.

You can also delete an operations plan, either for an entire year, or for only specific periods within the year—for example, if an item becomes obsolete.

You can display item information either by calendar week or by general ledger period. If you normally plan in weeks, do not change production quantities in period view. If you do, the system permanently reassigns all weekly quantities to the first week of the period.

To delete a plan for an entire year, choose the plan and press Delete. To delete a plan for part of the year, reset the production due quantities to zero for the affected period.

**Fig. 8.4**  
Operations Plan Maintenance (33.15.1)

Date	Nbr	Global Sales Fcst	Global Target Inv	Site Prod Due	Global Proj QOH	Proj Coverage
06/11/07	24	200000.00	0.0	50000.00	-150,000.0	0.0
06/18/07	25	220000.00	0.0	30000.00	-340,000.0	0.0
06/25/07	26	0.00	0.0	100000.00	-240,000.0	0.0
07/02/07	27	0.00	0.0	0.00	-240,000.0	0.0
07/09/07	28	0.00	0.0	0.00	-240,000.0	0.0
07/16/07	29	0.00	0.0	0.00	-240,000.0	0.0
07/23/07	30	0.00	0.0	0.00	-240,000.0	0.0
07/30/07	31	0.00	0.0	0.00	-240,000.0	0.0
08/06/07	32	0.00	0.0	0.00	-240,000.0	0.0
08/13/07	33	0.00	0.0	0.00	-240,000.0	0.0
08/20/07	34	0.00	0.0	0.00	-240,000.0	0.0
08/27/07	35	0.00	0.0	0.00	-240,000.0	0.0

**Site.** Enter the supply site code.

**Start.** Enter the start date for the first calendar week or financial period. The default start date is the system date. If the date you enter is not the Monday of the week or the first day of the period, the system changes it.

**Item Number.** Enter the end-item number.

**Bucket.** Enter W to group item quantities into calendar weeks that start on Mondays. Enter P to group quantities into financial periods with a start date that is the first day of the period.

**Nbr.** Enter the number of the first calendar week or financial period to display. If you enter a bucket number instead of a start date, the system fills in the start date for you. The system also changes the start date to the first day of this week or period if this day is not already the start date.

**UM.** Enter the unit of measure for viewing and changing item quantities. The default unit of measure is the one from the item master record.

*Opening QOH.* The screen displays the item's opening on-hand inventory balance.

*Sales Fcst.* The screen displays the item's consolidated demand from all marketing sites. These global sales forecasts can originate from either end-item sales forecasts or dependent end-item demand calculated by Family Plan Explosion (33.7.14).

*Target Inv.* The screen displays the item's consolidated target inventory level for all sites, based on the average weeks-of-coverage factor or on quantities recorded for individual sites.

*Prod Due.* The screen displays the item's projected production demand for the supply site. The formula is:

$$(Sales\ Forecast + Target\ Inventory) - Previous\ Week's\ Projected\ QOH$$

For the first week, the previous projected QOH equals the opening QOH. When you change this quantity, the system recalculates global projected quantity on hand and weeks of coverage.

*Proj QOH.* Initially, projected quantity on hand equals the target inventory level. For the first week, the projected QOH is the opening QOH. When you change production due, the system recalculates it as:

$$[(Previous\ Week's\ Projected\ QOH + Production\ Due) - Sales\ Forecast]$$

*Coverage.* Initially, projected weeks of coverage is the item's average weeks-of-coverage factor. When you change production due, the system recalculates this, using the item's minimum and maximum coverage factors to project inventory shortages (–) and surpluses (+) relative to the average weeks of coverage. An asterisk (\*) indicates that projected coverage satisfies the maximum coverage requirement specified in Operations Plan Control (33.1.24).

## Reviewing Site Operations Plans

Use three programs to review plans:

- Operations Plan Inquiry (33.15.2) shows an item's site operations plan much as it appears on the Operations Plan Maintenance (33.15.1) screen.
- Operations Plan Summary Report (33.15.3) shows plans for ranges of items, which you can select by starting plan week, product line, item group, item type, and buyer/planner. You can include only items whose projected coverage is greater or less than the average coverage factor.
- Operations Plan Detail Report (33.15.4) shows plan weeks as vertical rather than horizontal columns.

## Changing Line Operations Plans

If you are a master scheduler at a supply site, use Operations Plan Line Maintenance (33.15.6) to view global sales forecasts and target inventory levels and to adjust production due quantities for production lines.

The screen can display item information either by calendar week or by general ledger period. If you normally plan in weeks, do not change production quantities in period view. If you do, the system permanently reassigns all weekly quantities to the first week of the period.

By default, the screen displays production due in item quantities, but you can switch to production hours. By default, the screen displays quantities in the inventory unit of measure, but you can change to any other unit of measure.

To delete a plan for an entire year, choose the plan and press Delete. To delete a plan for part of the year, reset the production due quantities to zero for the affected period.

**Fig. 8.5**  
Operations Plan Line Maintenance (33.15.6)

Date	Nbr	Global Sales Fcst	Site Prod Due	Site Prod Hrs	Global Proj QOH	Proj Cov	Avail Shift Hrs
06/25/07	26	200.00	150.00	150.00	-50.00	0.0	0
07/02/07	27	220.00	220.00	220.00	-50.00	0.0	0
07/09/07	28	0.00	0.00	0.00	-50.00	0.0	0
07/16/07	29	0.00	0.00	0.00	-50.00	0.0	0
07/23/07	30	0.00	0.00	0.00	-50.00	0.0	0
07/30/07	31	0.00	0.00	0.00	-50.00	0.0	0
08/06/07	32	0.00	0.00	0.00	-50.00	0.0	0
08/13/07	33	0.00	0.00	0.00	-50.00	0.0	0
08/20/07	34	0.00	0.00	0.00	-50.00	0.0	0
08/27/07	35	0.00	0.00	0.00	-50.00	0.0	0
09/03/07	36	0.00	0.00	0.00	-50.00	0.0	0
09/10/07	37	0.00	0.00	0.00	-50.00	0.0	0

This program is very similar to Operations Plan Maintenance (33.15.1). It includes several additional fields.

See page 63.

*Hrs.* Enter Yes to update production hours. Enter No to update production quantities.

*Prod Due.* Production due quantity for the line. You can update this column if Hrs is No. The system calculates line production due from the site production due, based on the percentages defined in Line Allocation Maintenance (33.5.17). When you change production due, the screen recalculates global projected quantity on hand and weeks of coverage.

*Prod Hrs.* Projected line production hours for the production due quantity. You can update this column if Hrs is Yes. The system calculates projected production hours as:

*Line Production Due Quantity ÷ Hourly Line Production Rate*

Production rates are defined in Production Line Maintenance (18.1.1).

*Shift Hours.* Number of weekly shift hours available for production. The system calculates shift hours based on holidays from Holiday Maintenance (36.2.1) and the shift calendar from Shift Maintenance (18.1.22) or shop calendar from Calendar Maintenance (36.2.5).

## Reviewing Line Operations Plans

Use Operations Plan Line Inquiry (33.15.7) to view an item's line operations plan.

## Changing Line Schedules

Line Utilization Maintenance (33.15.9) helps you balance the operations plan against available line capacity. You can view and change scheduled production in either hours or quantities. As you make changes, the screen recalculates coverage, capacity, and utilization.

The program includes three screens:

- In the selection screen, you specify the production line and first item and planning week to review.
- In the summary screen, you can review and adjust production schedules for multiple items.
- In the detail screen, you can view additional global plan information on the selected item, as well as adjust production.

### Selection Screen

**Fig. 8.6**  
Line Utilization Maintenance (33.15.9), Selection Screen

The screenshot shows a software window titled "Line Utilization Maintenance". The window has a menu bar with "Go To" and "Actions" options. The main content area is divided into several sections:

- Site:** Milan
- Production Line:** 001
- Item Number:** (empty)
- Unit of Measure:** (empty)
- Start:** 08/27/2007
- Week:** 35
- Display Options:**
  - Production in (W)eeks/(D)ates:Weeks
  - Qty/Hrs:Qty

**Site.** Enter the supply site code.

**Production Line.** Enter the code of the production line with production quantities you want to view or update.

**Item Number.** Enter the end-item number, or leave this field blank to choose all items on the line.

**UM.** Enter the unit of measure for viewing and changing item quantities. The default unit of measure is the one from the item master record.

**Start.** Enter the start date for the first calendar week or financial period. The default start date is the system date. If the date you enter is not the Monday of the week or the first day of the period, the system changes it.

**Week.** Enter the number of the planning week.

**Production in Weeks/Dates.** Enter W to view production by weeks. Enter D to view production by the Monday date of the week. This option determines the headings in the item summary and item detail screens.

**Production in Qty/Hrs.** Enter Q to update production quantities. Enter H to update production hours. You can change this option in the item summary and item detail screens.

To move to the summary screen, click Next once. To move to the detail screen, click Next twice.

## Item Summary Screen

**Table 8.1**

Navigating in the Item Summary Screen

Action	Navigation Commands
Switch between production quantities and production hours	Change Qty/Hrs field
Move between item numbers	Page Up or Page Down
Access scheduled line production fields	Enter from Qty/Hrs field
Choose a group of weeks to display	Next, Previous, or Tab
Save and return to Item Number field	Go or Enter from last displayed line production field
Move between line production fields without saving	Next or Previous
Display columns for next four weeks	Tab
Move to item detail screen	Click Next twice from Item Number field

**Fig. 8.7**

Line Utilization Maintenance, Item Summary Screen

Site Prod Due	Weeks of Coverage	Sched Lines				
Item Number/Desc	LT	26	27	28	29	30
0210	0	700.00	525.00	770.00	700.00	700.00
Vanilla Ice Cream	1.3	+	1.0	+	12.0	*
CS	Qty	700.00	525.00	770.00	700.00	700.00
Site: Milan	Free Hrs:	- 2.80	- 2.10	- 3.08	- 2.80	- 2.80
Available Shift Hours:		0.00	0.00	0.00	0.00	0.00
Line: 001	Util:	?	?	?	?	?

**Item Number.** Enter the end-item number.

**Qty/Hrs.** Enter Q to update production quantities. Enter H to update production hours. Afterward, press Enter to access the production schedule fields. Or, click Next to move on to the item detail screen.

**LT.** The screen displays the item-site's lead time (safety, inspection, purchasing, and manufacturing), which the initial plan calculation used to set production release dates.

**Site Production Due.** The screen displays the item's production due quantity for the supply site. The system calculates production due as:

$$[(\text{Sales Forecast} + \text{Target Inventory}) - \text{Previous Week's Projected QOH}]$$

For the first week, the previous projected QOH equals the opening QOH. When you change site production due, the system recalculates projected quantity on hand, weeks of coverage, free/available shift hours, and utilization.

**Weeks of Coverage.** The screen initially displays the item's average weeks-of-coverage factor. When you change production due, the system recalculates this, using the item's minimum and maximum coverage factors to project inventory shortages (-) and surpluses (+) relative to the average weeks of coverage. An asterisk (\*) indicates that projected coverage satisfies the maximum coverage requirement specified in Operations Plan Control (33.1.24).

**Sched Line Production.** The screen displays production hours or production quantities for the item and line, depending on how you set the Qty/Hrs field. When you change scheduled line production, the screen recalculates free hours, available shift hours, and line utilization.

**Site.** The screen displays the site code for the production line and item.

**Free Hrs.** The screen displays the number of shift hours not yet allocated to production. The system calculates free hours as:

$$(Available\ Shift\ Hours - Projected\ Production\ Hours)$$

**Available Shift Hours.** The screen displays the number of weekly shift hours available for production. The system calculates shift hours based on holidays from Holiday Maintenance (36.2.1) and the shift calendar from Shift Maintenance (18.1.22) or shop calendar from Calendar Maintenance (36.2.5).

**Line.** The screen displays the production line code.

**Util.** The screen displays the total line utilization percentage or projected consumption of available production line capacity. The line utilization percentage is:

$$Line\ Production\ Due\ Qty \div Weekly\ Line\ Capacity$$

Line capacity is:

$$Available\ Shift\ Hours * Line\ Production\ Rate$$

From the Site Production Due field, click Next or press Enter to save your changes and return to the Item Number field.

### Item Detail Screen

Navigation in this screen is much the same as in the item summary screen.

See page 67.

**Fig. 8.8**  
Line Utilization Maintenance, Item Detail Screen

Item Detail		Vanilla Ice Cream			Qty/Hrs:Qty	
Item Number: 0210	Minimum: 0	Avg Cov: 0	Maximum: 0	UM: CS	LT: 0	
Opening QOH: 2100.0	26	27	28	29	30	
Global Sales Forecast:	1500.00	2000.00	2200.00	1500.00	0.00	
Site Production Due:	700.00	525.00	770.00	700.00	700.00	
Sched Line Quantity:	<input type="text" value="700.00"/>	<input type="text" value="525.00"/>	<input type="text" value="770.00"/>	<input type="text" value="700.00"/>	<input type="text" value="700.00"/>	
Scheduled Line Hours:	2.80	2.10	3.08	2.80	2.80	
Projected QOH:	2600.00	2100.00	2100.00	2600.00	4600.00	
Weeks of Coverage:	1.3 +	1.0 +	12.0 *	12.0 *	12.0 *	
Item Utilization:	?	?	?	?	?	
Site: Milan	Free Hrs:	- 2.80	- 2.10	- 3.08	- 2.80	- 2.80
Available Shift Hours:		0.00	0.00	0.00	0.00	0.00
Line: 001	Util:	?	?	?	?	?

**Item Number.** Enter the end-item number.

**Qty/Hrs.** Enter Q to update production quantities. Enter H to update production hours. Afterward, press Enter to access the production schedule fields. Or, click Next to move on to the item detail screen.

**Opening QOH.** The item's opening on-hand inventory balance.

**Min Wks.** The item's minimum weeks-of-coverage factor from Coverage by Date Maintenance (33.5.5), if any, or from Weeks of Coverage Maintenance (33.5.1). The system uses this factor to calculate projected inventory shortages.

**Avg Wks.** The item's average weeks-of-coverage factor from Coverage by Date Maintenance (33.5.5), if any, or from Weeks of Coverage Maintenance (33.5.1).

**Max Wks.** The item's maximum weeks-of-coverage factor from Coverage by Date Maintenance (33.5.5), if any, or from Weeks of Coverage Maintenance (33.5.1). The system uses this factor to calculate projected inventory surpluses.

**UM.** The inventory unit of measure from the item master record.

**LT.** The item-site's lead time (safety, inspection, purchasing, and manufacturing), which the initial plan calculation used to set production release dates.

**Global Sales Forecast.** The item's consolidated demand from all marketing sites. These global sales forecasts can originate from either end-item sales forecasts or dependent end-item demand calculated by Family Plan Explosion (33.7.14).

**Site Production Due.** The item's production due quantity for the supply site. The system calculates production due as:

*(Sales Forecast + Target Inventory) – Previous Week's Projected QOH*

For the first week, the previous projected QOH equals the opening QOH. When you change site production due, the system recalculates projected quantity on hand, weeks of coverage, free/available shift hours, and utilization.

**Sched Line Quantity.** The item quantity scheduled for the production line for the week or Monday date. The system calculates the line production due using the percentages defined in Line Allocation Maintenance (33.5.17). To update this field, set Qty/Hrs to Qty. When you change the quantity, the system recalculates the global projected quantity on hand, weeks of coverage, item and line utilization, available shift hours and free hours.

**Scheduled Line Hours.** The number of production hours scheduled for the production line for the week or Monday date. The system calculates projected production hours as:

*Line Production Due Quantity ÷ Hourly Line Production Rate*

Hourly line production rates are defined in Production Line Maintenance (18.1.1). To update this field, set Qty/Hrs to Hrs. When you change the hours, the system recalculates the global projected quantity on hand, weeks of coverage, item and line utilization, available shift hours and free hours.

**Projected QOH.** The item's global projected on-hand inventory quantity. The system calculates projected quantity on hand as:

*(Previous Week's Projected QOH + Production Due) – Sales Forecast*

For the first week, the projected QOH is the opening QOH.

**Weeks of Coverage.** The screen initially displays the item's average weeks-of-coverage factor. When you change production due, the system recalculates this, using the item's minimum and maximum coverage factors to project inventory shortages (–) and surpluses (+) relative to the average weeks of coverage. An asterisk (\*) indicates that projected coverage satisfies the maximum coverage requirement specified in Operations Plan Control (33.1.24).

**Item Utilization.** The percentage of total available line capacity currently utilized by this item. The system recalculates this if you change Sched Line Qty or Sched Line Hrs.

**Site.** The site code for the production line and item.

**Free Hrs.** The number of shift hours not yet allocated to production. The system calculates free hours as:

*Available Shift Hours – Projected Production Hours*

**Available Shift Hours.** The number of weekly shift hours available for production. The system calculates shift hours based on holidays from Holiday Maintenance (36.2.1) and the shift calendar from Shift Maintenance (18.1.22) or shop calendar from Calendar Maintenance (36.2.5).

**Line.** The production line code.

**Util.** The total line utilization percentage or projected consumption of available production line capacity. The line utilization percentage is:

*Line Production Due Qty ÷ Weekly Line Capacity*

Line capacity is:

*Available Shift Hours \* Line Production Rate*

From any scheduled line field, click Next or Enter to save your changes and return to the item summary screen.

## Reviewing Line Schedules

Line Utilization Summary Report (33.15.10) shows line scheduling information for a range of sites and production lines. You can print production due in either item quantities or line production hours.

## Reviewing Projected Inventory Coverage

Two reports show data on projected inventory coverage.

- Coverage Detail Report (33.15.19) has three columns that group operations plan data by week. Each column shows global sales forecasts, site production due, global projected quantity on hand, and global weeks of coverage.
- Coverage Summary Report (33.15.20) has three columns that group operations plan data by category. Each column shows global sales forecasts, site production due, and global weeks of coverage.

Both reports show up to three weeks of data plus opening quantity on hand for each item, and both sort and total by product line, item group, and item.

## Reviewing Site Utilization

Site Utilization Inquiry (33.15.12) shows line utilization for one or all production lines in a site.

## Reviewing Production Labor Hours

Production Labor Inquiry (33.15.11) shows projected labor hours required to execute scheduled line production. This inquiry calculates total site labor hours based on the run crew size specified in Production Line Maintenance (18.1.1).



# Transfer of Production Demands

This chapter describes how to transfer operations plan production demands to work orders, purchase requisitions, and repetitive schedules. It also describes activities required for subsequent processing by MRP/DRP.

***Introduction to Demand Transfer 74***

Explains when and why control of the production demands can be transferred into other modules.

***Exploding the Operations Plan into Orders 74***

Describes why and how to explode the operations plan using Operations Plan Explosion.

***Approving Orders to Other Modules 76***

Describes why and how to approve orders.

***Balancing Target Inventory Levels and MRP 78***

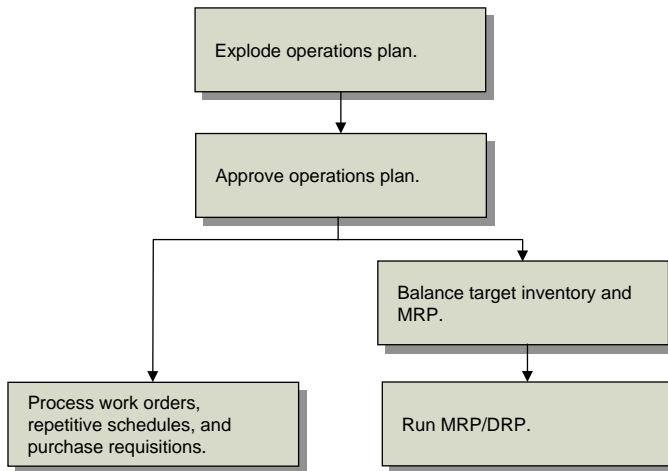
Describes why and how to balance target inventory levels and MRP.

## Introduction to Demand Transfer

The operations plan is the equivalent of a master production schedule. Once you are satisfied with the plan, you can transfer control of the production demands directly into the processing cycles of other modules. You can approve production demands as work orders, repetitive schedules, or purchase requisitions. This saves time, minimizes downstream processing, and decreases the likelihood of errors.

Figure 9.1 shows the work flow for transferring the operations plan.

**Fig. 9.1**  
Transfer Work Flow

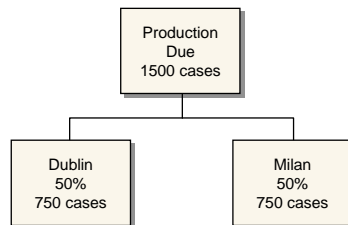


## Exploding the Operations Plan into Orders

You must explode the production demands calculated in the operations plan to the supply sites that will manufacture or purchase the items.

Figure 9.2 shows the explosion calculation. For most items, the explosion creates firm planned orders for the production due quantities in the operations plan.

**Fig. 9.2**  
Explosion Calculation



For co-product and by-product items, the explosion creates batch work orders (Status B) for the base process. The explosion does not create work orders for co-products or by-products. When you change the work order status from B to F, the system generates firm planned work order sets for the co-products and by-products associated with the base process.

Outside of the Enterprise Operations Plan module, these orders have the status firm planned. The system distinguishes operations plan orders from other orders by a special remark (OpsPlan). In form and function, these orders resemble master schedule orders.

However, within the Enterprise Operations Plan module, these orders behave more like MRP planned orders—that is, subsequent operations plan explosions will still add, delete, or change them.

The explosion assigns the orders to the supply sites designated in the item source matrix. It sets order due dates to the Monday of the week. It calculates release dates by offsetting item lead times from the due date.

**Note** The explosion transfers information only to sites in domains in this database or in connected QAD databases. To distribute orders to non-QAD databases, send the output to a file. You can then translate this file to Open Application Group (OAG) or Application Linking and Embedding (ALE) standards.

## Running Operations Plan Explosion

Use Operations Plan Explosion (33.15.13) to explode the operations plan. Whenever you change the operations plan, rerun the explosion to change the original records and create new firm planned orders. You can rerun the explosion as often as necessary. Subsequent explosions ignore previously approved items.

To review or change orders generated by the explosion, use the Work Orders module. For base process items, run Multiple WO Status Change (16.8) to change the order status from batch (B) to firm planned (F). This generates the firm planned orders for co-products and by-products associated with the base process. You must change the work order status before you can approve these orders in the Enterprise Operations Plan module.

Exploded orders also update projected quantity on hand, planned orders due, and planned order release quantities in MRP records. To review MRP records after an explosion, use one of the inquiries or reports in the Material Requirements Plan module.

**Fig. 9.3**  
Operations Plan Explosion (33.15.13)

*Item Number/To.* Enter the item number range.

*Site/To.* Enter the site range.

*Effective/To.* Enter the effective date range. When you specify a non-Monday start date or a non-Sunday end date, the system changes it.

*Product Line.* If you specify a value, the system processes only items belonging to this product line.

*Item Group.* If you specify a value, the system processes only items belonging to this item group.

*Buyer/Planner.* If you specify a value, the system processes only items assigned to this person.

*Use Planning Time Fence.* Enter Yes to prevent the explosion from recalculating production quantities due within the item-site time fence period. This setting protects the master schedule against last-minute orders with a cumulative lead time that exceeds the available production time. Enter No to permit recalculations.

*Regenerate Firm Planned Orders.* Enter Yes to regenerate operations plan orders created by earlier explosions. Enter No to run a net-change explosion. If you run the explosion and later change production due quantities in the operations plan, the system automatically updates production quantities on the corresponding orders, regardless of how you set this option. The system also updates the orders if you change the order due date or release date. However, the system does not update orders if you change other information that affects them, such as item lead times. Whenever you make changes like these, enter Yes.

## Approving Orders to Other Modules

Once the production demands are exploded to the supply sites, they are almost ready for manufacturing and purchasing.

The last step is for each supply site to approve its exploded work orders. Approval freezes order quantities against subsequent replanning by operations planning. Approval also converts the demands to the correct form for subsequent manufacturing or purchasing activity—that is, to firm planned work orders, repetitive schedules, or purchase requisitions.

Many companies have a management authorization process for production demands. Manufacturing and purchasing can process these demands only after management has reviewed and approved them. Generally, you approve orders with due dates that are inside the item time fence.

In multi-domain environments, local schedulers approve orders from the central planning domain. If this is in a different database, the system automatically switches to the local planning database.

**Important** Approval is irreversible. Once you approve an operations plan order, you cannot change or re-explode it. To restrict unauthorized access, set up appropriate role permissions. See *User Guide: QAD Security and Controls* for security details.

Approval converts the operations plan firm planned orders into one of three formats:

- Firm planned work orders. The approval updates the existing exploded firm planned orders to prevent subsequent plan explosions from changing them. It also changes the work order remark to Ops Plan Approved.
- Repetitive schedules. The approval places each week's production quantities into a repetitive schedule due on the Monday of the week. You must then manually redistribute this quantity across the rest of the week.

Repetitive schedule approvals overwrite existing repetitive schedule quantities for the Mondays of the weeks. However, they do not overwrite quantities for the remaining days of the weeks.

See *User Guide: QAD Manufacturing* for details on work orders and repetitive.

- Purchase requisitions. The approval generates purchase requisitions, which you can later convert to purchase orders. See *User Guide: QAD Purchasing* for details on purchase requisitions.

## Running Operations Plan Approval

Use Operations Plan Approval (33.15.14) to approve individual orders or items in a chosen range. There are two frames:

- In the first, choose groups of orders for approval.
- In the second, modify the selection for individual orders.

After approval, adjust due dates, release dates, quantities, or other information with the appropriate maintenance programs in the Work Orders, Repetitive, or Purchasing module.

**Fig. 9.4**  
Operations Plan Approval (33.15.14), Selection Criteria

*Item Number/To.* Enter the item number range.

*Site/To.* Enter the site range.

*Production Line/To.* Enter the production line range.

*Start/To.* Enter the effective date range. When you specify a non-Monday start date or a non-Sunday end date, the system changes it. Enter the effective date range for the load. When you specify a non-Monday start date or a non-Sunday end date, the system changes it. To load inventory quantities for a planning week, you must set the effective date to the Monday of the previous week.

**Note** The ending inventory of the prior week becomes the beginning projected available inventory for the current planning week.

*Buyer/Planner.* If you specify a value, the system processes only items assigned to this person.

*Default Approve.* Enter Yes to approve most or all orders. You can exclude individual orders in the second approval screen. Enter No to choose orders manually.

*Include Zero Requirements.* Enter No to exclude zero-quantity work orders. Enter Yes to include them.

*Ignore Pur/Mfg Code.* Enter No to approve orders only to formats appropriate for the item master purchase/manufacture code, and to choose only orders appropriate for the approval method. Enter Yes to approve all orders.

*Use Planning Time Fence.* Enter Yes to choose only orders due in the immediate future. Enter No to choose all orders regardless of due date.

*Method.* Enter 1 to approve operations plan orders as firm planned work orders, 2 to approve orders as repetitive schedules, or 3 to approve orders as purchase requisitions. To prevent the system from approving orders to formats inappropriate for their item purchase/manufacture code, set Ignore Pur/Mfg Code to No.

Click Next to proceed to the order selection screen.

**Fig. 9.5**  
Operations Plan Approval (33.15.14), Order Selection

Item Number	Site	Due Date	Quantity	Appr
0210	London	06/25/07	1,500.0	<input checked="" type="checkbox"/>

## Running Operations Plan Batch Approval

Use Operations Plan Batch Approval (33.15.15) to approve ranges of orders in batch. This program is similar to Operations Plan Approval, but only one frame displays and it includes an Output and Batch ID field.

## Balancing Target Inventory Levels and MRP

Before you run MRP/DRP, you must compensate for a gap between operations planning and MRP/DRP processing—target inventory. If you do not, MRP/DRP will later generate erroneous order cancellation messages in supply sites.

Operations planning generates orders for both sales forecasts and target inventory. But MRP/DRP generates orders only for sales forecasts. When it encounters target inventory orders, it cannot link them back to specific sales forecasts.

To prevent the error messages, you must usually run Balance Target Inventory and MRP (33.15.17) after you explode the operations plan. Run this utility for all marketing sites, in all domains that run MRP/DRP.

**Note** You do not need to run the utility for items with an average weeks-of-coverage factor of zero. There is always a one-to-one correspondence between each week's target inventory levels and sales forecasts.

The utility generates seasonal build demands for the marketing site. The seasonal build quantity matches the target inventory level. The combined sales forecast plus seasonal build equals the MRP planned orders for the operations planning production demands.

After running the utility, you can use Seasonal Build Maintenance (22.9) to adjust seasonal build quantities or other information.

**Fig. 9.6**  
Balance Target Inventory and MRP (33.15.17)

The screenshot shows a software window titled "Balance Target Inventory and MRP: Go To - Actions -". Inside the window, there are several input fields and a checkbox. The fields are arranged in two columns. The left column contains: "Item Number:" with the value "0210", "Site:", "Effective Date:" with the value "06/15/2007", "Product Line:", "Item Group:", "Buyer/Planner:", and "Update Changes Only:" with a checked checkbox. The right column contains: "To:" with the value "0210", "To:", "To:" with the value "09/13/2007", "Output:", and "Batch ID:". Each input field has a small magnifying glass icon to its right. The window has a standard Windows-style title bar and a menu bar with "Go To" and "Actions" options.

*Item Number/To.* Enter the item number range.

*Site/To.* Enter the site range.

*Effective/To.* Enter the effective date range. When you specify a non-Monday start date or a non-Sunday end date, the system changes it.

*Product Line.* If you specify a value, the system processes only items belonging to this product line.

*Item Group.* If you specify a value, the system processes only items belonging to this item group.

*Buyer/Planner.* If you specify a value, the system processes only items assigned to this person.

*Update Changes Only.* Enter Yes to prevent the utility from duplicating previously created seasonal build quantities. Enter Yes if you rerun the utility for a planning period. Enter No only if you must re-create seasonal build quantities.



# Performance Measurement

Operations Plan includes programs that report on actual vs planned sales, inventory, and production performance.

At the departmental level, sales and marketing managers want to know how accurately they forecasted sales. Inventory managers want to know whether actual balances were in line with target levels. Production managers want to know whether actual production met the projected requirement. At the corporate level, master schedulers want to see global and site-level family and end-item sales, inventory, and production.

After you have rolled up end-item changes to the family plan, you can use several inquiries and reports to track performance in these areas.

## Reviewing Actual vs. Planned Sales

- Sales Data Inquiry (33.19.1) shows sales forecasts, actual sales, and variances for individual item-sites. You can use this inquiry for both family items and end items. You can view quantities by week or fiscal period and in any item unit of measure.
- Sales Data Report (33.19.2) shows the same information for ranges of items, sites, and planning periods.

## Reviewing Actual vs. Planned Inventory

- Inventory Data Inquiry (33.19.4) shows target inventory, actual quantity on hand, and variances for individual item-sites. You can use this inquiry for both family items and end items. You can view quantities by week or fiscal period and in any item unit of measure.
- Inventory Data Report (33.19.5) shows the same information for ranges of items, sites, and planning periods.

## Reviewing Actual vs. Planned Production

- Production Data Inquiry (33.19.7) shows production due, actual production, and variances for individual item-sites. You can use this inquiry for both family items and end items. You can view quantities by week or fiscal period and in any item unit of measure.
- Production Data Report (33.19.8) shows the same information for ranges of items, sites, and planning periods.

## Reviewing Global Actual vs. Planned Performance

- Performance Inquiry (33.19.13) shows actual, planned, and variance quantities for sales, inventory, and production. You can use this inquiry for both family items and end items. You can view quantities by week or fiscal period, and in any item unit of measure.
- Performance Report (33.19.14) is similar but shows information for ranges of items, sites, and planning periods.

# Simulation Planning

This chapter describes activities required to generate and maintain simulation plans for family items and end items.

***Introduction to Simulation Planning 84***

Outlines the kinds of plans that can be simulated and displays a simulation planning work flow.

***Creating Simulation Plans 84***

Describes how to create a simulation plan from a family, operations, or other simulation plan using Copy Plan to Simulation.

***Maintaining Simulation Plans 85***

Describes how to maintain and change simulation plans, change line simulation plans, and change simulation line schedules.

***Copying Simulation Plans to Active Plans 87***

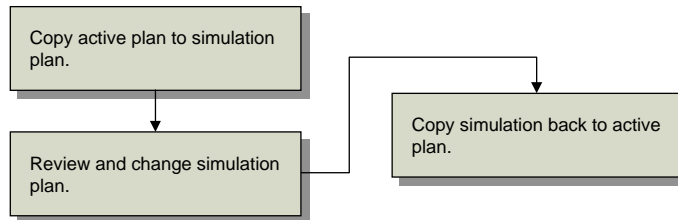
Explains how to use Copy Simulation to Plan to copy plans over other active plans.

## Introduction to Simulation Planning

During the plan review process, it can be helpful to experiment with the effects of changing production due quantities. You can create simulations of both family and operations plans.

Figure 11.1 shows the simulation planning work flow.

**Fig. 11.1**  
Simulation Planning Work Flow



## Creating Simulation Plans

To create simulation plans from an active family plan, operations plan, or another simulation plan, use Copy Plan to Simulation (33.17.1). This program copies sales forecasts, target inventory levels, and production due quantities. However, it does not copy projected quantity on hand or weeks of coverage. When you change quantities in the simulation plan maintenance programs, the system recalculates these.

**Note** You cannot change weeks of coverage or other plan calculation factors in full-scale simulation mode. However, you can save the active plan to a simulation table, change the factors and recalculate the plan. Then, if necessary, copy the stored plan back. Obviously, if you do this, you must institute appropriate procedural controls.

You can generate an unlimited number of simulation plans.

**Fig. 11.2**  
Copy Plan to Simulation (33.17.1)

*Plan ID.* Enter a code (maximum eight characters) to identify the simulation plan.

*Item Number/To.* Enter the item number range.

*Year/To.* Enter a maximum range of three calendar years, starting with the current year.

*Buyer/Planner.* If you specify a value, the system processes only items assigned to this person.

*Product Line.* If you specify a value, the system processes only items belonging to this product line.

*Item Group.* If you specify a value, the system processes only items belonging to this item group.

*Item Type.* If you specify a value, the system processes only items belonging to this item type.

*Overwrite Existing Plan.* Enter Yes to overwrite previously generated simulation plan records for the selected items, plan years, and so on. Enter No to preserve the previous plan records in the new simulation plan.

## Maintaining Simulation Plans

Like operations plans, you can manipulate simulation plans at the site and production line levels.

### Changing Site Simulation Plans

To view the plan and simulate changes to production due quantities, use Simulation Plan Maintenance (33.17.13). To help you make more informed decisions, the screen displays the global sales forecasts and global target inventory levels. As you change quantities, the system recalculates projected quantity on hand and projected weeks of coverage.

You can also use Simulation Plan Maintenance to delete a simulation plan, either for an entire year, or for only specific periods within the year. For example, you may have to do this if an item becomes obsolete.

**Fig. 11.3**  
Simulation Plan Maintenance (33.17.13)

Date	Nbr	Global Sales Fcst	Global Target Inv	Site Prod Due	Global Proj QOH	Proj Coverage
06/11/07	24	2000.00	0.0	1500.00	-500.0	0.0
06/18/07	25	2200.00	0.0	2200.00	-500.0	0.0
06/25/07	26	0.00	0.0	1000.00	500.0	12.0 *
07/02/07	27	0.00	0.0	0.00	500.0	12.0 *
07/09/07	28	0.00	0.0	0.00	500.0	12.0 *
07/16/07	29	0.00	0.0	0.00	500.0	12.0 *
07/23/07	30	0.00	0.0	0.00	500.0	12.0 *
07/30/07	31	0.00	0.0	0.00	500.0	12.0 *
08/06/07	32	0.00	0.0	0.00	500.0	12.0 *
08/13/07	33	0.00	0.0	0.00	500.0	12.0 *
08/20/07	34	0.00	0.0	0.00	500.0	12.0 *
08/27/07	35	0.00	0.0	0.00	500.0	12.0 *

The fields in Simulation Plan Maintenance are identical to those in Operations Plan Maintenance.

Use two programs to view simulated plan information:

- Simulation Plan Inquiry (33.17.14) shows an item’s site simulation plan much as it appears on the Simulation Plan Maintenance (33.17.13) screen.
- Simulation Summary Report (33.17.6) shows plans for ranges of items, which you can choose by starting plan week, product line, item group, item type, and buyer/planner. You can limit the report to items whose projected coverage is greater or less than the average coverage factor.

See “Changing Site Operations Plans” on page 63.

## Changing Line Simulation Plans

Use Simulation Line Plan Maintenance (33.17.16) to view the plan and simulate changes to production due quantities at the production line level.

**Fig. 11.4**  
Simulation Line Plan Maintenance (33.17.16)

Simulation Line Plan Maintenance: Go To - Actions -							
Plan ID: SIM		Site: milan		Line: 001		Start: 06/11/2007	
Item Number: 0210		Vanilla Ice Cream					
Bucket: W	Number: 24	Hours: <input type="checkbox"/>	UM: CS	Qty on Hand: 0.0			
Date	Nbr	Global Sales Fcst	Site Prod Due	Site Prod Hrs	Global Proj QOH	Proj Cov	Avail Shift Hrs
06/11/07	24	2000.00	<input type="text" value="900.00"/>	900.00	-1,100.00	0.0	0
06/18/07	25	2200.00	<input type="text" value="800.00"/>	800.00	-2,500.00	0.0	0
06/25/07	26	0.00	<input type="text" value="600.00"/>	600.00	-1,900.00	0.0	0
07/02/07	27	0.00	<input type="text" value="900.00"/>	900.00	-1,000.00	0.0	0
07/09/07	28	0.00	<input type="text" value="900.00"/>	900.00	-100.00	0.0	0
07/16/07	29	0.00	<input type="text" value="900.00"/>	900.00	800.00	12.0	* 0
07/23/07	30	0.00	<input type="text" value="0.00"/>	0.00	800.00	12.0	* 0
07/30/07	31	0.00	<input type="text" value="0.00"/>	0.00	800.00	12.0	* 0
08/06/07	32	0.00	<input type="text" value="0.00"/>	0.00	800.00	12.0	* 0
08/13/07	33	0.00	<input type="text" value="0.00"/>	0.00	800.00	12.0	* 0
08/20/07	34	0.00	<input type="text" value="0.00"/>	0.00	800.00	12.0	* 0
08/27/07	35	0.00	<input type="text" value="0.00"/>	0.00	800.00	12.0	* 0

The fields in Simulation Line Plan Maintenance are identical to those in Operations Plan Line Maintenance.

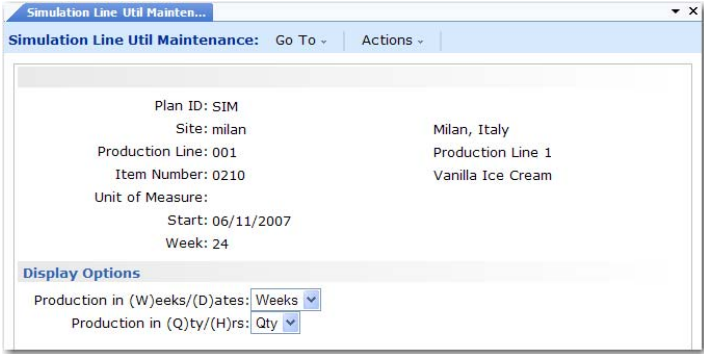
Use Simulation Line Plan Inquiry (33.17.17) to display an item’s line simulation plan.

See “Changing Line Operations Plans” on page 64.

## Changing Simulation Line Schedules

Simulation Line Util Maintenance (33.17.19) simulates balancing the operations plan against available line capacity. You can view and change scheduled production in either hours or quantities. As you make changes, the screen recalculates coverage, capacity, and utilization.

**Fig. 11.5**  
Simulation Line Utilization Maintenance (33.17.19)



The multiple screens and fields in the program are identical to those in Line Utilization Maintenance.

Simulation Line Util Report (33.17.20) shows line scheduling information for a range of sites and production lines. You can print production due in either item quantities or line production hours.

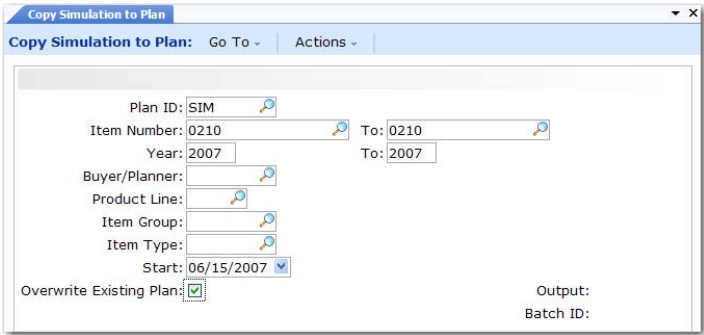
See “Changing Line Schedules” on page 66.

## Copying Simulation Plans to Active Plans

When you are satisfied with a simulation plan, use Copy Simulation to Plan (33.17.3) to copy the plan back over the active family plan or operations plan.

**Note** Be careful not to copy the simulation plan prematurely or in error. The system does not keep a backup copy of the old active plan.

**Fig. 11.6**  
Copy Simulation to Plan (33.17.3)



*Plan ID.* Enter a code (maximum eight characters) to identify the simulation plan.

*Item Number/To.* Enter the item number range.

*Year/To.* Enter a maximum range of three calendar years, starting with the current year.

*Buyer/Planner.* If you specify a value, the system processes only items assigned to this person.

*Product Line.* If you specify a value, the system processes only items belonging to this product line.

*Item Group.* If you specify a value, the system processes only items belonging to this item group.

*Item Type.* If you specify a value, the system processes only items belonging to this item type.

*Overwrite Existing Plan.* Enter Yes to overwrite previously generated simulation plan records for the selected items, plan years, and so on. Enter No to preserve the previous plan records in the new simulation plan.

# System Administration

This chapter describes general steps for updating records and preserving database space.

***Introduction to EOP System Administration* 90**

Describes some of the routine tasks that should be performed by the system administrator.

***Maintaining Static Data* 90**

Lists some of the events for which records should be updated.

***Deleting Old Data* 91**

Lists some of the records that can be deleted and explains how to do so.

***Recalculating Summary Records* 92**

Explains how to recalculate summary records.

## Introduction to EOP System Administration

Periodically, you should perform certain tasks to update records and to preserve database space.

- When you change certain records in other modules, or whenever certain conditions change in your company, you must update operations planning master data.
- Typically at year-end, you should delete and optionally archive obsolete plan records.
- If inconsistencies develop between global and site-level quantities, you must run a utility program to correct the problem.

The following topics cover these tasks.

## Maintaining Static Data

When your company changes item numbers, intersite sourcing relationships, and so on, you must update records in the Enterprise Ops Plan module. Table 12.1 lists events that require such updates.

**Table 12.1**  
Events Requiring Operations Plan Record Updates

Event	Update Operations Plan Records in
Item numbers change	Family Hierarchy Change (33.3.6)
	Family Item Cost Maintenance (33.3.13)
	Weeks of Coverage Maintenance (33.5.1)
	Coverage by Date Maintenance (33.5.5)
	Source Matrix Maintenance (33.5.13)
	Line Allocation Maintenance (33.5.17)
	Item Pallet Maintenance (33.5.23)
Item records are added or deleted	Family Hierarchy Maintenance (33.3.1)
	Family Item Cost Maintenance (33.3.13)
	Weeks of Coverage Maintenance (33.5.1)
	Coverage by Date Maintenance (33.5.5)
	Source Matrix Maintenance (33.5.13)
	Line Allocation Maintenance (33.5.17)
	Item Pallet Maintenance (33.5.23)
Target inventory levels change	Weeks of Coverage Maintenance (33.5.1)
	Coverage by Date Maintenance (33.5.5)
Intersite sourcing relationships change	Source Matrix Maintenance (33.5.13)
Intrasite production line relationships change	Line Allocation Maintenance (33.5.17)

See Chapter 3, “Required Implementation,” on page 13 and Chapter 4, “Family Data Implementation,” on page 21.

At year-end, additional activities are required:

- Verify that records in Family Hierarchy Maintenance (33.3.1) and Source Matrix Maintenance (33.5.13) are still valid for the remainder of your planning horizon. Update the end dates as necessary.
- Rerun Calendar Cross-Reference Build (33.1.4) for the remainder of your planning horizon (up to three years).

## Deleting Old Data

The system does not automatically delete old operations planning records. To preserve disk space, you should periodically remove outdated records.

**Table 12.2**  
Records To Be Periodically Deleted

Data	Program
Family hierarchies	Family Hierarchy Delete/Archive (33.3.23)
Family plans	Operations Plan Delete/Archive (33.15.23)
Data loaded into Item-Site Data Maintenance (33.13.3)	Item-Site Data Consolidation (33.13.6), Delete Item-Site Load Records option
Operations plans	Operations Plan Delete/Archive (33.15.23)
Work orders generated by Operations Plan Explosion (33.15.13)	Work Order Delete/Archive (16.23)
Simulation plans	Simulation Delete/Archive (33.17.23)

Do not remove records until all processing is complete for the planning period. When selecting data to delete/archive, consider how you want to manage restorations.

**Example** If you delete/archive an entire year's history, you must reload the entire file even if you only need data for a day or week.

Establish procedures to handle archive files. Keep a separate record of the file name and contents because there is no label within the file. The ASCII file name identifies only the module and the file creation date. Then, if you later reload the data, you will know which file to load from.

**Note** Set up role permissions for delete/archive programs. The system does not maintain an audit trail of deleted records.

*Delete.* Enter Yes to delete the selected records. Enter No to print a report of records to delete. Before deleting records, run this program with Delete set to No. Review the report, then rerun the program with Delete set to Yes.

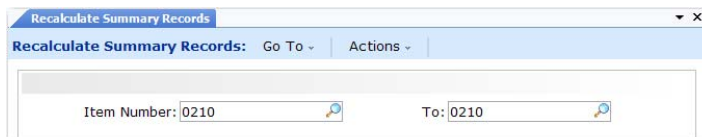
*Archive.* Enter Yes to copy deleted records to a disk file to be stored off-line. If you ever need to restore data, copy the file back to disk. Then, use Archive File Reload (36.16.5) to reload the file.

*Archive File.* The Archive option generates an ASCII file called xxYYMMDD.hst, where xx is the record type and YYMMDD is the delete/archive date. If you already ran the delete/archive for this date, the system appends to the existing file.

## Recalculating Summary Records

After a database crash or other such event, the system can develop inconsistencies between an item's site-level and global quantities. If this happens, use Recalculate Summary Records (33.25.1) to rebuild family plan and operations plan summary records.

**Fig. 12.1**  
Recalculate Summary Records (33.25.1)



# Operations Plan Examples

This chapter gives two examples: a family plan example illustrating consolidation, explosion, and rollup calculations; and an operations plan example illustrating supply site and production line calculations.

***Family Plan Example* 94**

Gives an example that illustrates consolidation, explosion, and rollup calculations for a family plan.

***Operations Plan Example* 100**

Gives an example that illustrates operations plan calculations for supply sites and production lines.

## Family Plan Example

This example illustrates consolidation, explosion, and rollup calculations for a family plan. Calculations are shown by planning week.

### Global Consolidation

For each week with sales forecasts, Global Consolidation (33.7.1) calculates global forecasts by totaling family forecasts from marketing sites. Family forecasts can either be recorded directly or rolled up from end-item forecasts.

**Table 13.1**  
Global Forecasts Calculations

Week	Site A Forecasts	Site B Forecasts	Global Forecasts
1	0	0	0
2	100	150	250
3	200	300	500
4	100	200	300
5	150	250	400
6	150	150	300
7	150	150	300
8	175	225	400
9	200	225	425
10	0	0	0
11	0	0	0
12	0	0	0

The consolidation uses the item's average weeks-of-coverage factor (2.0) to calculate global target inventory levels. Therefore, each week's global target inventory equals the sum of the next two weeks of sales forecasts.

**Table 13.2**  
Global Target Inventory Calculations

Week	Global Forecasts	Global Target Inventory Levels
1	0	$250 + 500 = 750$
2	250	$500 + 300 = 800$
3	500	$300 + 400 = 700$
4	300	$400 + 300 = 700$
5	400	$300 + 300 = 600$
6	300	$300 + 400 = 700$
7	300	$400 + 425 = 825$
8	400	$425 + 0 = 425$
9	425	0
10	0	0

Week	Global Forecasts	Global Target Inventory Levels
11	0	0
12	0	0

The consolidation calculates global production due as:

$$(Sales\ Forecast + Target\ Inventory) - Previous\ Projected\ Quantity\ on\ Hand.$$

For family-level planning, the initial opening quantity on hand is always zero. For subsequent weeks, the previous week's quantity on hand equals the target inventory level.

**Table 13.3**  
Gross Production Due Calculations

Week	Sales Forecast	Target Inventory	Projected QOH	Gross Production Due
1	0	750	0	$(0 + 750) - 0 = 750$
2	250	800	750	$(250 + 800) - 750 = 300$
3	500	700	800	$(500 + 700) - 800 = 400$
4	300	700	700	$(300 + 700) - 700 = 300$
5	400	600	700	$(400 + 600) - 700 = 300$
6	300	700	600	$(300 + 700) - 600 = 400$
7	300	825	700	$(300 + 825) - 700 = 425$
8	400	425	825	$(400 + 425) - 825 = 0$
9	425	0	425	$(425 + 0) - 425 = 0$
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0

The consolidation initially calculates projected quantity on hand to equal the target inventory level. However, if you change production due, the system recalculates it as:

$$Previous\ Week's\ Projected\ QOH + Production\ Due) - Sales\ Forecast$$

If production due for the first week increases from 750 to 900. The system recalculates quantities as follows.

**Table 13.4**  
Projected Quantities on Hand Calculations

Week	Previous QOH	Production Due	Sales Forecast	Projected QOH
1	0	900	0	$(0 + 900) - 0 = 900$
2	900	300	250	$(900 + 300) - 250 = 950$
3	950	400	500	$(950 + 400) - 500 = 850$
4	850	300	300	$(850 + 300) - 300 = 850$
5	850	300	400	$(850 + 300) - 400 = 750$
6	750	400	300	$(750 + 400) - 300 = 850$
7	850	425	300	$(850 + 425) - 300 = 975$
8	975	0	400	$(975 + 0) - 400 = 575$

Week	Previous QOH	Production Due	Sales Forecast	Projected QOH
9	575	0	425	$(575 + 0) - 425 = 150$
10	150	0	0	$(150 + 0) - 0 = 150$
11	150	0	0	$(150 + 0) - 0 = 150$
12	150	0	0	$(150 + 0) - 0 = 150$

The consolidation initially calculates projected weeks of coverage as the family item’s average weeks-of-coverage factor. But the system recalculates it when you change production due.

For each week, the system subtracts the forecast for each upcoming week, until it encounters a week for which the on-hand quantity is insufficient to cover the forecast. It then divides the remaining inventory by the sales forecast for that week. Finally, it calculates the weeks of coverage by totaling the number of complete weeks and the decimal for the partial week.

**Table 13.5**  
Projected Weeks of Coverage Calculations

Week	Projected QOH	Sales Forecast	Projected Weeks of Coverage
1	900	0	$900 - 250 = 650$ $650 - 500 = 150$ $150 \div 300 = 0.5$ 2.5 weeks
2	950	250	$950 - 500 = 450$ $450 - 300 = 150$ $150 \div 400 = 0.375$ ~ 2.4 weeks
3	850	500	$850 - 300 = 550$ $550 - 400 = 150$ $150 \div 300 = 0.5$ 2.5 weeks
4	850	300	$850 - 400 = 450$ $450 - 300 = 150$ $150 \div 300 = 0.5$ 2.5 weeks
5	750	400	$750 - 300 = 450$ $450 - 300 = 150$ $150 \div 400 = 0.375$ ~ 2.4 weeks
6	850	300	$850 - 300 = 550$ $550 - 400 = 150$ $150 \div 425 = 0.353$ ~ 2.4 weeks
7	975	300	*
8	575	400	*
9	150	425	*
10	150	0	*
11	150	0	*
12	150	0	*

\* Maximum weeks of coverage specified in Operations Plan Control (33.1.24).

## Family Plan Explosion

Family Plan Explosion (33.7.14) calculates dependent end-item demands for family item gross production due quantities. To do this, it uses either the planned or calculated forecast percentage for the subfamily, which you specify when you run the explosion. Once you select this percentage, however, the calculations are the same.

Table 13.6 shows gross production due if 25% of the forecast is for subfamily A and the remaining 75% for subfamily B.

**Table 13.6**  
Gross Production Calculations

Week	Gross Production	Gross Production Subfamily A	Gross Production Subfamily B
1	900	$900 * 25\% = 225$	$900 * 75\% = 675$
2	300	$300 * 25\% = 75$	$300 * 75\% = 225$
3	400	$400 * 25\% = 100$	$400 * 75\% = 300$
4	300	$300 * 25\% = 75$	$300 * 75\% = 225$
5	300	$300 * 25\% = 75$	$300 * 75\% = 225$
6	400	$400 * 25\% = 100$	$400 * 75\% = 300$
7	425	$425 * 25\% = 106.25$	$425 * 75\% = 318.75$
8	0	0	0
9	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0

Whenever units of measure vary between family and subfamily levels, the explosion converts quantities to the unit for the lower level. In this example, the family unit is metric tons, and the end-item unit is cases. A case weighs 36 kilos, so the unit-of-measure conversion factors are  $1 \text{ CS} = 0.036 \text{ TN}$  and  $1 \text{ TN} = 27.78 \text{ CS}$ .

**Table 13.7**

Gross Production Calculations for Subfamily A

Week	Family Gross Production (TN)	Gross Production Subfamily A (CS)
1	225	$225 * 27.778 = \sim 6,250$
2	75	$75 * 27.778 = \sim 2,083$
3	100	$100 * 27.778 = \sim 2,778$
4	75	$75 * 27.778 = \sim 2,083$
5	75	$75 * 27.778 = \sim 2,083$
6	100	$100 * 27.778 = \sim 2,778$
7	106.25	$106.25 * 27.778 = \sim 2,951$
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0

**Table 13.8**

Gross Production Calculations for Subfamily B

Week	Family Gross Production (TN)	Gross Production Subfamily B (CS)
1	675	$675 * 27.778 = \sim 18,750$
2	225	$225 * 27.778 = \sim 6,250$
3	300	$300 * 27.778 = \sim 8,333$
4	225	$225 * 27.778 = \sim 6,250$
5	225	$225 * 27.778 = \sim 6,250$
6	300	$300 * 27.778 = \sim 8,333$
7	318.75	$318.75 * 27.778 = \sim 8,854$
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0

The system stores dependent end-item demands as sales forecasts. Source Matrix Explosion (33.13.8) uses these forecasts to calculate the end-item operations plan.

## Family Plan Rollup

Family Plan Rollup (33.7.13) updates the family plan when you change end-item information—for example, when you change production due quantities. In this example, production due for the first week increases from 6,250 to 6,500 cases.

The rollup works much like Family Plan Explosion (33.7.14), only in reverse. It starts by converting the end-item quantity back to the family item unit of measure.

**Table 13.9**  
Family Plan Explosion Calculations for Subfamily A

Week	End Item Production Due (CS)	Gross Production Subfamily A (TN)
1	6,500	$6,500 \div 27.778 = \sim 234$
2	2,083	$2,083 \div 27.778 = \sim 75$
3	2,278	$2,778 \div 27.778 = \sim 100$
4	2,083	$2,083 \div 27.778 = \sim 75$
5	2,083	$2,083 \div 27.778 = \sim 75$
6	2,778	$2,778 \div 27.778 = \sim 100$
7	2,951	$2,951 \div 27.778 = \sim 106.25$
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0

**Table 13.10**  
Family Plan Explosion Calculations for Subfamily B

Week	End Item Production Due (CS)	Gross Production Subfamily A (TN)
1	18,750	$18,750 \div 27.778 = \sim 675$
2	6,250	$6,250 \div 27.778 = \sim 225$
3	8,333	$8,333 \div 27.778 = \sim 300$
4	6,250	$6,250 \div 27.778 = \sim 225$
5	6,250	$6,250 \div 27.778 = \sim 225$
6	8,333	$8,333 \div 27.778 = \sim 300$
7	8,854	$8,854 \div 27.778 = \sim 318.74$
8	0	0
9	0	0
10	0	0
11	0	0
12	0	0

The rollout also recalculates the actual end-item forecast percentages and stores these in the family hierarchy record.

**Table 13.11**  
Total Family Gross Production

Week	Total Family Gross Production	Actual Percentage of Forecast from A	Actual Percentage of Forecast from B
1	$234 + 675 = 909$	$234 \div 909 = 25.74\%$	$675 \div 909 = 74.25\%$
2	$75 + 225 = 300$	$75 \div 300 = 25\%$	$225 \div 300 = 75\%$
3	$100 + 300 = 400$	$100 \div 400 = 25\%$	$300 \div 400 = 75\%$

Week	Total Family Gross Production	Actual Percentage of Forecast from A	Actual Percentage of Forecast from B
4	$75 + 225 = 300$	$75 \div 300 = 25\%$	$225 \div 300 = 75\%$
5	$75 + 225 = 300$	$75 \div 300 = 25\%$	$225 \div 300 = 75\%$
6	$100 + 300 = 400$	$100 \div 400 = 25\%$	$300 \div 400 = 75\%$
7	$106.25 + 318.74 = \sim 425$	$106.25 \div 425 = 25\%$	$318.74 \div 425 = 75\%$
8	0	0	0
9	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0

In Global Production Maintenance (33.7.3), you would also see that the rollup correspondingly updated the family item's gross production, projected weeks of coverage, and projected quantity on hand.

## Operations Plan Example

This example illustrates operations plan calculations for supply sites and production lines. Calculations are shown by planning week.

### Source Matrix Explosion

For each week with sales forecasts, Source Matrix Explosion (33.13.8) calculates global forecasts by totaling end-item forecasts from marketing sites.

**Table 13.12**  
Site and Global Forecasts

Week	Site A Forecasts	Site B Forecasts	Global Forecasts
1	0	0	0
2	0	0	0
3	0	0	0
4	4,000	6,000	10,000
5	7,000	5,000	12,000
6	4,500	6,500	11,000
7	4,500	4,500	9,000
8	5,000	5,000	10,000
9	6,000	5,000	11,000
10	6,000	6,000	12,000
11	8,000	5,000	13,000
12	0	0	0

The explosion uses the item's average weeks-of-coverage factor (2.0) to calculate the global target inventory levels. Therefore, each week's global target inventory equals the sum of the next two weeks of sales forecasts.

**Table 13.13**  
Global Forecasts and Target Inventory

Week	Global Forecasts	Global Target Inventory
1	0	0
2	0	$10,000 = 0 + 10,000$
3	0	$22,000 = 10,000 + 12,000$
4	10,000	$23,000 = 12,000 + 11,000$
5	12,000	$20,000 = 11,000 + 9,000$
6	11,000	$19,000 = 9,000 + 10,000$
7	9,000	$21,000 = 10,000 + 11,000$
8	10,000	$23,000 = 11,000 + 12,000$
9	11,000	$25,000 = 12,000 + 13,000$
10	12,000	$13,000 = 13,000 + 0$
11	13,000	0
12	0	0

The explosion calculates global production due as (Sales Forecast + Target Inventory) – Previous Projected Quantity on Hand. For week 1, the previous projected QOH is 3,000, the ending inventory balance from the previous week.

**Table 13.14**  
Production Due Calculations

Week	Sales Forecast	Target Inventory	Projected QOH	Production Due
1	0	0	3,000	0
2	0	10,000	10,000	$7,000 = (0 + 10,000) - 3,000$
3	0	22,000	22,000	$12,000 = (0 + 22,000) - 10,000$
4	10,000	23,000	23,000	$11,000 = (10,000 + 23,000) - 22,000$
5	12,000	20,000	20,000	$9,000 = (12,000 + 20,000) - 23,000$
6	11,000	19,000	19,000	$10,000 = (11,000 + 19,000) - 20,000$
7	9,000	21,000	21,000	$11,000 = (9,000 + 21,000) - 19,000$
8	10,000	23,000	23,000	$12,000 = (10,000 + 23,000) - 21,000$
9	11,000	25,000	25,000	$13,000 = (11,000 + 25,000) - 23,000$
10	12,000	13,000	13,000	0
11	13,000	0	0	0
12	0	0	0	0

The explosion initially calculates projected quantity on hand to equal the target inventory level. However, if you change production due, the system recalculates it as:

$$(\text{Previous Week's Projected QOH} + \text{Production Due}) - \text{Sales Forecast}$$

The explosion initially calculates projected weeks of coverage as the item's average weeks-of-coverage factor. But the system recalculates it when you change production due.

For each week, the system subtracts the forecast for each upcoming week, until it encounters a week for which the on-hand quantity is insufficient to cover the forecast. It then divides the remaining inventory by the sales forecast for the week. Finally, it calculates weeks of coverage by totaling the number of complete weeks and the decimal for the partial week.

In Table 13.15, the projected weeks of coverage for week 1 is 2.3, because 3,000 is a sufficient quantity to cover the forecasts for the next 2.3 weeks.

For 10, projected weeks of coverage is only 1.0. The projected on-hand quantity is exactly enough to cover the sales forecast for 11, and there are no sales forecasts in the remaining weeks.

**Table 13.15**  
Sales Forecasts and Projected Quantities on Hand

Week	Sales Forecasts	Projected QOH	Projected Weeks of Coverage
1	0	3,000	2.3
2	0	10,000	2.0
3	0	22,000	2.0
4	10,000	23,000	2.0
5	12,000	20,000	2.0
6	11,000	19,000	2.0
7	9,000	21,000	2.0
8	10,000	23,000	2.0
9	11,000	25,000	2.0
10	12,000	13,000	1.0
11	13,000	0	0.0
12	0	0	0.0

In this example, all production is distributed to one supply site with two production lines, 001 and 002. The site produces 75% of its requirement for the item on line 001 and the remaining 25% on line 002.

**Table 13.16**  
Site and Line Production Due

Week	Total Site Production Due	Line 001 Production Due (75%)	Line 002 Production Due (25%)
1	0	0	0
2	7,000	5,250	1,750
3	12,000	9,000	3,000
4	11,000	8,250	2,750
5	9,000	6,750	2,250
6	10,000	7,500	2,500
7	11,000	8,250	2,750
8	12,000	9,000	3,000
9	13,000	9,750	3,250
10	0	0	0

<b>Week</b>	<b>Total Site Production Due</b>	<b>Line 001 Production Due (75%)</b>	<b>Line 002 Production Due (25%)</b>
11	0	0	0
12	0	0	0

The formula for projected line production hours is Line Production Due Quantity  $\div$  Hourly Line Production Rate. For line 001, the production rate is 375 units per hour. For line 002, it is 125 units per hour.

**Table 13.17**

Line 001 Projected Production Hours

<b>Week</b>	<b>Line 001 Projected Production Hours</b>
1	0
2	$14 = 5,250 \div 375$
3	$24 = 9,000 \div 375$
4	$22 = 8,250 \div 375$
5	$18 = 6,750 \div 375$
6	$20 = 7,500 \div 375$
7	$22 = 8,250 \div 375$
8	$24 = 9,000 \div 375$
9	$26 = 9,750 \div 375$
10	0
11	0
12	0

**Table 13.18**

Line 002 Projected Production Hours

<b>Week</b>	<b>Line 002 Projected Production Hours</b>
1	0
2	$14 = 1,750 \div 125$
3	$24 = 3,000 \div 125$
4	$22 = 2,750 \div 125$
5	$18 = 2,250 \div 125$
6	$20 = 2,500 \div 125$
7	$22 = 2,750 \div 125$
8	$24 = 3,000 \div 125$
9	$26 = 3,250 \div 125$
10	0
11	0
12	0

The line utilization percentage is the line's production load divided by its capacity. The weekly capacity is 15,000 cases for line 001 ( $375 * 40$  hours) and 5,000 cases ( $125 * 40$  hours) for line 002. In this example, both lines have a standard 40-hour weekly shift calendar, and there are no scheduled holiday, downtime, or overtime periods.

**Table 13.19**

Line 001 Utilization Percentages

Week	Line 001 Utilization Percentages
1	0%
2	35% = $5,250 \div 15,000$
3	60% = $9,000 \div 15,000$
4	55% = $8,250 \div 15,000$
5	45% = $6,750 \div 15,000$
6	50% = $7,500 \div 15,000$
7	55% = $8,250 \div 15,000$
8	60% = $9,000 \div 15,000$
9	65% = $9,750 \div 15,000$
10	0%
11	0%
12	0%

**Table 13.20**

Line 002 Utilization Percentages

Week	Line 002 Utilization Percentages
1	0%
2	35% = $1,750 \div 5,000$
3	60% = $3,000 \div 5,000$
4	55% = $2,750 \div 5,000$
5	45% = $2,250 \div 5,000$
6	50% = $2,500 \div 5,000$
7	55% = $2,750 \div 5,000$
8	60% = $3,000 \div 5,000$
9	65% = $3,250 \div 5,000$
10	0%
11	0%
12	0%

## Section 2

# DRP

Distribution Requirements Plan (DRP) is a planning function designed for companies with multiple sites having interdependencies of supply and demand. This section tells you how to set up DRP and create and maintain plans, create and process distribution orders, and ship goods using the DRP module:

***Distribution Requirements Planning 107***

Explains how to use DRP to create and maintain a distribution requirements plan.

***Distribution Orders 125***

Explains how to use the DRP module to create and maintain distribution orders.

***DO Shipping 141***

Explains how to ship goods using distribution order (DO) shipping features.



# Distribution Requirements Planning

This chapter explains how to use the DRP module to create and maintain a distribution requirements plan.

***Introduction to DRP* 108**

Introduces DRP and describes its various functions and various ways to use it.

***Setting Up DRP* 112**

Describes how to set up DRP and the setup workflow.

***Executing DRP* 116**

Describes when DRP is used and the three operational modes associated with it.

***Managing Intersite Requests* 121**

Describes how and why intersite requests are used in DRP.

***Managing Database Connections* 124**

Describes how database connections are used in DRP and how to manage them.

## Introduction to DRP

Distribution requirements planning (DRP) balances supply and demand in a time-phased manner for items transferred between sites. These sites may exist in different domains within a single database or in domains in several databases connected over a network.

The transfer of demand from the site receiving the items (receiving or demand site) to the site supplying the items (shipping or supply site) is facilitated through the generation of intersite requests. DRP calculates distribution item requirements, generates intersite requests, and manages shipment schedules and transportation.

At the shipping site, intersite requests are grouped and associated with a single distribution order (DO), which manages shipments to the demand site. The DO shipment transfers inventory into a goods-in-transit (GIT) location. When the demand site receives the goods, they are transferred from GIT into a true location at the demand site.

While intersite requests are typically created at the receiving site, it is possible to create an intersite request as part of maintaining a distribution order at the shipping site.

Under some conditions, using sales and purchase orders may be a better option than DRP.

See “Purchase Orders and Sales Orders” on page 111 for a discussion of these conditions.

## Using DRP Across Domains and Databases

Using the Shared Services Domain module, a single database may include more than one active domain. Each domain represents a separate business operation with its own base currency, chart of accounts, and business configuration.

You can use DRP to plan supply to meet demand for multiple sites within a single domain, and to distribute demand to:

- Other sites within the current domain
- Other sites in other domains within the same database
- Other sites in connected, remote databases

The execution of DRP with domains does not require any special setup. The system determines whether database switching is needed based on the domain associated with the site in Site Maintenance (1.1.13).

If all of your domains are located in one database, the DRP process is simplified since you never have to be concerned about database connections not being available. In this case, the following DRP functions are not needed:

- Intersite Demand Validation (12.17.12), which is run at the supply database to search for all changes to intersite demand that occurred in the demand database while the database connection was not available
- Intersite Demand Transfer (12.15.9), which is used to transfer system-generated intersite requests to the supply site’s database
- Intersite Demand Export (12.15.10), which is used to place demand records in an ASCII file to send to the supply site

- Intersite Demand Import (12.17.10), which is used to import demand records in an ASCII file into the supply site's database

## Using DRP in a Unicode Database

If you are using multiple languages and have chosen the Unicode option for your database during installation, some restrictions exist when running DRP from a character client. See *User Guide: QAD System Administration* for a discussion of the impact of Unicode and domain switching.

## DRP Functions

The functions used as part of DRP processing are grouped on five menus. Most DRP setup and processing occurs at the receiving site. The menus support a separation of functions between receiving and shipping sites.

Use functions on the following menus at the receiving site:

- Source Network Menu (12.1). Use these functions to set up codes that determine the sites that supply an item when demand exists at the receiving site.
- Transportation Management Menu (12.5). Use these functions to set up information about the methods your company uses to ship items from one site to another. This information is used by DRP at the receiving site when it creates intersite requests.
- Distribution Requirements Planning Menu (12.13). Use these functions to calculate gross requirements, generate intersite requests and action messages, review action messages, and optionally approve intersite requests.
- Intersite Requests Menu (12.15). Use these functions to modify intersite requests, transfer demand generated when remote databases are not connected, receive items shipped on distribution orders, and archive and delete closed intersite requests at the receiving site.

Use functions on the following menu at the shipping site:

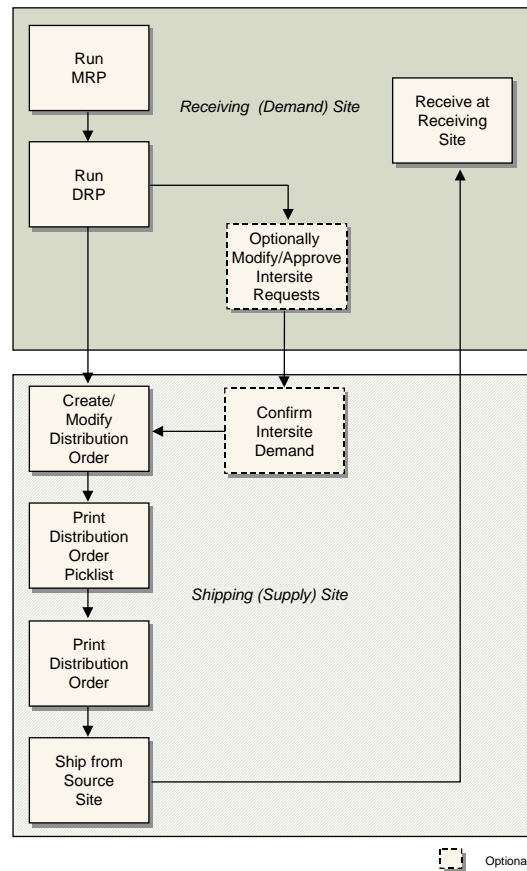
- Distribution Orders Menu (12.17). Use these functions to optionally modify and confirm intersite requests, group requests into distribution orders, print orders, pick items, ship orders, and archive/delete closed intersite requests at the shipping site. When sites are in domains in different databases, use functions on this menu to import demand created when the databases were disconnected and validate current demand records.

## DRP Life Cycle

Figure 14.1 illustrates the process DRP uses to generate intersite requests at the receiving site, which are then referenced on distribution orders and filled at the shipping site.

See “Managing Intersite Requests” on page 121.

**Fig. 14.1**  
Intersite Request and Distribution Order Life Cycle



- 1 Initial demand for DRP-planned items at the receiving (demand) site is calculated by MRP or generated by sales orders and forecasts.
- 2 When DRP is run, it generates planned intersite requests at the demand site. Review DRP action messages with DRP Action Message Review/Update (12.13.5).
- 3 Planners modify and approve intersite requests at the demand site. Because DRP- and MRP-generated requests are approved by default, this step is optional. Using Planned Intersite Request Approval (12.13.10) to manually approve intersite requests changes their status from Planned to Firm Planned. The system does not alter these requests when MRP or DRP is run again.
- 4 Intersite requests generated by DRP create item demand at source (supply) sites through relationships set up with network codes. When the network code for a required item divides demand among multiple sites using a supply percent, the system generates item demand at each supply site in the network. See “Source Networks” on page 112.
- 5 Item demand at the supply site is considered as gross requirements for requested items when MRP is run at that site. Typically, the supply site uses master scheduling functions to manage these requirements.
- 6 Optionally, review and manually confirm item demand at the supply site using Intersite Demand Confirmation (12.17.1). If needed, you can also create a new intersite request in this program.

At this time, you can adjust some intersite request details, such as the item due date, transportation code, inventory quantities, and financial data. Changes to intersite requests at source sites are reflected on corresponding intersite requests at the demand site. Similarly, changes to intersite requests at the demand site are visible at supply sites.

Requests that have been modified or confirmed at the supply site have a status of Exploded and are not replanned when DRP is next run.

- 7 At the supply site, create distribution orders and reference one or more intersite requests. This process is similar to the way purchase requisitions are combined into purchase orders. Use Distribution Order Maintenance (12.17.14), Distribution Order Workbench (12.17.13), or Distribution Order Processing (12.17.21). You can also create intersite requests dynamically in Distribution Order Maintenance or Distribution Order Processing.

**Note** Distribution Order Processing lets you create an order, allocate and pick items, and ship the order from one function. See page 126.

- 8 At the supply site, print orders with Distribution Order Print (12.17.18). Pick items by generating a picklist with Distribution Order Picklist Print (12.17.19).

**Note** You can also pick items during DO maintenance.

- 9 Ship orders with Distribution Order Shipments (12.17.22). You can create shippers for a DO when a valid shipping group is associated with the ship-from and ship-to sites.
- 10 At the receiving site, use Distributed Order Receipt (12.15.20) to record the receipt of distribution order shipments.
- 11 Use DO Shipment Reconciliation (12.17.17) to display shipments with a receipt amount that differs from the shipment amount.

## Purchase Orders and Sales Orders

You can use purchase orders and sales orders instead of intersite requests and distribution orders. At the receiving site, enter purchase orders or supplier schedules instead of intersite requests. At the supply site, enter sales orders or customer schedules instead of distribution orders. DRP still creates intersite requests, but deletes them when it sees purchase orders satisfying the projected requirements.

You should use purchase and sales orders instead of intersite requests and distribution orders if:

- Base currencies differ between sites.
- Taxes need to be calculated and recognized in the general ledger.

To use intersite purchase and sales orders, set up procedural controls to ensure that sales orders at source sites mirror purchase orders at receipt sites. Also, enter the inventory site codes for the customer and supplier address codes.

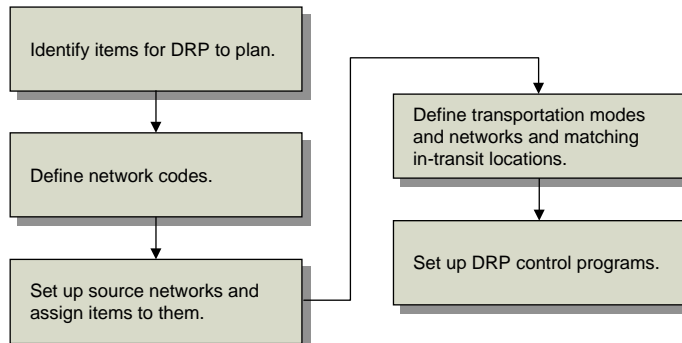
There are two drawbacks to using purchase and sales orders instead of intersite requests and distribution orders:

- There are no in-transit inventory records.
- There is little or no data for transportation planning, which normally uses load information from intersite requests.

## Setting Up DRP

To use DRP, you must first establish some basic data used in the planning process. Figure 14.2 summarizes the setup steps.

**Fig. 14.2**  
DRP Data Setup Work Flow



## Purchase/Manufacture Code

DRP only plans items designated as distribution items. Usually, one site supplies these items to another site. To designate a distribution item, set its Purchase/Manufacture code to D in Item Master Maintenance (1.4.1), Item Planning Maintenance (1.4.7), or Item-Site Planning Maintenance (1.4.17). Item-Site Planning Maintenance lets you define an item as a distribution item at one site and a non-distribution item—that is, a manufactured or purchased item—at another.

See *User Guide: QAD Master Data* for details on defining items.

**Fig. 14.3**  
Item Planning Maintenance (1.4.7)

Item Master Maintenance  
Item: 57-0001 Go To - Actions -

Item  
Item Number: 57-0001 Description: Cooling core  
Unit of Measure: EA

Item Planning Data

Mstr Sched:  Buyer/Planner:   
 Plan Orders:  Supplier:   
 Time Fence: 0 PO Site: 10000  
 MRP Required:  Purchase/Manufacture: D  
 Order Policy: POQ Configuration Type:   
 Order Qty: 0 Inspect:   
 Batch Qty: 1.0 Ins LT: 0 Cum LT: 0 Run Time: 0.000  
 Order Period: 7 Mfg LT: 0 Pur LT: 1 Setup Time: 0.000  
 Safety Stock: 0 ATP Enforcement: NONE  
 Safety Time: 0 Family ATP:   
 Reorder Point: 0 ATP Horizon: 0  
 Revision:  Run Seq 1:   
 Issue Policy:  Run Seq 2:

Phantom:   
 Minimum Order: 0  
 Maximum Order: 0  
 Order Multiple: 0  
 Op Based Yield:   
 Yield Percent: 100.00%  
 Auto EMT Processing:   
 Network Code: 10-12  
 Routing Code:   
 BOM/Formula:

Required for items planned by DRP

## Source Networks

DRP uses source networks in the same way MRP uses product structures. MRP explodes product structures for manufactured items and creates planned orders. Similarly, DRP explodes source networks for distribution items and generates intersite requests.

Supply network relationships can represent a simple, single-tiered distribution environment. At the other extreme, the network can represent a complex, multi-tiered environment. This is typical when one or more plants supply product to each other and to regional distribution centers, which, in turn, supply branch warehouses.

A network code defines one or more supply relationships. Each relationship in the network contains a receiving (demand) site, a supply site, and a supply percentage. A relationship is a one-way, site-to-site relationship. Set up one for every demand-to-supply site link. You can group multiple site-to-site relationships under the same source network.

**Example** If material travels from site A to T and from T to A, two relationships are required.

You must assign each distribution item to a single source network. Do this in Item Master Maintenance (1.4.1), Item Planning Maintenance (1.4.7), or Item-Site Planning Maintenance (1.4.17). DRP plans intersite requests the same way for all items assigned to the same source network. Requests for those items are sent to the same supply sites, calculated using the same supply percentage, and request the same transportation mode or specify the same lead time.

Use Network Code Maintenance (12.1.1) to define network codes. Optionally, you can assign the codes to a planner. Then, use Source Network Maintenance (12.1.13) to specify relationships in the network.

**Fig. 14.4**  
Source Network Maintenance (12.1.13)

The screenshot shows the 'Source Network Maintenance' window with the following fields and values:

- Network Code: 10-12 (range: 10000 to 12000)
- Receiving Site: 12000 (CA Plant)
- Supply Site: 10000 (NJ Plant)
- Start: 03/01/2007
- End: 9/28/2007
- Supply Percent: 100.0%
- Transportation Code: (empty field)
- Lead Time: 7

Optionally specify a transportation code or lead time. If you have two methods of transportation between the same sites, you must set up separate network codes for each.

A demand site can receive supply requirements for one item from multiple supply sites. Specify this in Supply Percent.

## Transportation Management

Use the functions on the Transportation Management Menu to define codes and schedules used by DRP when it creates intersite requests.

### Transportation Modes

The methods a company uses to transport items from source to receiving sites—trucks, ships, containers, and so on—are transportation modes. Define transportation modes in Transportation Mode Maintenance (12.5.1). DRP uses the transportation mode's effectivity dates, load lead time, transit lead time, unload lead time, ship days, and receive days to schedule intersite requests.

**Fig. 14.5**  
Transportation Mode Maintenance (12.5.1)

Transportation modes can designate available units—for example, how many trucks or rail cars are available—and the capacity for each unit. You must designate a different transportation mode for each type of transportation unit you want DRP to plan. For example, a company-owned fleet of trucks would use a different transportation mode for each type or size of truck.

### Transportation Networks

A transportation network identifies which method or methods are used to move products between a shipping and receiving site. Define transportation networks in Transportation Network Maintenance (12.5.5) by entering a transportation mode, also called a transportation code or ID, a shipping site, a receiving site, and effectivity dates. Lead times and available units default from the transport ID. Specify the days when shipping and receiving can be scheduled.

**Fig. 14.6**  
Transportation Network Maintenance (12.5.5)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Ship Days[1]:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Receive Days[1]:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

When generating and scheduling intersite requests, DRP calculates transportation lead time by adding the load lead time, transit lead time, and unload lead time. The lead times for the transportation network override the source network lead time. Departure and receipt dates are scheduled only on days permitted by the transportation network, unless there is a holiday or fixed shipping schedule to override it.

In determining transportation load profiles, DRP calculates the projected load at departure using intersite requests for traffic between two sites, transportation modes, and item data for weight and volume. Projected capacity is calculated using transportation modes and transportation networks between the same two sites.

## Shipping Schedules

Use Shipping Schedule Maintenance (12.5.9) to set up a detailed shipping schedule for a specific combination of transportation mode, shipping site, and receiving site.

The system uses ship dates set up in Shipping Schedule Maintenance, in coordination with receiving days and load, transit, and unload lead times defined in Transportation Network Maintenance, to calculate default ship dates for intersite requests. When a shipping schedule is not defined, the ship days from the transportation network are used instead.

Ship dates in Shipping Schedule Maintenance initially default from the ship days set up in Transportation Network Maintenance for the specified transportation mode and site combination. You should modify the detailed shipping schedule to consider any exceptions to these defaults.

## Freight Rate Tables

Optionally, use Freight Rate Table Maintenance (12.5.13) to set up freight rate tables. These are for reference purposes only. They cannot be used to calculate freight charges. You can assign a default rate table to a transportation mode in Transportation Mode Maintenance.

**Note** You can accrue freight charges only if you are using the optional Logistics Accounting module. See *User Guide: QAD Master Data*.

## In-Transit Locations

When items on a distribution order are shipped, internally they are transferred to an in-transit inventory site. The in-transit site defaults to the receiving site. This assumes that title is transferred to the receiving site at shipment (FOB destination). The site can be changed to the shipping site (or another site) in various order maintenance programs.

The in-transit location corresponds to the transportation code. If the in-transit site does not support automatic locations, you must create these locations in Location Maintenance (1.1.18) before shipping and receiving DRP items.

**Note** Assign in-transit locations an inventory status code with Nettable set to No. Otherwise, MRP will consider supply in that location twice: once for the scheduled receipt and again for the nettable quantity in the location.

## Master Scheduling Distribution Items

Items distributed to other sites in the supply chain must be master scheduled differently from other items since they are subject to intersite requests.

See *User Guide: QAD Manufacturing*.

Unless you use purchase and sales orders to handle intersite supply and demand, do not enter forecasts for intersite demand, because intersite requests do not consume forecast. For example, a forecast for 100 units and an intersite request for 100 units would add up to a total demand of 200 units.

- When creating shipment forecasts in the Forecast/Master Plan module, enter monthly forecast values as the sum of the gross sales forecast and the net intersite forecast. Maintaining the forecast this way can be time-consuming.

**Example** A site forecast indicates that 1000 units will be sold directly to customers and an additional 400 units will be shipped to other sites. Intersite requests have been received for 150 units in that period. The gross sales forecast is 1000 units while the net intersite forecast is 250 units. For that period, enter a forecast of 1250.

- Enter master scheduled orders for distribution items. Be aware that DRP may consider these as excess supply and generate action messages recommending that you de-expedite or cancel them.

See “DRP Action Messages” on page 138.

## Set Up Control Programs

Two control programs affect processing in DRP:

- Use DRP Control (12.13.24) to determine if MRP can also plan DRP items. These two functions can be run sequentially. However, when you have DRP items at multiple levels of your product structure, you may want to run them together.

You can also use DRP Control to specify settings related to the use of a Progress AppServer to distribute MRP/DRP tasks among multiple processors.

See “DRP and MRP” on page 118 for details.

- Use Distribution Management Control (12.15.24) to determine how numbering of intersite requests and distribution orders is managed and to set up default values for the Comment field on these documents. See “MRP/DRP Calculations Using AppServer” on page 119.

## Executing DRP

DRP is typically run regularly, often daily. Run DRP only when no activity is underway that could affect source networks, product structures, inventory, demand, or supply. Run DRP-related reports and inquiries immediately after DRP.

### DRP Modes

You can run DRP in three operational modes:

- Net Change
- Regenerative
- Selective

You can run DRP for more than one site at a time. Since this may take some time to process, consider using batch mode.

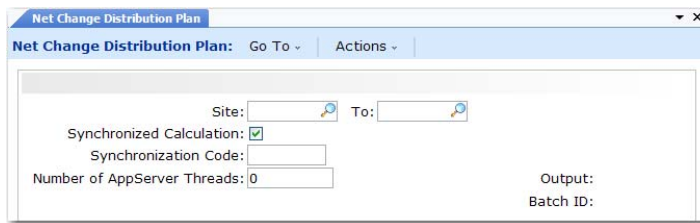
**Note** If the sites being updated are in different domains and the domains have incompatible code pages, you must run DRP in batch from the character UI using the appropriate Unicode parameters. See *User Guide: QAD System Administration* for details.

### Net Change Distribution Plan

Net Change Distribution Plan (12.13.1) recalculates demand only for items with MRP Required set to Yes in the item planning data. If Update MRP Flags in Transportation Network Maintenance (12.5.5) is Yes, the system sets the MRP Required field for DRP items at that receiving site to Yes. DRP then plans for that receiving site the next time it is run in net change mode. The system also sets an item's MRP Required field to Yes when demand data or item planning parameters change for that item.

**Note** Set Update MRP Flags in Transportation Network Maintenance to Yes only when you make changes that impact DRP calculations.

**Fig. 14.7**  
Net Change Distribution Plan (12.13.1)



### Regenerative Distribution Plan

Regenerative Distribution Plan (12.13.2) and Net Change Distribution Plan produce the same results. However, net change often runs more quickly. It looks only at distribution items that have had a change in inventory information, design, forecast, cost, and so on since DRP was last run. Regenerative DRP plans for all items in the site's domain.

### Selective Distribution Plan

Selective Distribution Plan (12.13.3) lets you select the items you want to plan. It is useful for simulations, but use it carefully. It does not always yield the same results as net change or regenerative DRP because it does not implode higher-level requirements.

**Fig. 14.8**  
Selective Distribution Plan (12.13.3)

Run Selective Distribution Plan in net change mode by setting Required Items Only to Yes. Run it in regenerative mode by setting Required Items Only to No. Plan for small groups of items by specifying combinations of buyer/planner, product line, group, item type, supplier, and Purchase/Manufacture code.

## DRP and MRP

To manage the supply, demand, and resources of a supply chain, DRP must be integrated with MRP. The two systems are complementary. MRP balances supply and demand within a site, while DRP balances supply and demand between sites.

See *User Guide: QAD Manufacturing*.

MRP considers intersite requests as demand at the supply site. Therefore, when to run DRP in relation to MRP depends on where distribution items appear in the product structures for that site.

- For sites that distribute finished products, you usually run DRP before MRP to generate demand for those products at other sites.
- For sites that supply component items to other sites, run MRP first.

If you have DRP items at multiple levels of product structures for a site, you can also run MRP and DRP in combination. MRP and DRP take advantage of the intersite low-level codes. MRP/DRP Combined, a field in both MRP Control (23.24) and in DRP Control (12.13.24), allows MRP to pass gross requirements to DRP items. DRP creates the intersite request, creating demand at the supply site. The item at the supply site is then planned by MRP.

Running MRP and DRP in combination is especially useful if you use centralized purchasing—common materials are purchased by multiple sites from common suppliers. Lowest-level items (the items highest in your bills) are processed first, regardless of site, and all purchase orders are planned after all site and intersite demand has been calculated.

If you choose to run MRP and DRP separately, MRP creates gross requirements for DRP items, but then does not use DRP to plan the intersite request. MRP simply completes the site or sites where it is run.

A later DRP run explodes the gross requirements for distribution items and creates the intersite requests. These should now be exploded at the supply site using MRP. The only advantage of running the two programs separately is that the processing times are separated into two periods—a possible requirement if there are hardware limitations.

## DRP Calculation and Processing

Like MRP, DRP reviews all sources of demand and supply at a given site and plans items in sequence by low-level code. A distribution item's low-level code is based on the product structure attached to the item at the supply site. DRP and MRP calculations use the same algorithms. Calculations are the same when time-phasing supply and demand, netting requirements, planning supply, and reporting exception conditions.

Since source networks are to DRP what product structures are to MRP, the explosion logic is the same. DRP explodes source networks for distribution items, identifying the sites that supply this item and the percentage of the requirement to be satisfied by each, and generates intersite requests rather than planned orders.

See *User Guide: QAD Manufacturing*.

To project inventory balances and calculate net requirements, DRP tentatively reschedules intersite requests and plans all activity based on this schedule. It also generates action messages recommending actions a planner should take to execute the plan.

See "DRP Action Messages" on page 138.

DRP creates intersite requests if there is a requirement at a site that meets the following criteria:

- The required item has a non-blank Order Policy and Plan Orders is Yes in Item Master Maintenance (1.4.1).
- The item's Purchase/Manufacture code is D.
- A source network exists.
- The system has access to the source sites.

When DRP creates intersite requests, it schedules the shipment date at the shipping site and the due date at the receiving site. DRP calculates these dates using the lead times defined for the transportation network. If none are defined, the system retrieves the lead times defined for either the transportation code or the source network assigned to it.

## Pegging

DRP source-to-requirement pegging lets you associate sources of demand or supply at one site with plans at another. Since sources of demand are exploded based on source networks rather than product structures, pegging is done across sites. Use DRP Detail Inquiry (12.13.16) or DRP Detail Report (12.13.17) to review sources of intersite supply and demand for an item.

- Sources of demand display with the due date, quantity, intersite request number, and receiving site.
- Sources of supply display with the due date, quantity, intersite request number, and shipping site.

## MRP/DRP Calculations Using AppServer

If you use Symmetric Multiple Processor (SMP) computers and also have the Progress Application Server (AppServer) installed, you can use the AppServer to distribute the processing load across your available computing resources and complete the calculations in considerably less time.

**Note** You can also use SMP computers to run synchronized MRP/DRP calculations, although the AppServer method gives better results.

### Setting Up Your System to Use an AppServer

To set up your system to run MRP/DRP with the AppServer, follow these steps:

- 1 Configure the AppServer using Progress Explorer or by editing the `Progress ubroker.properties` file.
- 2 Use AppServer Service Maintenance (36.19.1) to define the parameters used to connect to the AppServer.
- 3 In MRP Control (23.24) or DRP Control (12.13.24), set the following fields to the specified values:
  - Set Use AppServer to Yes.
  - Set AppServer Name to the name you specified in AppServer Service Maintenance.
  - Set Default Number of Threads to twice the number of processors available on your machine. For example, if your machine consists of 2 processors, enter 4. This will create four AppServer threads for an MRP/DRP run. This value defaults to the MRP/DRP execution programs. You can change it when you run the program.

**Note** The ideal number of threads varies from environment to environment based on the processing load on the machine. For example, when the processing load is heavy, you might set the default to one thread for each processor.

See *User Guide: QAD System Administration* for more information on setting up an AppServer and configuring it to run MRP/DRP.

### Using the AppServer with MRP/DRP

To run MRP/DRP with the AppServer, use any of the DRP or MRP programs. Set Synchronized Calculation to No. Number of AppServer Threads defaults from MRP Control or DRP Control, as appropriate. You can leave this value or change it as needed based on the current system load.

When the planning session starts, the system distributes the load among the AppServers for the items that require planning. When a thread completes planning for a given level, the program then reuses the existing thread for the next level. This process continues until all items are planned.

The audit report identifies all of the items planned for all of the MRP/DRP planning sessions that were run with the AppServer.

### Synchronized MRP/DRP Calculations

On SMP computers, you can use the Synchronized Calculation and Synchronization Code fields to run multiple MRP/DRP sessions at the same time. On these machines, you can run one session on each available machine for a given synchronization code against a single database. Without SMP computers, these fields have no impact on DRP or MRP processing.

To run synchronized MRP/DRP, use any of the materials or distribution requirements planning programs. Open multiple views of the program. In each view, specify selection criteria for site, item, and so on. Set Synchronized Calculation to Yes and enter the same Synchronization Code for all views. Then start the program in each view.

**Note** If you use a Progress Application Server to run MRP/DRP, you should set Synchronized Calculation to No. See “MRP/DRP Calculations Using AppServer” on page 119.

During synchronized runs, the system creates a master work table listing all records that require planning and then updates the low-level codes. Then each session selects the first available record from the work table, planning the lowest-level items first. When an item is planned, its MRP Required field is set to No, so it is not replanned by another session. When a session completes planning at the lowest level, it waits until the other sessions are complete at that level. Then all sessions plan the next level up. This continues until all items are planned.

For more efficient processing, start the sessions with identical selection criteria—for example, the same site range—then all sessions select the next available record for planning. This results in the most efficient processing. When any planning level is finished, a session only waits for the other sessions to complete that level before all sessions can start on the next level.

If you start one session for each site, or for distinct site ranges, then when a session completes a level, it must wait for all other sessions to complete planning at that level. For sites with many items at a given level, that creates many more orders, requiring more time to process. Even if one SMP machine is being used by another unrelated process, you could end up with temporarily idle sessions. The advantage of running sessions by distinct ranges is that the audit reports print the planned items in the ranges you entered in each session.

Synchronization codes distinguish a synchronized calculation. All sessions started with the same synchronization code access the same work table of items for replanning. If a session is started with a different synchronization code, it will run without waiting for other sessions running at the same time. This can cause locking problems and double processing. A blank synchronization code is valid.

In some situations, running one session in non-synchronized mode may increase processing efficiency.

**Example** You have a DRP receiving site that generates demand to two other sites but receives no demand itself. You run the session for the DRP receiving site in non-synchronized mode. That site is planned without waiting for the supply sites, and the two DRP supply sites wait only for the first site to generate the appropriate DRP demand. Once this is created, the two supply site sessions start their runs without waiting for the entire first calculation to complete.

Once again, it would be more efficient to run as three synchronized calculations for the same site range. However, using separate site ranges would make the audit reports simpler to read.

## Managing Intersite Requests

Like MRP, DRP generates planned orders and action messages. Since DRP planned orders represent demands on other sites, they are called *intersite requests*.

At the supply site, you can reference one or more intersite requests on a distribution order. Typically intersite requests are generated at the receiving site. However, they can also be created dynamically as part of Distribution Order Maintenance (12.17.14) or in Distribution Order Processing (12.17.21).

The need to add a line to a distribution order without a supporting intersite request can occur for a number of reasons, such as the following:

- Urgent demand rises between DRP cycles.
- A few additional items are needed to fill space in a truck or container.
- The supply site wants to ship non-sales items such as samples.
- There is insufficient storage space at the supply site for items that could be stored at the demand site.

Intersite requests are to DRP what planned orders are to MRP. To the receiving site, they are like purchase requisitions or supply records. At the shipping site, they are like sales orders or demand records—external sources of demand that can be master scheduled.

MRP creates the initial demand for DRP-planned items at the receiving site. Running DRP at the receiving site generates intersite demand at the shipping site at the same time it generates intersite requests for the receiving site.

Intersite requests are visible at both sites. A change to an intersite request at the receiving or shipping site is automatically reflected in the corresponding request at the other site. However, the programs used to update intersite requests at the shipping and receiving sites are updating distinct tables in the database:

- The Distributed Site Requisition Detail (dsd\_det) is the detail data for the request at the receiving site.
- The Distributed Site Order Detail (ds\_det) is detail data for the request at the shipping site.

To transfer intersite requests automatically, the shipping and receiving sites must be connected over the computer network. If they are not, you can transfer intersite requests to the shipping sites in batch after running DRP at the receiving sites.

Optionally, you can then confirm intersite demand at the shipping site. The shipping site translates this demand into distribution orders, which are picked and shipped to the receiving site. If necessary, additional intersite requests can be generated at the shipping site and associated with the order. These orders are received at the receiving site in the same manner as purchase orders.

## Intersite Requests at the Demand Site

Create intersite requests at a receiving site manually with Intersite Request Maintenance (12.15.1) or by running DRP. You can also use Intersite Request Maintenance to modify request status, due date, and receiving location at the receiving site. This site determines the quantity ordered and the transportation code for orders from each supply site. You can change the transportation code, but not the quantity ordered, at the supply site.

**Fig. 14.9**  
Intersite Request Maintenance (12.15.1)

The screenshot shows a software window titled "Intersite Request Maintenance". The window has a menu bar with "Go To" and "Actions" options. The main area contains several input fields and labels arranged in two columns:

- Site: (with a search icon)
- Requisition: (with a search icon)
- Item Number:
- Order Date:
- Due Date:
- Quantity:
- Status:
- Remarks:
- Sales/Job:
- Location:
- Comments: (with a text area icon)
- Shipping Site:
- Quantity Ordered:
- Transportation Code:
- Ship Date:
- Due Date:
- Comments: (with a text area icon)
- Remarks:
- Quantity Confirmed:
- Qty Received:
- Quantity Shipped:
- Order Number:
- In Transit Site:
- Project:

Like work orders, intersite requests can have a status of planned, firm planned, exploded, allocated, released, or closed. The statuses have varying affects, as follows:

**P (Planned).** This status applies to system-generated requests only. Planned requests can be deleted or replanned by the system the next time MRP or DRP is run.

**F (Firm Planned).** This is the default status for intersite requests created in Intersite Request Maintenance. Firm-planned requests are not rescheduled by MRP or DRP. Instead, the system generates action messages suggesting changes. Manually update requests with this status, as needed.

**E (Exploded).** The status of an intersite request is changed to Exploded when the supply site confirms the request with Intersite Demand Confirmation. For confirmed requests, DRP uses the confirmed quantity and due date. The original quantity and due date remain for comparison.

**A (Allocated).** The status of an intersite request is changed to Allocated when the supply site references the intersite request on a distribution order. This is the default status for intersite requests created dynamically as part of creating a distribution order.

Because intersite request status codes are identical to work order status codes, you can manually set request statuses to Batch (B), Released (R), or Closed (C). The B and R status codes have no system-assigned significance for intersite requests, but individual demand sites may use them for special purposes. For example, you might manually assign a status of Released to requests when you receive confirmations from supply sites.

Manually setting the status of an intersite request to C (closed) does not change quantities associated with the request. It does, however, have the following effects:

- Reduces the quantity on order in the inventory master at the receiving site by the quantity open on the request
- Lets you archive/delete the intersite request at the supply site even though the quantity shipped is not the same or greater than the quantity confirmed

## Archiving Intersite Requests

Use Intersite Request Delete/Archive (12.15.23) at the receiving site to delete and archive intersite requests created automatically by planning functions or manually using Intersite Request Maintenance. To delete or archive an intersite request, the quantity received on the request must be equal to the quantity confirmed.

When you delete an intersite request, the system does not automatically delete the demand records associated with that request at the shipping site. Generally, you should use Closed Intersite Demand Delete/Archive (12.17.23) to delete demand records at supply sites before using this function to delete corresponding intersite requests at demand sites.

## Intersite Requests at the Supply Site

At the supply site, use Intersite Demand Confirmation (12.17.1) to confirm all, or portions of, the quantity, due date, ship date, transportation code, and in-transit site for an intersite request. If any part of a request has been confirmed, DRP plans using the quantities and dates confirmed by the supply site. If an intersite request has not been confirmed, DRP processes it for the quantities and due dates automatically generated by the system.

Intersite demand at the supply site appears as the Gross Reqs value in the Master Schedule Summary and is treated as independent demand. You can adjust the demand quantity during demand confirmation. The remainder of the process at a shipping site involves transportation planning, order aggregation, and shipping.

## Managing Database Connections

When the domains associated with shipping and receiving sites are in a single database, DRP processing is simplified. When they are in different databases, you must be aware of the impact of database connections.

In this case, to execute DRP at the shipping site, active database connections must be available. In the receiving site, it is possible to run DRP and transfer or import demand records later.

## Receiving Database

When DRP is executed in the receiving database and determines that the shipping database is unavailable, it saves demand records in an equivalent table in the local database. Transfer these records to the shipping database in two ways:

- When the connection is restored, run Intersite Demand Transfer (12.15.9). This takes the records in the local table and moves them to the equivalent table (ds\_det) in the other database. If the intersite requests were modified in the shipping database while the connection was down, the transferred requests overwrite the new versions in the shipping database. It is assumed the intersite request records in the receiving database take precedence.

# Distribution Orders

This chapter explains how to use the DRP module to create and maintain distribution orders.

***Introduction to Distribution Orders* 126**

Describes how distribution orders work and when they are used.

***Creating Distribution Orders* 126**

Illustrates how to use Distribution Order Maintenance to reference different requests and manage orders.

***Using Distribution Order Processing* 135**

Describes how to use Distribution Order Processing to receive orders and reconcile shipments.

***DRP Action Messages* 138**

Lists and describes the different types of DRP action messages.

## Introduction to Distribution Orders

At a supply site, you can process several intersite requests at one time by combining them in a distribution order, the same way purchase requisitions are combined into purchase orders.

Distribution orders simplify picking and shipping materials from one site to another.

At the supply site, distribution orders can follow this life cycle:

- 1 Create distribution orders in Distribution Order Maintenance (12.17.14) or Distribution Order Workbench (12.17.13). Using the workbench lets you create orders by grouping requests based on various selection criteria.
- 2 Print orders with Distribution Order Print (12.17.18).
- 3 Print picklists with Distribution Order Picklist Print (12.17.19).
- 4 Ship orders with Distribution Order Shipments (12.17.22). Additional shipping features are available when a shipping group exists for the distribution order.

This life cycle can be streamlined in several ways:

- You can allocate and pick items as part of Distribution Order Maintenance, eliminating the need to print a picklist.
- You can use Distribution Order Processing (12.17.21) to create a distribution order, allocate and pick items, and ship the items as part of a single process.

## Creating Distribution Orders

Use Distribution Order Maintenance (12.17.14) to reference one or more intersite requests in preparation for picking and shipping items to another site.

A distribution order is typically a response to demand generated at the receiving site. However, you can also create an intersite request (representing demand) as part of Distribution Order Maintenance.

**Note** In a multiple-database environment, the shipping site must be actively connected to the receiving site database to enter a distribution order.

Figure 15.1 illustrates the header of Distribution Order Maintenance.

**Fig. 15.1**

Distribution Order Maintenance (12.17.14)

The screenshot shows a window titled "Distribution Order Maintenance" with a menu bar containing "Go To" and "Actions". The main content area displays the following information:

- Order Number: 20070002    Ship-From: 10000    Ship-To: 12000
- Ship-From:** Quality Products Div 1000, Distribution Division, One World Way, Morristown, NJ 07960, X United States
- Ship-To:** CA Plant, 23 Ventura Blvd., Los Angeles, CA 84534, X United States
- Date Created: 06/12/2007    Remarks: 24-hour receiving notification required
- Ship Date: 6/12/2007    Language: [dropdown]
- Due Date: 6/19/2007    Comments: [checkbox]
- Purchase Order: [text field]
- FOB Point: [text field]
- Imp/Exp: [checkbox]
- Ship Via: Truck
- BOL: 2784525-25789
- Status: Ship OK

An arrow points from the text "Enter order status here." to the "Status" field.

The DO header includes the supply site, the ship-to site, and other general order information. You can enter a user-defined status for the order in the Order Status field. This field is for reference only and does not affect order processing.

Order status displays on selected reports including Distribution Order Print (12.17.18), Distribution Order Picklist Print (12.17.19), and DO Shipment Reconciliation (12.17.17).

Any comments you add at the time you create the distribution order print on Distribution Order Report (12.17.16), Distribution Order Print (12.17.18), and Distribution Order Picklist Print (12.17.19).

If the sites involved in DRP are located in different countries that belong to the European Union, you can generate Intrastat data by setting the Import/Export field to Yes. See *User Guide: QAD Intrastat* for details.

**Note** If you are using the Logistics Accounting module, a frame for input of freight data displays. Based on the freight terms you specify, another frame may display for input of the code identifying the associated logistics supplier.

## Referencing Intersite Requests

Figure 15.2 illustrates the frames in Distribution Order Maintenance for referencing intersite requests.

**Fig. 15.2**  
Distribution Order Maintenance, Line Item Frame

To create a request, enter a new number and then specify an item.

Req Nbr	Item Number	Description	Qty Ordered	UM
0010				

Quantity Confirmed:                      Qty Shipped:  
 Quantity Allocated:                      Transport ID:  
 Quantity Picked:                          Ship Date:  
 Detail Allocations:                       Due Date:  
 In Transit Site:                              Project:  
 Category:                                      Freight List:  
 Comments:

Specify an existing request number or create a new intersite request by leaving the Request Number field blank or entering a new number during line-item entry. When you attach an existing request, the item number, description, quantity ordered, and UM default from the intersite request and cannot be changed.

**Note** The system supplies a number when Auto Requisitions is Yes in Distribution Management Control; otherwise, you must specify a requisition number manually.

When you create a new intersite request, you can update fields that cannot be updated when you reference an existing request. A pop-up window prompts for order date, status, an optional sales/job number, and the receipt location. The status of intersite requests created dynamically defaults to A (allocated) and cannot be changed.

The quantity ordered for an intersite request created as part of DO maintenance defaults to 0 (zero), but can be updated if needed. The quantity ordered defaults to the Quantity Confirmed field.

**Note** A request created in Distribution Order Maintenance is identical to a request created by DRP or created manually in Intersite Request Maintenance (12.15.1) or Intersite Demand Confirmation (12.17.1).

Figure 15.3 illustrates the pop-up for specifying details for a new intersite request.

**Fig. 15.3**  
Distribution Order Maintenance, Intersite Request Pop-Up

The screenshot shows a software window titled "Distribution Order Maintenance" with a menu bar containing "Go To" and "Actions". Below the menu bar, there are fields for "Order Number: 20070002", "Ship-From: 10000", and "Ship-To: 12000". A table with the following data is displayed:

Req Nbr	Item Number	Description	Qty Ordered	UM
0010	57-0003	Cooling core housing	10.0	EA

Below the table, there are several input fields: "Quantity Confirmed:", "Quantity Allocated:", "Quantity Picked:", "Detail Allocations:" (with a checkbox), "In Transit Site:", "Category:", and "Comments:". A pop-up window titled "Intersite Request" is overlaid on the main window, containing the following fields: "Order Date:" (with a dropdown menu showing "06/12/2007"), "Status:" (with a dropdown menu showing "A"), "Sales/Job:" (with an empty text box), and "Receipt Location:" (with a text box containing "100").

**Order Date.** Enter the date this intersite request was created. The default is the system date. You can select information to display on various reports for ranges of order dates.

**Status.** Status is automatically set to A (allocated) and cannot be changed.

**Sales/Job.** Enter an optional code associating the order with a specific sales or job number. For a new order, the default is blank.

**Receipt Location.** Enter the location where this item is to be delivered. Location codes identify physical locations where inventory is stored.

On a new intersite request, location defaults from Item-Site Inventory Data Maintenance (1.4.16) for the receiving site; if a site-specific record does not exist; location defaults from Item Master Maintenance (1.4.1).

When the distribution order is received, the location you enter here displays as the default and can be changed, as needed.

## Creating General Allocations

You can create general or detail allocations in Distribution Order Maintenance for items on associated intersite requests. You can also specify a quantity picked.

- General allocations reserve inventory quantity on hand.
- Detail allocations reserve items identified by site, location, lot/serial number, and lot reference number. Allocation details print on picklists, and display as the default on shipment transactions.
- Specifying a quantity picked prevents a picklist from being printed for the detail allocation.

**Fig. 15.4**  
Distribution Order Maintenance, Intersite Request Frame

Enter a value to create general allocations.

Specify Yes to enter detail allocations.

**Quantity Allocated.** If you are creating a new intersite request, specify the quantity that the system should allocate for it. Specifying a quantity in this field creates general allocations. To create detail allocations, set Detail Allocations to Yes.

The sum of quantity shipped, quantity picked, and quantity allocated cannot be greater than quantity confirmed. Access to this field can be restricted through security.

You can print picklists based on the quantity allocated.

**Detail Allocations.** Enter Yes to display an additional pop-up for specifying allocation details. This field defaults to No, unless detail allocation records already exist. In this case, the default is Yes.

If there is an unallocated confirmed quantity for this intersite request, the system automatically detail allocates from the available and unallocated quantity on hand.

## Deleting Distribution Orders

You can delete a distribution order by pressing the Delete key in the order header. The system prompts you to confirm the deletion. If you respond Yes, the system displays the following message: Delete attached intersite requests?

- Respond No to detach referenced intersite requests and leave them in the database. The system resets the status of detached requests from A (allocated) to E (exploded). These requests can then be associated with another DO.
- Respond Yes to delete the attached intersite requests as well as the distribution order. You may want to choose this option if the intersite requests associated with the DO were created dynamically in Distribution Order Maintenance.

**Important** If you respond Yes, all intersite requests referenced on the deleted order are deleted, regardless of how they were created. This includes requests created by DRP, in Intersite Request Maintenance, in Intersite Demand Confirmation, and in Distribution Order Maintenance. In a multiple-domain environment, request detail is deleted from both the shipping and receiving site domains.

**Note** When you use the Delete command in the intersite request detail of a DO, the intersite request is always detached and remains in the database. It is never physically removed.

Before deleting a DO, the system verifies that items on the referenced intersite requests are not picked or shipped. This validation is performed whether you detach or physically remove the intersite requests. If the validation fails, an error displays and you cannot continue.

If items are allocated to a deleted intersite request, the allocations are removed. MRP records, including gross requirements for the shipping site and scheduled receipts for the receiving site, are updated to reflect the change.

## Distribution Order Workbench

Distribution Order Workbench (12.17.13) lets the shipping site group intersite requests and issue distribution orders based on the group. Use this when attaching an intersite demand to a distribution order is impractical. The workbench is a combination of the intersite demand and intersite order programs.

The workbench process has three steps:

- You define selection criteria to group outstanding intersite requests.
- The system creates a distribution order to satisfy these requests.
- The system determines which of the requests will be filled on the generated order.

## Grouping Intersite Requests

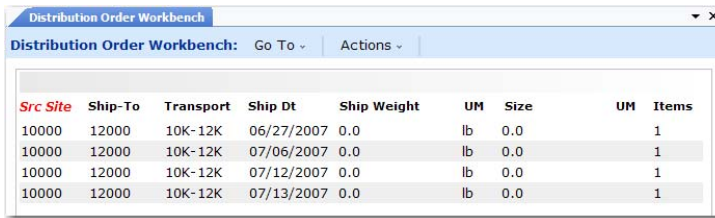
In the first step, specify selection criteria for listing requests, based on shipping site, ship-to site, transportation mode, ship date, and item number.

**Fig. 15.5**  
Distribution Order Workbench (12.17.13)

The ship date limits the display to requests with ship dates before the specified date. If Available Only is Yes, selection stops when inventory is exhausted. If Allocate is Yes, the workbench makes detail allocations when unallocated inventory exists and the intersite request is not fully allocated.

The next frame displays intersite requests matching the selection criteria. Requests are sorted first by ship-to site, then by transport mode, and finally by ship date.

**Fig. 15.6**  
Distribution Order Workbench (12.17.13)



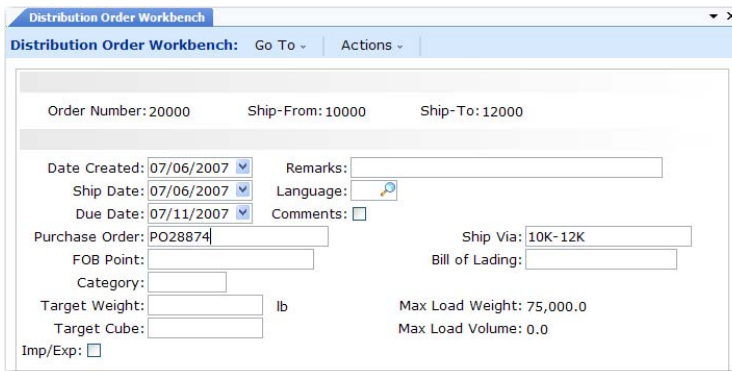
Src Site	Ship-To	Transport	Ship Dt	Ship Weight	UM	Size	UM	Items
10000	12000	10K-12K	06/27/2007	0.0	lb	0.0		1
10000	12000	10K-12K	07/06/2007	0.0	lb	0.0		1
10000	12000	10K-12K	07/12/2007	0.0	lb	0.0		1
10000	12000	10K-12K	07/13/2007	0.0	lb	0.0		1

The system selects all requests that share the same shipping site, ship-to site, and transportation mode. To select different requests, change the selection criteria or edit the selections after they are made.

## Creating Distribution Orders

When you click Next, the system creates a distribution order to satisfy the requests. An order created in the workbench is the same as one created in Distribution Order Maintenance (12.17.14), except that you can further limit automatic selection.

**Fig. 15.7**  
Distribution Order Workbench (12.17.13)



Order Number: 20000      Ship-From: 10000      Ship-To: 12000

Date Created: 07/06/2007      Remarks:

Ship Date: 07/06/2007      Language:

Due Date: 07/11/2007      Comments:

Purchase Order: PO28874      Ship Via: 10K-12K

FOB Point:       Bill of Lading:

Category:

Target Weight:  lb      Max Load Weight: 75,000.0

Target Cube:       Max Load Volume: 0.0

Imp/Exp:

**Ship Date.** This defaults to the earliest ship date listed on any of the selected requests.

**Purchase Order.** Use this field to reference an external purchase order.

**Ship Via.** Further limits the requests to those that have the shipping method specified. This field defaults to the value of the transport ID used to select the requests.

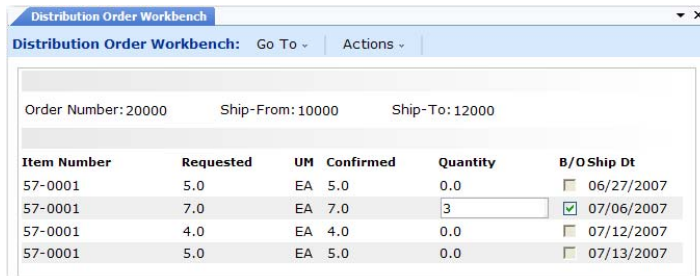
**Target Weight.** The system stops selecting requests when the stated target weight or target cubic measure is reached, based on summing order ship weights. The target value defaults from the maximum weight defined for that transport ID.

**Target Cube.** The system stops selecting requests when either this cubic measure or the target weight is reached.

## Confirming Selected Requests

The system selects from the list all requests for an item until available inventory for the item is exhausted, the maximum shipping weight or size are reached, or all requests are filled. Next, it displays all selected requests and shows the total weight and space for the items. You can edit this list, which is used for picking and shipping.

**Fig. 15.8**  
Distribution Order Workbench (12.17.13)



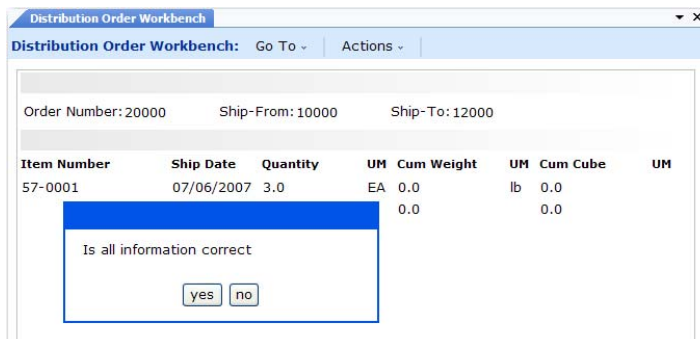
The screenshot shows the 'Distribution Order Workbench' window. At the top, it displays 'Order Number: 20000', 'Ship-From: 10000', and 'Ship-To: 12000'. Below this is a table with the following columns: Item Number, Requested, UM, Confirmed, Quantity, and B/O Ship Dt. The table contains four rows of data for item 57-0001.

Item Number	Requested	UM	Confirmed	Quantity	B/O Ship Dt
57-0001	5.0	EA	5.0	0.0	<input type="checkbox"/> 06/27/2007
57-0001	7.0	EA	7.0	3	<input checked="" type="checkbox"/> 07/06/2007
57-0001	4.0	EA	4.0	0.0	<input type="checkbox"/> 07/12/2007
57-0001	5.0	EA	5.0	0.0	<input type="checkbox"/> 07/13/2007

Once you have confirmed them, the requests are closed. The system ships partial requests by back-ordering the difference between the request and confirmation quantities.

The item number is not shown until this point, because it is assumed that any items needed by the transport mode selected will be shipped. You can control the kinds of items attached to a distribution order by defining a different transportation mode for each item shipped.

**Fig. 15.9**  
Distribution Order Workbench (12.17.13)



The screenshot shows the 'Distribution Order Workbench' window with the same header information as Fig. 15.8. The table below shows the selected item with cumulative weight and cube values. A dialog box is overlaid on the table, asking for confirmation.

Item Number	Ship Date	Quantity	UM	Cum Weight	UM	Cum Cube	UM
57-0001	07/06/2007	3.0	EA	0.0	lb	0.0	
				0.0		0.0	

Is all information correct

When the requests are selected, the total is shown and you are prompted to confirm. Once confirmed, you can edit the order, but automatic selection is not rerun.

## Recording Distribution Order Shipments

Use Distribution Order Shipments (12.17.22) to record that you have sent items to another site in your company. These items are taken out of your inventory and moved to an in-transit site and location.

Multiple shipments can be made against a distribution order, with one or more shipments against each line item. You can ship more than the quantity ordered or confirmed.

You can also use Distribution Order Processing to ship items on a distribution order. This program lets you create the order and ship it as one process.

To create, maintain, and report on DO shippers and containers, use the programs in the DO Shipping Menu (12.19).

See “DO Shipping” on page 141.

Figure 15.10 illustrates Distribution Order Shipments.

**Fig. 15.10**  
Distribution Order Shipments (12.17.22)

The screenshot shows the 'Distribution Order Shipments' window. At the top, it displays 'Distribution Order Shipments: Go To - Actions -'. Below this, there are fields for 'Order Number: 20070002', 'Site: 10000', 'Ship-To:', and 'Date: 06/12/2007'. There are also checkboxes for 'Ship Allocated: ' and 'Ship Picked: '. A table lists three items:

Item Number	Site	Req Nbr	Qty Conf	Qty Open	Qty to Iss
57-0001	12000	0012	10.0	10.0	0.0
57-0002	12000	0011	10.0	10.0	0.0
57-0003	12000	0010	10.0	10.0	0.0

Below the table, there is a detailed view for 'Item Number: 57-0001'. It shows 'Req: 0012', 'Site: 10000', and 'Loc:'. The description is 'Cooling core'. Other fields include 'Qty Open: 10.0', 'UM: EA', 'Lot/Serial:', 'Reference:', 'Qty to Iss: 5', and 'Multi Entry: '. There is also a 'Cancel B/O:

To process a shipment, first specify the order number, which lists the line items and the quantity open.

### Default Quantities to Ship

Use the Ship Allocated and Ship Picked fields to set up default quantities to ship.

- If you use picklists to control the shipping process, set Ship Picked to Yes. The quantity to ship is set to the quantity picked for each line item, and you can click Next to process the shipment.
- If you do not print a picklist but you do use allocations to reserve inventory for shipment, set Ship Allocated to Yes. This sets the quantity to ship to the quantity allocated.

When you set Ship Allocated or Ship Picked to Yes, the system automatically determines a quantity to ship and displays it on the screen, unless the items are lot/serial controlled. For these items, you must manually enter shipping information.

### Shipment Processing

Enter or modify the quantity to ship, site, location, lot/serial, and reference. Set Multi Entry to Yes to enter detailed information.

When you are finished, click Next. Optionally, another screen displays a summary of what you just entered. If it is correct, click Next to process the inventory update. Otherwise, enter No or click Back to go back and make additional changes.

A final screen displays the DO header for update. You can verify the shipping instructions and enter the carrier and bill of lading (BOL).

## Inventory Transactions

Two transactions are created, even when the shipping and goods-in-transit sites are the same:

- Inventory issue at the shipping site (ISS-DO)
- Inventory receipt at the goods-in-transit site (RCT-GIT)

Review in-transit inventory as needed using:

- Orders in Transit Browse (12.15.13) or Report (12.15.14)
- Inventory in Transit Inquiry (12.15.17) or Report (12.15.18)

## General Ledger Transactions

Shipping items on a distribution order creates the following GL transactions.

Inventory issue:

- Debits either the Cross-Company Inventory Control account for the entity associated with the shipping site or the Transfer Variance account for the site
- Credits the Inventory account defined in Inventory Account Maintenance for the applicable product line, shipping site, and location

Inventory receipt:

- Debits the Inventory account defined in Inventory Account Maintenance for the applicable product line, in-transit site, and location
- Credits either the Cross-Company Inventory Control account for the entity associated with the in-transit site or the Transfer Variance account for the site

## Shipping Documents

In some business environments, formal shipping documents must accompany any movement of goods, even when goods are merely transferred and not sold. You can create a shipping document (shipper) to record the inventory movement associated with a distribution order when both of the following are true:

- The specified ship-from and ship-to sites belong to the same shipping group defined in Shipping Group Maintenance (2.18.1).
- The inventory movement codes associated with the applicable shipping group allow transaction type ISS-DO.

When these criteria are met, a series of frames displays for entering shipper data.

See *User Guide: QAD Sales*.

## Using Distribution Order Processing

Use Distribution Order Processing (12.17.21) to access the features and frames of Distribution Order Maintenance and Distribution Order Shipments sequentially from one menu item. Distribution Order Processing supports creating and shipping orders through background processes such as CIM files or QXtend application program interfaces (APIs).

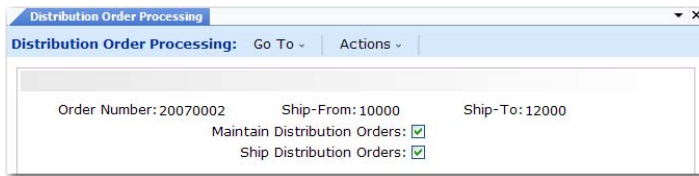
For details about these processes, see:

- The chapter on the CIM Interface in *User Guide: QAD System Administration*
- *Technical Reference: QAD QXtend*

You can also use Distribution Order Processing when creating and shipping distribution orders interactively to streamline these activities.

Figure 15.11 illustrates the header frame of Distribution Order Processing. The other frames that display in this program are exactly the same as those in the two related programs.

**Fig. 15.11**  
Distribution Order Processing (12.17.21)



Enter a number identifying a new or existing distribution order. To specify a new number, Maintain Distribution Orders must be Yes. Specify the ship-from and ship-to sites and then indicate processing options:

**Note** One or both of these options must be set to Yes.

- When Maintain Distribution Orders is Yes, all of the frames that display in Distribution Order Maintenance display. This must be Yes when you specify a new order number.
- When Ship Distribution Orders is Yes, all of the frames that display in Distribution Order Shipments display. If Maintain Distribution Orders is also Yes, shipment frames follow the maintenance frames.

## Receiving Distribution Orders

At the demand site, receive distribution order shipments with Distributed Order Receipt (12.15.20). This program:

- Records the receipt of items from distribution orders
- Transfers received items from an in-transit site and location to the site and location you specify
- Generates the appropriate transaction history and GL transaction records for each receipt

The Use Shipment Information field in Distributed Order Receipt controls the shipment detail the system uses during receipt. If Yes, the system uses full shipment detail for the default quantities and item detail being received. If No, it uses only the items and total quantities during receipt. This may be appropriate if you are entering data through CIM load.

See *User Guide: QAD System Administration* for information on CIM load.

**Fig. 15.12**  
Distributed Order Receipt (12.15.20)

When Use Shipment Information is Yes, all issue data for the order is loaded. The quantity to receive is set equal to the open quantity, and any item detail such as lot/serial numbers, reference numbers, or locations is preserved and appears in the multi-entry window. You can alter the receipt items, quantities, or item detail if necessary, or accept the entire shipment as the default receipt.

When detailed shipment data is no longer available, set Use Shipment Information to No. This is appropriate if a stocking software is used to receive the shipment and modified data is then CIM loaded. The Qty Ordered displays the shipped quantities, but quantity to receive is set to zero.

Using CIM load for Distributed Order Receipt, you can receive a number of items for any quantity in a single transaction as long as those items do not have lot/serial, location, or reference detail. When CIM loading multi-lot/serial, location, or reference items, you can only receive a single lot/serial, location, or reference item per receipt transaction. If you attempt to receive the same item number again with unique detail, it overwrites the first receipt record.

When you receive the items, received item quantities and detail are checked against the shipment detail and, where a match exists, in-transit quantities are reduced. For any items that do not match—if you receive less, or use a different lot or serial number—the shipment detail is not decremented. You can see any remaining shipment detail for an order by reentering Distributed Order Receipt and setting Use Shipment Information to Yes. You should resolve these discrepancies and correct any errors using negative quantities.

## Reconciling Shipments

Use DO Shipment Reconciliation (12.17.17) to display information for distribution orders with a receipt quantity that differs from the shipment quantity.

In a multiple-domain environment, this report should be run from the shipping site domain. If the domains are in separate databases, the receiving site database must be connected in order to retrieve the receipt quantities. If it is not, an error displays in the report output.

**Fig. 15.13**  
DO Shipment Reconciliation (12.17.17)

In a multiple-domain environment, report details are derived from the shipping site's domain, except for receipt quantity and last receipt date. For selected orders, the report displays:

- Inventory quantity allocated to the distribution order item, including quantity picked and quantity allocated
- Cumulative quantity shipped
- Cumulative quantity received, based on records in the receiving site's domain
- Difference, if any, between the shipped quantity and received quantity

## DRP Action Messages

DRP generates action messages recommending what actions a planner should take, such as rescheduling, canceling, or releasing intersite requests. Usually, you delete action messages after reviewing them so you can track which messages you have acted on. Use one of these programs:

- DRP Action Message Review/Update (12.13.5)
- Order Action Message Inquiry (12.13.6)
- DRP Action Message Report (12.13.7)
- The action message review functions in the MRP module. Both MRP and DRP action messages display in all of these functions. They are not kept separate.

To delete the messages displayed on the screen, specify Delete All. Delete Single displays each message and prompts you to delete it.

Deleted messages cannot be recovered. However, if you did not take the recommended action, the message displays again next time you run MRP and/or DRP.

The first screen selects the action messages to review, usually for a specific buyer/planner, and displays them for one item number at a time, until there are no more messages or you click Back. At the bottom of each screen of messages, you can delete some or all of them.

Table 15.1 details the action messages generated by DRP.

**Table 15.1**  
DRP Action Messages

Message	Description
Beginning quantity less than zero.	Initial nettable quantity on hand is negative.
Beginning available less than zero.	Quantity on hand less safety stock is negative.
Create intersite request.	An intersite request should be created to satisfy a negative projected on-hand balance. This message is only generated if Plan Orders is set to No, or if a new requirement appears within the time fence.
De-expedite [order type].	A scheduled intersite request is due before it is needed and should be delayed, or demand rescheduled to an earlier date.
Expedite [order type].	A scheduled intersite request is due after it is needed and should be rescheduled to an earlier date, or demand rescheduled to a later date.
Cancel [order type].	A scheduled intersite request is no longer needed and should be deleted.
Release due for [order type].	Specified supply order should be released. You can release both planned and firm-planned orders. Approving the order changes its status to firm planned.  Use the Order Release Horizon field in MRP Control (23.24) to specify the number of days prior to the order release date for this action message to display.
Release past due for [order type].	Specified supply order was not released when it was due. It now needs to be released and expedited, or the demand must be rescheduled for a later date.
Quantity less than minimum [order type].	A supply order was created for a quantity less than the minimum quantity set in the item planning data. This appears only for MRP planned orders.
Quantity exceeds maximum [order type].	A supply order was created for a quantity greater than the maximum quantity set in the item planning data. This appears only for MRP planned orders.
Past due [order type].	Scheduled supply order receipt is past the due date.
Time fence conflict—[order type].	Unsatisfied material requirement exists inside the planning time fence for the item. MRP will not create planned orders within the time fence. You should either manually schedule and expedite orders to fill this demand or delay fulfillment of the requirement that created the demand.
Shipment due for [order type].	A shipment for an intersite request item is due. Action should be taken at the shipping site to ensure that the order is received on time.
Shipment past due for [order type].	A shipment for an intersite request item is past due. You should either delay the orders that created the requirement for the item or expedite them when the item does arrive.

<b>Message</b>	<b>Description</b>
No source of supply for [order type].	A valid source network is not available for the date a DRP item is required. Either the item or item-site planning data does not reference a source network, or the source network is not effective on that date.
Planned order count exceeds maximum.	An item/site combination generated the maximum number of planned orders. MRP currently cuts off the creation of orders for an item/site combination at 1000. Calculation for other items continues. This prevents runaway calculations caused by, for example, an incorrect item order quantity.

# DO Shipping

This chapter explains how to ship goods using the container/shipper method and enhanced distribution order (DO) shipping features.

***Introduction*** 142

Describes the specific uses of DO shipments.

***Setting Up DO Shipping*** 142

Describes how to set up shipments and control programs.

***Setting Up Containers*** 144

Describes how to set up containers, maintain DO containers, and delete unused containers.

***Shipment Processing*** 150

Discusses domestic and global shipment processing using the container/shipper method.

***Printing Shipping Labels*** 167

Illustrates how to print shipping labels with DO Shipping Label Print.

***Viewing DO Shipper Information*** 167

Describes the different kinds of shipper information and how to create custom shippers.

## Introduction

A broad range of shipping requirements can be handled, from simple distribution-order shipments and intrasite transfers to more complex international or global shipments.

This chapter focuses on setting up and using the system's shipping features for domestic and global distribution order shipments using containers, shippers, and master bills of lading. It concludes with information on how to use scanned information to create shipping documents and how to customize shippers.

Simple shipping using packing lists and Distributed Order Shipments (12.17.22) is discussed with distribution orders.

See page 133.

**Note** QAD Warehousing and RF shipper functionality do not support shipper validation functionality.

## Setting Up DO Shipping

Shipping has a broad focus that enables you to produce and record distribution order shipping documents that comply with diverse regional requirements and common business practices on a global scale. A flexible, user-configured set of related shipping features can be used to facilitate international shipments and control how documents are produced.

You should set up the following for distribution order shipping:

- Define number sequences for shipping documents
- Define document formats
- Define inventory movement codes
- Assign inventory movement security
- Define carrier address information
- Define shipping groups

For details on these setup tasks, refer to the shipping chapter of *User Guide: QAD Sales*.

In addition to these setup tasks, you setup processing defaults in distribution order shipping control programs. This section describes the control program setup.

## Setting Up Control Programs

Settings in the following control programs affect shippers:

- DO Container/Shipper Control (12.19.24) sets various processing options.
- Distr Order Shipper Acct Control (36.9.8) specifies operational accounting parameters that apply to general DO shipping.

## Defining DO Container/Shipper Processing Options

To enable full global shipping functionality, you must update DO Container/Shipper Control to include default pre-shipper, shipper, and master bill of lading sequence IDs and document formats.

**Fig. 16.1**  
DO Container/Shipper Control (12.19.24)

**Next Container.** Enter the next sequential container number to be assigned as a default when creating a container using DO Container Maintenance (12.19.7).

**Pre-Shipper Sequence ID and Shipper Sequence ID.** Enter the NRM sequence codes used for DO pre-shippers and shippers, respectively. The system uses these codes to generate sequence numbers for all pre-shippers or shippers that do not use inventory movement codes or have no available shipping group. Enter an existing NRM sequence code with a target dataset associated with pre-shippers (abs\_id.preship) or shippers (abs\_id.shipper). The sequence description appears to the right of the code.

**Master Bill Sequence ID.** Enter the NRM sequence code used for master bills of lading. The system uses this code to generate sequence numbers for all master bills of lading with no available shipping group. Enter an existing NRM sequence code with a target dataset associated with master bills of lading (abs\_id.mbol). The description appears to the right of the code.

**Shipper Document Format.** Enter a valid document format code applicable to DO pre-shippers/shippers or leave blank to specify no format code. This format is assigned by default to all DO pre-shippers/shippers that do not use inventory movement codes or have an available shipping group. The description appears to the right of the code.

**Master Bill Document Format.** Enter a valid document format code applicable to master bills of lading or leave blank to specify no format code. This format is assigned by default to all master bills of lading that do not use inventory movement codes or have an available shipping group. The description appears to the right of the code.

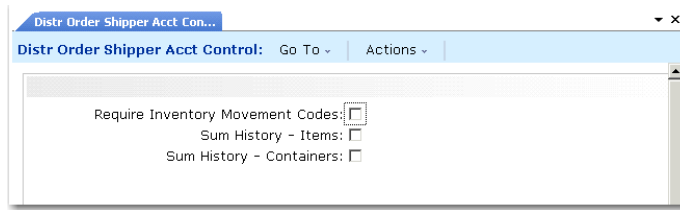
**Max Lines on a Pre-Shipper.** Enter the maximum number of lines to print on a pre-shipper created by DO Picklist/Pre-Shipper–Auto (12.19.1). If zero, this option has no effect.

**Mixed Load Label, Master Load Label, Single Load Label.** Enter the name of a template file to be used for mixed load, master load, or single load shipping label formats. These are barcode labels that enable shipments to be received with barcode readers

## Defining Operational Accounting Settings

Use Distr Order Shipper Acct Control (36.9.8) to specify whether inventory movement codes and shipment information for receipt processing are required and whether DO Pre-Shipper/Shipper Confirm (12.19.13) generates a separate transaction history record for each item detail record on a shipper or a container.

**Fig. 16.2**  
DO Distr Order Shipper Acct Control (36.9.8)



*Require Inventory Movement Codes.* This field indicates whether inventory movement codes are required for newly created DO pre-shippers and shippers. If you use movement codes and shipping groups, set this field to Yes to ensure they are always applied. This field should be No if you are not using advanced shipping features or if the setup of inventory movement codes and shipping groups is not complete. The default is No.

*Sum History–Items, Sum History–Containers.* These settings determine whether DO Pre-Shipper/Shipper Confirm generates a separate transaction history record for each item or container detail record on a shipper or summarizes transaction history by item or container.

No: A separate transaction history record is generated for each detail record on the shipper.

Yes: A transaction history record is generated for each unique combination of the following shipper detail data: distribution order number, line number, item or container number, ship-from site and location, lot or serial number, and reference number.

Setting Sum History–Items and Sum History–Containers to Yes may significantly improve system performance when confirming shippers that reference the same item or container numbers, site and location detail, and distribution order information on multiple shipper detail records. The improvement is less significant when you use serial numbers to uniquely identify individual items or containers.

## Setting Up Containers

Use containers to package and store finished goods at the end of a production line and to warehouse them in single-level containers before shipping. Also use containers to consolidate goods going to the same location. A container can be a box of finished goods, a pallet of boxes, or a truckload of pallets.

You can:

- Create a single-level container in DO Container Maintenance (12.19.7). You can add contents to a container in DO Container Maintenance, DO Pre-Shipper/Shipper – Auto, and DO Pre-Shipper/Shipper Maint, you can also merge and modify pre-shippers in the two shipper programs.
- Package single-level containers off the production line.
- Build hierarchies of containers from boxes to truckloads, with intermediate sizes.
- Add, delete, and remove containers and items from shipping documents.

You must set up item numbers representing containers such as boxes, pallets, racks, or truck trailers in Item Master Maintenance (1.4.1). Containers can be managed like any item in the system. You can use no order planning or inventory tracking to full MRP with lot/serial control to track expensive racks, truck trailers, or other specialized containers.

If you want to track container inventory, assign a nonzero GL cost to container item numbers. This ensures that the system creates inventory transactions of type ISS-UNP when you confirm shippers that reference these container items. If you do not want to track container inventory, create dummy item numbers for containers that have zero GL costs.

See “Creating Shippers Manually” on page 156.

### Establishing and Modifying Hierarchies

Containers and items have a hierarchical structure. To establish a master container hierarchy, create a container by first using DO Container Maintenance to specify the items in each container. Both DO Pre-Shipper/Shipper Maint and DO Container Maintenance maintain containers one level at a time; however, use either program to build a container hierarchy by first creating a container that contains the items, then re-entering the program to create a new container that contains the first container.

See *User Guide: QAD Sales* for examples of container-item relationships.

**Example** You create a container for a large box using DO Container Maintenance that contains the item, small box. Then, use DO Container Maintenance to create a pallet to hold the large boxes and assign the large box container to the pallet container. Finally, use DO Pre-Shipper/Shipper Maintenance to assign the pallet container to an existing shipper or create a new shipper to contain the pallet container.

Use DO Pre-Shipper/Shipper Maint to group the containers and add any items not in containers to create a complete shipment. Since containers are predefined in DO Container Maintenance, when you specify a container ID in the Content (Items) frame, that container's items are implicitly attached to the shipper.

You can establish container hierarchies and add containers and items to other containers by either building down.

Building down containers is a process of adding containers and items to existing container structures. In DO Pre-Shipper/Shipper Maint, you can build down into containers, adding items and other containers to larger containers.

### DO Container Maintenance

Use DO Container Maintenance (12.19.7) to create containers and add items to containers. The site code and container number uniquely identify containers and their contents. You can manually assign container numbers or have the system automatically assign them.

You can grant or deny access to users when using a specific inventory movement code at a particular site. This is done through Inventory Movement Code Security (36.3.13.13). As a result, you can only edit a container associated with a shipment if a security record does not exist that denies access to the inventory movement code and ship-from site of the shipment.

See the shipping chapter of *User Guide: QAD Sales*.

## DO Container Maintenance Key Frame

Two fields identify a container; see Figure 16.3.

**Fig. 16.3**

DO Container Maintenance (12.19.7), Site/Container Selection

*Ship-From Site.* Enter the site code from which this container is shipped.

*Container ID.* Enter a number identifying this container. Leave blank to create a new container.

## Container Information Frame

To create a container in DO Container Maintenance (12.19.7), first define its qualities such as quantity, site, and location (Figure 16.4).

**Fig. 16.4**

DO Container Maintenance, Container Data

*Container Item.* Specify the item number of the container, defined in Item Master Maintenance (1.4.1); for example, the item number assigned to the pallet or shipping carton, packing material, and labels.

*Quantity to Ship.* Enter the quantity of the container item that this record represents; typically, the quantity is 1. If you are using many containers of the same item number, creating individual container records might be prohibitive. If so, Qty to Ship can be the quantity of all the containers, and contents registered with this record apply to the number of containers entered here.

*Site.* Specify the site code for this container item. When you specify a site that differs from the header ship-from site, auto-transfer from the inventory to the shipping site must be allowed. Otherwise, an error displays.

*Location.* Specify the location code for this container item.

*Lot/Serial.* Specify the lot/serial number for this container item.

*Ref.* Specify the reference number for this container item.

## Container Frame

After you specify quantity, site, and location, and click Next, the system prompts you to enter a new or existing container item.

**Fig. 16.5**  
DO Container Maintenance, Container Frame

The screenshot shows a software window titled "DO Container Maintenance". At the top, there are menu options "Go To" and "Actions". The main area contains two rows of data:

Ship-From Site: 10000	NJ Plant
Container ID: 00000001	
Ship-To/Dock: 12000	CA Plant
	23 Ventura Blvd.

Below the data is a section titled "Contents (Containers)" with a "Container ID:" label and an input field containing a search icon.

You can add or remove containers in this frame. To add a container:

- 1 In the Container ID field, enter an existing container number for the same ship-from and ship-to sites.
- 2 Press the insert/add command appropriate to your interface to add the container.

To remove a container:

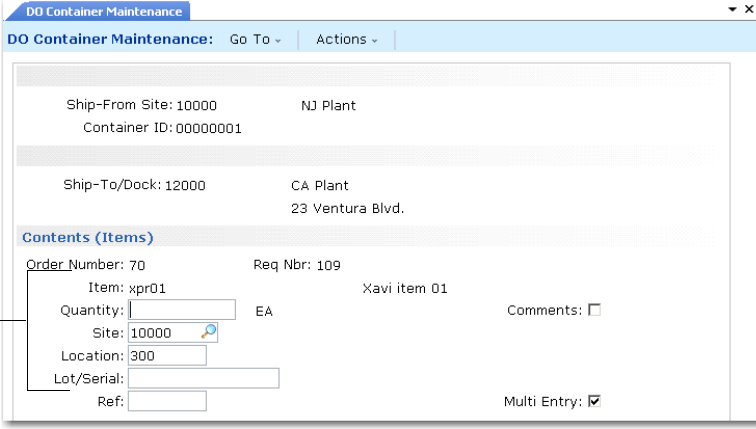
- 1 In the Container ID field, enter the container number you want to delete or use the up and down arrows to navigate to the container number you want to remove.
- 2 Press the remove/delete command appropriate to your interface to remove the container.
- 3 You are prompted to confirm the deletion. Enter Yes to continue deleting, or No to cancel.

To delete an item from the container, specify a quantity of zero in the Item Information frame.

## Item Information Frame

You enter information about the items within the container in the Item Information frame, shown in Figure 16.6.

**Fig. 16.6**  
DO Container Maintenance, Contents (Items) Frame



Enter the quantity, site, and inventory location of the DO and requisition number.

**Order Number.** Enter a number identifying a distribution order. The DO number, ship-from site, and ship-to site uniquely identify a specific order and its associated requisition number. Use the number to select specific information.

**Req Number.** Enter the ID of an existing requisition number linked to the DO number entered in the Order Number field. When you specify the distribution order and requisition number, the system fills in the item number.

**Item.** This field is display only. It shows the item number of the commodity, part, or product for the specified distribution order and requisition number.

**Quantity.** Specify the number of items to be added to the container.

**Site.** Specify the site code for this item number.

**Location.** Specify the location code to be assigned to the items you are adding to this container. Location defaults from Item-Site Inventory Data Maintenance (1.4.16) for the item and site; if a site-specific record does not exist, location defaults from Item Master Maintenance (1.4.1).

**Lot/Serial.** Specify the lot/serial number for this item number.

**Reference.** Specify the reference number for this item number.

**Multi Entry.** Enter Yes to enter different sites, locations, lot/serial numbers, and reference numbers for each item you are adding to this container, or No to assign the same values. If you are adding several items that include a lot or serial number to a container, enter Yes in the Multi Entry field.

**Comments.** This field specifies if comments can be associated with this line item on this container. Specify Yes to enter or edit transaction comments. The system prompts you for your comments. Enter No if you do not want to add or edit transaction comments.

## Measurements Frame

The Measurements frame shows you the container and item information you have entered. Figure 16.7 shows the Measurements frame.

**Fig. 16.7**  
DO Container Maintenance, Measurements

**Net Weight.** The net weight of the container item before packing or loading defaults from the item master record.

**Weight UM.** The net weight unit of measure defined in the item master record of this container item number.

**Tare Weight.** Enter the weight that is the difference between the product item ship weight and net weight. The system may modify this value because some container item weights may vary. If you pack this container in another container, any change in weight due to change in container contents or manual modification is made to the weight of the parent container.

**Gross Weight.** Specify the sum of the net weight of the container item number plus the net weight of the item numbers added to the container. For product items, it is the net weight of the product item.

**Volume.** The volume of the container item before packing or loading defaults from the item master record.

**Volume UM.** The volume unit of measure defined in the item master record of this container item.

## Deleting Unused Containers

Use DO Container Delete/Archive (12.19.22) to delete and archive unused container records when they are no longer needed. An unused container is one that is no longer linked to another container or shipper. When you have many unused containers, you may run out of container IDs.

You cannot use this program to delete a container that is currently linked, either to another container or to a shipper record. To delete specific linked containers, use DO Container Maintenance (12.19.3) for type S (shipper) containers

You can select unused container records by site or container number. You can also choose to remove any container structure associated with an unused container.

**Fig. 16.8**  
DO Container Delete/Archive (12.19.22)

The screenshot shows a software window titled "DO Container Delete/Archive". At the top, there is a search bar with "Go To" and "Actions" buttons. Below the search bar, there are two "Site:" fields with search icons, and two "Container Number:" fields. A "Delete Sub-levels:" checkbox is checked. There are also "Delete:", "Archive:", and "Archive File:" checkboxes.

## Shipment Processing

This section covers shipment processing—both domestic and global—using the container/shipper method. These functions can be found on the Distribution Orders Shipping menu (12.19).

This section begins with an overview; following the overview are detailed instructions on how to create, print, and confirm shippers using the DO pre-shipper/shipper programs.

### Overview

A pre-shipper is a document used to select containers and product inventory for shipment. When you select products and containers on pre-shippers, the inventory for those items can be picked, if it has not been already. Pre-shippers are similar to distribution order picklists and can be printed in DO Pre-Shipper/Shipper Print (12.19.11).

A shipper is a document accompanying the shipment as a record of what is included. You can send a shipper electronically as an advance ship notice (ASN) when the shipment leaves your dock or send it with the shipment as a packing list.

The system makes a distinction between pre-shippers and shippers and numbers them separately. This distinction accommodates businesses that must number their shipments consecutively. When you print pre-shippers, you can automatically turn them into shippers. If you do not assign a shipper number to a pre-shipper when you print it, the shipper number is assigned (based on an internal or external sequence) when the pre-shipper is confirmed in DO Pre-Shipper/Shipper Confirm (12.19.13).

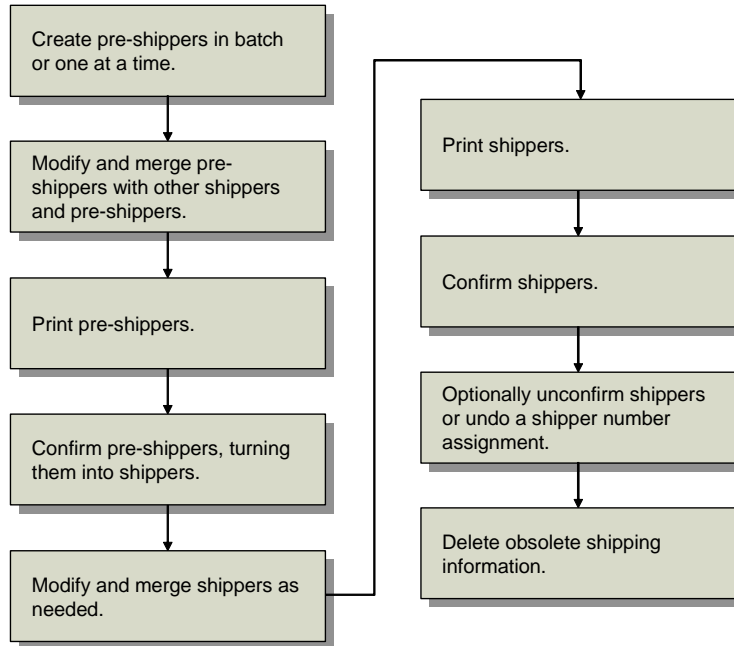
**Note** If you are required to maintain consecutive shipper numbering based on the order in which products leave the dock, always create pre-shippers. You can turn them into shippers when they are ready to be sent, ensuring that consecutive shipper numbers are assigned.

Intersite requests drive pre-shipper creation and, therefore, detail allocation of product inventory. Requirements from distribution orders and intersite requests become the pre-shipper, and the pre-shipper becomes the shipper. The data from each document carries forward with each step in the shipping cycle. Once created, pre-shippers can be merged into other pre-shippers or shippers using DO Pre-Shipper/Shipper Maint (12.19.3).

### Workflow

The workflow in Figure 16.9 provides an overview of the activities involved in shipping with shippers. DO Pre-Shipper/Shipper Maint (12.19.3) combines most shipment functions in one program; optionally you can use separate processing programs for each step.

**Fig. 16.9**  
DO Container/Shipper Workflow



- 1 Use DO Picklist/Pre-Shipper–Auto (12.19.1) to create pre-shippers in batches. Use DO Pre-Shipper/Shipper Maint (12.19.3) to create pre-shipper and shipper documents one at a time and perform other processing functions.

**Note** You can also create pre-shippers by using EDI eCommerce import functions. See Chapter 16, “Importing Shippers,” on page 160.

- 2 Once created, you can merge pre-shippers into other pre-shippers or shippers with the workbench.
- 3 If you do not print the pre-shipper from the maintenance program, use DO Pre-Shipper/Shipper Print (12.19.11) to print pre-shippers and optionally confirm them, creating shippers.
- 4 If you do not confirm during printing of pre-shippers, Use DO Pre-Shipper/Shipper Confirm (12.19.13) to transform a pre-shipper into a shipper.
- 5 After creating shippers, modify them, merge them, and add containers in DO Pre-Shipper/Shipper Maint.
- 6 If you do not print shippers from the maintenance program, use DO Pre-Shipper/Shipper Print to print the shipper.
- 7 If you do not confirm during printing of shippers, Use DO Pre-Shipper/Shipper Confirm (12.19.13) to confirm a shipper.
- 8 Use Undo DO Shipper Nbr Assignment (12.19.20) to unassign a shipper number and turn a shipper back to a pre-shipper.
- 9 Optionally remove DO shipper information when online records are no longer needed with DO Shipper Delete/Archive (12.19.23).

## Shipment Processing Programs

Programs on the Distribution Orders Shipping Menu are listed in Table 16.1.

**Table 16.1**  
Shipment Processing Menu (12.19)

Menu	Menu Label	Program Name
12.19	Distribution Orders Shipping Menu ...	
12.19.1	DO Picklist/Pre-Shipper–Auto	dodssl.p
12.19.3	DO Pre-Shipper/Shipper Maint	dodsshmt.p
12.19.4	DO Pre-Shipper/Shipper Inquiry	dodsshinq.p
12.19.5	DO Pre-Shipper/Shipper Report	dodsshrp.p
12.19.7	DO Container Maintenance	dodsctmt.p
12.19.8	DO Container Inquiry	dodsctiq.p
12.19.7	DO Pre-Shipper/Shipper Auto Confirm	rcauis.p
12.19.8	DO Sales Order Shipper Maintenance	rcshmt.p
12.19.9	DO Container by Item Inquiry	dodsitiq.p
12.19.11	DO Pre-Shipper/Shipper Maint	dodsshpr.p
12.19.13	DO Pre-Shipper/Shipper Confirm	dodsois.p
12.19.15	DO Backlog/Missed Shipment Rpt	dodsblrp.p
12.19.17	DO Shipping Label Print	dodsrp10.p
12.19.20	Undo DO Shipper Nbr Assignment	dodsslrp.p
12.19.22	DO Container Delete/Archive	dodsctup.p
12.19.23	DO Shipper Delete/Archive	dodsshup.p
12.19.24	DO Container/Shipper Control	dodspm.p

## Creating Pre-Shippers Automatically

DO Picklist/Pre-Shipper–Auto creates pre-shippers for orders generated in Distribution Order Workbench (12.17.13) and Distribution Order Maintenance (12.17.14). Once you create a set of pre-shippers, you can merge them with other pre-shippers and shippers using DO Pre-Shipper/Shipper Maint (12.19.3).

When it creates the DO pre-shippers, DO Picklist/Pre-Shipper–Auto can create detail allocations and assign containers.

Before the system finishes creating a batch of pre-shippers, it prompts you to confirm each pre-shipper. You can verify that each pre-shipper printed correctly before recording detail allocation transactions.

Total shipping requirements can be broken down into multiple pre-shippers based on shipping weight, address list types, or other criteria set up in DO Picklist/Pre-Shipper–Auto.

## Allocating Inventory

When you create pre-shippers using DO Picklist/Pre-Shipper–Auto (12.19.1), the system can detail allocate inventory depending on how you set it up.

In general, the system performs two types of allocations:

- *General allocations* reserve some quantity of an item number at a specific site to fill a specific confirmed order. This can be done in Distribution Order Maintenance (12.17.14).
- *Detail allocations* reserve unexpired, on-hand inventory uniquely identified by site, location, lot/serial number, and reference number.

A detail allocation is often referred to as an item being picked, either for a manufacturing operation or a distribution order. Inventory can be allocated at several stages in the life cycle of a distribution order:

- You create these allocations by specifying an amount in the Allocated field in Distribution Order Maintenance.
- To set detail allocations in Distribution Order Maintenance, set Detail Allocations to Yes to display a pop-up window for specifying detail allocations.
- DO Picklist/Pre-Shipper–Auto (12.19.1) normally prints picked quantities only (set Print Only Lines to Pick to Yes). The DO pre-shipper details each item by quantity per location, lot, and reference number. The system converts general allocations to detail allocations at this time.

When you create a pre-shipper with DO Picklist/Pre-Shipper–Auto, the allocations made to the original distribution order are deleted and new allocations created for the pre-shipper. This is not true when you create a pre-shipper manually or add another distribution order line to a pre-shipper with DO Pre-Shipper/Shipper Maint. In this case, the pre-shipper allocations are consumed from the distribution order allocations, but the remaining allocated quantities, if any, are deleted.

You can select orders by range of due date, distribution order number or date, source and receiving sites, language, and item number. These selection criteria determine which orders are processed. They have no effect on the sequence in which distribution orders are picked and printed. The system always picks items for distribution orders in sequence by site and then distribution order number.

Running DO Picklist/Pre-Shipper–Auto can produce different results based on the setting of Stage Open Quantities and Print Only Lines to Pick.

- **Stage Open Quantities.** If Yes, pre-shippers are created based on open distribution order quantities, not allocated quantities. This lets you create pre-shippers for distribution order lines even when sufficient inventory is not available. This option is useful when you are sure that inventory will become available soon.
- **Print Only Lines to Pick.** If Yes, only lines with an allocated quantity print. If No, all distribution order line items with a non-zero open quantity are printed, regardless of the quantity allocated.

When Print Only Lines to Pick is No and an allocated quantity does not exist, a document still prints, but the pre-shipper number is blank. The document lists distribution order line items with a quantity open greater than zero.

### Specifying Other Picklist Defaults

If Require Inventory Movement Codes is Yes in Distr Order Shipper Acct Control (36.9.8), the system looks for a default inventory movement code to assign to each picklist. An error is generated when:

- The system cannot find a default inventory movement code based on the shipping group.

- You are denied access to the code at the ship-from site of the picklist/pre-shipper.

If movement codes are not required, picklists are created without them.

The system assigns a picklist/pre-shipper ID based on the NRM sequence ID for the inventory movement code and shipping group, or from DO Container/Shipper Control. In order for the system to dispense the number, the NRM sequence must be an internal sequence (system-generated). If the assigned NRM sequence is an external sequence, the system displays an error message.

The document format and carriers used are also based on defaults defined for the inventory movement code and shipping group, or DO Container/Shipper Control.

### Consolidation Requirements

Consolidation requirements are based on the shipping group used for the shipment.

- If either the source or receiving site of the shipment prohibits consolidation, the system generates a new picklist for each distribution order.
- If either the source or receiving site requires consolidation, and other consolidation criteria are met (such as weight and volume limitations), the system consolidates line items on a single picklist.

The Max Lines on a Pre-Shipper field in DO Container/Shipper Control limits the number of printed lines allowed on each picklist, which can limit the number of line items. This takes precedence over consolidation requirements.

**Note** The Break on Maximum Weight and Break on Maximum Volume options can also affect consolidation.

### Selecting Distribution Orders for Pre-Shipper Creation

The range of values you enter in the distribution order selection fields of DO Picklist/Pre-Shipper–Auto (12.19.1) determines the distribution orders for which the system creates pre-shippers. Each of these fields includes a From and a To value. Leaving any of these fields blank results in the system considering all distribution orders; (see Figure 16.10).

**Fig. 16.10**  
DO Picklist/  
Pre-Shipper– Auto (12.19.1)

The screenshot shows the 'DO Picklist/Pre-Shipper - Auto' window. It is divided into two main sections: 'DO selection fields' and 'Pre-shipper creation and print options'. The 'DO selection fields' section includes: Due Date (dropdown), Order Number (text), Site (dropdown), Ship-To (dropdown), Date Created (dropdown), and Language (dropdown). The 'Pre-shipper creation and print options' section includes: Item Number (text), Stage Open Quantities (checkbox), Break on Distrib Order (checkbox), Print Only Lines to Pick (checkbox), Form Code (text), Update (checkbox), Break on Maximum Weight (text), Break on Maximum Volume (text), Include Packing List Comments (checkbox), and Print Packing List Comments (checkbox). At the bottom right, there are fields for 'Output:' and 'Batch ID:'.

## Selecting Pre-Shipper Creation Options

The following fields define the system's level of automation when creating pre-shippers, based on the distribution order line items selected:

*Stage Open Quantities.* Enter Yes to create pre-shippers for distribution order requisition lines that cannot be detail allocated because inventory is not available. Picklists are created based on open distribution order line quantities. Enter No to ignore distribution order lines for items without available inventory.

*Break on Distr Order.* Enter Yes to have the system create separate pre-shippers for each distribution order with the same ship-to address code or No to have the system combine all distribution orders with the same ship-to address code for a single pre-shipper.

*Break on Maximum Weight.* Indicate whether the system only creates picklists that do not exceed the weight you specify here. If the gross weight is zero, it has no effect on picklist creation. If non-zero, the system ensures that no picklists are created with a gross weight that exceeds the entered maximum weight.

The logic works as follows: before a new line item is added to a picklist, the system checks whether the gross weight of the picklist including the new line exceeds the specified weight. If it does not exceed the maximum weight, the system adds the line item to the picklist; otherwise, the system creates a new picklist and adds the line item to the new picklist.

Enter the UM associated with the maximum weight in the second field. When you set up UM here, you define the conversion factor between this UM and the one in Item Master Maintenance (1.4.1). If not found, the system assumes a 1:1 conversion factor.

*Break on Maximum Volume.* Indicate whether the system prevents the creation of picklists that exceed the maximum volume you specify here. If zero, volume has no effect on picklist creation. If non-zero, the system ensures that no picklists are created with a volume that exceeds the maximum volume entered.

The logic works as follows: before a new line item is added to a picklist, the system checks whether the volume of the picklist including the new line exceeds the specified volume. If it does not exceed the maximum volume, the system adds the line item to the picklist; otherwise, the system creates a new picklist and adds the line item to the new picklist.

Enter the UM associated with the volume in the second field. When you set up a UM here, you define the conversion factor between this UM and the one in Item Master Maintenance (1.4.1). If not found, the system assumes a 1:1 conversion factor.

## Selecting Printer Options

*Include Packing List Comments.* Enter Yes to leave room on each pre-shipper page to print packing list comments or No to ignore the size of packing list comments in consideration of the number of lines on the pre-shipper. This setting works in relation to the Max Lines on a DO Pre-Shipper setting in Container/Shipper Control (12.19.24). If zero, the Include Packing List Comments setting has no effect. See Figure 16.10 on page 154.

*Print Only Lines to Pick.* Indicate whether to print distribution order line item numbers that have been detail allocated on packing lists or No to print all distribution order line item numbers regardless of allocations.

Stage Open Quantities also affects how inventory items are selected for printing in this program, based on whether they are detail allocated. See page 155.

*Print Packing List Comments.* Enter Yes to print packing list comments or No to not print packing list comments.

*Form Code.* Specify the form code of the document format on which you want these documents to print. You can customize forms to suit your business needs.

### Running DO Picklist/Pre-Shipper–Auto

The following instructions give a generalized view of how to use DO Picklist/Pre-Shipper–Auto. The settings you use depend on the processes and methods employed in your operation. Review the previous sections carefully to make sure you understand how this program works and what settings you must make in this and other programs in order to get the results you want.

- 1 Choose DO Picklist/Pre-Shipper–Auto (12.19.1) and enter a range of values matching the numbers of the distribution orders for which you want to create pre-shippers.
- 2 Choose the pre-shipper creation and print options you need for the specified selection of distribution orders. See “Selecting Pre-Shipper Creation Options” on page 155 and “Selecting Printer Options” on page 155.
- 3 Choose a device in Output and, optionally, enter a Batch ID. The system displays a message while the report is running.  
When the report is complete, you are prompted to update the quantity picked.
- 4 Review the report to confirm that the correct distribution orders have been selected and that the Pre-Shipper List is satisfactory.
- 5 Choose Yes at the Update Quantity Picked? message to accept the update and continue processing the transactions or No to modify your distribution order selections or the update parameters.
- 6 If you chose No in step 5, repeat steps 2 through 5 until you are satisfied with the Pre-Shipper List.

### Creating Shippers Manually

Use DO Pre-Shipper/Shipper Maint (12.19.3) to do the following:

- Modify DO picklists/pre-shippers.
- Create pre-shippers to document the contents and structure of an actual shipment.
- Establish a master container hierarchy. The hierarchy can be modified after initial creation.

In DO Pre-Shipper/Shipper Maint, the Ship-From ID, Pre-Shipper/Shipper, and ID fields uniquely identify shipping documents. If a pre-shipper exists for the entered values, that pre-shipper is retrieved. If a pre-shipper or shipper does not exist for the entered values, a new document is created.

- 1 Choose DO Pre-Shipper/Shipper Maint (12.19.3).
- 2 Enter the site code from which this shipment originates in Ship-From ID. This site must have a valid associated address record. If inventory movement codes are required, a shipping group must be available for the Ship-From and Ship-To address combination; see Figure 16.11.
- 3 Choose either Pre-Shipper or Shipper in Pre-Shipper/Shipper:
  - Enter Pre-Shipper to create a pre-shipper document that can later be turned into a shipper. A shipper number is not assigned until the pre-shipper is turned into a shipper document.
  - Enter Shipper to create a shipper document with a shipper number.
- 4 Enter a new number in ID (external sequence) or leave it blank to have the system assign a default pre-shipper or shipper number (internal sequence), depending on your selection in step 3.
- 5 Enter a ship-to site address code in Ship-To ID. If inventory movement codes are required, a shipping group must be available for the Ship-From ID and Ship-To ID address combination, and displays in the next field, for reference. See the shipping chapter of *User Guide: QAD Sales*.
- 6 Enter a valid inventory movement code. Inventory movement codes determine NRM sequences, carriers, and document formats. This field defaults to the value assigned in the shipping group if one applies. Otherwise, inventory movement code remains blank.

**Fig. 16.11**  
DO Pre-Shipper/  
Shipper Maint (12.19.3)

Leave Number blank to have the system assign the document number.

When you click Next, the system:

- Retrieves and displays the shipping group, based on the Ship-From ID and Ship-To ID address combination.
- Validates the inventory movement code against the shipping group.
- If shipper ID is blank or does not exist, the system:
  - Verifies your access to the inventory movement code, based on site/inventory movement security.

- Creates a new shipper.
- Retrieves and displays a valid NRM sequence number, based on the shipping group and inventory movement code (if shipper ID is blank), or validates the number you entered.
- Retrieves all other shipping group and inventory movement defaults from the control programs, including carriers and document formatting parameters.
- If you specified an existing shipper, the system:
  - Retrieves the shipper.
  - Verifies your access to the inventory movement code, based on site/inventory movement security.
  - Issues a warning if you enter a Ship-To address or inventory movement code that differs from those stored in the actual shipper record.
  - Displays the Ship-To address and inventory movement code, obtained from the existing shipper record.

Finally, the system displays the Carrier Detail frame.

**Fig. 16.12**  
DO Pre-Shipper/Shipper, Carrier Detail

- 7 Enter the carrier data for this shipment.  
Carrier, Ship Via, FOB Point, Mode of Transport, Carrier Shipment Reference, Vehicle ID, Payment Type, and Carrier Account appear on various printed documents.
- 8 Set the Multi field to Yes if this shipment requires more than one carrier. The system prompts you for additional carriers.
- 9 Enter a valid document format of a type applicable to shippers, or leave this field blank. If the document format is edited for a shipper marked as having been printed, the system issues a warning message, but lets you continue.
- 10 Consolidate Ship indicates whether this shipment can be consolidated by transactions of a given type. Enter No to prohibit consolidation. Enter Optional to allow but not require consolidation. Enter Yes to require consolidation.
- 11 The Language field contains the default language for retrieving header, line item, and trailer comments with the shipper.
- 12 Choose Yes in Comments if you want to attach any information about this document. The Language field defaults to the language of the shipper. This enables you to copy comments associated with the document format to the line item of the shipper.
- 13 Press Go. The system displays the Contents frame and prompts you to enter a container ID; see Figure 16.13.

**Fig. 16.13**  
DO Pre-Shipper/Shipper Maint, Contents Frame

After you specify a valid container ID, press Cancel. The system displays the Contents (Items) frame. This is the same Contents (Items) frame that displays in DO Container Maintenance (12.19.7). Use the field descriptions that follow Figure 16.6 to enter data in the frame.

See Figure 16.6 on page 148.

### Adding Logistics Accounting Details

After you enter data for shipper contents, the system displays the Logistics Accounting Detail frame, if you activated logistics accounting in Logistics Accounting Control (2.15.34). Enter a code in the frame identifying a logistics charge. The code defaults from the distribution order. Logistics charges are the transportation costs incurred for items that are moved in and out of company locations by third-party logistics suppliers. The charges can include freight, duty, customs, clearance, insurance, and so on.

### Adding and Editing Trailer Information

After maintaining line items, the Trailer Information frame displays.

**Fig. 16.14**  
DO Pre-Shipper/Shipper Maint, Trailer Information

- 1 The Status field specifies whether the shipper is active or canceled. Leave this field blank for active shippers. To cancel a shipper, enter X. A canceled shipper is ignored by the system and unavailable for processing, other than deleting or archiving. You cannot cancel a confirmed shipper.
- 2 The Cancel Date field contains the date the shipper was canceled. The system sets this field to the current date when an open shipper is canceled. When a canceled shipper is reopened, the system sets the date to blank.
- 3 The Comments field indicates whether trailer comments can be associated with this shipment. Enter Yes to enter trailer comments. The system prompts you for your comments. Enter No if you do not want to add comments.

## Deleting Shipments

To delete a shipment created with DO Pre-Shipper/Shipper Maint, NRM must permit the assigned sequence number to be deleted. If the sequence number cannot be deleted, you can cancel the shipper using the Status field on the trailer frame. If the shipper was converted from a pre-shipper, the system also checks whether the NRM pre-shipper number can be deleted. If not, the shipper cannot be deleted.

## Importing Shippers

Some companies contract with external warehouse providers not using the QAD system to stock items and ship them in response to intersite requests. They communicate the demand to the warehouse using some form of shipping authorization. Although these companies do not actually ship the items themselves, they must have shipment records in the database. These records are required to complete the distribution order process by updating inventory. If appropriate to the trading partner relationship, the shipper is also needed to generate an advance ship notice (ASN) informing other company sites that the order has been shipped.

In such cases, the warehouse service provider may provide shipping information in electronic data interchange (EDI) format. This EDI document—most commonly called a distribution order shipping advice—can then be imported using Document Import (35.1) in the EDI eCommerce module.

See *User Guide: QAD EDI eCommerce* for information.

After importing the shipping advice, which is recorded as an unconfirmed shipper, use DO Pre-Shipper/Shipper Confirm (12.19.13) to confirm it. Then you can generate an invoice or ASN just as though you had shipped the order directly to another company site instead of through the warehouse service provider.

See “Confirming Shippers” on page 163.

## Printing Shippers

Use DO Pre-Shipper/Shipper Print (12.19.11) to print shipping documents. You can print either pre-shippers or shippers, but not both at the same time. You can select pre-shippers and shippers based on the sequence number, document format, language, and carriers.

**Fig. 16.15**  
DO Pre-Shipper/Shipper Print (12.19.11)

The screenshot shows a software window titled "DO Pre-Shipper/Shipper Print". The window has a menu bar with "Go To" and "Actions". The main area is divided into two sections:

- Shipping Document Selection Fields:** This section contains several input fields for selecting documents to print:
  - Ship-From: [ ]
  - Ship-To/Dock: [ ]
  - Number: [ ]
  - Inventory Movement Code: [ ]
  - Document Format: [ ]
  - Language: [ ]
  - Carrier: [ ]
  - To: [ ] (multiple instances)
- Print Options:** This section contains several checkboxes and a dropdown menu:
  - Print Pre-Shippers/Shipper: Pre-Shipper (dropdown)
  - Include Printed Pre-Shippers/Shipper:
  - Assign Shipper Numbers:
  - Shipper Sequence ID: [ ]
  - Include Pre-Shipper/Shipper Comments:
  - Include Packing List Comments:
  - Print Distribution Order Detail:
  - Company Address: 10000 [ ]
  - Print Lot/Serial Numbers:

At the bottom right, there are labels for "Output:" and "Batch ID:". Lines from the labels "Print Options" and "Shipping Document Selection Fields" point to their respective sections in the form.

### Selecting Documents to Print

The range of values you enter in the DO Pre-Shipper/Shipper Print selection fields determines which pre-shippers or shippers print. Each of these fields includes a From and a To value. Leaving any of these fields blank results in the system considering all pre-shippers and shippers.

You can select documents to print by range of ship-from address or ship-to address, order number, inventory movement code, document format, language, and carrier. For shipments with multiple carriers, only the first carrier is considered.

**Note** Select documents by language when you are using preprinted forms in a specific language.

### Selecting Print Options

The following fields define the actions you want the system to take when it prints shipping documents based on the specified selection:

*Print Pre-Shippers/Shipper.* Enter Pre-Shipper or Shipper, depending on the shipping document type you want to print.

*Include Printed Pre-Shipper/Shipper.* Enter Yes to reprint documents in the specified selection that have already been printed or No to skip documents in the selection that have already been printed.

*Assign Shipper Numbers.* This field specifies whether you want the system to assign a shipper number to the pre-shipper. The system propagates the new shipper numbers to all records linked to the converted pre-shipper, including containers, line items, and carrier detail records.

In order for the system to generate a number, the NRM sequence for the pre-shipper/shipper must be an internal sequence generated by the system. If the assigned NRM sequence is external, the pre-shipper/shipper is skipped. To use an external sequence, you can assign the shipper number during shipper creation (if pre-shippers are not used), or during confirmation (if pre-shippers are used).

*Shipper Sequence ID.* Enter an NRM sequence ID to select the pre-shippers or shippers you want to print. The way you use this field differs, depending on whether you are printing pre-shippers or shippers.

- For pre-shippers, the system compares the specified sequence to the sequence that *will be* used to assign a shipper number when the pre-shipper becomes a shipper. The sequence used to assign the pre-shipper ID is not considered.
- For shippers, the system compares the specified sequence ID to the sequence that *was* used to assign the shipper number to each shipper.

Use this field when you want to assign shipper numbers sequentially at print time. Shipper number can be drawn from multiple NRM sequences based on the associated shipping group and inventory movement code. Limiting selection to a single sequence ensures numbers are assigned sequentially as documents are printed.

*Include Shipper Comments.* Enter Yes to include pre-shipper or shipper comments for the specified selection on the printed documents or No to not include such comments.

*Include Packing List Comments.* Enter Yes to include packing list comments for the specified selection on the printed documents or No to not include such comments.

*Print Distribution Order Detail.* This field determines whether the distribution order number and the distribution order requisition number associated with line items on the shipper is included in the printed output.

Reviewing distribution order data provides detailed accountability for the shipper items. It can also be used to determine if the distribution order or line associated with an item on a shipper no longer exists in the system. This condition will cause an error when a shipper is issued or confirmed.

*Company Address.* Enter the company address to print at the top of this shipper/pre-shipper. Define company addresses in Company Address Maintenance (2.12).

Forms are designed to print your company name and address in the top left corner so all formal documents can print on blank paper.

To print on paper preprinted with your company name and address, suppress address printing by setting this field to blank.

*Print Lot/Serial Numbers.* Specify whether a complete list of each of the lot/serial and lot reference numbers shipped prints on this shipper or pre-shipper.

No: Each line item shipped is followed by a list of the lot/serial and lot reference numbers shipped.

Yes: Only the total shipped quantity prints for each line item.

## Updating Documents

When printing completes, you are prompted to confirm that the documents printed correctly. Review the printed shipping documents and respond appropriately. If you enter No, documents are considered unprinted.

When you indicate that the documents did not print correctly and you specified Yes to Assign Shipper Numbers, you are also prompted to undo shipper number assignment. If you reply Yes to this second prompt, the system reinstates the pre-shipper and either cancels or deletes the shipper

that was created. How the shipper is affected depends on the setting of Allow Discarding specified in Number Range Maintenance (36.2.21.1) for the NRM sequence used to generate the shipper number.

- If Allow Discarding is Yes, the system reinstates the pre-shippers and deletes the shipper documents. The next shipper number generated will start after the last deleted shipper number, leaving a gap in numbering.
- If Allow Discarding is No, the system reinstates the pre-shippers and creates empty shippers (without detailed lines), with a status of canceled.

See the shipping chapter of *User Guide: QAD Sales*.

## Confirming Shippers

Use DO Pre-Shipper/Shipper Confirm (12.19.13) to:

- Record individual shipments of orders.
- Convert DO pre-shippers into shippers.
- Confirm movement of goods within the sites associated with shipper documents.

You can export a confirmed shipper as an advance ship notice (ASN) to inform the receiving site that an order has been shipped. Export ASNs using EDI eCommerce.

See *User Guide: QAD EDI eCommerce*.

**Fig. 16.16**  
DO Pre-Shipper/Shipper Confirm (12.19.13)

When you confirm a pre-shipper, the system converts it to a shipper before the confirmation process occurs. The shipper number is assigned based on the NRM sequence ID from the shipping group of the shipment or from DO Container/Shipper Control.

If the NRM sequence is an internal sequence, 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 propagates the new shipper numbers to all records linked to the converted pre-shippers, including containers, line items, and carrier detail records.

The following applies when confirming pre-shippers or shippers:

- Canceled shipments (Status is X) cannot be confirmed.
- To select a shipper for confirmation, you must have access, as defined in Inventory Movement Code Security.

## Selecting Confirmation Options

The following fields define the shipment selection and the dates the system uses to apply the shipment transactions.

*Ship-From.* The site code of the site from which the shipment originates.

*Pre-Shipper/Shipper.* Enter Pre-Shipper or Shipper, depending on the shipping document type you want to confirm.

*Number.* Enter the identifying number for the pre-shipper/shipper you are confirming. You can only specify distribution order shippers for confirmation. The system determines the source of demand for a shipper by checking the transaction type of the assigned inventory movement code.

*Ship-To ID.* Enter the ship-to address code assigned to the selected shipping document.

*Ship Date.* The system displays the last date a shipment was processed for the order underlying this shipping document. The default is the system date.

*Effective Date.* The date of this shipment. The default is the system date. The effective date determines the date of the GL transaction to inventory. The effective date has no effect on the inventory balance update, which is updated immediately.

See Figure 16.16 on page 163.

## Managing Shipments at Period End

While the ship date and effective date are usually the same, you can assign shipment effective dates that occur earlier or later than the actual date of the shipment, provided that the entered effective date falls in an open GL period.

For example, if the accounting period ends on a Friday, but you cannot get all of the shipping activity entered into the system until Monday, you can leave the GL period open and process the remaining shipment documents with Friday's date as the effective date.

## Entering Reference Data

Optionally, you can use the second frame to enter reference data associated with the pre-shipper/shipper, including an identifier for the carrier's vehicle, the time of the shipment, and the arrival date and time.

**Fig. 16.17**  
DO Pre-Shipper/  
Shipper Confirm, Reference Data Frame

Vehicle ID:	<input type="text"/>
Ship Time:	<input type="text" value="00:00"/>
Arrive Date:	<input type="button" value="▼"/>
Arrival Time:	<input type="text" value="00:00"/>

Once you enter reference data, the system may display a field to recalculate the freight charges. Enter Yes to indicate that the system should recalculate freight charges for all distribution orders attached to the shipper being processed. Otherwise, enter No. When you enter Yes, any previous, manually entered freight charges will be recalculated.

## Undoing an Assigned Shipper Number

Use Undo DO Shipper Nbr Assignment (12.19.20) to unassign a shipper number and change the document type from shipper to pre-shipper. You can only undo an unconfirmed shipper.

When you undo a shipper number, the original pre-shipper number is reassigned. This can occur only if NRM permits the discarding of the associated sequence number. If the sequence number cannot be discarded, the shipper is not rolled back and is reported as such on the Undo Shipper Number Assignment status report. Shipping documents originally created as shippers cannot be converted back to pre-shippers.

**Fig. 16.18**  
Undo DO Shipper Number Assignment (12.19.20)

Enter values in the following fields to undo a shipper number assignment:

**Ship-From.** Enter a range of site codes from which the shippers you want to undo originate. Only those shippers with ship-from addresses in the specified range are processed. Leave these fields blank to process all shippers.

**Shipper.** Enter a range of shipper numbers to undo. Only those shipper numbers within the specified range are processed. Leave these fields blank to process all shippers.

**Ship-To.** Enter a range of ship-to addresses to select which shipper number to undo. Only those shippers with addresses in the specified range are processed. Leave these fields blank to process all shippers, regardless of their ship-to address.

## Deleting Shippers

You can permanently remove DO shipper information when online records are no longer needed using DO Shipper Delete/Archive (12.19.23).

Select documents to delete and archive by ship-from site, ship-to address, document number, inventory movement code, ship date, and GL effective date. You can also choose to select documents based on their cancel and confirm status.

The value of Allow Discarding specified in Number Range Maintenance for the Number Range Management (NRM) sequence used to generate shipper numbers affects which documents can be deleted. When Allow Discarding is No, the system does not permit any gaps in numbering sequence. If the selection criteria you enter would result in any documents (either confirmed or unconfirmed shippers or pre-shippers) being left in the system with lower numbers than the deleted documents, the delete fails. In this case, appropriate error messages are written to the program output.

To complete the archive/delete, you must change your selection criteria to include all numbered documents with Allow Discarding set to No.

The system does not automatically delete historical information at period or year-end. You can delete this information as frequently or infrequently as you prefer. How often you should run this function depends on how long you need to retain historical information in your database. Most companies keep historical data for at least one year or longer, depending on availability of disk space.

You should run this function twice. First, run it with Delete set to No and review the report. Then, run it with Delete set to Yes.

When you set Delete to Yes, shipper records that satisfy the selection criteria are deleted from the database. If you set Archive to Yes, deleted data are copied to an ASCII file that can be reloaded using Archive File Reload. Otherwise, deleted data cannot be recovered.

When Archive is Yes, selected data is stored in a file named `doYYMMDD.hst` where `do` is the record type and `YYMMDD` is the file creation date. If this file does not exist in the system, it is created. If it does exist because you already ran delete/archive the same day, the system adds the additional archived records to the end of the file.

Since the generated file has no internal label or content description, you should keep a record of the file name and contents, in case you need to reload the data. Also, remember that you cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

**Important** Date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, use User Maintenance to temporarily change your country code to match that of the user who archived the data.

You should define menu security for this program.

**Fig. 16.19**  
DO Shipper Delete/Archive (12.19.23)

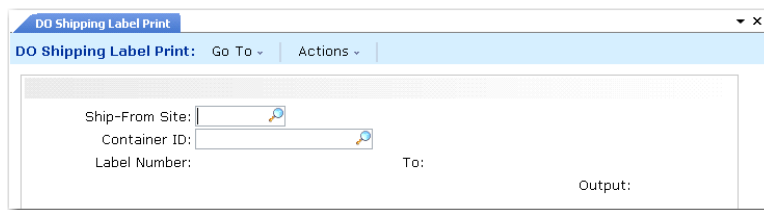
## Printing Shipping Labels

Use DO Shipping Label Print (12.19.17) to create labels for DO shipments. Once you specify the ship-from and container ID, the system automatically fills in the label number, starting at number 1.

You must specify a shipping label template in DO Container/Shipper Control (12.19.24) before you print labels. In the control file, specify either a mixed load, master load, or single load label template. The templates specify the required format for barcode labels that enable shipments to be received with barcode readers.

See page 143.

**Fig. 16.20**  
DO Shipping Label Print (12.19.17)



## Viewing DO Shipper Information

Table 16.2 lists reports and inquiries you can use to view or track DO shippers.

**Table 16.2**  
DO Shipper Reports

Report/Inquiry	Menu Number
DO Pre-Shipper/Shipper Report	12.19.5
DO Backlog/Missed Shipment Rpt	12.19.15

Use the DO Pre-Shipper/Shipper Report to review detailed information from shipper documents. You can include shippers:

- That are confirmed/unconfirmed
- That were cancelled or had shortages

Select shippers to report by range of ship-from address, ship-to, number, inventory movement code, item number, or requisition number.

**Fig. 16.21**  
DO Pre-Shipper/Shipper Report (12.19.5)

DO Pre-Shipper/Shipper Report: Go To - Actions -

Ship-From:  To:

Ship-To/Dock:  To:

Number:  To:

Inventory Movement Code:  To:

Item Number:  To:

Order Number:  To:

Pre-Shippers/Shippers: Pre-Shipper

Confirmed:

Include Cancelled:

Include Shortages:

Output:  
Batch ID:

Use DO Backlog/Missed Shipment Rpt to show distribution orders that are backlogged or missed the shipment date. Select shipments by a range of shipping and receiving sites or due dates.

**Fig. 16.22**  
DO Backlog/Missed Shipment Rpt (12.19.15)

DO Backlog/Missed Shipment Rpt: Go To - Actions -

Shipping Site:  To:

Site:  To:

Due Date: 02/08/2008 To: 02/08/2008

Output:  
Batch ID:

## Creating Custom Shippers

This section describes the steps necessary to create a customized shipper document for outgoing shipments. This procedure can be used for the following programs:

- DO Pre-Shipper/Shipper Maint (12.19.3)
- DO Pre-Shipper/Shipper Print (12.19.11)

This procedure is intended for users with a working knowledge of the QAD environment, record structures, and functionality, as well as programming using Progress Version 8 or later.

### Overview of Print Procedure Forms

Shipping provides the ability to create shippers with customized layouts and/or customized data to comply with statutory requirements or common business practice. The customization can be performed by anyone with the current software and access to a Progress development environment, including third-party developers and end users.

Shipping is designed so that the customization requirements are minimal and localized. To create a new shipper, you need to create or modify only one Progress procedure, even though the results of the customization can be visible in a multiple functional area. This prevents customizations from adversely affecting other functionality and minimizes their maintenance costs when later updates are installed.

QAD provides a procedure, `dodspr01.p`, to print a shipping document in a standard format for any outgoing shipment. The procedure `dodspr01.p` is fully functional, but is designed to serve also as a model for end-user customization. Customized shipper formats can be added by copying and modifying this standard procedure. Each shipper, whether custom or standard, is supported by a single procedure.

A shipment is associated with a specific print format, through the use of the shipper's Document Format field, visible when maintaining the shipment. Each document format is associated with a specific printing procedure, such as `dodspr01.p`, through the use of the document format's Form Code field, visible when maintaining the document format. The two-character form code corresponds to the last two characters of the name of the procedure. The remaining characters of the procedure name are fixed.

**Example** Any shipment with a document format that uses form code 01 is printed by procedure `dodspr01.p`, any with a format using form code 02 is printed by `dodspr02.p`, any with a format using form code nn is printed by procedures `dodsprnn.p`.

Shipping allows a form code to be permanently associated with each shipping transaction, enabling you to print shippers of various formats in a single print run.

## Creating a Custom Shipper

Use the following steps as a guideline to create a custom shipper, using `dodspr01.p` as a model:

### 1 Identify an unused form code.

Every procedure that encapsulates shipper print and other form services must be named `dodsprnn.p`, where nn is a two-character code. Your procedure name must be unique; therefore, choose a form code that is not in use. Use the source code directory to determine which form codes are already in use.

### 2 Copy the sample form code procedure.

Copy the standard `dodspr01.p` procedure from the source code directory to a working directory. Make sure the working directory is not in the `PROPATH`. This copy serves as the basis for your customization.

### 3 Rename the sample procedure.

In the working directory, rename the copied procedure, replacing the 01 in the procedure name with the two-character form code you identified in step 1. For example, if form code 15 is not in use and you want to use it for your new procedure, name your new procedure `dodspr15.p`.

### 4 Open your procedure for editing.

Open your procedure in the Progress procedure editor or in any other suitable text editor, such as `vi`. You might first have to change file permissions to edit the procedure.

Before proceeding, it is recommended that you read through the comments within the procedure thoroughly to familiarize yourself with its structure and the programming conventions used.

### 5 Modify your custom print procedure form.

Modifications to the appearance of printed shipping documents are implemented by directly modifying the newly created print procedure form. While it is impossible to address specific modifications, the following describes some common ones:

**6** Change the location of displayed fields:

- Change the appearance, such as label or display format, of displayed fields.
- Change the content of the shipping document by displaying data from the shipper.
- Change the overall form dimensions.

**7** Document your modifications.

To document your customizations, remove any unnecessary comments copied to your new procedure from the sample procedure and add new comments describing your modifications. Although this is not required, it is highly recommended. Documenting changes facilitates future changes to the procedure and enables the procedure to be used effectively as the basis of a new customized shipper.

**8** Move your procedure to the QAD system environment.

The final step is to copy your new procedure to the source code directory or directories in the propath. Also, you need to compile your procedure against the QAD databases and save the compiled version to the appropriate object code directory or directories within your environment.

Remember that for multiple-language installations, separate sets of code are maintained within language-specific subdirectories. Be sure to copy your custom procedure into the appropriate subdirectory for every language used in your installation.

## Section 3

# Product Line and Resource Planning Modules

This section describes the following modules:

***Product Line Plan* 173**

Allows the user to enter shipment, order, and production forecasts as separate plans and review and adjust their relationships.

***Resource Plan* 177**

Enables the user to check resource loads and verify the correct amounts.



# Product Line Plan

Each year, after developing the initial business plan and operating budgets, companies forecast shipments, orders, and production for the upcoming year. The Product Line Plan module lets you enter these forecasts as separate plans and review and adjust relationships between them.

***Introduction to Product Line Plan* 174**

Introduces the Product Line Plan module.

***Creating Product Line Plans* 174**

Describes the steps required to create a product line plan, including planning shipments, sales orders, production, inventory, and backlog.

***Balancing Product Line Plans* 175**

Illustrates how to use Product Line Plan Maintenance.

***Maintaining Product Line Plans* 176**

Describes how to maintain Product Line Plans.

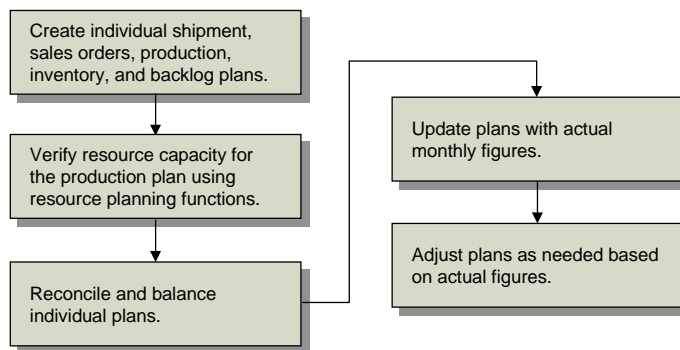
## Introduction to Product Line Plan

Product line plans are created annually for each product line or family at a site, and are stated in thousands of currency units per calendar month.

A product line is a group of similar items or products classified together for accounting and planning purposes. You define product lines and link them to appropriate GL accounts in Product Line Maintenance (1.2.1), then assign individual items to product lines in Item Master Maintenance (1.4.1).

The product line plans usually form the basis for the master production schedule.

**Fig. 17.1**  
Product Line Plan Process Flow



## Creating Product Line Plans

Create product line plans in Product Line Plan Maintenance (20.1). You can also use the forecast-specific programs provided in this module to forecast shipments, sales orders, production, inventory, and backlog separately. Then use Product Line Plan Maintenance to reconcile differences between the separate forecasts, as needed. These forecast-specific programs also let you track individual plans by entering actual quantities as the year progresses.

Enter all product line forecasts in currency units of 1,000.

### Planning Shipments

Use Shipments Plan Maintenance (20.5) to project how much of a product line you expect to ship per month from a given site and the cost of those shipments.

The difference between shipments and costs is the gross margin for that product line. The system automatically calculates monthly gross margin amounts for the product line, then divides the gross margin quantity by the projected shipment quantity for each month to obtain the gross margin percentages.

### Planning Sales Orders

Use Orders Plan Maintenance (20.9) to project how many sales orders will be booked each month for a product line at a given site.

## Planning Production

Use Production Plan Maintenance (20.13) to project how much of a given product line you will produce each month at a given site.

You can check the production plan against available resources using the Resource Plan module.

See Chapter 18, “Resource Plan,” on page 177.

## Planning Inventory

Use Inventory Plan Maintenance (20.17) to project how much of a given product line you will have in inventory each month at a given site.

Enter a beginning inventory level and click Next to have the system automatically calculate monthly inventory forecasts. These forecasts are based on the beginning inventory value plus the production plan forecast minus the cost of shipment forecast for that month.

The inventory value indicates the relationship between production and the cost of goods sold. Production increases inventory value, while the cost of goods sold reduces it.

Some companies plan their inventory levels in terms of the number of times per year it is completely replaced in total value. To calculate inventory turns, divide the average inventory value for the year by the total cost of sales.

## Planning Backlog

Use Backlog Plan Maintenance (20.21) to project the number of open orders for a given product line at a given site in each month.

Enter a beginning backlog value and click Next to have the system automatically calculate monthly backlog forecasts. These are based on the beginning backlog value plus the sales order forecast minus the shipment forecast for that month.

## Balancing Product Line Plans

Product Line Plan Maintenance (20.1) displays data from all the separate plans and automatically calculates monthly backlog and inventory forecasts and gross margin percentages.

Shipments, orders, and backlog are defined at revenue values, while cost, production, and inventory are valued at cost.

Balance the overall plan by adjusting the shipment and cost forecasts to obtain the best gross margin figure possible. Then, adjust the sales orders and shipments forecasts to balance income and balance costs against production to balance inventory.

**Fig. 17.2**  
Product Line Plan Maintenance (20.1)

Product Line Plan Maintenance: Go To - Actions -							
Site: 10000		Product Line: 1000		Home Product		Year: 2008	
Value In Thousands USD							
	Ship Fcst	Ord Fcst	Backlog	Cost Fcst	Prod Fcst	Inv Fcst	GM %
			35.0			13.0	
January:	234.0	234.0	35.0	230.0	400.0	183.0	1.7
February:	234.0	245.0	46.0	230.0	400.0	353.0	1.7
March:	458.0	435.0	23.0	450.0	400.0	303.0	1.7
April:	479.0	515.0	59.0	450.0	400.0	253.0	6.1
May:	543.0	523.0	39.0	550.0	400.0	103.0	-1.3
June:	543.0	534.0	30.0	550.0	400.0	-47.0	-1.3
July:	543.0	554.0	41.0	470.0	400.0	-117.0	13.4
August:	469.0	453.0	25.0	470.0	400.0	-187.0	-0.2
September:	231.0	231.0	25.0	230.0	400.0	-17.0	0.4
October:	231.0	213.0	7.0	230.0	400.0	153.0	0.4
November:	231.0	213.0	-11.0	230.0	400.0	323.0	0.4
December:	231.0	212.0	-30.0	230.0	400.0	493.0	0.4
Total:	4,427.0	4,362.0		4,320.0	4,800.0		2.4

## Maintaining Product Line Plans

Individual shipments, sales orders, production, inventory, and backlog plans created using forecast-specific functions should be updated monthly or quarterly with actual figures. The system automatically subtracts actual amounts from planned amounts to calculate monthly variance and variance percentage values.

Comparing planned amounts and actual results gives you a basis for adjusting production and creating future product line plans.

# Resource Plan

The Resource Plan module enables you to check resource loads for the product line plan and the master schedule and verify that there are enough resources to produce the projected quantities. Validate the production plan and master schedule before submitting them to MRP for detailed planning.

***Introduction to Resource Plan* 178**

Describes how the Resource Plan module works.

***Setting Up Resource Plans* 178**

Illustrates how to set up individual resource plans.

***Calculating Resource Plans* 180**

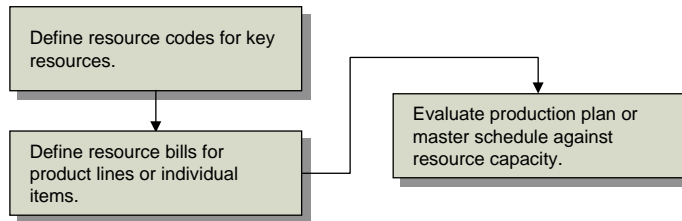
Describes how product line plans and manufacturing schedules are used to calculate resource plans.

## Introduction to Resource Plan

The Resource Plan module lets you evaluate the feasibility of a production plan or master schedule, providing a basis for adjusting the plan or adding resources.

Resource plans indicate the load on each key resource—that is, the demand the production plan or master schedule places on that resource. Demand is then compared to that resource’s capacity.

**Fig. 18.1**  
Resource Plan Process Flow



## Setting Up Resource Plans

To develop a resource plan, first identify key production resources. These are items required to manufacture finished goods that may limit production capacity and cannot be easily increased in the short term—for example, available funds, critical machines, and skilled labor.

You must also define resource bills, or load profiles, specifying the amount of each key resource required to produce one item unit or production plan unit.

### Resource Codes

Define key resources in Resource Maintenance (21.1) with a unit of measure such as hours. The first reference for each resource should be the base or average resource capacity, in units, available per day for all workdays. Also define references for:

- Additional resources expected during the year, such as added shifts
- Temporary loss of resources, such as maintenance shutdowns

Include effective dates when these variances will occur.

Each resource can have multiple reference codes and capacities. The total capacity for a resource on a specific date is the cumulative capacity from all of the references in effect on that date.

The system calculates total capacity per month for each key resource using the workdays defined in the standard shop calendar for the site, multiplied by the cumulative resource capacity per day. Non-workdays and holidays are excluded from this calculation.

**Fig. 18.2**  
Resource Maintenance (21.1)

Reference	Start	End Date	Cap/Day
Baseline	1/1/2008	12/31/2008	10,000.0

## Resource Bills

There are two kinds of resource bills—product line resource bills and item resource bills.

### Product Line Resource Bills

A product line resource bill indicates the amount of a resource required to produce one unit of the production plan.

Use PL Resource Bill Maintenance (21.5) to define each key resource.

**Fig. 18.3**  
Product Line Resource Bill Maintenance (21.5)

**Quantity Per.** The amount of this resource required to produce one unit of the production plan, or 1,000 currency units worth of product, stated in terms of the unit of measure defined in Resource Maintenance.

**Lead Time (Months).** The number of months during which a resource is required to manufacture this product line at this site.

**Offset.** The number of months before the start of production that this resource is needed. This may be negative if the resource is not needed until after production is complete.

### Item Resource Bills

To evaluate a manufacturing schedule, define item resource bills for each individual item to be evaluated. Indicate the amount of each key resource required to manufacture one unit of that item. Specify this amount as the Resource Quantity Per in Item Resource Bill Maintenance (21.17). Item resource bills are similar to product line resource bills, except that lead time and offset are expressed in days rather than months.

Operations planning functions use item resource bills to verify the feasibility of family and operations plans and calculate resource requirements for family item and end-item production due quantities.

See Chapter 7, “Family-Level Planning,” and Chapter 8, “End-Item Planning,” for more information.

## Calculating Resource Plans

The resource load reports and inquiries display resource load subtracted from capacity in one-month increments. A positive remainder indicates undercapacity, while negative remainders indicate overcapacity. If you are over capacity in most or all periods, reduce planned production levels or add more resources for that item or product line.

Resource load can be displayed in graph format with load calculated as percentage of capacity.

## Evaluating Product Line Plans

To evaluate a product line plan—that is, to compare the capacity required by the plan with the available capacity for each resource—use PL Resource Load Summary Inquiry or Report (21.9 and 21.10) or PL Resource Load Detail Inquiry or Report (21.11 and 21.12).

The system calculates resource load using the production forecast for each product line and site and the resource quantity per entered for each product line in PL Resource Bill Maintenance. It multiplies the production plan quantity by the quantity per to determine the production load, or the number of resource units required to produce the plan.

## Evaluating Manufacturing Schedules

To evaluate a manufacturing schedule—that is, compare the capacity required by the schedule with available resources—use Item Resource Load Summary Inquiry or Report (21.21 and 21.22) or Item Resource Load Detail Inquiry and Report (21.23 and 21.24).

A manufacturing schedule includes all manufacturing orders—repetitive scheduled orders and planned, firm planned, exploded, allocated, and released work orders—that identify a quantity of an item to be produced. These include master schedule work orders, MRP planned orders, repetitive schedules, and open work orders.

The item resource load reports and inquiries are similar to the product line resource load reports and inquiries.

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