
***i* -Global System**

Material Management System User Manual

 环宇资讯方案有限公司
i-Global Solutions Limited



i-Global System

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Material Management System User Manual -- Version: 1.02

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About This Manual

This manual has been developed to guide you through the Material Management System of *i*-Global System with comprehensive, step-by-step method of instruction. This manual was designed in a modular format for the purpose of grouping major topics, and placing emphasis on key product features.

This manual is organized as follows:


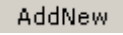


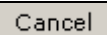
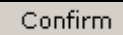

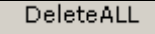
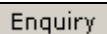
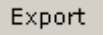


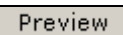
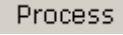
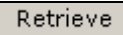

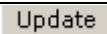
Section	Description
Chapter 1	System Overview: Overviews on the Material Management System, highlights features and defines terminology.
Chapter 2	Master File Setup: Describes procedures how to set up the master records.
Chapter 3	Material Requirements Planning (MRP): Shows detailed MRP Demand and Supply options and how to select proper process criteria.
Chapter 4	Inventory Report:
Chapter 5	Sales Forecast: Describes how to input Sales Forecast for the Material Requirements Planning (MRP) process.
Chapter 6	Purchase Requisition: Provides operation details to support Back-to-back order materials purchasing mode.
Chapter 7	Enquiry: Depicts how to enquire necessary information from the system.
Chapter 8	Report: Gives both operational and analysis report generation for operation and management purposes.
Chapter 9	Number Prefix: Defines the document number prefix for better control.

Conventions Used in This Manual

The following typeface conventions are used throughout this manual:

Bold	Bold text indicates an option to choose or text to type. It usually appears in numbered steps.
<i>Italics</i>	Words are italicized for emphasis or to draw your attention to a new term.
Action → Option Name	Whenever you see a reference to a menu option, the option is identified using the following notation: Menu Name → Option Name For example, “Type → Create”

Icon Function

Icon Name	Symbol	Function
Active Task		To show all active tasks opened in the system, current task is always on the top.
Add New		To add a new entry.
Approval		To approve a transaction process.
Cancel		To end current process.
Cancel		To cancel an entry.
Confirm		To confirm an entry.
Delete		To delete a record.
Delete All		To delete all records.
Enquiry		To begin an enquiry process.
Export		To export data into a specific format file.
Next		To next record.
Pop Up		To display the selection list.
Preview		To preview a retrieved data/report.
Process		To begin a process.
Retrieve		To retrieve a selected record.
Submit		To submit an entry.
Update		To update/amend a record.

1 System Overview

1.1 Introduction

The Material Management System provides different system features to enable material planners to maintain high material availability in a low inventory level environment.

1.2 Material Management Features

Material Requirements Planning (MRP)

MRP establishes and maintains a schedule for the acquisition of components, sub-assemblies, raw materials and/or sub-contracted items needed to produce a product.

MRP is extremely powerful tool. It plans priorities effectively, calculates actual and/or forecasts demand accurately and suggests operation actions to allow better and faster respond to the market place, to reduce inventory as well as to improve productivity.

Safety Stock Report

System allows safety stock level input in the Item Code master for each item. Report can be generated for items that their stock levels reach the safety stock level.

Slow Moving Report

System may generate Slow Moving Report for Items with slow movement within specific time period.

Inactive Report

System may generate Inactive Report for Items with no movement within a specific time period.

Expiration Report

System may generate Expiration Report for Items with expiration date at a specific time.

1.3 Terminology

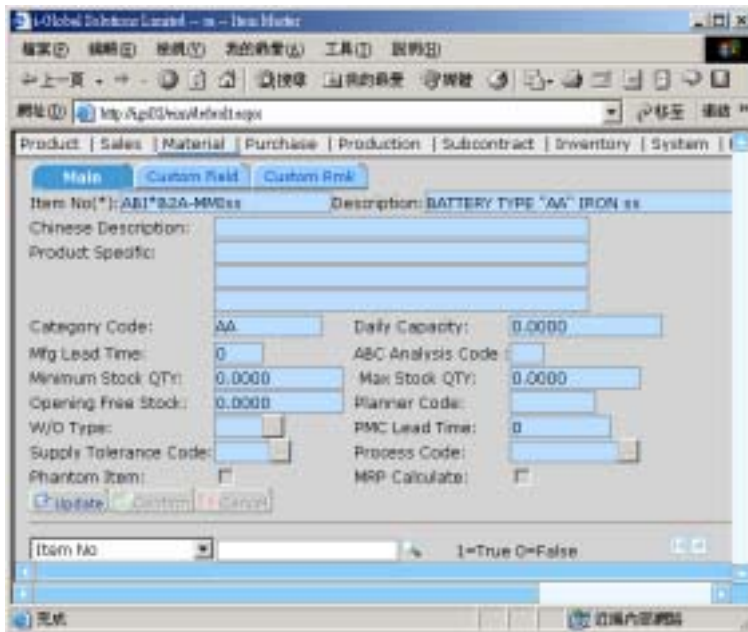
Terms and meanings of material management are described as follows:

<u>Terms</u>	<u>Definitions</u>
Alternate Item	Items are approved for substitution when the primary item is not available.
Bills of Material (BOM)	Listing of all subassemblies, components, and raw materials with quantity per that are constituted in a parent item.
Component	Item used to manufacture another item.
Engineering Change Notice	Formal notification specifying an engineering change.
Forecast	Estimate of future demand.
Gross Requirements	Total independent and dependent demand for an item or assembly within a time period.
Inventory Item	Purchased or manufactured item that is tracked by Inventory, such as raw materials, components, sub-assemblies, and finished goods.
Item	Any manufactured or purchased part.
Item Number	An alphanumeric code that identifies an item. Every item must have a unique item number.
Make-to-Order	Products are manufactured according to customer order.
Make-to-Stock	Products are manufactured according to forecast for stock.
MRP	Material Requirements Planning— Set of techniques using bill of material, inventory data, and master production schedule, to calculate material requirements.

<u>Terms</u>	<u>Definitions</u>
On-Hand Quantity	A calculated quantity shown in inventory records as being physically in stock.
Parent	Item made up of one or more component items.
Pegging	Ability to identify source of demand for an item.
Phantom Item	Term used to describe transient or non-stocked items.
Planned Purchase Order (PPO)	System suggested purchase orders not yet accepted by the planner.
Quantity-per	Quantity of an item is required to manufacture the parent item.
Routings	Set of information describing an item manufacturing method and sequence.
Safety Stock	Additional inventory planned as a safeguard.
Sales Plan	Overall sales level expected to be achieved.
Samples	A portion of a lot taken for evaluation purposes.
Scheduled Receipts	Manufacturing orders, purchase orders, or firm planned orders with an open balance due in a particular time period.
Scrap Rate	Anticipated loss within manufacture of product.
Setup Time	Work required to change a specific machine, resource, work center, or production line from one product to another.


2 Master File

2.1 Item File



Update an Item


Steps:

- 1) In **Master File**, click **Item File**.
- 2) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to update
- 3) Click **Update** button.
- 4) Amend the data and then click **Confirm** button to confirm the input.

2.2 Customer Master

Create a new Customer Code

Steps:

- 1) In **Master File**, click **Customer Master**.
- 2) Click **AddNew** button.
- 3) Type **Customer Code**, **Customer Name (English)**, **Customer Name (Chinese)**, **Address**, **E-mail Address**, **Contact Person**, **Telephone No.**, **Fax No.** and **Exchange Rate**.
- 4) Click the **Pop Up** button  from the following fields to select the data:

Buyer

Currency

Shipment Method

Delivery Term

Delivery-To Forwarder Code
Payment Term

- 5) Click **Confirm** button.

Search a Customer Code

Method 1:

Steps:

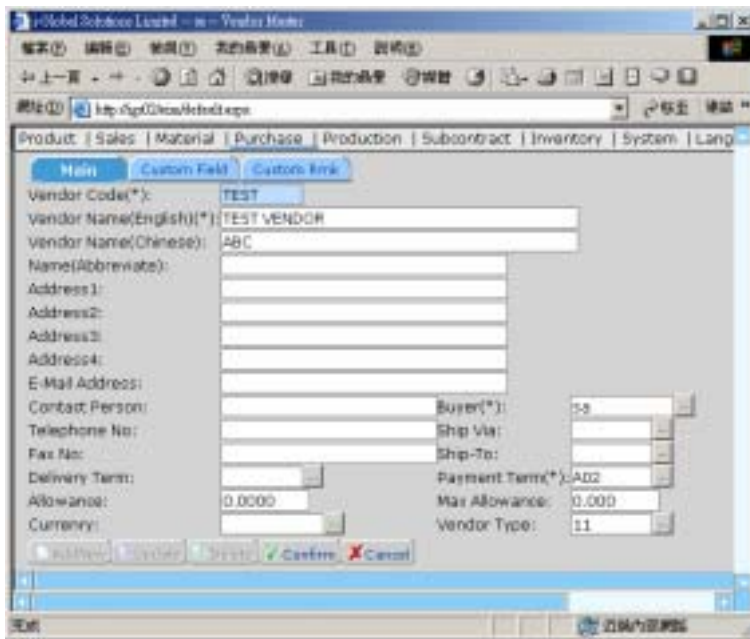
- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Customer Code Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Customer Code Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Customer Code Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Customer Code Table*.






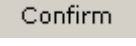
2.3 Vendor Master



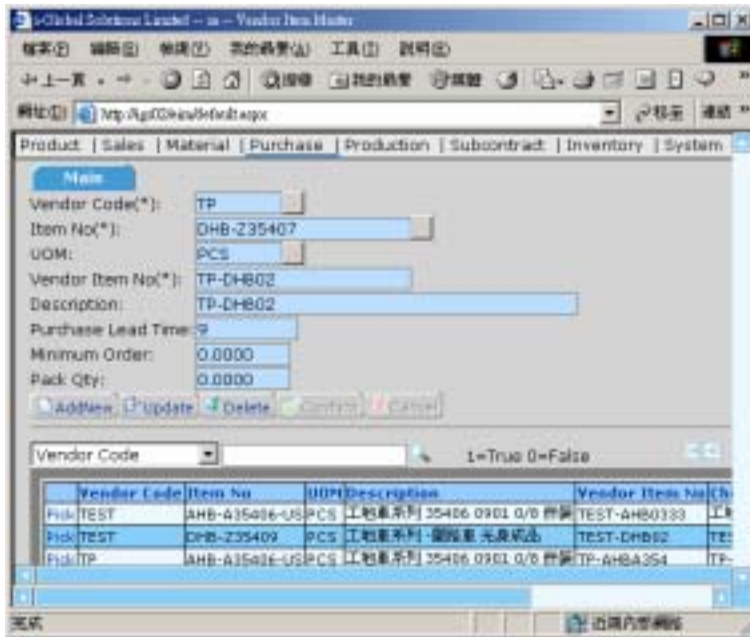
Create a new Vendor

Steps:

- 1) In **Master File**, click **Vendor Master**.
- 2) Click **AddNew** button.
- 3) Type **Vendor Code**, **Vendor Name (English)**, **Vendor Name (Chinese)**, **Name (Abbreviate)**, **Address**, **E-mail Address**, **Contact Person**, **Telephone No.** and **Fax No.** of the new *Vendor Code*.
- 4) Click the **Pop Up** button **...** from the **Buyer** field → double click the **Buyer** you want to choose.

- 5) Click the **Pop Up** button  from the **Ship Via** field → double click the **Ship Via** you want to choose.
- 6) Click the **Pop Up** button  from the **Delivery To** field → double click the **Delivery To** you want to choose.
- 7) Click the **Pop Up** button  from the **Delivery Term** field → double click the **Delivery Term** you want to choose.
- 8) Click the **Pop Up** button  from the **Payment Term** field → double click the **Payment Term** you want to choose.
- 9) Type **Allowance** and/or **Maximum Allowance**.
- 10) Click the **Pop Up** button  from the **Currency** field → double click the **Currency** you want to choose.
- 11) Click  button to confirm the input.


2.4 Vendor Item Master



First of all, you need to read a *Vendor Code* before you create, update or delete an *Item Number* of the selected *Vendor Code*.



Read a Vendor Code

Steps:

- 1) In **Master File**, click **Vendor Item Master**.
- 2) Click the **Pop Up** button  from the **Vendor Code** field → double click the **Vendor Code** you want to choose → click **Read** button.

Create a new Item Number

Steps:

- 1) After you read the *Vendor Code*, click **AddNew** button.
- 2) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose.
- 3) Click the **Pop Up** button  from the **UOM** field → double click the **UOM** you want to choose.
- 4) Type **Vendor Item, Item Description, Purchase L/T, Minimum Order** and **Pack Qty**.
- 5) Click **Confirm** button to confirm the input.

Search an Item No.**Method 1:**

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Item No. Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Item No. Table*; or

- 3) Click **the next page** button to find the record in the next page of the *Item No. Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Item No. Table*.

Update an Item Number

Steps:

- 1) After you read the *Vendor Code*, click the **Update** button on the left of the **Item No.** you want to update.
- 2) Amend the data and then click **Confirm** button to confirm the input.

Delete an Item Number

Steps:

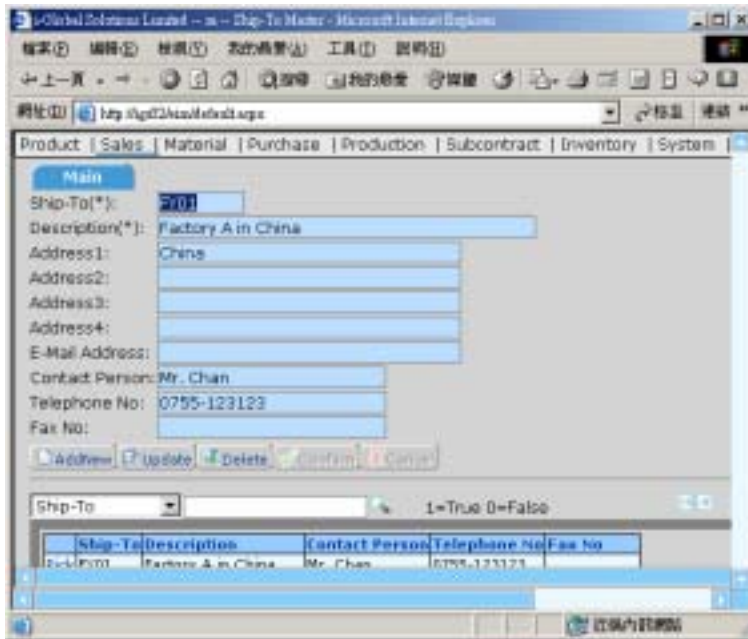
- 1) After you read the *Vendor Code*, click the **Delete** button on the left of the **Item No.** you want to delete.
- 2) Click **Confirm** button to confirm the process.

Delete all Item Numbers

Steps:

- 1) After you read the *Vendor Code*, click **DeleteALL** button to delete all **Item Numbers**.
- 2) Click **Yes** to delete all records.

2.5 Ship-To Master



Create a new Delivery To

Steps:

- 1) In **Master File**, click **Ship-To Master**.
- 2) Click **AddNew** button.
- 3) Type **Delivery-To**, **Description**, **Address**, **E-Mail Address**, **Contact Person**, **Telephone No.** and **Fax No.**
- 4) Click **Confirm** button.

Search a Delivery To

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Delivery To Table*;
or
- 2) Click **the previous page** button to find the record in the previous page of the *Delivery To Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Delivery To Table*;
or
- 4) Click **the last page** button to find the record in the last page of the *Delivery To Table*.

Update a Delivery To

Steps:

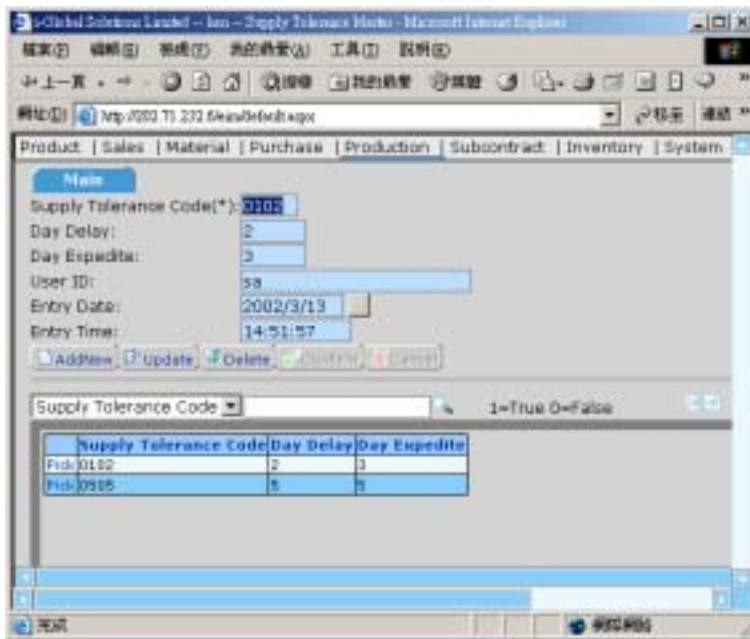
- 1) To update an existing *Delivery To*, click the **Pick** button on the left of the **Delivery To** you want to update. (or use the search function to search a *Delivery To*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

Delete a Delivery To

Steps:

- 1) To delete an existing *Delivery To*, click the **Pick** button on the left of the **Delivery To** you want to delete → click **Delete** button. (or use the search function to search a *Delivery To*)
- 2) Click **OK** button to confirm the process.

2.6 Supply Tolerance Code



The screenshot shows a web browser window displaying the 'Supply Tolerance Code' setup form. The form has the following fields and values:

- Supply Tolerance Code(*): 0105
- Day Delay: 2
- Day Expedite: 3
- User ID: 58
- Entry Date: 2002/3/13
- Entry Time: 14:51:57

Below the form, there is a table with the following data:

Supply Tolerance Code	Day Delay	Day Expedite
Pick 0102	2	3
Pick 0505	5	5

Create a new Supply Tolerance

Steps:

- 1) In **Master File**, click **Supply Tolerance Code**.
- 2) Click **AddNew** button.
- 3) Type **Supply Tolerance Code**, **Day Delay** and **Day Expedite**.
- 4) Click **Confirm** button to confirm the input.

Search a Supply Tolerance Code**Method 1:**

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Supply Tolerance Code Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Supply Tolerance Code Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Supply Tolerance Code Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Supply Tolerance Code Table*.

Update a Supply Tolerance Code

Steps:

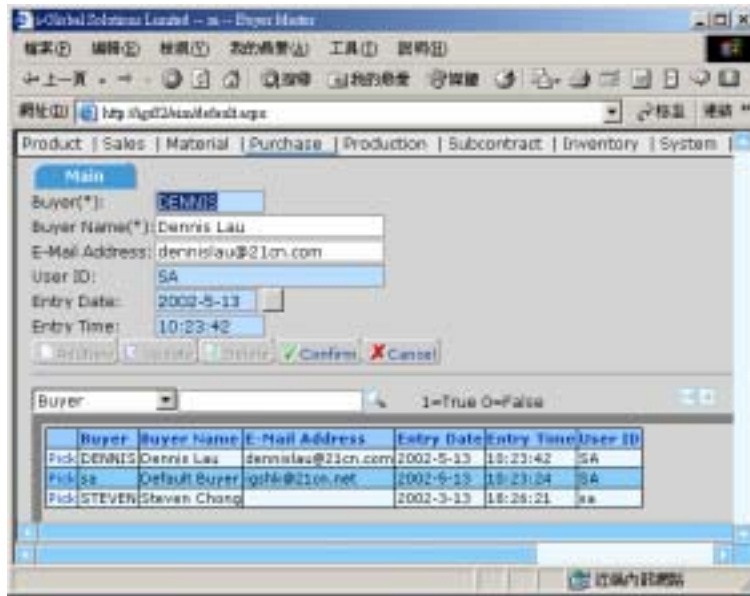
- 1) To update an existing *Supply Tolerance*, click the **Pick** button on the left of the **Supply Tolerance Code** you want to update. (or use the search function to search a *Supply Tolerance Code*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

Delete a Supply Tolerance Code

Steps:

- 1) To delete an existing *Supply Tolerance*, click the **Pick** button on the left of the **Supply Tolerance Code** you want to delete (or use the search function to search a *Supply Tolerance Code*)
- 2) Click **Delete** button and then click **OK** button to delete the record.

2.7 Buyer File



Create a new Buyer

Steps:

- 1) In **Master File**, click **Buyer File**.
- 2) Click **AddNew** button.
- 3) Type **Buyer** and **Buyer Name** → click **Confirm**.

Search a Buyer

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Buyer Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Buyer Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Buyer Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Buyer Table*.

Update a Buyer

Steps:

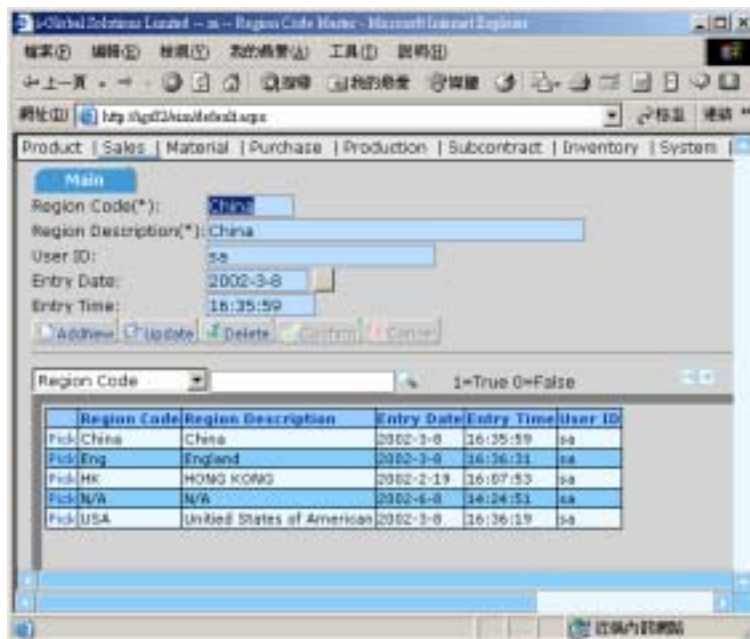
- 1) To update an existing *Buyer*, click the **Pick** button on the left of the **Buyer** you want to update. (or use the search function to search a *Buyer*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

Delete a Buyer

Steps:

- 1) To delete an existing *Buyer*, click the **Pick** button on the left of the **Buyer** you want to delete (or use the search function to search a *Buyer*)
- 2) Click **Delete** button and then click **OK** button to delete the record.

2.8 Region Code Master



Create a new Region Code

Steps:

- 1) In **Master File**, click **Region Code Master**.
- 2) Type **Region Code** → press **Tab**.
- 3) Type **Region Description** → click **Confirm** button.

Search a Region Code

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.

- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Region Code Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Region Code Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Region Code Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Region Code Table*.

Update a Region Code

Steps:

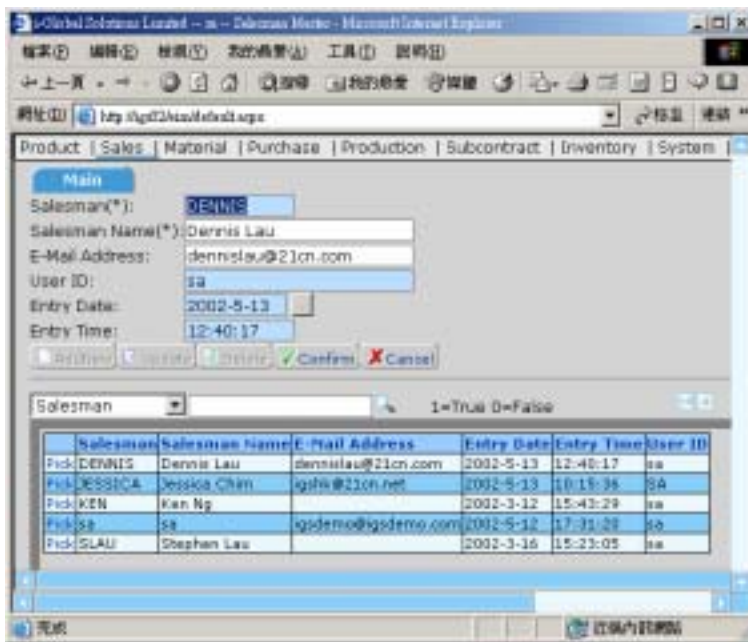
- 1) To update an existing *Region Code*, click the **Pick** button on the left of the **Region Code** you want to update. (or use the search function to search a *Region Code*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

Delete a Region Code

Steps:

- 1) To delete an existing *Region Code*, click the **Pick** button on the left of the **Region Code** you want to delete → click **Delete** button. (or use the search function to search a *Region Code*)
- 2) Click **OK** button to confirm the process.

2.9 Salesman Master



Create a new Buyer

Steps:

- 1) In **Master File**, click **Salesman Master**.
- 2) Click **AddNew** button.
- 3) Type **Buyer** → press **Tab**.
- 4) Type **Buyer Name** → click **Confirm** button.

Search a Buyer

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Buyer Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Buyer Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Buyer Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Buyer Table*.

Update a Buyer

Steps:

- 1) To Update an existing *Buyer*, click the **Pick** button on the left of the **Buyer** you want to update. (or use the search function to search a *Buyer*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

Delete a Buyer

Steps:

- 1) To delete an existing *Buyer*, click the **Pick** button on the left of the **Buyer** you want to delete → click **Delete** button. (or use the search function to search an *Buyer*)
- 2) Click **OK** button to confirm the process.

2.10 Payment Type Master



Create a new Payment Term

Steps:

- 1) In **Master File**, click **Payment Type Master**.
- 2) Click **AddNew** button.
- 3) Type **Payment Term** → press **Tab**.
- 4) Type **Description** → press **Tab**.
- 5) Type **Credit Days** → press **Tab**.
- 6) Tick the **After Monthly Statement** check box if required.
- 7) Click **Confirm** button.

Search an Payment Term**Method 1:**

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Payment Term Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Payment Term Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Payment Term Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Payment Term Table*.

Update Payment Term

Steps:

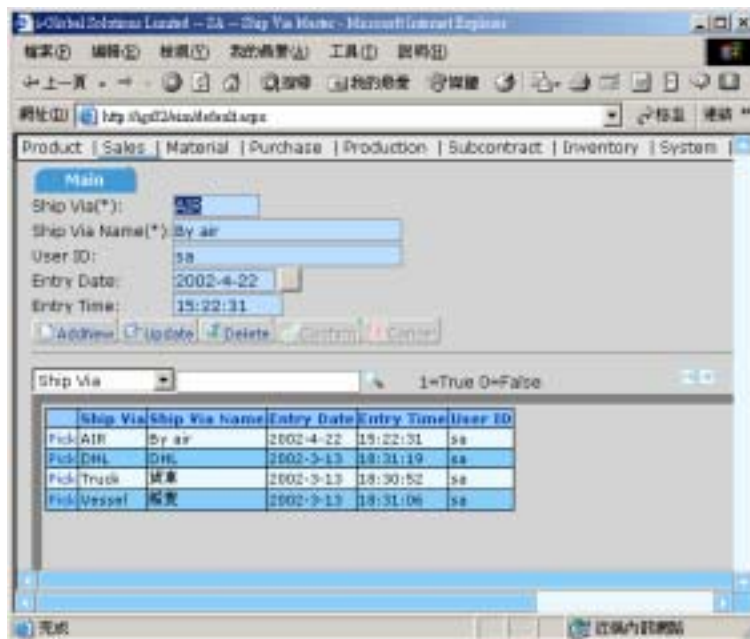
- 1) To Update an existing *Payment Term*, click the **Pick** button on the left of the **Payment Term** you want to update. (or use the search function to search an *Payment Term*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

Delete Payment Term

Steps:

- 1) To delete an existing *Payment Term*, click the **Pick** button on the left of the **Payment Term** you want to delete → click **Delete** button. (or use the search function to search an *Payment Term*)
- 2) Click **OK** button to confirm the process.

2.11 Ship Via Master



Create a new Ship Via

Steps:

- 1) In **Master File**, click **Ship Via Master**.
- 2) Click **AddNew** button.
- 3) Type **Ship Via** and **Ship Via Name** → click **Confirm** button.

Search a Ship Via

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.

- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Ship Via Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Ship Via Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Ship Via Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Ship Via Table*.

Update a Ship Via

Steps:

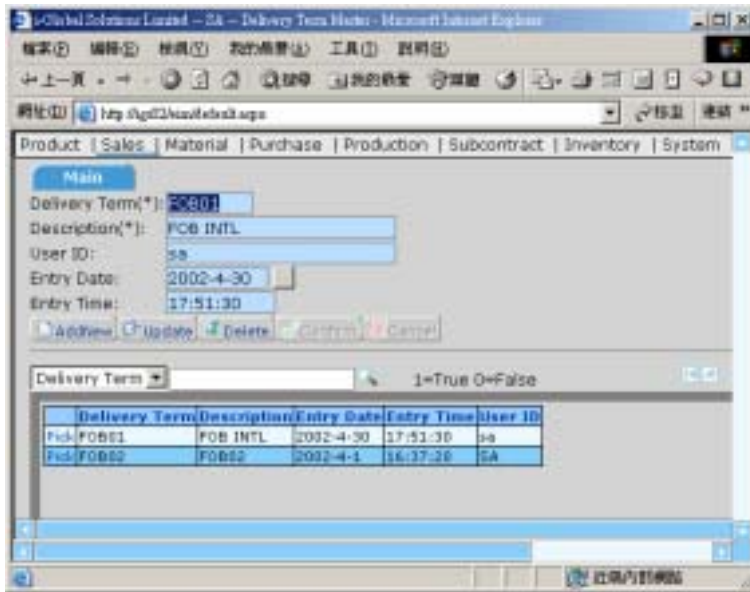
- 1) To Update an existing *Ship Via*, click the **Pick** button on the left of the **Ship Via** you want to update. (or use the search function to search a *Ship Via*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input

Delete a Ship Via

Steps:

- 1) To delete an existing *Ship Via*, click the **Pick** button on the left of the **Ship Via** you want to delete. (or use the search function to search a *Ship Via*)
- 2) Click **OK** button to confirm the process.

2.12 Delivery Term Master



Create a new Delivery Term

Steps:

- 1) In **Master File**, click **Delivery Term Master**.
- 2) Click **AddNew** button.
- 3) Type **Delivery Term** and **Description** → click **Confirm** button..

Search a Delivery Term

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Delivery Term Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Delivery Term Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Delivery Term Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Delivery Term Table*.

Update a Delivery Term

Steps:

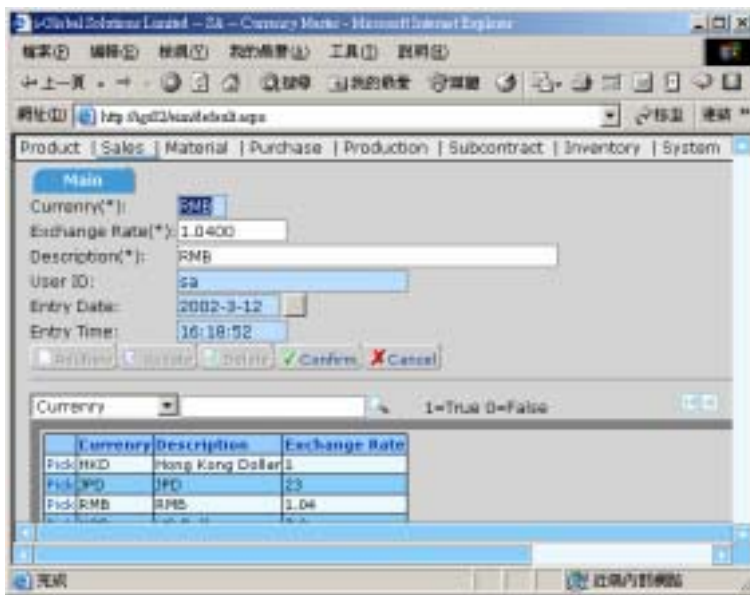
- 1) To update an existing *Delivery Term*, click the **Pick** button on the left of the **Delivery Term** you want to update. (or use the search function to search an *Delivery Term*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

Delete a Delivery Term

Steps:

- 1) To delete an existing *Delivery Term*, click the **Pick** button on the left of the **Delivery Term** you want to delete → click **Delete** button. (or use the search function to search an *Delivery Term*)
- 2) Click **OK** button to confirm the process.

2.13 Currency Master



Create a new Currency

Steps:

- 1) In **Master File**, click **Currency Master**.
- 2) Click **AddNew** button.
- 3) Type **Currency**, **Exchange Rate** and **Description**.
- 4) Click **Confirm** button.

Search a Currency

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Currency Table*;
or
- 2) Click **the previous page** button to find the record in the previous page of the *Currency Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Currency Table*;
or
- 4) Click **the last page** button to find the record in the last page of the *Currency Table*.

Update a Currency

Steps:

- 1) To Update an existing *Currency*, click the **Pick** button on the left of the **Currency** you want to update. (or use the search function to search a *Currency*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

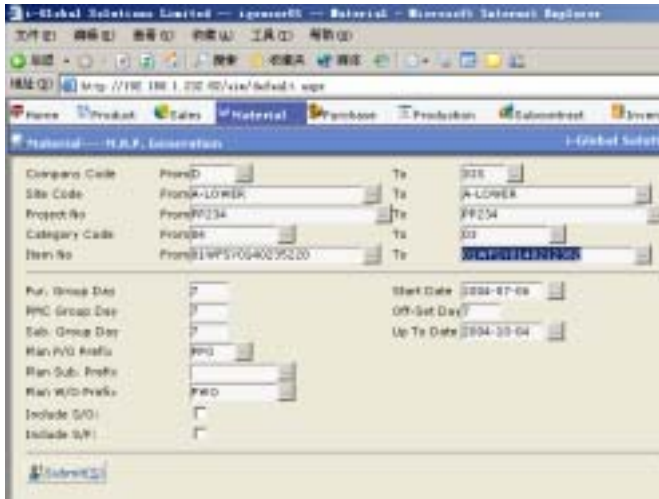
Delete a Currency

Steps:

- 1) To delete an existing *Currency*, click the **Pick** button on the left of the **Currency** you want to delete. (or use the search function to search a *Currency*)
- 2) Click **OK** button to confirm the process.






3 Material Requirements Planning (MRP)

3.1 MRP Generation



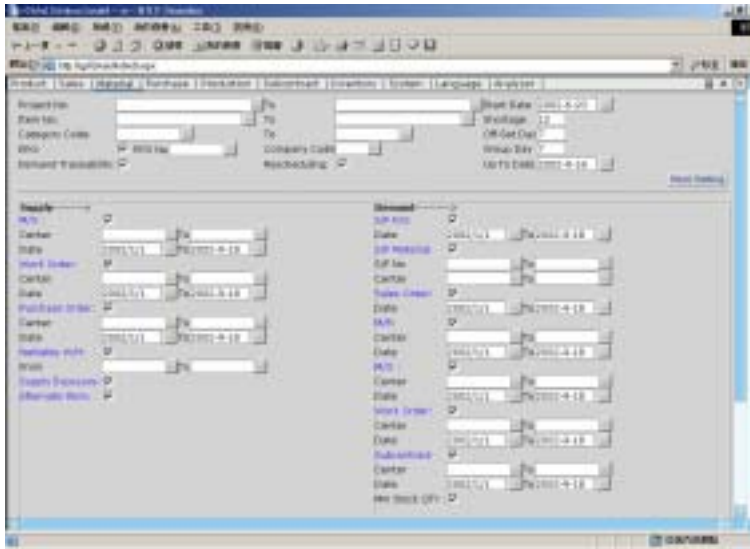
Generate a MRP Report

Steps:

- 1) In M.R.P., click MRP Generation.
- 2) Type From/To Company Code, click Pop Up button  to choose the Project No.
- 3) Type From/To Site Code, click Pop Up button  to choose the Project No.
- 4) Type From/To Project No., click Pop Up button  to choose the Project No.
- 5) Type From/To Category Code, click Pop Up button  to choose the Project No.
- 6) Type From/To Item No., click Pop Up button  to choose the Project No.
- 7) Type Start Date if required.




- 8) Type From/To Item No. or click Pop Up button to choose the item no.
- 9) Type Shortage if required.
- 10) Type From/To Category or click Pop Up button to choose the category code.
- 11) Type Off-Set Day if required.
- 12) Tick PPO if required.
- 13) Type PPO No. or click Pop Up button to choose the Plan P/O No.
- 14) Type Company Code or click Pop Up button to choose the Company Code.
- 15) Type Group Day if required.
- 16) Tick Demand Traceability and/or Rescheduling if required.
- 17) Type Up To Date if required.
- 18) Click button.



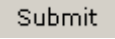
3.2 MRP Report



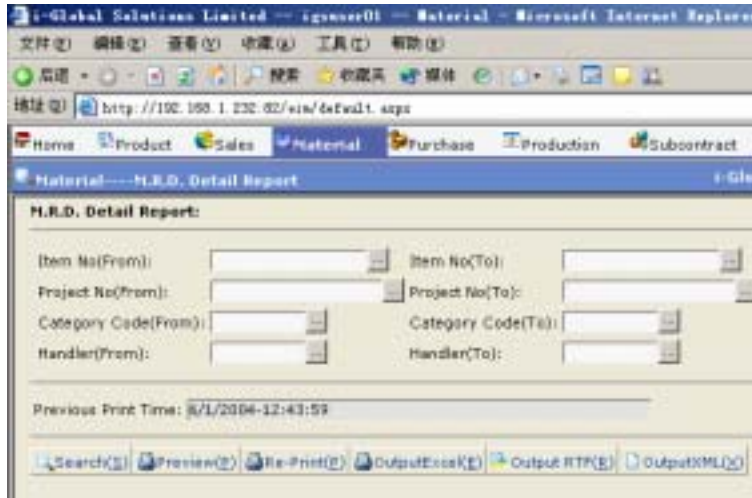
Submit a MRP Report

Steps:

- 1) In **M.R.P.**, click **MRP Report**.
- 2) Type **From/To Project No.** or click **Pop Up** button  to choose the Project No.
- 3) Type **Start Date** if required.
- 4) Type **From/To Item No.** or click **Pop Up** button  to choose the item no.
- 5) Type **Shortage** if required.
- 6) Type **From/To Category** or click **Pop Up** button  to choose the category code.
- 7) Type **Off-Set Day** if required.


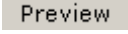
- 8) Tick **PPO** if required.
- 9) Type **PPO No.** or click **Pop Up** button  to choose the Plan P/O No.
- 10) Type **Company Code** or click **Pop Up** button  to choose the Company Code.
- 11) Type **Group Day** if required.
- 12) Tick **Demand Traceability** and/or **Rescheduling** if required.
- 13) Type **Up To Date** if required.
- 14) Click  button.

3.3 M.R.D Detail Report



Preview a MRD Detail Report

Steps:

- 1) In **M.R.P.**, click **MRD Detail Report**.
- 2) Type From/To Item No., Project No., Category Code, Handler or click Pop Up button  to choose.
- 3) Click  button to preview and/or print the report..

3.4 MRP Header Report

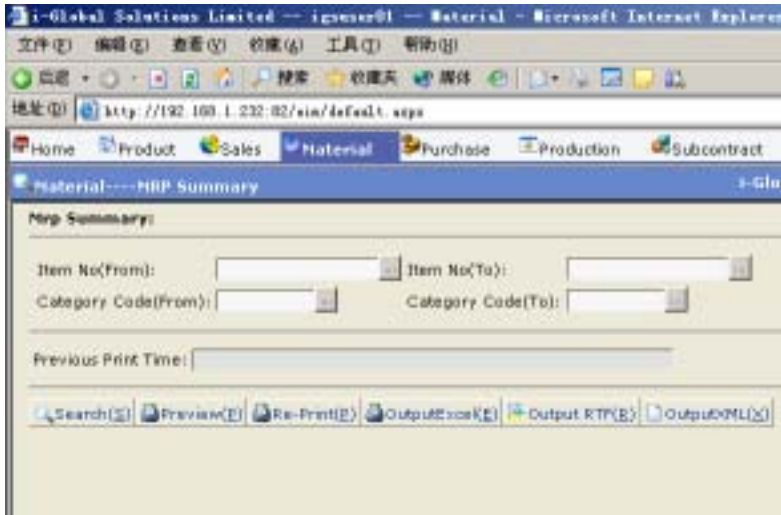
The screenshot shows the SAP MRP Header Report form. The title bar indicates the system is SAP GUI. The menu bar includes Engineering, Sales, Materials, Purchasing, Production, Subcontract, Inventory, System, and Language. The main content area is titled 'Global Management System MRP Header Report'. It contains a list of fields for data entry, including Project No., Item No., Category, Overage, MRP MTF_out day, MRP start date, Supply Baseline, Request Date To T, Demand Traceability, Plan Purchase Order, PPO No., No. of Day for Colls, Company Code, and Include BIF Material. Each field has a 'To' field and a 'Date' field. The 'Include BIF Material' field has a 'Full' checkbox and a 'No. Cost' checkbox.

Preview a MRP Header Report


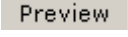
Steps:

- 1) In **MRP**, click **MRP Header Report**.
- 2) Click **Preview** button to preview and/or print the report.

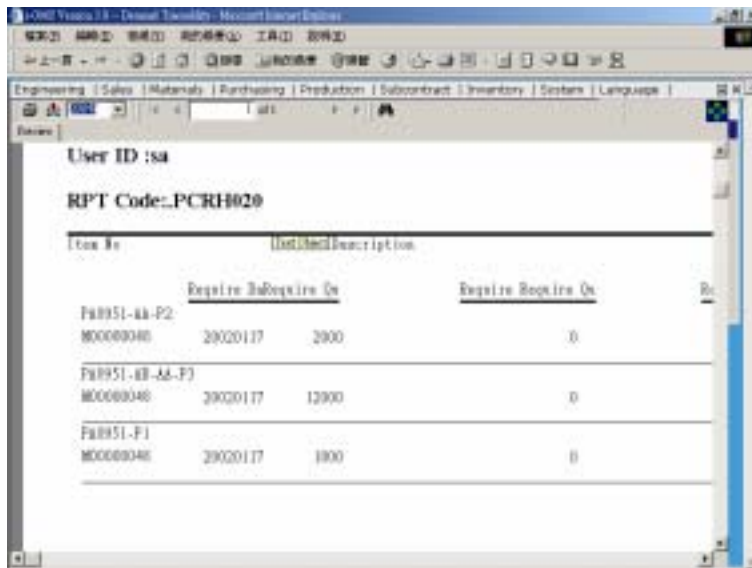
3.5 M.R.P Summary



Steps:

- 1) In **MRP**, click **MRP Summary**.
- 2) Type From/To Item No., Project No., Category Code, Handler or click Pop Up button  to choose.
- 3) Click  button to preview and/or print the report.

3.6 Demand Traceability



The screenshot shows a SAP Demand Traceability report. The report header includes 'User ID :sa' and 'RPT Code:PCRH020'. The main table displays requirements for three items, with columns for Item No, Description, and two 'Exquire' (sic) columns. The data is as follows:

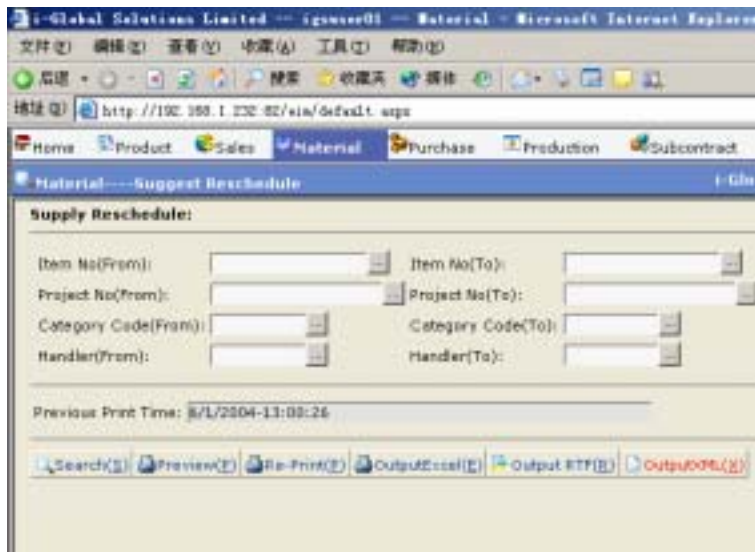
Item No	Description	Exquire 2	Exquire 0	Exquire 3	Exquire 0
F0951-00-P2					
M0000040		20020117	2000		0
F0951-00-P3					
M0000040		20020117	12000		0
F0951-P1					
M0000040		20020117	1000		0

Preview a Demand Traceability


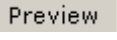
Steps:

- 1) In **MRP**, click **Demand Traceability**.
- 2) Click **Preview** button to preview and/or print the report.

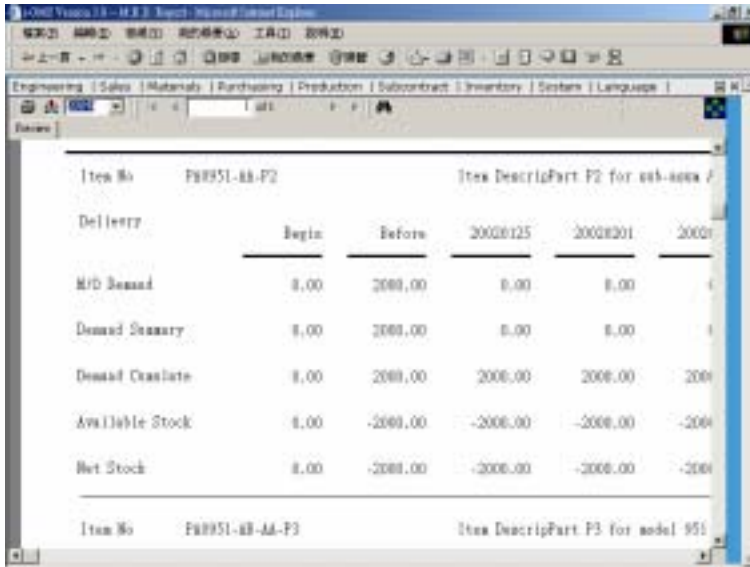
3.7 Suggest Schedule



Steps:

- 1) In **M.R.P.**, click **Suggest Schedule**
- 2) Type From/To Item No., Project No., Category Code, Handler or click Pop Up button  to choose.
- 3) Click  button to preview and/or print the report.

3.8 Material Requirement Distribution Report



The screenshot shows a SAP Material Requirement Distribution Report for item P88951-88-F2. The report displays the following data:

Item No	P88951-88-F2	Item Description: Part F2 for sub-assembly				
Deliver		Begin	Before	20020125	20020201	20020201
M/D Demand		8.00	2000.00	8.00	8.00	8.00
Demand Summary		8.00	2000.00	8.00	8.00	8.00
Demand Decreate		8.00	2000.00	2000.00	2000.00	2000.00
Available Stock		8.00	-2000.00	-2000.00	-2000.00	-2000.00
Net Stock		8.00	-2000.00	-2000.00	-2000.00	-2000.00

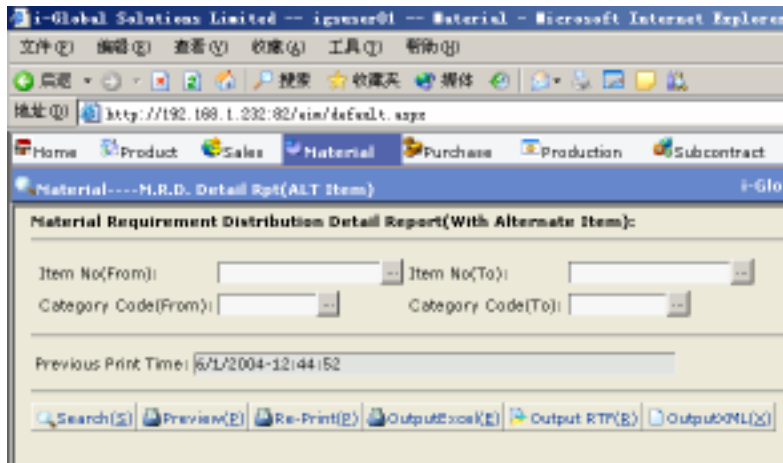
The report also shows the item description for the next item: P88951-88-Ad-F3, Item Description: Part F3 for model 951.

Preview a Material Requirement Distribution Report

Steps:

- 1) In **MRP**, click **Material Requirement Distribution Report**.
- 2) Click **Preview** button to preview and/or print the report.

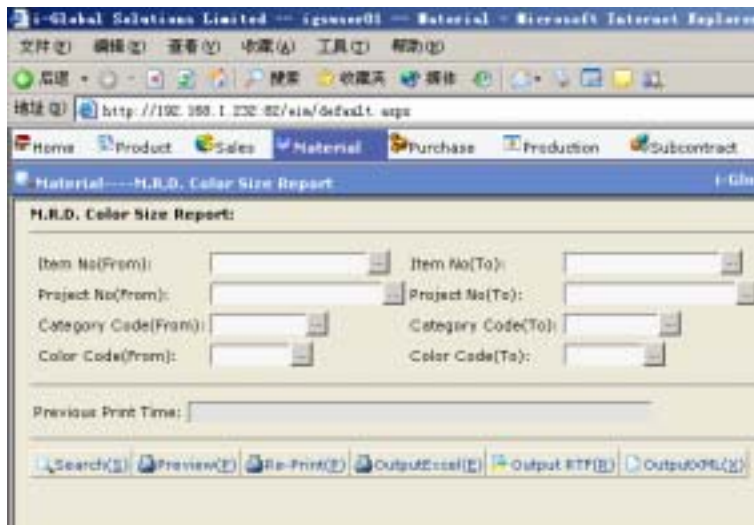
3.9 MRD Detail Report (ALT Item)



Steps:

- 1) In MRP, click **Material Requirement Distribution Detail Report**.
- 2) Click **Preview** button to preview and/or print the report.


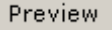
3.10 M.R.B Color Size Report



The screenshot shows a web browser window displaying the 'M.R.B Color Size Report' page. The browser's address bar shows the URL 'http://192.168.1.230:82/sia/defxdt.aspx'. The page has a navigation menu with tabs for 'Home', 'Product', 'Sales', 'Material', 'Purchase', 'Production', and 'Subcontract'. The 'Material' tab is active. The main content area is titled 'M.R.B Color Size Report:' and contains several input fields for search criteria: 'Item No(From):', 'Item No(To):', 'Project No(From):', 'Project No(To):', 'Category Code(From):', 'Category Code(To):', and 'Color Code(From):', 'Color Code(To):'. Below these fields is a 'Previous Print Time:' field. At the bottom of the form, there are buttons for 'Search(S)', 'Preview(P)', 'Re-Print(R)', 'Output Excel(E)', 'Output PDF(F)', and 'Output OML(O)'.

Search a **M.R.B Color Size Report** to preview

Steps:

- 1) In **M.R.P.**, click **M.R.B Color Size Report**.
- 2) Type From/To Item No., Project No., Category Code, Handler or click Pop Up button  to choose.
- 3) Click  button to preview and/or print the report.

3.11 Plan P/O Report

Item No.	Category	Unit	Low Inventory	Unit Price	P/O Date	Short Order Date
PCS-00001	PCS	BU	1	0.00	17/04/2002	-4 17/01/2002
PCS-00001	PCS	BU	2	0.00	11/04/2002	00 11/04/2002
PCS001-AA	PCS	PCS	3	0.00	17/04/2002	-4 17/01/2002
PCS001-E1	PCS	PCS	4	0.00	17/04/2002	-4 17/01/2002
PCS001-AA-E1	PCS	PCS	4	0.00	17/04/2002	-4 17/01/2002
PCS001-AA-E1	PCS	PCS	3	0.00	17/04/2002	-4 17/01/2002

Preview a Plan P/O Report

Steps:

- 1) In **MRP**, click **Plan P/O Report**.
- 2) Type **PPO No.** or click **Pop Up** button to choose the PPO No.
- 3) Click button to preview and/or print the report.

3.12 Supply Reschedule

The screenshot shows the SAP Supply Reschedule report. The main table contains the following data:

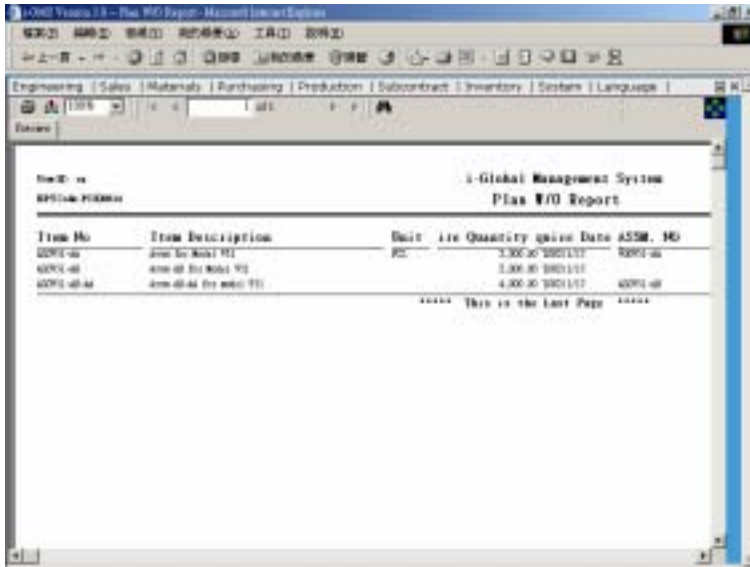
Item No	Category	Group	Line	Order Qty	Request Supply D	Release Date	Request Date	Request Action
1500	190001	MR	1	1000	19/01/2002	19/01/2002	19/01/2002	PLACI 0000
1500	190001	MR	2	1000	19/01/2002	19/01/2002	19/01/2002	PLACI 0000
1500	190001	MR	3	1000	19/01/2002	19/01/2002	19/01/2002	PLACI 0000

Preview a Supply Reschedule

Steps:

- 1) In **MRP**, click **Supply Reschedule**.
- 2) Click **Preview** button to preview and/or print the report.

3.13 Plan Work Order Report



The screenshot shows the SAP Plan Work Order Report interface. The window title is 'SAP - Plan Work Order Report - Material: 4001000000'. The menu bar includes 'Engineering', 'Sales', 'Materials', 'Purchasing', 'Production', 'Subcontract', 'Inventory', 'System', and 'Language'. The main content area displays a table with the following data:

Item No	Item Description	Unit	Qty	Quantity	Open Date	ASMR	MO
400100	Item 400100 (M)	PC	1	1.000	2001101		400100
400100	Item 400100 (M)	PC	1	1.000	2001101		400100
400100	Item 400100 (M)	PC	1	1.000	2001101		400100

Below the table, it says '***** This is the last page *****'.

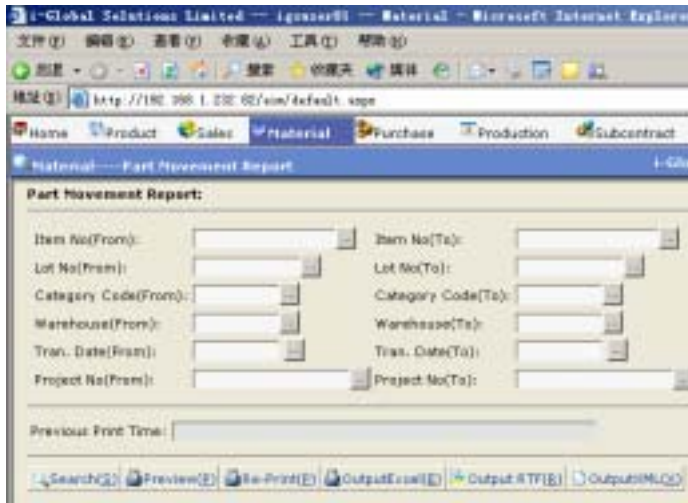
Preview a Plan Work Order Report

Steps:

- 1) In **MRP**, click **Plan Work Order Report**.
- 2) Click **Preview** button to preview and/or print the report.

4 Inventory Report

4.1 Detail Inventory Report



The screenshot displays a web browser window with the URL <http://192.168.1.202:82/aim/default.asp>. The browser's address bar shows the URL. The page title is "Material - Part Movement Report". The main content area is titled "Part Movement Report:" and contains several input fields arranged in two columns. Each field has a small dropdown arrow next to it, indicating a search or selection function. The fields are: Item No(From):, Item No(To):, Lot No(From):, Lot No(To):, Category Code(From):, Category Code(To):, Warehouse(From):, Warehouse(To):, Tran. Date(From):, Tran. Date(To):, Project No(From):, Project No(To):. Below these fields is a "Previous Print Time:" field. At the bottom of the form, there is a row of buttons: Search(S), Preview(P), Print(P), OutputExcel(E), OutputRTF(F), and OutputMLD(D).

Preview an Detail Inventory Report

Steps:

- 1) In **Detail Inventory Report**, Type the information → Click **Search** button.
- 2) Click **Preview** button to preview and/or print the report.

4.2 Summary Inventory Report

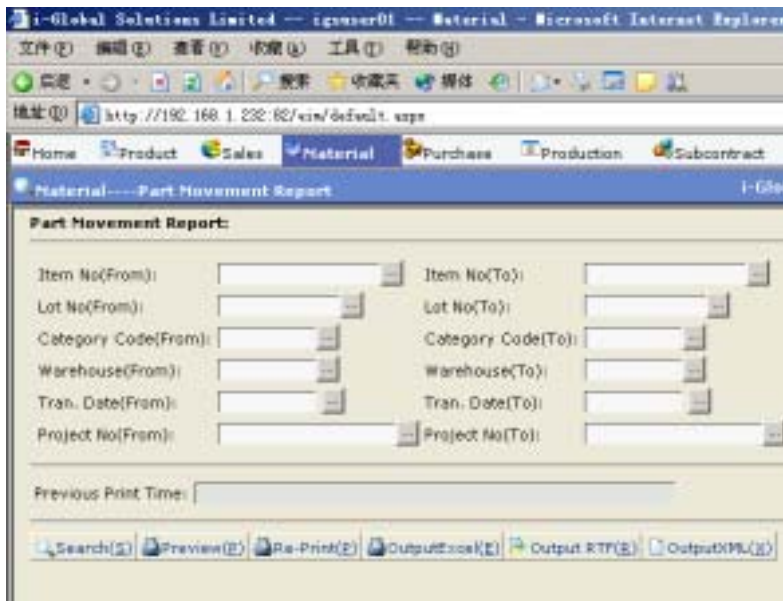


Preview an Summary Inventory Report

Steps:

- 1) In **Summary Inventory Report**, Type the information → Click **Search** button.
- 2) Click **Preview** button to preview and/or print the report.

4.3 Part Movement Report



The screenshot shows a web browser window displaying the 'Part Movement Report' form. The browser title is 'Global Solutions Limited - sgmsmr01 - Material - Microsoft Internet Explorer'. The address bar shows 'http://192.168.1.232:82/cim/default.aspx'. The navigation menu includes Home, Product, Sales, Material, Purchase, Production, and Subcontract. The form title is 'Material---- Part Movement Report'. The form contains the following fields:

Item No(From):	<input type="text"/>	Item No(To):	<input type="text"/>
Lot No(From):	<input type="text"/>	Lot No(To):	<input type="text"/>
Category Code(From):	<input type="text"/>	Category Code(To):	<input type="text"/>
Warehouse(From):	<input type="text"/>	Warehouse(To):	<input type="text"/>
Tran. Date(From):	<input type="text"/>	Tran. Date(To):	<input type="text"/>
Project No(From):	<input type="text"/>	Project No(To):	<input type="text"/>

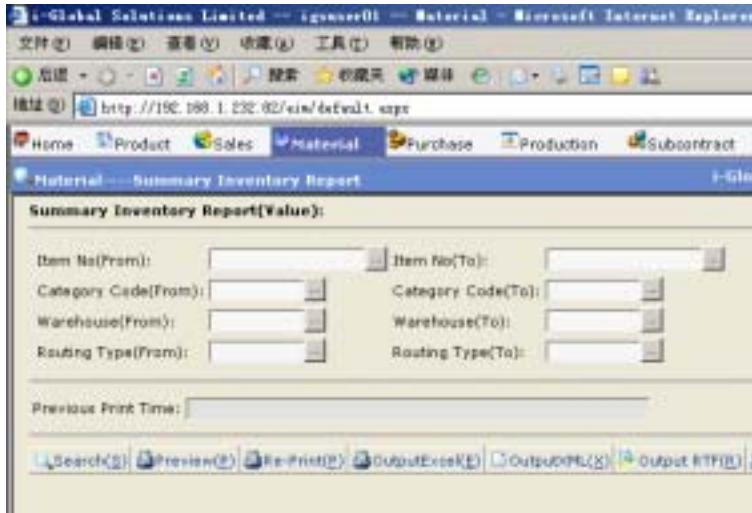
Below the form is a 'Previous Print Time:' field and a row of buttons: Search(S), Preview(P), Re-Print(R), Output Excel(E), Output RTP(R), and Output XML(X).

Preview a Part Movement Report

Steps:

- 1) In *Summary Inventory Report*, Type the information → Click **Search** button.
- 2) Click **Preview** button to preview and/or print the report.

4.4 Part Summary Inventory Report



The screenshot shows a web browser window displaying the 'Material Summary Inventory Report' page. The page title is 'Material Summary Inventory Report'. Below the title, there is a section labeled 'Summary Inventory Report(Value):'. This section contains several input fields for filtering the report: 'Item No(From):', 'Item No(To):', 'Category Code(From):', 'Category Code(To):', 'Warehouse(From):', 'Warehouse(To):', 'Routing Type(From):', and 'Routing Type(To):'. Below these fields is a 'Previous Print Time:' field. At the bottom of the form, there is a row of buttons: 'Search(K)', 'Preview(P)', 'Re-Print(R)', 'Output Excel(E)', 'Output PDF(X)', and 'Output RTF(F)'. The browser's address bar shows the URL 'http://192.168.1.232:82/eim/default.aspx'.

Preview a Summary Inventory Report

Steps:

- 1) In **Summary Inventory Report**, Type the information → Click **Search** button.
- 2) Click **Preview** button to preview and/or print the report.

5 Sales Forecast

5.1 Sales Forecast Maintenance

The screenshot shows a web-based form titled "S/F Entry" within a Microsoft Internet Explorer browser. The browser's address bar shows "http://192.168.1.100:8080/". The form is part of a system with a menu bar including "Engineering", "Sales", "Materials", "Purchasing", "Production", "Subcontract", "Inventory", and "System". The form fields are as follows:



Region Code	HK	Customer Code	STEVEN
Company Code	JGS	Require Date	2002/3/21
Ship To Code	NY	Salesman	STEVEN
Currency	HKD	Exchange Rate	1
Remark			
S/F Prefix	SF	Entry By	SA
Entry Date	2002/1/21	Entry Time	15:31





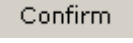
A "Confirm" button is located at the bottom left of the form.

a) Master File

Create a Sales Forecast in Master File

Steps:

- 1) In **Sales Forecast**, click **S/F Maintenance**.
- 2) Click **AddNew** button.
- 3) Type **S/F No.** → press **Tab**.
- 4) Click the **Pop Up** button  from the **Customer Code** field → double click the **Customer Code** you want to choose.
- 5) Type **Request Date** → press **Tab**.
- 6) Click the **Pop Up** button  from the **Company Code** field → double click the **Company Code** you want to choose.

- 7) Click the **Pop Up** button  from the **Region Code** field → double click the **Region Code** you want to choose.
- 8) Click the **Pop Up** button  from the **Currency** field → double click the **Currency** you want to choose.
- 9) Click the **Pop Up** button  from the **Salesman** field → double click the **Salesman** you want to choose.
- 10) Type **Exchange Rate** → press **Tab**.
- 11) Click the **Pop Up** button  from the **Delivery To** field → double click the **Delivery To** you want to choose.
- 12) Type **Remark** if required.
- 13) Press  button.

Search a Sales Forecast No.

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *S/F No. Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *S/F No. Table*; or
- 3) Click **the next page** button to find the record in the next page of the *S/F No. Table*; or
- 4) Click **the last page** button to find the record in the last page of the *S/F No. Table*.

Update a Sales Forecast in Master File

Steps:

- 1) To Update an existing *Sales Forecast*, click the **Pick** button on the left of the **S/F No.** you want to update. (or use the search function to search a *S/F No.*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

Delete a Sales Forecast in Master File

Steps:

- 1) To delete an existing *Sales Forecast*, click the **Pick** button on the left of the **S/F No.** you want to delete → click **Delete** button. (or use the search function to search a *S/F No.*)
- 2) Click **OK** button to confirm the process.

Print a Sales Forecast

- 1) To print a *Sales Forecast*, click the **Pick** button on the left of the **S/F No.** you want to print → click **Print** button to print the *Sales Forecast*.





Approve a Sales Forecast

Steps:

- 1) To approve a *Sales Forecast*, click the **Pick** button on the left of the **S/F No.** you want to approve → click **Approval** button to approve the *Sales Forecast*.

b) Detail File**Add detail information in Sales Forecast**

Steps:

- 1) In **Sales Forecast**, click **S/F Maintenance**.
- 2) Click **Detail File**.
- 3) Click **AddNew** button.
- 4) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose
- 5) Click the **Pop Up** button  from the **Region Code.** field → double click the **Region Code** you want to choose
- 6) Type **Req Qty**, **Request Date** and **Unit Price** → press **Tab**.
- 7) Click the **Pop Up** button  from the **Work Centre** field → double click the **Work Centre** you want to choose
- 8) Click the **Pop Up** button  from the **Purchase Type** field → double click the **Purchase Type** you want to choose
- 9) Type **Remark** and/or Tick **Exposure** check box if required.
- 10) Click **Confirm** button.

Search a Sales Forecast**Method 1:**

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *S/F Line Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *S/F Line Table*; or
- 3) Click **the next page** button to find the record in the next page of the *S/F Line Table*; or
- 4) Click **the last page** button to find the record in the last page of the *S/F Line Table*.


Update detail information in Sales Forecast

Steps:

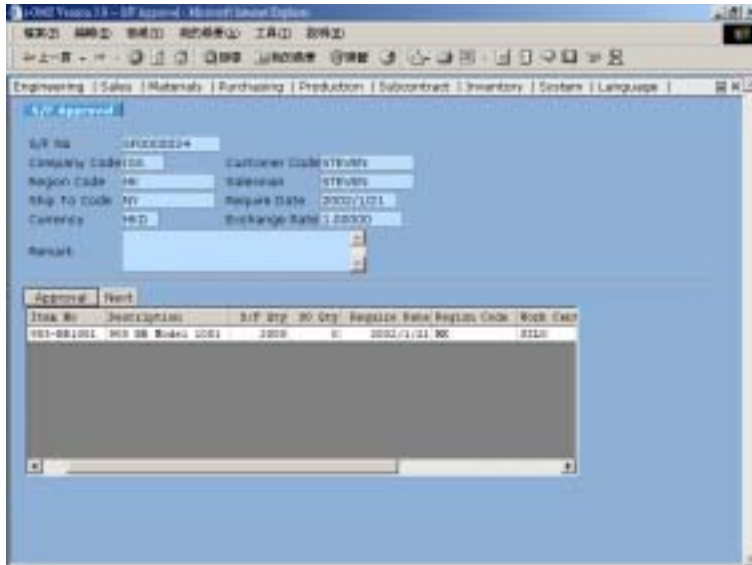
- 1) In **Sales Forecast**, click **S/F Maintenance**.
- 2) Click **Detail File**.
- 3) Click the **Pick** button on the left of the **S/F Line** you want to update. (or use the search function to search a *S/F Line*)
- 4) Click button and then amend the data.
- 5) Click button to confirm the input.

Delete detail information in Sales Forecast

Steps:

- 1) In **Sales Forecast**, click **S/F Maintenance**.
- 2) Click **Detail File**.
- 3) Click the **Pick** button on the left of the **S/F Line** you want to delete → click  button. (or use the search function to search a *S/F Line*.)
- 4) Click **OK** button to confirm the process.

5.2 Sales Forecast Approval5



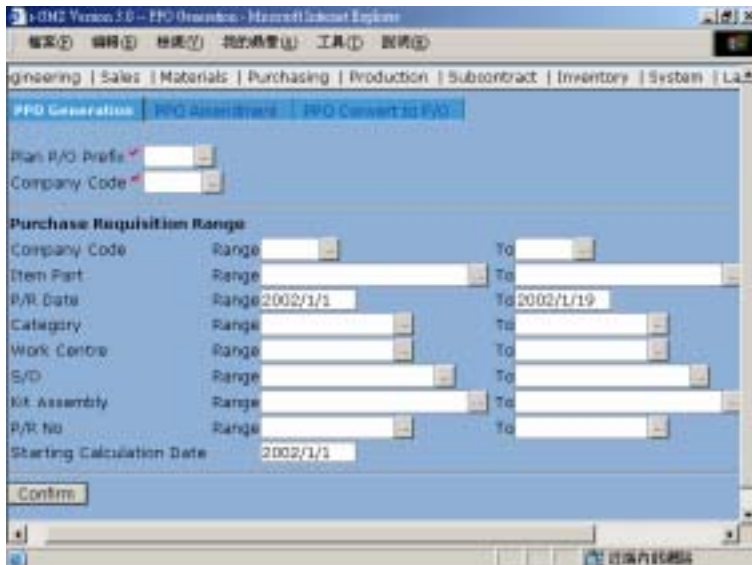
Approve a Sales Forecast

Steps:

- 1) In **Sales Forecast**, click **S/F Approval**.
- 2) Click the **Pick** button on the left of the **S/F No.** that you want to approve.
- 3) Click **Approval** button to approve the *Sales Forecast*.





6 Purchase Requisition





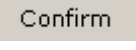
6.1 Planned Purchase Order Generation



Generate a Planned Purchase Order

Steps:

- 1) In **Purchase Requisition**, click **PPO Generation**.
- 2) Click the **Pop Up** button  from the **Plan P/O Prefix** field → double click the **Plan P/O Prefix** you want to choose → press **Tab**.
- 3) Click the **Pop Up** button  from the **Company Code** field → double click the **Company Code** you want to choose → press **Tab**.
- 4) In **Purchase Requisition Range**, click the **Pop Up** button  from the **Range From/To Company Code** field → double click the **Company Code** you want to choose.
- 5) Click the **Pop Up** button  from the **Range From/To Item No.** field → double click the **Item No** you want to choose.
- 6) Type **Range From/To P/R Date**.

- 7) Click the **Pop Up** button  from the **Range From/To Category Code** field → double click the **Category Code** you want to choose.
- 8) Click the **Pop Up** button  from the **Range From/To Work Centre** field → double click the **Work Centre** you want to choose.
- 9) Click the **Pop Up** button  from the **Range From/To S/O No.** field → double click the **S/O No.** you want to choose.
- 10) Click the **Pop Up** button  from the **Range From/To P/R No.** field → double click the **P/R No.** you want to choose → press **Tab**.
- 11) Type **Work Order Date** if required.
- 12) Click  button.



6.2 Planned Purchase Order Amendment



First of all, you need to read a *Planned Purchase Order Number* before you accept or abort a *Vendor Code* of the selected *Planned Purchase Order Number*.

Read a Planned Purchase Order Number

Steps:

- 1) In **Purchase Requisition**, click **PPO Amendment**.
- 2) Click the **Pop Up** button  from the **PPO No.** field → double click the **PPO No.** you want to choose → click  button.

Search a Vendor Code

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Vendor Code Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Vendor Code Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Vendor Code Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Vendor Code Table*.

Update a Planned Purchase Order**Steps:**

- 1) After you read the *PPO No.*, click the **Pick** button on the left of the **Line** you want to update. (or use the search function to search a *Line*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.

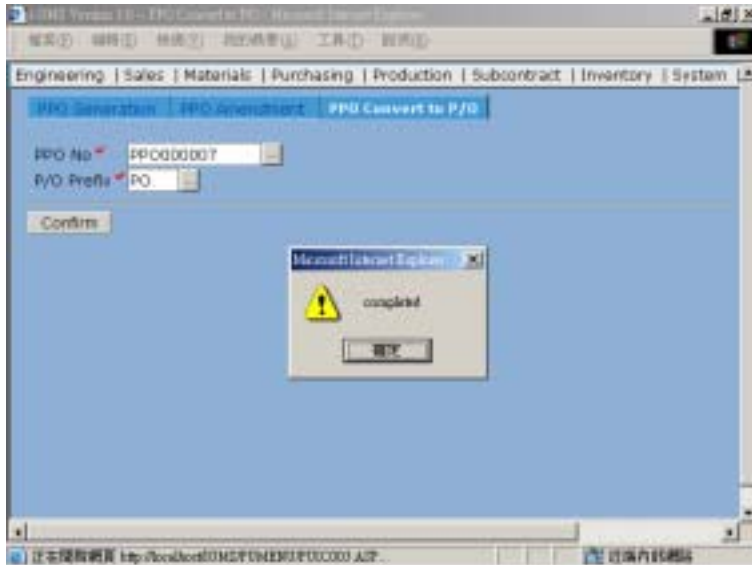
Accept a Vendor Code**Steps:**

- 1) After you read the *PPO No.*, click on the **Vendor Code** you want to Accept → click **Accept** button.

Abort a Vendor Code**Steps:**




- 1) After you read the *PPO No.*, click on the **Vendor Code** you want to Abort → click **Abort** button.

6.3 Planned Purchase Order Convert to Purchase Order



Convert Planned Purchase Order to Purchase Order

Steps:

- 1) In **Purchase Requisition**, click **PPO Generation** or **PPO Amendment** → click **PPO Convert to P/O**.
- 2) Click the **Pop Up** button  from the **PPO No.** field → double click the **PPO No.** you want to choose.
- 3) Click the **Pop Up** button  from the **P/O Prefix** field → double click the **P/O Prefix** you want to choose.
- 4) Click  button.





6.4 Purchase Requisition Maintenance



a) Master File

Create a new Purchase Requisition in Master File

Steps:

- 1) In **Purchase Requisition**, click **P/R Maintenance**.
- 2) Click **AddNew** button.
- 3) Click the **Pop Up** button  from the **P/R Prefix** field → double click the **P/R Prefix** you want to choose.
- 4) Click the **Pop Up** button  from the **Company Code** field → double click the **Company Code** you want to choose.
- 5) Click the **Pop Up** button  from the **Assembly No.** field → double click the **Item No.** you want to choose.
- 6) Type the **P/R Req Date**.
- 7) Click the **Pop Up** button  from the **Work Centre** field → double click the **Work Centre** you want to choose.

- 8) Type the **P/R Req Qty**.
- 9) Type **Remarks** if required.
- 10) Click button.

Search a P/R No.

Method 1:

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *P/R No. Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *P/R No. Table*; or
- 3) Click **the next page** button to find the record in the next page of the *P/R No. Table*; or
- 4) Click **the last page** button to find the record in the last page of the *P/R No. Table*.

Update a Purchase Requisition in Master File

Steps:

- 1) To Update an existing *P/R No.*, click the **Pick** button on the left of the **P/R No.** you want to update. (or use the search function to search an *P/R No.*)
- 2) Click button and then amend the data.
- 3) Click button to confirm the input.

Delete a Purchase Requisition in Master File

Steps:

- 1) To delete an existing *P/R No.*, click the **Pick** button on the left of the **P/R No.** you want to delete → click **Delete** button. (or use the search function to search an *P/R No.*)
- 2) Click **OK** button to confirm the process.

Print a Purchase Requisition

Steps:

- 1) To print a *Purchase Requisition*, click the **Pick** button on the left of the **P/R No.** you want to print → click **Print** button to print the *Purchase Requisition*.

b) Detail File**Add detail information in Purchase Requisition**

Steps:

- 1) In **Purchase Requisition**, click **P/R Maintenance**.
- 2) Click **Detail File**.
- 3) Click **AddNew** button.
- 4) Click the **Pop Up** button **...** from the **Item No.** field → double click the **Item No.** you want to choose.
- 5) Type **Q/P(Inv)**, **P/R Req Qty** and **P/R Req Date**.
- 6) Click **Confirm** button to confirm the input.

Search an Assembly No.**Method 1:**

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Assembly No. Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Assembly No. Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Assembly No. Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Assembly No. Table*.

Update detail information in Purchase Requisition

Steps:

- 1) In **Purchase Requisition**, click **P/R Maintenance**.
- 2) Click **Detail File**.
- 3) Click the **Pick** button on the left of the **Assembly No.** you want to update. (or use the search function to search an *Assembly No.*)
- 4) Click **Update** button and then amend the data.
- 5) Click **Confirm** button to confirm the input.

Delete detail information in Purchase Requisition

Steps:

- 1) In **Purchase Requisition**, click **P/R Maintenance**.
- 2) Click **Detail File**.
- 3) Click the **Pick** button on the left of the **Assembly No.** you want to delete → click **Delete** button. (or use the search function to search an *Assembly No.*)
- 4) Click **OK** button to confirm the process.

Delete all detail information in Purchase Requisition

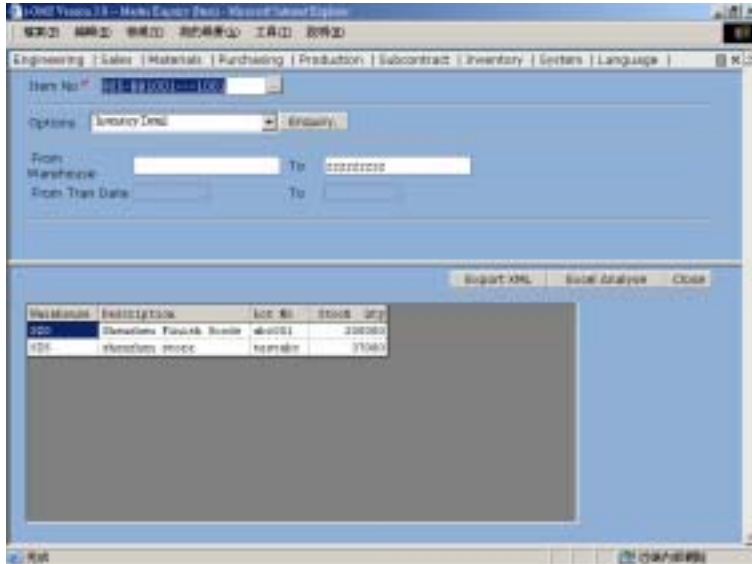
Steps:

- 1) In **Purchase Requisition**, click **P/R Maintenance**.
- 2) Click **Detail File**.
- 3) Click **DeleteALL** button to delete all **Assembly Numbers** of *Purchase Requisition*.
- 4) Click **OK** button to confirm the process.


7 Enquiry

Enquiry can help to retrieve data on screen instantly according to various criteria.

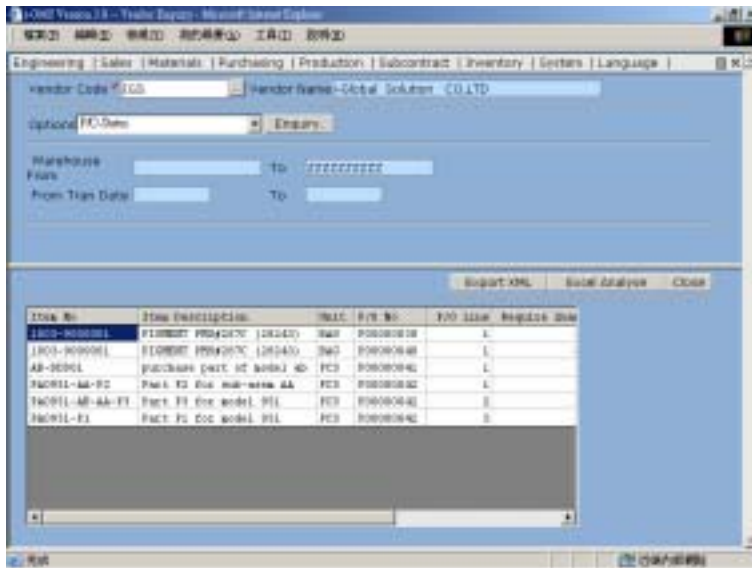
7.1 Item Master Enquiry




Steps:

- 1) In **Enquiry File**, click **Item Master Enquiry**.
- 2) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose → press **Tab**.
- 3) Type **From/To Warehouse** if required.
- 4) Type **From/To Tran Date** if required.
- 5) Select **Options** from the **Pull Down** menu → click **Enquiry** button.

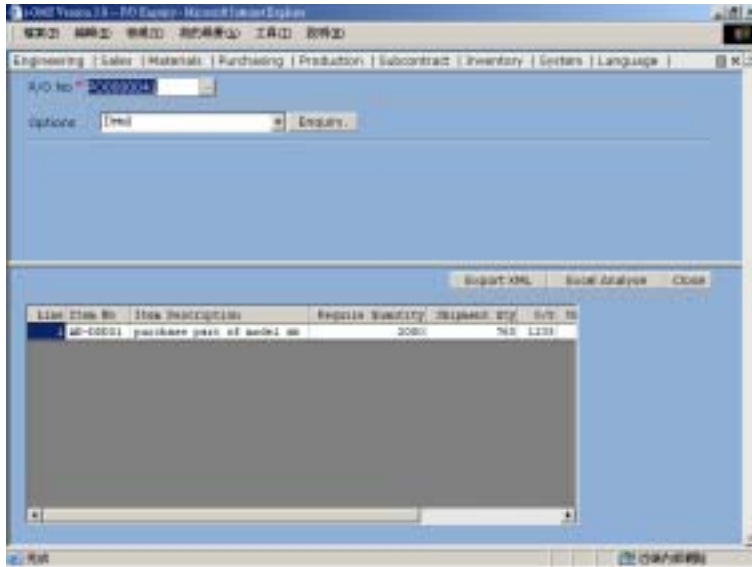
7.2 Vendor Master Enquiry




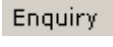
Steps:

- 1) In **Enquiry File**, click **Vendor Master Enquiry**.
- 2) Click the **Pop Up** button  from the **Vendor Code** field → double click the **Vendor Code** you want to choose → press **Tab**.
- 3) Type **From/To Warehouse** if required.
- 4) Type **From/To Tran Date** if required.
- 5) Select **Options** from the **Pull Down** menu → click **Enquiry** button.

7.3 Purchase Order Transaction Enquiry



Steps:

- 1) In **Enquiry File**, click **P/O Transaction Enquiry**.
- 2) Click the **Pop Up** button  from the **P/O No.** field → double click the **P/O No.** you want to choose → press **Tab**.
- 3) Select **Options** from the **Pull Down** menu → click  button.

8 Report

All the reports in the Materials Management System can be:



- Enquired
- Retrieved
- Previewed
- Text Searched
- Printed/Faxed/E-mailed
- Exported

The following are the list of reports in the Materials Management System:

- a) Master File List
- b) Customer List
- c) Item Report
- d) BOM Report
- e) Where Used Report
- f) Alternate Item Report
- g) Outstanding Purchase Order Report


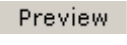
a) Master File List

Steps:

- 1) In **Report File**, click **Master File List**.
- 2) Select one of the following **Options**:
 - Vendor Report
 - Primary Quotation Report
 - Purchase Order Prefix Report
 - Ship-To Report
 - Vendor-Item Report
 - Buyer Report
 - Currency Report
 - Debit / Credit Note No. Prefix
- 3) e.g. Vendor Report, type **From/To Vendor Code** or click **Pop Up** button  to choose the *Vendor Code*.
- 4) Click  button to preview and/or print the report.



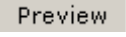
b) Customer List

Steps:

- 1) In **Report File**, click **Customer List**.
- 2) Type **From/To Customer Code** or click **Pop Up** button  to choose the *Customer Code*
- 3) Click  button to preview and/or print the report.



c) Item Report

Steps:

- 1) In **Report File**, click **Item Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the *Item No.*
- 3) Type **From/To Category** or click **Pop Up** button  to choose the *Category Code*.
- 4) Type **From/To Description**.
- 5) Select **Printing Sequence** from **Pull Down** menu.
- 6) Click  button to preview and/or print the report.



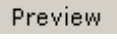
d) BOM Report

Steps:

- 1) In **Report File**, click **BOM Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the *Item No.*
- 3) Select **Options** from **Pull Down** menu.
- 4) Click  button to preview and/or print the report



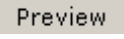
e) Where Used Report

Steps:

- 1) In **Report File**, click **Where Used Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the *Item No.*
- 3) Type **From/To Category** or click **Pop Up** button  to choose the *Category Code*.
- 4) Click  button to preview and/or print the report









f) Alternate Item Report

Steps:

- 1) In **Report File**, click **Alternate Item Report**.
- 2) Type **From/To Item No.** or click **Pop Up** button  to choose the *Item No.*
- 3) Type **From/To Category** or click **Pop Up** button  to choose the *Category Code*.
- 4) Click  button to preview and/or print the report

g) O/S P/O Report

Steps:

- 1) In **Report File**, click **Customer List**.
- 2) Type **From/To Assembly No.** or click **Pop Up** button  to choose the *Assembly No.*
- 3) Type **From/To Category** or click **Pop Up** button  to choose the *Category Code*.
- 4) Type **From/To Item No.** or click **Pop Up** button  to choose the *Item No.*
- 5) Type **From/To Require Date**.
- 6) Type **From/To P/O No.** or click **Pop Up** button  to choose the *P/O No.*
- 7) Type **From/To P/R No.** or click **Pop Up** button  to choose the *P/R No.*
- 8) Type **From/To Buyer** or click **Pop Up** button  to choose the *Buyer*.
- 9) Type **From/To Vendor Code** or click **Pop Up** button  to choose the *Vendor Code*.
- 10) Type **From/To Company Code** or click **Pop Up** button  to choose the *Company Code*.
- 11) Select **Options** from **Pull Down** menu.
- 12) Select **Printing Sequence** from **Pull Down** menu.

- 13) Click **Preview** button to preview and/or print the report

9 Number Prefix

The following are the list of number prefix in the Material Management System:

- a) Purchase Requisition Prefix
- b) Purchase Requisition Prefix List
- c) Sales Forecast Prefix
- d) Sales Forecast Prefix List

a) Purchase Requisition Prefix

Create a new Purchase Requisition Prefix

Steps:

- 1) In **Number Prefix**, click **P/R Prefix**.
- 2) Click **AddNew** button.
- 3) Type **Prefix, Prefix Description** and **Initial No.**
- 4) Click **Confirm** button to confirm the input.

Search a Prefix**Method 1:**

Steps:

- 1) Select a **Field** from the **Pull Down** menu → type the search criteria.
- 2) Click **Search** button.

Method 2:

Step:

- 1) Click **the first page** button to find the records in the first page of the *Prefix Table*; or
- 2) Click **the previous page** button to find the record in the previous page of the *Prefix Table*; or
- 3) Click **the next page** button to find the record in the next page of the *Prefix Table*; or
- 4) Click **the last page** button to find the record in the last page of the *Prefix Table*.

Update a Purchase Requisition Prefix

Steps:

- 1) To Update an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to update. (or use the search function to search a *Prefix*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.


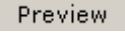
Delete a Purchase Requisition Prefix

Steps:

- 1) To delete an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to delete. . (or use the search function to search a *Prefix*)
- 2) Click **OK** button to confirm the process.

b) Purchase Requisition Prefix List***Preview a P/R Prefix List***

Steps:

- 1) In **Number Prefix**, click **P/R Prefix. List**.
- 2) Type **From/To P/R Prefix** or click **Pop Up** button  to choose the *P/R Prefix*
- 3) Click  button to preview and/or print the report.

c) Sales Forecast Prefix***Create a new Sales Forecast Prefix***

Steps:

- 1) In **Number Prefix**, click **S/F Prefix**.
- 2) Click **AddNew** button.
- 3) Type **Prefix, Prefix Description** and **Initial No.**
- 4) Click **Confirm** button to confirm the input.

Update a Sales Forecast Prefix

Steps:

- 1) To Update an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to update. (or use the search function to search a *Prefix*)
- 2) Click **Update** button and then amend the data.
- 3) Click **Confirm** button to confirm the input.


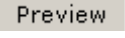
Delete a Sales Forecast Prefix

Steps:

- 1) To delete an existing **Prefix**, click the **Pick** button on the left of the **Prefix** you want to delete. . (or use the search function to search a *Prefix*)
- 2) Click **OK** button to confirm the process.

d) Sales Forecast Prefix List***Preview a S/F Prefix List***

Steps:

- 1) In **Number Prefix**, click **S/F Prefix. List**.
- 2) Type **From/To Prefix** or click **Pop Up** button  to choose the *Prefix*.
- 3) Click  button to preview and/or print the report.