

## Batch Close

The *Batch Close* option is used to close a batch. This implies that no more production activity will occur in connection with the batch. When the batch is closed, the on-hand quantities of raw materials will decrease, and the on-hand quantities of finished goods will increase.

You can close a batch fully or partially. By partially closing a batch, you can update the inventory with goods that have already been produced.

The screen has three tabs: *End Items*, *Material Disposition*, and *By-Product Disposition*. The *End Items* tab displays the end items being produced using this batch. The *Material Disposition* tab displays the raw materials required to produce the end item selected at the *End Items* tab. The *By-Product Disposition* tab displays the details for by-products produced.

To apply a shelf life check, the *Allow Shelf Life* option must be set to *Yes* on the *Inventory Setup* screen of the *Distribution Module*. Also, the number of days must be maintained at the *Production Issue Shelf Life* field of the *Item Master* records of the associated raw materials and end items.

**Go To: Production → Production → Batch Close.**



**Prerequisite:** A batch must be created and released.

## Batch Close – 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.

Action	Batch Number	Batch Type	Formula ID	Item Key	Location	Batch Status	Start Date	Due Date
Part Close	7-217-1379	Mix	#105			RELEASED	09/04/2020	09/04/2020
Part Close	gkG1	Mix	T1			RELEASED	05/29/2020	05/29/2020
Part Close	n5	Mix	T1			ISSUED	05/28/2020	05/28/2020
Part Close	n1	Mix	T1			ISSUED	05/28/2020	05/28/2020
Part Close	n3	Mix	T1			ISSUED	05/28/2020	05/28/2020
Part Close	n2	Mix	T1			RELEASED	05/28/2020	05/28/2020
Part Close	q3	Mix	T1			RELEASED	05/27/2020	05/27/2020
Part Close	q2	Mix	T1			RELEASED	05/27/2020	05/27/2020
Part Close	q1	Mix	T1			RELEASED	05/27/2020	05/27/2020
Part Close	gkg2	Mix	T1			RELEASED	05/27/2020	05/27/2020

The *Batch Close* 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:

- Part close multiple selected batches.
- Partially close selected multiple batches with sizing.
- Close selected multiple batches
- Go to Batch Ticket from line action.

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.

Action	Batch Number	Batch Type	Formula ID	Item Key	Location	Batch Status	Start Date	Due Date
Part Close	##0002	Mix	T1			CLOSED	05/26/2020	05/26/2020
Part Close	7-217-1315	Mix	FM005			CLOSED	05/04/2020	05/04/2020
Part Close	7-217-1308	Mix	FM005			CLOSED	04/16/2020	04/16/2020
Part Close	7-217-1304	Mix	TEST			CLOSED	09/05/2018	09/05/2018
Part Close	7-217-1303	Disassembly		I0002	IND	CLOSED	05/29/2018	05/29/2018
Part Close	retAA	Mix	FM2			CLOSED	10/06/2017	10/06/2017
Part Close	7-217-1297	Mix	TR1102			CLOSED	10/06/2017	10/06/2017
Part Close	7-217-1296	Rework				CLOSED	10/04/2017	10/04/2017
Part Close	7-217-1294	Mix	FM11			CLOSED	09/27/2017	09/27/2017
Part Close	7-217-1293	Mix	TRRR			CLOSED	09/27/2017	09/27/2017

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

Action	Batch Number	Batch Type	Formula ID	Item Key	Location	Batch Status	Start Date	Due Date
Part Close	7-217-1379	Mix	#105			RELEASED	08/04/2020	08/04/2020
Part Close	gkG1	Mix	T1			RELEASED	05/29/2020	05/29/2020
Part Close	n5	Mix	T1			ISSUED	05/29/2020	05/29/2020
Part Close	n1	Mix	T1			ISSUED	05/29/2020	05/29/2020
Part Close	n3	Mix	T1			ISSUED	05/29/2020	05/29/2020
Part Close	n2	Mix	T1			RELEASED	05/29/2020	05/29/2020
Part Close	q3	Mix	T1			RELEASED	05/27/2020	05/27/2020
Part Close	q2	Mix	T1			RELEASED	05/27/2020	05/27/2020
Part Close	q1	Mix	T1			RELEASED	05/27/2020	05/27/2020
Part Close	gkg2	Mix	T1			RELEASED	05/27/2020	05/27/2020

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

## Batch Close Screen – Add Mode

To close an existing batch to your BatchMaster database, click on the batch record you wish to close. The system displays the *Batch Close* screen, from where you can close the batch using the special function.

Action	Sel	Item Key	Item Description	Location	Order Quantity	Quantity to Compl...	Quantity Completed	Unit	Serial/Lot Qty	Lineid
	<input checked="" type="checkbox"/>	F0001	F0001	BHP	1.000	1.000	0.000	LT	0.000	2

## Header Fields

Batch Number *	n2	Batch Status	RELEASED
Batch Type	Mix	Batch Description	Main Batch
Formula ID *	T1	Formula Revision No.	000000002
Assembly/Intermediate Key *		Assembly/Intermediate Description	
Location		Last Operation	
Actual End Date	09/23/2020 13:51:48	Part Close Date	MM/dd/yyyy

**Batch Number:** This is the Batch Number of the Batch to be closed. This is a read-only field.

**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, ISSUED, ALLOCATED, CANCELLED, HOLD and CLOSED.

1. **New:** This is the status of a Batch when it is created.
2. **Release:** This is the status when the Batch is released from the Batch Entry screen.
3. **Allocated:** The status of the Batch becomes 'Allocated' when the actual quantities of the BOM lines and the Formula lines have been allocated.
4. **Issued:** The status of a Batch becomes 'Issued' when the actual quantity of the BOM lines and the Formula materials have been issued.
5. **Partially Closed:** This is the status of a Batch when the Batch has been partially closed.
6. **Closed:** This is the status of a Batch when the Batch has been closed.

This is a read-only field.

**Batch Type:** This field determines the nature of the Batch as selected on the Batch Entry screen. The Batch type could be one of Mix / Fill / Assembly / Disassembly/Rework. This is a read-only field.

**Batch Description:** This field displays the description of Batch.

**Formula ID:** This is the Formula Key used in the production of this Batch. This is a read-only field.

**Formula Revision No.:** This is the version of the selected formula from which this particular batch is being made.

**Assembly/Intermediate Key:** This is the Intermediate Key or Assembly Key used in the production of this Batch. This is a read-only field.

**Assembly/Intermediate Description:** This is the description of the Assembly Key or Intermediate Key. This is a read-only field. The description gets defaulted from the:

1. *Formula Entry* screen 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.

**Location:** This is the location of the Assembly/Intermediate Key.

**Last Operation:** This field displays the last operation that is performed on the batch. The list of operation that are associated to the batch using the *Process Cell Formula Capacity* screen. The last operation of the associated operation gets listed in this field once you have performed it on Batch Ticket.

**Actual End Date:** When a batch is Closed, this date is taken as the batch closing date. This date is user-defined.

**Part Close Date:** When a batch is Part Closed, this date is taken as the part closing date. This date is user-defined.

#### **Batch Details Section:**

Batch Details ^					
Standard Batch Cost		390.00	Actual Batch Cost		0.00
Batch Weight		1.000	Total Weight Used		0.000
Batch Volume		900.000	Total Volume Used		0.000
Order Weight		1.000	Fg Weight Yielded		0.000
Order Volume		900.000	Fg Volume Yielded		0.000
Total Weight Yielded		0.000	By product Weight Yielded		0.000
Total Volume Yielded		0.000	By product Volume Yielded		0.000

**Standard Batch Cost:** This is the estimated cost of the Batch. This is a read-only field. This cost is calculated on the basis of the values of the 'Quantity Required' field of Tab-5 of the Batch Ticket screen. The costs of the various raw materials and BOM lines for this purpose are taken as:

- Standard Cost of the Item, if the Cost Method is Standard Cost
- Average Cost if the Item Cost Method is any of Lot, Average, LIFO or FIFO

**Batch Weight:** This is the total Batch Weight calculated on the basis of the order quantities of the End Items. 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 value gets defaulted from the Batch entry screen or the Batch Ticket screen. This is a read-only field.

**Batch Volume:** This is the total Batch Volume calculated on the basis of the order quantities of the End Items. 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). This 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. This value gets defaulted from the *Batch Entry* screen or the *Batch Ticket* screen. This is a read-only field.

**Order Weight:** This is the total order weight calculated on the basis of the order quantities of the End Items. 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 value gets defaulted from the *Batch Entry* screen or the *Batch Ticket* screen (if changed on the *Batch Ticket* screen). This is a read-only field.

**Order Volume:** This is the total order volume calculated on the basis of the order quantities of the End Items. 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 value gets defaulted from the *Batch Entry* screen or the *Batch Ticket* screen (if changed on the *Batch Ticket* screen). This is a read-only field.

**Total Weight Yielded:** This is the sum of the quantities of the finished goods as well as of the Byproducts (if any) actually produced, expressed in terms of the System Weight Unit of Measurement, when the batch is closed. This is a read-only field.

**Total Volume Yielded:** This is the sum of the quantities, of the finished goods as well as the Byproducts (if any), actually produced, expressed in terms of the System Volume Unit of Measurement, when the batch is closed. This is a read-only field.

**Actual Batch Cost:** This is the actual cost of the Batch as determined at the time of Batch Close. The Actual Batch cost is derived using the Qty Used quantity as defaulted at the time of Batch Close. This is a read-only field.

**Total Weight Used:** This is the quantity of raw materials actually consumed, expressed in terms of the System Weight Unit of Measurement, for the completion of the batch. This value is defaulted after batch close. This is a read-only field.

**Total 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. This is a read-only field.

**Fg Weight Yielded:** This is the quantity of the finished goods actually produced, expressed in terms of the System Weight Unit of Measurement, when the batch is closed. This is a read-only field.

**Fg Volume Yielded:** This is the quantity of the finished goods actually produced, expressed in terms of the System Volume Unit of Measurement, when the batch is closed.

**By product Weight Yielded:** This is the quantity of the byproducts actually produced, expressed in terms of the System Weight Unit of Measurement, when the batch is closed. This is a read-only field.

**By product Volume Yielded:** This is the quantity of the Byproducts actually produced, expressed in terms of the System Volume Unit of Measurement, when the batch is closed. This is a read-only field.

#### **Batch Operations Section:**

Batch Operation section 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.

Batch Operations ^		
Done	Operation ID	Description
No records yet created.		

**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.

## End Item Tab

End Item Material Disposition By Product Disposition										
Action	Sel	Item Key	Item Description	Location	Order Quantity	Quantity to Complete	Quantity Completed	Unit	Serial/Lot Qty	Lineid
	<input checked="" type="checkbox"/>	F0001	F0001	BHP	1.000	1.000	0.000	LT	0.000	2
<div> <div>Create Serial/Lot</div> <div>Allocate FG to SO</div> <div>Sales Order Detail</div> <div>View Item Location</div> </div>										

**More Actions** : The following options are available under this section:

- **Create Serial/Lot:** Clicking this option opens the *Serial Lot Maintenance* screen where the user can maintain lots for the quantity to be produced. The quantity of lots selected here is reflected at the *Qty* field. 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 (Serial Lot Maintenance → Action → Container → Generate) to automatically calculate the Remaining Lot Quantity. Thus system consequently generates the sub lots (containers).

- **Allocate FG to SO:** Clicking this option displays the 'Allocate FG To SO' window wherein user can allocate finished goods produced to sales order associated with the batch. Thus system restricts the dispatch of Finished Goods produced for the particular Customer Order only. If any batch is being produced against any sales order for which lots are not issued, then while closing the batch the system automatically assigns the lots against the order created through this feature.

Allocate FG to SO

Item Key

F0001

Location

BHP

SO Number

NS001603

SO Row Number

1

SO Quantity / Ship Quantity

10.000

Quantity Produced

9.091

Quantity to be Allocated to SO

0.000

Stock Unit

LT

Cannot Allocate : Quantity Produced is Less than Sales Order Quantity.

Exit

- **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.

Sales Order Detail

Item Key

ICC BLUE 50 KG

Location

01

Formula Key

BLUE COATING

Item Key

Formula Key

Sales Order No	Customer Key	Customer Na...	Item Key	Description	Location	QtyOrd
00000015	C102	Dekro Paints	ICC BLUE 50 KG	Luxury Coating Blue- 50 KGS	01	120.0000000

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

View Item Location

Item Key

ICC BLUE 50 KG

Description

Luxury Coating Blue- 50 KGS

Stock UOM

EACH

Display UOM

EACH

Location Detail

Lot/Bin No Detail (01)

Location	Description	Status Code	Qty On Hand	Qty On Order	Qty Commit T...	Qty Commit T...	Transit In
01	Manufacturing	A	862.0000000	0.0000000	602.0000000	0.0000000	0.0000000

Qty On Hand

862.0000000

Qty On Order

0.0000000

Qty Commit To Sales

602.0000000

Qty Commit To Production

0.0000000

Qty Under Purchase QC

0.0000000

**Sel:** Checking this box selects that line for the 'Partially Close' operation.

**Item Key:** This is the Item Key associated with the end item to be produced from this batch. This is the Item Key as selected by the user at the Batch Entry screen using the Add Line button. This is a read-only field.

**Item Description:** This is the description of the end item. This is a read-only field.

**Location:** This is the location where this end item will be posted after production. This is a read-only field.

**Order Quantity:** This is the quantity ordered of this end item. This is a read-only field. This value is interpreted in the UOM entered at the Unit field on this row.

**Quantity to Complete:** This is the quantity of this end item to be actually produced. However, this quantity can be changed. Changing this value prompts for sizing the BOM Items. This value is interpreted in the UOM entered at the *Unit* field on this row. When Part Closing a batch, BatchMaster considers this quantity as the target quantity to be produced. Even the raw materials are issued in correspondence to this quantity.

**Quantity Completed:** This is the quantity of this end item actually produced. This is a read-only field. This value is interpreted in the UOM entered at the Unit field on this row. It is defaulted after the batch is closed. The Actual Cost and the various weights and Volumes produced as well as yielded are also calculated using this quantity.

**Unit:** This is the UOM in which the various quantities are interpreted on this row.

**Serial/Lot Qty:** This value gets defaulted to this field when the serial/lots have been created for the 'Quantity to Complete' using the *Create Serial Lot* button under the *Action* button. For an end item which is not serial/lot tracked, zero is displayed here.

**Lineid:** This is the Line number of this End Item. The line number count includes the following:

- Formula Material Lines
- BOM lines
- Byproduct Lines
- Formula Labor Lines
- Finished Good Lines

## Material Disposition Tab

The materials and their respective details displayed at this Tab include the following items associated with this Batch:

- Formula Raw Materials
- Formula Labor Lines
- BOM Lines

End Item Material Disposition By Product Disposition											
Update Quantity											
Action	Item Key	Item Description	Location	Quantity Requi...	Quantity to Issue	Quantity Issued	Unit	Serial/Lot Qty	Lineid	ParentLineID	LineType
	I0001	I0001	IND	1.000	1.000	0.000	KG	0.000	1	0	Fi
	R0001	R0001	BHP	10.000	10.000	0.000	KG	0.000	3	2	Bi
	I0003	I0003	IND	1.000	1.000	0.000	KG	0.000	4	2	Bi

Issue Serial Lot  
Sales Order Detail  
View Item Location

**Update Quantity button:** 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 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 displays a popup window where the user may enter a threshold numeric value.

Set Quantity to Zero

Update quantity to zero if quantity is less than or equal to

Update Quantity Cancel

The quantities less than or equal to the threshold quantity (irrespective of their units) are set to zero under the Quantity to Issue column.

Set Quantity to Zero

Update quantity to zero if quantity is less than or equal to

Update Quantity Cancel

**Action:** The following options are available under this section:

- 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).
- 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.

Sales Order Detail

Item Key

R-1050

Location

01

Formula Key

BLUE COATING

Item Key

Formula Key

Sales Order No	Customer Key	Customer Na...	Item Key	Description	Location	QtyOrd
00000015	C102	Dekro Paints	ICC-BLUE 50 KG	Luxury Coating Blue- 50 KGS	01	120.0000000

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

View Item Location

Item Key

R-1050

Description

Sky blue Tint

Stock UOM

KG

Display UOM

KG

Location Detail

Lot/Bin No Detail (01)

Location	Description	Status Code	Qty On Hand	Qty On Order	Qty Commit T...	Qty Commit T...	Transit In
01	Manufacturing	A	1200.9800000	0.0000000	0.0000000	0.0000000	0.0000000

Qty On Hand

1200.9800000

Qty On Order

0.0000000

Qty Commit To Sales

0.0000000

Qty Commit To Production

0.0000000

Qty Under Purchase QC

0.0000000

**Item Key:** This is the Item Key associated with this Formula Material Line or BOM Line. This is a read-only field.

**Item Description:** This is the description of this material as entered on the Item Master. For a Labor Key, this field remains empty. This is a read-only field.

**Location:** This is the location associated with this material. For a Labor Key, this field remains empty. This is a read-only field.

**Quantity Required:** This is the required quantity of the material (expressed in the unit displayed at the Unit field) or of the Labor (expressed in terms of hours) as per the formula.

**Quantity to Issue:** This is the quantity of the material (expressed in the unit displayed at the Unit field) or of the Labor (expressed in terms of hours) to be issued. This quantity is initially defaulted with

'Quantity Required' but can be changed by the user. It is used in case of Partial Close and Issue operation.

**Quantity Issued:** This is the quantity of the material (expressed in the unit displayed at the Unit field) or of the Labor (expressed in terms of hours) actually issued actually issued. This quantity is defaulted after Batch Close.

**Unit:** This is the UOM in which the various quantities are interpreted on this row.

**Serial/Lot Qty:** This value gets defaulted to this field when the serial/lots have been selected for the Quantity to Issue. For an item which is not serial/lot tracked, zero is displayed here. This is a read-only field.

**Lineid:** This is the Line number of this End Item. The line number count includes the following:

- Formula Material Lines
- BOM lines
- Byproduct Lines
- Formula Labor Lines
- Finished Good Lines

**ParentLineID:** This field is of virtually no significance to the user.

**LineType:** The Line Type indicates whether the line is a Formula Material or a BOM Line or a Labor Key. This is a read-only field.

## By Product Disposition Tab

End Item Material Disposition By Product Disposition											
Action	Sel	Item Key	Item Description	Location	Quantity Order	Quantity to Produce	Quantity Produced	Unit	Serial/Lot Qty	Lineid	LineType
	<input checked="" type="checkbox"/>	R0001	R0001	BHP	0.003	0.003	0.000	KG	0.000	5	BY
<div>Create Serial/Lot Sales Order Detail View Item Location</div>											

**Action:** The following options are available under this section:

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

**Serial Lot Maintenance**

Document Type	Mfg. Receipt	Document Number	q1
Item	R0001	Document Line No.	5
Item Description	R0001	Location	BHP
Quantity	0.003	Unit	KG
Selected Quantity	0.003	Show Empty Bins Only	<input type="checkbox"/>

[Add Lot](#)

Action	Lot No	Qty	Exp Date	Quarantine Date	Vendor Lot No
<a href="#">Lot Feature</a> <a href="#">Container</a> <a href="#">Delete</a>	1	0.003	MM/dd/yyyy	MM/dd/yyyy	

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).

- **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.

**Sales Order Detail** ×

Item Key	R0001	Location	BHP
Formula Key	T1		
Item Key	<input type="radio"/>	Formula Key	<input checked="" type="radio"/>

Sales Order ...	Customer Key	Customer Na...	Item Key	Description	Location	QtyOrd
NS001202	AMERICAN	American Chemicals	F0001	Apple Juice1	BHP	8.000

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

View Item Location

Item Key

R0001

Description

R0001

Stock UOM

KG

Display UOM

KG

Location Detail

Lot/Bin No Detail (BHP)

Location	Description	Status Code	Qty On Hand	Qty On Order	Qty Commit ...	Qty Commit ...	Transit In
BHP	Bhopal	A	850.503	10.100	9.800	19.900	11.60
IND	Indore Location	A	0.000	10.100	9.800	9.900	11.60

Qty On Hand

850.503

Qty On Order

20.200

Qty Commit To Sales

19.600

Qty Commit To Production

29.800

Qty Under Purchase QC

0.000

Close

**Sel:** Checking this box selects the line for the 'Partial close' operation.

**Item Key:** This is the Item Key associated with this Byproduct. This is a read-only field.

**Item Description:** This is the description, of the Byproduct, as entered on the *Item Master* screen. This is a read-only field.

**Location:** This is the location associated with the Byproduct. The by-product upon production will be posted to this location resulting in the increase in On-Hand. This is a read-only field.

**Quantity Order:** This is the quantity of this byproduct that is expected to be produced upon completion of this batch. This is a read-only field.

**Quantity to Produce:** This is the quantity of this Byproduct to be actually produced. This quantity can be changed by the user while a batch has not been closed.

**Quantity Produced:** This is the quantity (of this Byproduct) actually produced upon. This quantity is defaulted after Batch Close or Partial Close. This is a read-only field.

**Unit:** This is the Production UOM as maintained at the Serial/Lot tab of the Item Master screen. Various quantities are interpreted in this unit on this row.

**Serial/Lot Qty:** A value gets defaulted to this field when the serial/lots have been created for the Quantity to Produce. For an item which is not serial/lot tracked, zero is displayed here. This is a read-only field.



**Lineid:** This is the Line number of this End Item. Each number is assigned a different line type as:

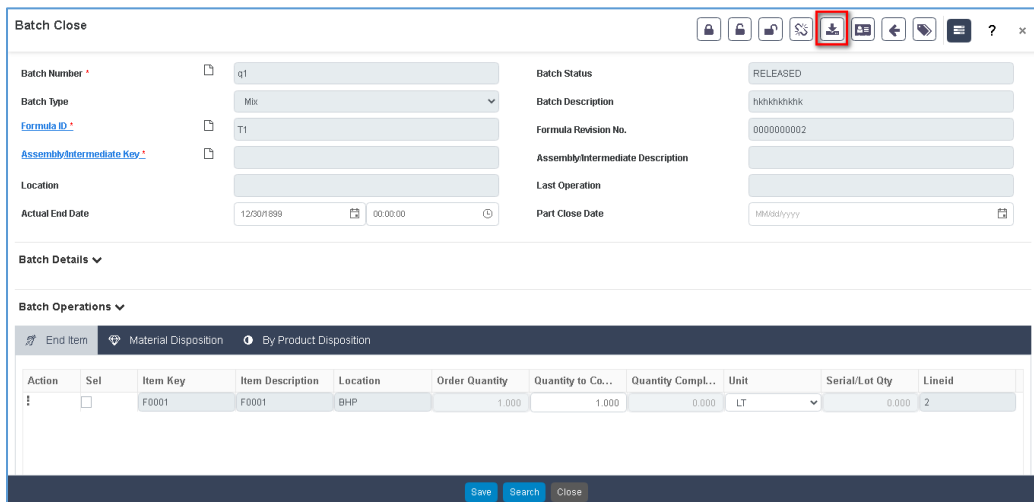
- Formula Material Lines
- BOM lines
- Byproduct Lines
- Formula Labor Lines
- Finished Good Lines

**Line Type:** On this Tab, the value for this field is 'BY' meaning that this line item is for a byproduct.

## Viewing Critical Items

Before you begin closing your batch, it is recommended that you check for critical materials (i.e., materials that are not stocked in sufficient quantity to fulfill the requirements of the batch). You can also do this from the *Batch Ticket* screen. To check for critical items:

1. Open the *Batch Close* Dashboard.
2. Click on the batch number you wish to close.
3. On the *End Items* tab, select the batch for which critical items are to be viewed.
4. Click the *View Critical Items* icon on the *Special Function*.



The screenshot shows the 'Batch Close' dashboard. At the top, there is a toolbar with several icons, including a download icon (a square with a downward arrow) which is highlighted with a red box. Below the toolbar, the dashboard is divided into sections. The 'Batch Details' section contains fields for Batch Number (q1), Batch Type (Mix), Formula ID (T1), Assembly/Intermediate Key, Location, Actual End Date (12/30/1999), Batch Status (RELEASED), Batch Description (hhkhkhkhkh), Formula Revision No. (0000000002), Assembly/Intermediate Description, Last Operation, and Part Close Date (MM/SS/yyyy). Below this is the 'Batch Operations' section, which has three tabs: 'End Item' (selected), 'Material Disposition', and 'By Product Disposition'. The 'End Item' tab displays a table with the following data:

Action	Sel	Item Key	Item Description	Location	Order Quantity	Quantity to Co...	Quantity Compl...	Unit	Serial/Lot Qty	Lineid
!	<input type="checkbox"/>	F0001	F0001	BHP	1.000	1.000	0.000	LT	0.000	2

At the bottom of the dashboard, there are buttons for 'Save', 'Search', and 'Close'.

5. A report is generated showing the critical items of the selected batch.

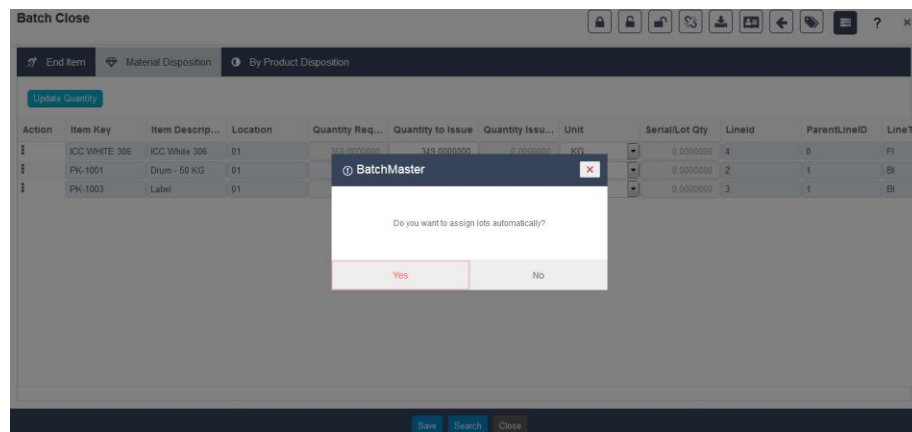
## Part Closing a Batch

1. Open the *Batch Close* dashboard.
2. Click on the batch that needs to be closed. Various details of the batch are defaulted to their respective fields. Values for the *Batch Number*, *Batch Type*, *Formula ID*, *Batch Status*, *Formula Revision Number*, and *Description* fields are all called from the *Batch Ticket* screen.
3. Check the *Sel* box for the end items to be produced. If no End Item is selected, you will see an error message.
4. In the *Qty to Complete* field, specify the quantity to be produced in this partial close. The system will ask if BOM items are to be resized as well. Click *Yes* to size BOM items.
6. Modify *Material Disposition* and *By product Disposition tab*, if needed.
7. Click the *Partially Closed* button under the special functions. If a prompt for serial/lot auto-assignment appears, click *Yes* or *No* as needed. Upon Partial Close:
  - a. A report is generated showing the resulting details on the partial close of the batch.
  - b. The batch status is changed to Partially Closed.
8. When you also wish to size your raw materials with the partial close, click the *Part Close with Sizing* button to process the accurate cost of finished goods. A pro-rata division of the labor and overhead costs with batch cost is performed, and the result is later added to the finished good cost. If the raw material costing is other than standard cost, then the assigned cost method would be considered to calculate the finished good cost.
9. Upon Part Closing:
  - a. A report is generated showing the resulting details on the partial close of the batch.
  - b. The batch status is changed to Partially Closed.
  - c. The *Quantity Issued* field on the *Material Disposition* tab is updated based upon the quantity produced upon partially closing the batch. Otherwise, BatchMaster WEB does not issue any raw materials, intermediates, or container items unless you fully close a batch. When you need to allocate or issue materials before a partial close (using the *Partial Close* button under the special functions), you must use the *Batch Ticket* option.
  - d. The on-hand quantity of finished goods increases while that of raw materials decreases (if materials have not already been issued).
  - e. A P-type transaction is posted, with the quantity of finished goods produced credited to the WIP account. The WIP account is taken from the associated formula class for mix- or fill-type batches, and from the *Production Setup* screen for assembly-type batches.

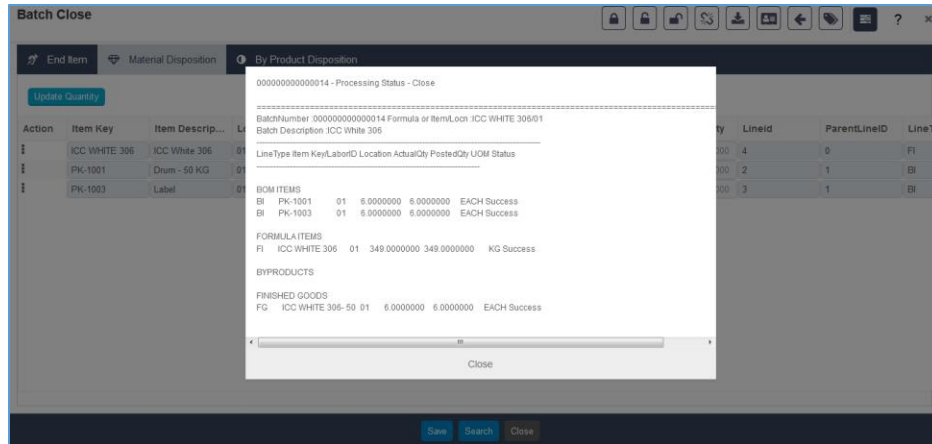
- f. A negative transaction is posted denoting the issue of raw materials (if issue was not performed earlier).

## Closing a Batch

1. Open the *Batch Close* dashboard.
2. Select the batch record that needs to be closed. The system displays *Batch Close* screen and various batch details are defaulted to their respective fields. Values in the *Batch Number*, *Batch Type*, *Formula ID*, *Batch Status*, and *Formula Revision No.* fields are called from the *Batch Ticket* screen.
3. Modify the *Quantity to Complete* field for the end items, if needed.
4. Modify *Material Disposition* and *By Product Disposition* tab data, as needed. Maintain serial/lot on these tabs, as needed.
5. Adjust the quantities to be issued, as appropriate.
6. Select lots for lot-tracked items using the *Issue Serial Lot* option under the *More Actions*.
7. Click the *Close* button under special functions. If a prompt appears for auto lot assignment, click *Yes* or *No*, as needed.



8. Upon closing a batch:
  - a. A report is generated showing the resulting details for the batch close.



- b. The batch status changes to Closed.
- c. The on-hand quantity of finished goods increases, while the on-hand quantity of raw materials decreases (if materials have not already been issued).
- d. A P-type transaction is posted, crediting the WIP account with the quantity of finished goods produced. 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.
- e. If raw materials were not issued previously, a negative transaction would be posted for raw materials denoting issue.
- f. An E-type transaction is posted if labor and overheads are applicable to this batch and the batch has also been part-closed earlier.

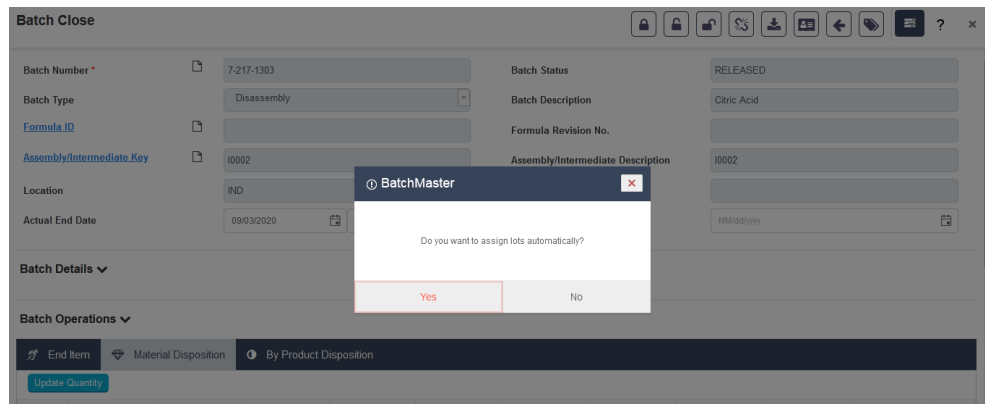


For additional details regarding these transactions, please refer to the “BATCHMASTER WEB 8.70 Accounting Integration User Guide.”

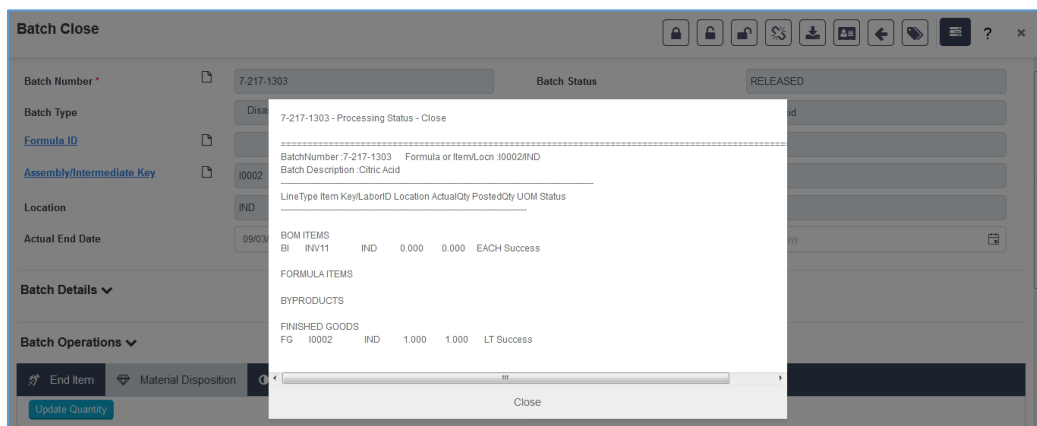
## Closing a Disassembly Batch

1. Open the *Batch Close* dashboard.
2. Select a Disassembly type of batch that needs to be closed. The system displays *Batch Close* screen and various batch details are defaulted to their respective fields. Values in the *Batch Number*, *Batch Type*, *Formula ID*, *Batch Status*, and *Formula Revision No.* fields are retrieved from the *Batch Ticket* screen.
3. Modify the *Quantity to Complete* for the end items, if needed.

4. Modify *Material Disposition* and *By Product Disposition Tab* data, as needed. Maintain serial/lot on these tabs, as needed.
5. Click on the *Close* button displayed under the special function. If a prompt for serial/lot auto-assignment appears, click *Yes* or *No*, as needed.



6. Upon closing a batch:
  - a. A report is generated showing the resulting details for the batch close.



- b. The batch status changes to Closed.
- c. The on-hand quantity of finished goods decreases, while the on-hand quantity of intermediates and BOM items increases.
- d. The Inventory Control account is credited while 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.

- g. A negative transaction is posted for finished goods, while a positive transaction is posted for intermediates and BOM items.

## Special Functions



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



**Partial Batch Close:** Click this button to partially close the batch based on the quantity specified in the *Quantity to Complete* field. The status of the batch becomes Partially Closed. This option allows you to post some or all of the end items without the need to first post raw materials, byproducts, etc.



**Partial Batch Close with Sizing:** Only if this button is clicked, material is issued upon part closing a batch. The 'Quantity Issued' quantity, on Material Disposition Tab, is updated based upon the quantity produced on Part Closing the batch. Otherwise, BatchMaster WEB does not issue any raw materials, intermediates, or container items unless user fully closes a batch. If user needs to allocate or issue materials before a partial close (using the Partial Close button under special function), user must use the *Batch Ticket* option.

The system calculates the actual finished goods cost based on the Costing method. In case of Part Close with Sizing as the raw materials are already issued thus tracking the accurate raw material costs is possible.



**Trial Batch Close:** Click this button to close the batch in Trial mode. Using this button you can evaluate the outcome, view the actual and standard costs, the actual and standard weight yielded, etc., without actually changing the database. This helps you to change the outcome, if desired, to ensure everything is correct before finally closing the batch.

LineType	Item Key	LaborID	Location	ActualQty	PostedQty	UOM	Status
<b>BOM ITEMS</b>							
BI	PK-1001	01	120.00000000	120.00000000		EACH	Success
BI	PK-1003	01	120.00000000	120.00000000		EACH	Success
<b>FORMULA ITEMS</b>							
FI	ICC WHITE 306	01	4.800 080000	4.800 080000		KG	Success
FI	R-1050	01	1.200 020000	1.200 020000		KG	Success
<b>BYPRODUCTS</b>							
<b>FINISHED GOODS</b>							
FG	ICC BLUE 50 KG	01	120.00000000	120.00000000		EACH	Success



**View Critical Items:** Click the *View Critical Items* button to generate a report showing details for those materials whose available quantity is less than the required quantity to close the batch. This report is based on the date entered at the *Act End Date* field; when this field is blank, the server date will be taken.



**View Batch Lot Details:** Click this button to generate a report showing serial/lot details that have been maintained for the end items, raw materials, BOM lines, and byproducts that are serial tracked, lot tracked, or multiple bins type.



**Go To Batch Ticket:** Click this button to display the batch on the *Batch Ticket* screen.



**Downtime Entry for Process Cell:** Click this button to open the *Downtime Entry for Processcell* 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.

Downtime Entry for Processcell

Batch No

000000000008AA

Equipment ID

Q

Down Time Category

Q

Down Time Reason

Q

Down Time Begins at

09/03/20

11:23:31

Down Time End Time

09/03/20

11:24:31

Process Cell

BLENDER01

Equipment Description

Down Time Category Description

Down Time Reason Description

Down Time (In Minutes)

1

Comments

Save

Close