ACCOUNTFLEX

Bill of Materials

The System To Account On

TABLE OF CONTENTS
CONTENTS

1. INTRODUCTION

1.1 Overview

The Bill of Materials system maintains material and labor requirements for manufactured inventory items. These manufactured inventory items are referred to as bill-of-material items or BOM items. BOM items can have up to 10 levels of subassemblies with each level having one or more component inventory items.

The Sales Order system commits and reduces inventory for component items. In addition, the Sales Order system allows users to override component prices and select alternate component items. Chapter 4 shows how this is done within the Sales Order system.

1.2 Features

The Bill of Materials system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Allows up to 10 levels of subassemblies.

- Allows alternate subassemblies and subassembly cost overrides when entering orders or invoices.

- Commits inventory for subassembly items at sales order time.

- Provides where-used and subassembly reports.

- Provides cost and price estimates for any BOM item.

- Provides work order processing.

- Allows extensive on-screen inquiries such as where-used, and component listings.

- Maintains clear and concise audit trails showing source, transaction date, entry date, posting dates, descriptions, and all original document reference codes (i.e. vendor code, invoice number, etc.).

- Performs automatic error trapping to ensure data integrity.

- Includes comprehensive user manuals, on-screen help, on-screen report viewing, sample data and a menu-driven user interface.

2. HOW TO GET STARTED

2.1 Overview

This chapter describes the setup procedures for the Bill of Materials System. These procedures are performed only once.
The instructions given in this chapter assume you have already setup the Inventory system.

2.2 Setup System-wide Control File

The first file you need to update is the System-wide Control File. Select the **System-wide Control File** option on the Master
Menu. The following screen will appear.

```
                                                                 sysfile
┌─────────────────────────────────────────────────────────────────────────┐
│ ACCOUNTFLEX          System-Wide Control File           Date: 07/23/07    │
│                                                                           │
│   Company Widget Company                  Version                         │
│     Addr1 1000 Technology Way               Phone (415)340-0220           │
│     Addr2                                     Fax                          │
│      City Burlingame                        TaxID                         │
│     State CAv Zip 94010       Country  v  E-Mail info@infoflex.com         │
│                                                                           │
│   Modules: AR    AP    GL   SALES   PO   INVENTORY  PAYROLL   BOM  JOBCOST │
│   Installed Y     Y     Y     Y     Y        Y         Y       Y     N     │
│             Multiple(Y/N)  Format  Default    Reference Name  Reference Abbrev│
│   Divisions      Y           L       1        Division          Div       │
│   Warehouses     Y           L       A        Warehouse         Whs       │
│   Customer Subs  N           L                                            │
│   Vendor Subs    N           L                                            │
│   Code Formats: G/L Account 3    3    0    0         Delimiter -           │
│        Customer L         Vendor L        Employee L      Inventory L      Job R│
│          Invoice R            Purchase Order R                A/P Invoice L │
│   Inventory Costing Method W   (R=Replacement,S=Standard,W=Weighted Average)│
│                                                                           │
│ F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  ^F3  ^F4  ^F5  ^F6│
│ Save Help                     Prev Next Frst Last                Form Sec  │
└─────────────────────────────────────────────────────────────────────────┘
```

Set the **Modules Installed: BOM** flag to 'Y' then press the **SAVE** key to return to the menu.

2.3 Setup Bill of Materials Control File

This section describes how to set up the Bill of Materials control file. This control file is used for defining parameters that
apply throughout the Bill of Materials System.

From the master menu, select the menu option **Bill of Materials**. The bill of materials menu will then appear as follows.

```
ACCOUNTFLEX                  Widget Company              DATE: 07/23/07
Version                  Bill of Material Menu (BOM)

         ─BOM──────────────────         ─TABLE MAINTENANCE─
     1. Enter BOM                    30. Enter Inventory
     2. Print                        31. Print Inventory
     3. Print Where Used             32. Enter Control


         ─WORK ORDERS─────────
     6. Enter Work Order
     7. Print Pick List
     8. Print Pick List by Loc
     9. Archive
    10. View Archive
    11. Purge Archive




                      Enter Selection >  1
```

To set up the control file select the **Enter Control** option on the Bill of Materials menu. The Bill of Materials control file screen will appear as follows.

```
ACCOUNTFLEX          Bill of Materials Control File        Date: 07/23/07

     Enter Work Order Prefix ███   Starting Number [          10]
     Copy BOM Notes to Work Orders  □
     Copy Inventory Notes to Work Orders N
     Default Work Order Quantity  □
     Minimum Fill% on Orders      □

                          Pic  Fill
     Work Order Requirements   □    □




Enter Prefix for Order Numbers
F1    F2    F3    F4    F5    F6    F7    F8    F9   F10   F11  F12  ^F3  ^F4  ^F5  ^F6
Save  Help                         Prev  Next  Frst Last
```

This screen has a number of fields which you will need to fill in with values appropriate to your installation.

When you are sure all your entries are correct press the **SAVE** key to save your entries and return to the Bill of Materials menu.

The following describes each parameter field.

Enter Work Order Prefix & Starting Number

Enter the prefix (up to 3 characters) that will be prepended to the work order number. The starting number for work orders is entered in the field immediately after the prefix field. You may enter a zero or blank if you wish to enter work order numbers manually.

Copy Inventory Notes to Work Orders

Enter 'Y' to automatically copy inventory notes to work orders. These notes and any manually entered notes may later be printed as part of the work order.

Date Tolerance

Enter the number of days that transaction or period dates may vary from the current date.

Default Work Order Quantity

Enter an order quantity to default to when entering work orders.

Minimum Fill% on Orders

Enter the minimum fill percent required for work orders. The fill percent is the ratio of the Commited Amount divided by the Ordered Amount.

Requirements

This section is where you will select requirements for work orders by entering a 'Y' in the appropriate column. The following table describes each of the possible columns and their requirement.

Column	Requirement
Pic	Print Picking Listd.
Fill	Meet Fill percent. The Fill percent defined above is used.

These requirements provide control over the flow of work orders thru the system. For example, requiring the picking list be printed prevents an order from being archived until the picking list is printed. Likewise, requiring the fill percent be met prevents work orders from being archived until the fill percent is satisfied. The work order entry screen has status flags showing the status of each requirement. The status of each requirement and its effect on the flow of work orders thru the system are described in chapter 4 **Enter Work Orders**.

2.4 Setup Inventory

This section describes how to setup inventory for BOM items. The first step is to enter both BOM items and their components into the inventory file. This topic is discussed in the Inventory system manual. The next step is to link the BOM items with their component items.

To link the items, select the **Enter Inventory** option from the Bill of Materials menu. The Inventory Entry Screen will appear as shown below.

```
ACCOUNTFLEX     CHANGE MODE     Inventory Entry Screen      DATE: 07/23/07

    Item 1                 v Desc Computer 386 25mhz              Inactive
    Group     v Cat    v Account        v Units EA  v  Weight
    Vendor          v Vendor Item                  Reorder Qty
    UPC                                               Catalog        Page
        FLAGS              FLAGS              PRICES              COSTS
    Inventory    Y    Reorder    M    Base             Avg          1.00
    Serialized   N    Other #1        Deal             Std
    Taxable      Y    Other #2        List      10.00  Rpl          1.00
    Discountable N                    Price Code    v  Royalty%

    Whs Loc      Min     Max     OnHand Committed   OnOrder  BackOrder  Available
            v
            v
            v
            v
            v
    Totals      2220                1094         0        32         24        1094

Enter the Item code
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  ^F3   ^F4  ^F5  ^F6
Save  Help  More  Add   Srch  Qry   Prev  Next  Frst  Last Cat  Del  Note  Unit Sno  Bom
```

Locate a BOM item for which you would like to specify components. Press the **BOM** function key to bring up the following component entry screen.

```
ACCOUNTFLEX     CHANGE MODE     Inventory Entry Screen      DATE: 07/23/07

    Item 1                 v Desc Computer 386 25mhz              Inactive
    Group     v Cat    v Account        v Units EA  v  Weight
       BILL OF MATERIALS
    Item              Description                      Quantity Units

    10              vMonitor                                 10 EA
    20              vKeyboard                                20 EA
    30              vCPU                                     30 EA
                    v
                    v
                    v                                                          e
                    v
                    v
                    v
                    v

    Totals      2220                1094         0        32         24        1094

F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11  F12  ^F3   ^F4  ^F5  ^F6
Save  Help        Add         Qry   Prev  Next  Frst  Last      Del
```

This screen will allow you to enter as many components items and/or BOM items as necessary. When you are finished, press the **SAVE** key to return to the Inventory screen.

While on the Inventory screen, you must set the Inventory Flag appropriately based on where the item will be built. If you plan to build the BOM item in the Bill of Materials module as a work order, you must set the Inventory Flag to 'Y'.

If you plan to build the BOM item as part of the sales order, you must set the Inventory Flag to 'N'. This way the inventory is committed and reduced for the component items only and not the BOM item. Also, if you want the BOM item price calculated from the component prices, leave the price fields on the inventory screen empty.

3. BILL OF MATERIALS OPERATIONS

3.0 Overview

This chapter provides detailed instructions on how to operate each Bill of Materials menu option. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Bill of Materials menu.

The Bill of Materials menu appears as follows.

```
                                                          bmmenu
 ACCOUNTFLEX                    Widget Company         DATE: 07/23/07
 Version                    Bill of Material Menu (BOM)

          BOM                        TABLE MAINTENANCE
 1. Enter BOM                    30. Enter Inventory
 2. Print                        31. Print Inventory
 3. Print Where Used             32. Enter Control


          WORK ORDERS
 6. Enter Work Order
 7. Print Pick List
 8. Print Pick List by Loc
 9. Archive
10. View Archive
11. Purge Archive




                    Enter Selection >  1
```

3.1 Enter BOM

This section describes another way of linking BOM items with their components. The first way is described in the How to Get Started Chapter. This method also lets you link labor costs to BOM items.

To link BOM items, select option 1 on the Bill of Materials menu. The BOM item entry screen will appear as shown below.

```
                                                                    bmbom
ACCOUNTFLEX      CHANGE MODE         Bill of Materials      Date: 07/23/07

    Enter BOM Item _____v

    Item              Description                      Quantity Unit




F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Save  Help        Add         Qry   Prev  Next  Frst  Last        Del   Note
```

If you are linking a BOM item for the first time, press the **ADD** key to convert to **ADD MODE**. Enter the item code you wish to link. You may press the **HELP** key to bring up a list of valid inventory item codes. After entering an item, press the **SAVE** function key to continue to the Subassembly screen. An example of the Subassembly screen is shown below.

```
                                                                    bmmaterial
ACCOUNTFLEX      CHANGE MODE         Bill of Materials      Date: 07/23/07

    Enter BOM Item 1               vComputer 386 25mhz         EA

    Item              Description                      Quantity Unit

    10            vMonitor                                10 EA
    20            vKeyboard                               20 EA
    30            vCPU                                    30 EA
                  v
                  v
                  v
                  v
                  v
                  v
                  v
                  v

F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Save  Help        Add         Qry   Prev  Next  Frst  Last        Del   Note
```

Below is a description of each Subassembly screen field.

   Item

Enter an Item used in manufacturing the BOM item. This item code must already exist in the Inventory file. You may press the **HELP** key to select from a list of valid inventory items.

Quantity

Enter the quantity necessary to manufacture the BOM item. This quantity should be based on the stock units displayed to the right.

After you enter the the subassembly items, press the **SAVE** function key to return back to the BOM item screen.

3.2 Print BOM

This section describes how to print the BOM report.

To print, select option 2 and the Report Selection screen will be displayed as shown below.

```
                                                                bmbomr1
ACCOUNTFLEX              Bill of Materials Report           Date: 07/23/07

         Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
         Report Copies       1     (1 - 10)


     Enter Maximum Levels 9    (0 - 9)
            Print Notes N

     Select Ranges to Print
             Inventory                    v to                  v
                 Group      v
              Category      v
                Vendor          v
     Include Inactive items (Y) ?    

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
Run │ Help                                                                          Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct, press the **RUN** key to generate the BOM report.

Below is a description of each field.

The first 2 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Enter Maximum Levels

Enter the maximum number of subassembly levels to print.

Inventory

Enter the inventory item range you would like to print. If you do not enter an inventory range the computer will print all items. These items must exist in the inventory table. You may press the **HELP** function key to see a list of valid entries.

Group

Enter a group code you would like to print or leave blank to print all. The code must exist in the inventory group table. You may press the **HELP** function key to see a list of valid entries.

Category

Enter a category code you would like to print or leave blank to print all. The code must exist in the inventory category table. You may press the **HELP** function key to see a list of valid entries.

Vendor Range

Enter a vendor code you would like to print or leave blank to print all. The code must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

Below is a sample report.

```
                                             bmbomr1
07/23/2007                Widget Company         Page      1
    9:46pm            Bill of Materials Report
===============================================================================
Lvl  Item                  Description            Quantity Unit   Calc.Cost   Calc.Price
-------------------------------------------------------------------------------
0    1                     Computer 386 25mhz        1.0000 EA    1,050.0000   2,300.0000
1        10                Monitor                  10.0000 EA
2           100            Cable                   100.0000 EA
1        20                Keyboard                 20.0000 EA
1        30                CPU                      30.0000 EA

0    10                    Monitor                   1.0000 EA      100.0000    100.0000
1        100               Cable                   100.0000 EA
```

When the report is complete, press the **ESCAPE** key to return to the Bill of Materials menu.

3.3 Print Where-Used

This section describes how to print the Where-Used report.

To print, select option 3 and the Report Selection screen will be displayed as shown below.

```
ACCOUNTFLEX              Where Used Report           Date: 07/23/07


          Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
          Report Copies       1     (1 - 10)


    Enter Maximum Levels 9    (1 - 9)

        Select Ranges to Print
              Inventory [              v] to [              v]
                  Group  [    v]
               Category  [    v]
                 Vendor  [       v]




Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                                 Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct, press the **RUN** key to generate the Where-Used report.

Below is a description of each field.

The first 2 fields are standard on the Report Selection screen, and are described in Chapter 2, **General Operational Procedures**.

Enter Maximum Levels

Enter the maximum number of subassembly levels to print.

Inventory

Enter the inventory item range you would like to print. If you do not enter an inventory range the computer will print all items. These items must exist in the inventory table. You may press the **HELP** function key to see a list of valid entries.

Group

Enter a group code you would like to print or leave blank to print all. The code must exist in the inventory group table. You may press the **HELP** function key to see a list of valid entries.

Category

Enter a category code you would like to print or leave blank to print all. The code must exist in the inventory category table. You may press the **HELP** function key to see a list of valid entries.

Vendor Range

Enter a vendor code you would like to print or leave blank to print all. The code must exist in the vendor table. You may press the **HELP** function key to see a list of valid entries.

Below is a sample report.

```
                                                                 bmbomr2
07/23/2007                    Widget Company            Page        1
   9:48pm                 Where Used Report
=================================================================================
Lvl  Item                 Description                   Units
---------------------------------------------------------------------------------
     1                     Computer 386 25mhz            EA

     10                    Monitor                       EA
1        1                 Computer 386 25mhz            10.0000 EA

     100                   Cable                         EA
1        10                Monitor                       100.0000 EA
2            1             Computer 386 25mhz            10.0000 EA

     2                     Monitor (14 inch)             EA

     20                    Keyboard                      EA
1        1                 Computer 386 25mhz            20.0000 EA

     3                     Tape Drive                    EA

     30                    CPU                           EA
1        1                 Computer 386 25mhz            30.0000 EA

     4                     Consulting                    EA

     BAR                   Bar Code Reader               EA

     CABLE                 CABLE                         EA

     CCMAG                 Credit Card Reader            EA

     COM486                Computer 486 25mhz            EA

     DISPOLE               Display Pole                  EA
```

When the report is complete, press the **ESCAPE** key to return to the Bill of Materials menu.

3.6 Enter Orders

This menu option (6) is for entering work orders. The work order system is for assembling items from their components. The work order system is designed to commit inventory when entered and remove inventory when archived.

The screen for entering work orders is a two part screen. The first part is the Work Order screen and is for entering general information about the work order. The second part is the Line Item screen and is for entering the items to build.

After selecting the **Enter Orders** menu option the following work order screen will appear.

```
                                                                    bmord
         ┌──── ADD MODE ────────── WORK ORDER ENTRY ──────────────────┐
         │    Order No         10v    Order Date 07/23/07    Entered By infoflex │
         │ Require Date 08/01/07    Warehouse  A  v Division   1  v    │
         │    Remarks                                                  │
         │ Status  Pic  Fil       Manual Hold                          │
         │   C                                                         │
         │                                                             │
         │ Item No                Unit  Qty Order Qty Commit      Cost     Ext.Cost │
         │                                                             │
         │ *1                     EA          5          5     1,050.00   5,250.00 │
         │    Computer 386 25mhz                               10.00     │
         │   _                                                         │
         │                                                             │
         │                                                             │
         │                                                             │
         │                                                             │
         │                                                             │
         │   OnHand── Committed── Available── OnOrder── Backorder      │
         │       -              =                         Totals   5,250.00 │
         └─────────────────────────────────────────────────────────────┘
Enter Inventory Code
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help      Add  Srch Qry  Prev Next Frst Last Move Del  Note      Sno  Bom
```

Below is a description of each field.

Work Order Screen *(SINGLE-RECORD)*

Work Order No.

This is the unique order number assigned to each work order. This number will automatically be assigned the next sequential number if you assigned a non zero value to the starting work order number field in the control file. When automatic numbering is active the phrase ***AUTO*** appears in this field. You may press the **HELP** function key to select or search from a popup list of valid entries.

Order Date

Enter the work order date. The field defaults to the system date.

Require Date

Enter the required date for completing the work order.

Warehouse

This data entry field allows you to enter the warehouse code. This field will only appear if you selected the multiple warehouse option on the System-wide control file. Pressing the **HELP** function key will display a list of valid codes.

Division

This data entry field allows you to enter the Division code. This field will automatically default to the division code

specified for the warehouse entered. This field will only appear if you selected the multiple division option on the System-wide control file. You may press the **HELP** function key to select or search from a popup list of valid entries.

Remarks

The remarks field is a data entry field which will print on the pick list and can be used for special instructions.

Status, Status Flags

The status field is set by the system and indicates the state of the overall work order. The status field is not modifyable, however, you can change the status indirectly by modifying the status flags.

The status field can have one of three values:

Status	Description
H	The work order is on **HOLD**. On **HOLD** work orders will not generate picking lists and can not be archived.
A	The work order is **ACTIVE**. **ACTIVE** work orders can not be archived.
C	The work order is **COMPLETE** and ready to archive.

The status is set based on meeting the work order requirements as defined on the Bill of Materials control file (see chapter 2). If all work order requirements are met, the work order status is set to **COMPLETE**.

The fields located after the status field are the status flags and indicate the state of each work order requirement. All of these status flags are modifyable.

The first status flag (Pic) indicates whether the Picking List has been printed. A flag value of **Y** means the Picking List has been printed, **N** means the Picking List has NOT been printed, and **blank** means the Picking List is NOT required. If this flag is **N**, the work order status is set to **ACTIVE**.

The next status flag (Fil) indicates the results of the Fill percent check. A flag value of **Y** means the check has succeeded, **N** means the check has failed and **blank** means the check is NOT required. If this flag is **N**, the work order status is set to **HOLD**.

The last status flag is the manual hold flag. Setting this flag to **Y** will set the work order status to **HOLD**. The work order will remain on **HOLD** until this flag is manually cleared. Following the manual hold flag field is a 15 character field for entering a reason.

While on the Order screen, there are 2 supporting screens for entering notes and new inventory. These supporting screens are accessed using the function keys **NOTE**, and **ITEM** respectively.

The **NOTE** function key is used to enter notes about the work order. After pressing the **NOTE** function key the following popup screen will appear.

```
┌─ CHANGE MODE ─┐         ─ WORK ORDER ENTRY ─
      Order No  │         10v│   Order Date 07/23/07      Entered By infoflex
   Require Date 08/01/07    Warehouse  A  v Division  1  v
       Remarks
  Status  Pic  Fil      Manual Hold
    C      │   │   │        │
                   ─ Notes ─
    Item No       │After building product notify John│        Ext.Cost
                  │to add extra coat of paint        │
    *1            │                                  │        5,250.00
       Computer 3 │                                  │
                  │                                  │
                  │                                  │
                  │                                  │
                  │                                  │
    ─ OnHand ── Committed ── Available ── OnOrder ── Backorder ─
        -6 -          0  =         -6         37         24  Totals   5,250.00
    ─ Enter Notes (press ADD function key to insert note line) ─
    F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
    Save Help      Add       Qry  Prev Next Frst Last Move Del
```

Pressing the **SAVE** or **ESCAPE** key will return you to the Order screen.

The last supporting screen on the work order screen is the one for adding new items. To access this screen, you will press the **ITEM** function key. After pressing the **ITEM** function key the inventory entry screen will appear. This is the same screen as documented in the Setup Chapter of this manual.

When you are satisfied with your entries on the Work Order screen press the **SAVE** function key to continue to the Line item portion of the screen.

Below is a description of each field in the array portion.

Line Item Screen *(MULTI-RECORD)*

Item

The Item field is a data entry field where your part number for the item being built is entered. The **HELP** function will display a list of valid items. You may add or change items by pressing the **ZOOM** function key from the **HELP** subsystem.

Qty Ord

Enter the quantity being ordering in this field.

Qty Commit

Enter the quantity to commit. The quantity you enter here must be available in inventory otherwise you will be given a warning. When this quantity is entered it is no longer available for other orders.

Cost/Unit

Enter the cost per unit. This field defaults to the cost defined in the inventory table. The unit field displays the unit value from the inventory master.

Ext.Cost

The extended cost for the ordered quantity is displayed in this field.

Description

The unlabeled description field defaults to the description from the Inventory Master file for this part number. This field may be modified to reflect whatever information you wish to print on the work order.

Totals

This field presents the total of the extended costs for the entire order.

OnHand

This is a display-only field showing the quantity onhand for the item.

Committed

This is a display-only field showing the quantity committed for the item.

Available

This is a display-only field showing the quantity available for the item.

OnOrder

This is a display-only field showing the quantity on order for the item.

While on the Line Item screen, there are 3 supporting screens for entering notes, serial numbers, and bill of materials. These supporting screens are accessed using the function keys **NOTE**, **SNO**, and **BOM** respectively.

The supporting screen for entering entering notes appears like the one described for the Order screen above. The difference is that the notes entered here are specific to the line item you are cursored on.

The supporting screen for entering serial numbers is accessed by pressing the **SNO** function key. After pressing the **SNO** function key the following popup screen will appear.

```
                                                               bmordsno
     ┌─── CHANGE MODE ───┐        ─── WORK ORDER ENTRY ───
             Order No         10v    Order Date 07/23/07     Entered By infoflex
       Require Date 08/01/07    Warehouse  A  v Division  1   v
           Remarks
     Status   Pic   Fil 100    Manual Hold
        C

     Item No      Serial Number(s)                        Cost      Ext.Cost
                       Count        3
       *1          11-236                                 050.00     5,250.00
        *Computer 3                                        10.00
        3                                                   3.00         9.00
         Tape Drive                                        30.00



     ─── OnHand ── C
           27  -                                          Totals      5,259.00

     F1    F2    F3    F4    F5    F6    F7    F8    F9    F10  F11   F12  ^F3   ^F4   ^F5   ^F6
     Save  Help        Add         Qry   Prev  Next  Frst  Last       Del
```

Pressing the **SAVE** or **ESCAPE** key will return you to the Line Item screen.

The last supporting screen on the Line item screen is the bill of materials screen. If the item you entered is a BOM item, you can press the **BOM** function key to view/update the subassemblies. The subassembly screen will appear as follows.

```
 ┌─CHANGE MODE─────────WORK ORDER ENTRY─
     Order No          10v   Order Date 07/23/07    Entered By infoflex
  ┌─Item───────────────Unit   Order Qty Commit Qty───────Cost    Ext.Cost─┐
  │ * 10                 EA          50        50   100.00   5,000.00      │
  │ Monitor                                         100.00                 │
  │   20                 EA         100       100     1.00     100.00      │
  │ Keyboard                                          20.00                │
  │   30                 EA         150       150     1.00     150.00      │
  │ CPU                                               30.00                │
  │                                                                        │
  │                                                                        │
  │                                                                        │
  │  ─OnHand───Committed───Available────OnOrder──Backorder─                │
  │         -             =                                                 │
  └────────────────────────────────────────────────────────────────────── ┘
   ─OnHand──Committed──Available────OnOrder─Backorder─
       -6 -          0 =        -6         37        24  Totals     5,259.00
 Enter Inventory Code
 F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
 Save  Help        Add   Srch  Qry   Prev  Next  Frst  Last        Del   Note        Sno   Bom
```

If any items on the subassembly screen are BOM items, there will be an asterisk by the item number. To view/update subassemblies for these BOM items, press the **BOM** function key again. The third level subassembly screen will appear as follows.

```
 ┌─CHANGE MODE─────────WORK ORDER ENTRY─
     Order No          10v   Order Date 07/23/07    Entered By infoflex
  ┌─Item───────────────Unit   Order Qty Commit Qty───────Cost    Ext.Cost─
   ┌─Item───────────────Unit   Order Qty Commit Qty───────Cost    Ext.Cost─┐
   │ 100                 EA        5000      5000     1.00   5,000.00       │
   │ Cable                                             1.00                 │
   │                                                                        │
   │                                                                        │
   │                                                                        │
   │                                                                        │
   │                                                                        │
   │  ─OnHand──Committed───Available────OnOrder──Backorder─                 │
   │        10 -      5000 =     -4990         0          0                 │
   └────────────────────────────────────────────────────────────────────── ┘
       -6 -          0 =        -6         37        24  Totals     5,259.00
 Enter Inventory Code
 F1    F2    F3    F4    F5    F6    F7    F8    F9    F10   F11   F12   ^F3   ^F4   ^F5   ^F6
 Save  Help        Add   Srch  Qry   Prev  Next  Frst  Last        Del   Note        Sno   Bom
```

You may view up to 3 levels of subassemblies. To move up levels, use the **ESCAPE** key.

3.7 Print Picking List

This menu option (7) is for printing picking lists. The pick list acts as a worksheet for the warehouseman. Upon selecting this option the following Report Selection screen will appear.

```
                                                        bmpickr
ACCOUNTFLEX              Print Picking List            DATE: 07/23/07

        Report Destination S          (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
        Report Copies       1    (1 - 10)
        Report Title Page   N    (Y=Yes, N=No)

     Unprinted Pick Lists        (Y=Yes)
              Reprint                  v
           Order Range               v to              v
      Order Date Range                  to
Enter Maximum BOM Levels 9
          Print Notes
     Print orders with commit quantities only (Y/N)?

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Run  Help                                                              Kill
```

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct, press the **RUN** function key to run the picking list report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Unprinted Picking Lists

Enter 'Y' to print unprinted picking lists or 'R' to reprint previous run.

Order Range

Enter the beginning and ending work order numbers you want to print.

Order Date Range

Enter the beginning and ending dates for the work orders you wish to print. All work orders with dates between those entered will be printed.

When you are satisfied with your answers, press the **RUN** function key to generate the report.

```
                                                          bmpickr
                        P I C K I N G    L I S T         Date: 07/23/07

WORK ORDER:        10    ORDER DATE: 07/23/07    DATE REQUIRED: 08/01/07
            Warehouse A    Division 1
    REMARKS:
                                                Qty   Qty            Qty
   Loc   Item-#                                Order To-build        Built
   ---------------------------------------------------------------------
   BIN1  1              Computer 386 25mhz        5       5 EA    _____
                            Cost:   1,050.00
   BIN1    10           Monitor                          50 EA    _____
   BIN1       100       Cable                          5000 EA    _____
   BIN1    20           Keyboard                        100 EA    _____
   BIN1    30           CPU                             150 EA    _____

   BIN3  3              Tape Drive                3       3 EA    _____
                            Cost:       3.00
                        Serial-#: 11-234
                        Serial-#: 11-235
                        Serial-#: 11-236


            2 Line items           Total quantity:         8 _____
```

3.8 Print Pick List by Loc

This menu option (8) is for printing picking lists by location. This report is similar in operation and appearance to previously described picking list.

3.9 Archive

This section describes how to delete completed work orders and archive them. If all items on the work order are built, the conversion process will delete the work order and create an archive work order. If not all of the items are built then the conversion process will subtract the built items from the work order and create an archive work order for just the built items.

To archive work orders select option 9 on the bill of materials menu. The following screen will appear.

```
                                                            bmordp
 ACCOUNTFLEX              Archive Work Orders          Date: 07/23/07

                 This program will process completed Work Orders.

             Enter Order Range  ██████████ v to  ██████████ v

                 Press SAVEKEY to begin Conversion
                             - OR -
                    Press ESCAPEKEY to Exit


        Processing Statistics                       Order No




 F1   F2   F3   F4   F5   F6   F7   F8   F9   F10 F11  F12  ^F3  ^F4  ^F5  ^F6
 Save Help
```

When this screen appears you must enter a range of order numbers to be archived. Once you have entered the order numbers to be archived, you can press the **SAVE** key to begin archiving or press the **ESCAPE** key to EXIT.

Below is a description of each field.

Order Number Range

Enter the range of orders which you would like archived.

As the archiving takes place, the screen fields will display the following data.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are two passes that will take place. **pass 1** verifies the data and **pass 2** will archive the data.

Order Number

The order number that is currently being processed will be displayed here.

When the archiving has been completed you will see the following message:

Archiving has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Sales Order menu.

3.10 View Archive

This menu option (10) is for viewing archived work orders. The work order archive screen is similar in operation and appearance to the work order entry screens.

3.11 Purge

This menu option (11) is for purging archived work orders.

Upon selecting this option the following screen will appear.

```
                                                                    bmpurge
ACCOUNTFLEX              Purge Archived Work Orders            Date: 07/23/07

         This program is run to Purge data that is no longer needed.
         Before running this program make sure BACKUPS have been done


                                               Purge Date   Previous Purge Date
      Purge Archived Work Orders before Order Date ▆▆▆▆▆      ▆▆▆▆▆▆▆

               Purge Archived Work Orders from  ▢▢▢▢▢▢▢  v
                                           to   ▢▢▢▢▢▢▢  v


                      Press SAVEKEY to begin Processing
                                - OR -
                      Press ESCAPEKEY to Exit

      Processing Statistics               Work Order



F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  ^F3  ^F4  ^F5  ^F6
Save Help
```

Below is a description of each field.

Last Purge Date

This is a non-enterable field that displays the last date used to purge.

New Purge Date

Enter the New Purge Date. All bill-of-materials work orders posted prior to this date will be purged.

Work Order No. Range

You may optionally enter a specific range of work order numbers to purge. If you do not then all posted work orders will be purged prior to the purge date entered above.

The bill-of-materials work order number that is currently being processed will be displayed as the purging process takes place.

When the Purging has been completed you will see the following message:

`Purging has been Successfully Completed`

Once this message appears you may press the **ESCAPE** key to return to the Bill of Materials menu.

3.30 Enter Inventory

This menu option (30) is for entering inventory. This option is described in the Setup Chapter.

3.31 Print Inventory

This menu option (31) is for printfing inventory. This option is described in the Setup Chapter.

3.32 Enter Control

This menu option (32) is for entering control Information. This option is described in the Setup Chapter.

4. SALES OPERATIONS

4.1 Overview

This chapter describes how BOM items are processed by the Sales Order system. You should be familiar with the Sales Order system before reading this chapter.

Sales quotes, orders, and invoices process BOM items in much the same way. This chapter will use sales orders as an example.

4.2 Enter Order

This section shows how BOM items are processed by sales orders. The Sales Order system will treat BOM items like regular items unless the Inventory Flag is set to 'N'. The examples given in this section assume the BOM Item's Inventory Flag is set to 'N'.

Below is a sales order screen showing a BOM item. The BOM items is highlighted with an asterisk.

```
                                                                          bmslord
                          ─SALES ORDER ENTRY (2 of 3)─
      Order#          14  AT&T      AT&T Company                Order Date 07/23/07

      Item No                  Unit   Qty Order Qty Commit        Price    Ext.Price

       *1                      EA          2          2        2,000.00    4,000.00
      Computer 386 25mhz                07/23/07 A    Y         1,050.00
       2                       EA          2          2           20.00       40.00
      Monitor (14 inch)                 07/23/07 A    N            2.00
       _
                                        07/23/07 A




          ─OnHand──Committed──Available──OnOrder──Backorder─
             -              =                                   Totals     4,040.00
      Item Profit   0.0   Total Profit   47.9                   Total Cost 2,104.00

    Enter Inventory Code
    F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  ^F3  ^F4  ^F5  ^F6
    Save Help Menu Add  Srch Qry  Prev Next Frst Last Move Del  Note Whs  Sno  Bom
```

The component quantities are committed, when a BOM item is entered. If there is insufficient inventory, you will get a warning message. The BOM item price is calculated from the component prices unless a price is assigned on the Inventory screen.

In order to view or edit subassemblies for this BOM item, press the **BOM** function key. The subassembly screen will popup as follows.

```
                                                                          bmslord1
                          ─SALES ORDER ENTRY (2 of 3)─
      Order#          14  AT&T      AT&T Company                Order Date 07/23/07
      ─Item─                   Unit   Order Qty Commit Qty      Price  Ext.Price─
       * 10                    EA          20         20       100.00   2,000.00
      Monitor                                                  100.00
       20                      EA          40         40        20.00     800.00
      Keyboard                                                   1.00
       30                      EA          60         60        30.00   1,800.00
      CPU                                                        1.00




          ─OnHand──Committed──Available──OnOrder──Backorder─
             -              =
             -              =                                   Totals     4,040.00
      Item Profit   47.5   Total Profit   47.9                  Total Cost 2,104.00

    Enter Inventory Code
    F1   F2   F3   F4   F5   F6   F7   F8   F9  F10  F11  F12  ^F3  ^F4  ^F5  ^F6
    Save Help      Add  Srch Qry  Prev Next Frst Last          Del  Note      Sno  Bom
```

Changes to price or quantity on the above subassembly screen will be reflected on all levels. For example, changing the price of a subassembly item will change the BOM item price. Changing the quantity of a BOM item will change the subassembly quantities.

If any items on the subassembly screen are BOM items, they will also be highlighted with an asterisk. To view or edit subassemblies for these BOM items, press the **BOM** function key again. The third level subassembly screen will appear as follows.

```
                                                              bmslord2
                        ─SALES ORDER ENTRY (2 of 3)─
     Order#         14  AT&T    AT&T Company              Order Date 07/23/07
     ┌─Item─────────────────Unit   Order Qty Commit Qty──────Price  Ext.Price─┐
     │ ┌─Item─────────────────Unit   Order Qty Commit Qty──────Price  Ext.Price─┐
     │ │100                    EA        2000      2000      1.00   2,000.00
     │ │Cable                                                1.00
     │ │
     │ │
     │ │
     │ │
     │ │
     │ │
     │ │
     │ │
     │ │
     │ │
     │ │ ┌─OnHand──Committed──Available──OnOrder──Backorder─┐
     │ │ │     10 -    7000 =   -6990        0         0

       Item Profit   47.5   Total Profit   47.9           Total Cost    2,104.00

Enter Inventory Code
F1    F2    F3    F4    F5    F6    F7    F8    F9   F10   F11   F12  ^F3   ^F4   ^F5   ^F6
Save  Help        Add   Srch  Qry   Prev  Next  Frst Last        Del  Note       Sno   Bom
```

You may view/edit up to 4 levels of subassemblies. To move up levels, use the **ESCAPE** key.

4.3 Print Picking List

This section shows an example of a Picking List report with BOM items.

Below is a sample report.

```
Order:       14 Order Date: 07/23/07 Date Required: 07/23/07 Cust#: AT&T
                   Warehouse A    Division 1   Phone (908)221-2000
TO: AT&T Company                  SHIP TO:
    100 Mary Road
    Bedminster, NJ    07921




  SHIP VIA:           SHIP TERMS:          SHIP DATE:
       PO#:           TERMS: 1% NET 30     SALESMAN:
   REMARKS:                                Job No. :
--------------------------------------------------------------------------------
                          Date          Qty       Qty      Qty
Whs Loc  Item-#          Required       Order     To-ship  Shipped
--------------------------------------------------------------------------------
A   BIN1 1              Computer 386 25mhz                     2 EA    ____
                                          2
A   BIN1   10          Monitor                               20 EA    ____
A   BIN1      100      Cable                               2000 EA    ____
A   BIN1   20          Keyboard                             40 EA     ____
A   BIN1   30          CPU                                  60 EA     ____

A   BIN2 2             Monitor (14 inch)                      2 EA    ____
                                          2


          2 Line items          Total quantity:          4
```

INDEX