Software Steps to Process

Stock Boxes/Just in Time

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**Document Overview**

**Documentation Goals**

This documentation is intended to provide instruction for ***using keyboard shortcuts to process “Just in Time” and “Stock Box” functionalities.***

**Documentation Disclaimers**

* Teach a user the proper key patterns to shortcut processing time.

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# **Cost Estimating - Keys**

## E – 1

The estimate quantity should be for the job quantity. The customer may be either your company as the customer if the stock item is sold to many clients or for a specific customer items for just in time items.

# **Job Costing - Keys**

## J – U – Add

Add job and enter estimate number. Estimated costs for material and labor are copied to the Job Cost Standards file as standards for comparison to actual purchased materials and actual production hours posted by machine.

## O – U – 5

Job Factory Tickets may be printed via the Job Cost reports menu. All material and machine standards will be printed from the Job Cost File.

Please Note: All material and machines copied from the estimate should be updated with actual materials and machines to run.

# **Purchasing - Keys**

## P – U – 1 – A

Purchase orders may be created on a job by job basis or stock sheets may be purchased to process multiple jobs. When ordering by the job, the board quantity required will transfer from the job file. The raw materials may be estimated or real stocked raw goods. Normally, stock items will have a real stocked board material for consistent purchasing and inventory control.

For example, to make stock 10x10x10 finished goods, we should create real board materials such as R10x10x10 in the raw materials file maintenance with actual width and lengths and add to the estimate.

Please Note: Only real materials will track a perpetual inventory. Estimated materials are purchased and consumed for a specific job.

## P – U – 3

Purchase orders should be printed.

# **Raw Materials - Keys**

## M – F – 1 – A

Purchase orders for board materials should be added to the estimate once created in the raw material file. To speed this process, the copy key should be used by copying a similar material.

## M – U – 1 – A

Receipts for both estimate or raw materials must be entered for the exact quantity received. The purchase order number should be entered so that the system will decide to close the PO if the quantity received is within the underrun percentage of the order quantity.

## M – U – 2

Issues of materials to the job cost file will automatically post the quantity received if the S-8-Autoissu flag is set to YES. If this flag is set to NO, the quantity issues must be entered via   
***“C”*** – ***“2”*** – ***“1”*** – Add.

Please Note: Receipts will be automatically issued only if the receipt has a purchase order and the purchase order has a job number assigned. Therefore, board purchased for stock without a job number will require both raw material receipt transaction and a raw material issue transaction.

## M – U – 5

Raw material receipts and issue transactions must be posted to update the job cost work in process costs as well as update quantity on hand.

# **Production Control - Keys**

## D – U – A

Machine setup, run, and downtime hours as well as waste should be posted for each labor operation. The actual hours posted, and quantity produced will be compared to the job cost standards to generate job cost variances and labor efficiency reporting.

## D – W

Production posting edit list shows total hours for each machine so that data entry errors may be caught.

## D – T

Posting the production will update the job cost file.

# **Finished Goods Control - Keys**

## I – U – 1

Finished goods receipts are automatically created via the quantity posted during production for the last machine operation is the S-8-AUTOPOST flag is set to YES. For example, if the gluer is the last machine, the quantity posted on the gluer will update the receipts file. As an alternative, the receipts may be entered manually.

## I – U – 6

Finished goods receipts transactions must be posted so that the on-hand quantity is increased, the quantity on order is decreased, and debits and credits to finished goods and work in process are posted respectively.

# **Order Processing: Order Entry - Keys**

## O – U – +

Press “Add” to add a customer order.

Please Note: This is not a job, hence do not enter the estimate number.

Next, enter the customer code, followed by purchase order number and due date. Proceed to the ***“I”*** (Item) screen. Leave the estimate number blank, tab to the quantity and enter the order / release quantity and tab to the finished goods item code. Either type the item number or press ***“F1”*** to search by an alpha description. Repeat to add more stock items.

# **Order Processing: Releases - Keys**

## O – U – 1

Finished goods items may be released directly from the order entry release folder via order query (O-Q) or manual entered by adding releases via ***“O”*** – ***“T”***– ***“1”*** – Add. Items released via the order entry release screen will prompt to release all items if the N-K-AUTOREL flag is set to yes. If sales service answers NO to release all items during order entry, then multiple ship-to addresses and delivery dates may be defined for an item and each ship-to may be released individual.

## O – T – 1

Alternatively, releases may be added manually. In addition, releases default as ***“B”*** (Both Bill and Ship), however they can be changed to ***“S”*** (Ship Only) or ***“I”*** (Invoice Only). Ship Only releases require a bill of lading, however the invoice will show invoice quantity as zero. Invoice Only releases create Invoices immediately from release posting showing a ship quantity of zero.

## O – T – 3

Releases must be printed. This may be used as a release ticket, pick ticket, packing list or delivery ticket. Various formats are available by changing the S-8-RELPRINT char val by pressing ***“Page Down”***.

## O – T – 4

Releases must be posted in order to create a bill of lading.

# **Order Processing: Bills of Lading - Keys**

## O – S – 1 – Add

Bill of ladings must be added by entering the order number and the release number. Then the system will transfer the released quantity and unit counts automatically. Actual ship quantities must be updated on the bill of lading based on the notations on the release ticket. Multiple orders may be added to one bill of lading by adding a new bill of lading and overwriting the bill of lading number with another orders bill of lading number.

## O – S – 3

Bills of lading must be printed.

## O – S – 4

Bills of ladings must be posted which will automatically create an invoice for each Bill of Lading.

# **Order Processing: Invoicing - Keys**

## O – B – 1 – Next

Invoices are created automatically via bill of lading posting. However, modifications may be made. Invoices may be manually added for walk in purchases or cash sales without an order, release, or bill of lading. All billable charges from the order entry miscellaneous screen   
(***“B”*** – ***“1”*** – ***“1”***– ***“M”***) will transfer to the invoice automatically.

## O – B – 3

Invoices must be printed. Various invoice formats are available by changing: S-8-INVPRINT char val by pressing ***“Page Up”*** or ***“Page Down”***.

## O – B – 4

Invoices must be posted. An audit trail will print to view possible errors. This must be reviewed prior to posting. Posting invoices will generate credits for sales, freight, miscellaneous and finished goods as well as debits to accounts receivable and cost of goods sold.

Please Note: The job cost product line file under file maintenance may be used to define general ledger account numbers for work in process, finished goods, cost of goods sold and efficiency variances.

The accounts receivable control file is used to define general ledge accounts for sales, accounts receivable, freight and discounts. Alternatively, general ledger accounts for sales may be defined in the finished goods product category file as well as the estimating preparation file.