***i* -Global System**

# Material Management System User Manual

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***i*-Global System**

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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. |
| *Italics* | 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:<br>Menu Name → Option Name<br>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 | AddNew | To add a new entry. |
| Approval | Approval | To approve a transaction process. |
| Cancel | × | To end current process. |
| Cancel | Cancel | To cancel an entry. |
| Confirm | Confirm | To confirm an entry. |
| Delete | Delete | To delete a record. |
| Delete All | DeleteALL | To delete all records. |
| Enquiry | Enquiry | To begin an enquiry process. |
| Export | Export | To export data into a specific format file. |
| Next | Next | To next record. |
| Pop Up | ... | To display the selection list. |
| Preview | Preview | To preview a retrieved data/report. |
| Process | Process | To begin a process. |
| Retrieve | Retrieve | To retrieve a selected record. |
| Submit | Submit | To submit an entry. |
| Update | 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

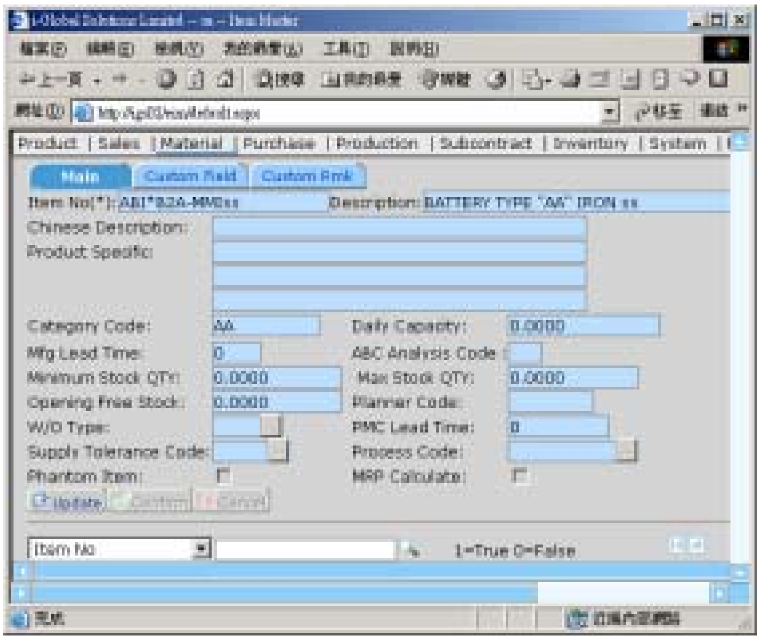
Terms and meanings of material management are described as follows:

| Terms | Definitions |
|---|---|
| **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. |

| Terms | Definitions |
|---|---|
| **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:

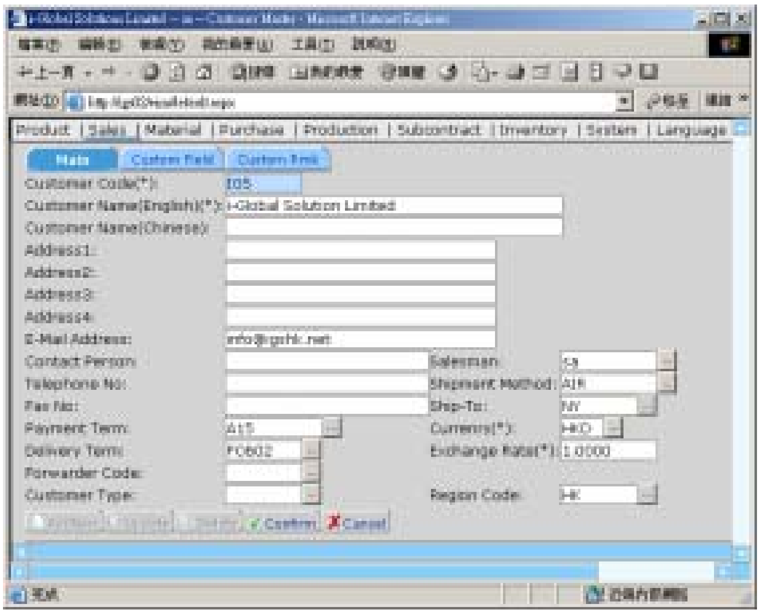
1) In **Master File**, click **Item File**.

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:

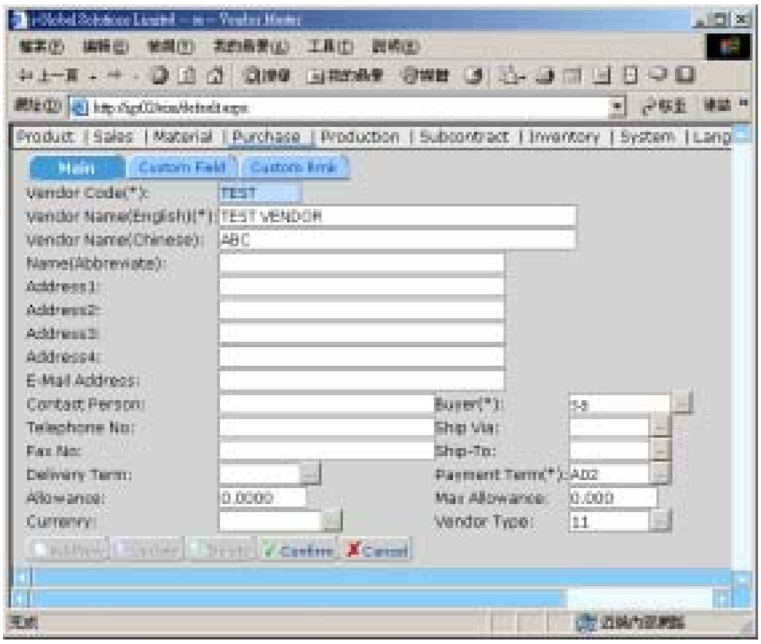
1) Select a **Field** from the **Pull Down** menu→ type the search criteria.
2) Click **Search** button.

**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 

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.

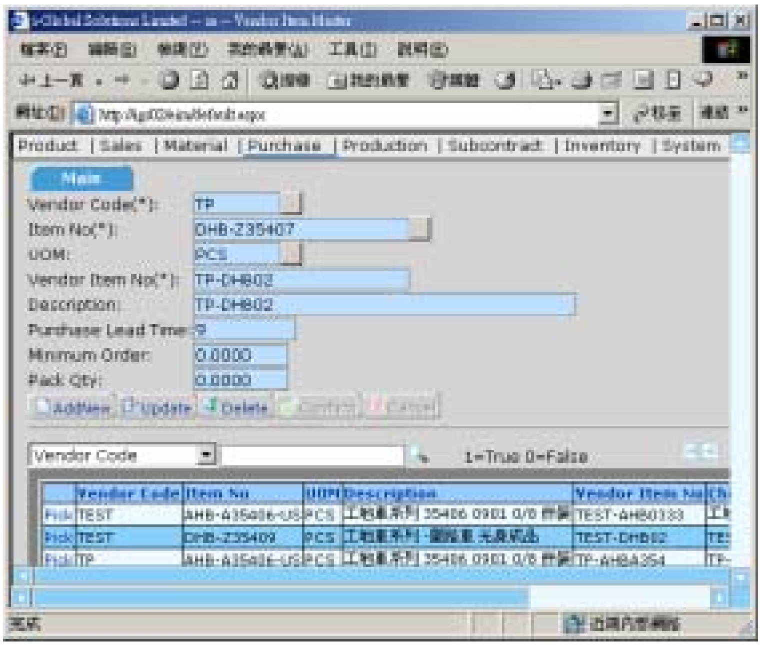
8) Click the **Pop Up** button ... from the **Payment Term** field → double click the **Payment Term** you want to choose.

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 Confirm 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 he **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.

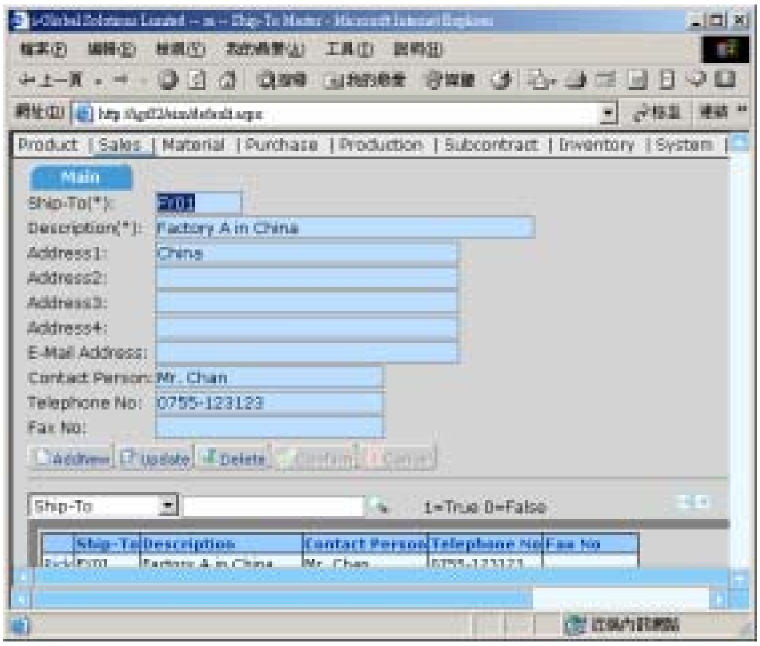
***Delete all Item Numbers***

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.

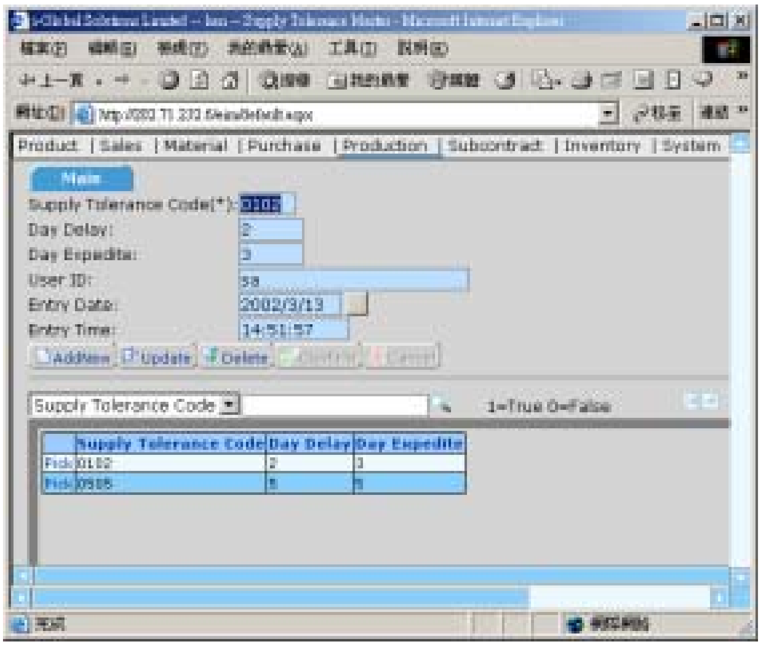
***Delete a Delivery To***

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




***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.

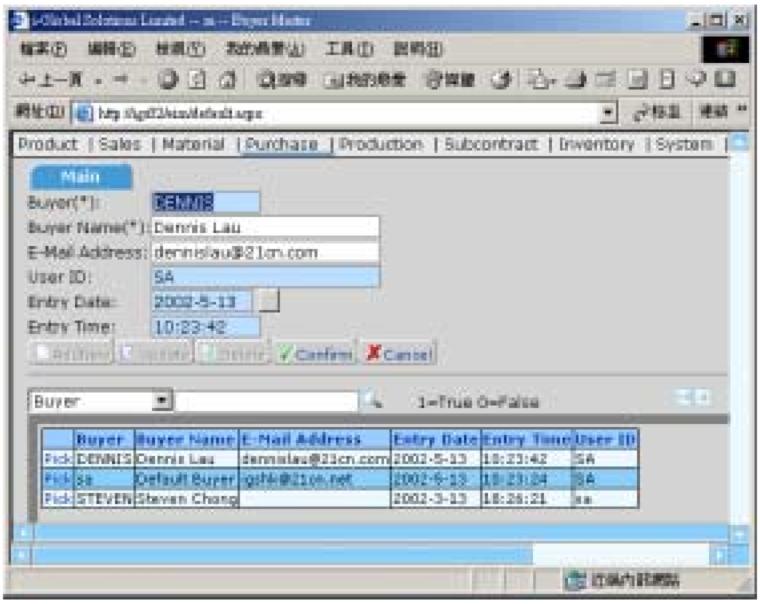
### *Delete a Supply Tolerance Code*

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:

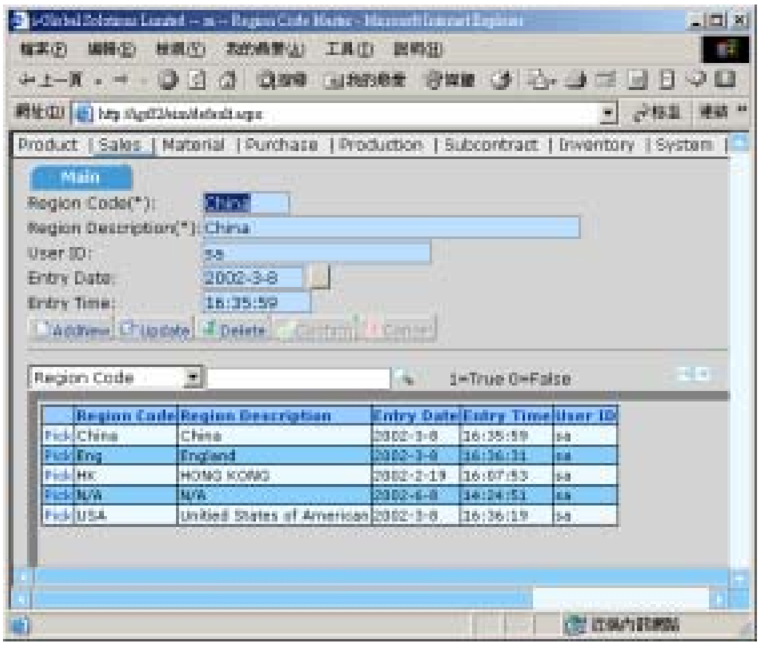
1) To update an existing *Buyer*, click the **Pick** button on the left of the **Buyer** you want to update. (or use the search function to search a *Buyer* )
2) Click Update button and then amend the data.
3) Click Confirm button to confirm the input.

***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 

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.

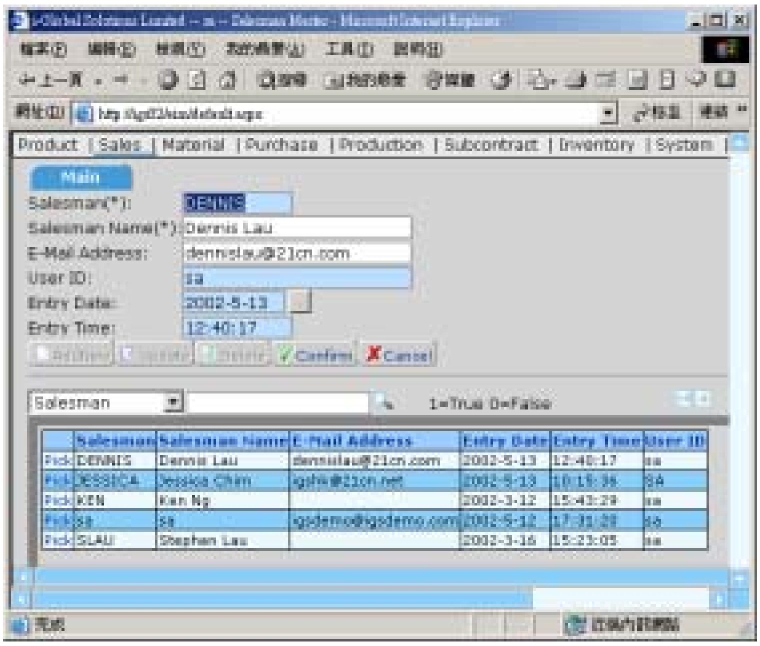
***Delete a Region Code***

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:

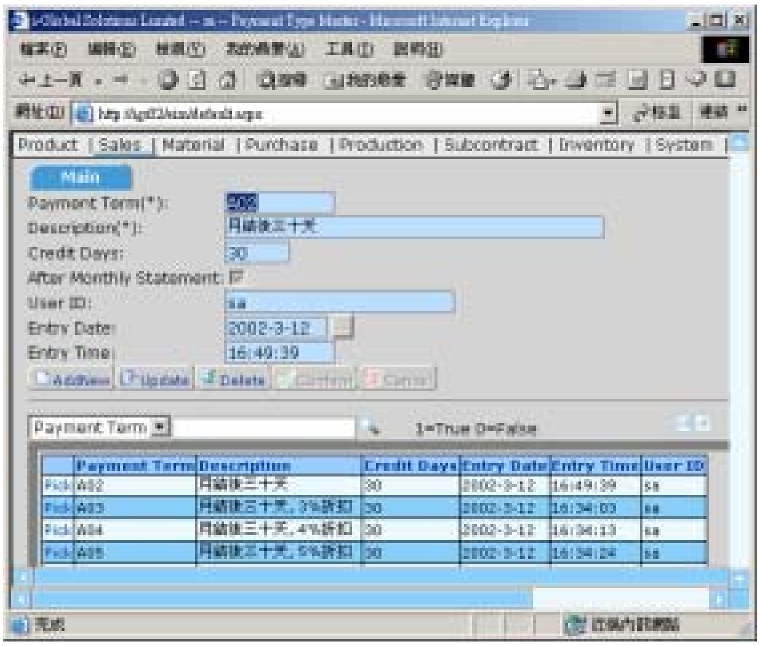
1) To Update an existing *Buyer,* click the **Pick** button on the left of the **Buyer** you want to update. (or use the search function to search a *Buyer* )
2) Click Update button and then amend the data.
3) Click Confirm button to confirm the input.

***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 

button and then amend the data.
3) Click 

button to confirm the input.

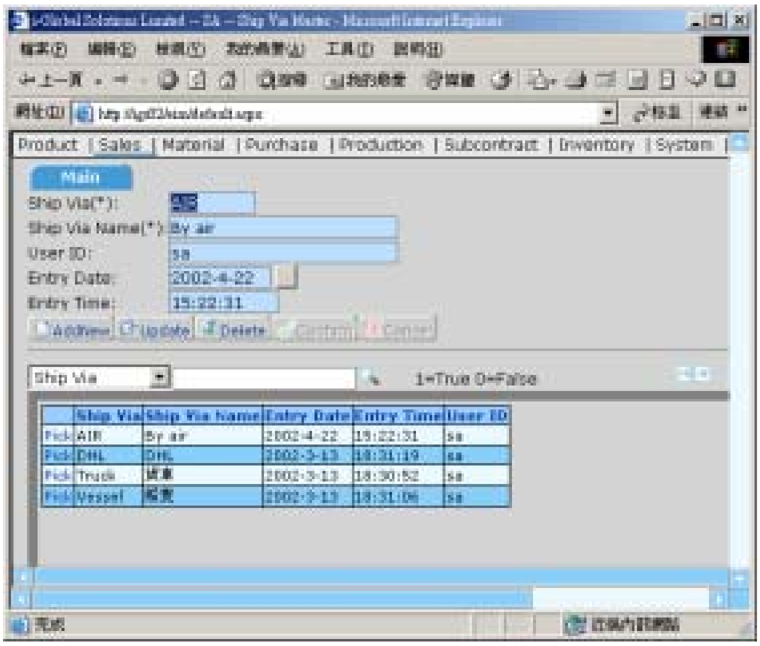
***Delete Payment Term***

Steps:

1) To delete an existing *Payment Term*, click the **Pick** button on the left of the **Payment Term** you want to delete → click  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

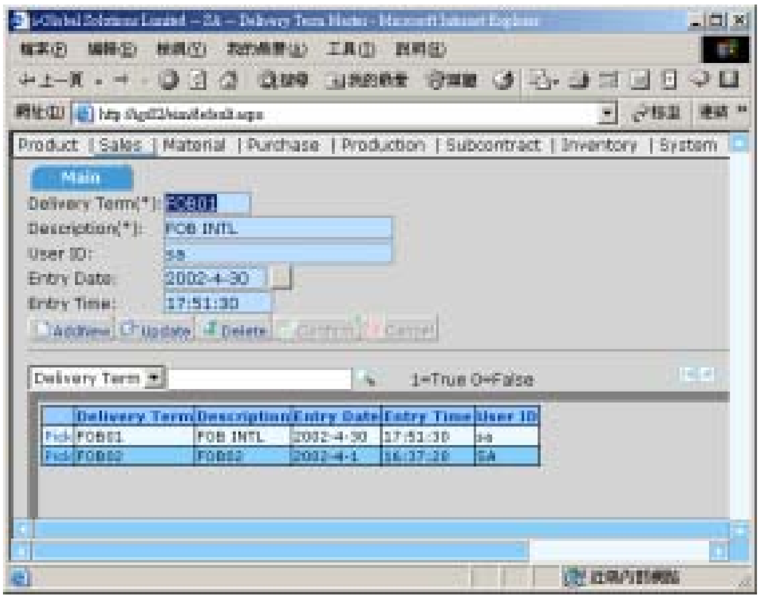
***Delete a Ship Via***

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.

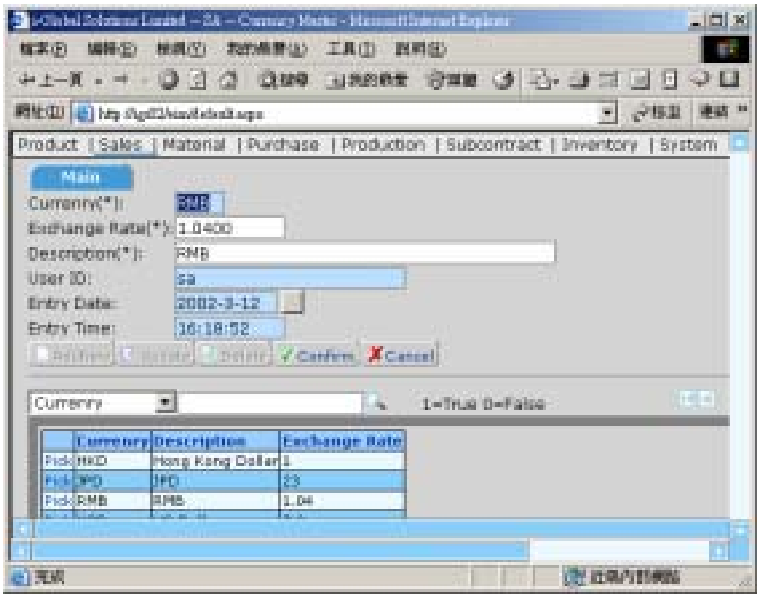
***Delete a Delivery Term***

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***

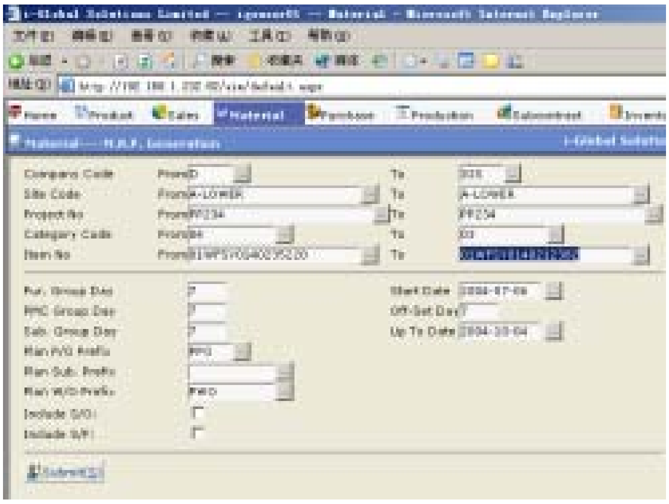
Steps:

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.

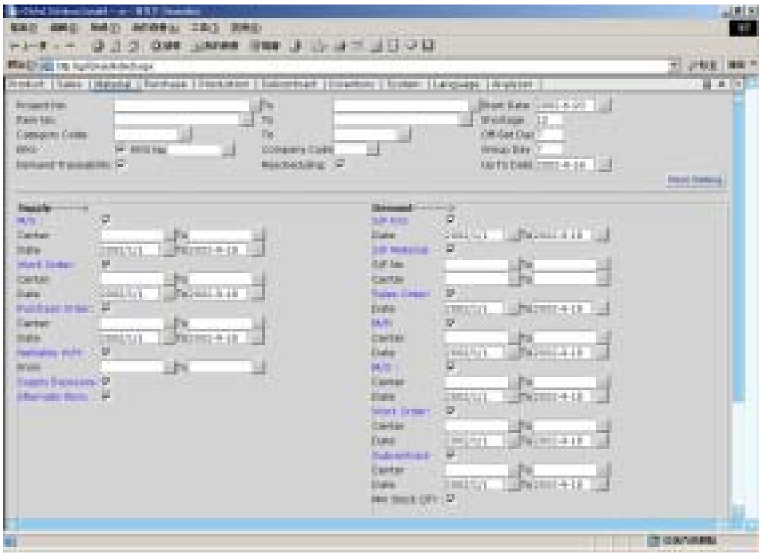
15) Type Group Day if required.

16) Tick Demand Traceability and/or Rescheduling if required.

17) Type Up To Date if required.

18) Click Submit 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.

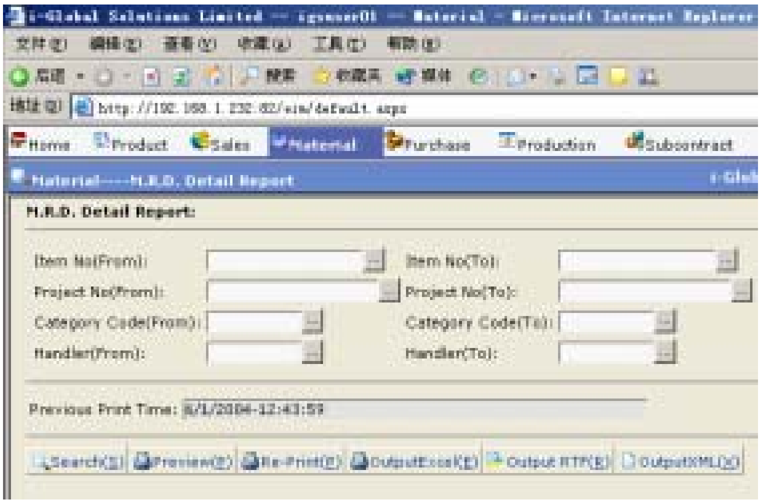
11) Type **Group Day** if required.

12) Tick **Demand Traceability** and/or **Rescheduling** if required.

13) Type **Up To Date** if required.

14) Click Submit button.

## 3.3 M.R.D Detail Report




***Preview a MRD Detail Report***

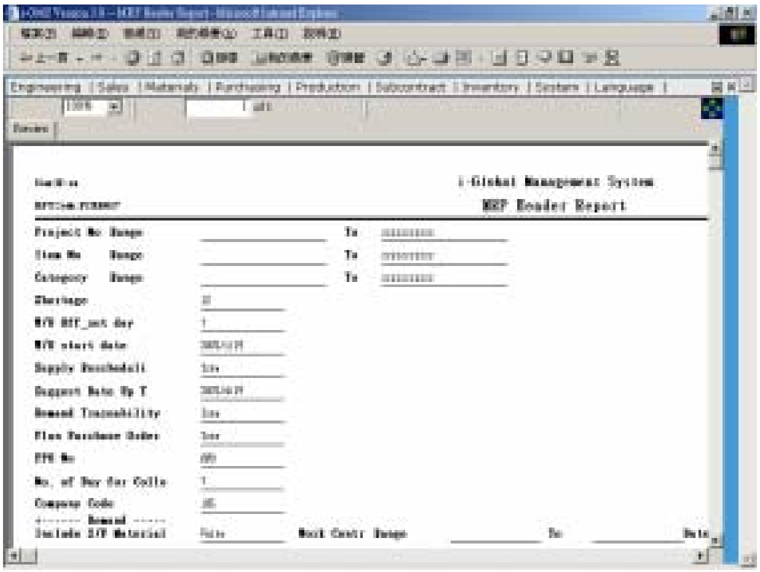
Steps:

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 Preview button to preview and/or print the report..

## 3.4 MRP Header Report




***Preview a MRP Header Report***

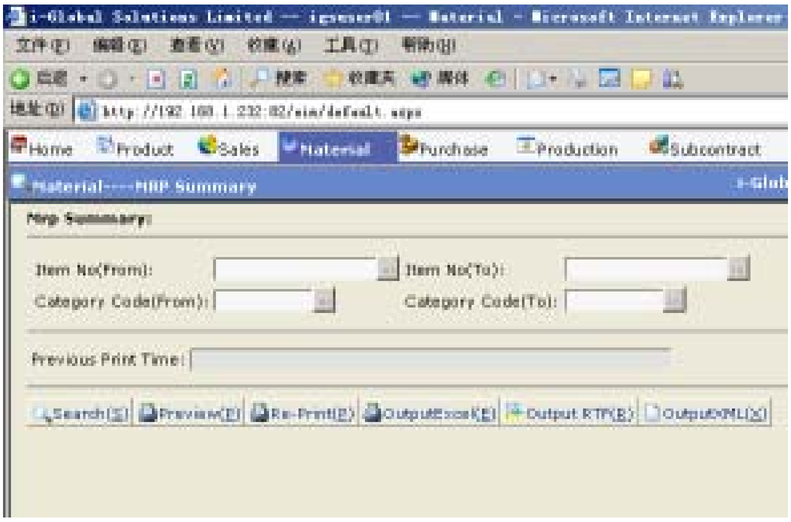
Steps:

1) In **MRP**, click **MRP Header Report**.

2) Click 

button to preview and/or print the report.

## 3.5 M.R.P Summary



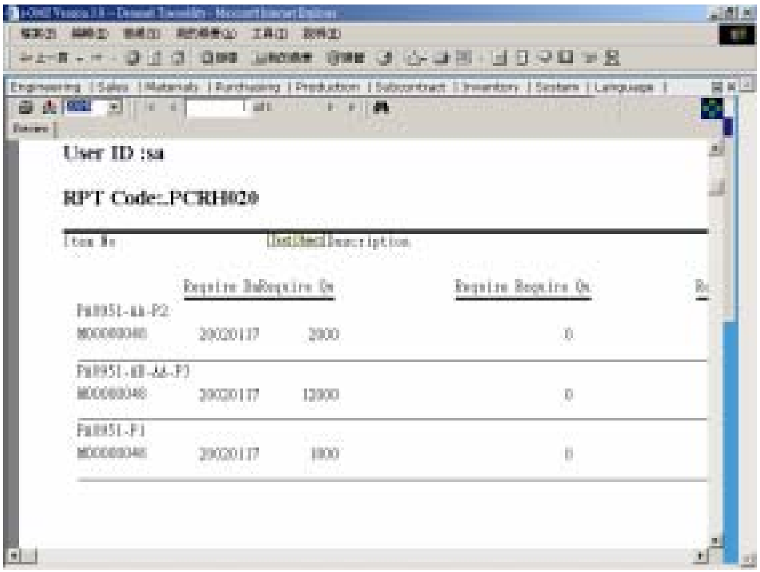

Steps:

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 Preview button to preview and/or print the report.

## 3.6 Demand Traceability




***Preview a Demand Traceability***

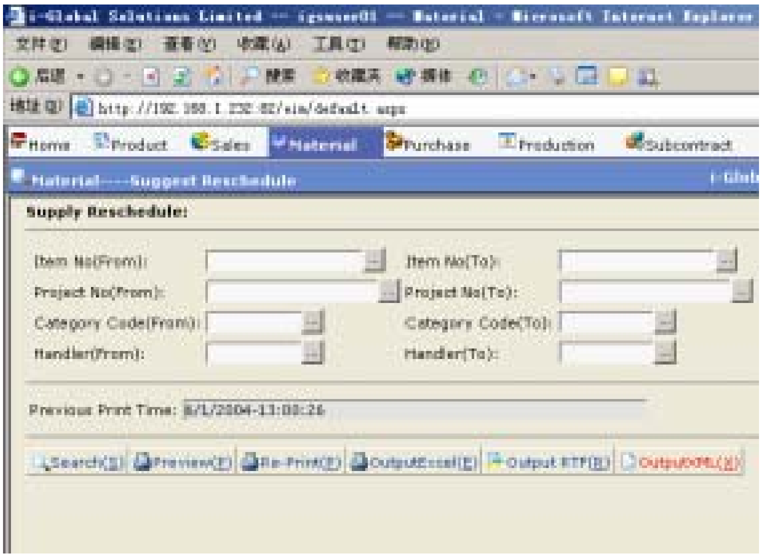
Steps:

1) In **MRP**, click **Demand Traceability**.

2) Click 

button to preview and/or print the report.

## 3.7 Suggest Schedule



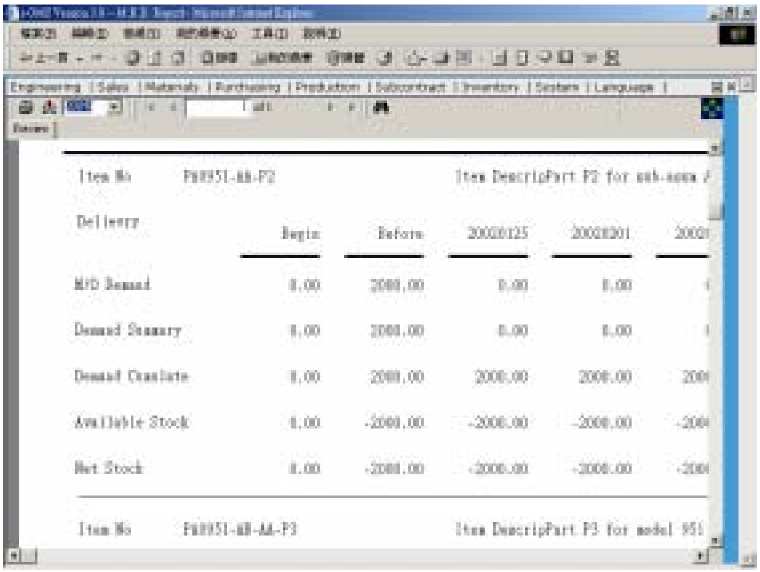

Steps:

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 Preview button to preview and/or print the report.

## 3.8 Material Requirement Distribution Report




***Preview a Material Requirement Distribution Report***

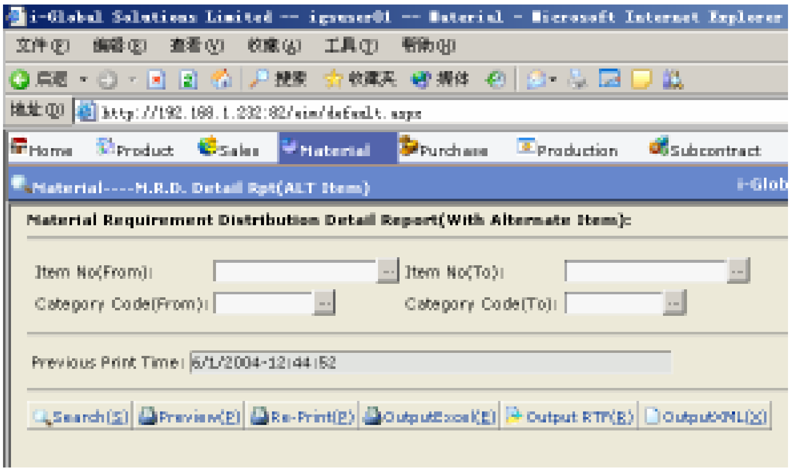
Steps:

1) In **MRP**, click **Material Requirement Distribution Report**.

2) Click 

button to preview and/or print the report.

## 3.9 MRD Detail Report (ALT Item)

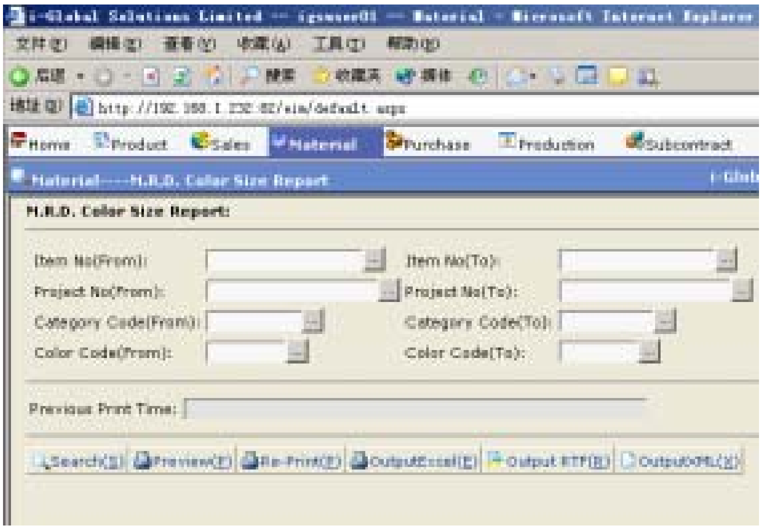



Steps:

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




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

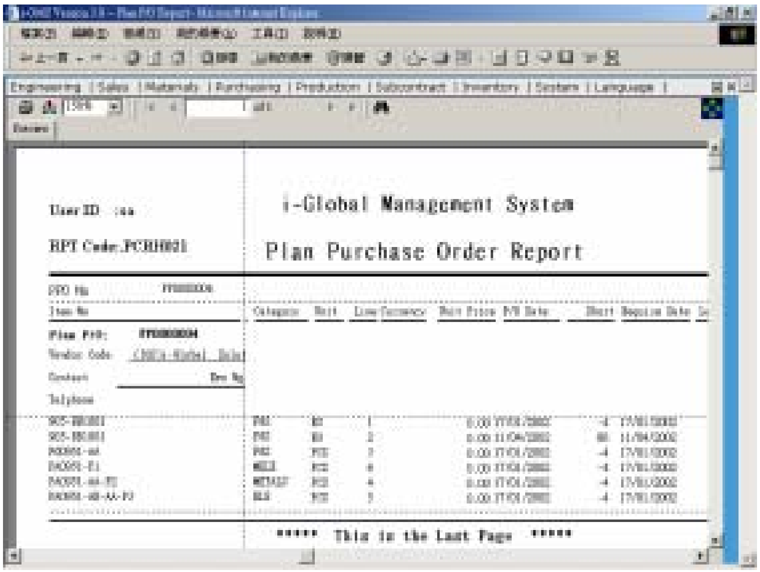
Steps:

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 Preview button to preview and/or print the report.

## 3.11 Plan P/O Report




***Preview a Plan P/O Report***

Steps:

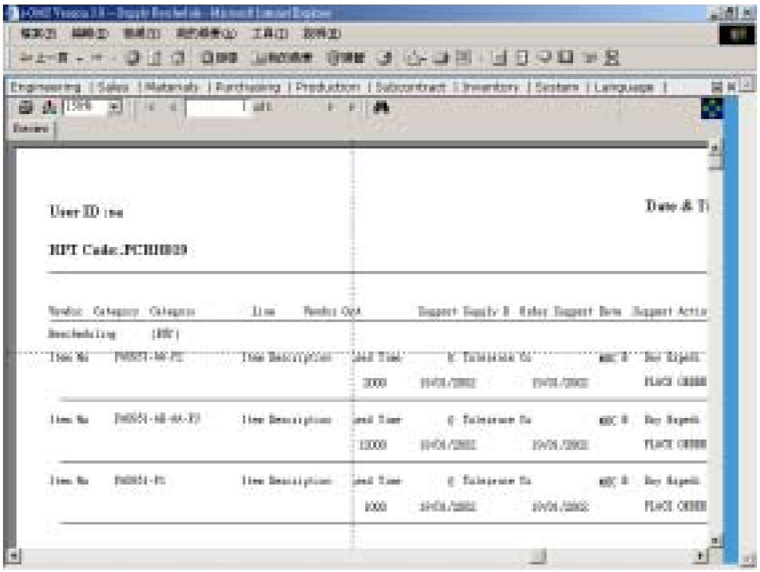
1) In **MRP**, click **Plan P/O Report**.

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



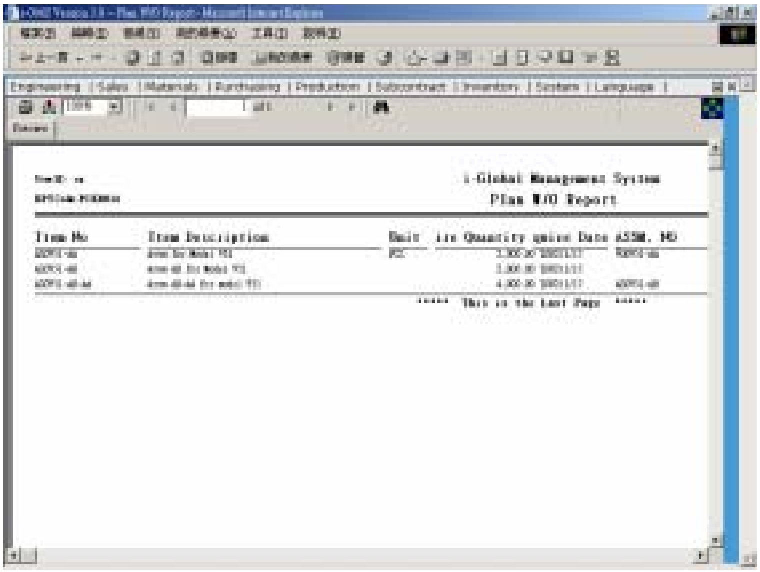
***Preview a Supply Reschedule***

Steps:

1) In **MRP**, click **Supply Reschedule**.

2) Click Preview button to preview and/or print the report.

## 3.13 Plan Work Order Report



***Preview a Plan Work Order Report***

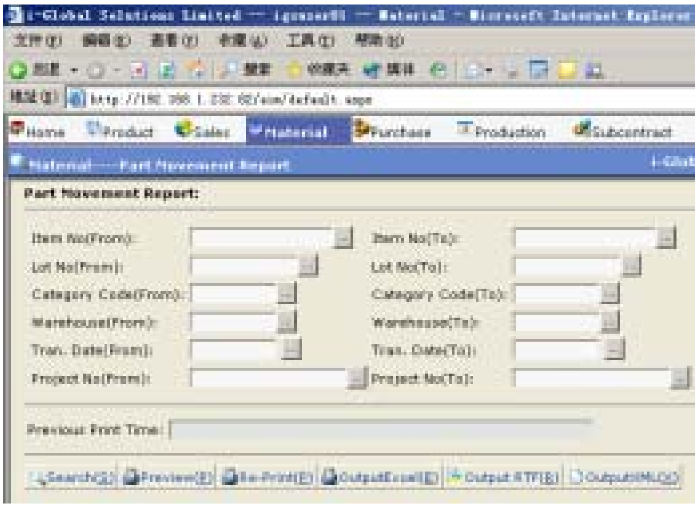
Steps:

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




***Preview an Detail Inventory Report***

Steps:

1) In **Detail Inventory Report**, Type the information→ Click **Search** button.

2) Click 

button to preview and/or print the report.

## 4.2 Summary Inventory Report

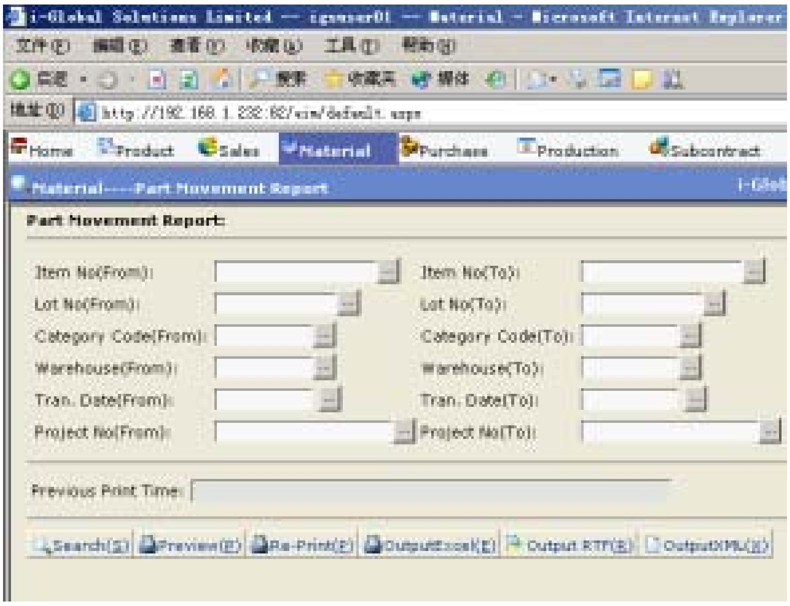

***Preview an Summary Inventory Report***

Steps:

1) In ***Summary Inventory Report***, Type the information→ Click **Search** button.

2) Click  button to preview and/or print the report.

## 4.3 Part Movement Report



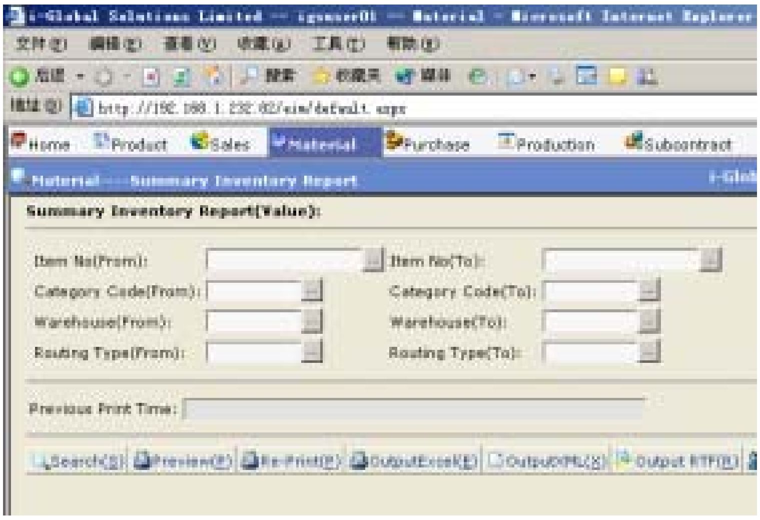

***Preview a Part Movement Report***

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




***Preview a Summary Inventory Report***

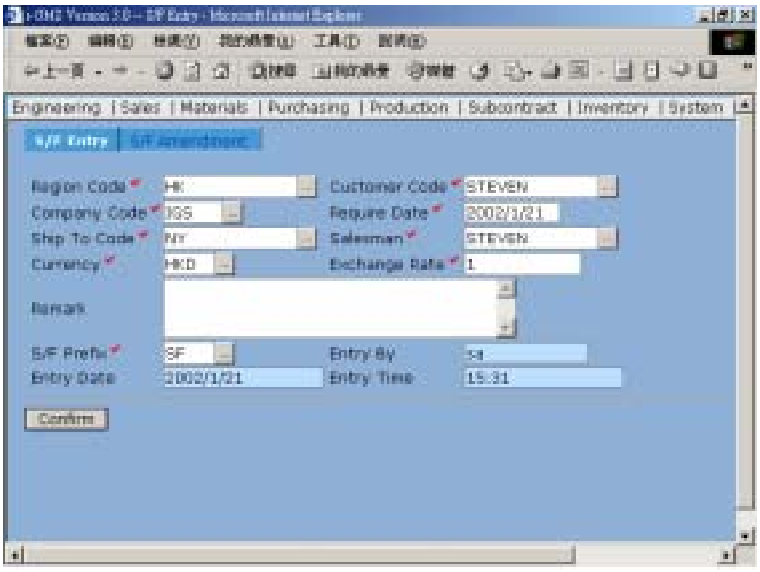
Steps:

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




***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 Confirm 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 

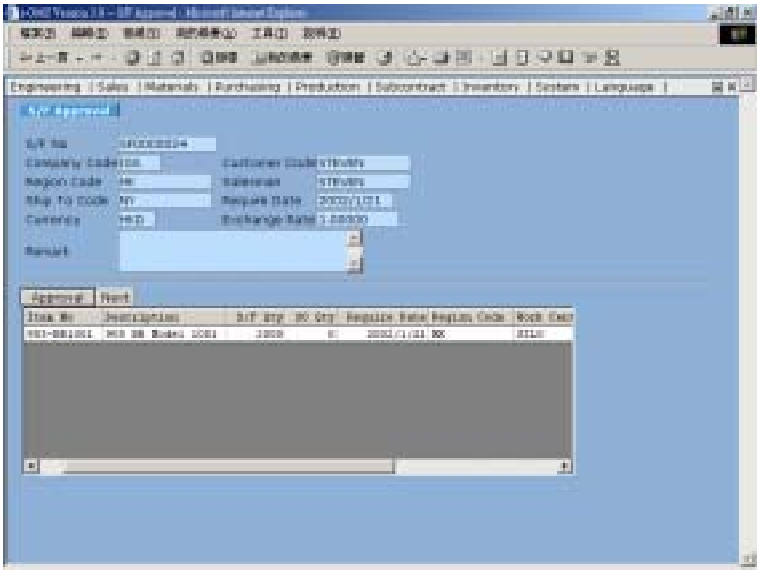
button to confirm the input.

***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 Delete 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**.

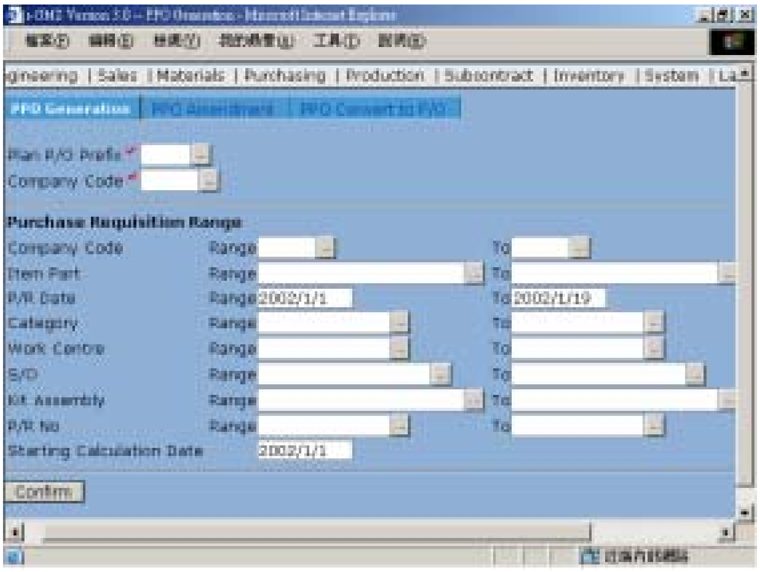
2) Click the **Pick** button on the left of the **S/F No.** that you want to approve.

3) Click 

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 Confirm 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 Retrieve 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:

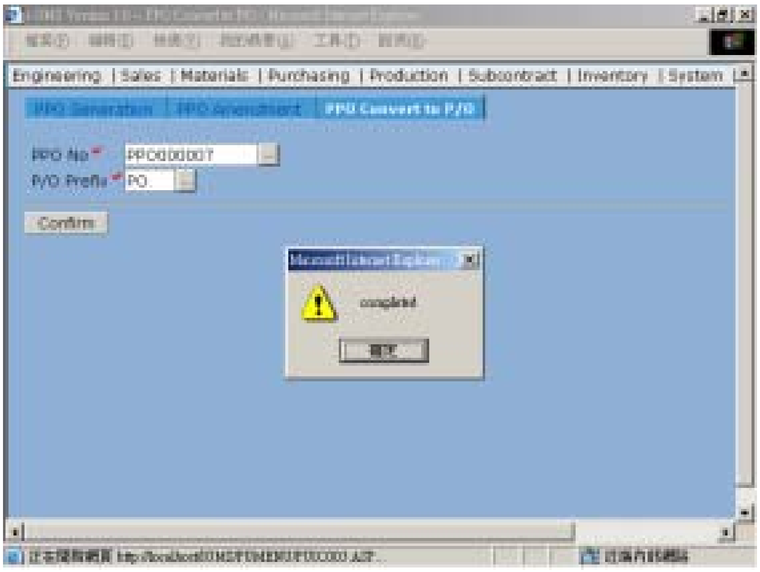
1) After you read the *PPO No.*, click on the **Vendor Code** you want to Accept → click Accept button.

***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:

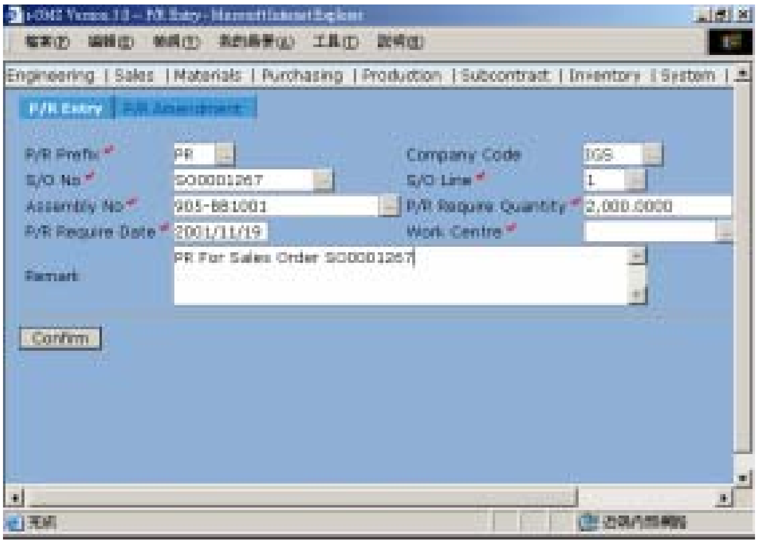
1) In **Purchase Requisition**, click **PPO Generation** or **PPO Amendment** → click **PPO Convert to P/O**.

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 Confirm 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 Confirm 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 Update button and then amend the data.

3) Click Confirm 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***

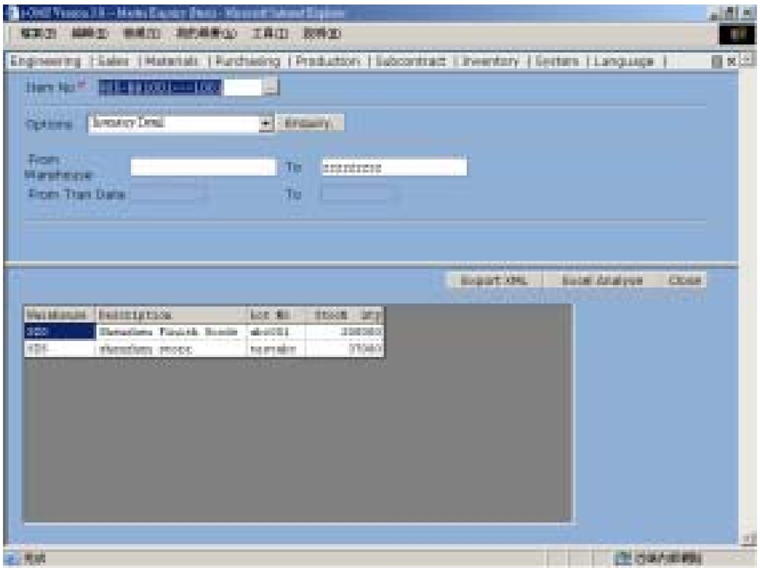
Steps:

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.**

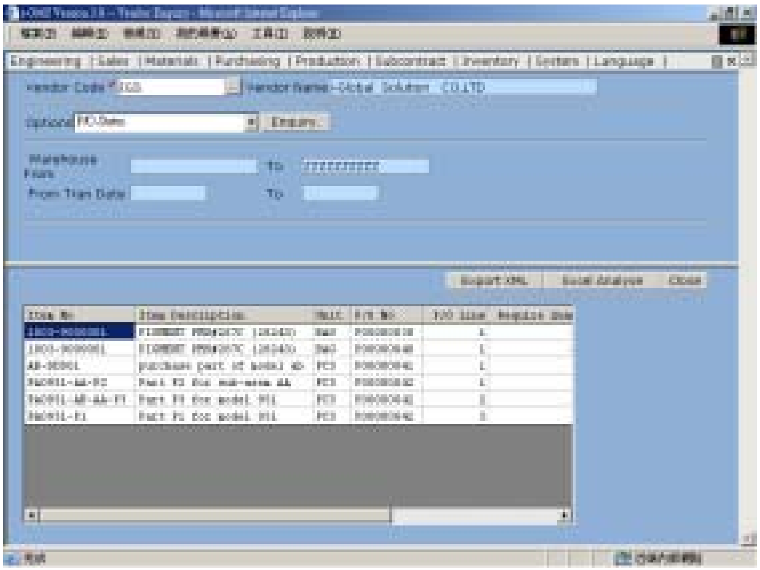
2) Click the **Pop Up** button  from the **Item No.** field → double click the **Item No.** you want to choose → press **Tab**.

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**.

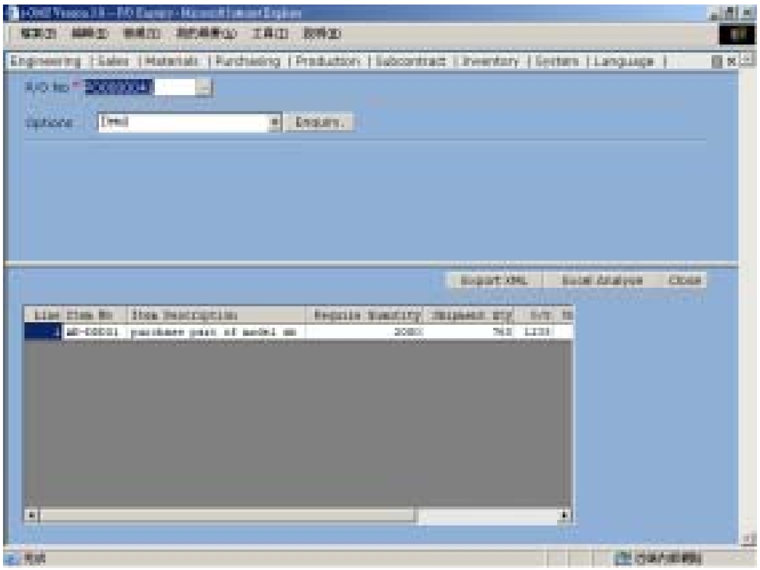
3) Type **From/To Warehouse** if required.

4) Type **From/To Tran Date** if required.

5) Select **Options** from the **Pull Down** menu → click 

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 Enquiry 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 Preview 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 Preview 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.