Manufacturing Management Software

Training Workbook

Making IT Work

Save Time

Save Money

Improve Performance

Comprehenisve - Proven - Affordable

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Smart
Funding Innovation

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Training Workbook

The workbook is intended for use during your initial training. It's not intended to be stand-alone. Rather, it should be used to take detailed notes on how to do things. The taking of your own notes during training is an important part of the learning process. For this reason, this document just consists of placeholders for you to do that. There are no detailed instructions in here.

Your training usually consists of introductory background information, in a presentation given to you by your trainer, and then proceeds to take you through a sequence of hands-on sessions. The sequence starts from a completely empty system and introduces you to all the major procedures you'll need to run your business through Match-IT. This workbook does not cover all aspects of the system, rather it just covers the essentials. However, once you've done this, the consistency in the way Match-IT 'thinks' means you can easily deduce how to do almost anything with only a few experiments (which you can do safely in the training data set).

The overall sequence is divided into several stages:

Stage 1 covers sales order processing. This involves taking orders and progressing them through to invoice. Material and resource allocation to jobs is left to a later stage. At this level you are just producing the paperwork to support the order.

Stage 2 covers BoMs (bill of materials). This is your first introduction to methods. Initially, you will only be concerned with defining the material requirements of your jobs. Once you've done this, Match-IT will automate stock allocation to jobs and you will be ready to learn about purchase order processing.

Stage 3 covers purchase order processing. This involves placing purchase orders and progressing them through goods-in and into stock. Supplier invoice handling is also covered. Allocation of this stock to your jobs is automatic but can be manually overridden if necessary.

Stage 4 covers routing. This is a more detailed look at methods. Here, you'll learn about resources and how to use them to define the machines, people and time required to do your production work. Once you've done this, Match-IT will plan your work for you, automatically finding and allocating time on the machines and people required.

Stage 5 covers works order processing. This includes approving works orders, which prints the route card, logging progress, issuing and returning kit and logging product completion.

These stages provide the fundamental knowledge you'll need to use Match-IT effectively. Where you go from there is up to you.

Note: You may find it useful to perform your training exercises using the training data set rather than your live one. Select `File` and check `Use training data` to switch to your training system.

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Hints on Note Taking

The bulk of this document consists of a page per 'action' with a relevant screen shot. The actions appear in their normal chronological order. For each action, that is relevant to you, you should make the following notes:

What the action is.
    What does it do and why do you want to do it?

When you perform the action.
    What 'triggers' the need to do it?

How to get to the relevant place in the system.
    Via the menu, or the diary, or by drilling down, etc.

How to perform the action.
    In forms, include the fields that must be filled-in (in the screen shots in this manual, you'll notice »chevrons« on the usual fields that need filling in).
    What is expected to be put in the fields?
    How to get to the relevant selection lists?
    Include the buttons that must be pressed, the options that must be selected, etc.

It's important to note that these instructions will be very specific to you, and how you choose to use Match-IT, and how its use fits into your operational practices. When you're done, what you'll have produced is your Match-IT procedures manual.

During the training sessions, an expert will show you how to do each action. Then you will be guided through doing it yourself, taking notes as you go, with help on-hand if needed. Then you will be asked to do it again, on your own, from your own notes with no help from anybody else. This will prove your notes make sense to you. If they don't, the whole exercise is repeated until they do.

As you go through the sessions you'll notice there are many fields in the forms that you do not need to fill-in. You'll learn the significance of these as you become more experienced, for the moment just ignore any field you are unsure of.

The screen shots in the following pages only show the 'main' screens you'll encounter. There will be many other subsidiary screens you'll see as you go along. Their function will be obvious from the context.

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1 Getting Started

This covers the minimum configuration you should do to prepare Match-IT for use in your organisation. Some of these actions may already have been done as part of Initialising the software.

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1.1 Logging-in

What is it?	The initial dialog you see when you start Match-IT.
When do I do it?	To use Match-IT you must identify yourself.
How do I get there?	Press the Match-IT icon on the desktop
What must I do?	Enter your password and press **OK**

Notes

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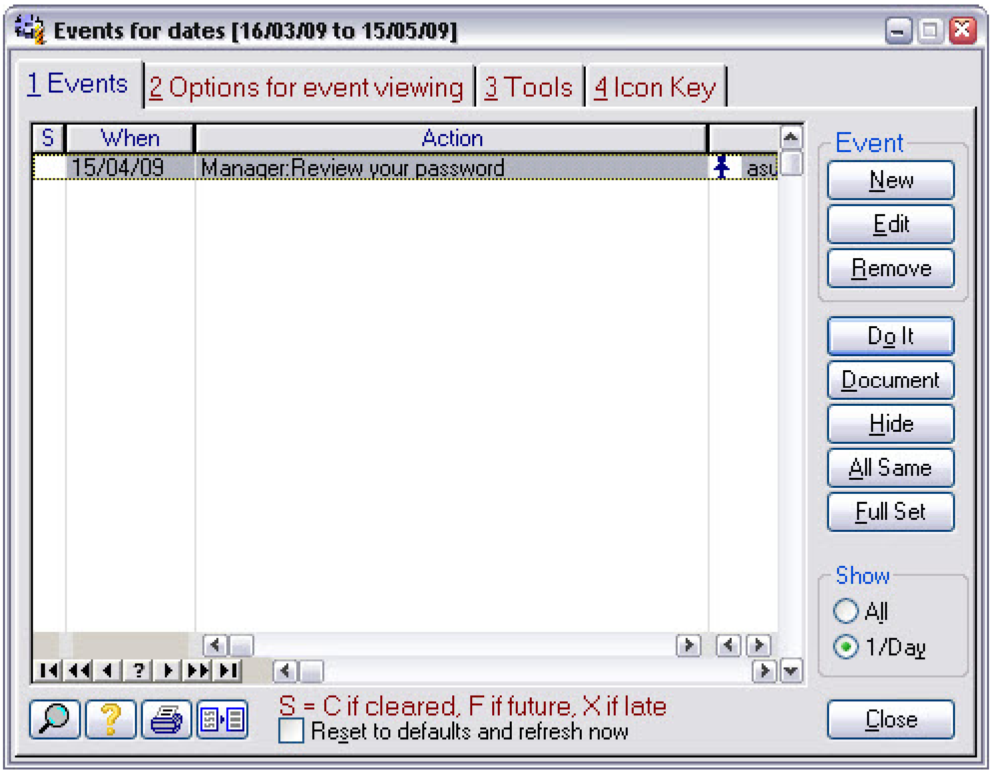
1.2 The Event Diary



What is it?	Your master to-do list of everything that must be done to meet your current commitments.
When do I do it?	Whenever you login to Match-IT.
How do I get there?	Automatic
What must I do?	Highlight the event of interest. Press **`Do-It`** to go to the appropriate place in the system to action the event. Press **`Document`** to review the associated document (depending on the event type, this may be the same as **`Do-It`**). Select the `Options` tab to set your preferences, such as filtering out events you're not interested in.

Notes

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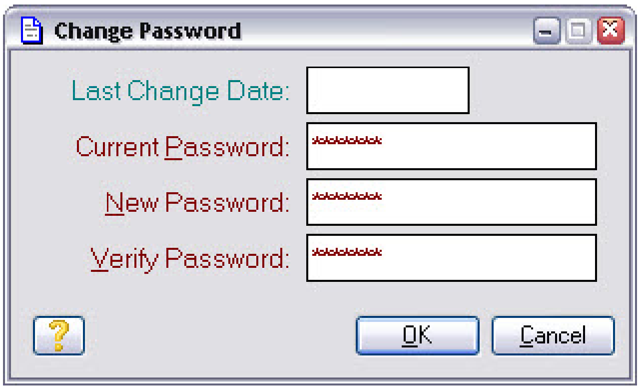
1.3 Change Manager Password



What is it?	A form to allow you to set your Match-IT login password.
When do I do it?	At least after the first time you log-in.
How do I get there?	Press **Do-It** on the `Review Your Password` from the `Event Diary`, or: `Processes | Change My Password` (in the menu bar)
What must I do?	Enter your current password, enter the new one you want to use in `New Password` and `Verify Password`, and then press **OK**.

Notes

It's good practice to change your password on a regular basis.

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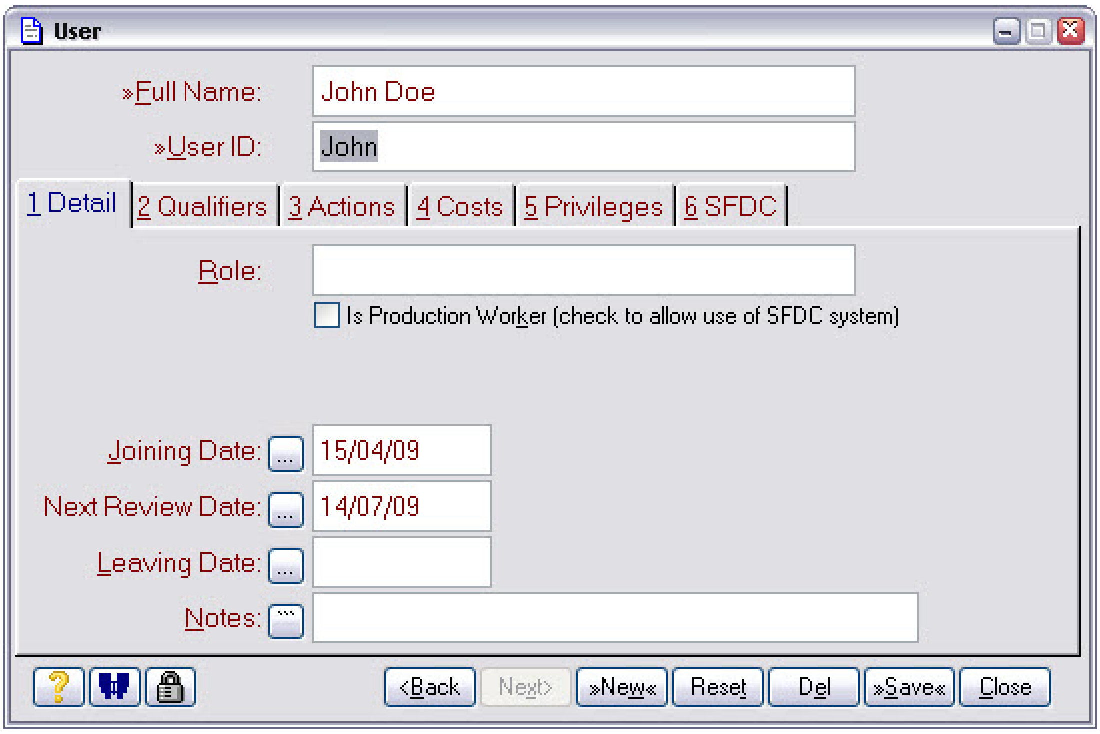
1.4 Add User



What is it?	Identify who is allowed to use Match-IT.
When do I do it?	When a new employee joins.
How do I get there?	Functions | Setup | Setup Users | New
What must I do?	Enter a `Full Name` and a `User ID`
	Press the **Groups** button in the `Privileges` tab and go to the next page here.

Notes

The initial password will be set to the `User ID`. It should be changed to something private the first time the user logs-in.

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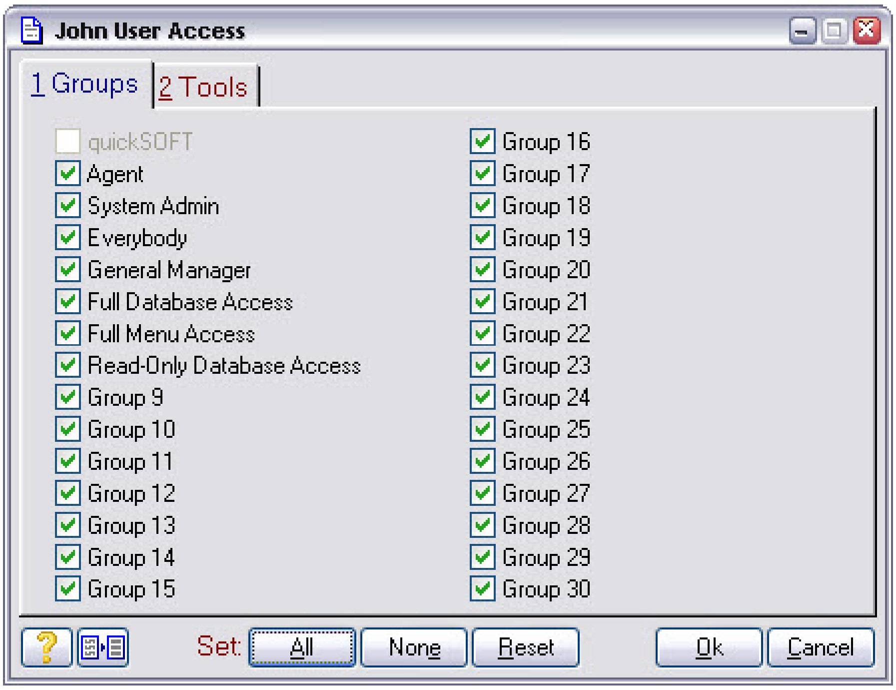
1.5 User Groups



What is it?	Identify what the user is allowed to do.
When do I do it?	When you add a new user or their role changes.
How do I get there?	Press the **Groups** button from the `Add User` form.
What must I do?	Check all the groups relevant to the user.
	Press **Ok**, **Save**, **Close**, etc. as appropriate.

Notes

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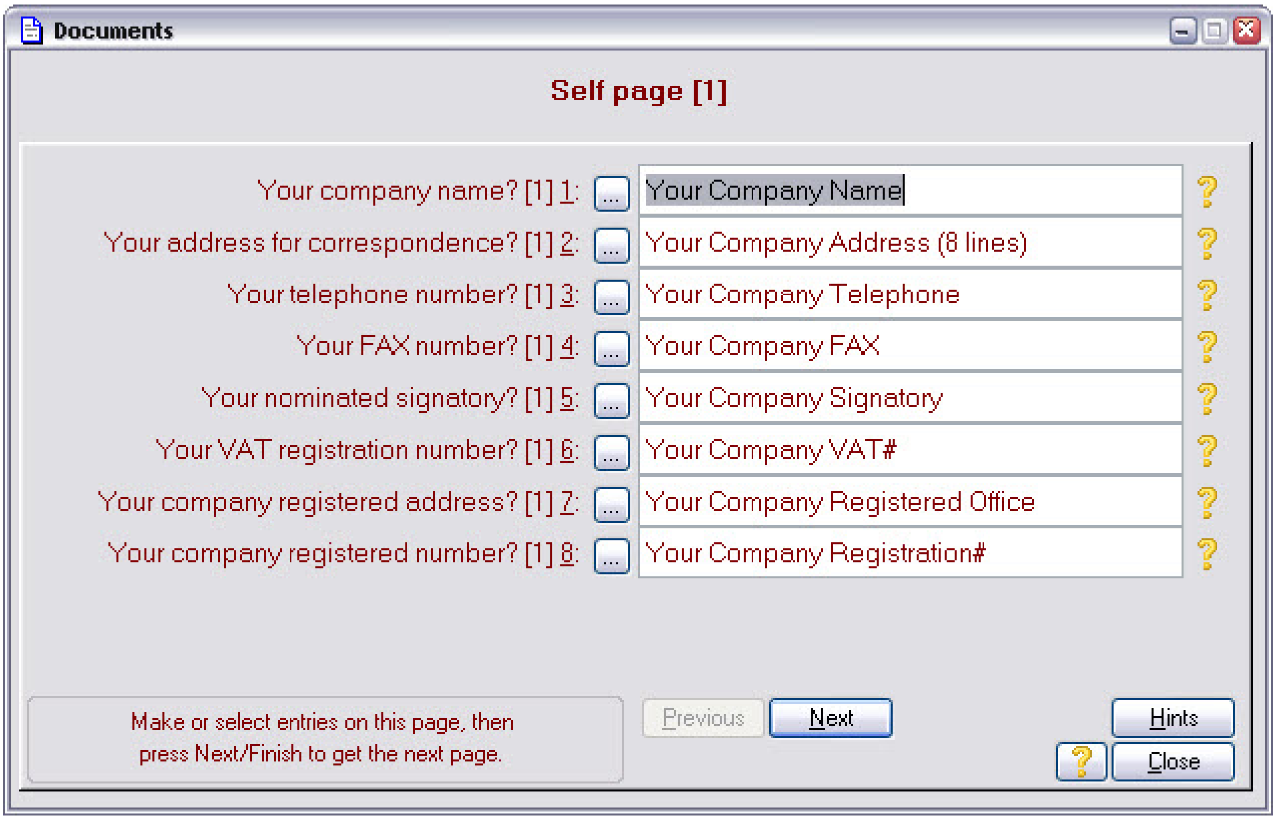
1.6 Set-up Documents



What is it?	Setup the standard variables used when creating documents, e.g. your company name and address.
When do I do it?	When you first set-up Match-IT or your details change.
How do I get there?	Functions | Setup | Setup Documents | Document Preferences | Yes
What must I do?	Fill-in the fields as necessary on each page then press **Next**. Make fields you don't want blank.
	Press **Next**, **Finish**, etc. as appropriate.

Notes

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2 Stage 1 Sales Order Processing

This involves taking orders and progressing them through to invoice. Material and resource allocation to jobs is left to a later stage. At this level you are just producing the paperwork to support the order.

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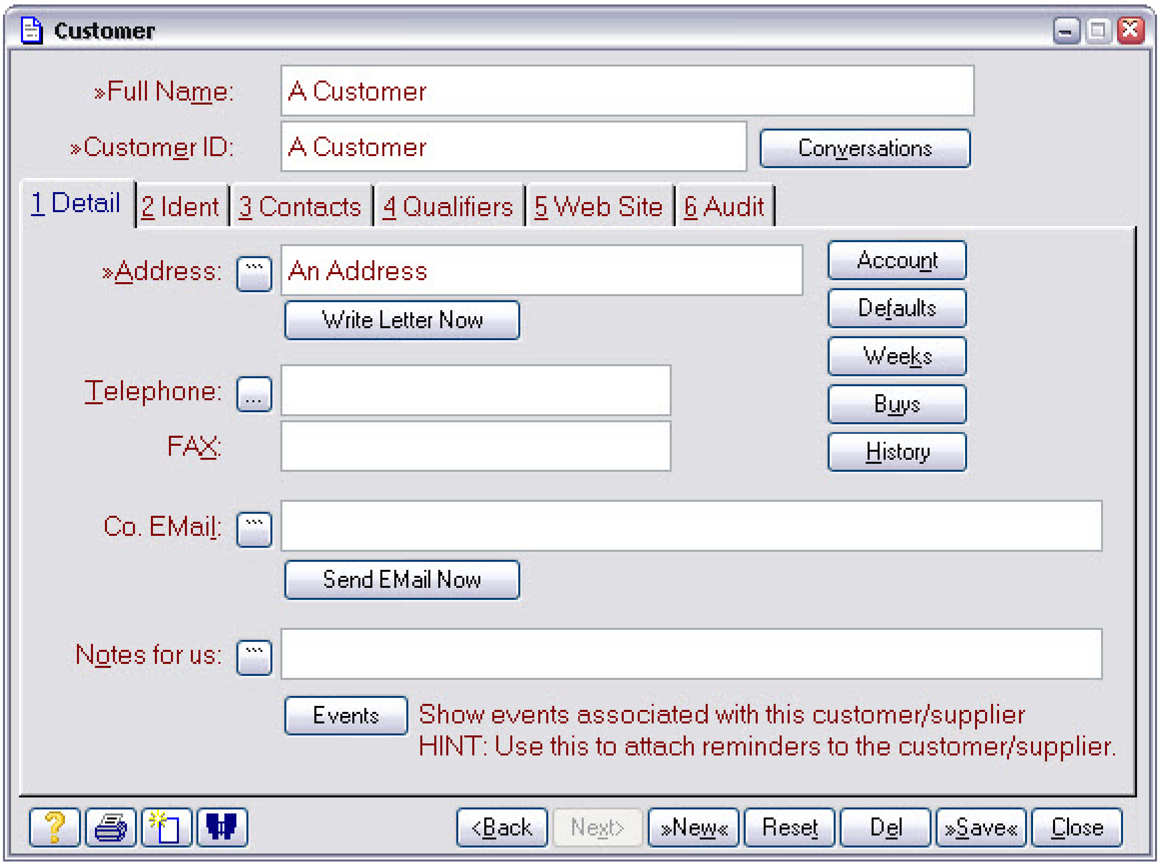
2.1 Add Customer



What is it?	Identify a customer.
When do I do it?	When you start dealing with a new customer.
How do I get there?	Functions | Setup | Setup accounts | Customer List | New Cus
What must I do?	Fill-in at least the Full Name, Customer ID and Address.
	Press **Accoun**t and go to the next page.

Notes

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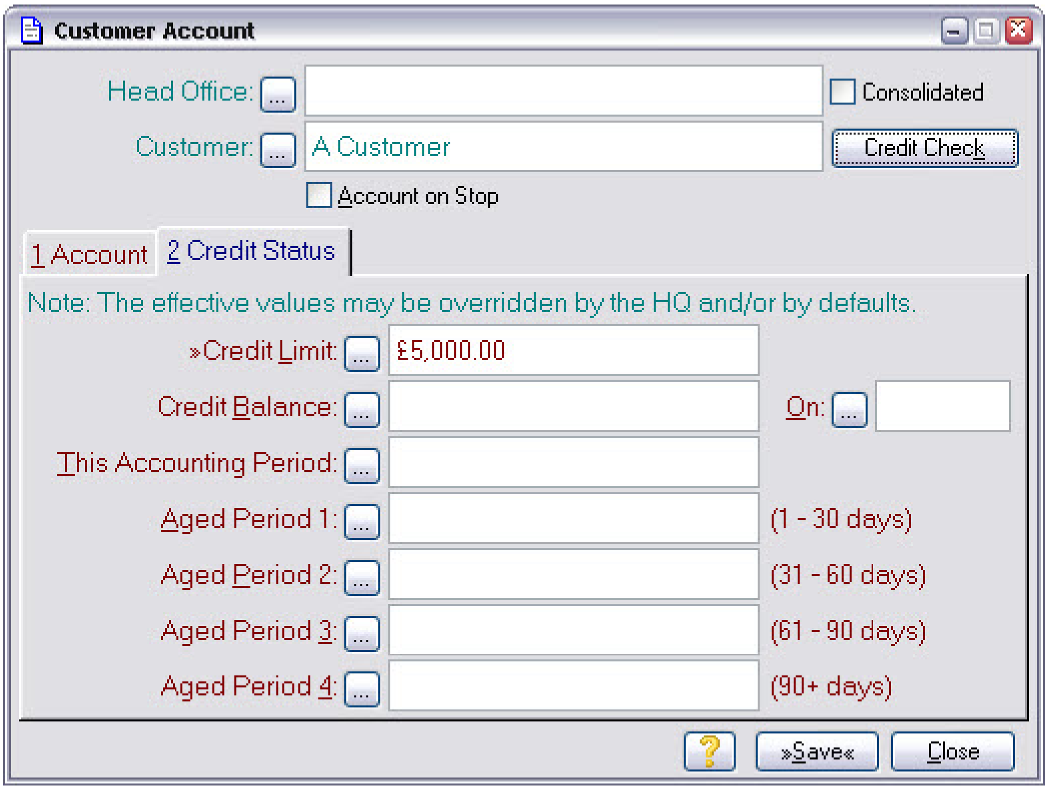
2.2 Set Credit Limit



What is it?	Define the credit limit you've given your customer. These limits are checked when you approve sales orders and make dispatches.
When do I do it?	When you define a new customer or their credit terms change.
How do I get there?	Press the **Account** button on the Add Customer form.
What must I do?	Fill-in Account Ref, Credit Limit and As At. Others as desired. Press Save, Close, etc. as appropriate.

Notes

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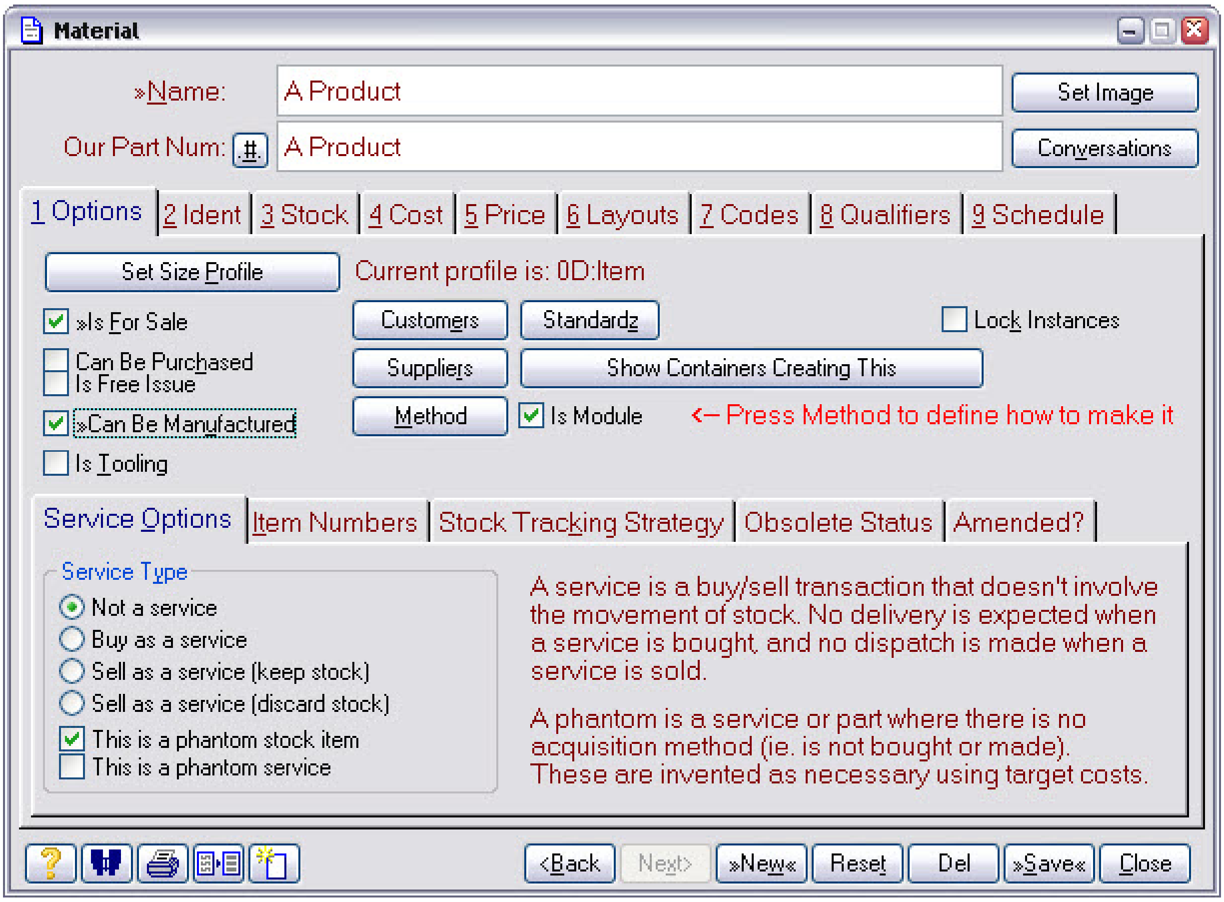
2.3 Add Product



What is it?	Identify a saleable product.
When do I do it?	When you want to sell something you haven't sold before.
How do I get there?	Functions | Setup | Setup Products | Materials Catalogue | New
What must I do?	Fill-in the Name, Our Part Num, check Is For Sale and Can Be Manufactured (if it's a made product) or Can Be Purchased (if it's a purchased product). Press the Cost tab and go to the next page.

Notes

Don't worry about getting the Name and Our Part Num exactly right. You can come back at any time and change them and Match-IT will automatically propagate the changes to everywhere it's used.

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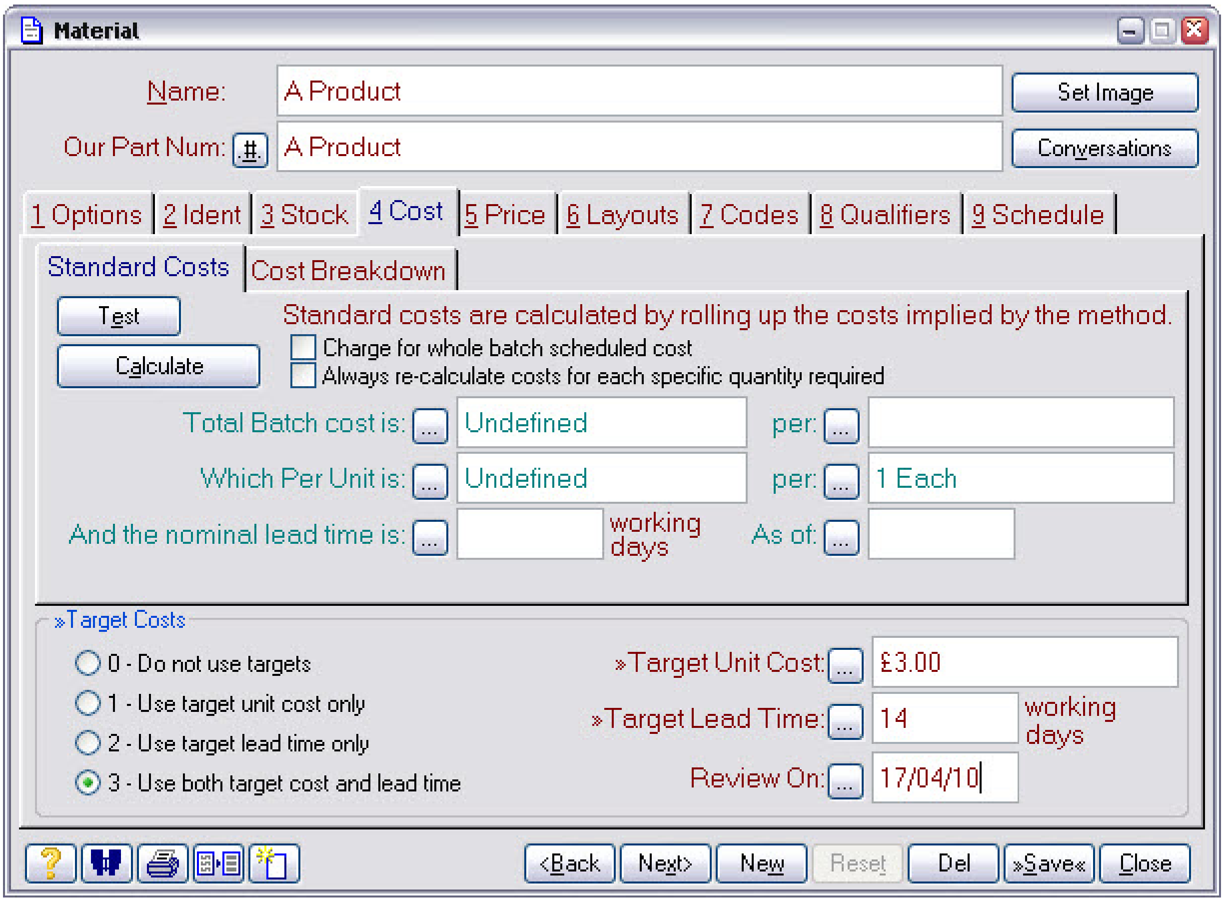
2.4 Set Cost

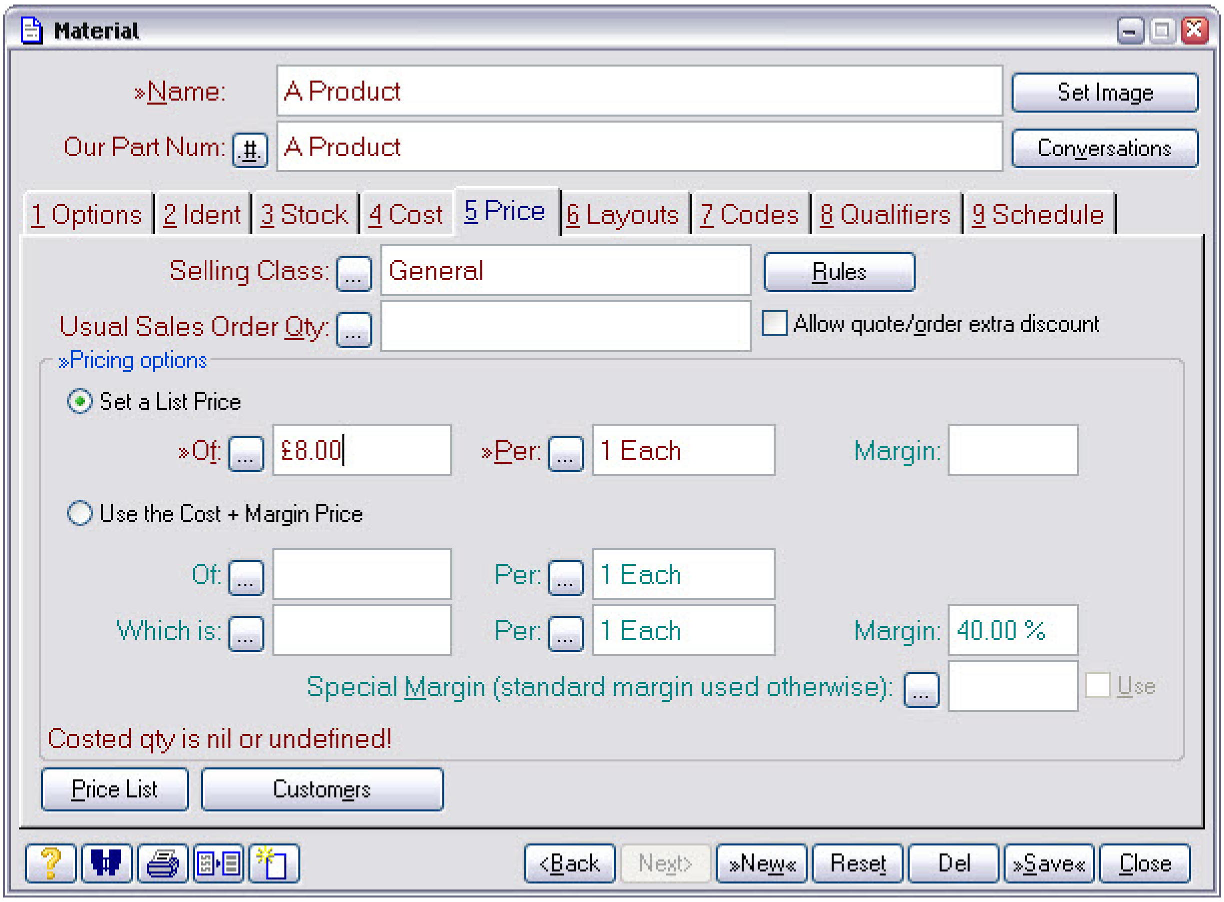


What is it?	Set the unit cost price and the standard lead-time.
When do I do it?	When you first identify a new product or its cost changes.
How do I get there?	See Add Product
What must I do?	Set the Target Unit Cost and Target Lead Time fields, check the `Use both target cost and lead time` option.
	Press the Price tab and go to the next page.

Notes

Costs are updated automatically for products that have a method. You only need to do it manually when there is no method for Match-IT to examine, or the method is incomplete.

2.5 Set Price



What is it?	Set the unit sales price.
When do I do it?	When you first identify a new product or its price changes.
How do I get there?	See Add Product
What must I do?	Check the Set a List Price option; set the Of: and Per: fields.
	Press Save, Close, etc. as appropriate.

Notes

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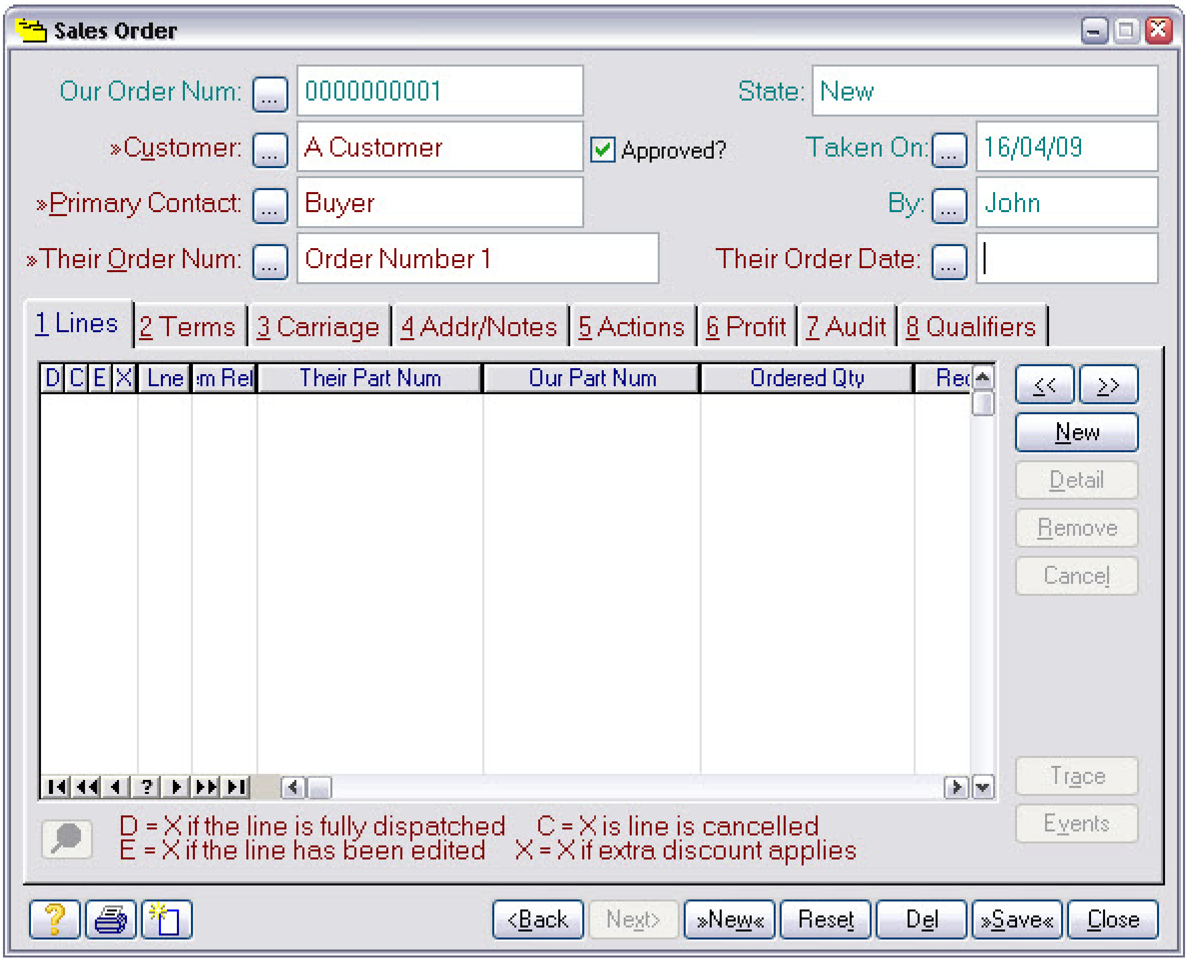
2.6 Add Sales Order



What is it?	Entering a new sales order.
When do I do it?	When you receive a new order from a customer.
How do I get there?	Functions | Sales | New Sales Order
What must I do?	Select the Customer; enter Their Order Num.
	Press the New button (the one of the right side, not the one on the bottom) and go to the next page.

Notes

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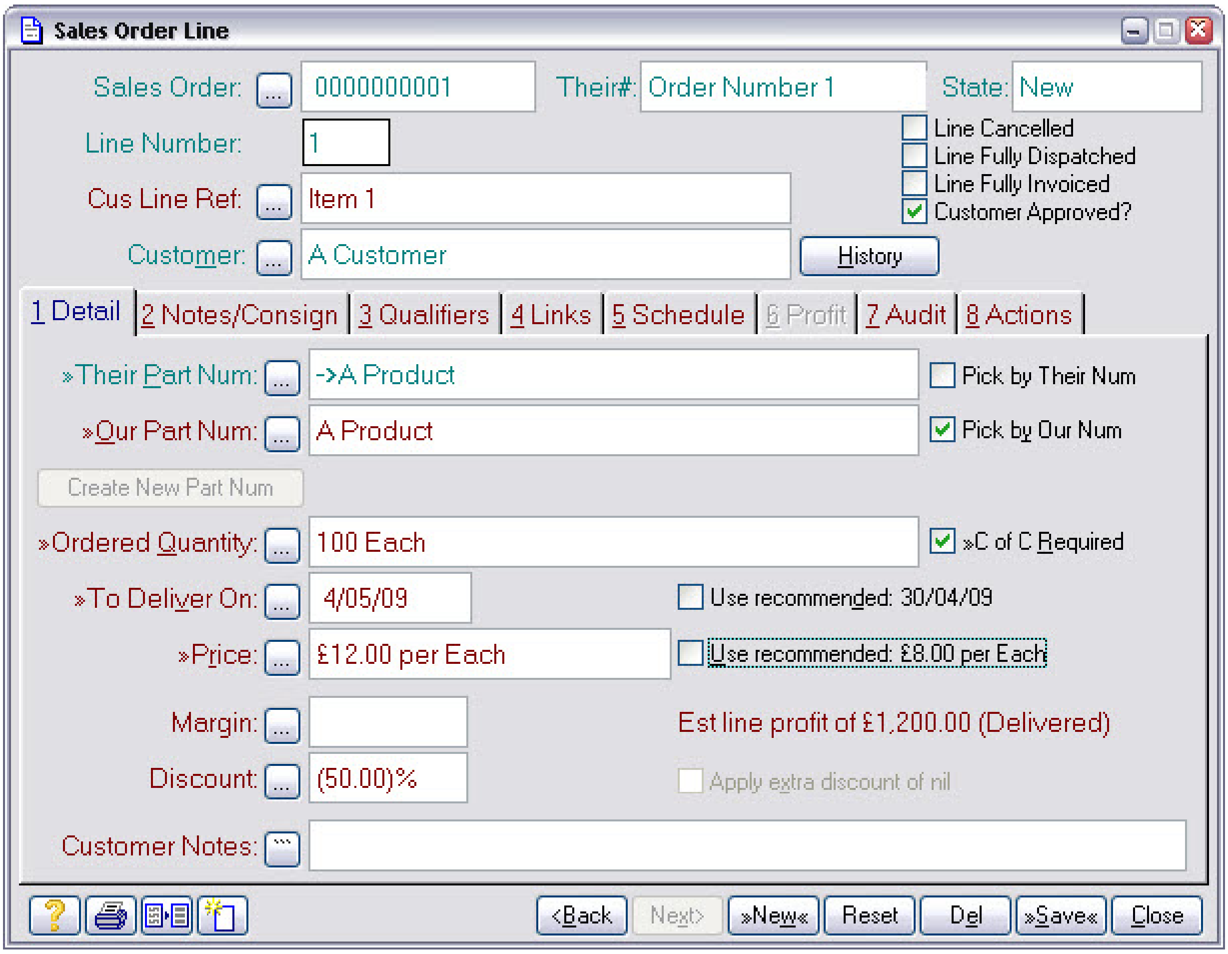
2.7 Add Sales Order Line



What is it?	Set ordered item details.
When do I do it?	When a new order is received or the details of an existing order are changed.
How do I get there?	Press the **New** button on the Add Sales Order form.
What must I do?	Check Pick by Our Num, press the Our Part Num button, then go to the next page.

Notes

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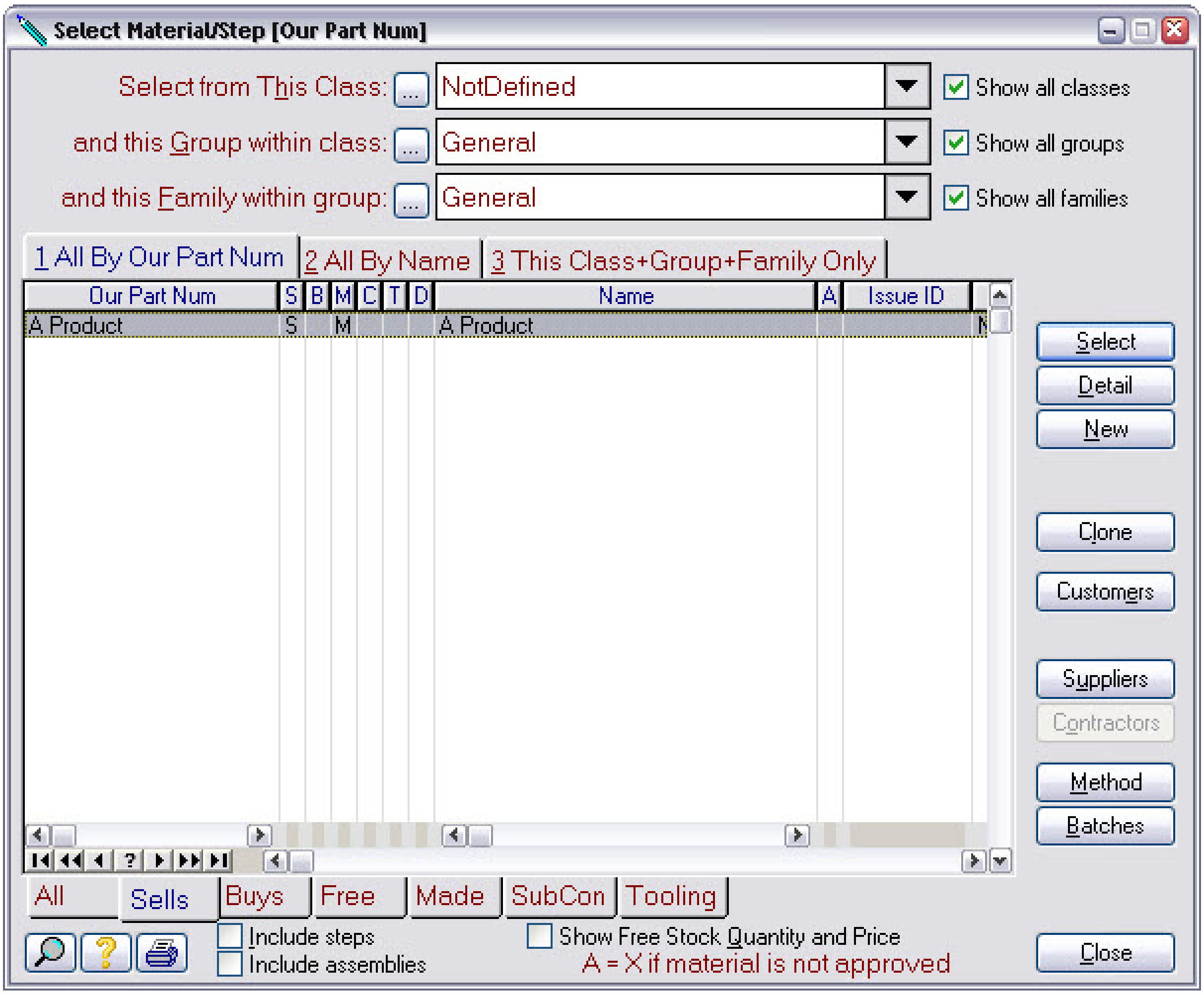
2.8 Select Product



What is it?	A list of saleable products.
When do I do it?	When you need to identify a product for sale.
How do I get there?	Press the Our Part Num ellipsis on the Add Sales Order Line form.
What must I do?	Find the product you want to sell in the list, click on it and press Select.
	Say Yes when asked to add the product to the customer's parts list.
	Go to the next page in this manual.

Notes

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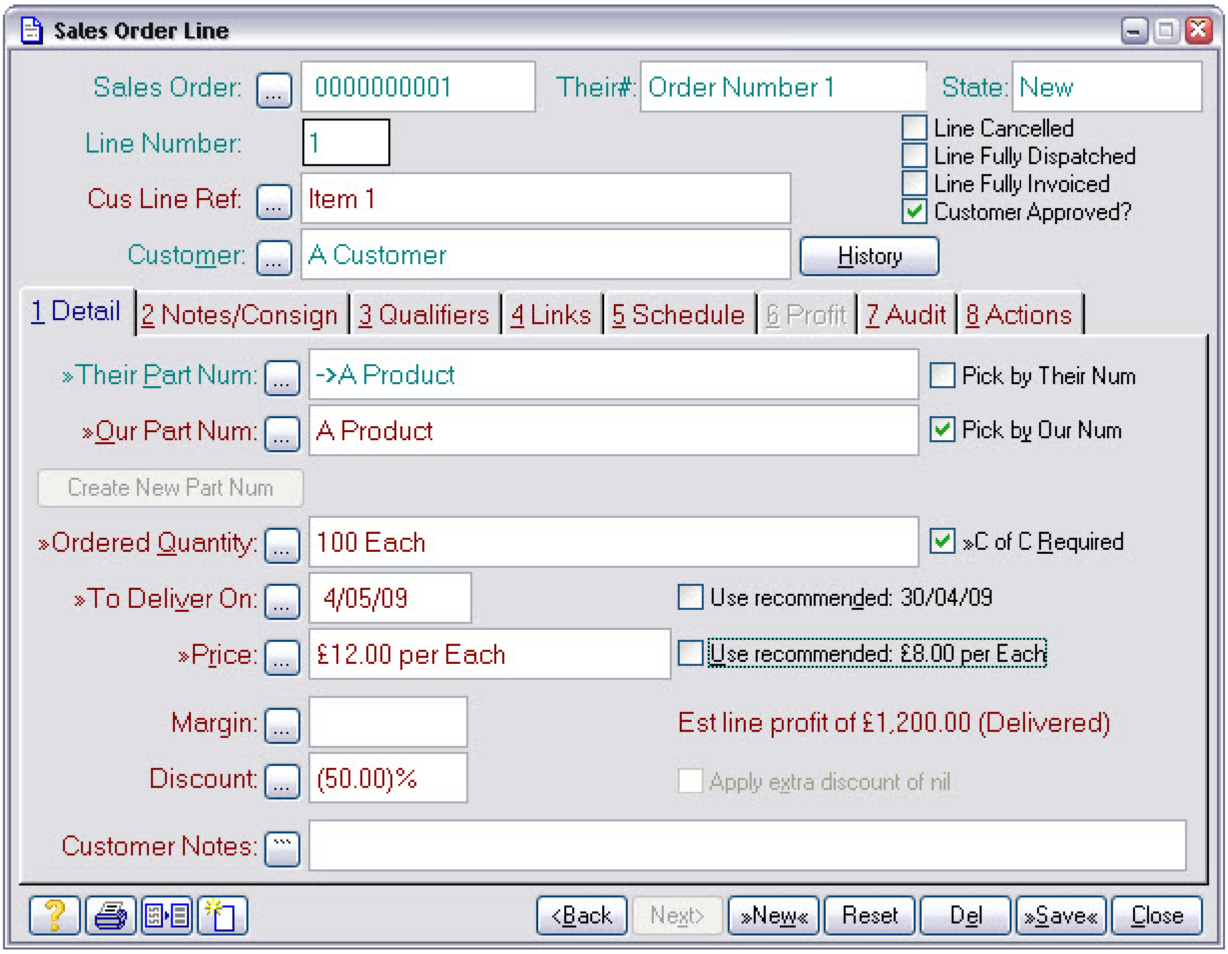
2.9 Set Ordered Quantity and Deliver On Date



What is it?	Continuation of Add Sales Order Line
When do I do it?	After selecting the product.
How do I get there?	After selecting the product you'll be returned here.
What must I do?	Enter the quantity being ordered and the date the customer wants it (un-check Use recommended if necessary).
	Press the Price/Delivery tab and go to the next page in this manual.

Notes

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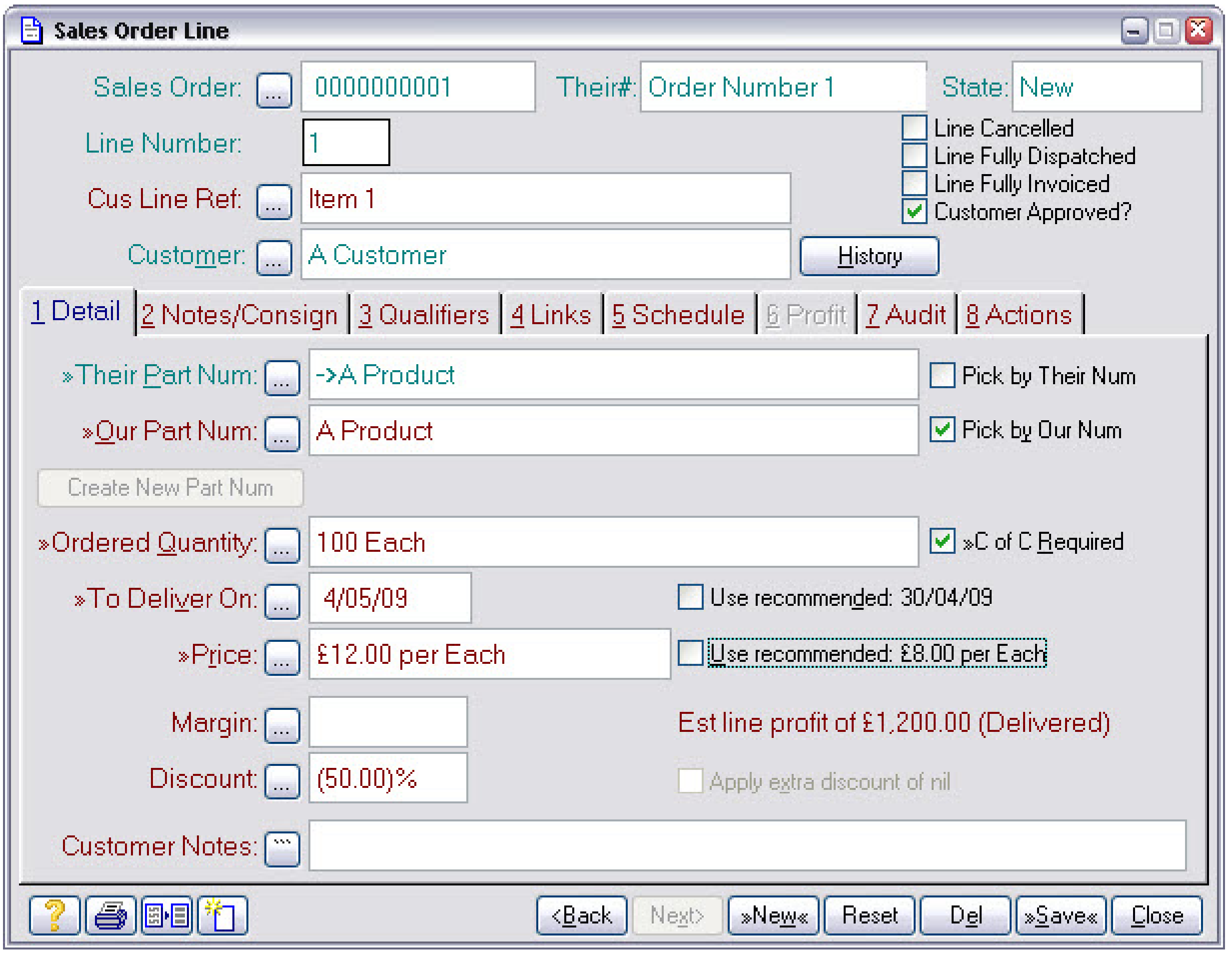
2.10 Check Sales Price



What is it?	Continuation of Add Sales Order Line.
When do I do it?	After setting the quantity and delivery date.
How do I get there?	From previous page (already there)
What must I do?	Verify the price is correct or enter the desired price in the Price field (un-check Use recommended if necessary).
	Verify the Unit Qty field or set it (this is the quantity the price applies to).
	Press Save, Close, etc. as appropriate.

Notes

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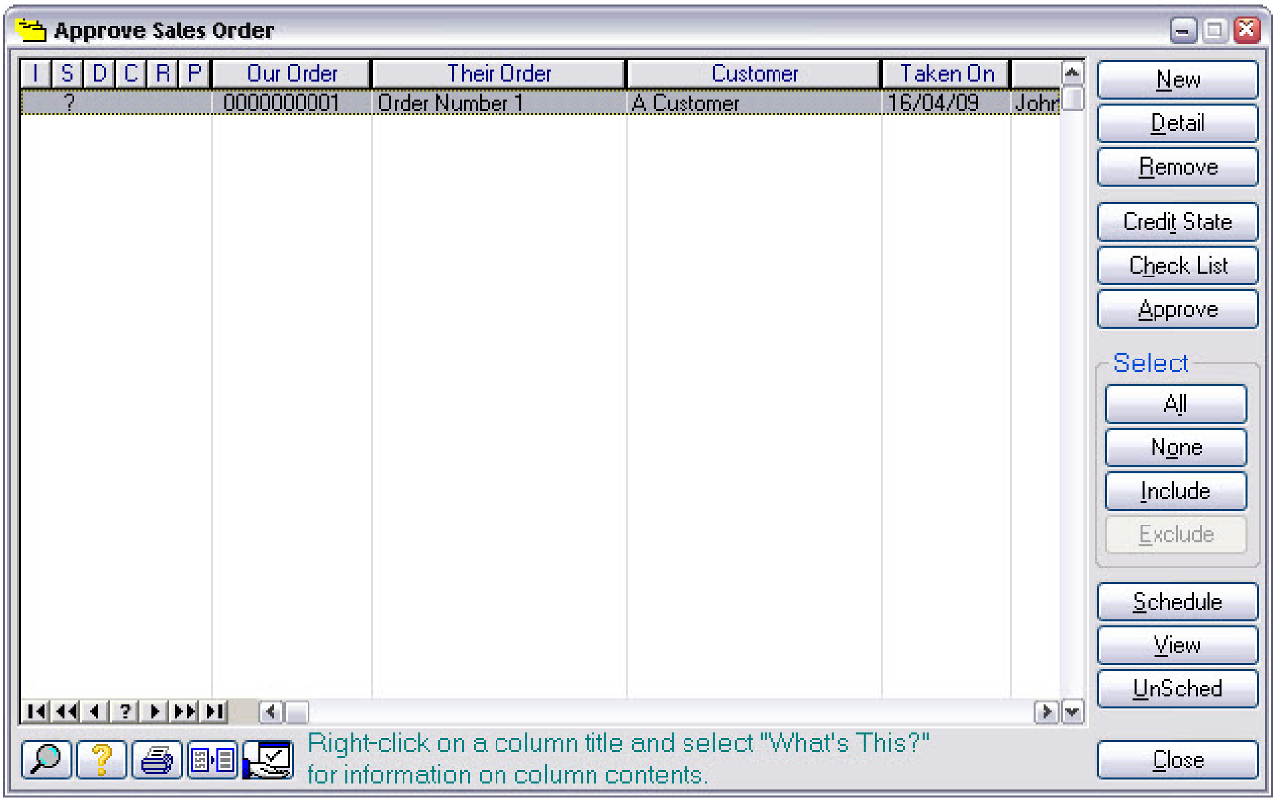
2.11 Approve Sales Order



What is it?	A list of all sales orders that have been entered but not yet approved.
When do I do it?	When you are ready to commit to the order and plan the work required to do it.
How do I get there?	Functions | Sales | Approve Order
What must I do?	Find the order you wish to approve in the list and click on it.

Verify the details are correct by pressing the Detail button, then press Approve.

Say Yes when asked if you want to schedule the order now.

Press Yes when the “printing confirm” window appears. This commits you to the order and prints the acknowledgement.

Notes

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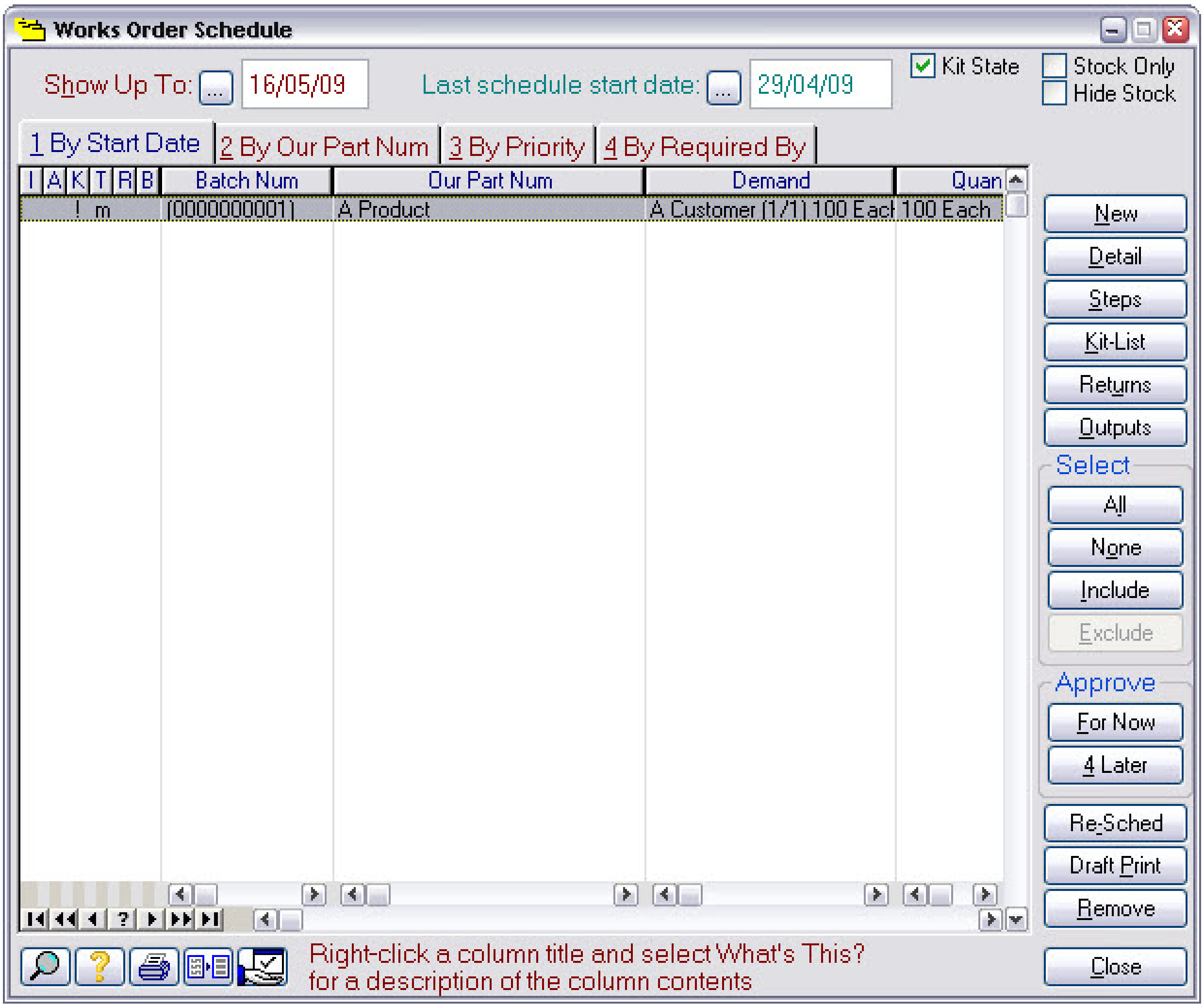
2.12 Approve Works Order



What is it?	A list of all works orders that are waiting to be started.
When do I do it?	When you are ready to start the work (and not before!).
How do I get there?	Functions | Manufacture | Works Schedule
What must I do?	Find the works order you wish to start in the list, click on it, and then press Approve For Now.

Notes

This list only shows orders whose planned start date is on or before the “Show Up To” date. If you cannot see your order in this list, try either moving the show-up-to date or select the “By Our Part Num” tab.

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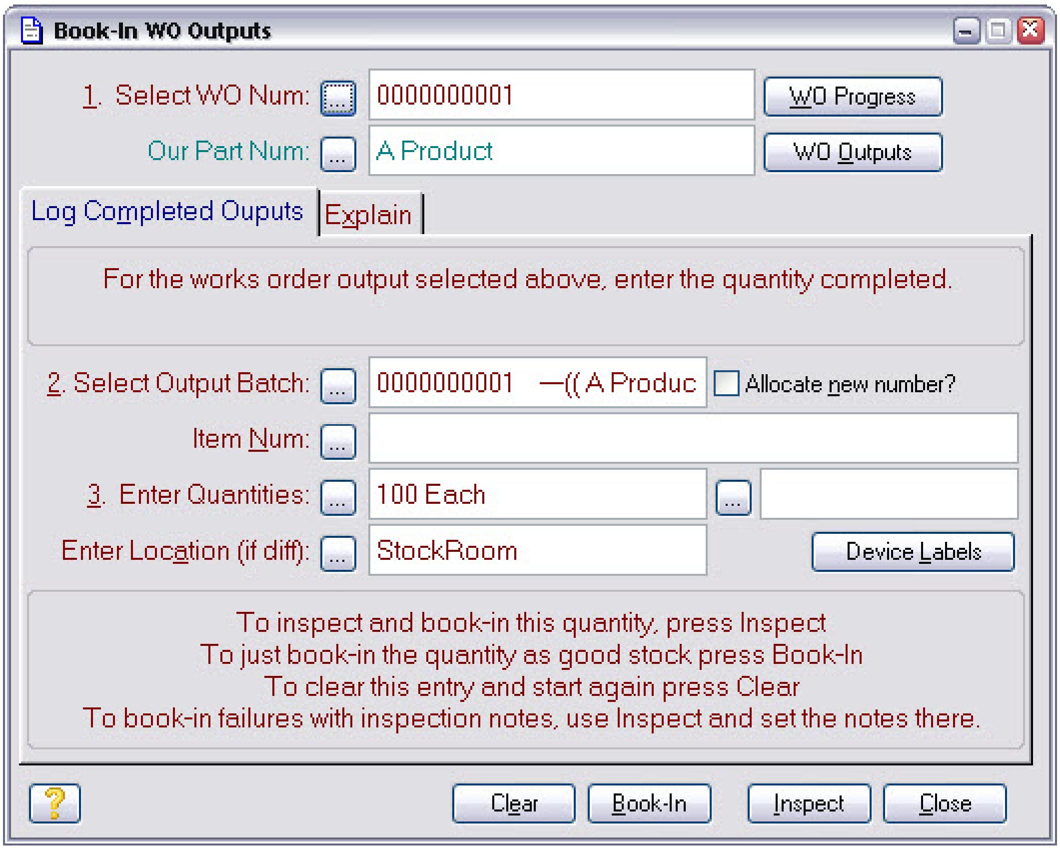
2.13 Book-In Product



What is it?	A form to identify how many of a product has been made.
When do I do it?	When you complete the manufacture of something under a works order.
How do I get there?	Functions | Manufacture | Book-In Products
What must I do?	Press the Select WO Num button, then go to the next page in this manual.

Notes

This the 'keyboard' way of logging products. It can also be done via the SFDC mechanism.

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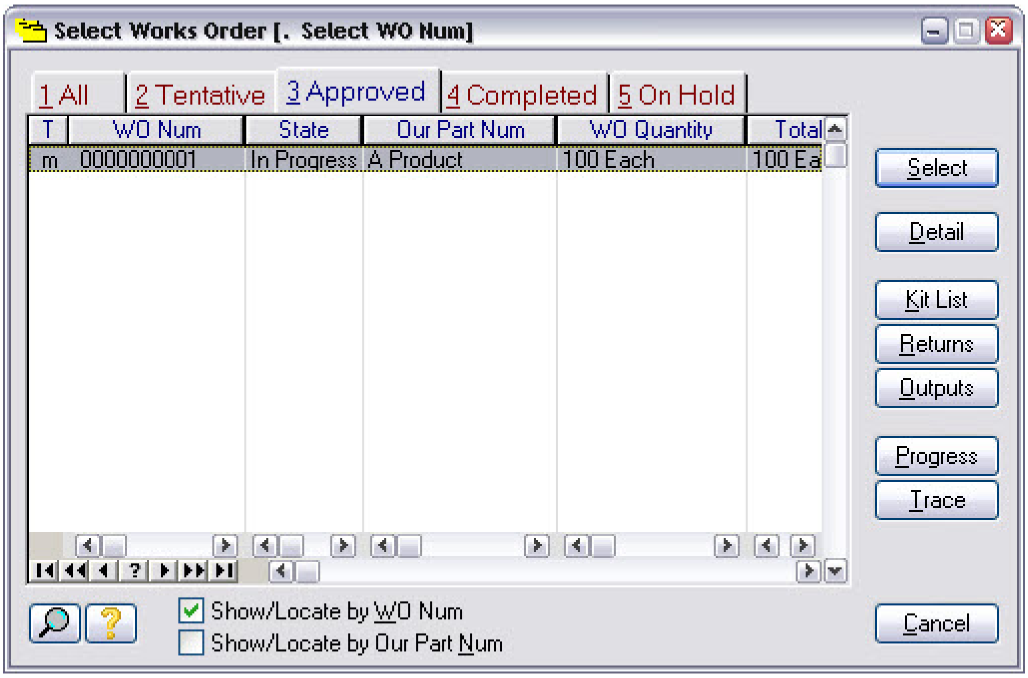
2.14 Select Works Order



What is it?	A list of all active works orders.
When do I do it?	When you want to select a works order to book against.
How do I get there?	Press the Select WO Num button on the Book-In Product form.
What must I do?	Find the works order you want in the list, click on it, press Select and go to the next page in this manual.

Notes

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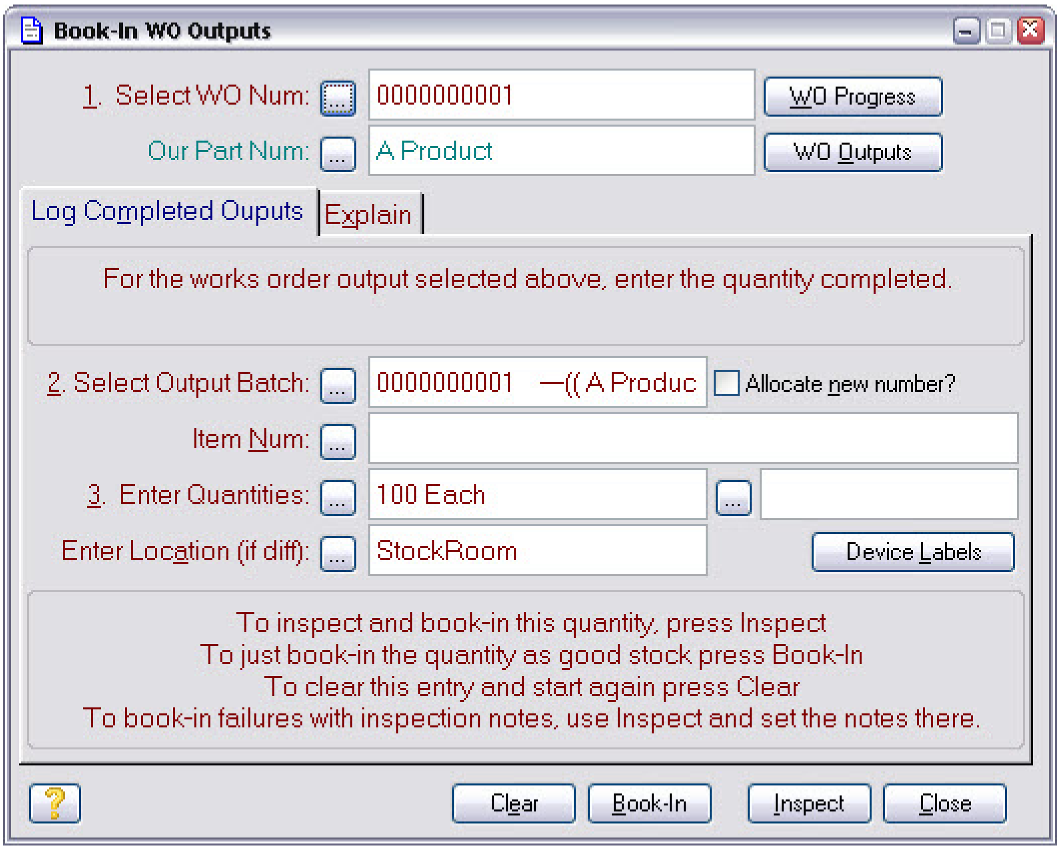
2.15 Set Completed Quantity



What is it?	Continuation of Book-In Product.
When do I do it?	After selecting the works order.
How do I get there?	After selecting the works order.
What must I do?	Enter the quantity completed, then press Book-In.

Notes

When you press Book-In, the product is booked into stock and the form will reset to allow you to book-in other products. The quantity field will update to show the remaining expected quantity from the selected works order.

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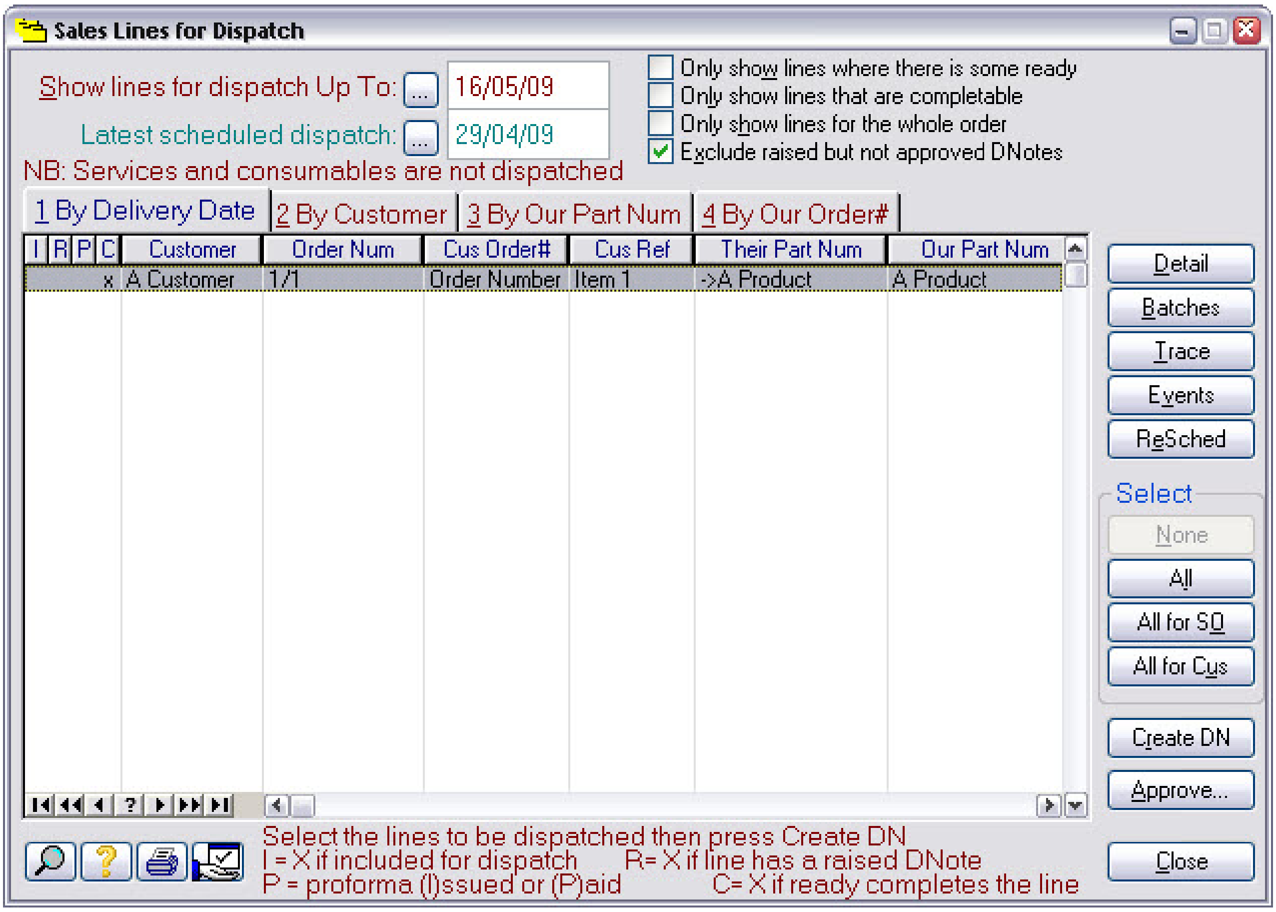
2.16 Create Dispatch Note



What is it?	A list of all sales order lines that are not yet fully dispatched.
When do I do it?	After you've made (or bought) the product and you are ready to dispatch it to your customer.
How do I get there?	Functions | Dispatches | Raise Dispatch
What must I do?	Find the order line you want to dispatch in the list, click on it and press the Create DN button.
	Say Yes when asked to confirm dispatch note creation.

Notes

If you try to create dispatch note(s) before the required products have been booked-in, another window may be shown that shows the works orders that must be completed before you can create the dispatch note(s).

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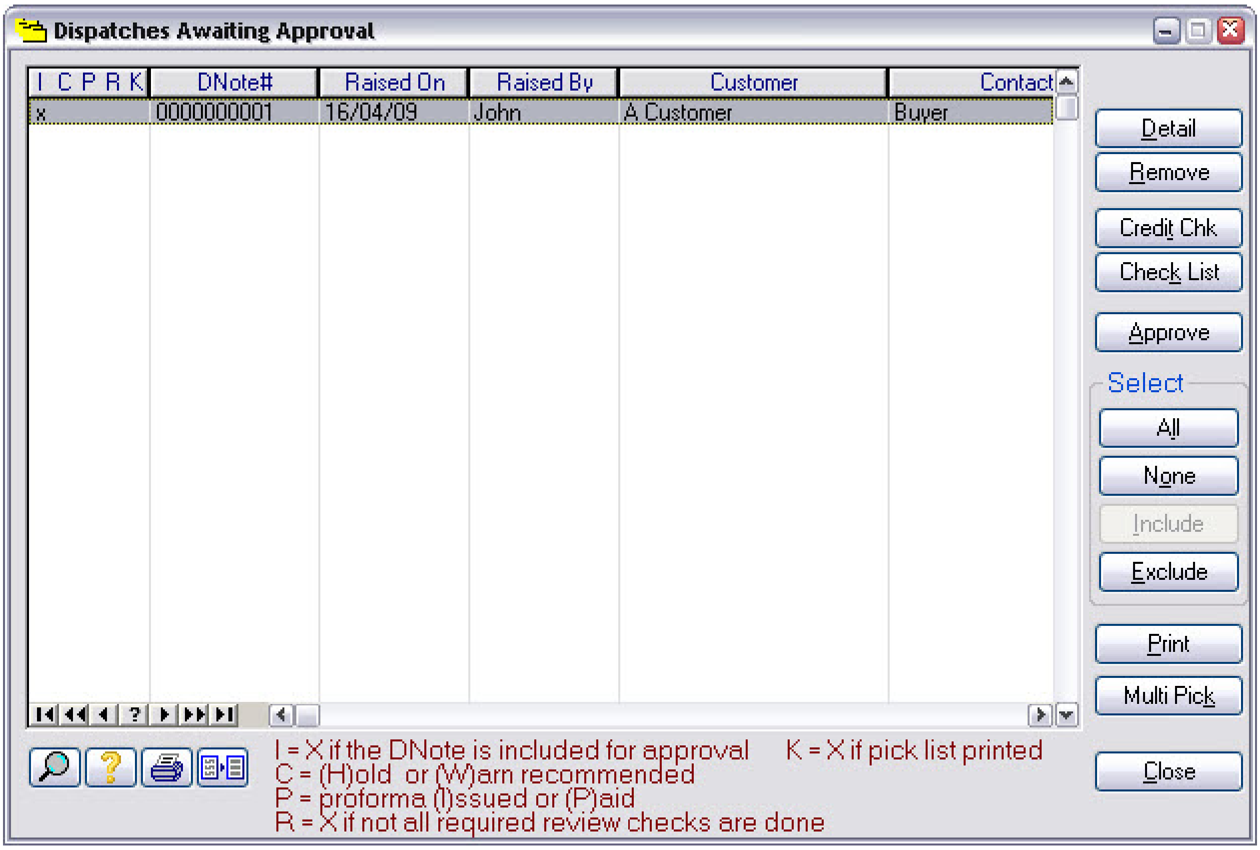
2.17 Approve Dispatch Note



What is it?	A list of all dispatch notes that have been raised but not yet approved.
When do I do it?	After you've raised the dispatch note and you are ready to proceed with the delivery.
How do I get there?	Functions | Dispatches | Approve Dispatch
What must I do?	Find the dispatch note you want to approve in the list, click on it and press Approve.

Notes

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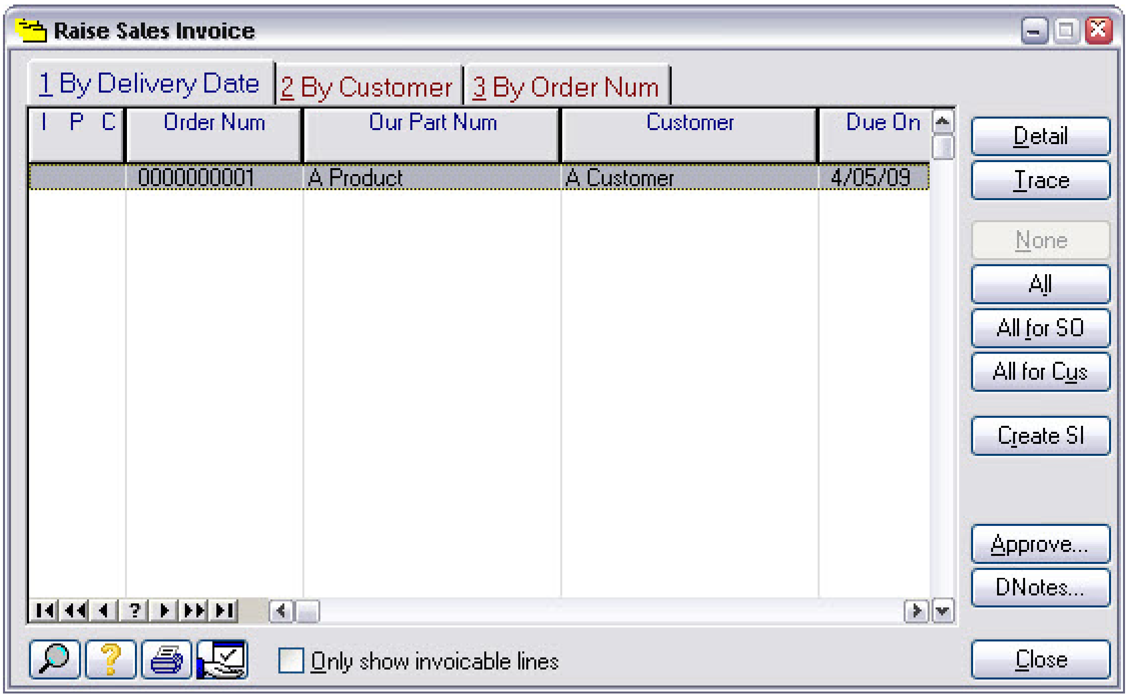
2.18 Create Invoice



What is it?	A list of all sales order lines that are not yet fully invoiced.
When do I do it?	After you've made a dispatch and you want to raise the invoice.
How do I get there?	Functions | Sales Invoices | Raise Sales Invoice
What must I do?	Find the order line you want to invoice in the list, click on it and press the Create SI button.
	Check "Only show invoicable lines" to restrict the list to only the lines that are ready for invoicing.

Notes

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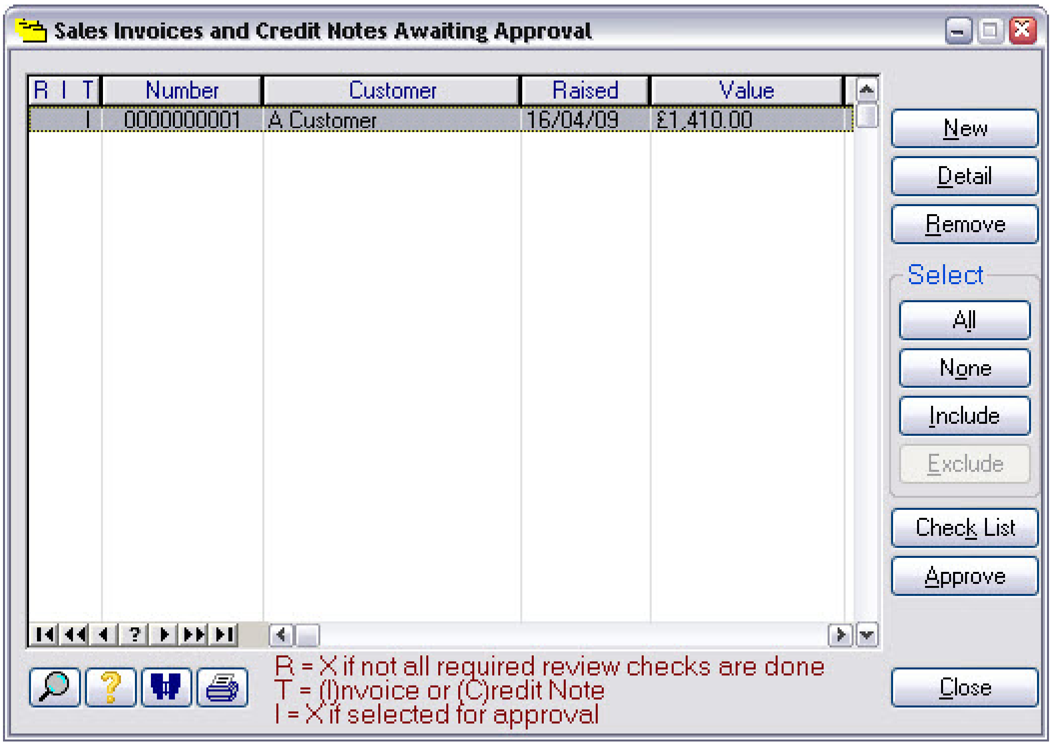
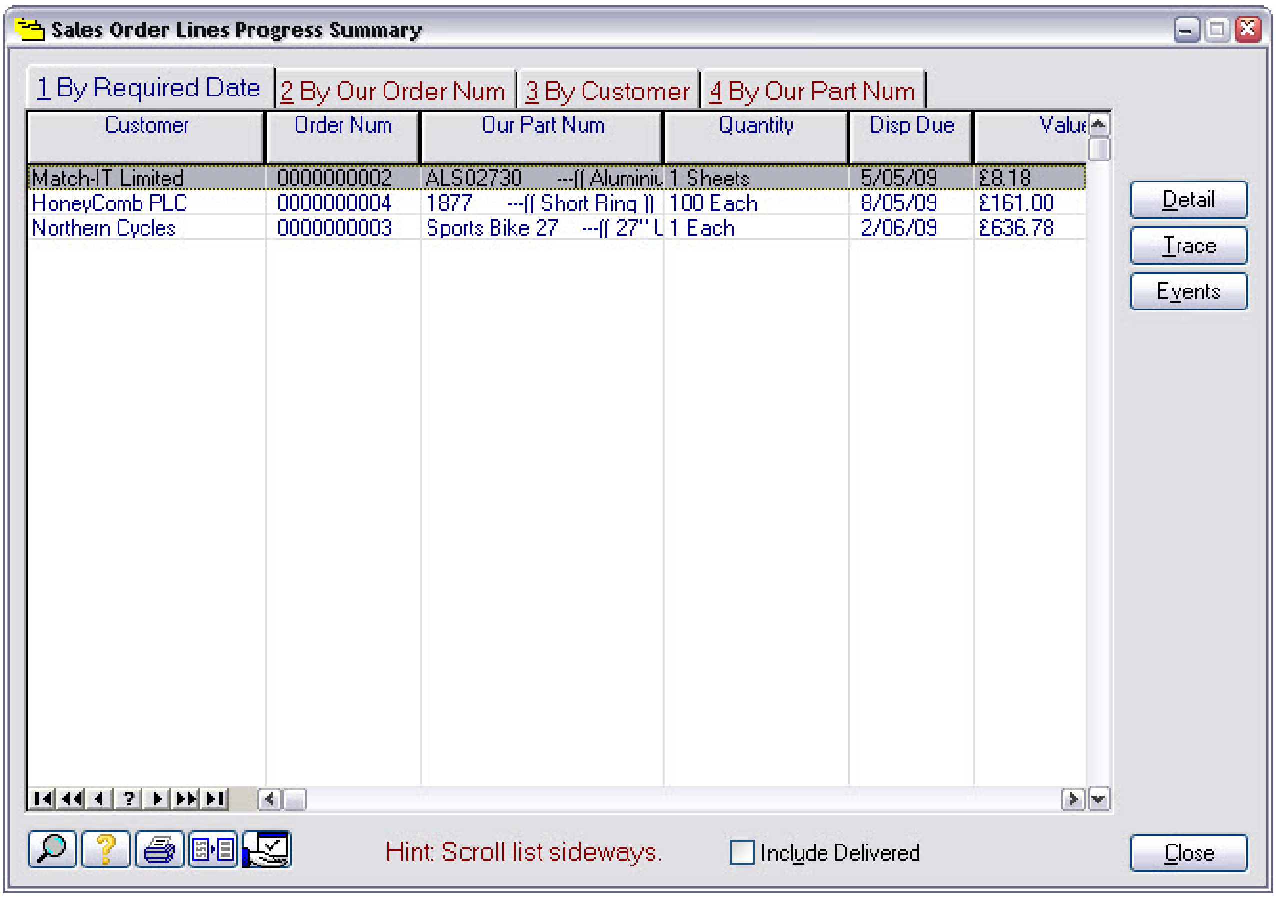
2.19 Approve Invoice



What is it?	A list of all sales invoices that have been raised but not yet approved.
When do I do it?	After raising the sales invoice and you are ready to send it to your customer.
How do I get there?	Functions | Sales Invoices | Approve Invoice
What must I do?	Find the invoice you want to approve in the list, click in it and press Approve.

Notes

2.20 Checking Progress



What is it?	A list of all sales orders.
When do I do it?	When you want to know the status of an order.
How do I get there?	Progress | Sales Line Progress
What must I do?	Find the sales order line you want to see progress on, click on it and press the Events button.
	Go to the next page in this manual.

Notes

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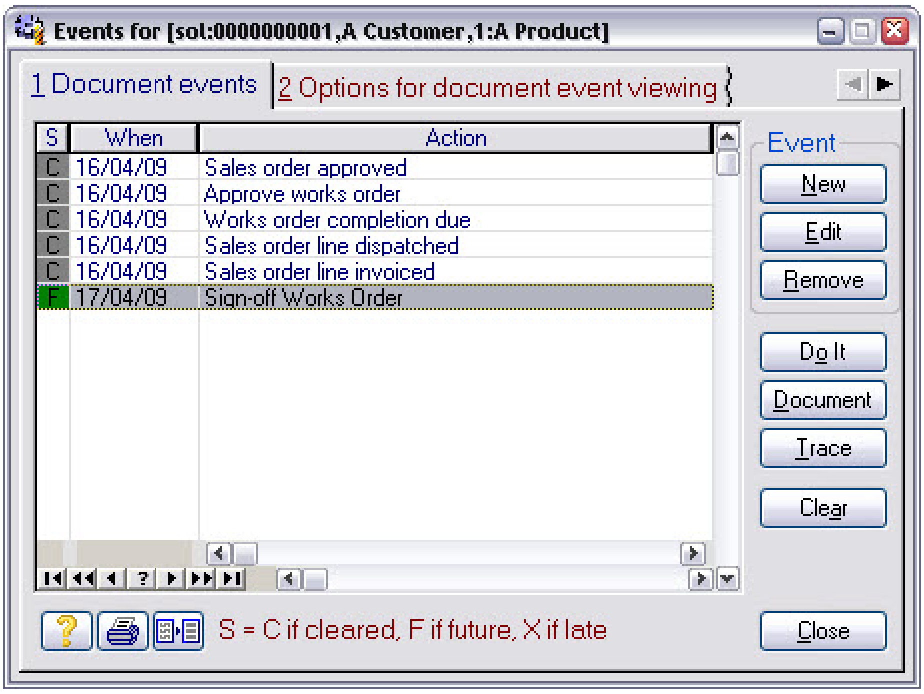
2.21 Outstanding Sales Order Events



What is it?	A list of all outstanding actions required to complete the sales order.
When do I do it?	When you want to know the status of an order.
How do I get there?	Press the Events button from the sales line progress list.
What must I do?	The list will initially show the outstanding actions. To see the actions you've already done, select the Options tab and check the Cleared option you see there.

Notes

Select an action and press the Document button to get more detail.

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2.22 Stage 1 Notes

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3 Stage 2 Bill Of Materials

This is your first introduction to methods. Initially, you will only be concerned with defining the material requirements of your jobs. Once you've done this, Match-IT will automate stock allocation to jobs and you will be ready to learn about purchase order processing.

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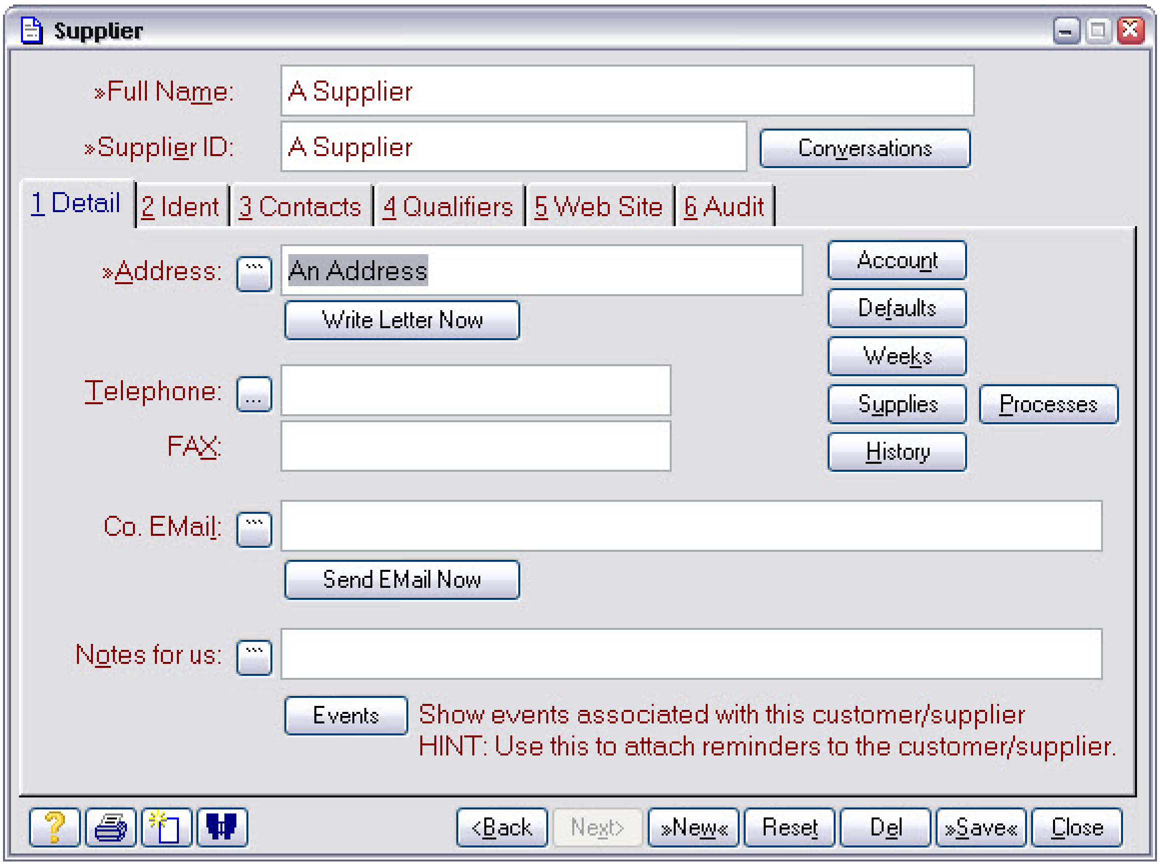
3.1 Add Supplier



What is it?	Identify a supplier.
When do I do it?	When you start dealing with a new supplier.
How do I get there?	Functions | Setup | Setup accounts | Supplier List | New Sup
What must I do?	Fill-in at least the Full Name, Supplier ID and Address.

Notes

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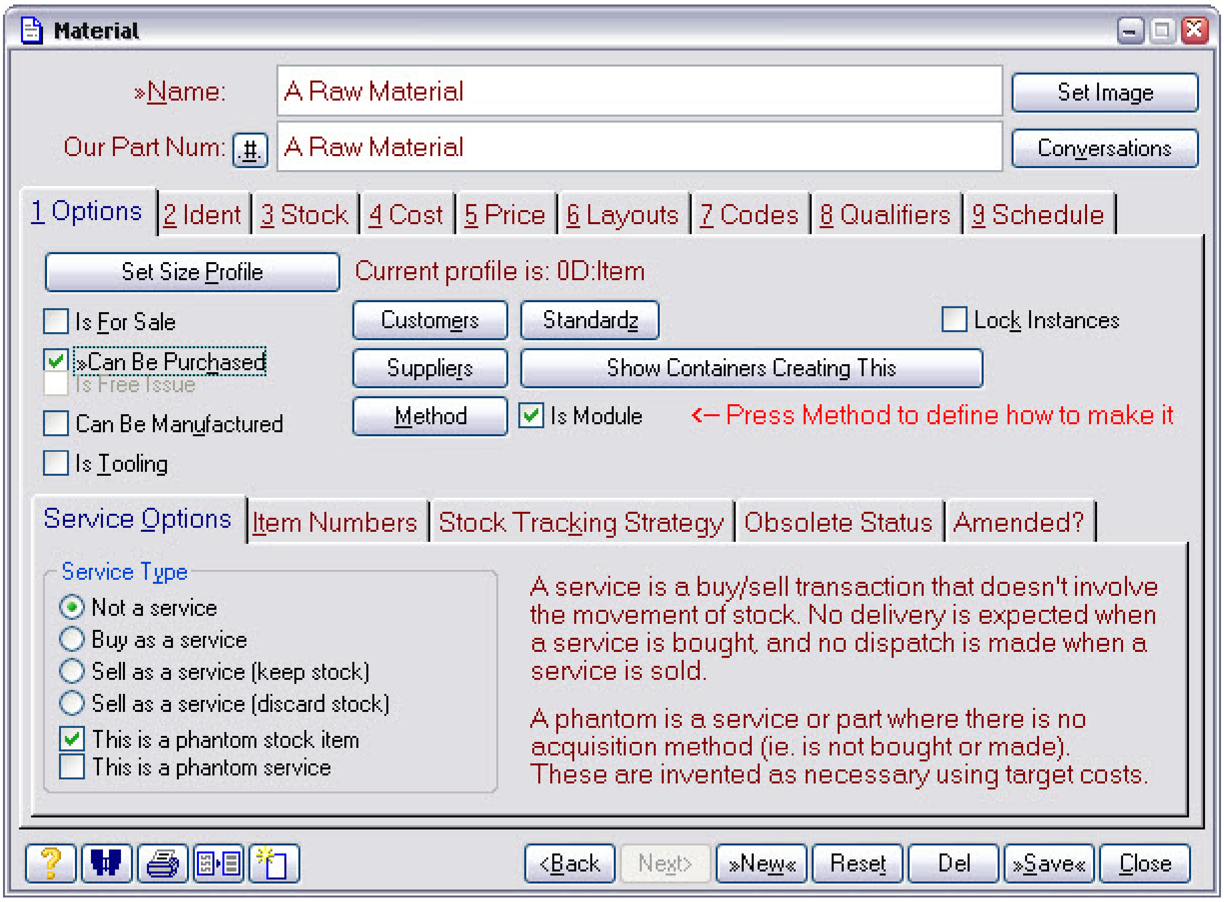
3.2 Add Raw Material



What is it?	Identify a raw material that you purchase.
When do I do it?	When you want to buy something you haven't bought before.
How do I get there?	Functions | Setup | Setup Products | Materials Catalogue | New
What must I do?	Fill-in the Name, Our Part Num, check Can Be Purchased.
	Press Set Size Profile and go to the next page in this manual.

Notes

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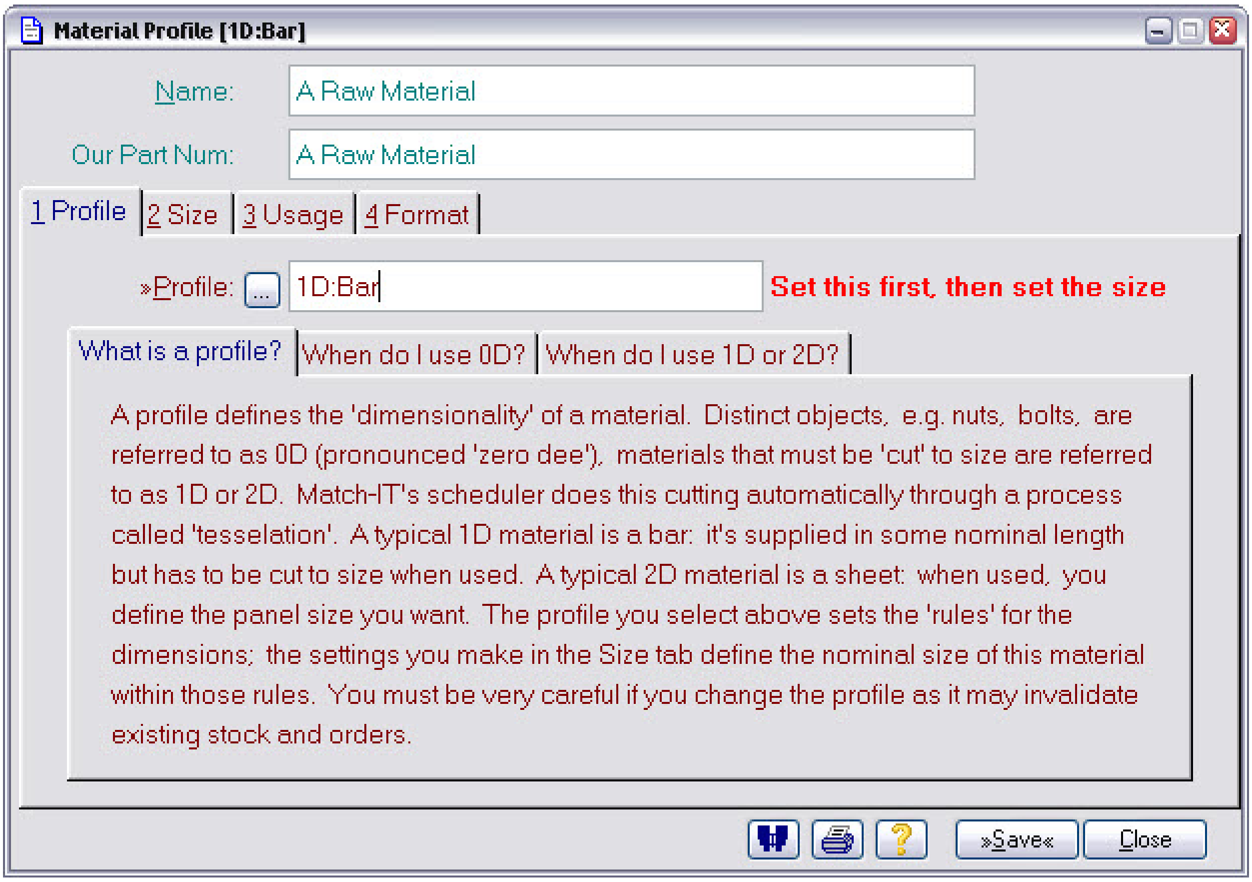
3.3 Set Profile



What is it?	Identify the usage ‘profile’ of the material.
When do I do it?	When you first identify a new raw material.
How do I get there?	Press Set Size Profile button from Add Raw Material form.
What must I do?	Read the notes shown on the form, to help you decide what type of material you need.
	Press the Profile button and select the most appropriate entry for your material.
	Go to the next page in this manual.

Notes

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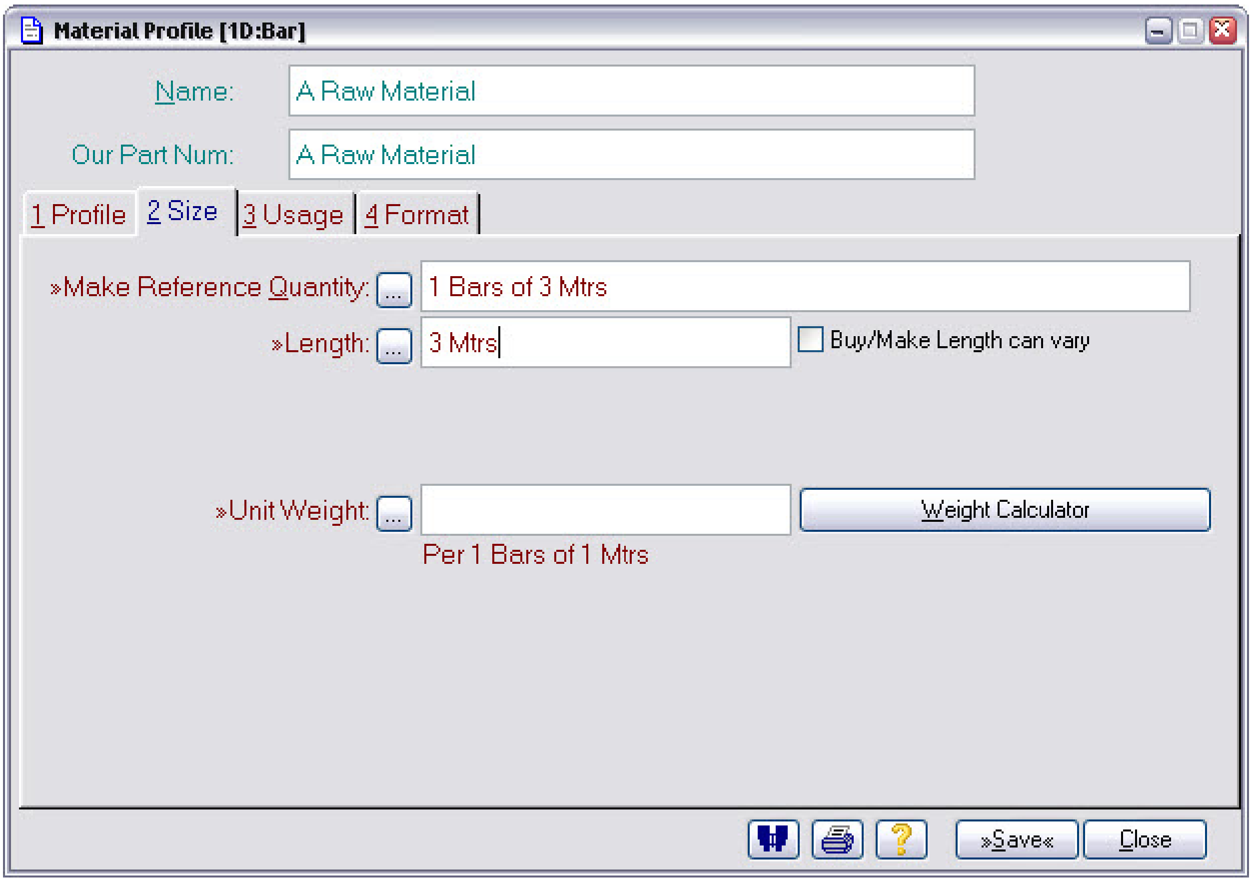
3.4 Set Size



What is it?	Identify the 'size' of your raw material. The number of size parameters available, and their meaning, is dependent on the profile selected.
When do I do it?	As part of the procedure to identify a new raw material.
How do I get there?	Press Size tab from the Set Profile form.
What must I do?	Fill-in the fields required by the profile you selected.
	Press Save, Close, as necessary to get back to the raw material form.
	Go to the next page in this manual.

Notes

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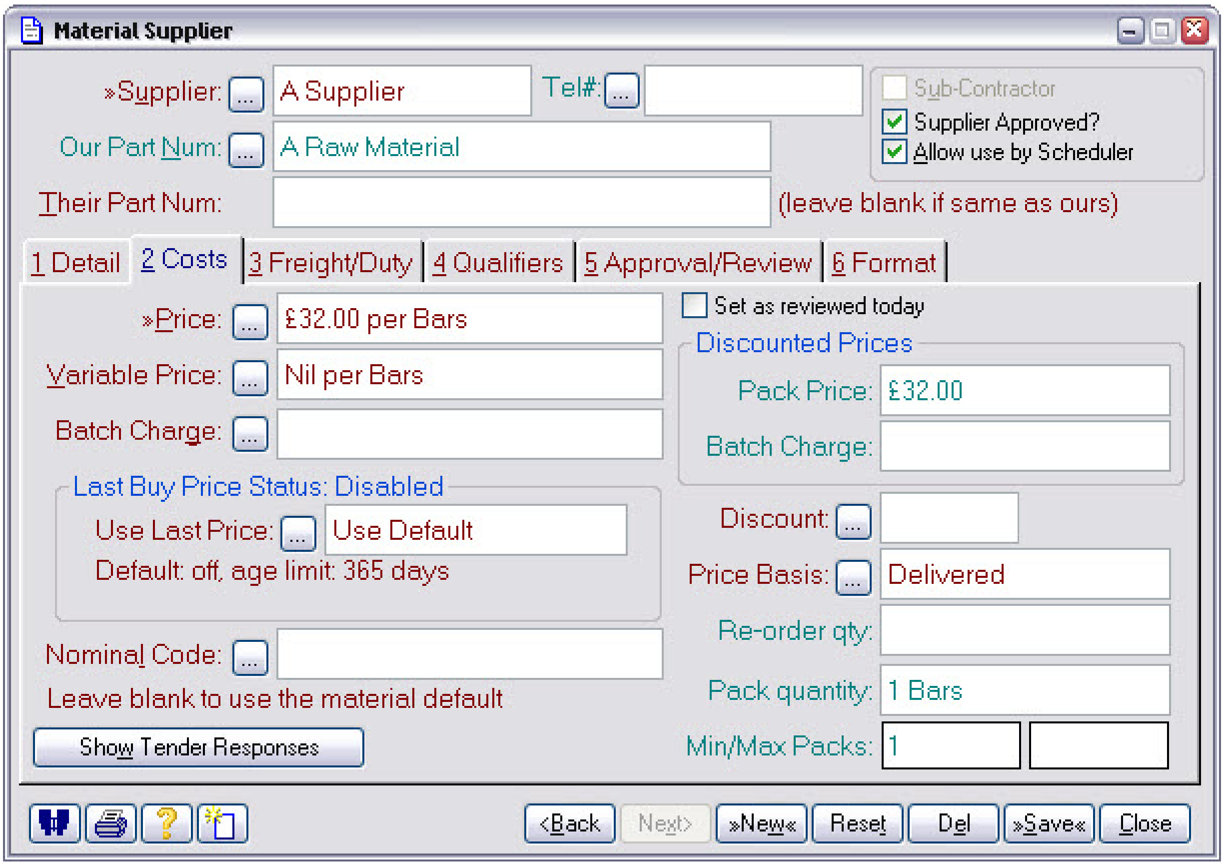
3.5 Set Supplier and Cost



What is it?	Identify who you buy the material from and what it costs.
When do I do it?	As part of the procedure to identify a new raw material.
How do I get there?	Press Suppliers button on the Options tab of the Add Raw Materials form.
	This brings up the list of suppliers that can supply your material; initially it will be empty.
	Press New on the supplier list.
What must I do?	Press the Supplier button and select, or add New, the supplier that can supply your material.
	Select the Costs tab and fill-in the price the supplier charges.
	Press Save, Close, etc. as appropriate.

Notes

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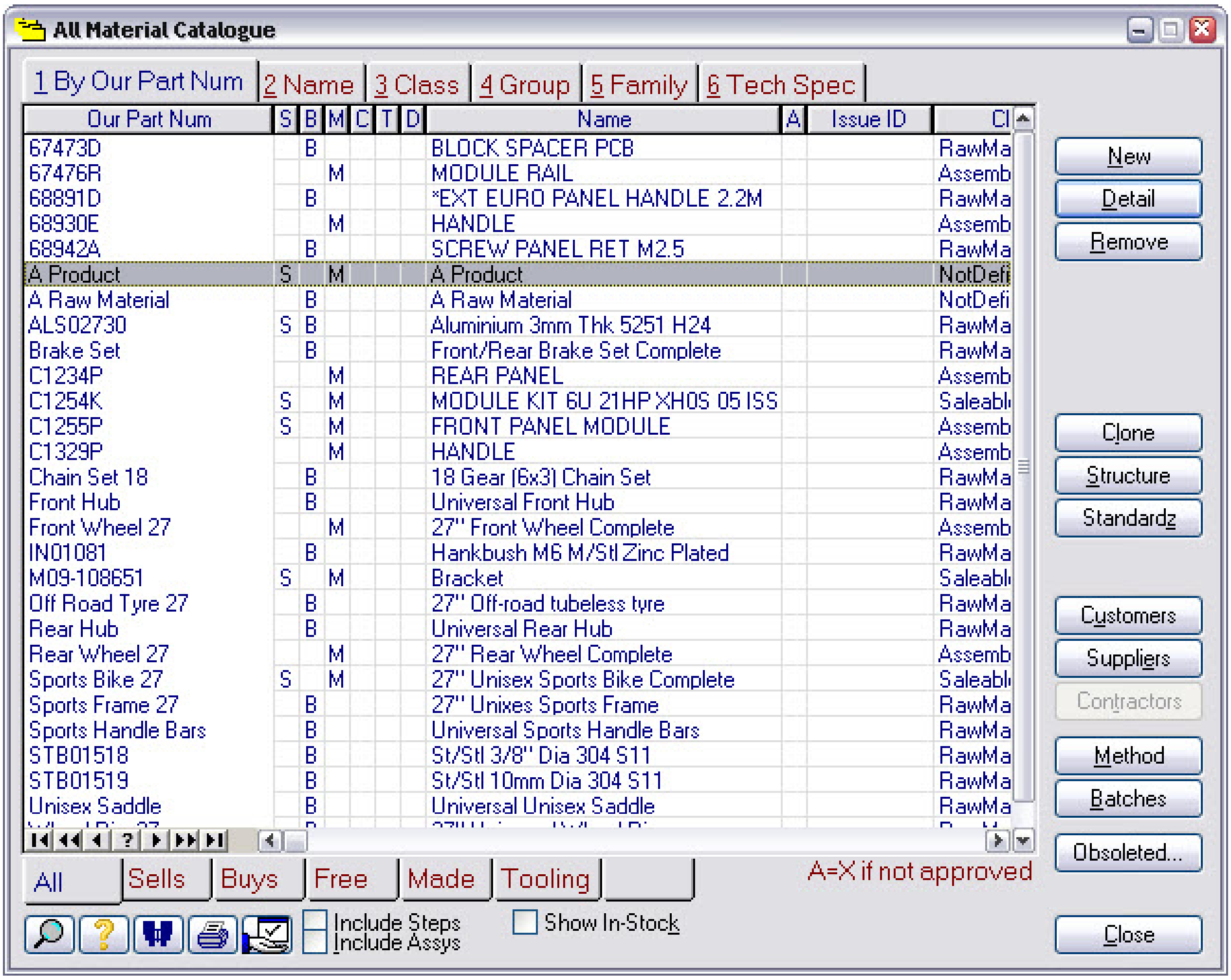
3.6 Find Product



What is it? The list of all products and materials.

When do I do it? To select the product you wish to add a Bill Of Materials to.

How do I get there? Find Record | Our Part

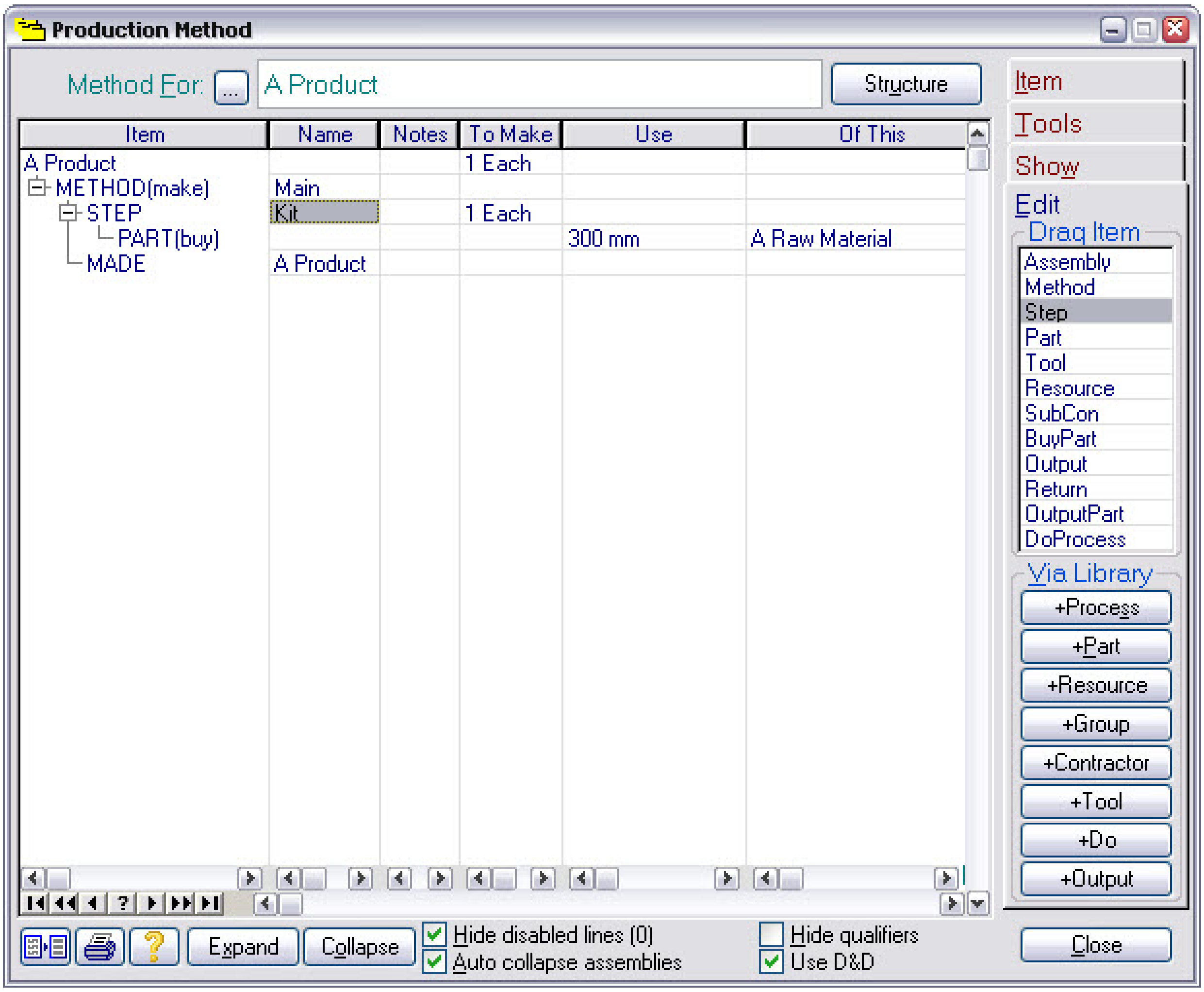
What must I do? Find the product you want by any of the usual means.

Press the Method button.

Go to the next page in this manual.

Notes

3.7 Add Part



What is it?	The method editor. This is where you define what is involved in making your products.
When do I do it?	To add or update the Bill Of Materials (you also define the routing here too, buts that's covered later).
How do I get there?	Press the Method button from the Materials Catalog
What must I do?	Drag a Method item into the method.
	Drag a Step item into the method and give it a name.
	Press the +Part button, this opens the material selector, drag the required parts into the method.
	Double click on them in the method to edit the details, e.g. to set the quantity and size required.

Notes

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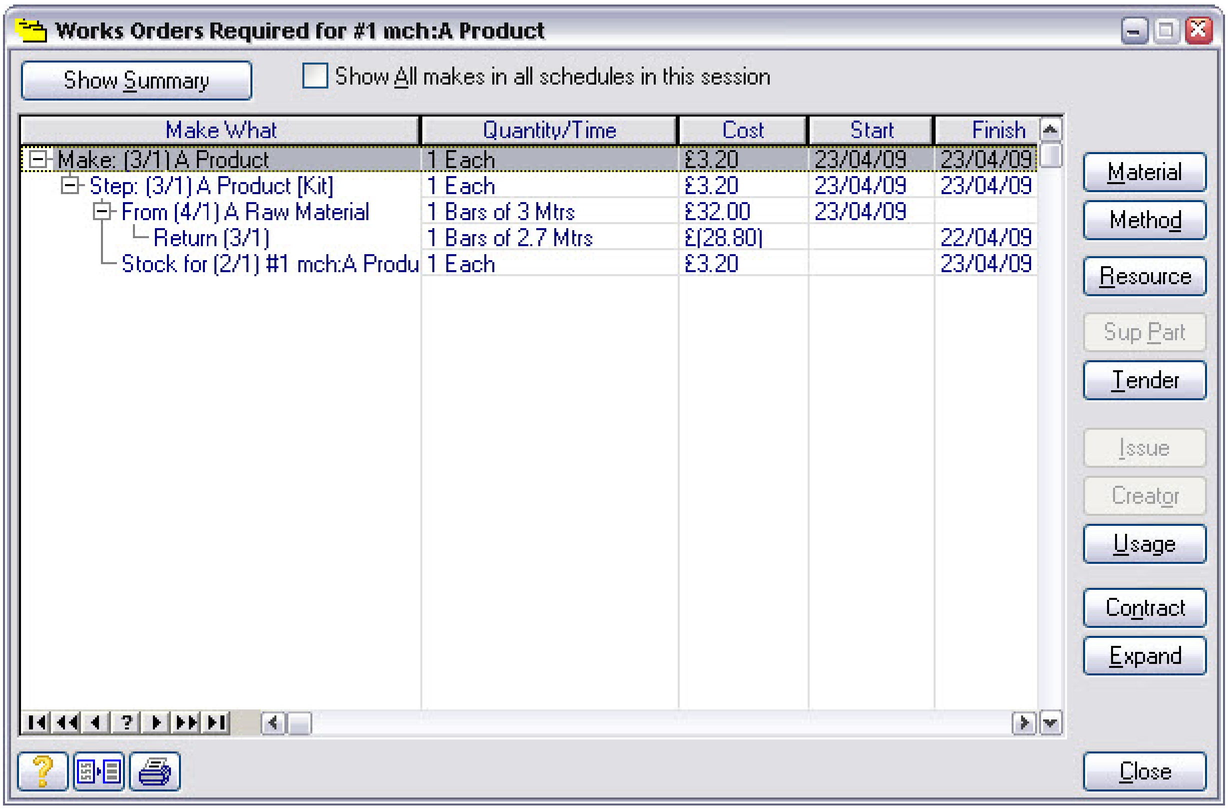
3.8 Test the BoM



What is it?	A “What If?” schedule of the product to verify the materials and quantities you have set are valid and set-up correctly.
When do I do it?	To check your BoM can be understood by Match-IT's planning system.
How do I get there?	From the method editor, select the Tools tab, then press the Test button, then press Start on the confirmation window that is shown.
What must I do?	Examine the information shown when the schedule completes to verify it's what you expect. For example, the material you expect is being bought from the suppliers you expect at the price you expect.

Notes

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3.9 Stage 2 Notes

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4 Stage 3 Purchase Order Processing

This involves placing purchase orders and progressing them through goods-in and into stock. Supplier invoice handling is also covered. Allocation of this stock to your jobs is automatic but can be manually overridden if necessary.

There are two aspects to purchase order processing. One is referred to as ‘ad-hoc’ purchasing and the other as ‘scheduled’.

An *ad-hoc purchase* is one where you are buying something for your own benefit and Match-IT’s planning system knows nothing about it. A typical example would be general office supplies. In this case, you create a purchase order by selecting the supplier, then adding line items for the things you want to buy.

A *scheduled purchase* is one where you are buying something to meet a demand created by a sales order or a minimum stock level requirement. In this case Match-IT’s planning system knows about it and automatically creates entries in your purchase schedule. All you have to do to raise the purchase order for these is to pick them from the schedule.

No matter how the order is raised, its subsequent processing is the same.

Also note, if you raise an ad-hoc purchase for something that can be used to meet the demand for a sales order, or a minimum stock level, Match-IT’s planning system will make use of it and not add another entry in the purchase schedule.

To go through the scheduled purchasing route in the following pages you must first create a demand by taking and approving a sales order for something for which you have defined a Bill Of Materials.

To start down the ad-hoc route, go to the Raise Ad-Hoc Purchase Order page in this manual.

To start down the scheduled route, create a demand, and then go to the Create Scheduled Purchase Order page in this manual.

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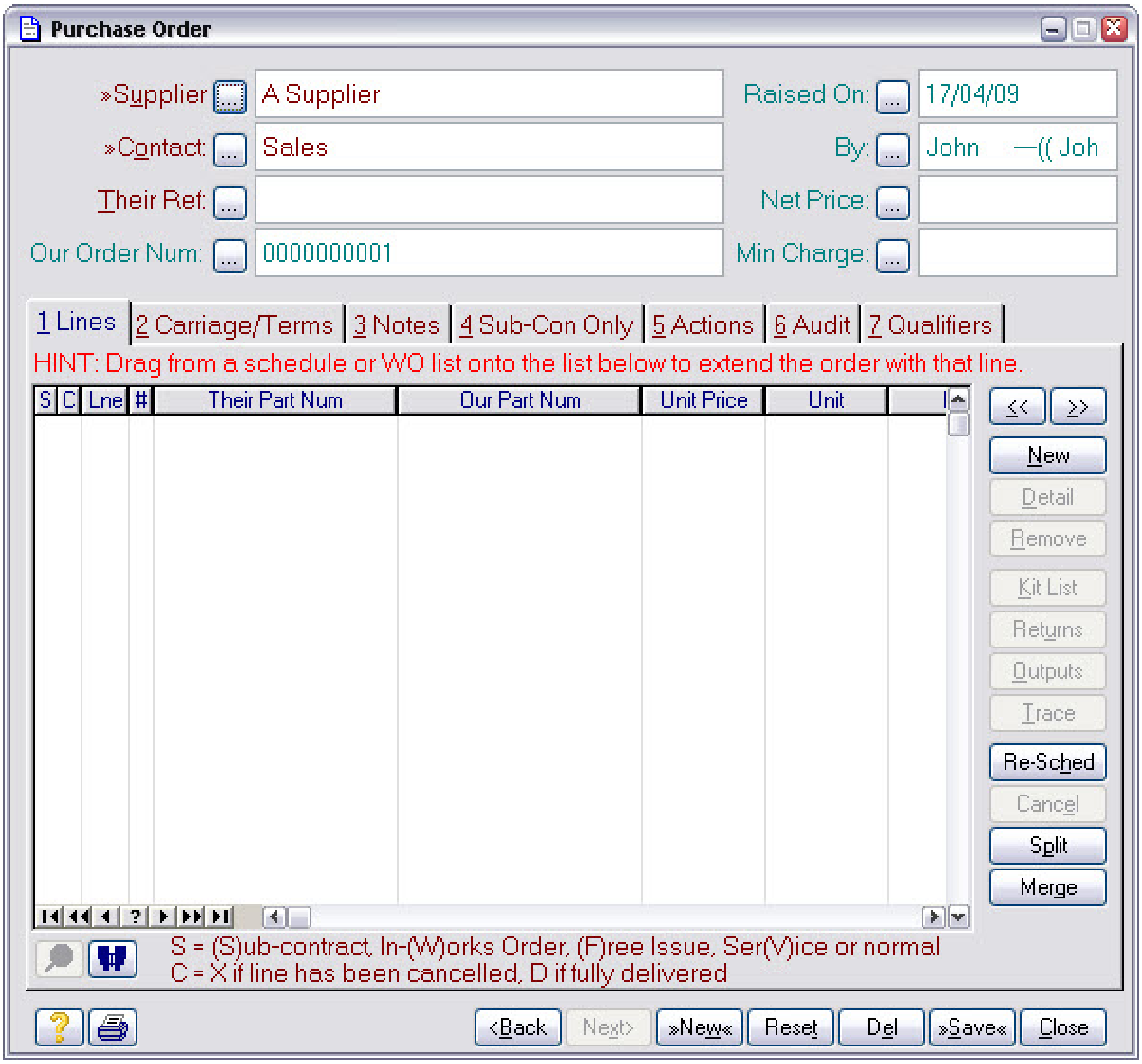
4.1 Raise Ad-Hoc Purchase Order



What is it?	Purchase order form.
When do I do it?	When you want to buy something directly without there being a sales order to ‘trigger’ a demand for it.
How do I get there?	Functions | Purchasing | Ad-hoc Purchase
What must I do?	Select the Supplier, and then press the New button on the right-hand side of the lines area.
	Go to the next page in this manual.

Notes

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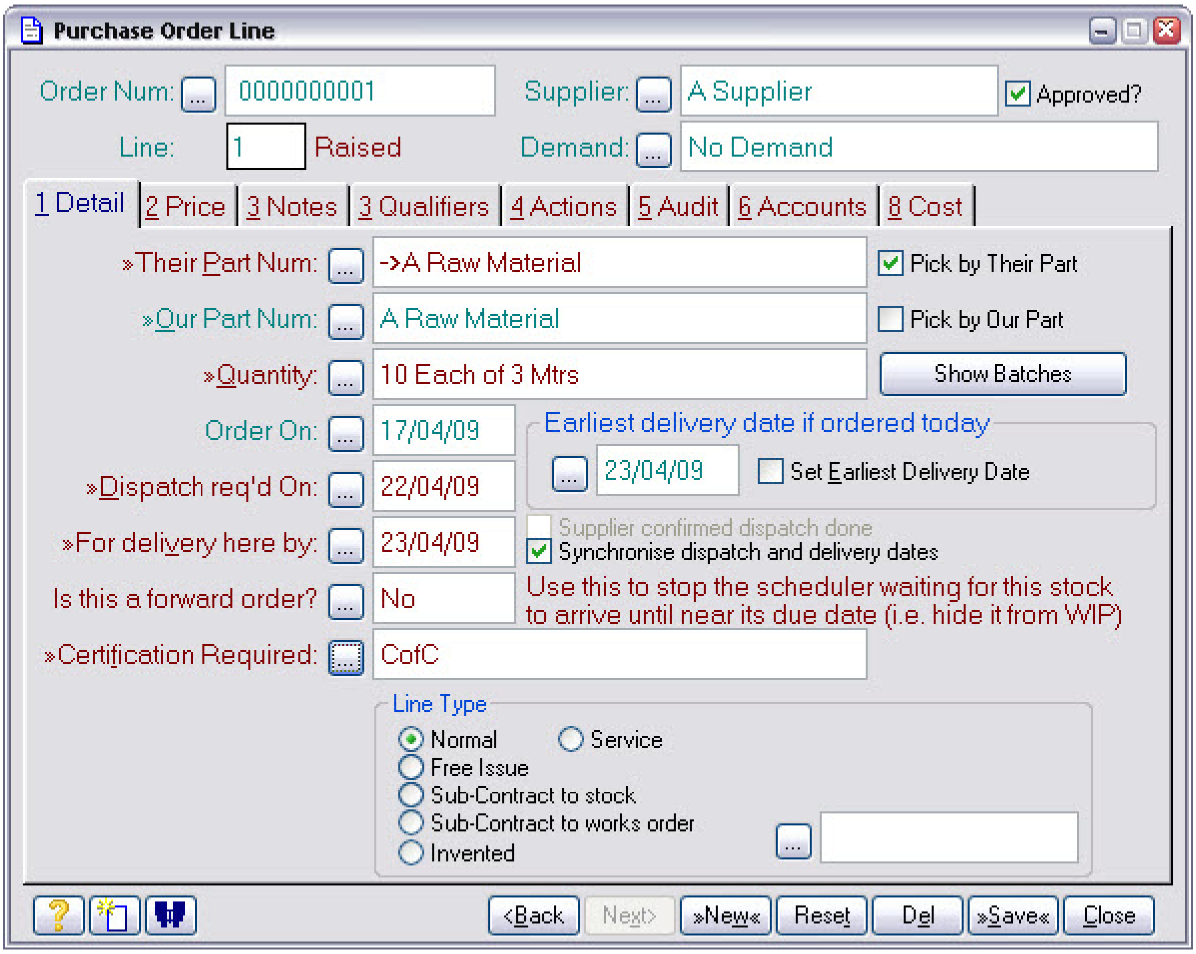
4.2 Add Ad-Hoc Purchase Order Line



What is it?	Purchase item form.
When do I do it?	To identify an ad-hoc item to be purchased.
How do I get there?	Press the New button on the Raise Ad-Hoc Purchase Order form (the New on the right, not the one on the bottom).
What must I do?	Press Their Part Num and select the part to be bought.
	Enter the Quantity to be bought. Note: the form shown when you press the Quantity button changes to suit the 'profile' of the material being bought.
	Enter the date you want the supplier to deliver on, or accept the earliest date offered.
	Select the Price tab and then go to the next page in this manual.

Notes

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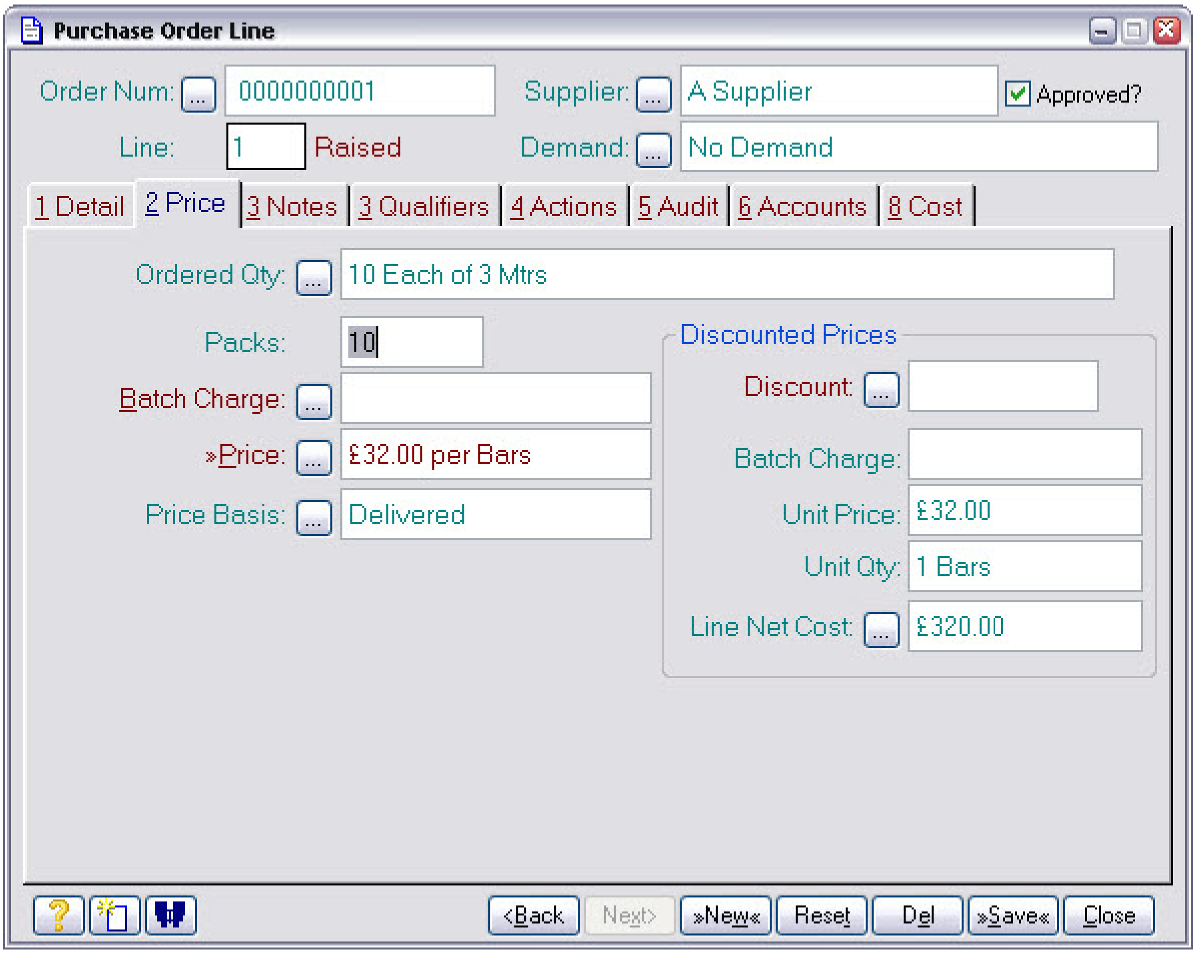
4.3 Check Purchase Price



What is it?	The price you expect to pay for your purchase item.
When do I do it?	When you add a line to a purchase order.
How do I get there?	Press the Price tab on the Add Ad-Hoc Purchase Order line form.
What must I do?	Check the price is what you expect.
	Press Save and Close, etc. as appropriate.
	Then skip forward to the Approve Purchase Order page in this manual.

Notes

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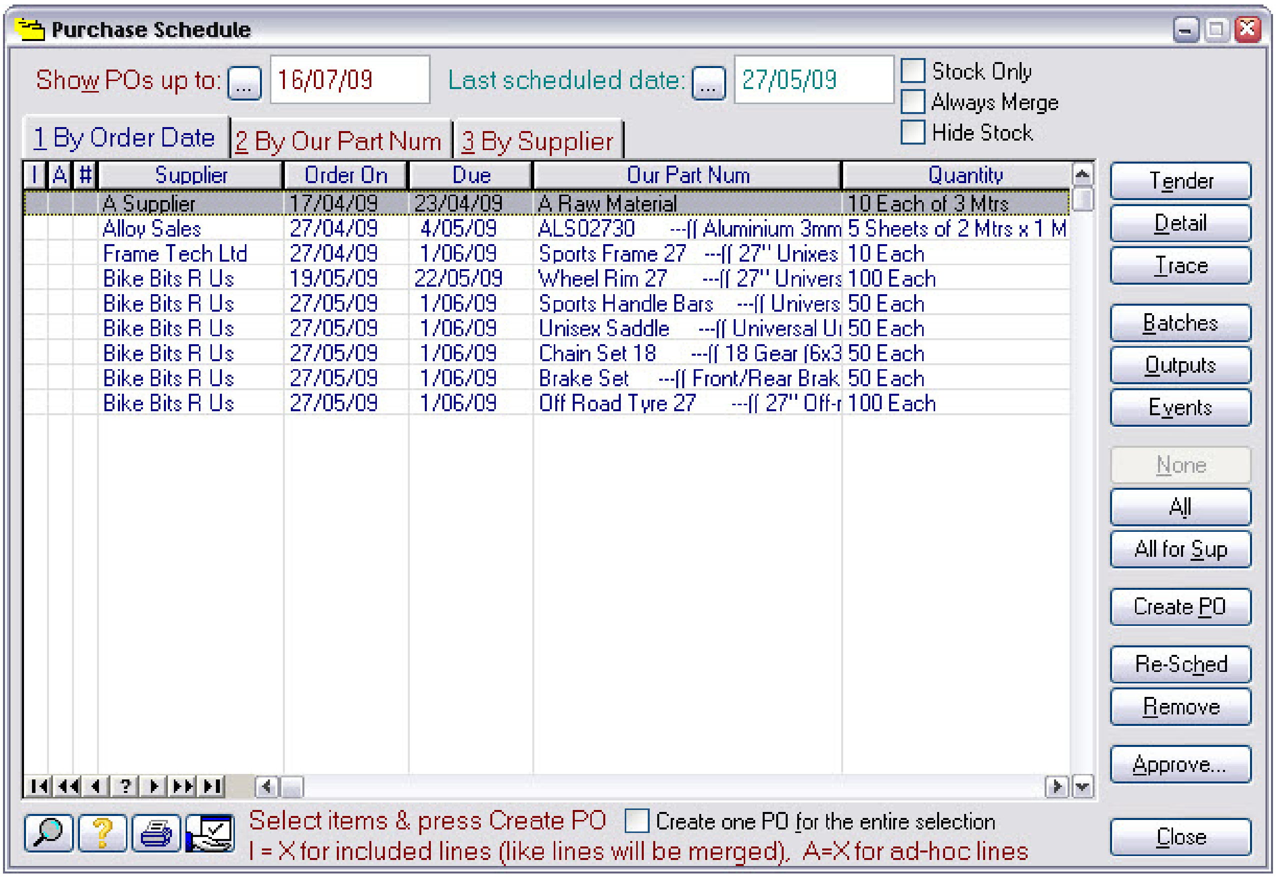
4.4 Create Scheduled Purchase Order



What is it?	The list of all items that must be purchased to meet your sales order demands and minimum stock level requirements.
When do I do it?	When you are ready to place the purchase order.
How do I get there?	Functions | Purchasing | Purchase Schedule
What must I do?	Select the items you wish to purchase and press the Create PO button.

Notes

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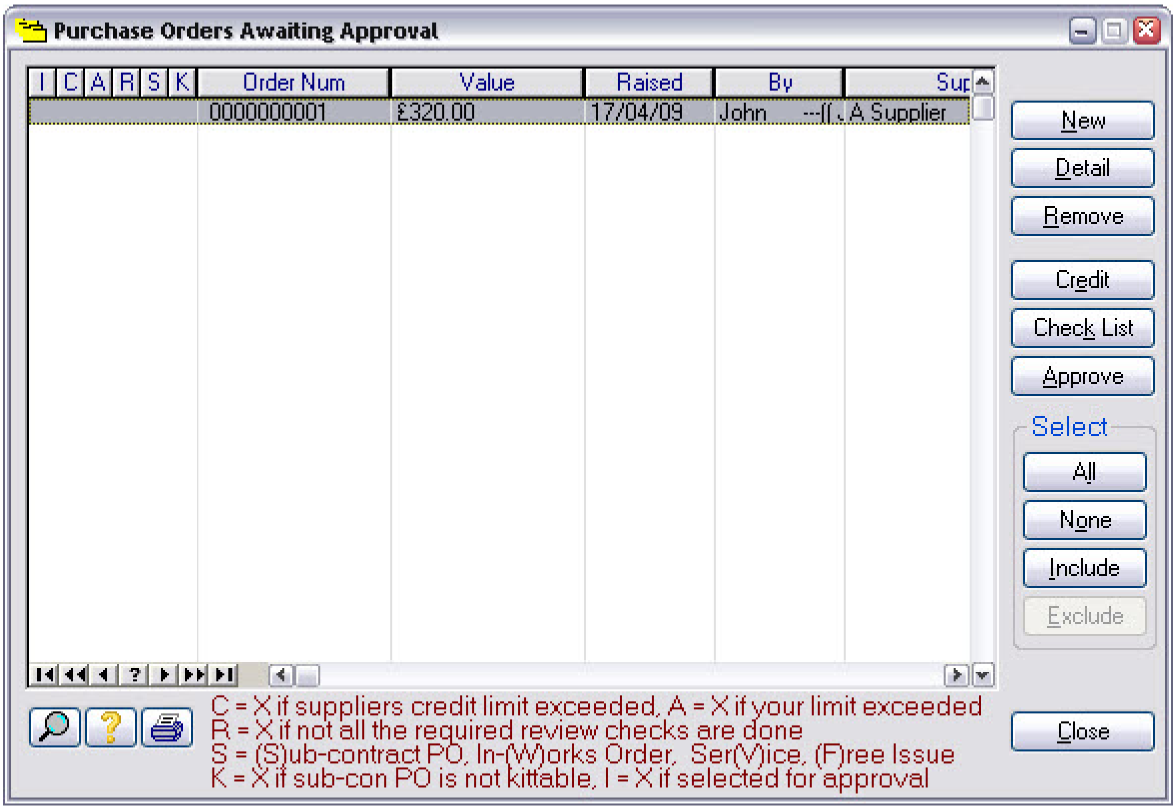
4.5 Approve Purchase Order



What is it?	A list of all purchase orders that have been raised but not yet approved.
When do I do it?	When you are ready to commit to a purchase and place the order with your supplier.
How do I get there?	Functions | Purchasing | Approve Order
What must I do?	Verify the details of the order by selecting it and then pressing the Detail button.
	Select the order you wish to approve and then press the Approve button.

Notes

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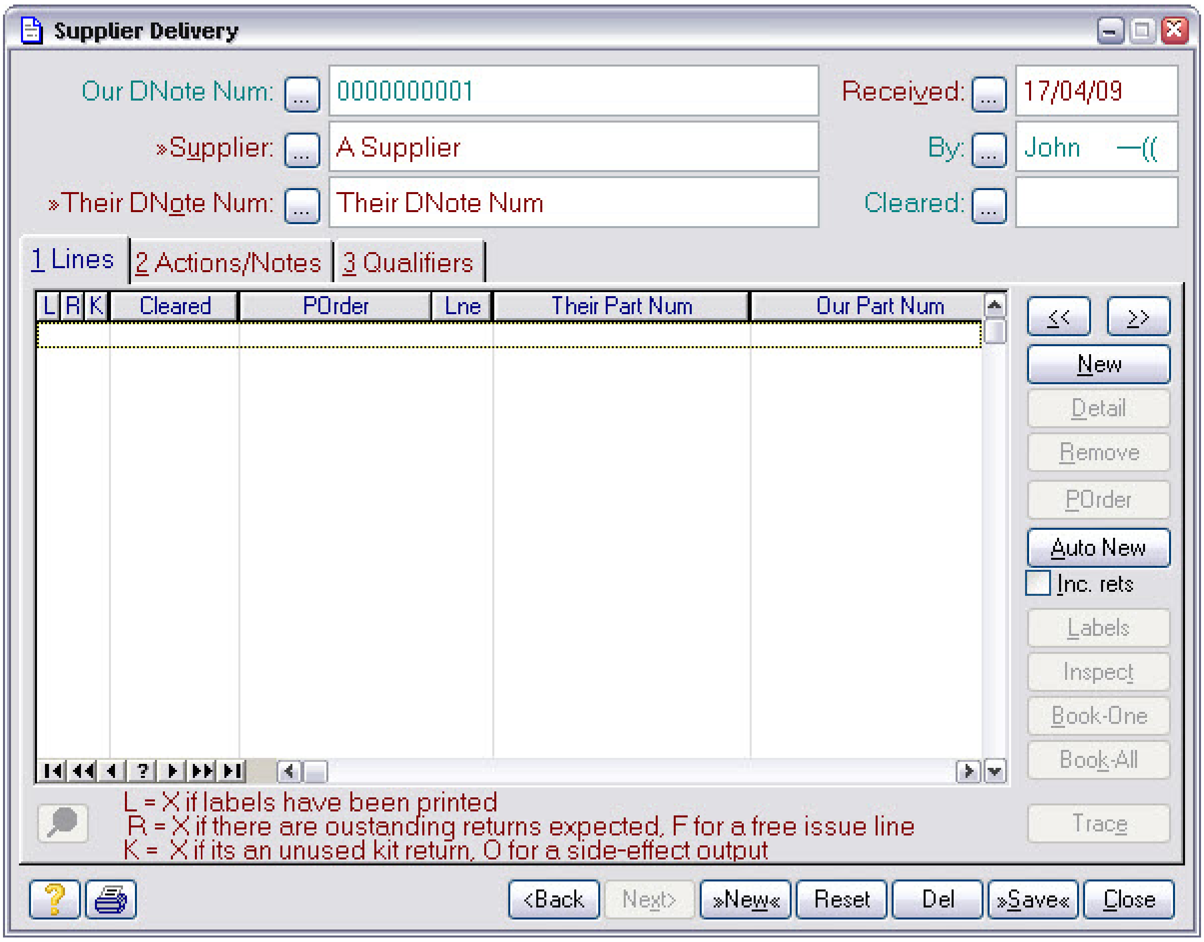
4.6 Log Supplier Delivery



What is it?	A form to allow you to log the details of a delivery from a supplier.
When do I do it?	As soon as you receive the goods from a supplier. (Note: This form just records the fact that the goods have arrived. You cannot actually use them until they have been booked-in.)
How do I get there?	Functions | Goods-In | New Delivery
What must I do?	Select the supplier the delivery has come from.
	Enter their dispatch note number (or invent one).
	Press the New button on the right-hand side of the lines area.

Notes

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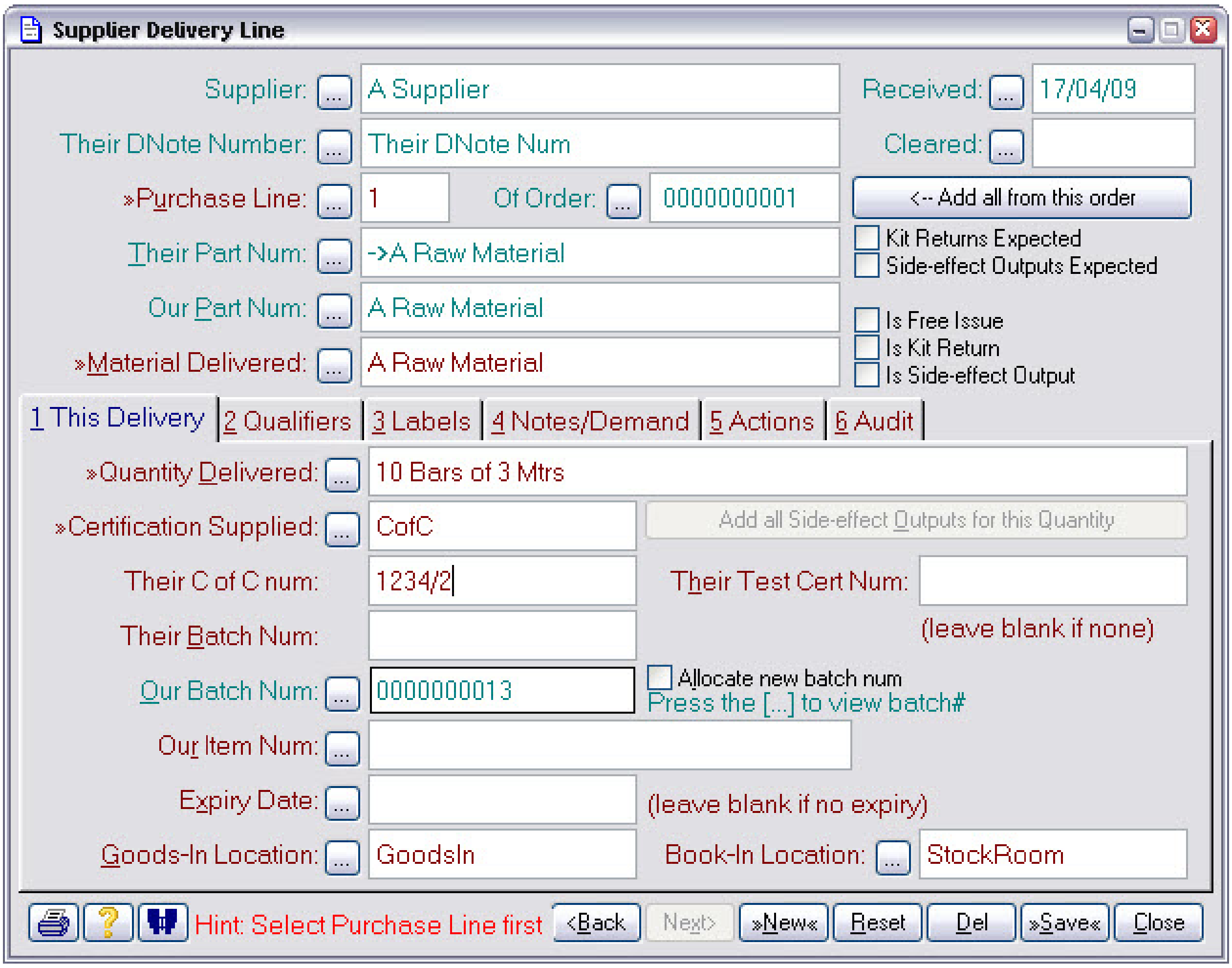
4.7 Identify Delivered Item



What is it?	A form to allow you to log the details of a single delivered item.
When do I do it?	When you receive goods form a supplier.
How do I get there?	Press the New button on the Log Supplier Delivery form (the one on the right not the one on the bottom).
What must I do?	Press the Purchase Line button and select the item delivered.
	Enter the quantity actually delivered if it's different to the purchase order.

Notes

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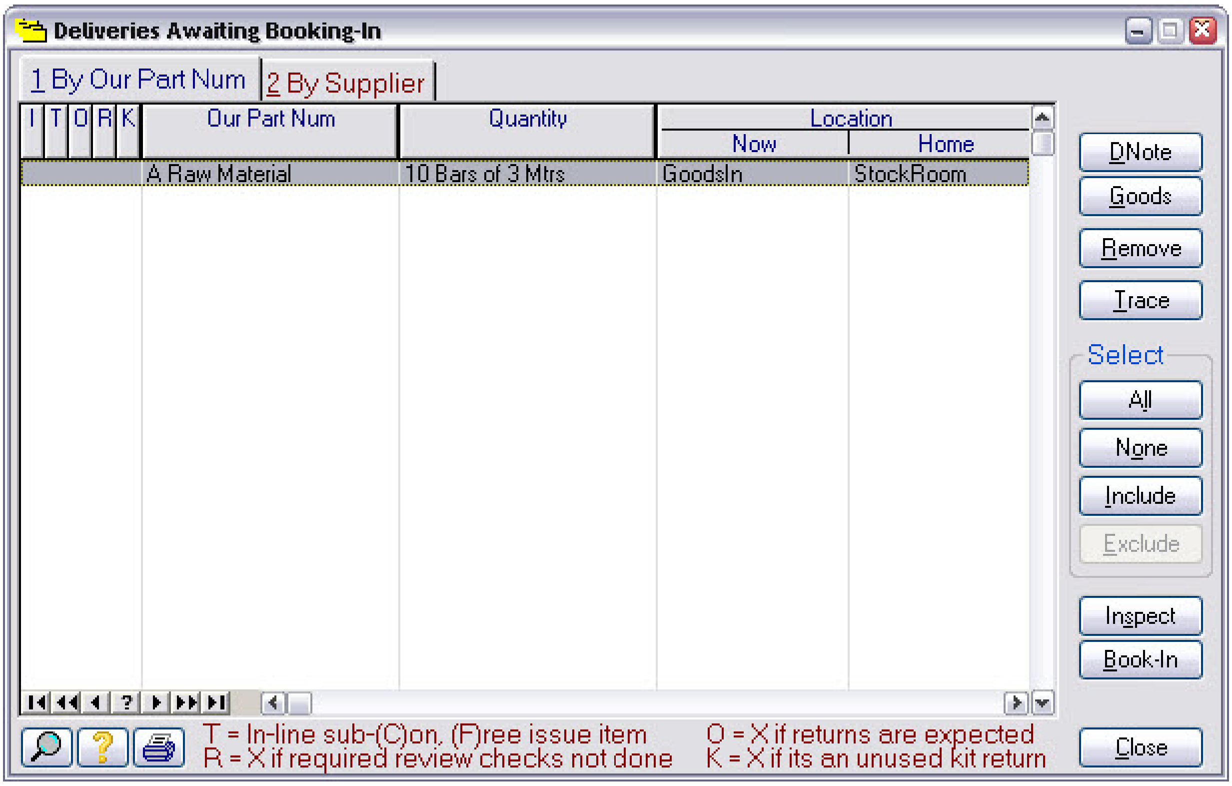
4.8 Book-In Delivered Item



What is it?	A list of all delivered items that have not yet been booked into stock.
When do I do it?	When you are ready to accept the delivered items and put them into stock. (Note: the items cannot be used until they have been booked-in.)
How do I get there?	Functions | Goods-In | Book-In Delivery
What must I do?	Select the item(s) you wish to accept and then press Book-In.

Notes

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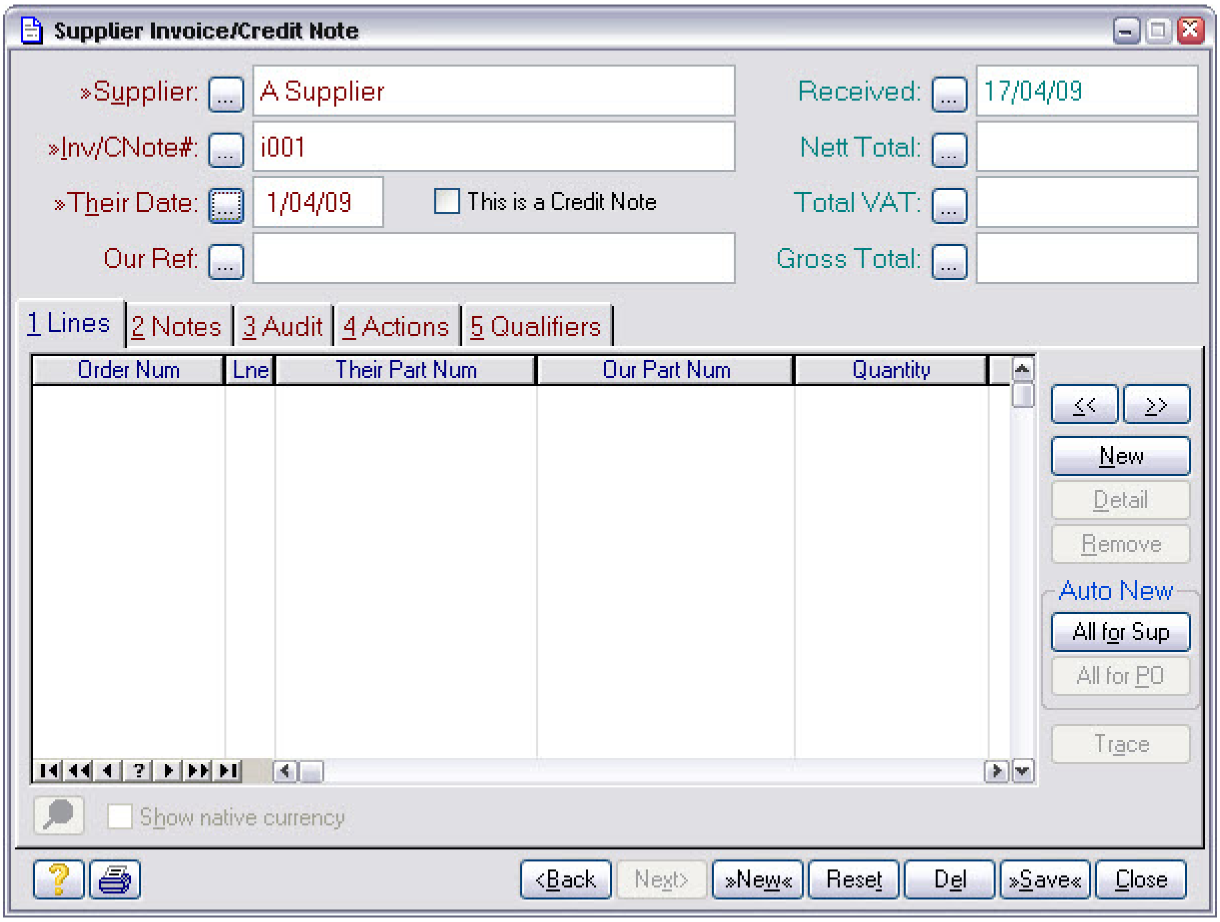
4.9 Log Supplier Invoice



What is it?	A form to allow you to log the arrival of an invoice from a supplier.
When do I do it?	As soon as you receive an invoice from a supplier.
How do I get there?	Functions | Purchase Invoices | New Supplier Invoice
What must I do?	Select the supplier the invoice has come from.
	Enter their invoice number and date.
	Press the New button on the right-hand side of the lines area.

Notes

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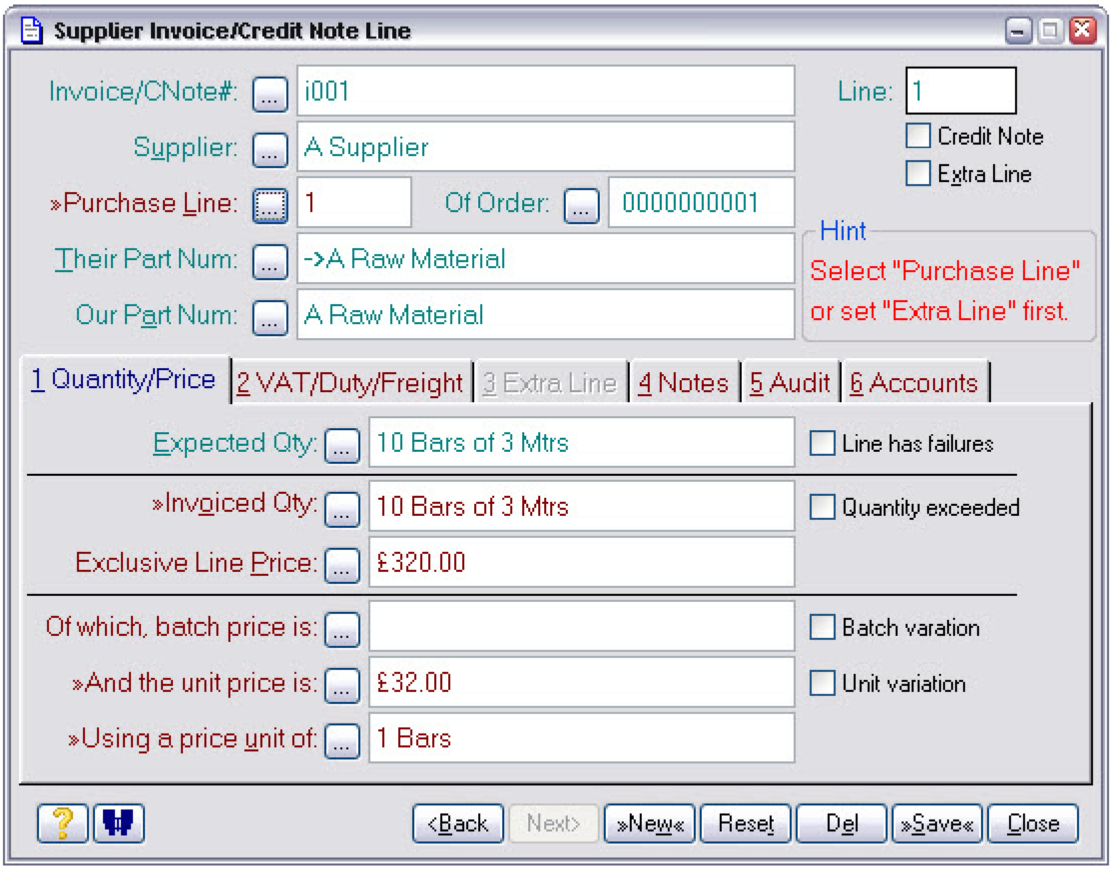
4.10 Identify Invoiced Item



What is it?	A form to allow you to identify an invoiced item.
When do I do it?	When you receive an invoice from a supplier.
How do I get there?	Press New on the Log Supplier Invoice form (the one on the right not the one on the bottom).
What must I do?	Press the Purchase Line button and select the item being invoiced.
	Enter the actually invoiced quantity and price if it's different to the order.

Notes

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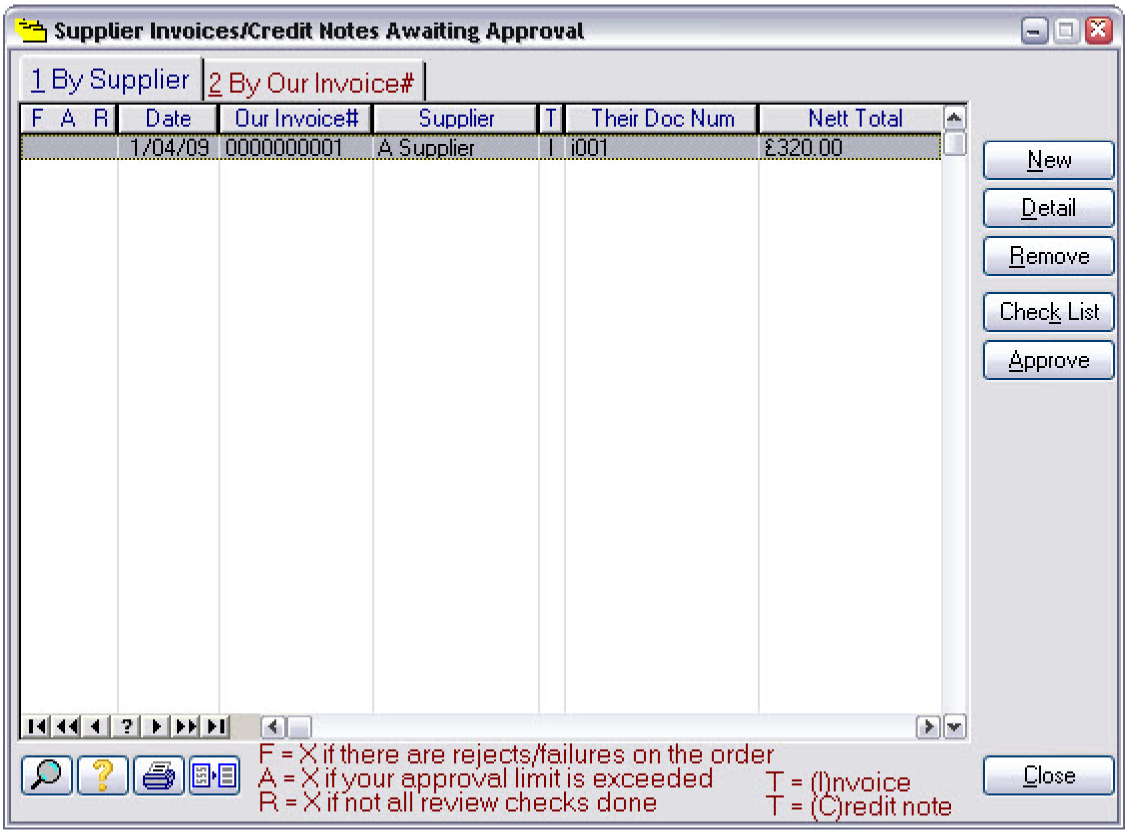
4.11 Approve Supplier Invoice



What is it?	A list of all supplier invoices received that have not yet been approved.
When do I do it?	When you are ready to approve the invoice. Approving the invoice makes it ready for posting to your accounting system.
How do I get there?	Functions | Purchase Invoices | Approve Supplier Inv
What must I do?	Highlight the invoice and verify its details are correct by pressing the Detail button. Select the invoice you want to approve and then press the Approve button.

Notes

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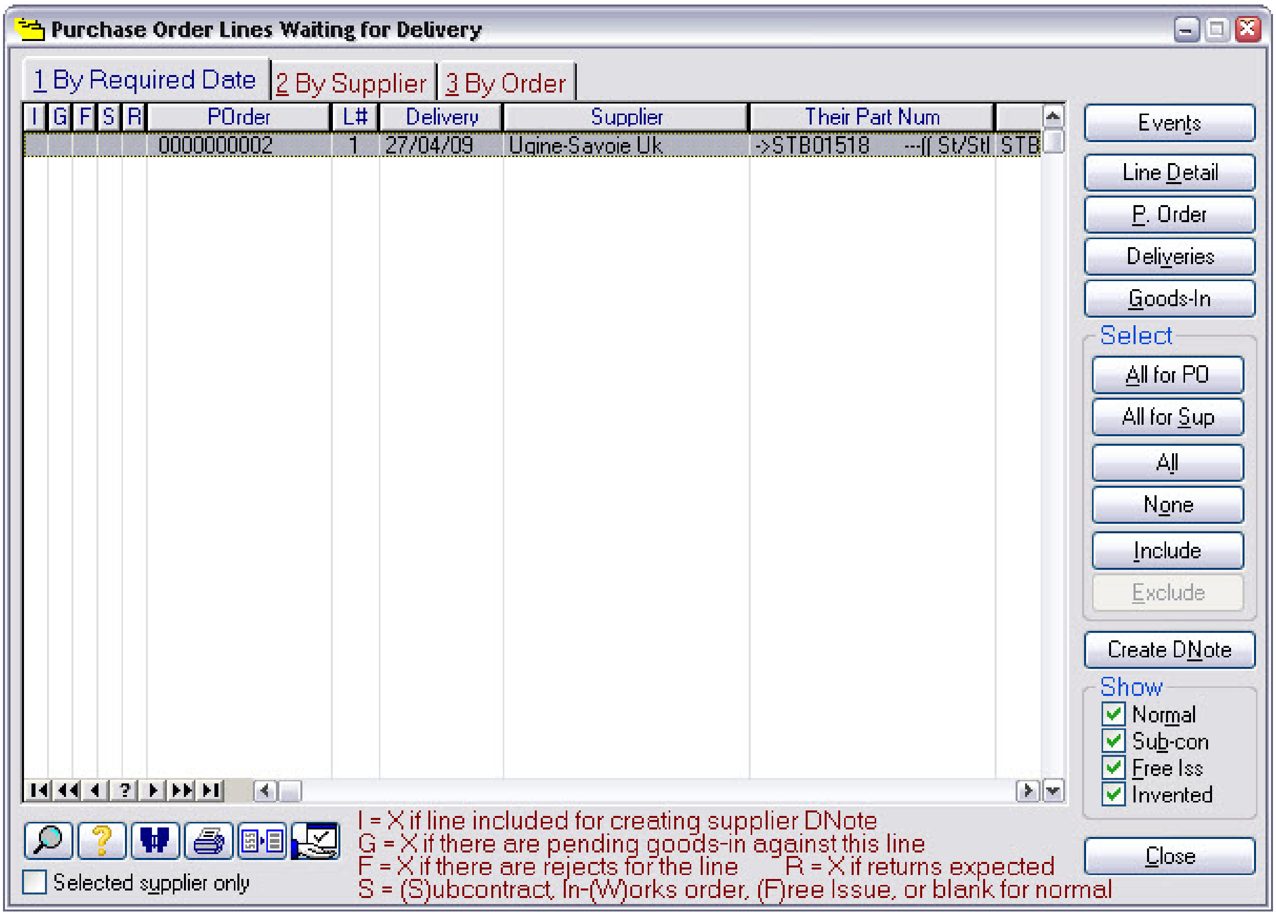
4.12 Check Purchase Progress



What is it?	A list of all purchase order lines.
When do I do it?	When you want to get the progress status of a purchase.
How do I get there?	Progress | Stock Delivery Schedule
What must I do?	Find the purchase order line you want to know about by any of the usual means and then press the Events button.
	Go to the next page in this manual.

Notes

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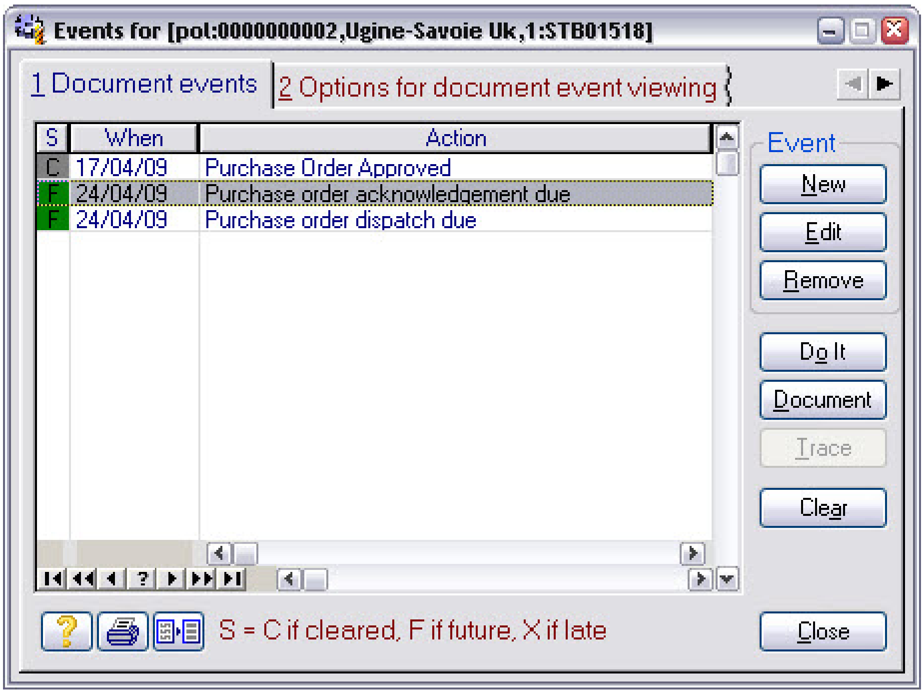
4.13 Outstanding Purchase Events



What is it?	All the outstanding actions associated with the purchase line selected. Note: This includes actions on the line itself and anything that requires it.
When do I do it?	When you want to know what is left to be done on an ordered item.
How do I get there?	Press Events from the Stock Delivery Schedule.
What must I do?	Select a line of interest and then press Document to review it, or press Do It to take you to the appropriate part of Match-IT to do the action.

Notes

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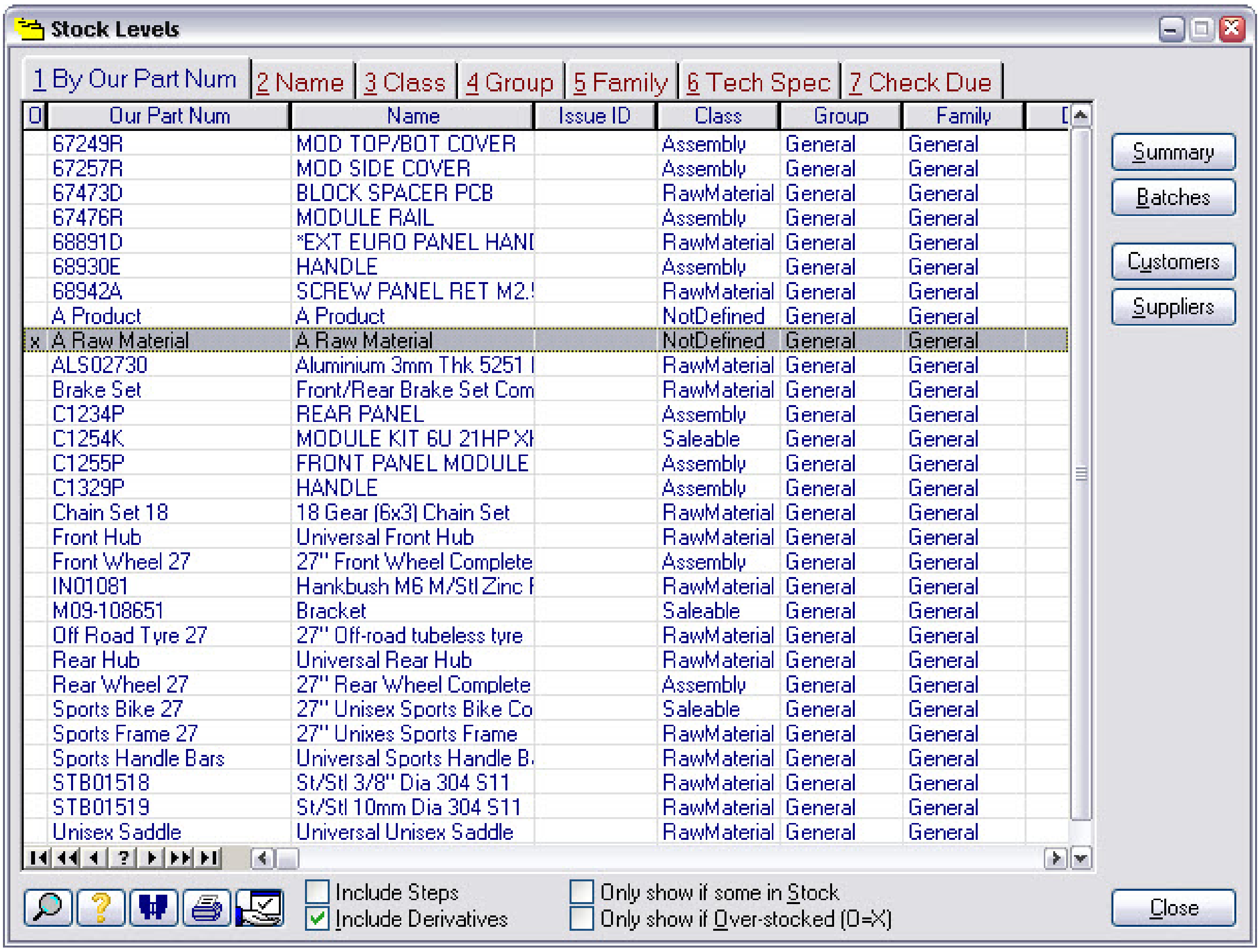
4.14 Check Stock Levels



What is it?	A list of the stock position for all materials.
When do I do it?	When you want to know what stock you have and what the demand is on it.
How do I get there?	Functions | Inventory | Stock Levels
What must I do?	Find the material record you want to know about by any of the usual means and then press the Summary button.
	Go to the next page in this manual.

Notes

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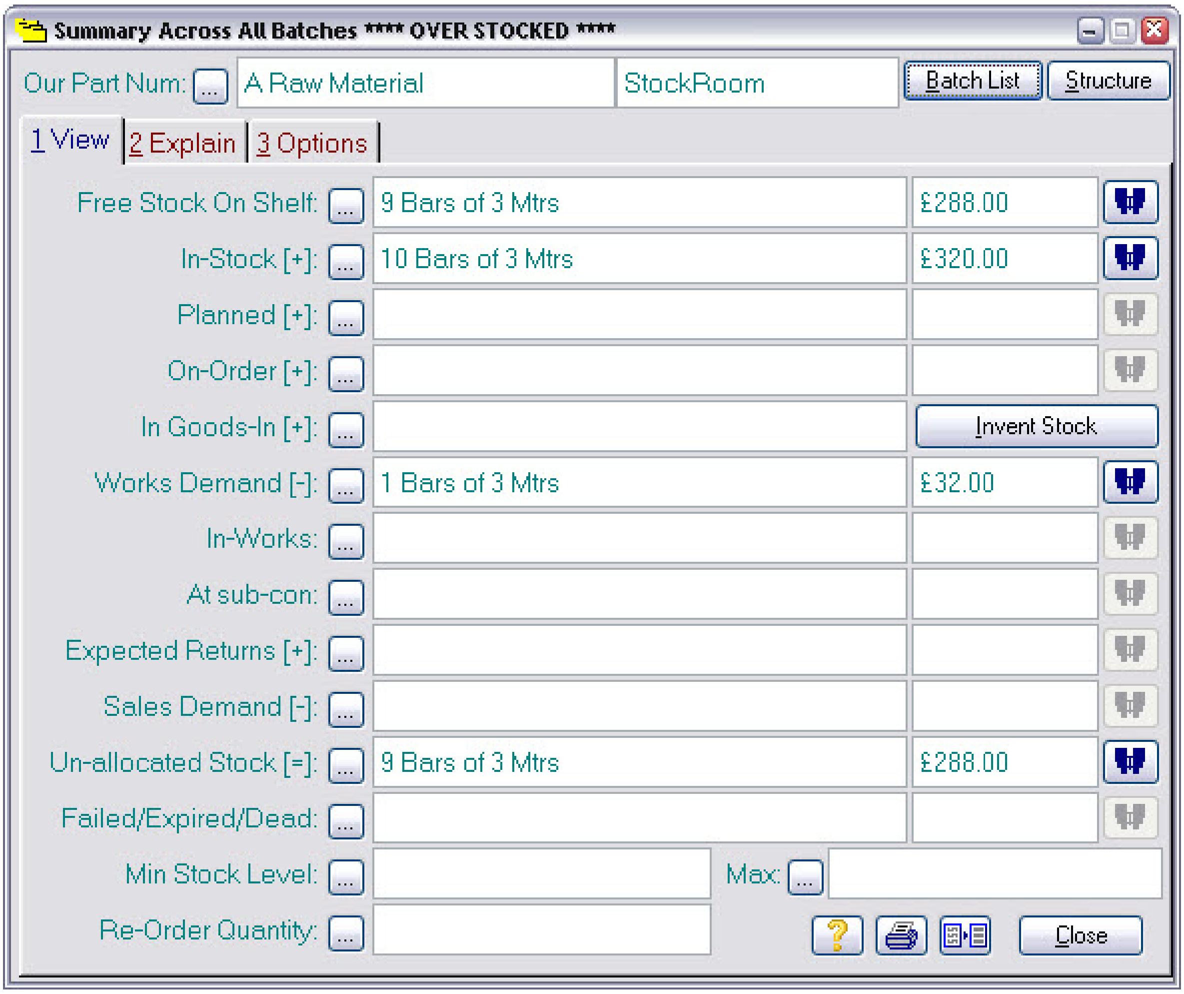
4.15 Stock Level Summary



What is it?	A summary of the stock position for a material.
When do I do it?	When you want to know what stock you have and what the demand is on it.
How do I get there?	Press Summary from the Stock Levels list
What must I do?	Press the binocular symbol to get a list of the individual batches that make up a quantity shown.

Notes

4.16 Stage 3 Notes

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5 Stage 4 Routing

This is a more detailed look at methods. Here, you'll learn about resources and how to use them to define the machines, people and time required to do your production work. Once you've done this, Match-IT will plan your work for you, automatically finding and allocating time on the machines and people required.

Much more detailed information on constructing methods is available in Using the Method Editor.

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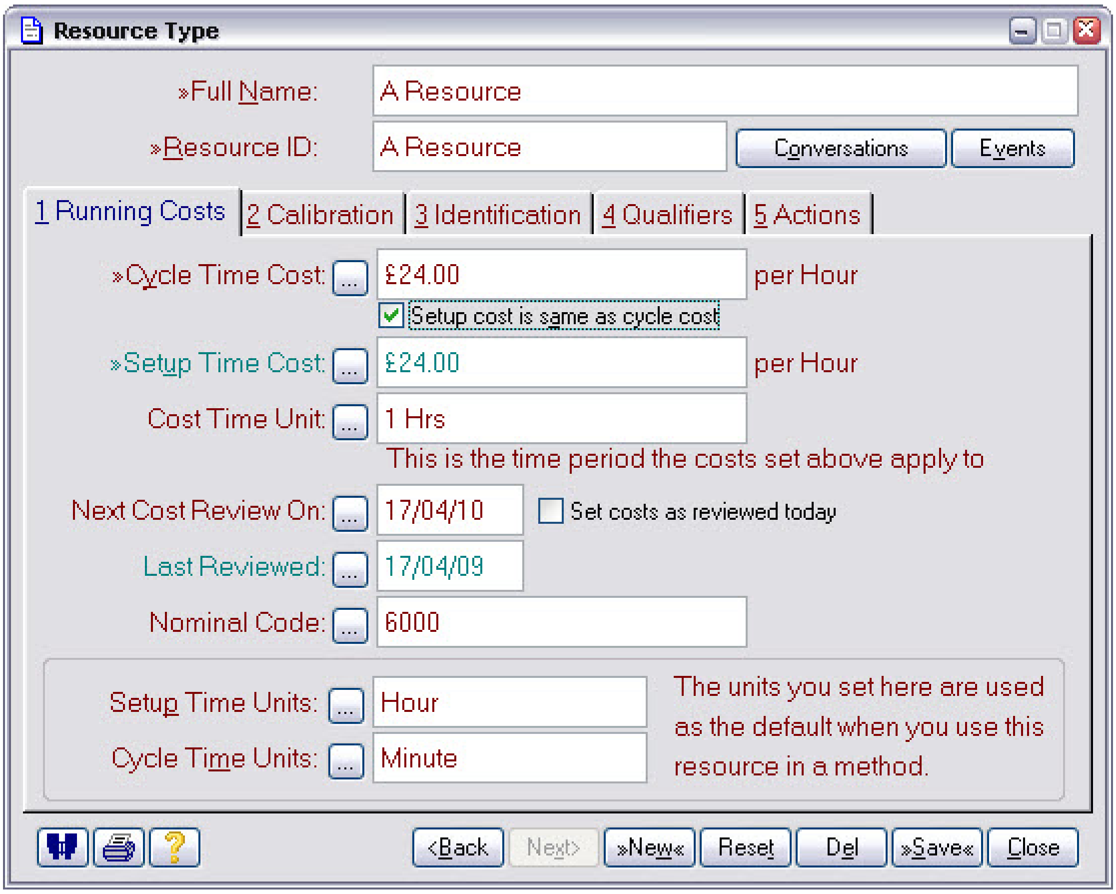
5.1 Add Resource



What is it?	A form to allow you to define the characteristics of a resource. A resource is the term used for the machines and people you use to do your work.
When do I do it?	When you want to identify a new resource.
How do I get there?	Functions | Setup | Setup Resources | Resource List | New
What must I do?	Enter the full name and its ID.
	Enter the cost you want to attribute to the use of this resource. Note: In Match-IT's costing model, the costs you enter here are interpreted as the actual cost to you of using this resource. Margins are not normally included here.

Notes

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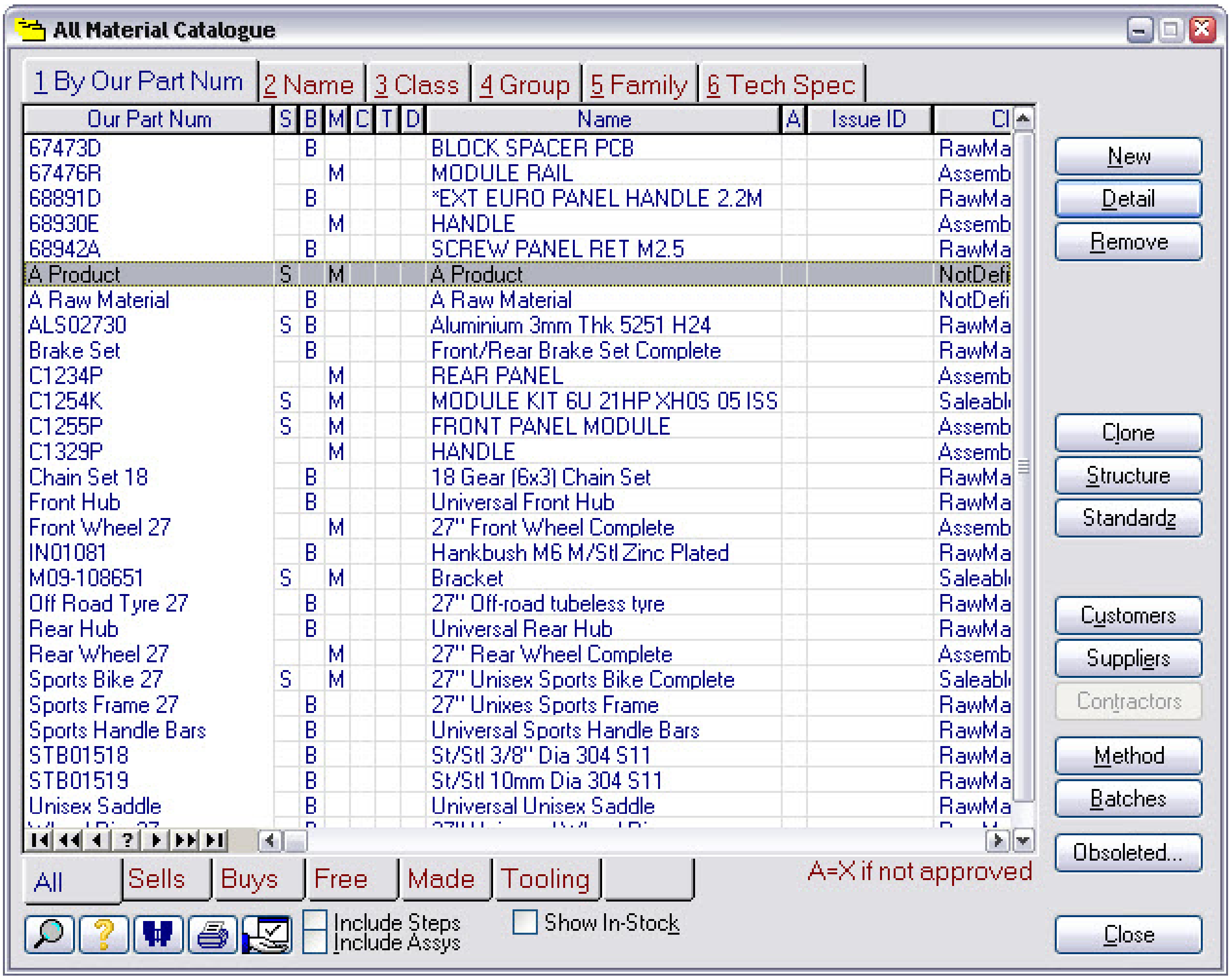
5.2 Find Product



What is it? A list of all your materials. Note: Match-IT makes very little distinction between a product (something you make) and a raw material (something you buy).

When do I do it? When you want to add routing information to a product.

How do I get there? Find Record | Our Part

What must I do? Find the product you wish to add a route to by any of the usual means and then press the Method button.

Notes

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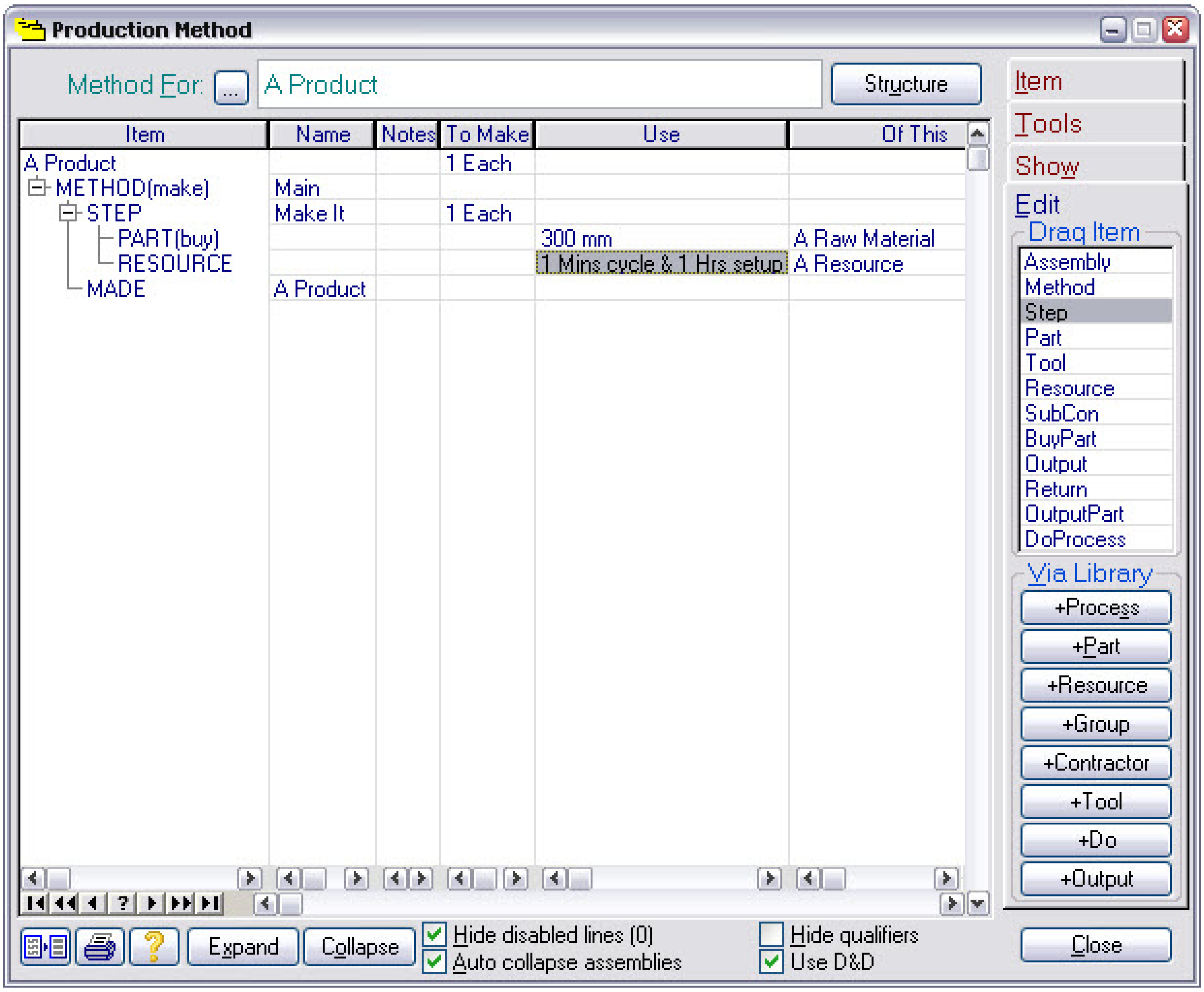
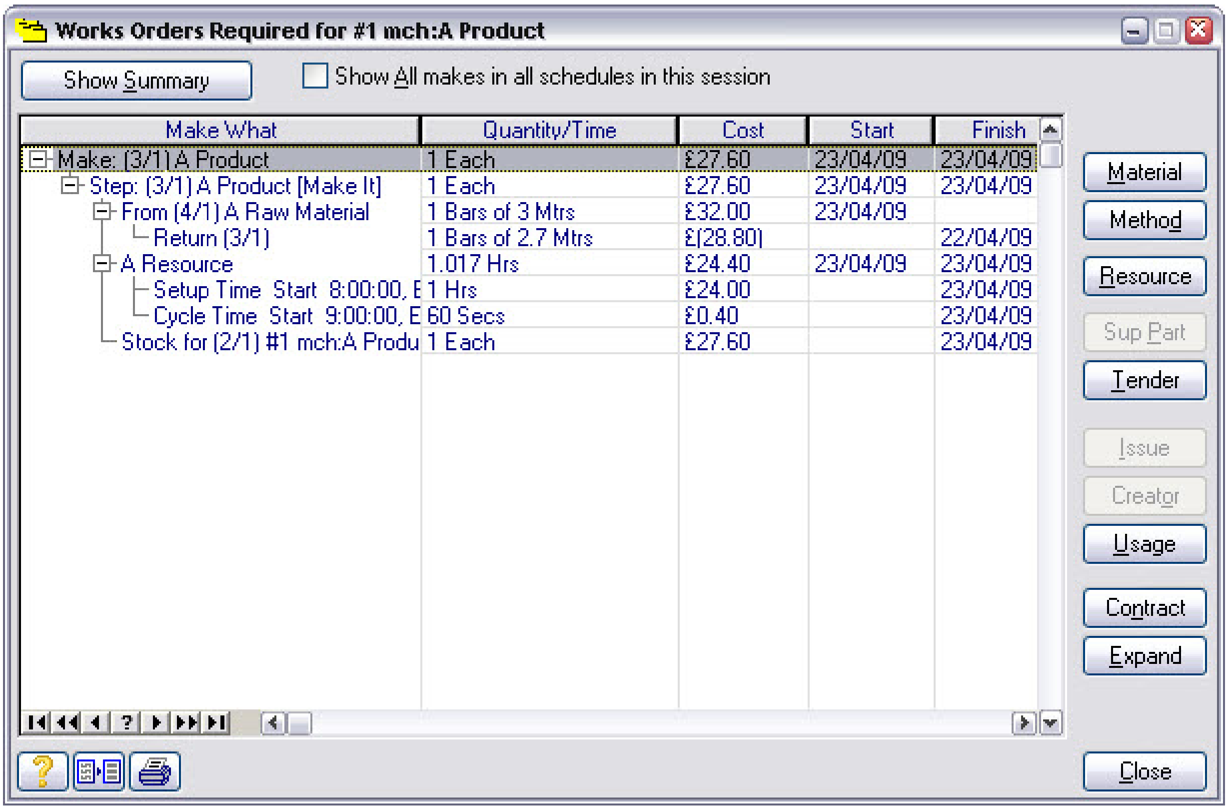
5.3 Identify Resource and Time Required



What is it?	The method editor.
When do I do it?	When you want to identify or update a method.
How do I get there?	Press the Method button from the Materials Catalog.
What must I do?	Press the +Resource button and drag the required resources into the method.
	Double click on them in the method to edit the details. For example, to set the time required.

Notes

5.4 Test the Routing



What is it? A "What If?" schedule of the product to verify the resources and times you have set are valid and set-up correctly.

When do I do it? To check your route can be understood by Match-IT's planning system.

How do I get there? From the method editor, select the Tools tab, then press the Test button, then press Start on the confirmation window that is shown.

What must I do? Examine the information shown when the schedule completes to verify it's what you expect.

For example, the resource(s) you expect are being used for the amount of time you expect.

Notes

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5.5 Stage 4 Notes

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6 Stage 5 Works Order Processing

This includes approving works orders, which prints the route card, logging progress, issuing and returning kit and logging product completion.

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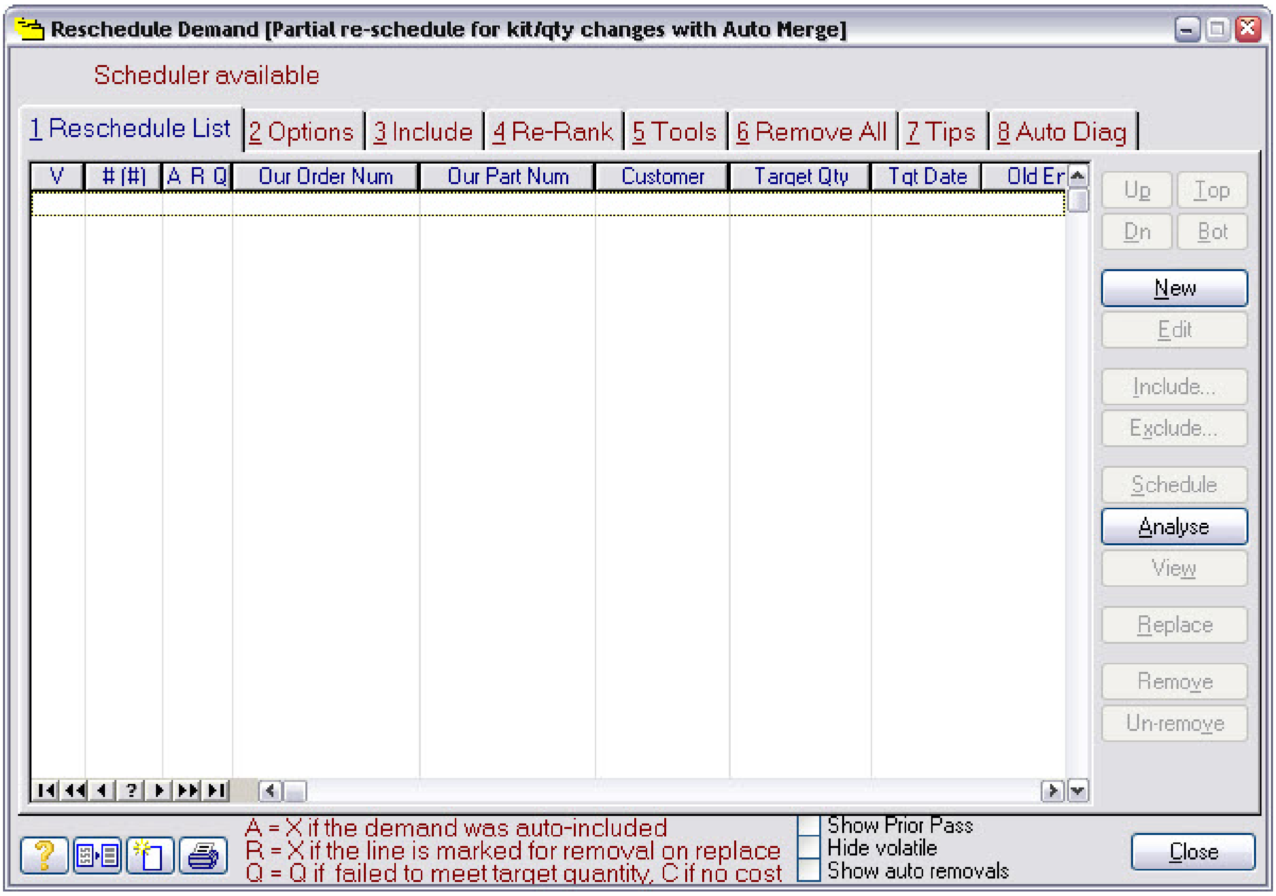
6.1 Raise Ad-Hoc Works Order



What is it?	This provides a facility to allow you to re-prioritise your work or add an ad-hoc demand. We're just going to use it to add an ad-hoc demand.
When do I do it?	When you want to make something without a sales order to 'trigger' its demand.
How do I get there?	Functions à Manufacture | Ad-Hoc Worder
What must I do?	Press the New button to open a form to identify what it is you want to make and then go to the next page in this manual.

Notes

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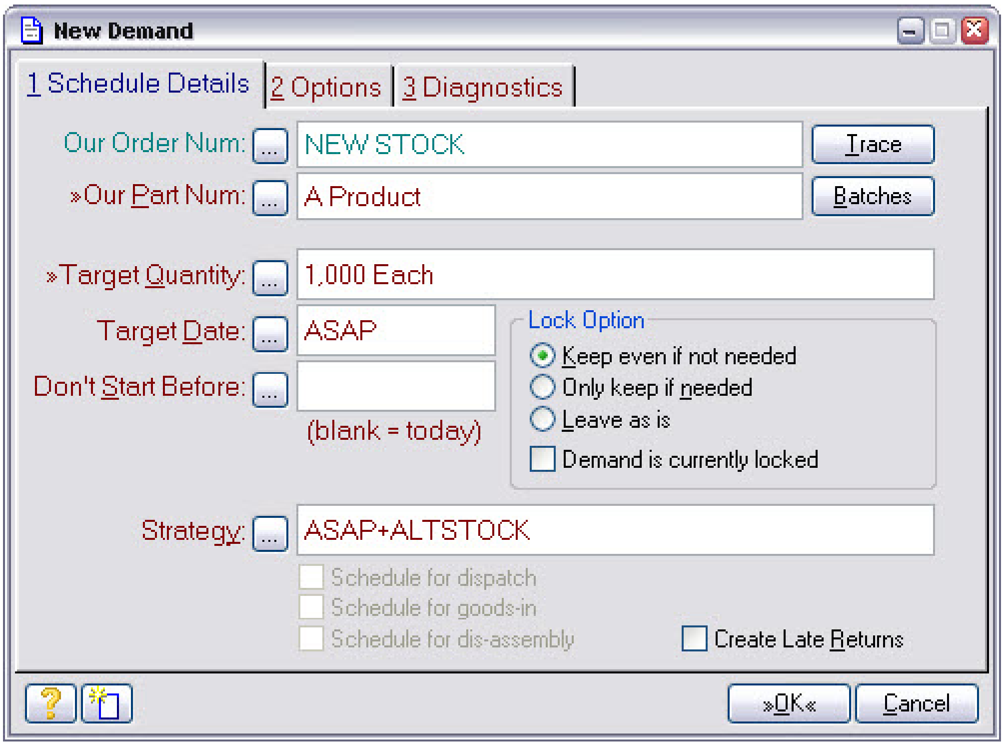
6.2 Add Ad-Hoc Works Order Item



What is it?	A form to allow you to identify an ad-hoc works order.
When do I do it?	When you want to make something for which there is no sales order demand.
How do I get there?	By pressing the New button on the Raise Ad-Hoc Works Order form.
What must I do?	Select the product to make via the Our Part Num button, enter the quantity you want to make in the Target Quantity field and then press OK.
	That'll take you back to the previous window and you'll see your new item in the list. Press the Schedule button to create its works order and then press the Replace button to add it to your works order schedule list. Then press Close and go to the next page in this manual.

Notes

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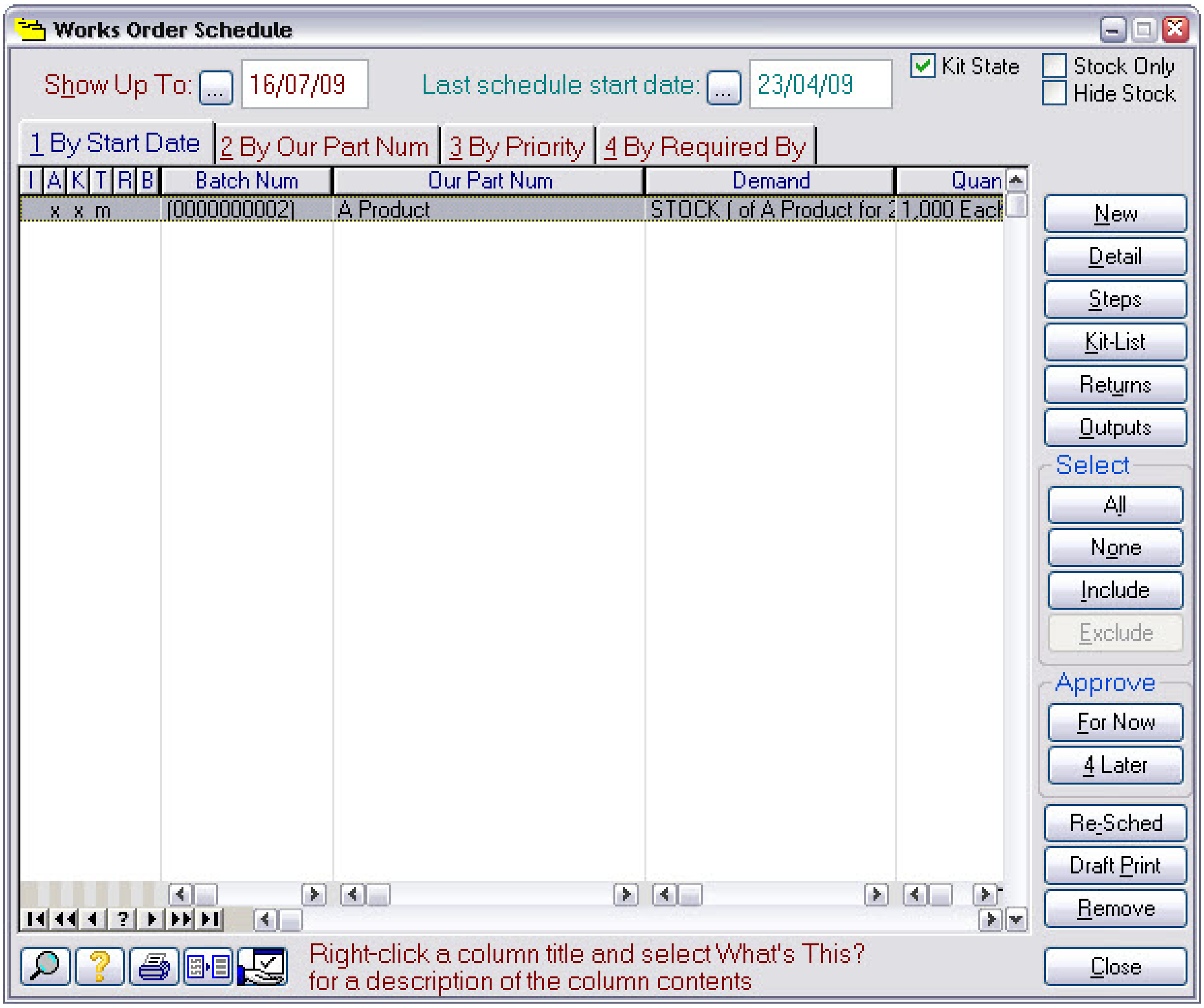
6.3 Approve Ad-Hoc Works Order



What is it?	A list of all works orders waiting to be approved.
When do I do it?	After creating your ad-hoc works order.
How do I get there?	Functions | Manufacture | Works Schedule
What must I do?	Find your ad-hoc works order and verify its details. Press the Kit-List button to see or modify the raw material stock allocated to it. Press the Steps button to see the operations involved. Press Approve to start it.

Notes

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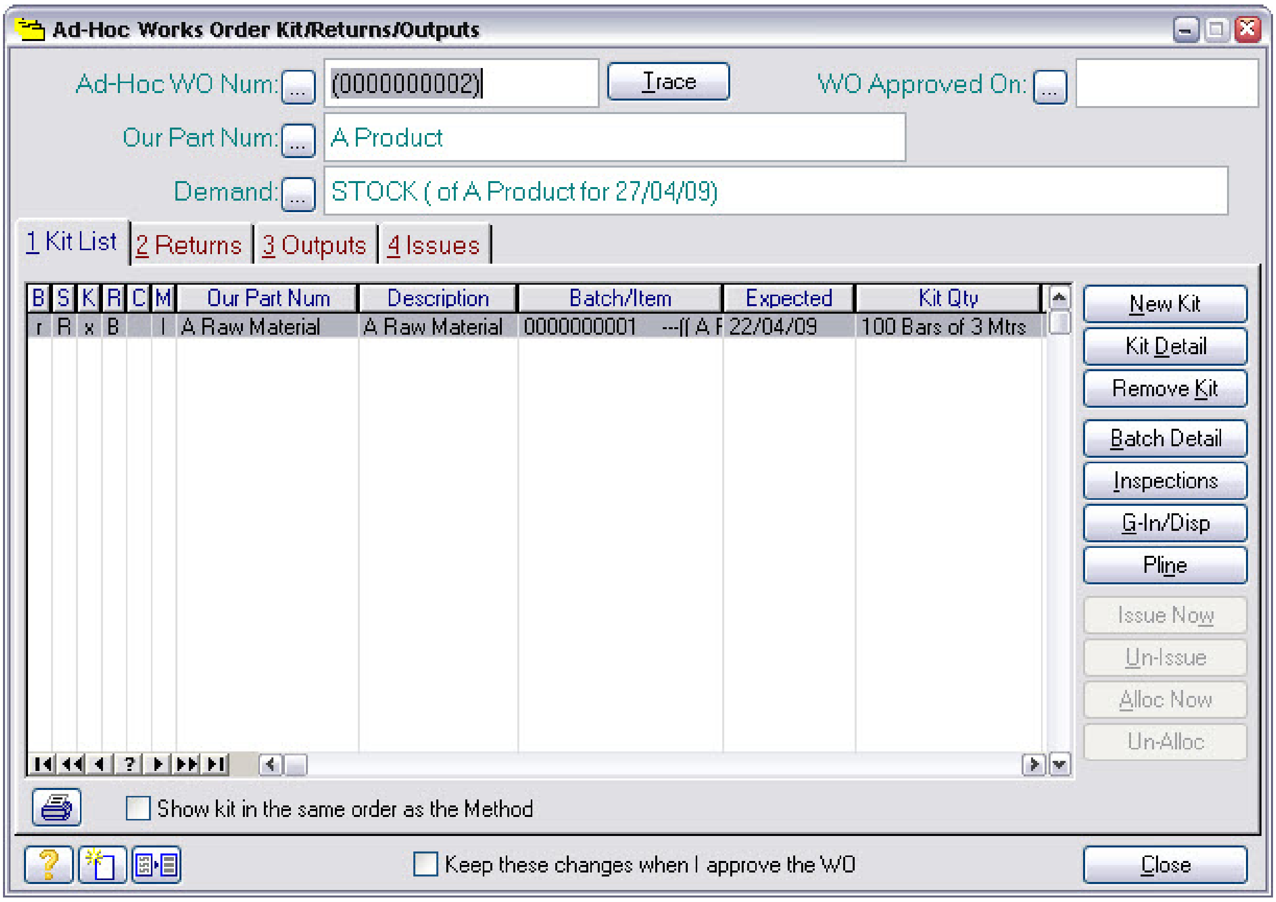
6.4 Works Order Kit List



What is it?	A list of all the material allocated to a works order.
When do I do it?	When you want to check, or modify, the material allocated to a works order.
How do I get there?	From the Approve Ad-Hoc Works Order list, find the works order you want to allocate kit to, click on it and press the Kit-List button.
What must I do?	Use the tools available to edit the kit list as you require.

The kit list allocation will initially reflect whatever your method called for and your current stock position.

If you edit the kit-list, make sure you check `Keep these changes...` otherwise the planning system will undo all your edits.

Press Close when you are done.

Notes

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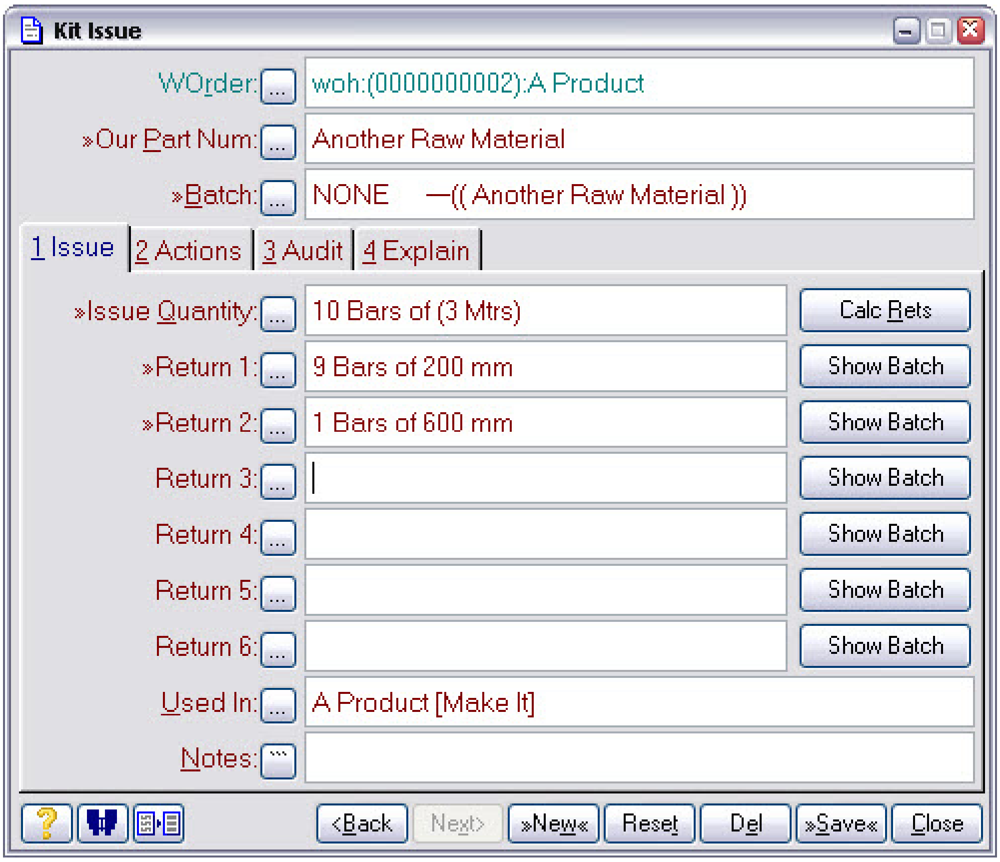
6.5 Allocate Raw Material Stock



What is it?	A form that allows you to change the kit allocated to a works order.
When do I do it?	Whenever you wish to change the kit allocation. Note: This can be done before and/or after the works order has been approved.
How do I get there?	Press the New Kit button from the Works Order Kit List.
What must I do?	First select the material through Our Part Num. Then select the batch through the Batch button. Then enter the Quantity being issued to the job.

Notes

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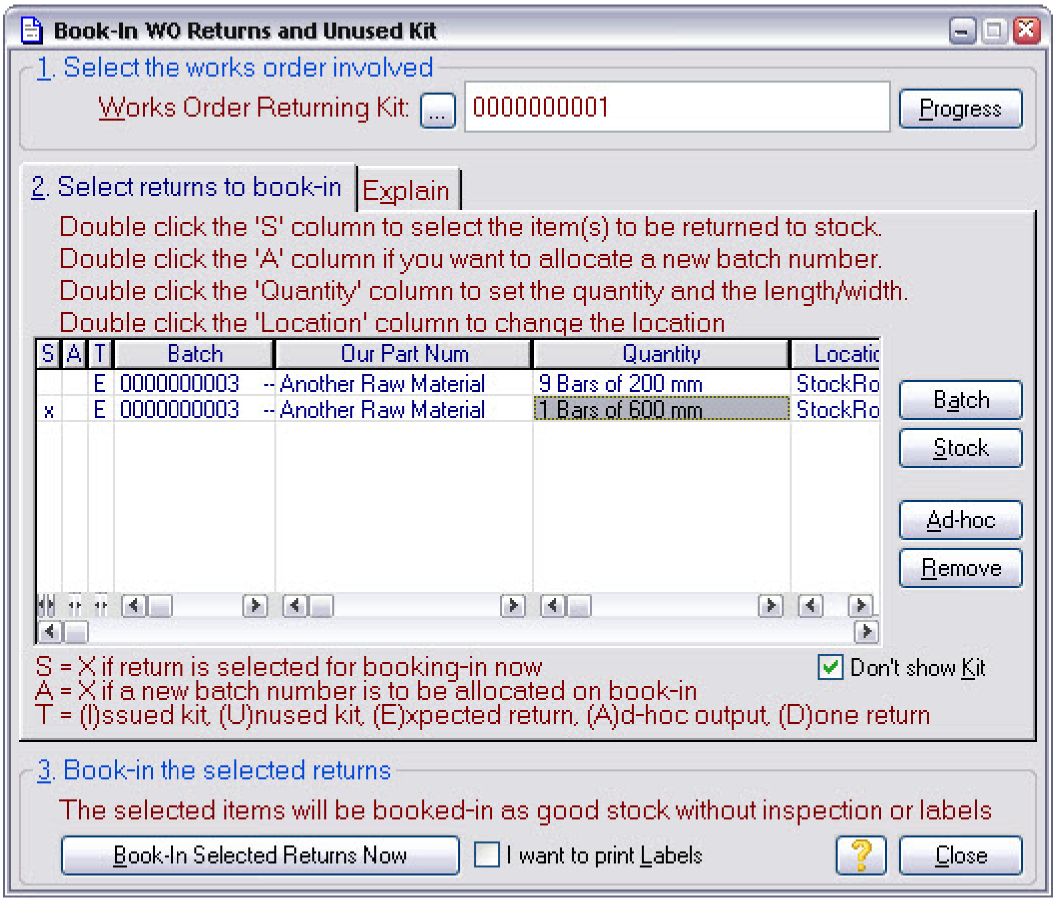
6.6 Book-In Return from Works Order



What is it?	A list of expected returns from a works order.
When do I do it?	After completing a works order and you did not use all the material issued to it.
How do I get there?	Functions | Manufacture | Book-In Returns
What must I do?	Select the works order to get the returns list for that order.
	Double-click on a quantity to edit it.
	Press Book-In Selected Returns Now.

Notes

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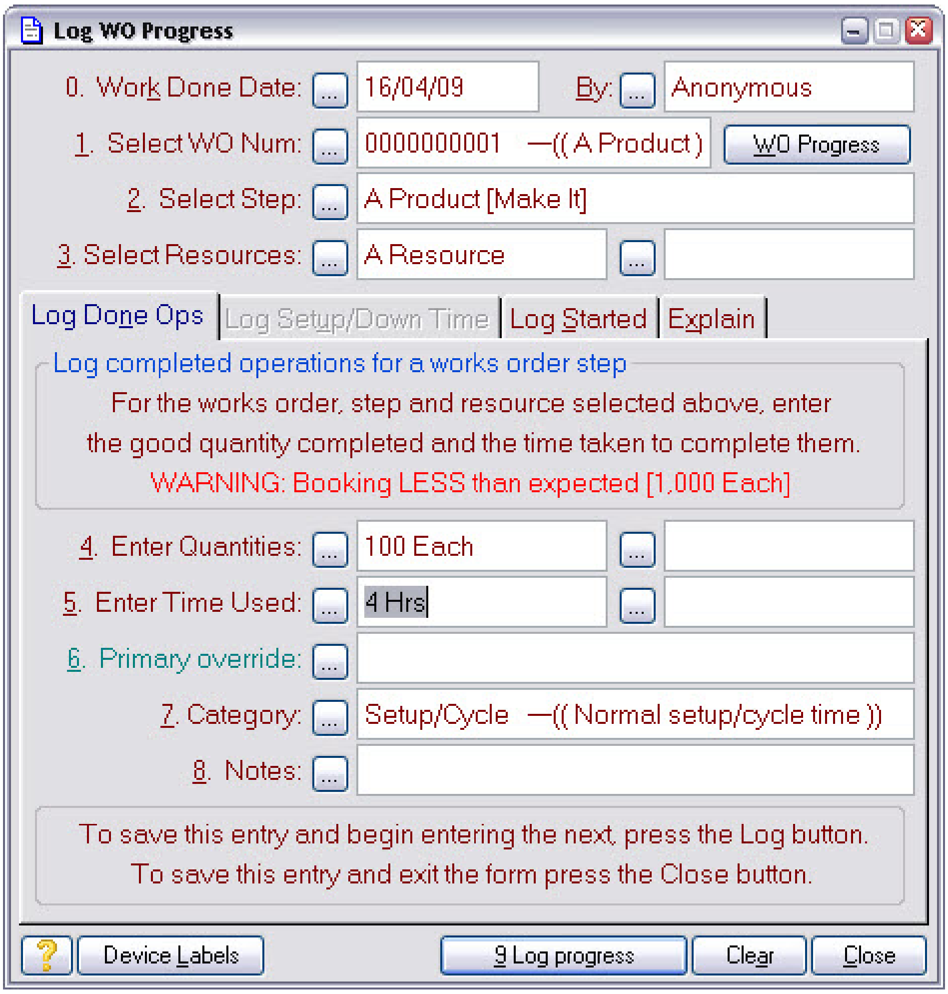
6.7 Log Works Order Progress



What is it?	A form to allow you to log progress against a works order step.
When do I do it?	When you want to record progress against a works order (this is optional).
How do I get there?	Functions | Manufacture | Log WO Progress
What must I do?	Select the works order, select the step, enter the quantity and time to record.

Notes

This the 'keyboard' way of logging progress. It can also be done via the SFDC mechanism.

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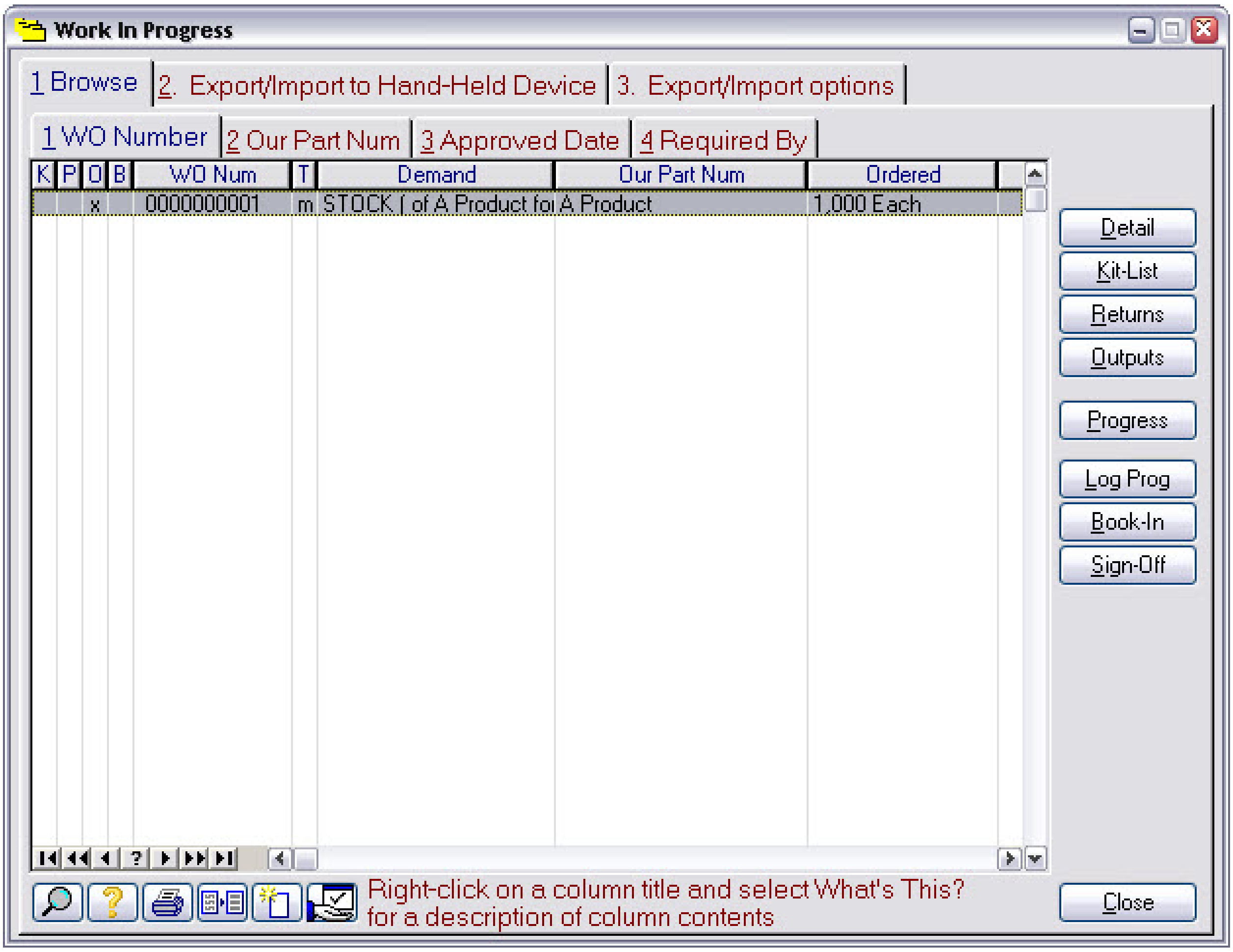
6.8 Check Works Progress



What is it?	A list of all works orders that have been started but not yet complete.
When do I do it?	When you want to check progress on a works order.
How do I get there?	Progress | Work In Progress
What must I do?	Find the works order of interest in any of the usual ways then press the Progress button. Go to the next page in this manual.

Notes

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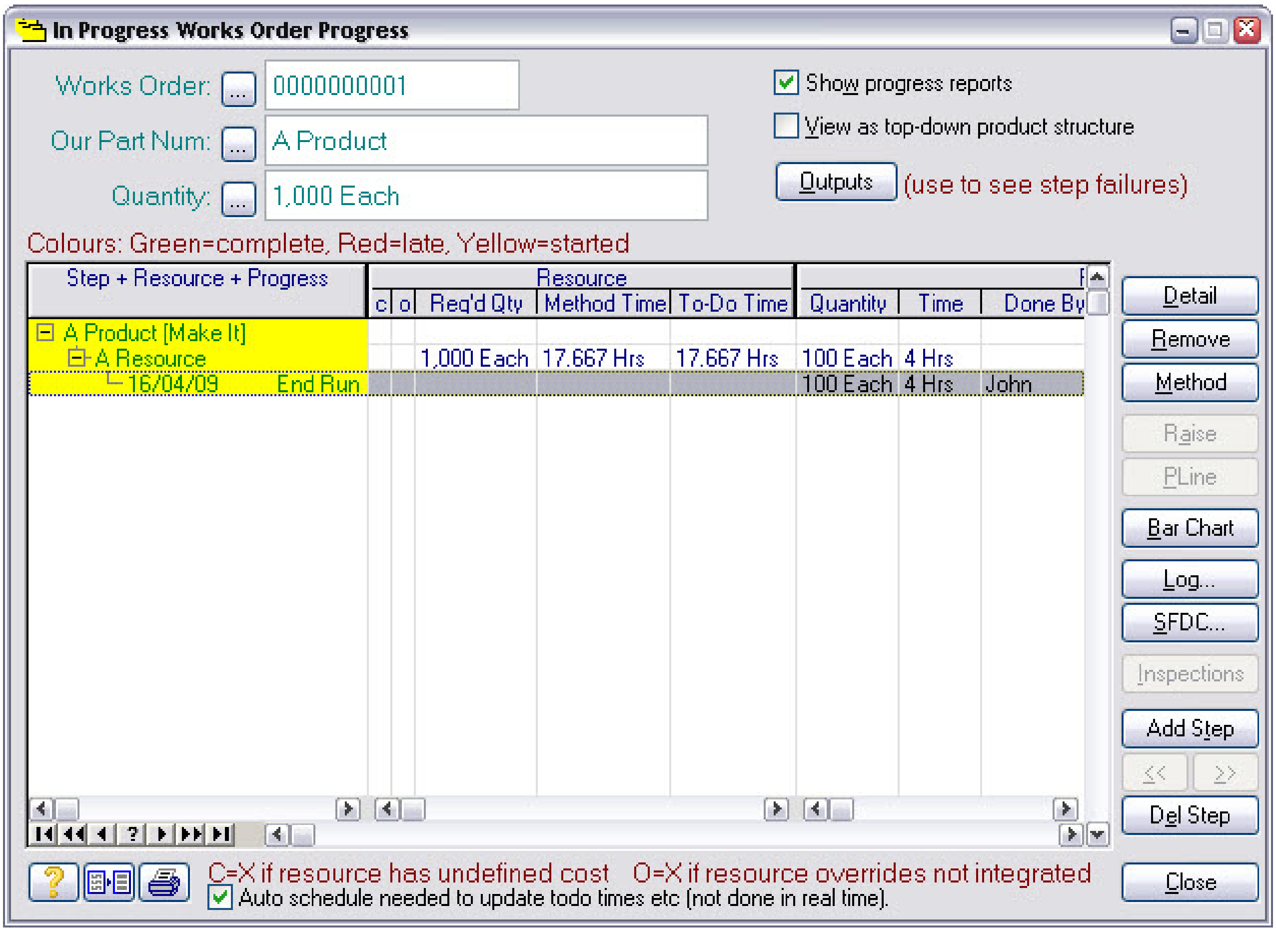
6.9 Works Order Progress



What is it?	A list of progress logs against a works order.
When do I do it?	When you want to check what has, and has not, been done.
How do I get there?	By pressing the Progress button from the work in progress list.
What must I do?	

Notes

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6.10 Stage 5 Notes

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7 Notes

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