Batch Ticket

The *Batch Ticket* screen lets you modify batches that are not yet closed. From this screen you can:

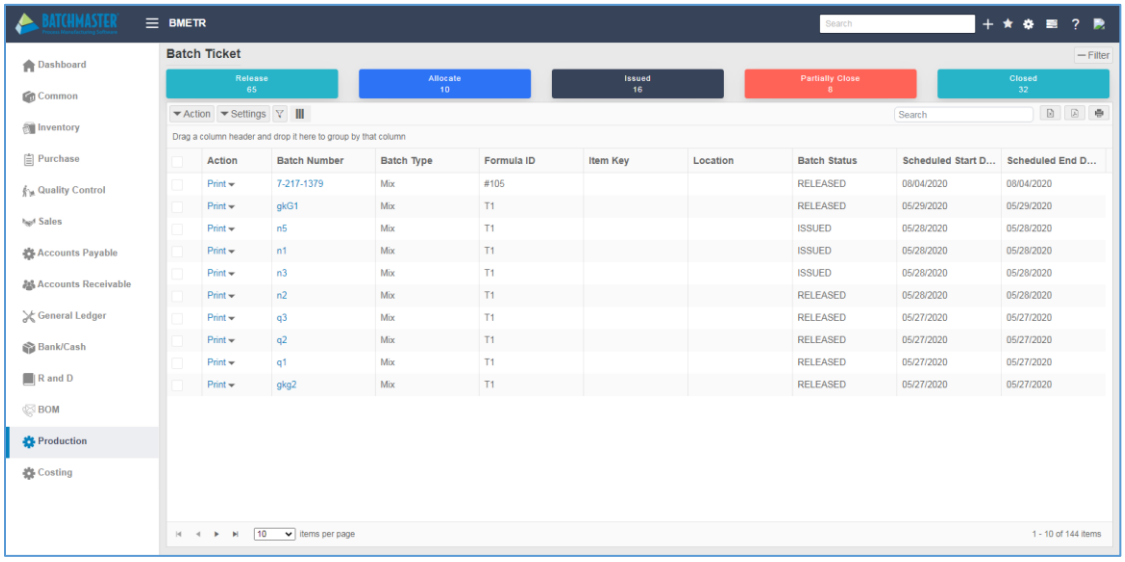
- Issue materials.
- Hold a batch.
- Modify raw materials, byproducts, finished goods or intermediate items, or contractual job work items.
- Return issued materials (BOM and formula items).
- Make various other changes to the batch.

Go To: Manufacturing → Production → Production → Batch Ticket.

⚠ **Prerequisite:** A batch with Released status should have been created via the *Batch Entry* screen.

Batch Ticket – Dashboard

You can manage Batches from this dashboard. By default, the system displays all the existing batches maintained for your business/company. You can click on any of the batch record to view its details.

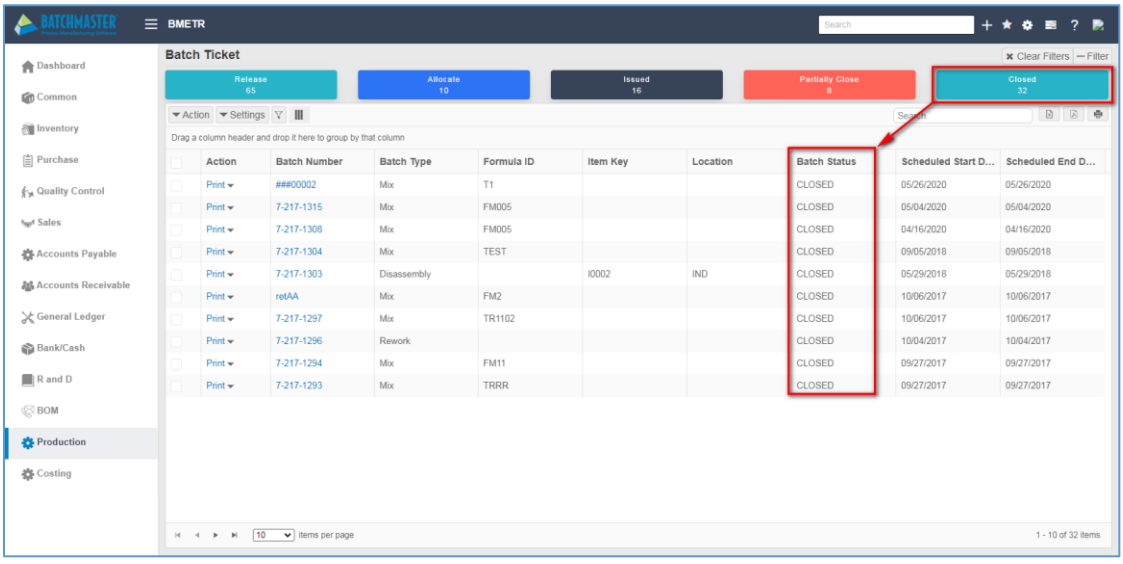


The *Batch Ticket* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

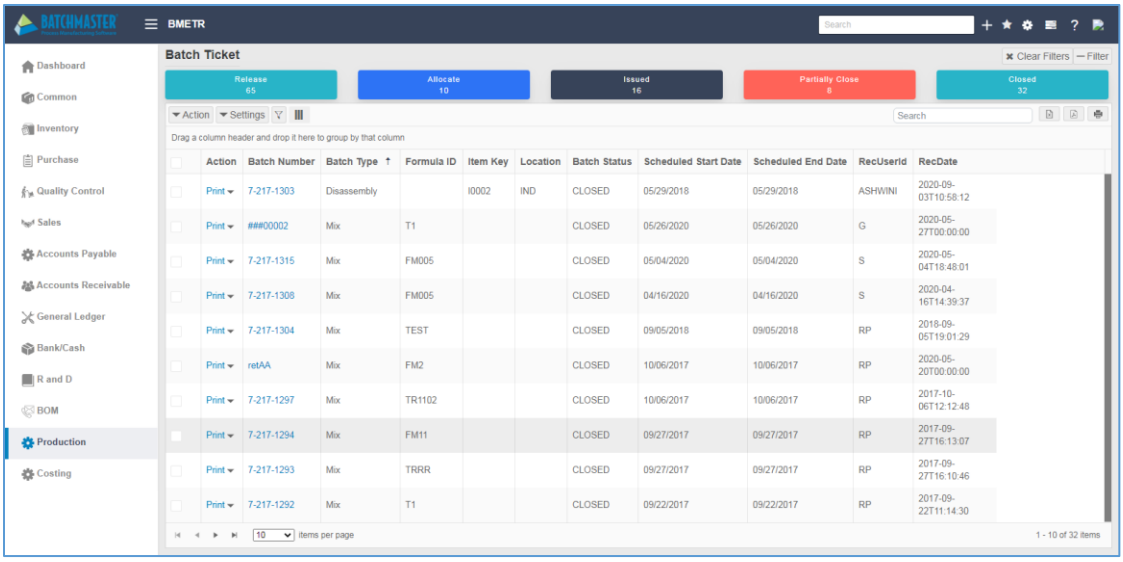
Using the *Action* button from the dashboard you can:

- Print selected batches
- Copy selected batches
- Hold selected batches
- Release Hold selected batches
- Allocate selected batches
- De-allocate selected batches
- Issue materials from the selected batches
- Create Lots for FG
- Issue Serial Lots
- Part Close selected batches
- Close selected batches
- Cancel selected batches
- Goto Batch Close
- Delete selected batches

By default, this dashboard displays all status batch records. You can click on any of the *Release/Allocate/Issued/ Partially Close/Closed* button to filter the batch records accordingly.



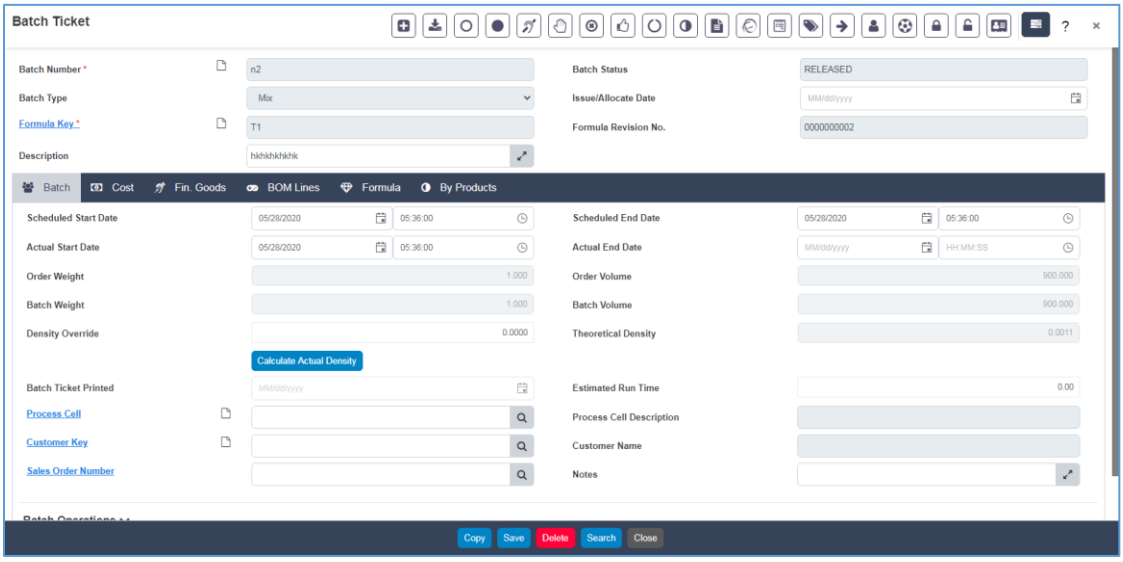
After you select all the columns of the *Batch Ticket* dashboard, the middle grid displays the selected columns.



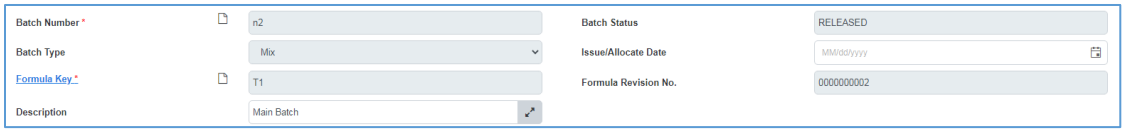
The *Batch Ticket* dashboard provides a clear vision of the batches created via the *Batch Entry* screen in a read-only mode. You can view the records as per the number of pages provided per page.

Batch Ticket – Edit Mode

The batches which are created using the *Batch Entry* screen and released are visible on the *Batch Ticket* dashboard. Click on any of the batch you wish to modify and perform various operations.



Header Fields:



Batch Number: This is the Batch number of the Batch selected via lookup for amendments or allocation or issuing etc.

Batch Status: Batch processing is a multi-stages process involving creation, allocating, issuing etc. The stage a batch has achieved in its process at the manufacturing end is determined in BATCHMASTER WEB for user reference through its status. Status tracking ultimately improves all, Inventory tracking, batch scheduling, and production control. The available Statuses are NEW, RELEASED, ISSUED, ALLOCATED, CANCELLED, HOLD Purged, PARTIALLY CLOSED and CLOSED.

Batch Type: This field determines the nature of the batch, which could be one of Mix / Fill / Assembly / Disassembly/Rework. This is a read-only field and displays the choice made at the Batch Entry screen.

Issue/Allocate Date: This is the date on which the Allocate or Issue operation took place last time.

Formula key/Intermediate Key/Assembly Key: This is the Formula Key or Intermediate Key or Assembly Key that will be used in the production of this batch. This key was selected by the user at the Batch Entry screen. This is a read-only field.

Formula Revision No: This is the version number of the selected formula which is being used to produce the selected batch. The value at this field gets fetched from *Batch Entry* screen. Versioning of formulas help in better tracking of batches. At any instance in future, user can easily track all batches which were manufactured from a particular version. This is a read-only field.

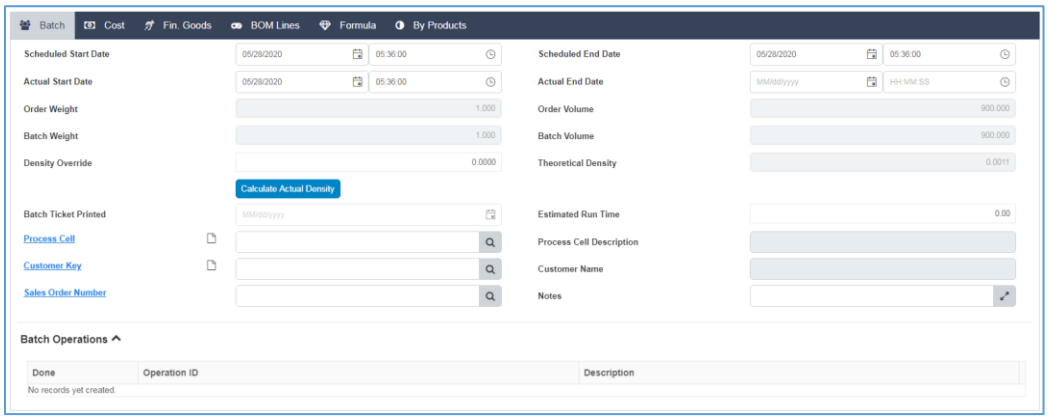
Location: This field is enabled when the Batch Type selected is either Fill or Assembly. It actually determines the Location from where the intermediate Item is to be fetched for filling or an Assembly item is to be used for assembling. This is a read-only field.

Description: This is the description of the Formula Key or the Intermediate Key or the Assembly Key. The description gets defaulted from the following:

1. Formula Entry in the case of a Mix Type of Batch, and
2. Item Master in the case of a Fill Type and an Assembly Type of Batch.

The description can be modified here for any batch that has not yet been closed. For instance, if this batch is being produced by altering the formula to meet certain customer requirement, then a brief about it can be mentioned at this field.

Batch Tab



Scheduled Start Date: This is the date on which the production of this batch is scheduled to start. The actual date of production may differ from this date. This date gets defaulted from the Batch Entry screen. It can be modified. This date can be a date earlier than the Server date.

Scheduled End Date: This is the date on which this batch is scheduled to be closed. The actual closing date of the batch may differ from this due date. This date gets defaulted from the *Batch Entry* screen. This date can be modified while the batch has not been closed.

Actual Start Date: This is the date and time when the production of this batch will actually start. When a batch is created, the Scheduled Start Date as entered on the *Batch Entry* screen gets defaulted to this field. This date and time can be modified. This date can be a date earlier than the Server date.

Actual End Date: This is the date on which this batch will actually be closed. This date gets defaulted to the 'Batch close' screen. This date can be a date earlier than the Server date.

Order Weight: This is the total order weight calculated on the basis of the order quantities of all the End Items specified at the grid. The Order Weight for an End Item is calculated as follows:

1. If the Bill of Material for the End Item is of Finished Good type, then,
    a. If the Fill Level of BOM is specified in Weight, then the Order Weight is determined by multiplying the Fill Level of BOM with the Order Qty in Stock UOM
    b. If the Fill Level of BOM is specified in Volume, then the Order Weight is determined by multiplying the Order Volume with the Density of the item. The Order volume is determined by multiplying the Fill Level of BOM with the Order Qty in Stock UOM. The Density is taken from the Formula.

2. If the Bill of Material for the End Item is Intermediate type, then the Order Weight is determined by multiplying the ordered Quantity (in Stock UOM of the End Item) with applicable conversion factor for converting the Stock UOM to the System Weight UOM. The conversion factor is taken from one of the following scopes (in decreasing preference):

    a. Item Master level

    b. Item Class Level

    c. Global Level

For an Assembly type batch, the Order Weight is not considered in BatchMaster WEB.

This is a read-only field.

Order Volume: This is the total order volume calculated on the basis of the order quantities of all the End Items specified at the grid. The Order Volume for an End Item is calculated as follows:

1. If the Bill of Material for the End Item is of Finished Good type, then,

    a. If the Fill Level of BOM is specified in Volume, then the Order Volume is determined by multiplying the Fill Level of BOM with the Order Qty in Stock UOM.

    b. If the Fill Level of BOM is specified in Weight, then the Order Volume is determined by dividing the Order Weight with the Density of the item. The Order Weight is determined by multiplying the Fill Level of BOM with the Order Qty in Stock UOM. The Density is taken from the Formula.

2. If the Bill of Material for the End Item is Intermediate type, then the Order Volume is determined by multiplying the ordered Quantity (in Stock UOM of the End Item) with applicable conversion factor for converting the Stock UOM to the System Volume UOM. The conversion factor is taken from one of the following scopes (in decreasing preference):

    a. Item Master level

    b. Item Class Level

    c. Global Level

For an Assembly type batch, the Order Volume is not considered in BatchMaster WEB.

This is a read-only field.

Batch Weight: This is the total Batch Weight calculated on the basis of the order quantities of all the End Items specified at the grid. The Batch Weight is generally larger than the Order Weight to accommodate the Formula Loss Constant, the Formula Loss Factor, the Formula Line Loss and any byproducts produced by the formula.

For an Assembly type batch, the Batch Weight is not considered in BatchMaster WEB.

This is a read-only field.

Batch Volume: This is the total Batch Volume calculated on the basis of the order quantities of all the End Items specified at the grid. The Batch Volume for an End Item is calculated as follows:

1. If the Bill of Materials for the End Item is Finished Good type, then the Batch Volume is determined by dividing the Batch Weight with the Formula Density.

2. If the Bill of Material for the End Item is Intermediate type, then the Batch Volume is determined by dividing the Batch Weight with the density. This density is equal to: (the conversion factor for converting the Stock UOM to the System Weight UOM)/ (the conversion factor for converting the Stock UOM to the System Volume UOM).This conversion factor is taken from one of the following scopes (in decreasing preference):

    a. Item Master level

    b. Item Class Level

    c. Global Level

For an Assembly type batch, the Batch Volume is not considered in BatchMaster WEB.

This is a read-only field.

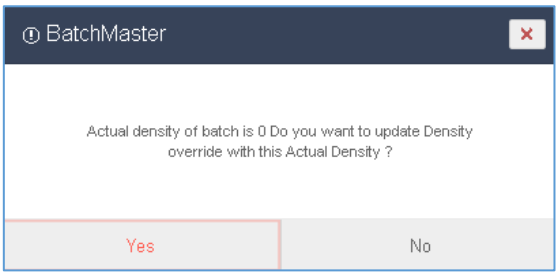
Density Override: User can enter the density for this batch only if it is going to be different than the theoretical value BatchMaster calculates. For instance, if the formula involves a reaction. This field will default from the value assigned to the master formula, if any.

If this field is set to zero, the theoretical density will be calculated by taking the total weight of all materials in the formula, then using each individual material's density to determine the volume of each material in the formula and dividing total weight by total volume.

Theoretical Density: This is the density of the formula as per the formula entry screen. It is calculated by taking the total weight of all materials in the formula, then using each individual material's density to determine the volume of each material in the formula and dividing total weight by total volume.

This is a read-only field.

Calculate Actual Density: Due to modification in the process or of the ingredients and their quantities in a Batch, the actual density may differ from what is estimated using the corresponding formula. In such a situation, the user may, if required, override the estimated density with the actual density by clicking on this button. The system displays following confirmation message:



Changing the density here has the following effects:

1. If the related BOM is 'Fill by Weight' then the batch weight remains the same but the batch volume is changed accordingly.
2. If the related BOM is 'Fill by Volume', then the order weight gets changed, and on Save, the user is prompted to resize the batch.
    - If the user does resize, the Batch Weight, Batch Volume, lines on Formula (Tab-5) and lines on By Products tab are updated.
    - If the user does not resize then the batch is saved without Batch Weight changes but the new Order Weight is reflected on the Batch.

This feature is available for Mix and Fill types of batches.

Batch Ticket Printed: This is the date and time when this batch ticket was last printed. This is a read-only field. This field remains blank if the batch ticket has not been printed.

Estimated Run Time: This is the number of hours estimated to be consumed by this batch to complete. This value need to be entered by the user.

Process Cell: This is the Process Cell associated with this batch, which implies that the production of this batch shall take place in this Process Cell. When a batch is created, the value at this field gets defaulted from the Batch Entry screen. This value can be modified. The lookup at this field displays all the process cells that have been associated with the Formula ID or the Intermediate Key or the Assembly Key associated with this batch.

Process Cell Description: This field displays the description associated with the Process Cell. This is a read-only field.

Customer Key: This field is for user reference. If this batch is being produced against a sales order then the associated customer will be displayed at this field. This value can be changed here.

Customer Name: This field displays the description associated with the Customer Key. This is a read-only field.

Sales Order Number: This is the sales order as entered on the Batch Entry screen for which this batch is being produced. This value can be changed here.

Notes: The user may enter any information or description here. When a batch is created, this field gets defaulted with the value entered at the *Notes* field of the Formula Entry screen.

Process Cell Description: This field displays the description associated with the process cell attached with the batch.

Customer Key: This field is for user reference. If this batch is being produced against a sales order then the associated customer will be displayed at this field. This value can be changed here.

Customer Name: This field displays the description of the customer.

Batch Operations Section

The grid displays the attached operations if any with the Process Cell Formula Capacity combination. It is mandatory to execute all the listed batch operations. All those operations which are mandatory needs to be completed whereas non mandatory can be surpassed if required.

Done: Field is used to complete the operation if associated with the batch. Checking this option is mandatory in case operation is mandatory. Note: Prior to batch close, if all the operations are not performed the system would restrict user to move ahead and eventually displays the message 'Some of the Operations are still Pending. Cannot Close'.

Operation ID: This is the unique identification code for the operation listed. The operations get defaulted from the *Process Cell Formula Capacity* screen if maintained.

Description: This is the description of the operation as maintained on the operation master screen for the operation.

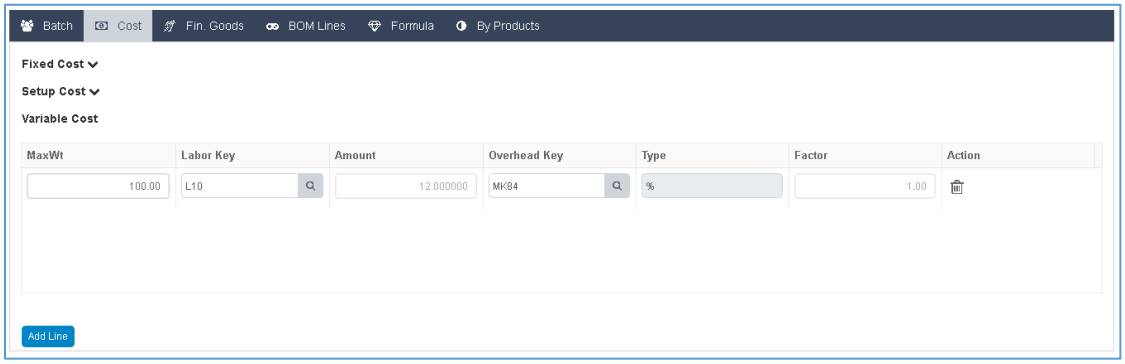
Cost Tab

If this is a Mix type batch, the Cost tab displays the Fixed, Setup and Variable costs associated with the formula being used for manufacturing this batch.

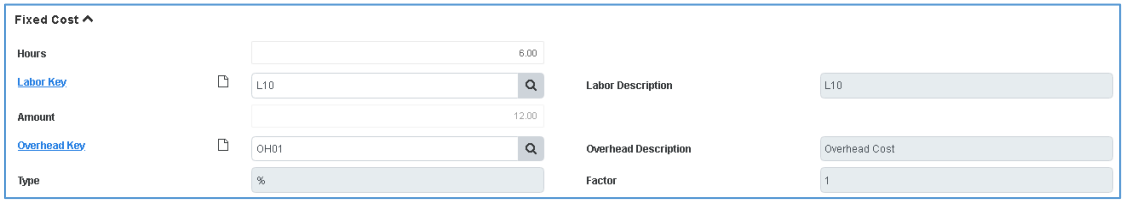
For the Fill and Assembly type batches, there is no formula cost associated with the batch. However, the user may associate:

1. Fixed, Setup and Variable costs with the Fill type of batches

2. Fixed and Setup costs with Assembly type of batches. The Variable cost is not applicable to Assembly type of batches.



Fixed Cost Section: These are the costs that are incurred every time a batch is produced such as electricity bill, land rent etc. This is the basic cost that will be always applied whenever this batch would be created. Additional Cost incurred on the routinely fixed cost account for the Fixed Overheads cost. An example might be the cost of equipping extra fans for employees or installing deep freezers for raw materials in peak summer season.



Hours: This is the number of hours for which the fixed costs would be incurred on this batch. The fixed cost is fetched from the formula associated with this batch. This value is used to calculate the costs associated with production of the end item produced by the formula. This value can be modified.

Labor Key: This is the Labor Key of the fixed costs for the formula associated with this batch. This labor Key provides the fixed cost amount incurred per hour (defined beforehand at the Labor/additional Cost). It is used to calculate the costs associated with production of the end item produced by the formula. This value can be modified.

Labor Description: This field displays the description of Labor Key. This is a read-only field.

Amount: This is the cost amount for formula labor/additional key of the fixed costs for the formula associated with this batch. This value is used to calculate the costs associated with production of the end item produced by the formula.

Overhead Key: This is the Overhead Key of the fixed costs for the formula associated with this batch. This Key provides the fixed cost overhead amount incurred per hour (defined beforehand at the

Labor/additional Cost). This value is used to calculate the costs associated with production of the end item produced by the formula. This value can be modified.

Overhead Description: This field displays the description of Overhead Key. This is a read-only field.

Type: The value at this field gets defaulted while selecting the Overhead Key for Fixed Cost. The Overhead Key type can be one of the following:

- **'$' Type:** This is the Overhead Key of '$' type for fixed costs. This determines that the overhead amount is a numeric value. It is entered automatically when the associated overhead key is selected. This is a read-only field. This value is used to calculate the costs associated with production of the end item produced by the formula. The value of Hours on this line is multiplied by the Factor of the Overhead Key to calculate the cost contribution of this overhead.
- **'%' Type:** This is the Overhead Key of '%' type for fixed costs. This determines that the overhead amount is a percentage of the Labor/additional key. It is entered automatically when the associated overhead key is entered. This is a read-only field. This value is used to calculate the costs associated with production of the end item produced by the formula. The value of Hours on this line, multiplied by the Amount of the Labor Key, is multiplied by the Factor of the Overhead Key of the same line to calculate the cost contribution of this overhead.

Factor: If the Overhead type is '$', this factor acts as the Overhead Amount. But, if the Overhead Type is '%', this factor is used to calculate the Overhead amount. This value is entered automatically when the associated overhead key is entered. This is a read-only field.

Setup Cost Section: Setup Costs are the one-time costs that include, for instance, setting up the plant, machinery and raw materials for production. An example might be the cost of

Disposable safety equipment required for certain tasks included in the Setup labor cost or Cost of complying the machinery and process as per regulatory norms of state or government.

Hours: This is the number of the hours for which the setup costs would be incurred on this batch. The setup cost is fetched from the Formula associated with this batch. This value is used to calculate the costs associated with production of the end item produced by the formula. This value can be modified.

Labor Key: This is the Labor Key of the setup costs for the formula associated with this batch. This key would provide the amount of Setup cost per hour. This value can be modified.

Labor Description: This field displays the description of labor key. This is a read-only field.

Amount: This is the cost amount for formula labor/additional key of the setup costs for the formula. This value is entered automatically when the associated labor key is entered. This is a read-only field. This value is used to calculate the costs associated with production of the end item produced by the formula.

Overhead Key: This the Overhead Key of the setup costs for the formula. This key provides the overhead amount incurred on setup cost and is used to calculate the costs associated with production of the end item produced by the formula. This value can be modified.

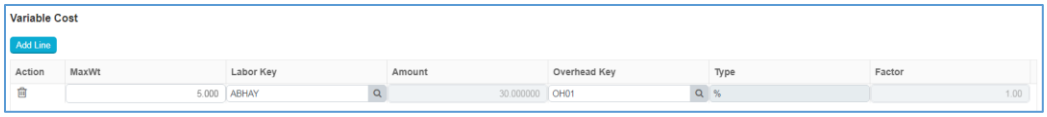
Overhead Description: This field displays the description of the overhead key. This is a read-only field.

Type: This field gets defaulted while selecting the Overhead Key for Setup Cost. The Overhead Key consists of two types:

- **'$' Type:** This is the Overhead Key of '$' type for setup costs. This determines that the overhead amount is a numeric value. It is entered automatically when the associated overhead key is selected. It is entered automatically when the associated overhead key is selected. This is a read-only field. This value is used to calculate the costs associated with production of the end item produced by the formula. The value of Hours on this line is multiplied by the Factor of the Overhead Key to calculate the cost contribution of this overhead.
- **'%' Type:** This is the Overhead Key of '%' type for setup costs. This determines that the overhead amount is a percentage of the Labor/additional key. This value is entered automatically when the associated overhead key is entered. This is a read-only field. This value is used to calculate the costs associated with production of the end item produced by the formula. The value of Hours on this line, multiplied by the Amount of the Labor Key, is multiplied by the Factor of the Overhead Key of the same line to calculate the cost contribution of this overhead.

Factor: If the Overhead type is '$', this factor acts as the Overhead Amount. But, if the Overhead Type is '%', this factor is used to calculate the Overhead amount. This value is entered automatically when the associated overhead key is entered. This is a read-only field.

Variable Cost Section: Variable Costs are the costs that vary with the quantity produced. A weight slab needs to be defined for it. This cost changes with the size of the batch. The overhead in such case would be tea, snacks, filtered water cost for the labor.



Add Line: Clicking this button inserts a new line into the Variable Cost grid.

Action : Click this button to delete a line from the grid.

MaxWt: This is the value of the Max Weight for this row of the variable costs for the formula.

The variable labor cost is dependent on two factors: the total batch weight, and the applicable labor rate for that batch weight. The variable labor is defined for a particular"slab" of batch weight. The Max Weight is the upper limit of the weight slab to which a particular row of the variable costs is applicable. The lower limit of batch weight for a slab is determined based on the max weight of the preceding row. For example, suppose that the Max weight for the first row is 100, and the max weight of the second row is 500. In such a case, the variable cost will be based on the first row if $0 < \text{Batch Weight} \leq 100$; whereas the variable cost will be based on the second row if $100 < \text{Batch Weight} \leq 500$.

The actual variable cost in production is determined by adding together the following:

1. Batch weight (in system weight unit) multiplied by the Amount of the Labor Key of the applicable row
2. If the overhead key is '$' type, then the Batch weight (in system weight unit) is multiplied by the Factor of the Overhead Key of the applicable row.
3. If the Overhead Key is '%' type, then the Batch weight (in system weight unit) multiplied by the Amount of the Labor Key of the applicable row multiplied by the Factor of the Overhead Key of the same row.

Labor Key: This is the Labor Key of the variable costs for the formula. This key provides the cost amount for this line of the Variable labor and is used to calculate the costs associated with production of the end item produced by the formula.

Amount: This is the cost amount for the formula labor/additional key of the variable costs as associated beforehand at the Labor/Additional Cost screen. This value is used to calculate the costs associated with production of the end item produced by the formula.

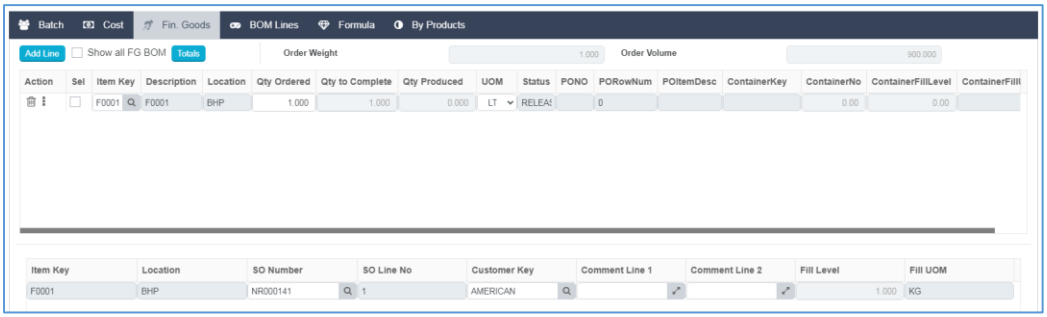
Overhead Key: This is the Overhead Key of the variable costs for the formula and accounts for the overhead cost for this line of. This value is used to calculate the costs associated with production of the end item produced by the formula.

Type: This field gets defaulted while selecting the Overhead Key for this line of Variable Costs. The Overhead Key consists of two types:

- **'$' Type**: This is the Overhead Key of '$' type for variable costs. This determines that the overhead amount is a numeric value. It is entered automatically when the associated overhead key is selected. This value is entered automatically when the associated overhead key is entered. This is a read-only field. This value is used to calculate the costs associated with production of the end item produced by the formula. The Batch weight (in system weight unit) is multiplied by the Factor of the Overhead Key to calculate the cost contribution of this overhead.
- **'%' Type**: This is the Overhead Key of '%' type for variable costs. This determines that the overhead amount is a percentage of the Labor/additional key. This value is entered automatically when the associated overhead key is entered. This is a read-only field. This value is used to calculate the costs associated with production of the end item produced by the formula. The Batch weight (in system weight unit) multiplied by the Amount of the Labor Key is multiplied by the Factor of the Overhead Key of the same line to calculate the cost contribution of this overhead.

Factor: If the Overhead type is '$', this factor acts as the Overhead Amount. But, if the Overhead Type is '%', this factor is used to calculate the Overhead amount. This value is entered automatically when the associated overhead key is entered. This is a read-only filed.

Fin. Goods Tab



Add Line: This button can be used to insert new End Item at the time of production. The amendment made here does not have any impact on the original formula. Clicking this button inserts a new line into the grid. Once a new line has been inserted into the grid, clicking the lookup at the Item Key field displays:

- All the finished goods and the intermediates that use the selected Formula ID in the case of a Mix type batch

- All the finished goods that use the formula associated with the selected Intermediate Key in the case of a Fill type batch.

In the case of an Assembly type batch, this button remains disabled.

Show all FG BOM: When the 'Show all FG BOM' box is checked, clicking the lookup at the Item Key field displays:

1. All the Released BOMs for the finished goods that use any formulas (if this is a Mix type Batch). The lookup is not limited by the Formula ID selected for this batch.

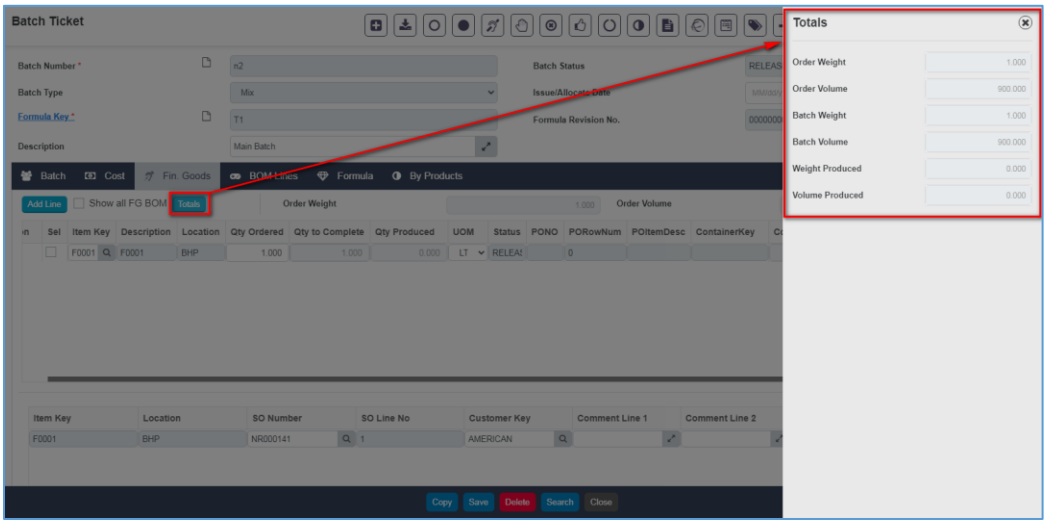
2. All the Released BOMs for the finished goods that use any formula (if this is a Fill type batch). The lookup is not limited by the Formula ID associated with the Intermediate Key selected for this batch.

When the 'Show all FG BOM' box is un-checked, clicking the lookup at the Item Key field displays:

1. All the Released BOMs for the finished goods and the intermediates that use the selected Formula ID (if this is a Mix type Batch)

2. All the Released BOMs for the finished goods that use the formula associated with the selected Intermediate Key (if this is a Fill type batch).

Totals Button: Click this button to view various totals:



Order Weight: This Order Weight is the same as that displayed on Tab-1 of this screen.

This is the total order weight calculated on the basis of the order quantities of all the End Items specified at the grid. The Order Weight for an End Item is calculated as follows:

1. If the Bill of Material for the End Item is of Finished Good type, then,

    a. If the Fill Level of BOM is specified in Weight, then the Order Weight is determined by multiplying the Fill Level of BOM with the Order Qty in Stock UOM.

    b. If the Fill Level of BOM is specified in Volume, then the Order Weight is determined by multiplying the Order Volume with the Density of the item. The Order volume is determined by multiplying the Fill Level of BOM with the Order Qty in Stock UOM. The Density is taken from the Formula.

2. If the Bill of Material for the End Item is Intermediate type, then the Order Weight is determined by multiplying the ordered Quantity (in Stock UOM of the End Item) with applicable conversion factor for converting the Stock UOM to the System Weight UOM. The conversion factor is taken from one of the following scopes (in decreasing preference):

    a. Item Master level

    b. Item Class Level

    c. Global Level

For an Assembly type batch, the Order Weight is not considered in BatchMaster WEB.

Order Volume: This Order Volume is the same as that displayed on Batch tab of this screen.

This is the total order volume calculated on the basis of the order quantities of all the End Items specified at the grid. The Order Volume for an End Item is calculated as follows:

1. If the Bill of Material for the End Item is of Finished Good type, then,

    a. If the Fill Level of BOM is specified in Volume, then the Order Volume is determined by multiplying the Fill Level of BOM with the Order Qty in Stock UOM.

    b. If the Fill Level of BOM is specified in Weight, then the Order Volume is determined by dividing the Order Weight with the Density of the item. The Order Weight is determined by multiplying the Fill Level of BOM with the Order Qty in Stock UOM. The Density is taken from the Formula.

2. If the Bill of Material for the End Item is Intermediate type, then the Order Volume is determined by multiplying the ordered Quantity (in Stock UOM of the End Item) with applicable conversion factor for converting the Stock UOM to the System Volume UOM. The conversion factor is taken from one of the following scopes (in decreasing preference):

    a. Item Master level

    b. Item Class Level

    c. Global Level

For an Assembly type batch, the Order Volume is not considered in BatchMaster WEB.

Batch Weight: This is the total Batch Weight calculated on the basis of the order quantities of all the End Items specified at the grid. The Batch Weight is generally larger than the Order Weight to accommodate the Formula Loss Constant, the Formula Loss Factor, the Formula Line Loss and any byproducts produced by the formula.

For an Assembly type batch, the Batch Weight is not considered in BatchMaster WEB.

Batch Volume: This is the total Batch Volume calculated on the basis of the order quantities of all the End Items specified at the grid. The Batch Volume for an End Item is calculated as follows:

- If the Bill of Materials for the End Item is Finished Good type, then the Batch Volume is determined by dividing the Batch Weight with the Formula Density.
- If the Bill of Material for the End Item is Intermediate type, then the Batch Volume is determined by dividing the Batch Weight with the density. This density is equal to: (the conversion factor for converting the Stock UOM to the System Weight UOM)/ (the conversion factor for converting the Stock UOM to the System Volume UOM).The conversion factor is taken from one of the following scopes (in decreasing preference):
    - Item Master level
    - Item Class Level
    - Global Level

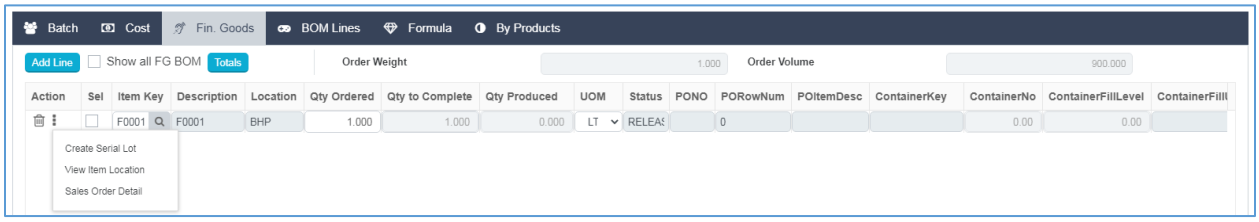
For an Assembly type batch, the Batch Volume is not considered in BatchMaster WEB.

Weight Produced: This is the quantity actually produced, expressed in terms of the System Weight Unit of Measurement, upon the completion of the batch. Due to temperature,

environmental conditions, quality of raw material, losses etc., the quantity actually produced may vary from the ordered quantity. The quantity actually produced is displayed here after this batch has been part closed or closed and the screen is refreshed.

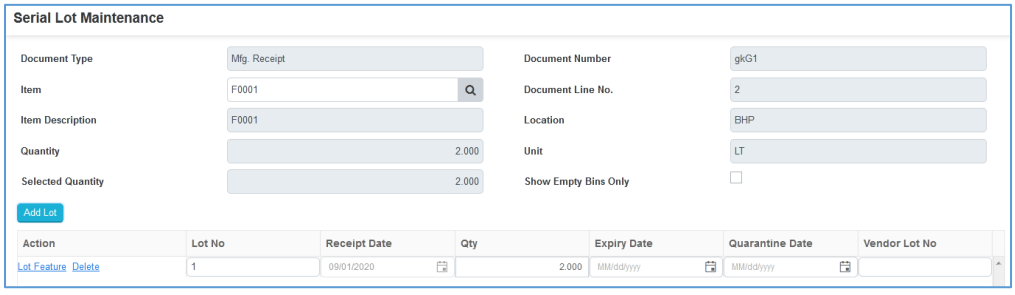
Volume Produced: This is the quantity actually produced, expressed in terms of the System Volume Unit of Measurement upon the completion of the batch. The quantity actually produced is displayed here after this batch has been part closed or closed and the screen refreshed. It is calculated by multiplying the Weight produced with the actual density of the formula.

Upper Grid:



Action: The following options are available under this section:

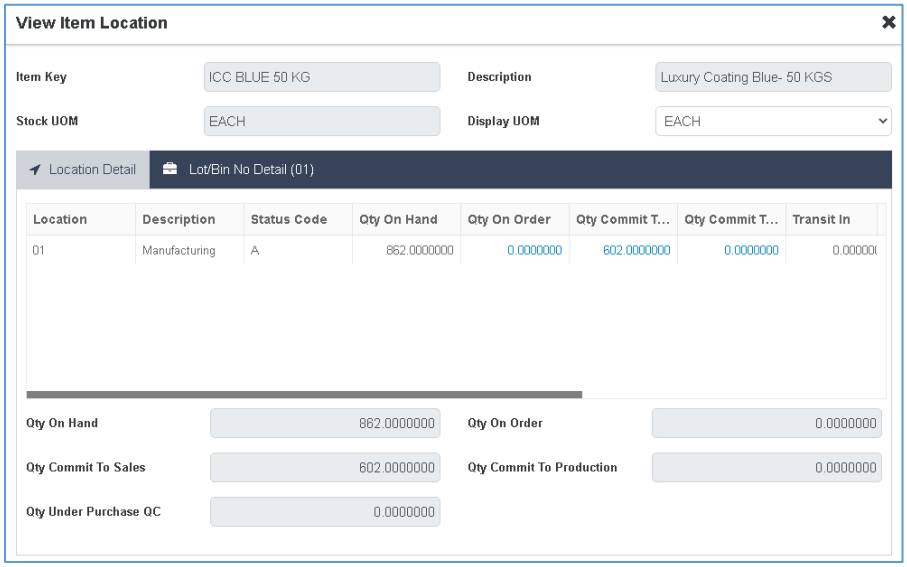
- **Delete**: Click this button to delete a row from the grid.
- **More Options**: The following options are available under this option:
    - **Create Serial/Lot:** Clicking this option opens the *Serial Lot Maintenance* screen where the user can maintain lots for the quantity to be produced.



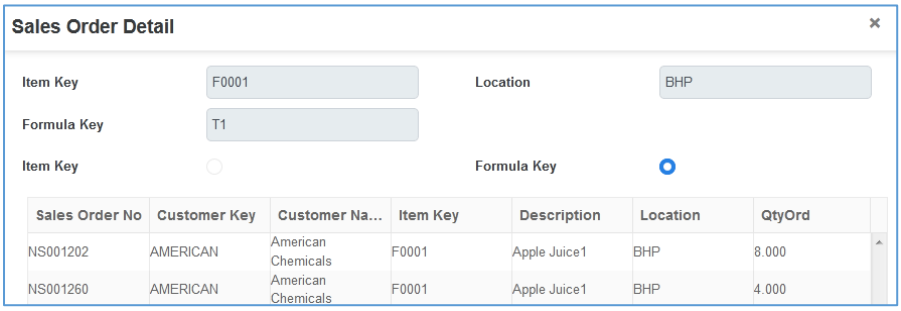
Here it is to be noted that in case 'Allow Shelf Life' option is set on the Inventory setup then based on the settings made system refrains/restricts user to proceed if the items shelf life is already exhausted.

Note: In case Containerization option is selected for the item then on the Serial Lot Maintenance screen user needs to click on the Generate button to automatically calculate the Remaining Lot Quantity. Thus system consequently generates the sub lots (containers).

- **View Item Location:** Click this button to view the inventory details for all the item-locations of the selected line.



- **Sales Order Detail:** Clicking on this option pops up a window which gives details of all sales orders existing in BatchMaster WEB for an item or for all items made from a given formula.



Sel: Checking this box selects the line for the 'Partial Allocate', 'Partial De-allocate' or 'Issue' operations.

Item Key: This is the Item Key associated with the end item that is to be produced from this batch. When a batch is created, the end items are defaulted here from the Batch Entry screen. The end items can be changed via the lookup at this field. Only those End Items are available for selection for which a 'Released' as well as 'Active' BOM exists. The Item Keys can be added to this grid after clicking on the *Add Line* button. Clicking the *Add Line* button opens a lookup that displays:

1. All the finished goods as well as the intermediates that use the selected formula in the case of a Mix type batch.

2. All the finished goods using the formula associated with the selected Intermediate Key in the case of a Fill type batch.

In the case of an Assembly type batch, the *Add Line* button remains disabled.

Description: This is the description of the Item Key associated with the end item. It is fetched from the Item Master record of the end item. This is a read-only field.

Location: This is the location to which the end item will be posted. The Onhand of the End Item would be increased by the ordered quantity at this location. . This is a read-only field.

Qty Ordered: This is the quantity to be produced of this End Item. Changing the ordered quantity changes the Order weight. Any change in the Order Weight requires resizing of the batch. A message is displayed to this effect when the user changes the Order quantity. Resizing of the batch can be done using the 'Size Batch' button under special function.

Qty to Complete: This field specifies the quantity to be produced in this partial close.

Qty Produced: This is the quantity actually produced upon the completion of the batch. The quantity actually produced is displayed here after this batch has been part closed or closed and the screen refreshed. This quantity is interpreted in the UOM of this row in the adjacent column.

UOM: The Quantity Produced is interpreted in this unit. Basically, it is the Stock Unit of the item as maintained at the Item Master screen.

Status: This is the status of this line (end item) indicating the stage it has achieved in its process of production. It may be different from the Batch Status. The line status could be one of 'New', 'Allocated' or 'Closed'.

PONO: This field specifies the unique Purchase Order Number against the Job Work Batch. This is an auto generated number, generated as soon as user saves the Job Work Batch. User can view the generated purchase order on the *Purchase Order Entry* screen. The number gets defaulted to the *Purchase Order Number* field at the *Purchase* Tab of the *Purchase Order Entry* screen.

PORowNum: This field displays the row number of the line in the grid.

POItemDesc: This field displays the description of the End item as defined on the Non Inventory Item screen.

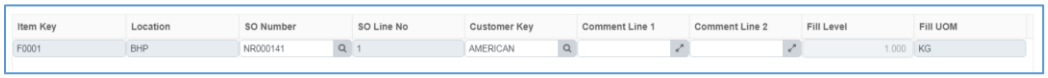
ContainerKey: This field provides information about the containers used to store the item to be produced.

ContainerNo: This field provides additional information about the containers. A container number is a unique identification assigned to each container.

ContainerFillLevel: This field provides information about the fill-level for each container.

ContainerFillUOM: This field provides information about the fill UOM for the container.

Lower Grid:



Item Key: This is the Item Key associated with the end item that is to be produced from this batch.

Location: This is the location to which the end item will be posted. The Onhand of the End Item would be increased by the ordered quantity at this location. This is a read-only field.

SO Number: If this batch is produced against certain sales Order, this field specifies the SO number of the SO associated with the selected line. This sales order number can be changed here.

SO Line No: This field displays the row number of the line against the selected sales order.

Customer Key: If this batch is produced against certain sales Orders, this field specifies the Customer associated with the Sales Order specified at the previous field. This customer can be changed here.

Comment Line 1: The user may enter here, a description about the selected end item.

Comment Line 2: The user may enter here, a description about the selected end item.

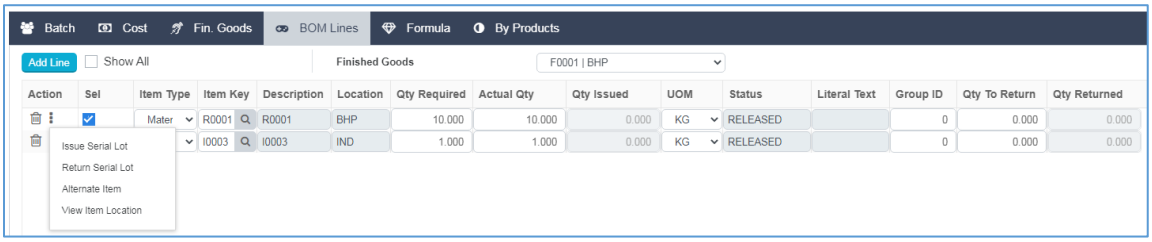
Fill Level: This is the quantity of the material that should be filled to make one stock unit of this end item. For the selected finished good it is the quantity as specified on the Bill of Materials screen. Changing the Fill Level changes the Order weight. Any change in the Order Weight requires resizing of the batch. A message is displayed to this effect when the user changes the Fill Level. Resizing of the batch can be done using the 'Size Batch' button under the special functions.

Fill UOM: This is the Fill Unit of Measurement (System Weight UOM or System Volume UOM as specified on the Bill of Materials) of the selected finished good. This is a read-only field.

If the selected end item is an Intermediate item or an Assembly item, then this field is not applicable and hence it remains disabled.

BOM Lines Tab

The BOM lines on this tab are displayed according to the line that has focus on Tab-3 (Fin. Goods).



Add Line: Clicking this button inserts a new line into the grid.

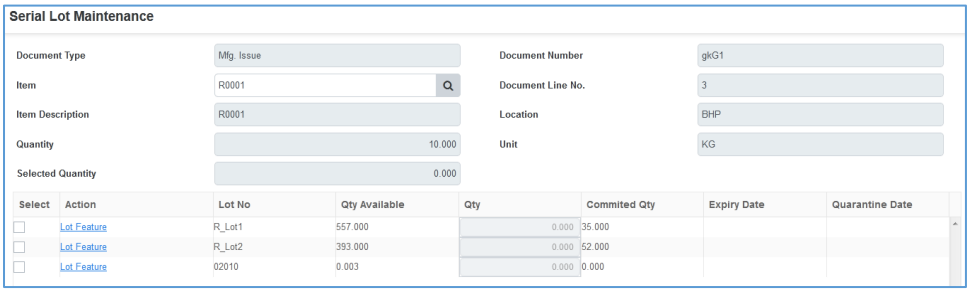
Show All: If this box is checked, then the BOM lines for all the end items defined on tab-3 of this screen get displayed.

Finished Goods: This dropdown lists all the Finished Goods entered on the *Fin. Goods* tab.

<u>Grid Fields:</u>

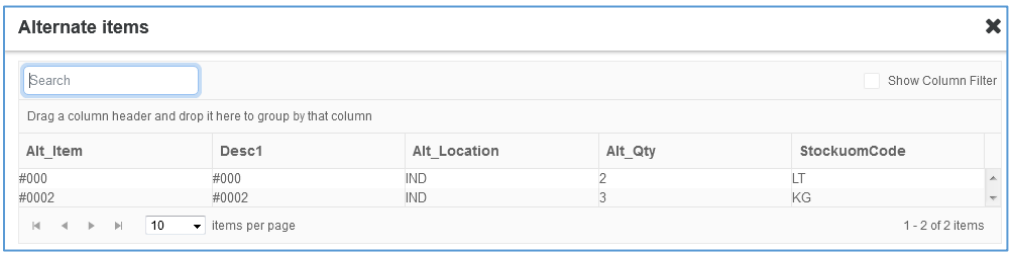
Action: The following options are available under this section:

- **Delete**  : Click this option to delete a row from the grid.
- **More Options**  : The following options are available under this option:
    - **Issue Serial/Lot:** Clicking this button opens the *Serial Lot Maintenance* screen where the user can select lots for the quantity to be issued.

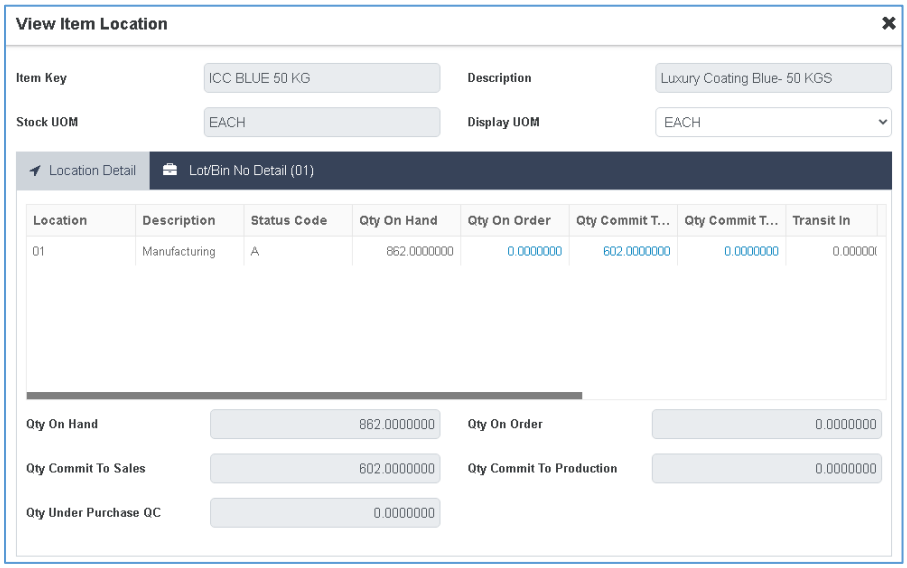


Here it is to be noted that in case *Allow Shelf Life* option is set on the Inventory setup then based on the settings made system refrains/restricts user to proceed if the items shelf life is already exhausted. Note In case, *Containerization* option is selected for the saleable item then on the *Serial Lot Maintenance* screen user needs to check option to select the sub lots (containers).

- **Return Serial/Lot:** Clicking this button opens the Serial Lot Maintenance screen with the issued lots, where the user can select lots for the quantity to be returned.
- **Alternate Item:** Click this button to display alternate items for the selected Inventory line item.



- **View Item Location:** Click this button to view the inventory details for all the item-locations of the selected line.



Sel: Checking this box selects that line for the 'Partial Allocate', 'Partial De-allocate' or 'Issue' operations.

Item Type: Using this field user can specify the BOM line type of the item need to be inserted. The value in this field can be any from Material, Boilerplate or Text.

Item Key: This is the Item Key associated with BOM item. It is fetched from the Bill Of Material entry defined for the formula associated with the batch.

Description: This is the description of the Item Key. This is a read-only field.

Location: This is the location associated with this BOM Line from where the BOM item would be used for packaging of the end item. This is a read-only field.

Qty Required: This is the quantity of this BOM line, which is required to produce the end item selected on the Tab-3 of this screen. This quantity is interpreted in the unit of that row at the UOM field.

Actual Qty: This is the quantity to be actually consumed by this batch for the production of the ordered quantity of the End Item. This value initially gets defaulted with the value at the 'Qty Required' field and can be changed. This quantity is interpreted in the unit of that row at the UOM field.

Qty Issued: This is the quantity that has been issued. This quantity is interpreted in the Production Unit of the item as maintained at the *Stocking Description* Tab of the *Item Master* screen. If production Unit is not defined, then this quantity is expressed in the Stock Unit of the BOM Item.

UOM: This is the Unit in which the various quantities on this line are interpreted. Basically, it is the production unit as maintained at the *Stocking Description* Tab of the *Item Master* screen. In absence of production unit, the quantities are expressed in the Stock Unit.

Status: This is the status of this BOM line determining the stage the BOM lines have reached in the process of production. It can be one of the following:

- New: The line status is displayed as 'New' if no other status is applicable.
- Allocated: The line status becomes 'Allocated' if the BOM items have been allocated using the 'Allocate' button on the toolbar. This status implies that the 'Committed to Production' quantity of this BOM line at the Item Location has been increased by the allocated quantity.
- Issued: The line status becomes 'Issued' if the BOM line has been issued using the 'Issue' button available under the special function.
- Closed: The line status becomes 'Closed' when the batch status becomes closed.

Literal Text: This field is enabled when Line Name type text is selected. Here user can enter any description.

Group ID: This is the Group ID of this line for the purpose of mix control via utilizing a customized report (.rpt) file for printing Batch Tickets.

Mixing of materials can be better organized via Group ID's. Selected materials may be premixed before being combined with the remaining ingredients. Formula lines, that need to be combined to make a Premix, will all share the same Group ID. Each premix has its own Group ID. The various premixes are then combined with any remaining ingredients to make the Final Mix. The largest Group ID indicates the Final Mix. The totals of weight and volume for each premix can be printed utilizing a customized report (.rpt) file for printing Batch Tickets. A specialized setup is available for such a customized report.

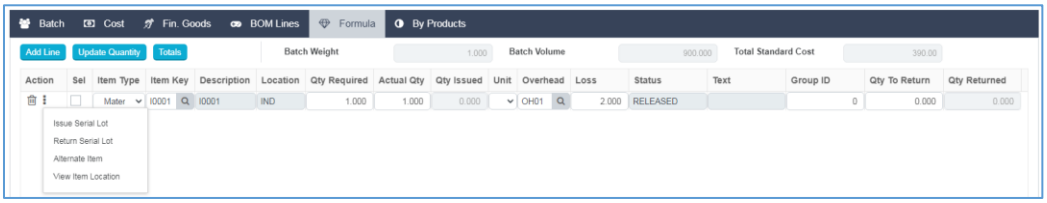
Qty To Return: This is the quantity of the material to be actually returned by this batch. The quantity or value entered here will get returned to the inventory stock once user clicks the Material Return Button. As a result the On hand of the selected inventory gets increased with the entered quantity.

Qty Returned: This is the quantity that is actually returned after processing Material Return. The value in this field gets defaulted once user performs the material return.

Formula Tab

This tab displays the Formula Material, instructions and Labor required for the production of the item. When a batch is created, the values at this Tab are defaulted from the Formula Entry Master for the Formula being used by this batch. The Line items for the Formula may be modified on this tab. These raw materials are displayed in the Production unit as maintained on the stocking Description tab of their respective Item Master records.

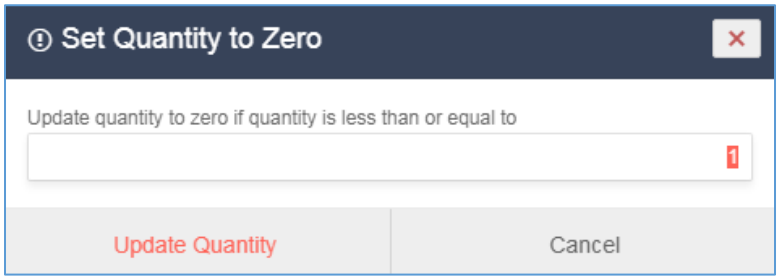
The Formula Tab is disabled for an Assembly Type of Batch.



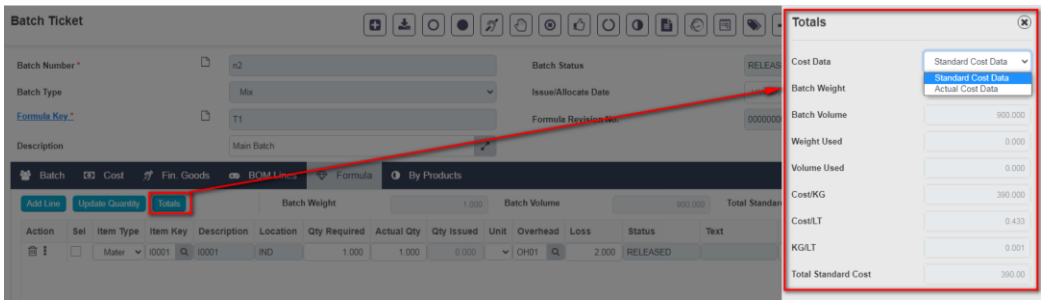
Add Line: Clicking this button adds a line at the bottom of the Formula Line Items.

Update Quantity: This button is used to set small quantities of raw materials to zero. Sometimes, it may be expedient and convenient to set to zero small quantities of raw materials for a Batch. This feature is especially useful if a batch utilizes small quantities of several raw materials and the cost or inconvenience of entering all those quantities is much greater than any possible gains related to accurate entry of those numbers.

Clicking this button opens a popup window where the user may enter a threshold numeric value. The quantities less than or equal to the threshold quantity (irrespective of their units) are set to zero.



Totals Button: Click this button to view various totals.



Cost Data: The available options are 'View Actual Cost Data' and 'View Standard Cost data'. It helps user to track information on material and container quantities required versus what was actually used in a batch, giving an accurate picture of usage, costs, and variance.

Weight Used: This is the quantity of raw materials actually consumed, expressed in terms of the System Weight Unit of Measurement, upon the completion of the batch. Due to temperature, environmental changes, quality of raw materials etc., the quantity consumed may be different from the defined. The quantity actually consumed is displayed here after this batch has been closed and the screen refreshed.

Volume Used: This is the quantity of the raw materials actually consumed, expressed in terms of the System Volume Unit of Measurement upon the completion of the batch. The quantity actually consumed is displayed here after this batch has been closed and the screen refreshed.

Cost / KG (Weight): This is the cost of one Unit (System Weight Unit) of the formula.

Cost / LT (Volume): This is the cost of one Unit (System Volume Unit) of the formula.

KG/LT: This value is arrived at by dividing Total Formula Weight (in System Weight unit) by Total Formula Volume (in System Volume unit).

Total Cost: Based on the selection of *Cost Data* field. This is the total Standard/Actual Cost of the Formula arrived at by summing the product of the Quantity Required of each line with the Cost per unit of each line.

Batch Weight: This Batch Weight is the same as that displayed on *Batch* Tab of this screen.

This is the total Batch Weight calculated on the basis of the order quantities of all the End Items specified at the grid. The Batch Weight is generally larger than the Order Weight to accommodate the Formula Loss Constant, the Formula Loss Factor, the Formula Line Loss and any byproducts produced by the formula.

For an Assembly type batch, the Batch Weight is not considered in BatchMaster WEB.

Batch Volume: This Batch Volume is the same as that displayed on *Batch* Tab of this screen.

This is the total Batch Volume calculated on the basis of the order quantities of all the End Items specified at the grid. The Batch Volume for an End Item is calculated as follows:

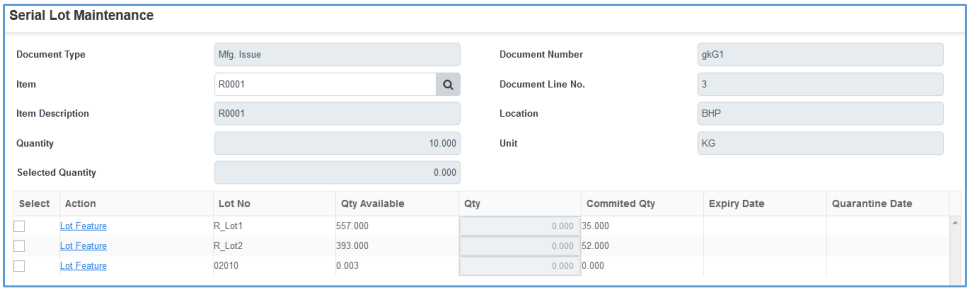
- If the Bill of Materials for the End Item is Finished Good type, then the Batch Volume is determined by dividing the Batch Weight with the Formula Density.
- If the Bill of Material for the End Item is Intermediate type, then the Batch Volume is determined by dividing the Batch Weight with the density. This density is equal to: (the conversion factor for converting the Stock UOM to the System Weight UOM)/ (the conversion factor for converting the Stock UOM to the System Volume UOM).These conversion factors are taken from one of the following scopes (in decreasing preference):
    1. Item Master level
    2. Item Class Level
    3. Global Level

For an Assembly type batch, the Batch Volume is not considered in BatchMaster WEB.

Total Standard/Actual Cost: Based on the selection of *Cost Data* field. This is the total Standard/Actual Cost of the Formula arrived at by summing the product of the Quantity Required of each line with the Cost per unit of each line.

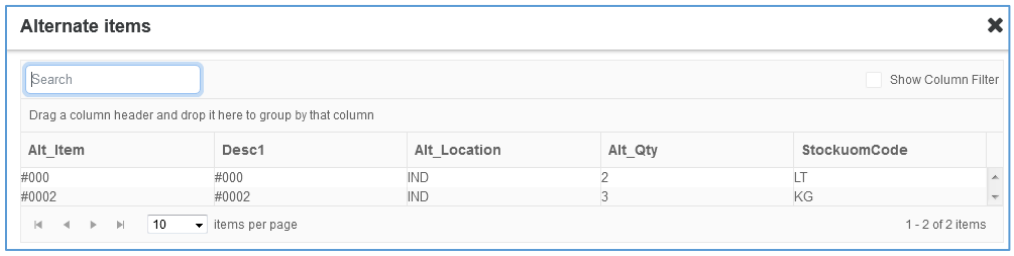
Action: The following options are available under this section:

- **Delete**  : Click this option to delete a row from the grid.
- **More Options**  : The following options are available under this option:
    - **Issue Serial/Lot:** Clicking this button opens the *Serial Lot Maintenance* screen where the user can select lots for the quantity to be issued.

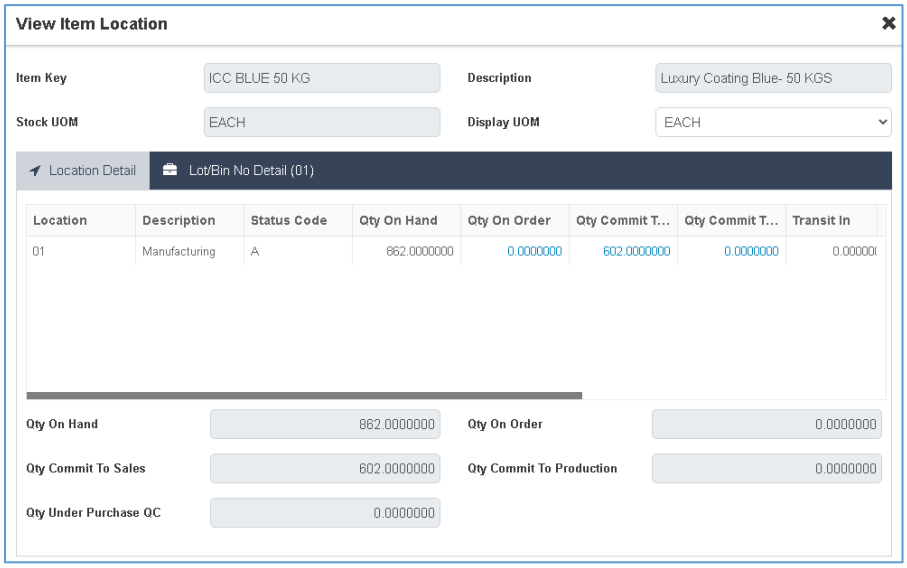


Here it is to be noted that in case *Allow Shelf Life* option is set on the Inventory setup then based on the settings made system refrains/restricts user to proceed if the items shelf life is already exhausted. Note In case, *Containerization* option is selected for the saleable item then on the *Serial Lot Maintenance* screen user needs to check option to select the sub lots (containers).

- **Return Serial/Lot:** Clicking this button opens the Serial Lot Maintenance screen with the issued lots, where the user can select lots for the quantity to be returned.
- **Alternate Item:** Click this button to display alternate items for the selected Inventory line item.



- **View Item Location:** Click this button to view the inventory details for all the item-locations of the selected line.



Sel: Checking this box selects the line for the 'Partial Allocate', 'Partial De-allocate' or 'Issue' operations.

Item Type: This field helps system determine the nature of the item that can be one of Material, Labor, Boilerplate or Text. These values are saved when a batch is created and can be modified.

Item Key: This field stores the value corresponding to the option selected at the 'Item type' field. These values are saved when a batch is created and can be modified.

1. An ingredient is entered if the Item Type is Material. Clicking the lookup at this field displays all those Item Locations that have their status as Active.
2. A Labor Key is entered if the Item Type is Labor. Clicking the lookup at this field displays the Labor/Additional Cost keys.
3. A Boilerplate Key is entered when the Item Type is Boilerplate. Clicking the lookup at this field displays the Boilerplate Instruction keys.

This field is disabled when the Item Type is Text.

Description: If the option selected at the 'Item Type' field is 'Material', then this is the description of the raw material selected at the 'Item Key' field. For all other Item Types, this field remains empty. This is a read-only field.

Location: This is the location associated with the Raw material selected at the Item key field. Raw Materials for production will be fetched from this location. This is a read-only field.

Qty Required: This is the quantity of the Labor (in hours) or of the material (expressed in the production unit as maintained at the stocking Description tab of the Item Master Screen).

Actual Qty: This is the quantity (of the selected labor key or the material key) to be actually consumed by this batch. Due to temperature, environmental changes, quality of raw materials etc., the quantity consumed may be different from the defined. The quantity to be issued can be entered here by the user. For a Material line, this quantity is expressed in the production unit as maintained at the stocking Description tab of the Item Master Screen.

Qty Issued: This is the quantity actually used in the production of this batch. The quantity actually used is displayed here after this batch has been issued or closed and the screen refreshed. In both the cases, this field gets defaulted with the quantity mentioned at the *Actual Qty* field. For a Material line, this quantity is expressed in the production unit as maintained at the stocking *Description* tab of the *Item Master* Screen.

Unit: This field displays the unit for the various quantity fields for a material line on that row. By default, it is expressed in the Production Unit as maintained at the stocking Description tab of the Item Master Screen.

Overhead: This is the Overhead Key associated with the material or labor line item. For instance, the charges incurred in using wheel carts to transfer the goods from inventory to the plant may act as

overhead on the material, while the special rain coats provided to the Labor may act as overhead on labor. This value is used to calculate the costs associated with production of the end item produced by the formula.

Loss: This displays the 'line loss' for this specific material line item in the formula. This loss may occur while bringing the material to shop floor. This line loss is entered as a fraction, not as a percentage.

Status: The stage this line item has reached in the production of End item is determined by its status. This is not applicable for any Item Type other than 'Material'. It could be one of the following:

1. New: The line status is displayed as 'New' if no other status is applicable.
2. Allocated: The line status becomes 'Allocated' if the material has been allocated using the 'Allocate' button under the special functions. This status implies that the 'Committed to Production' quantity of this Item Location (raw material) has increased by the allocated quantity.
3. Issued: The line status becomes 'Issued' if the material has been issued using the 'Issue' button under the special functions. This status implies that the 'On Hand' quantity of this Item Location (raw material) has decreased by the issued quantity.
4. Closed: The line status becomes 'Closed' when the batch status becomes closed.

Text: This field stores the Description or text associated with the 'item Key' on the same row.

1. When the 'Type' is Material, this field stores the Item Description.
2. When the 'Type' is Labor, this field stores the Description of the labor key.
3. When the 'Type' is Boilerplate, this field stores the Description of the boilerplate.
4. When the 'Type' is Text, this field stores user-defined text.

Group ID: This is the Group ID of this line for the purpose of mix control via utilizing a customized report (.rpt) file for printing Batch Tickets.

Mixing of materials can be better organized via Group ID's. Selected materials may be premixed before being combined with the remaining ingredients. Formula lines, that need to be combined to make a Premix, will all share the same Group ID. Each premix has its own Group ID. The various premixes are then combined with any remaining ingredients to make the Final Mix. The largest Group ID indicates the Final Mix. The totals of weight and volume for each premix can be printed utilizing a customized report (.rpt) file for printing Batch Tickets. A specialized setup is available for such a customized report.

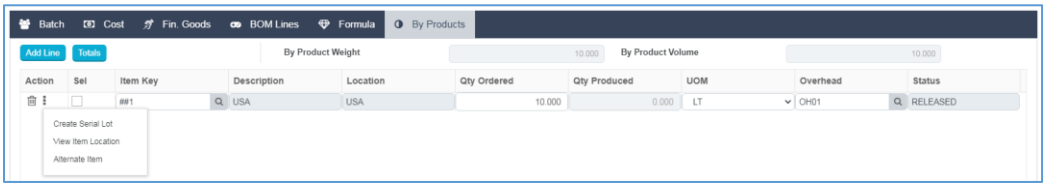
Qty To Return: This is the quantity of the material to be actually returned by this batch. The quantity or value entered here will get returned to the inventory stock once user clicks the *Return Material* Button. As a result the On hand of the selected inventory gets increased with the entered quantity.

Qty Returned: This is the quantity that is actually returned after processing Material Return. The value in this field gets defaulted once user performs the material return.

By Products Tab

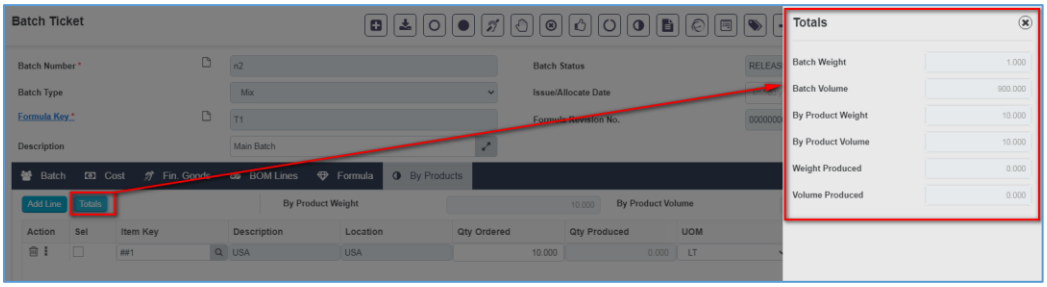
If the batch user is processing creates additional materials as a result of the processes it undergoes, then user can enter the quantity created by this batch for those items on this tab. When a batch is created, the values at this tab are defaulted from the Formula Entry screen of the Formula being used by this batch. The byproduct(s) that are generated by the Formula may be modified on this tab for a Batch whose Status is 'New'.

The Byproducts tab is disabled for an Assembly Type of Batch.



Add Line: Clicking this button adds a line at the bottom of the byproduct lines.

Totals: Click this button to view the batch totals.



Batch Weight: This Batch Weight is the same as that displayed on Tab-1 of this screen.

This is the total Batch Weight calculated on the basis of the order quantities of all the End Items specified at the grid. The Batch Weight is generally larger than the Order Weight to accommodate the Formula Loss Constant, the Formula Loss Factor, the Formula Line Loss and any byproducts produced by the formula.

For an Assembly type batch, the Batch Weight is not considered in BatchMaster WEB.

Batch Volume: This Batch Volume is the same as that displayed on *Batch* tab of this screen.

This is the total Batch Volume calculated on the basis of the order quantities of all the End Items specified at the grid. The Batch Volume for an End Item is calculated as follows:

1. If the Bill of Materials for the End Item is Finished Good type, then the Batch Volume is determined by dividing the Batch Weight with the Formula Density.
2. If the Bill of Material for the End Item is Intermediate type, then the Batch Volume is determined by dividing the Batch Weight with the density. This density is equal to: (the conversion factor for converting the Stock UOM to the System Weight UOM)/ (the conversion factor for converting the Stock UOM to the System Volume UOM).These conversion factors are taken from one of the following scopes (in decreasing preference):
    1. Item Master level
    2. Item Class Level
    3. Global Level

For an Assembly type batch, the Batch Volume is not considered in BatchMaster WEB.

By Product Weight: This is the sum of the 'Qty Ordered' of the By Products expressed in terms of System Weight Unit of Measurement.

By Product Volume: This is the sum of the 'Qty Ordered' of the By Products expressed in terms of System Volume Unit of Measurement.

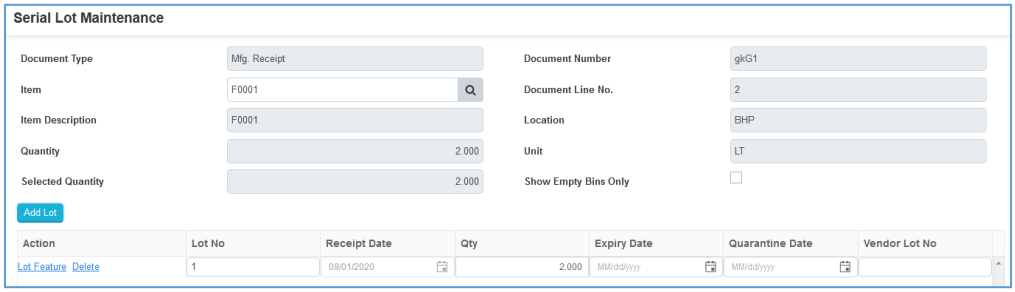
Weight Produced: This is the quantity actually produced, expressed in terms of the System Weight Unit of Measurement, upon the completion of the batch. The quantity actually produced is displayed here after this batch has been closed and the screen refreshed.

Volume Produced: This is the quantity actually produced, expressed in terms of the System Volume Unit of Measurement upon the completion of the batch. The quantity actually produced is displayed here after this batch has been closed and the screen refreshed.

Action: The following options are available under this section:

- **Delete**: Click this option to delete a row from the grid.
- **More Options**: The following options are available under this option:

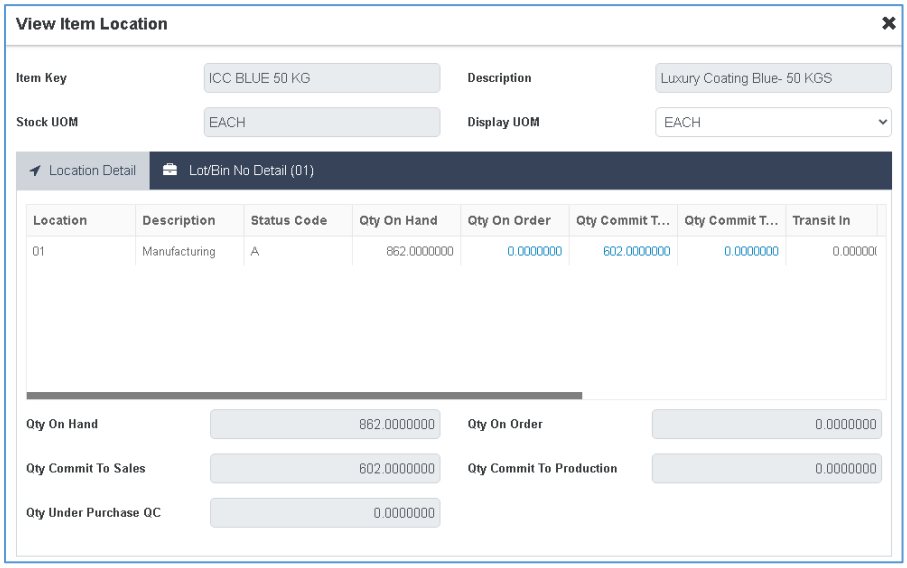
- **Create Serial/Lot:** Clicking this option opens the *Serial Lot Maintenance* screen where the user can maintain lots for the quantity to be produced.



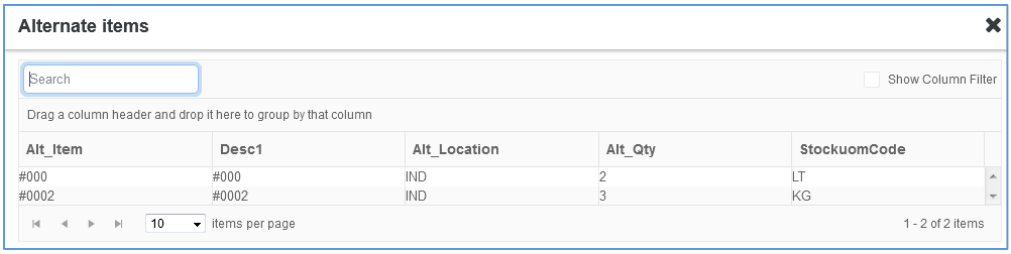
Here it is to be noted that in case 'Allow Shelf Life' option is set on the Inventory setup then based on the settings made system refrains/restricts user to proceed if the items shelf life is already exhausted.

Note: In case Containerization option is selected for the item then on the Serial Lot Maintenance screen user needs to click on the Generate button to automatically calculate the Remaining Lot Quantity. Thus system consequently generates the sub lots (containers).

- **View Item Location:** Click this button to view the inventory details for all the item-locations of the selected line.



- **Alternate Item:** Click this button to display alternate items for the selected Inventory line item.



Sel: Checking this box selects the line for the 'Partial Allocate' and 'Partial De-allocate' operations.

Item Key: This is the Item Key associated with the item that will be the By Product of this batch. This is fetched from the Formula Master record of the associated formula.

Description: This is the description of this By Product as maintained at the Item master screen.

Location: This is the Location associated with the (Byproduct). Upon Batch Close, the By-Product produced will be posted to this location thereby increasing its onhand.

Qty Ordered: This is the quantity ordered of this By Product. This quantity is in the proportion with the ordered quantity of the end item. The proportion is specified on the Tab-5 of the Formula Entry screen. However, for the By Product added via this screen, this quantity is entered manually. This quantity is interpreted in the UOM at the UNIT field.

Qty Produced: This is the quantity of the By Product actually produced through this batch. The value is reflected at this field when the batch has been closed and the screen refreshed. This quantity is interpreted in the UOM at the UNIT field.

UOM: This field displays the unit in which the 'Quantity Required' and the 'Quantity Ordered' are expressed.

Overhead: This is the Overhead Key associated with the byproduct. This value is used for cost analysis in the Costing module as well as to calculate the costs associated with production of the end item produced by the formula.

Status: This is the status of this line (By Product). It could be one of the following:

- New: The line status is displayed as 'New' if the By Product has not been allocated yet or it has been de-allocated after being allocated.
- Allocated: The line status becomes 'Allocated' if the By Product has been allocated using the 'Allocate' button under the special functions. This status implies that the On Order quantity of this Item Location (By Product) has increased by the ordered quantity.

- Closed: The line status becomes 'Closed' when the batch status becomes closed.

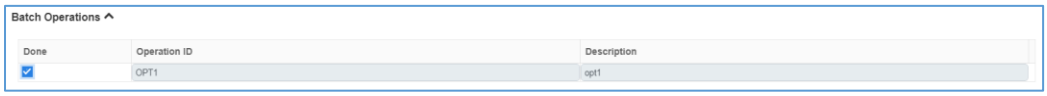
Working with Batch Ticket

1. Open the *Batch Ticket* dashboard. Select the batch to be processed.

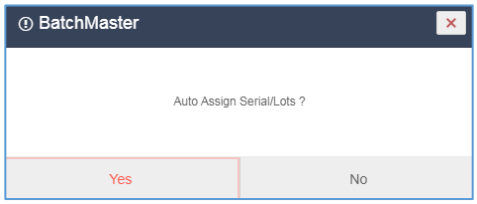
2. Details of the selected batch are defaulted to various tabs of the screen. You can also move directly to the batch on the *Batch Ticket* screen using the special button on the *Batch Entry* screen.

3. Modify the values at various tabs, if and as desired.

4. When operations are displayed in the *Batch Operations* section on the *Batch* tab, mark those that are mandatory by checking the *Done* checkbox. Mark others, if required, to indicate that all the associated operations have been done.



5. Switch to the *Formula* tab. Optionally, you can select the material you wish to allocate and click the *Allocate* button under the special functions. BatchMaster WEB will ask if you want to auto assign lots. Select *Yes* if you want BatchMaster WEB to automatically assign lots for allocation.



When materials are allocated, a report is generated and the status of the batch changes to Allocated. Allocating a material posts a positive X-type transaction and subsequently increases the quantity of the *Committed to Production* field of this item location by the allocated quantity.

You can also Partial Allocate and Deallocate batches. This allows you to select just those items you wish to allocate, which is particularly useful if a specific lot is required for a customer, or if there are shortages of a material.

6. When the lots have been allocated, you can begin issuing lots to production if you wish to do so at this stage. Select the lines that need to be issued and click the *Issue* button under the special function. If lots are already allocated, the *Issue Report* would be generated and the status would change to Issued. BatchMaster WEB will ask if you wish to auto assign lots. Select *Yes*. A report is generated that confirms the success of the issue process.

    a. The batch status changes to *Issued*.

b. A negative transaction is posted when items are issued for production.

c. The WIP account is debited. For mix- or fill-type batches, the WIP account is taken from the associated formula class. For assembly-type batches, the WIP account is taken from the *Production Setup* screen.

If any changes have been made to the Batch Ticket, click the *Save* button.

7. Details that pertain to a job work batch, such as the values for the *PONO*, *PORowNum*, and *POItemDesc* fields, are auto-populated into these fields on the *Fin. Goods* tab of this screen, based on the data in the *Batch Entry* screen.

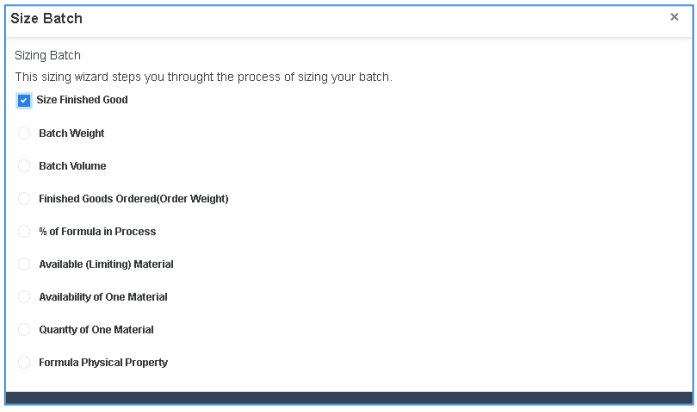
8. Now you are ready to Print the Batch Ticket from the dashboard.

You can also return issued material by entering the quantity to be returned in the *Qty To Return* field on the *BOM Lines* tab, then clicking the *Return Serial Lot* option under the *More Actions*  option available in the grid. This action opens the *Serial Lot Maintenance* screen, wherein you can select the lot to be returned. Finally, clicking the *Return Material* button returns the specified material lot to inventory. The system will display a report stating the success of the Material Return operation.

Special Functions

Size Batch: Any change in the order weight should be accompanied by a resizing of the batch. Batches can be sized automatically by weight, volume, finished goods ordered, percentage of the master formula, premix quantity, or availability of one or all ingredients from your inventory. Formula component quantities can be viewed and printed by weight, volume, or any other units of measure that you define. This allows you to match the batch size to accommodate any requirement, from customer orders to refilling on-hand stock, etc.

Clicking this button opens the *Size Batch* window, where you may select sizing criteria from the following:



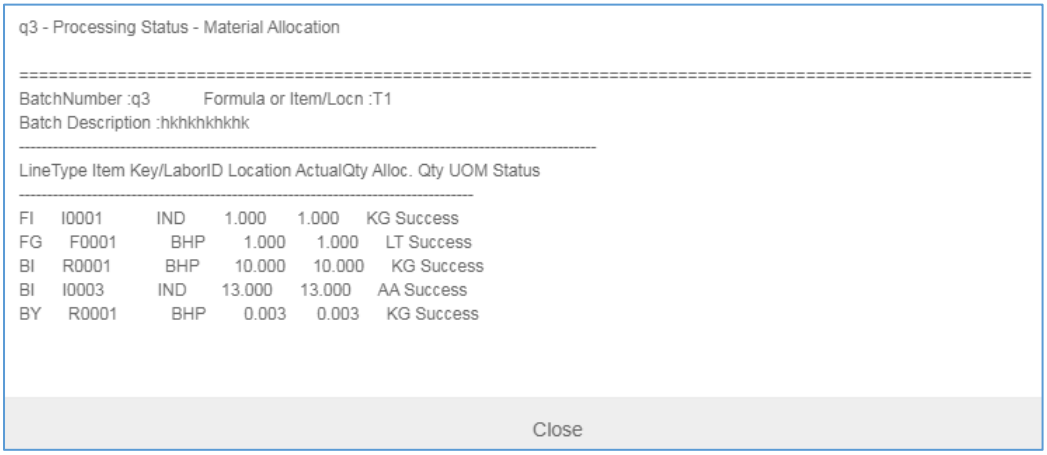
- ***Size Finished Goods***: When this option is selected the system will recalculate the finished good quantity based on the sizing options.

- ***Batch Weight*:** This option allows you to enter the batch weight to be achieved and size the batch according to that target batch weight. You can also define a new loss factor and loss constant for the batch.
- ***Batch Volume*:** This option allows you to enter the batch volume to be achieved and size the batch according to that target batch volume. You can also define a new loss factor and loss constant for the batch.
- ***Finished Goods Ordered* (Order Weight):** This option allows you to size the batch to meet the requirements to manufacture the finished items entered. You can also define a new loss factor and loss constant for the batch. This is the default sizing when you create a new batch; the batch is automatically sized to the end items entered.
- ***% of Formula in Process*:** This option allows you to scale the formula being used based on the percentage entered on the *Size Batch* window. For example, entering 200% in the *% of Formula in Process* field will double the quantity required for all the *Formula* lines, which in turn will double the batch weight.
- ***Available (Limiting) Material*:** When this option is selected, BatchMaster WEB considers the available quantities of the raw materials and determines the limiting material. The limiting material is the one for which the ratio of on hand quantity to required quantity is the lowest among the various materials required for this batch. The batch is then scaled according to the limiting material, to a size that can be made considering all materials on hand.
- ***Availability of One Material*:** When this option is selected, the system allows you to select any of the materials and scale the batch up or down on the basis of the on hand quantity of the material for this item location. The availability of the other materials is ignored for this purpose.
- ***Quantity of One Material*:** When this option is selected, a list of all items with their locations will be displayed in a grid. The system allows you to select any material and change the available quantity of that material. The batch will be scaled accordingly. This is particularly useful for splitting the available quantity of a material in short supply of batches for two or more important customers.
- ***Formula Physical Property*:** In this case, the sizing of the batch is done on the basis of the target value of the physical property. The target value can be entered at the *Target Value* field on the *Size Batch* window.

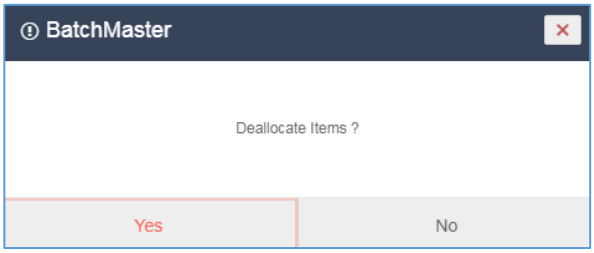
View Critical Items: To check critical materials needed to produce the finished good, click the *Critical Materials* button on the *Batch Ticket* special functions. BatchMaster WEB will display a

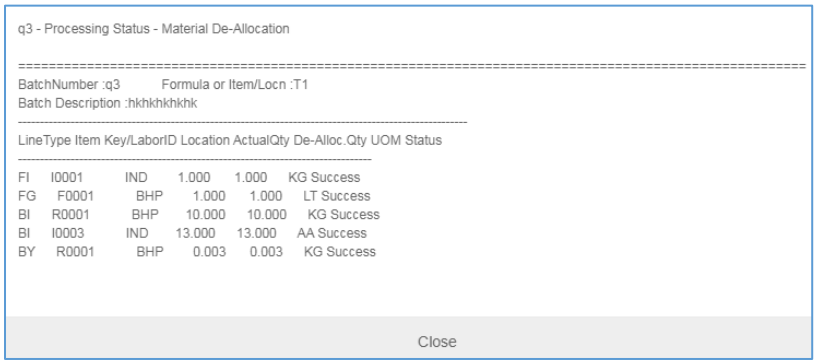
Crystal Report that lists the quantities required for the batch against the actual quantities available, if any are in short supply; otherwise the report will state 'No Critical Materials Found.'

Allocate: Click this button to allocate the actual quantity of the BOM lines and formula raw materials. Allocating a material increases the quantity in the *Committed to Production* field of the item location by the allocated quantity. After allocation the system displays following report as shown below:



De-Allocate: Click this button to de-allocate the allocated quantity of the BOM lines and formula raw materials. De-allocating a material decreases the quantity in the *Committed to Production* field of this item location by the de-allocated quantity. On clicking this button the system displays a confirmation window. Click Yes to confirm de-allocation of Items. The system displays following report as shown below:



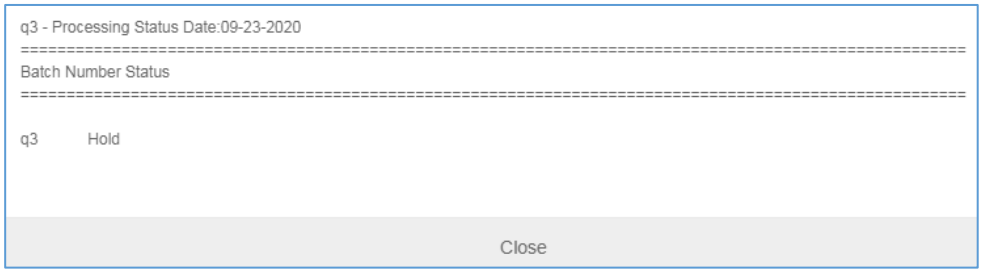


Issue: Click this button to issue the actual quantity of the selected BOM lines and formula materials. A BOM line or formula material can be selected by checking the box for this line. This button is functional only when:

- The batch status is New or Allocated, and
- The focus is on *Formula* or *By Products tab*.

Issuing the given quantity of an item decreases the on hand quantity of this item location by the issued quantity.

Hold: Click this button to hold the batch until it is released using the *Release Hold* button. Holding a batch means the production of the batch has been suspended for a while. No operations, other than Release Hold, can be undertaken for a batch under Hold.



Cancel: Click this button to cancel the batch. A cancelled batch can only be purged or deleted. The status of the batch becomes Cancelled.

Release Hold: Click this button to release a batch from Hold status.

Partial Allocate: Click this button to allocate the actual quantity of the selected BOM lines and formula raw materials. Allocating a material increases the quantity in the *Committed to Production* field of this item location by the allocated quantity.

Partial Deallocate: Click this button to de-allocate the allocated quantity of the selected BOM lines and formula raw materials. De-allocating a material decreases the quantity in the *Committed to Production* field of this item location by the de-allocated quantity.

Append to Note: Click this button to append data from the *Formula* tab to the *Notes* section. A pop-up window with the appended notes will appear. You must click the *Save* button in this window to save the notes. These notes can also be viewed by clicking the icon next to the batch number on the header of the *Batch Ticket* screen. The appended information includes the batch number, batch status, time and date when the details were appended, line type, item key, item location, quantity required, actual quantity, and unit of measure.

Material Return: Click the *Material Return* button to return unused or surplus inventory issued for production (i.e., return the quantity of the item entered at the *Qty Return* field of the *BOM Lines and Formula Lines* tab).

Process Cell Load Planning: Clicking this button displays the *Process Cell Allocation* window. It provides user with a way to view the allocation for the process cell associated with the batch against a week or day. You can adjust the schedule of batch for the specific process cell.

Down Time Entry for Process Cell: Clicking this button would open the Downtime Entry for Process cell window to define the downtime for your production batch. It maintains process cell wise downtime information for a batch with appropriate category, reason and equipment used.

Go To Batch Close: Click this button to open an Active batch on the *Batch Close* screen.

Labor Transaction: The *Labor Transaction* button is enabled only if routing has been turned on. Click this button to display the current batch in the *Labor Transactions* screen.

Transfer to Batch QC: Click this button to generate a QC order for the material lines selected in the *Formula* tab of the *Batch Ticket* screen. The order generated can be seen on the *Batch QC* screen. This feature is useful when QC testing of ingredients or BOM items is desirable, such as when there is a delay in processing a batch, or when some lots to be issued are close to their expiry dates.

Close Batch: Clicking this button closes the batch. With a full close, the entire batch quantity of the finished goods is added to inventory and the raw materials, intermediates, and the container items are depleted from the inventory.

Partial Batch Close: Clicking this button closes the Batch partially based on the quantity specified by the user at the 'Quantity to Complete' field. The status of the Batch becomes 'Partially Closed'. This option allows the user to post some or all of the end items without the need to first post any raw materials, byproducts, etc.

The system calculates the actual finished goods cost based on the Costing method. In Part Close the Finished Good Cost is considered as the main component of cost. The included Labor and Overhead cost gets divided in proportion with batch cost and thus added to Finished Good cost. Here if raw material cost is other than standard cost then Average cost would be considered to calculate the Finished Good cost.

View Batch Lot Details: Clicking this button generates a report showing the serial/lot details of the raw materials, BOM Lines, byproducts and end items that are serial/lot tracked or multiple bins type.