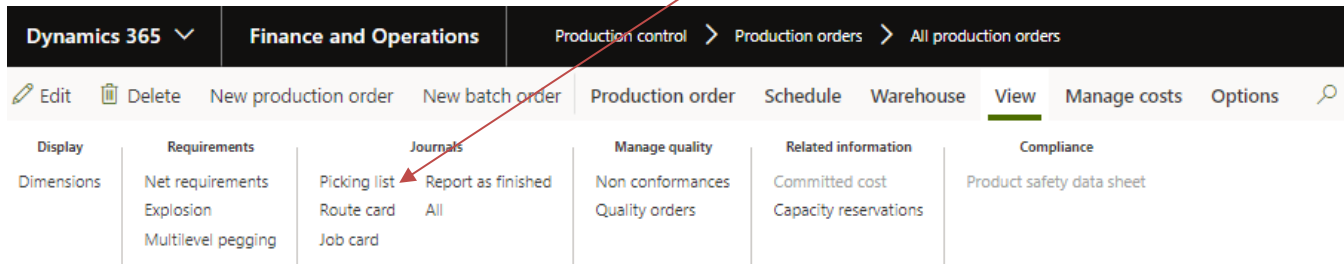# Work instructions

Contents

1. Production

1.1. Receipting Production

1.1.1. Changing Production Issuance

Production issuance can be changed providing the status of the production order has not been set to 'ended'. Up until this point it is still possible to make corrections.

1.1.1.1. Decreasing Consumption

Before making any changes you might find it helpful to open the production order and view your previous picking list to see what you previously posted as material consumption.
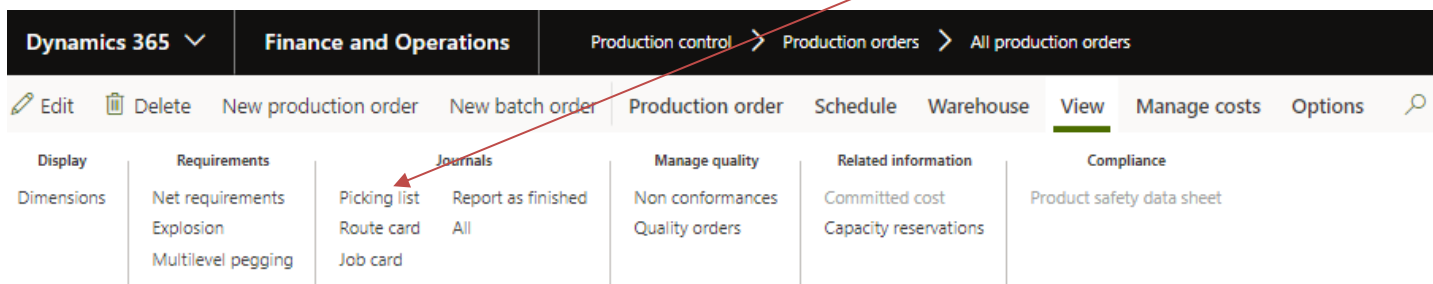

Click on the journal number to see the details of the picking list

Keep this open and for the next steps open another D365 tab, that way you can easily refer back to this picking list and the quantities if you need to.

In the new tab open your production order again and go to the picking list.

Go to 'New', this is different to the steps you take when normally issuing materials against a production order.
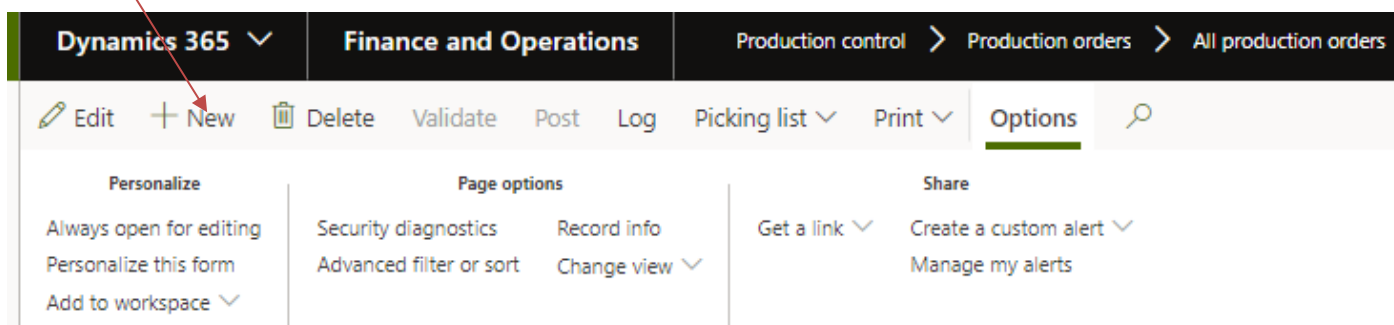
In the pop up menu, select 'Pick' from the name field and then enter a description for the picking list journal. Select 'OK'.

Select 'New' in the journal lines and then choose the item you need to amend. Use the Lot ID to find the item as this reduces the possible item codes to only those that are linked to the BOM.

In the consumption field enter the quantity of the material you want to return to stock, this needs to be entered as a **negative** value because you are reducing your consumption.

Enter the batch number of the item relating to this volume if the item is batch controlled. If there is no stock left of the batch you want to use it will not appear in the drop down list of batches. You can either open the drop down menu of the available batches and then click on the arrow next to 'Batch numbers' and choose 'On-hand' this will then give you a full list of all the batches ever recorded against this item.

Alternatively go to your original picking list in the other tab that you opened and copy the batch number and paste in this new picking list.

Make sure the location field has a correct entry and that the status of the item is correct. If there are no quality issues and the batch is free to be used the status should be 'available'.

Finally select 'validate' to check all fields required are complete and assuming validation is confirmed you can then select 'Post' to return the materials to stock.

1.1.1.2. Checking Material Returns to Stock

You can check the material has been returned to stock by selecting 'Transactions' from the inventory menu.
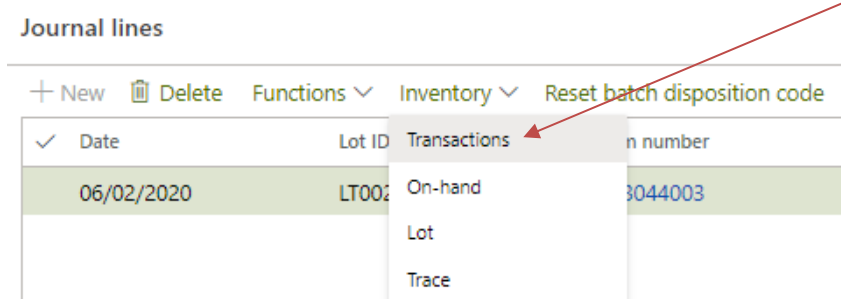
This will show you a list of all transactions relating to this material on your particular production order. If you have returned a material it will show as a receipt.

In this example a total of 375ltr were originally consumed, this is show in two lines referenced 'deducted' and 'sold'. The reason 10ltr are shown in a separate line is because the 10ltr was then returned which is shown as a 'purchased' receipt. Finally there is an 'on order' line indicating there is still 10ltr according to the BOM that is expected to be consumed.

Finally when you closed this screen and the previous picking list you will see a summary of all picking lists relating to this production order. Where possible always give the picking list an easily identifiable description.
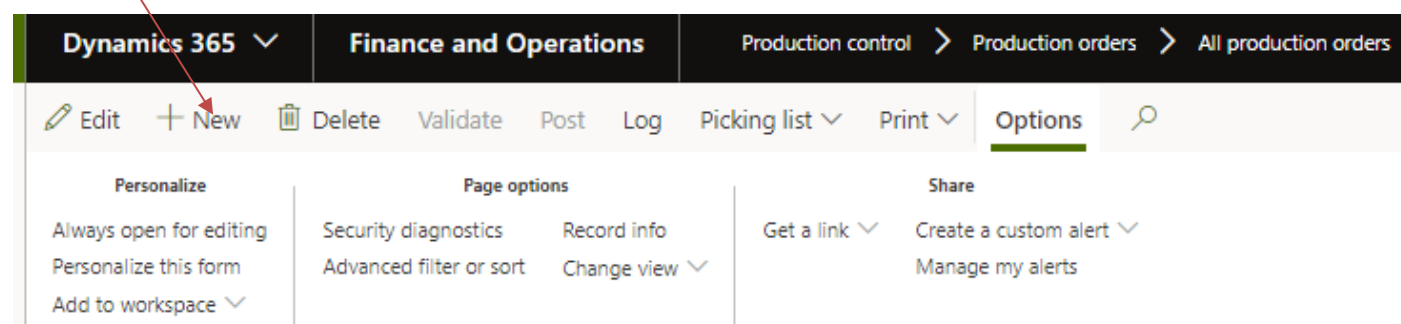

1.1.1.3. Increasing Consumption

If you need to increase consumption of a material that you have already issued, open you production order and go to the picking list.
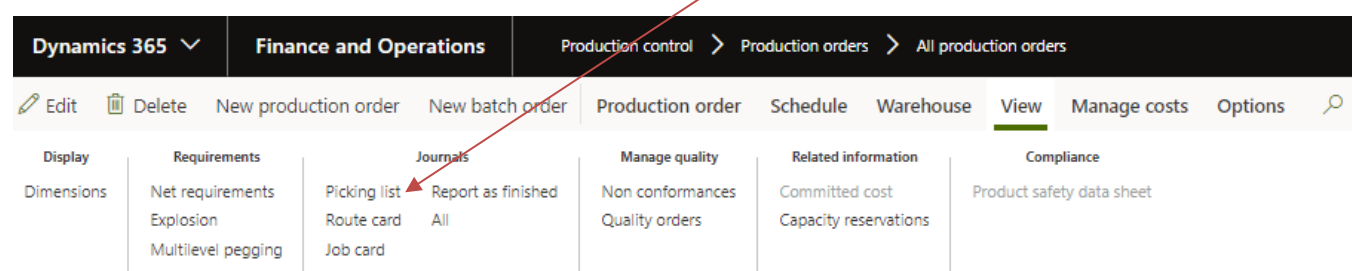
Create a 'New' picking list.

In the pop up menu, select 'Pick' in the name field and give the journal a description. Once complete select 'OK'.

Choose 'New' to add a line to the journal. From the Lot ID field select the item from the BOM that you need to consume, make sure you choose the item entry that has an estimated quantity value.

Ensure the warehouse and location field are populated, add the batch number of the material to be consumed and in the consumption field enter the volume as a positive value.

Once complete select 'Validate' from the main menu tab and then 'Post' to issue the materials.