ERP Consulting
Web Development
Custom Programming Solutions
Desktop & Web Applications for Manfact

NorthClark Computing, Inc.

Sales Workbench

Order Entry and Fulfillment

User Guide

Web and Desktop Applications
for Manfact by Epicor

February 23, 2012

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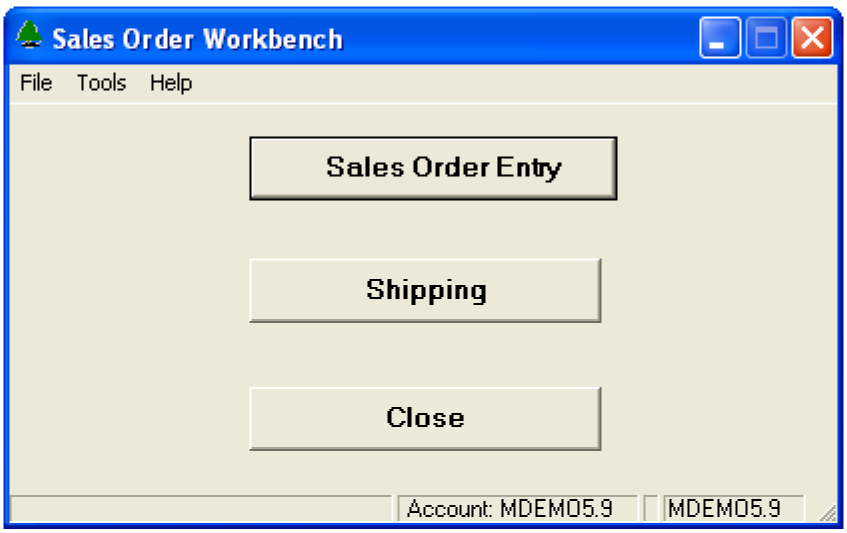
Introduction

The Sales Order Workbench is comprised of two modules; Sales Order Entry and Order Fulfillment. The Sales Order Entry function allows you to create and modify customer orders, and the Order Fulfillment process is used to commit inventory to orders, and release orders for shipment.

The Sales Order Workbench is a Windows desktop application providing a graphical user interface, with the ability to read and update the Manfact database in real time. NorthClark Desktop Applications use a spreadsheet style interface with familiar editing tools such as copy, paste, and word wrapping. Users may rearrange the column order, and hide unwanted columns. All spreadsheet views may be printed or exported to Microsoft Excel.

This screen is displayed when the Sales Order Workbench application is launched.



The features available to each user will vary according to their Security settings. People who do not have Sales Order Entry or Shipping privileges may be authorized to use the application for inquiry purposes. Please refer to the System Administration section for more information.

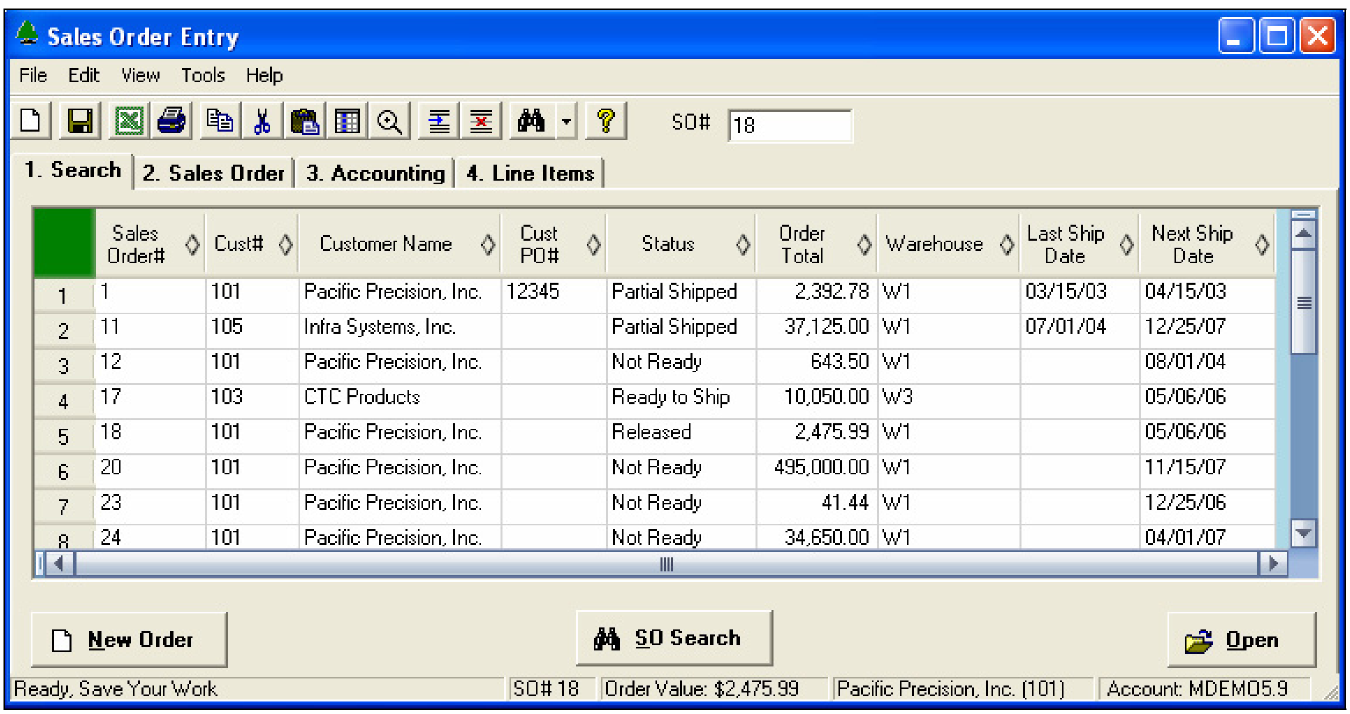
Sales Order Entry

The Sales Order Entry module includes the ability to:

- Locate a list of Sales Orders using a variety of search criteria
- Open a specific Sales Order or scroll through a list of Sales Orders
- Create new orders and modify existing orders
- Import new order information from a Spreadsheet
- Cancel a Sales Order
- View Available to Promise (ATP) information
- View / Update Sales Order Text records (Note Numbers)

Sales Order Search Results

From this screen you may search for an existing Sales Order, enter a specific Sales Order Number, or start a new order.



When you click the [SO Search] button at the bottom of the screen, a dialog is displayed allowing you to enter various search criteria. Please refer to the Tools section for more information on the Sales Order Search feature.

There are three ways to open a Sales Order: 1) Enter the Sales Order Number in the box at the top of the screen, 2) Double-click the row header next to the desired item on the results list, or 3) highlight the desired row and then click the [Open] button at the bottom of the screen.

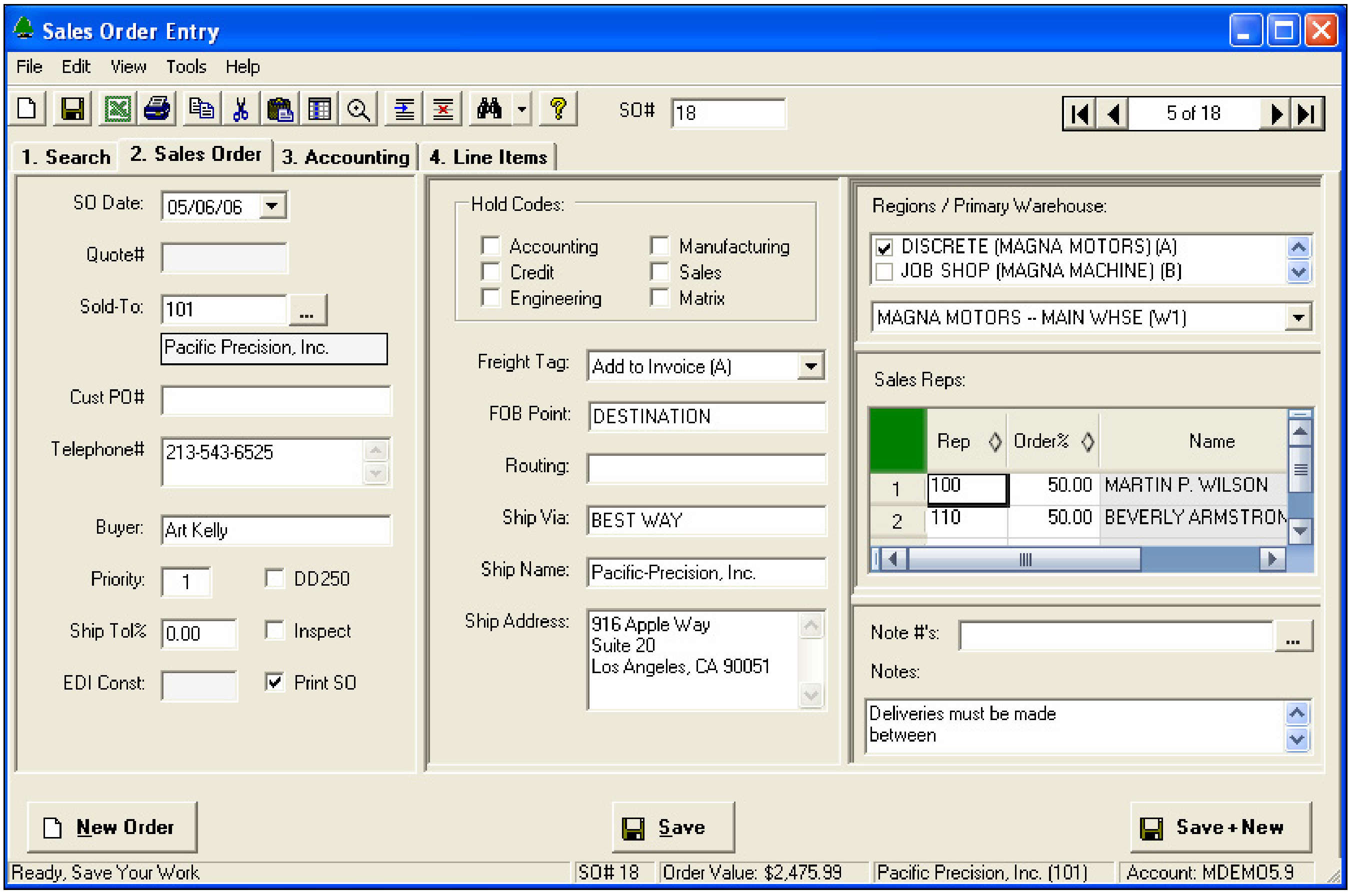
To begin entering a new Sales Order, click the [New Order] button at the bottom of the screen, or the first button on the toolbar at the top of the screen. If your company uses system assigned Sales Order Numbers, the message “(New)” will be displayed in the SO# box, and an identifier will be assigned when the record is saved. If you normally assign Sales Order Numbers manually, you will be prompted to enter the Sales Order Number at this time.

Columns Displayed:

Sales Order #	Sales Order ID Number
Cust #	Customer Identifier
Customer Name	Customer Name
Customer PO #	Customer PO Number
Status	Current Sales Order Status Not Ready: Fill % is below Goal Fill % and not yet released. Ready: Fill % is equal or greater than Goal Fill % but not yet released. Released: Sales Order has been released for shipment.
Order Total	Total value of the Sales Order
Warehouse	Ship From Warehouse Identifier
Last Ship Date	Last Actual Ship Date
Next Ship Date	Next Scheduled Ship Date

Sales Order Entry – Header

Use this screen to enter information that pertains to the entire Sales Order, including Customer and Shipping information.



The navigator bar on the upper right corner of the screen allows you to scroll through a list of Sales Orders you have previously located using the Sales Order Search feature.

Click the [Save] button to post your changes to Manfact, leaving the current record visible on your screen. Use the [Save + New] button to commit your changes, and then immediately clear the screen in preparation for entering a new order.

The status bar at the bottom of the screen shows the current Order Value, Customer Name and Number, and the name of the Manfact account where you are connected.

Prompts on this Screen:

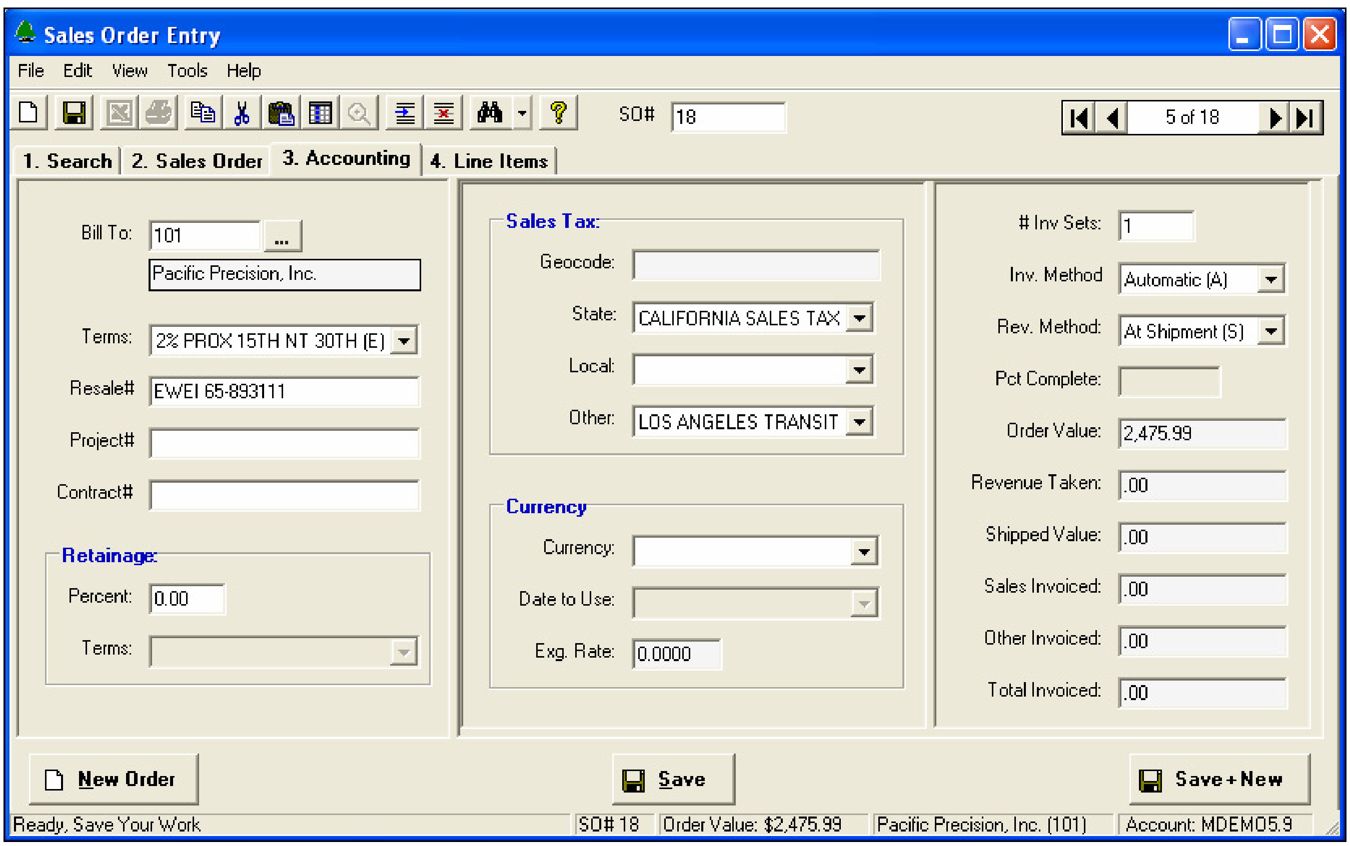
SO Date	Sales Order Entry Date
Quote#	Sales Order Quote Number
Sold-To	Sold-To Customer Identifier

Name	Sold-To Customer Name
Cust PO #	Customer Purchase Order Number
Telephone #	Customer Telephone Number
Buyer	Customer Buyer Name
Priority	Priority as established in the Customer file or updated from the search record.
Ship Tol %	Allocation Shipping Tolerance
EDI Const	Constant Code used for Electronic Data Interchange (Display Only)
DD250	Flag indicating whether or not this order requires DD250 paperwork. Note, this application does not currently support entry of DD250 information. Please use SO.N for this purpose.
Inspect	Special Inspection Required?
Print SO	Check this box to print the Sales Order during the next run of SO.SET.
Hold	Hold Code - Check all that apply: **A** Accounting Hold **C** Credit Hold **E** Engineering Hold **M** Manufacturing Hold **S** Sales Hold **X** Matrix Hold
Freight Tag	Freight Payment Terms P Prepaid C Collect A Prepaid and Added to invoice in INV.SET
FOB Point	Free on Board Point – the location where ownership changes hands
Routing	Special Routing Instructions
Ship Via	Recommended shipping carrier
Ship Name	Ship-To Name
Ship Address	Ship-To Address
Regions	Sales Regions determine which shipping locations are valid for this order.

Prime Warehouse	Primary Warehouse
Sales Reps	A list of Sales Representatives and the percent of the order for which each one will receive credit.
Note Numbers	Use the browse button next to this prompt to select text to be printed on the Sales Order, or enter a list of Note Numbers separated by commas.
Notes	Free Form Notes

Sales Order Entry – Accounting

Use this screen to enter information that pertains to the entire Sales Order, including Billing, Project, Contract and Tax information.



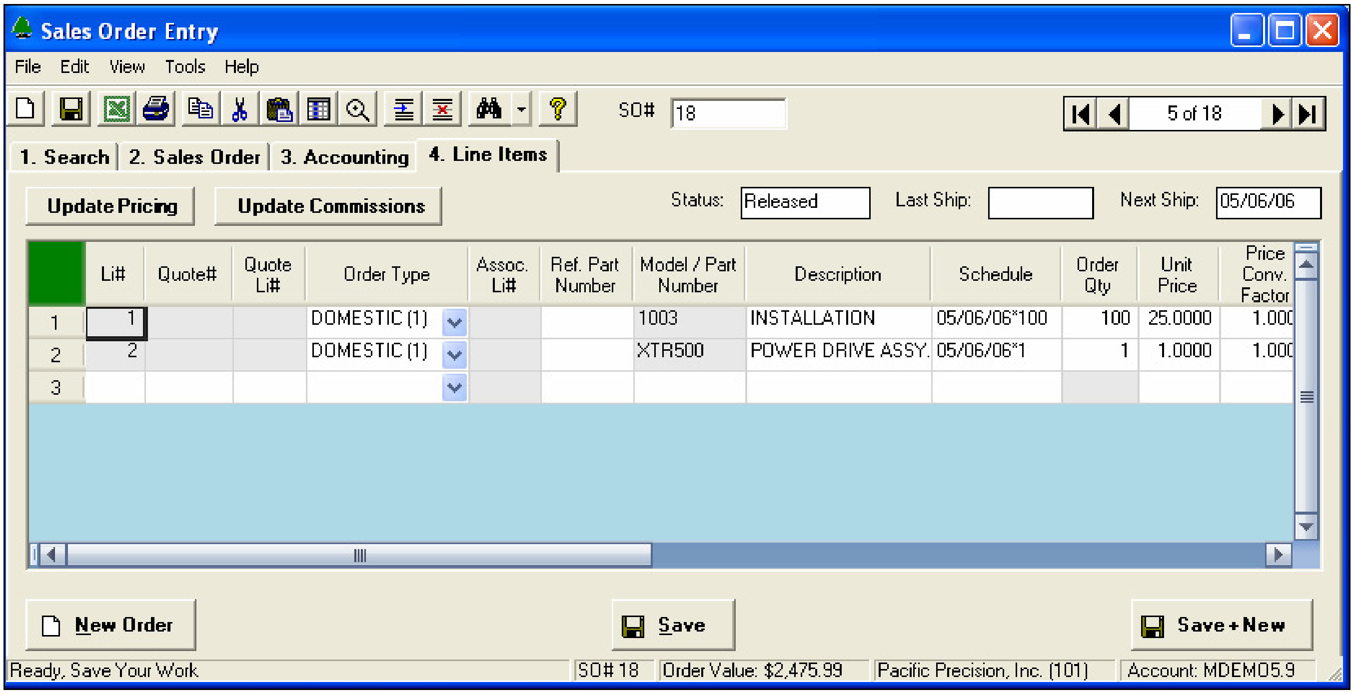
Prompts on this Screen:

Bill-To	Bill-To Customer Identifier
Name	Bill-To Customer Name

Terms	Select the appropriate payment terms from the drop-down list.
Resale#	Customer's Resale Number for Sales Tax purposes.
Project#	Enter a Project Number if applicable. This value may be changed per line item.
Contract#	Enter a Contract Number if applicable. This value may be changed per line item.
Retain Percent	If applicable, enter the percentage of this invoice to be retained.
Retain Terms	Select the Terms Code to be used on the retention invoice.
Geocode	Identifier used by the Vertex Sales Tax software (display only).
State Tax Code	State Tax Authority as defined using Manfact's SALESTAX.N procedure.
Local Tax Code	Local Tax Authority as defined using Manfact's SALESTAX.N procedure.
Other Tax Code	Other Tax Authority as defined using Manfact's SALESTAX.N procedure.
Currency Code	Code used to identify the currency for the country in which this customer resides.
Date to Use	Date to use for foreign currency calculation: Sales Order, Shipment or Invoice Date.
Exchange Rate	The exchange rate to be used for foreign currency calculation.
Inv Sets	Number of copies of the Invoice to be printed by INV.SET.
Invoice Method	Automatic or Manual
Revenue Method	At Shipment or Percent Complete
Percent Complete	This value is used to calculate earned revenue when the Percent Complete Revenue Method is chosen. (Display only)
Order Value	Total extended price of all line items on this order. (Display only)
Revenue Taken	Sales revenue recognized to date. (Display only)
Shipped Value	Total value of shipments to date. (Display only)
Sales Invoiced	Total Sales Amount invoiced to date. (Display only)
Other Invoiced	Total Freight, Tax and Misc. Charges invoiced to date. (Display only)
Total Invoiced	Total value of all invoices to date. (Display only)

Sales Order Entry – Line Items

Enter one row for each unique item to be shipped on this order. You may type the information, or import it from an Excel spreadsheet.



Column Definitions:

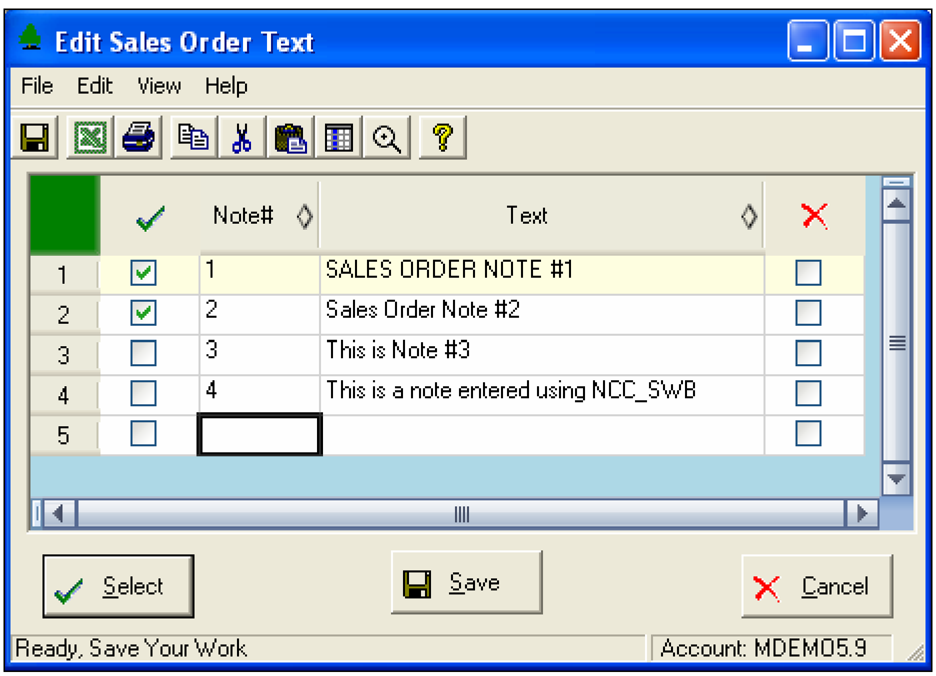
Li #	Sales Order Line Item Number
Quote #	Quote Number
Quote Li #	Quote Line Item Number
Order Type	Sales Order Type
Assoc Li #	Used to form an association between material lines and non-inventory charge lines on a sales order.
Ref Part Number	Cross Reference Part Number used to convert non-Manfact part number to Manfact Part Number.
Model/Part Number	Manfact Part Number or Lot Priced Item. Note, if using the Model Configuration System, you must configure the Model using Manfact's MOD.Q procedure prior to entering the Sales Order.
Description	Model or Part Number Description

Schedule	Double-click on this cell to update multiple Schedule Dates, Quantities, Request Dates, and Reason Codes.
Order Qty	Line Item Total Order Quantity
Unit Price	Unit Selling Price
Price Conv Factor	Used when the unit "PRICE" is per a unit of measure other than the selling unit of measure.
Price Per Factor	Unit price for this line item will be multiplied by the total quantity and then divided by this factor.
Disc Pcts	Discount Percentages (may be multiple)
Disc. Amt	Discount Amount
Ext. Amt	Extended Line Item Amount (Display Only)
Foreign Price	Foreign Unit Selling Price
Foreign Disc	Foreign Discount Amount
Commissions	Line Item Commission Rate and Rep Number. Double-click on this cell if you need to change the commission rates.
NSN	National Stock Number
Project #	Project Number
Contract #	Customer Contract Number
Rev.	Revision Level Number
Tax Type	Line Item Tax Type Code defined in TABLE.TAX.
Hold	Hold Code **A** Accounting Hold **C** Credit Hold **E** Engineering Hold **M** Manufacturing Hold **S** Sales Hold **X** Matrix Hold
Notes	Free Form Notes. Double-click to pop-up a text editing window.

Change Notes	Information that will be added to the Sales Order Change file record. Double-click to pop-up a text editing window.
WO Notes	Work Order Notes. Double-click to pop-up a text editing window.
Note Numbers	Used to retrieve notes from the SOTEXT file.
Allocated Qty	Quantity currently allocated for shipment (Display Only)
Shipped Qty	Quantity shipped to date (Display Only)
Cancel Qty	Quantity cancelled, date and reason code. Double-click to edit.

Sales Order Text (Note Numbers)

Use this screen to view and/or edit Sales Order Text records. The features available will depend on your Security privileges. Please refer to the System Administration section for more information.

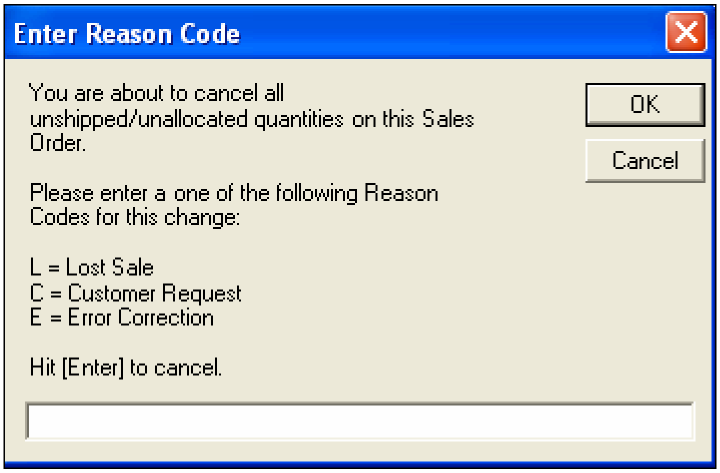


If you are adding notes to an order, use the checkboxes in the first column to select the desired notes, and then click the [Select] button.

If you modify and then save changes to the text, the information will be permanently changed for <u>all</u> Sales Orders that reference the affected Note Number.

Cancel a Sales Order

You may cancel the remaining balance for the entire Sales Order by selecting the Cancel Sales Order option from the Tools menu, or double-click on the Schedule column to reduce the quantity on a specific line item. Whenever the quantity is reduced on an existing Sales Order, the following dialog is displayed.



You cannot reduce the Schedule Quantity below the quantity currently Allocated or Shipped.

Order Fulfillment

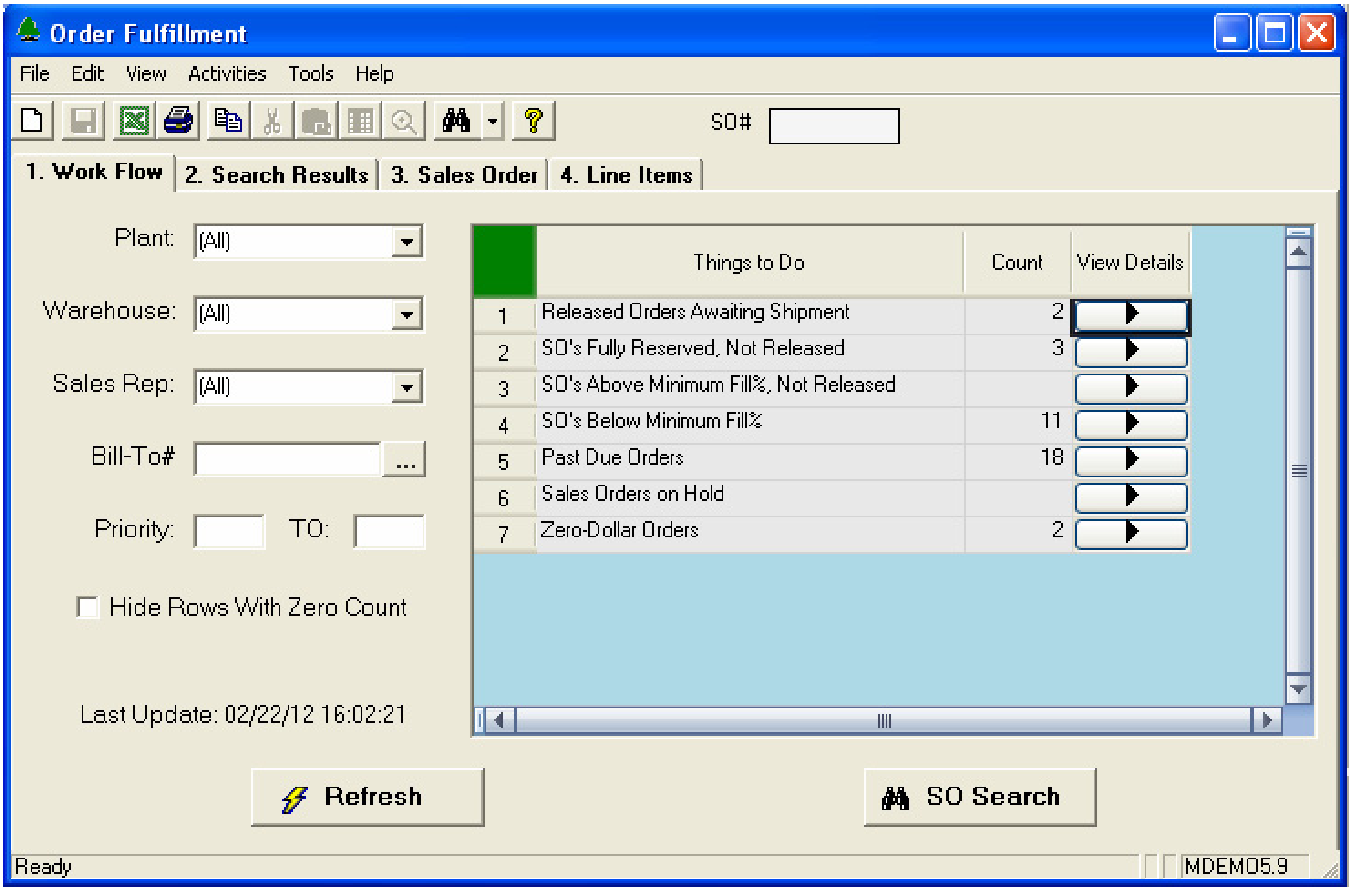
The Order Fulfillment module includes a number of special features that will be of particular interest to organizations that ship a large volume of sales order line items per day. Their products may be shipped to large retail stores and backorders may not be accepted. So, if an order is shipped at less than 100% complete, the remainder of the order is cancelled and the sale is lost. When prioritizing orders for shipment it is not only important to ship on schedule, but the planner must also take steps to maximize the order fulfillment rate.

This application will be used to provide tools to assist the planner in scheduling shipments for the next business day. The Sales Order Fulfillment module is designed to accomplish four primary objectives:

- "Reserve" current on-hand inventory to orders
- Allow the planner to adjust inventory reservations as necessary to maximize fulfillment rates.
- Provide visibility to inventory that is expected to be available based on MRP planned orders and scheduled receipts.
- Automatically Release an order when the desired fulfillment percentage is reached or set at the user's discretion.

Workflow Display

The Workflow view provides immediate visibility to tasks requiring the Planner's attention, and may be used to navigate to each item. Click on a Workflow item to view the corresponding list of Sales Orders shown on the "Search Results" tab. As an alternative, you may click the [SO Search] button to locate Sales Order using a variety of search criteria. Please review to the Tools section of this document for more information about the Sales Order Search feature.



The Plant, Warehouse, Sales Rep, Customer, and Priority Range prompts may be used to limit the orders included in your Workflow Counts.

Check the "Hide Rows With Zero Counts" to view only those rows where the Workflow Count is greater than zero.

Workflow Counts are automatically refreshed at the time interval entered in the Workflow Options screen (accessed from the Tools menu). You may update the counts on demand by clicking the [Refresh] button.

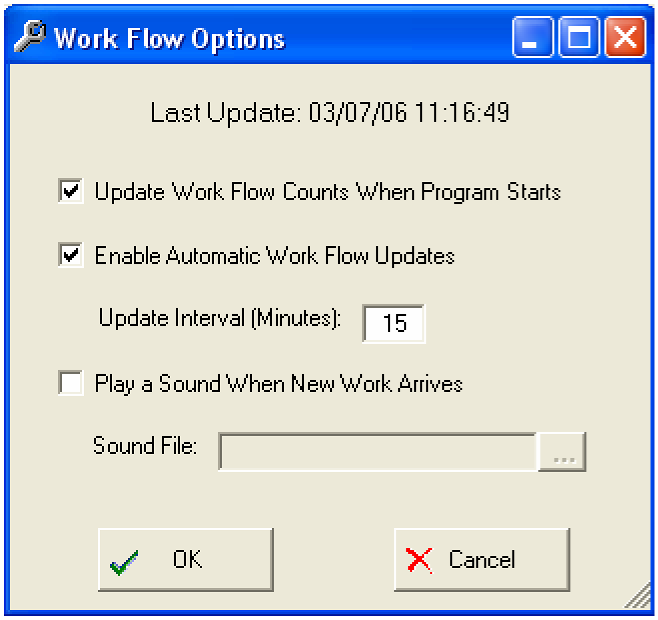
Now that the correct criteria has been selected, click on the "**View Details**" button for the orders you wish to review.

The tasks that are accessible from the Workflow screen include.

Released Orders Awaiting Shipment	Sales Orders that have been released but not yet shipped.
SO’s Fully Reserved, Not Released	Sales Orders that have been fully reserved but not yet released.
SO’s Above Minimum Fill%, Not Released	Sales Orders above the minimum Fill % but released.
SO’s Below Minimum Fill%	Sales Orders below the minimum Fill %
Past Due Orders	Past Due Sales Orders
Sales Orders on Hold	Sales Orders that are on Hold **A** Accounting Hold **C** Credit Hold **E** Engineering Hold **M** Manufacturing Hold **S** Sales Hold **X** Matrix Hold

Workflow Options

Workflow Options allow each user to set their own preferences for when the Workflow update process is run. This view is accessed from the Tools menu of the Order Fulfillment screen.



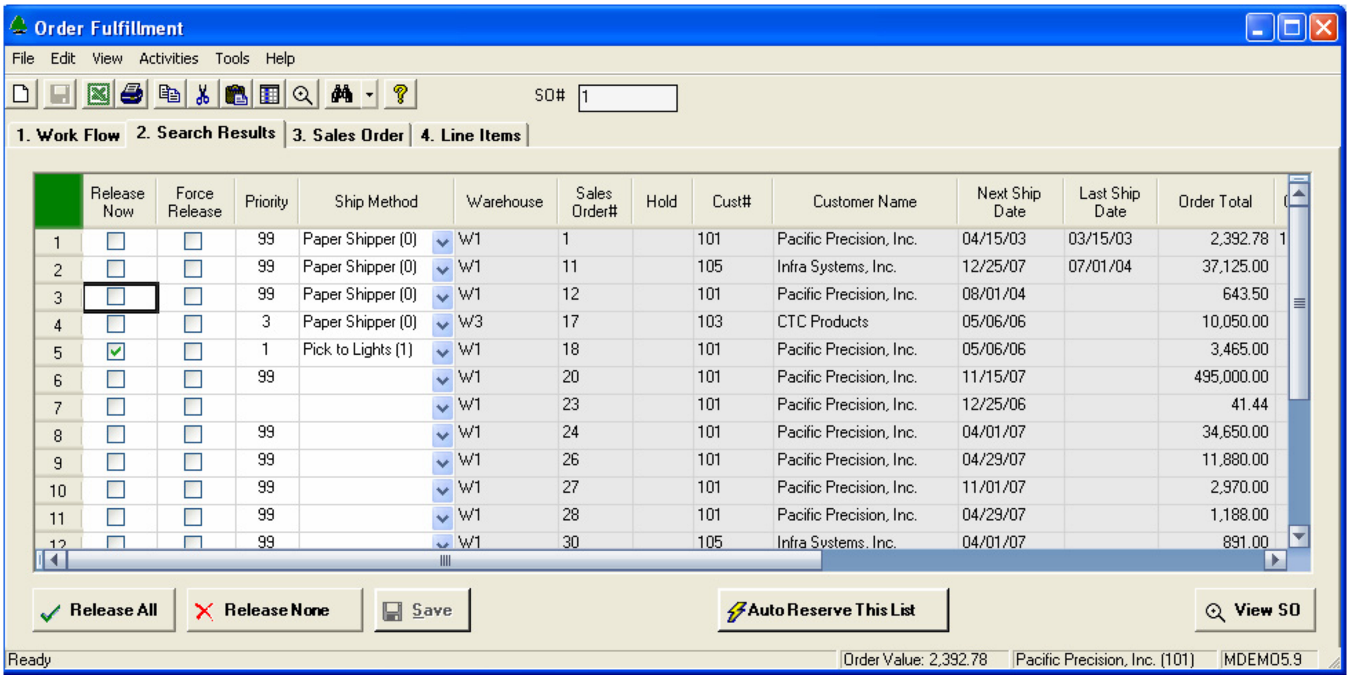
Select from the following options:

- Update Workflow Counts When Program Starts: Each time you start a new session the system will automatically update the Workflow Counts.
- Enable Automatic Workflow Updates: You can establish time intervals to automatically update the Workflow Counts.
- You can also enable the system to Play a Sound When New Works Arrives.

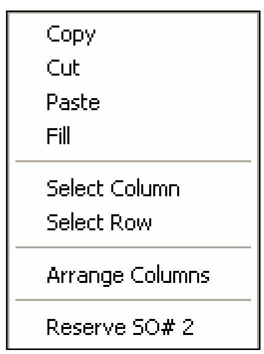
You may also update the Workflow Counts anytime by clicking on the Refresh button on the Workflow view.

Search Results – Release Order for Shipment

This view displays a list of Sales Orders based on the criteria entered on either the Workflow or Sales Order Search view. From the Search Results tab, you may modify the Priority, Ship Method, and Release Status of each Sales Order. Double-clicking on a row transfers control to the Sales Order Detail (Header) view.



Right-clicking on the spreadsheet displays a pop-up menu as shown below:



Selecting the last item displays the Inventory Reservation Detail screen for the selected Sales Order. See *Inventory Reservations Detail Screen* section for more details.

Use the [Auto Reserve This List] button to automatically process Reservations for all orders on this list. Please refer to *Batch Inventory Reservation Process* section for more details.

Use the [Release All] button to automatically Release all orders on this list.

Use the [Release None] button to remove any Sales Order selected for Release.

Column Definitions:

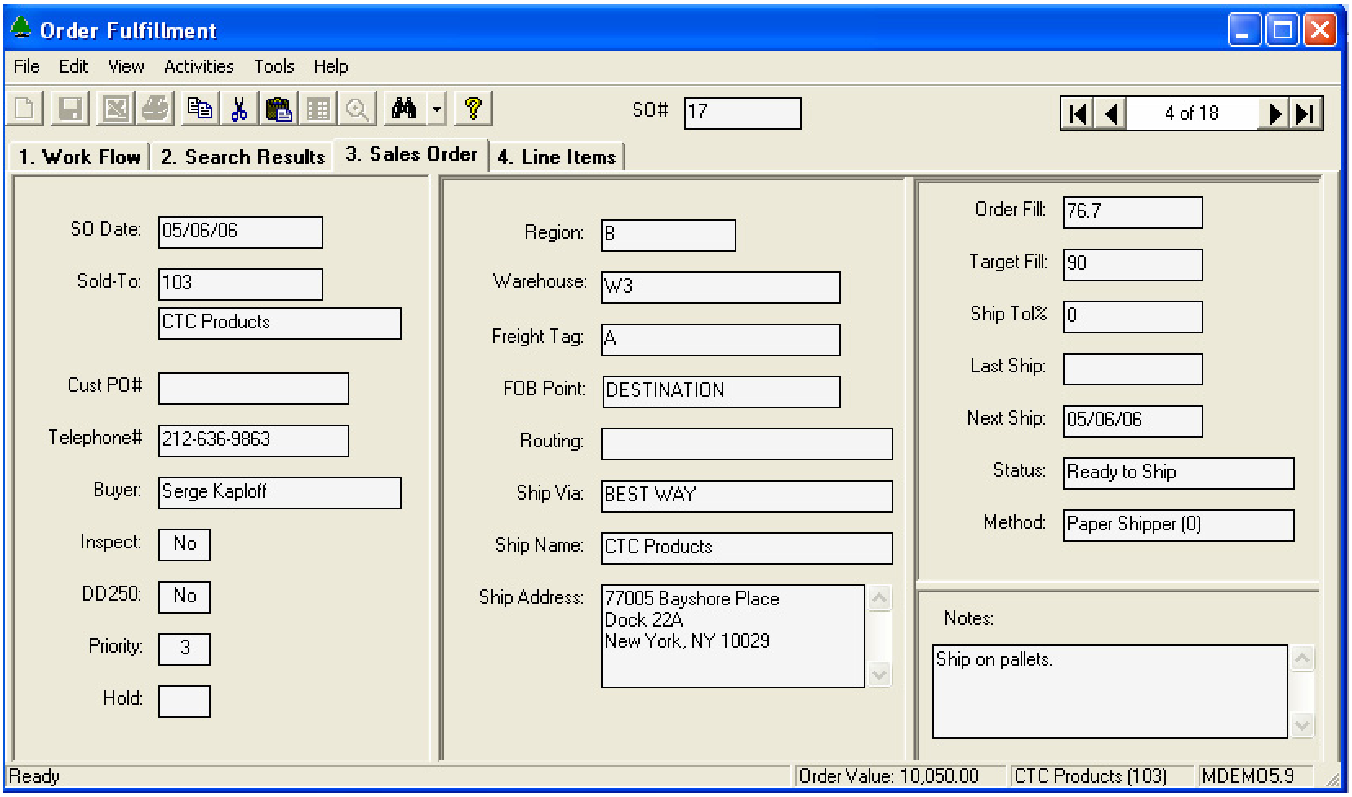
Release Now	Check the box if you wish to release this order now
Force Release	Release the order, regardless of inventory availability
Priority	Priority as established in the Customer record
Ship Method	Shipping Method options are defined in *System Administration*

The remaining columns are for display only, and may not be changed:

Warehouse	Ship From Warehouse ID
Sales Order #	Sales Order ID Number
Hold	Flag indicating the Sales Order is on Hold.
Cust #	Customer Identifier (Code or Number)
Customer Name	Customer Name
Customer PO #	Customer PO Number
Next Ship Date	Next Scheduled Ship Date
Last Ship Date	Last Actual Ship Date
Order Total	Total value of the Sales Order
Fill % (Qty)	Actual Fill % (Qty) based on current Inventory Reservations.
Fill % (Cost)	Actual Fill % (Cost) based on current Inventory Reservations.
Fill % (Goal)	Fill percent that must be reached before an order can be automatically released.
Status	Current Sales Order Status Not Ready Fill % is below Goal Fill % and not yet released. Ready Fill % is equal or greater than Goal Fill % but not yet released. Released Released Sales Order
Fill Policy	Value that defines how orders for this customer will be handled by the Batch Reservation Process: In Priority Sequence they are: Diamond, Platinum and Gold

Sales Order Detail View (Header)

This view displays header of the Sales Orders contained in the Search Results tab. Sales Orders are displayed one at a time. You may toggle to any of the Sales Orders by using the Navigation Bar at the bottom of the screen.



All fields on this screen are for display only and may not be changed using this procedure.

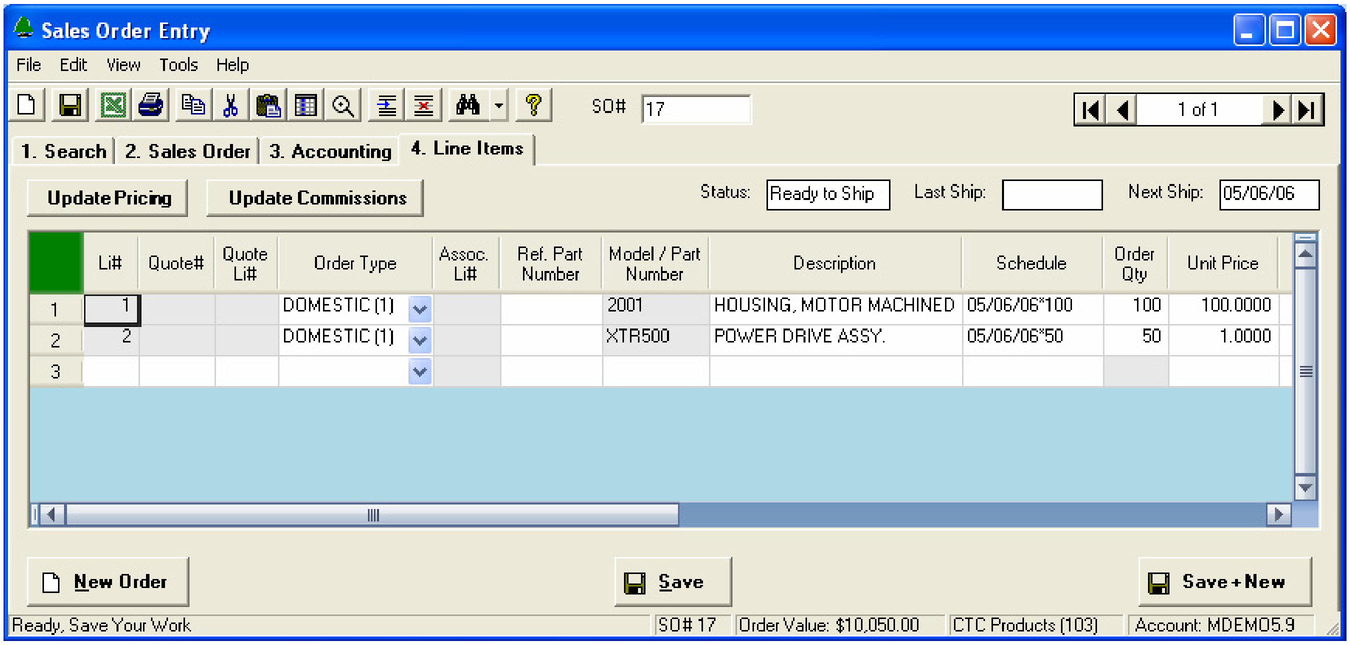
Field Definitions:

SO Date	Sales Order Entry Date
Sold-To	Sold-To Customer ID (Code or Number)
Name	Customer Name
Cust PO #	Customer Purchase Order Number
Telephone #	Customer Telephone Number
Buyer	Customer Buyer Name
Inspect	Special Inspection Required?
DD250	Flag indicating whether or not this order requires DD250 paperwork.

Priority	Priority as established in the Customer file or updated from the search record.
Hold	Hold Code **A** Accounting Hold **C** Credit Hold **E** Engineering Hold **M** Manufacturing Hold **S** Sales Hold **X** Matrix Hold
Region	Sales Region
Prime Whse	Primary Warehouse
Freight Tag	Freight Payment Terms P Prepaid C Collect A Prepaid and Added to invoice in INV.SET
FOB Point	Freight on Board Point
Routing	Special Routing Instructions
Ship Via	Recommended Ship Via Method
Ship Name	Ship To Name
Ship Addr	Ship To Address
Order Fill	Actual Fill %
Target Fill	Goal Fill %
Ship Tol %	Allocation Shipping Tolerance
Last Ship	Last Actual Ship Date
Next Ship	Next Scheduled Ship Date
Status	Current Sales Order Status Not Ready Fill % is below Goal Fill % and not yet released. Ready Fill % is equal or greater than Goal Fill % but not yet released. Released Sales Order has been released for Shipment
Notes	Free Form Notes

Sales Order Detail View (Line Items)

This displays the Line Item view of the Sales Orders contained in the Search Results tab. Sales Orders are displayed one at a time.

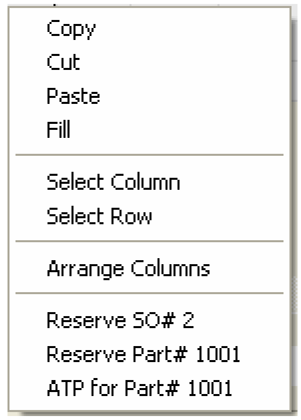


All fields on this screen are for display only and may not be changed using this procedure.

Li #	Sales Order Line Item Number
Quote #	Quote Number
Quote Li #	Quote Line Item Number
Order Type	Sales Order Type
Assoc Li #	Used to form an association between material lines and non-inventory charge lines on a sales order.
Ref Part Number	Cross Reference Part Number used to convert non-Manfact part number to Manfact Part Number.
Model/Part Number	Manfact Model or Part Number
Description	Model or Part Number Description
Schedule	Line Item Schedule Date * Quantity
Order Qty	Line Item Total Order Quantity

Unit Price	Unit Selling Price
Foreign Price	Foreign Unit Selling Price
Price Conv Factor	Used when the unit "PRICE" is per a unit of measure other than the selling unit of measure.
Price Per Factor	Unit price for this line item will be multiplied by the total quantity and then divided by this factor.
Disc Pcts	Discount Percent
Disc. Amt	Discount Amount
Foreign Disc	Foreign Discount Amount
Commissions	Line Item Commission Rate and Rep Number
Project #	Project Number
Contract #	Customer Contract Number
Rev.	Revision Level Number
Tax Type	Line Item Tax Type Code defined in TABLE.TAX.
Hold	Hold Code **A** Accounting Hold **C** Credit Hold **E** Engineering Hold **M** Manufacturing Hold **S** Sales Hold **X** Matrix Hold
Notes	Free Form Notes
Change Notes	Information that was added to the Sales Order Change file record.
WO Notes	Work Order Notes
Note Numbers	Used to retrieve notes from the SOTEXT file.

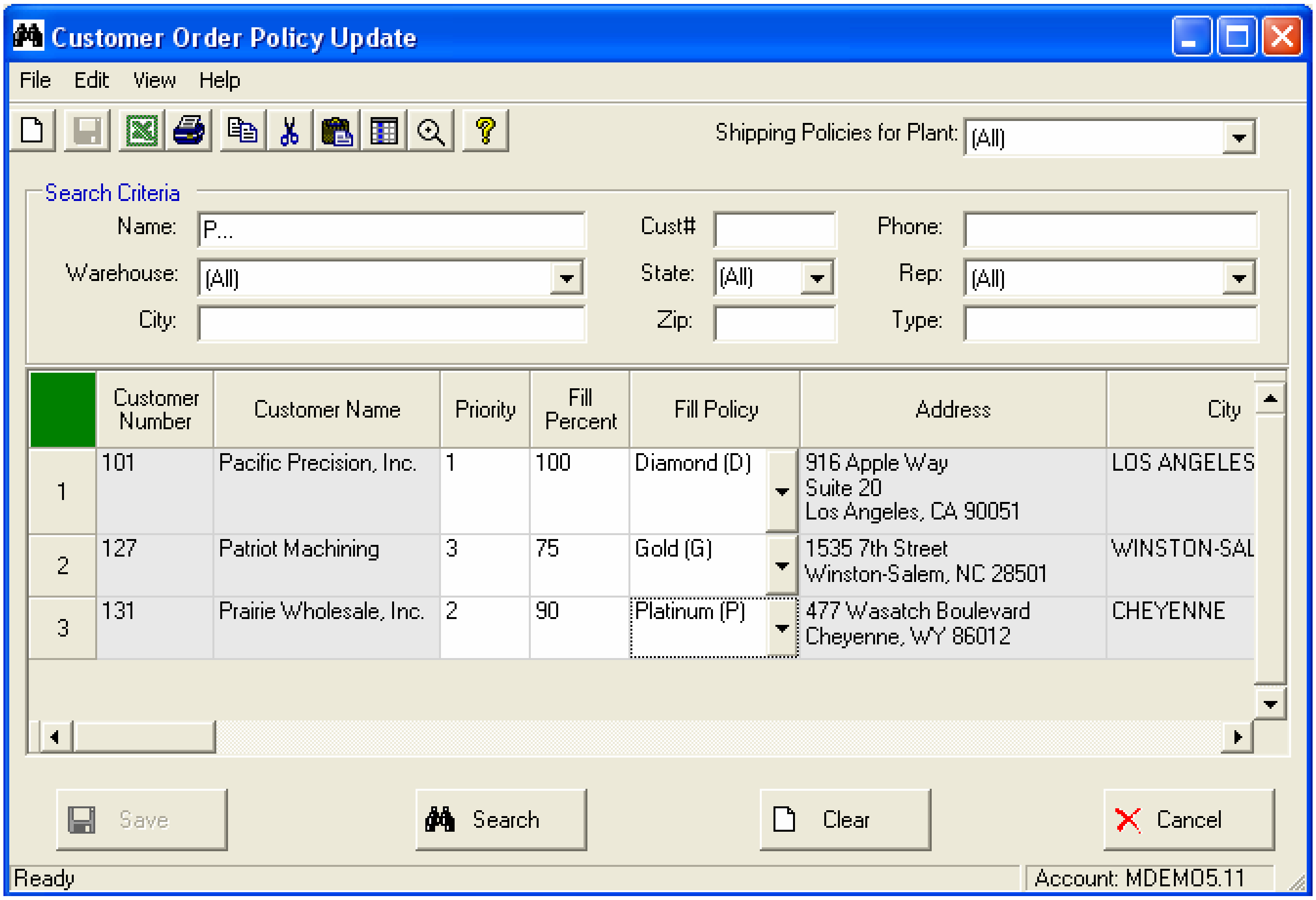
Right-clicking on the spreadsheet displays a pop-up menu as shown below:



The options displayed on this menu allow you to branch to the Inventory Reservation Detail screen or the Available to Promise inquiry for the selected Sales Order or Part Number. See *Inventory Reservations Detail Screen* and *Available to Promise* sections for more details.

Customer Order Policy Update

This view allows you to enter search criteria for selecting customers to be view and update the Priority, Fill Percent and Fill Policy.



You can use the available search fields in any combination to narrow your search. If you don't know the specific details of a particular field, you might use *wildcarding* to enter only a portion of the part number, project number, etc. Please refer to the General Information section of this document for more information on wildcarding.

This view will allow the user to enter/modify the default Priority Level for customers, along with their required Fill Percentage and Order Fulfillment Policy.

Note, the Shipping Policy information may be different for each Plant/Company. The prompt at the top right of the screen allows the user to select the Plant to update. If the Shipping Policy is the same for all Plants/Company, select (All) from the drop-down list.

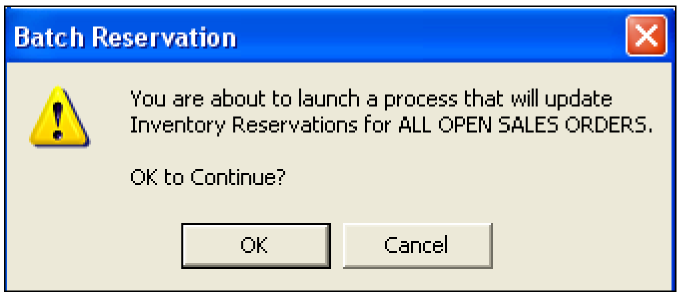
The only fields that may be modified on this screen are Priority, Fill Percent, and Fill Policy. All other Sales Order fields are for display only.

Priority	Used for sorting orders during Batch Reservation Processing.
Fill Percent	The Fill Percent that must be reached before an order can be automatically released for shipping.
Fill Policy	Defines how the Batch Reservation Process will handle orders for the customer. **Diamond**: Normally used for the most important customers. The system Reserves everything that is available, and backorders the balance. Once material is reserved, the system will never automatically remove the reservation. Changes must be made in the Inventory Reservation process. **Platinum**: The system reserves everything that is available, and then checks the fill percent. If the order does not meet the specified minimum, all parts are placed in Backorder status, making the parts on-hand unavailable for any other orders during this run. All backorders will be removed and reanalyzed during the next run of the Batch Reservation Process. **Gold**: The system reserves everything that is available, and then checks the fill percent. If the order does not meet the specified minimum, all parts are placed in Future status, making the parts available to reserve to other orders. In all cases, once the required Fill Percent is reached, the order will be automatically released for shipping.
Customer #	Customer ID (Code or Number)
Customer Name	Customer Name
Address	Customer Address
City	Customer City
State	Customer State
Zip	Customer Zip
Phone #	Customer Phone Number
Fax #	Customer Fax Number
Whse	Primary Warehouse to Ship From
Rep	Primary Sales Representative assigned to the Customer

Batch Inventory Reservation Process / Releasing the Order

Select the Batch Inventory Reservation Process from the Activities Menu or execute the procedure from the Search Results view. This process will automatically reserve available material to open Sales Orders, and optionally release orders where fill percentage requirements have been met (See *System Administration*). Orders are selected that have a balance to ship, and have not already been released.

Only one user may execute this procedure at a time. While it is running, all Inventory Reservation features in this application will be "locked". The following message is displayed when this option is selected from the Activities menu:



The process begins by removing all backorders. All existing reservations are then verified to ensure the reserved quantities and lot numbers are still in inventory. If the quantities are not valid (e.g., because the lot was shipped on another order), the system will remove the invalid reservation, and then attempt to reserve the required quantity from the current available inventory. Any quantity that cannot be successfully reserved will be placed in either backorder status.

Next, orders are selected according to the option chosen in the System Administration screen (by Priority Level and Schedule Date, or by Schedule Date and Priority) and the system attempts to reserve material based on current available inventory. It will then attempt to release orders according to the Order Fill Policy assigned to the Customer. Please refer to the *System Administration* section for additional parameters that affect this process.

<u>Releasing an Order</u>

A checkbox on the System Administration screen enables the Automatic Order Release feature of the Batch Reservation process. Anytime an order is Released, whether from the Main screen, the Inventory Reservation Detail screen, or in Batch mode, all Reserved quantities are moved to Allocated status and a Shipment record is created. If the option was chosen to Force Release Backorder Quantities, the system attempts to force allocate the order. Any unallocated balances are moved to Future status.

<u>Auto-Release Time Fences</u>

The following parameters are set via the System Administration screen:

- Time Fence (days) for Complete Shipments
- Time Fence (days) for Partial Shipments

If the order is fully Reserved, the first Time Fence is used. If the order is not complete but has achieved the required Fill Percent, the second Time Fence is used. The Latest date to Release is calculated by adding the appropriate Time Fence parameter to the Current Date. If the Schedule Date on the order is greater than the Latest Date to Release, it will not be Released.

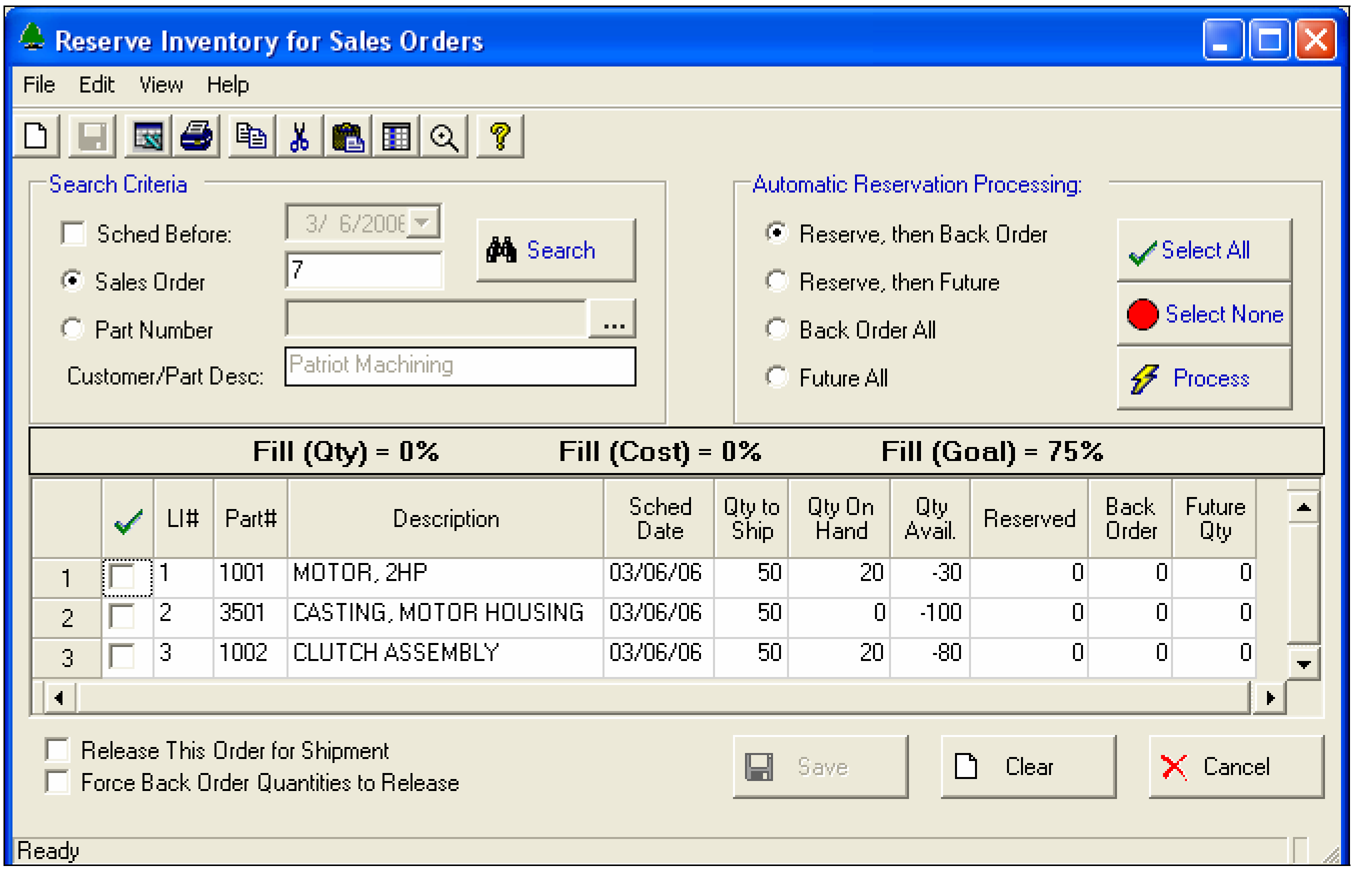
Sales Orders may also have a "Do Not Ship Before Date". If this field is blank, it is ignored, otherwise the system will not release the order prior to this date.

Inventory Reservations Detail Screen

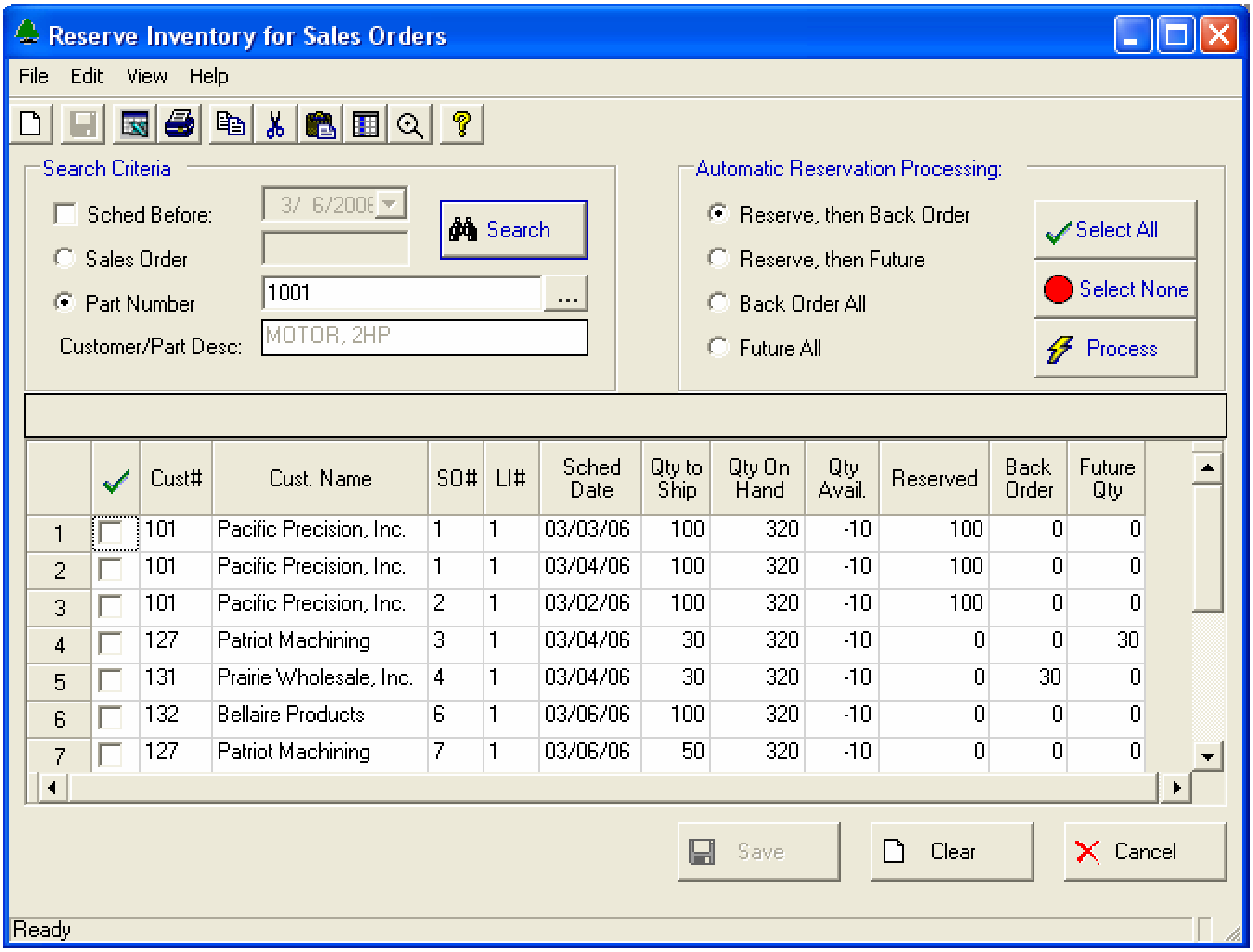
This view may be accessed by right-clicking on the Sales Order Summary (Search Results) view, the Sales Order Detail (Line Items) view, or by selecting it from the Activities menu.

When this screen is accessed from the right-click menu on the Search Results or Line Items tab, the Sales Order Number or Part Number from the active row is passed automatically.

Sales Order View



Part Number View



When selected from the Activities menu, you must perform a Search to locate the desired Sales Order or Part Number. You can restrict this search to Sales Orders Scheduled before a given date.

You can perform all of the same Inventory Reservation updates whether you are viewing by Sales Order or by Part Number. You will have the option to Release an Order for Shipment only when viewing by Sales Order. The Force Back Order Quantities to Release option is available only when the user has the necessary security privileges. Please refer to the *Batch Reservation Processing* section for more details about updates that occur when an order is released.

You may access the Available to Promise view by right-clicking on a row.

Automatic Reservation Processing

Use the checkboxes displayed at the beginning of each row to select the items you wish to update, or use the buttons at the top-right to “Select All” or “Select None” of the rows for processing.

Next, choose the update you wish to perform from the list displayed:

Reserve, then Back Order:	Reserves the available quantity then Back Orders the remainder
Reserve, then Future:	Reserves the available quantity then moves the remainder to Future
Back Order All:	Back Orders the entire quantity
Future All:	Moves the entire quantity to Future

Field Definitions:

Sales Order	Sales Order ID Number.
Part Number	Part Number. If you do not know the part number, click on the icon to the right of the field to access the Part Number Search procedure.
Customer/Part Description	If you have entered a Sales Order Number, the procedure will display the customer name. If you have entered a Part Number, the procedure will display the description of the part.
Automatic Reservation Processing	See *Automatic Reservation Processing* above.
Part #/Cust #	If you have entered a Sales Order Number, the procedure will display the Part Number. If you have entered a Part Number, the procedure will display the Customer ID (Code or Name)
Description/Customer Name	If you have entered a Sales Order Number, the procedure will display the Part Number Description. If you have entered a Part Number, the procedure will display the Customer name.
Sched Date	Scheduled Shipping Date
Qty to Ship	Quantity Scheduled to Ship
Qty on Hand	Current Qty on Hand
Qty Avail	Current Quantity Available to Reserve
Reserved	Current Reserved Quantity
Back Order	Current Back Order Quantity
Future Qty	Current Quantity in Future

Individual Updates

You can modify the quantities in Reserved, Backorder, and Future status for each line item by typing directly into the spreadsheet.

Note, the quantity Reserved may not exceed the Quantity Available.

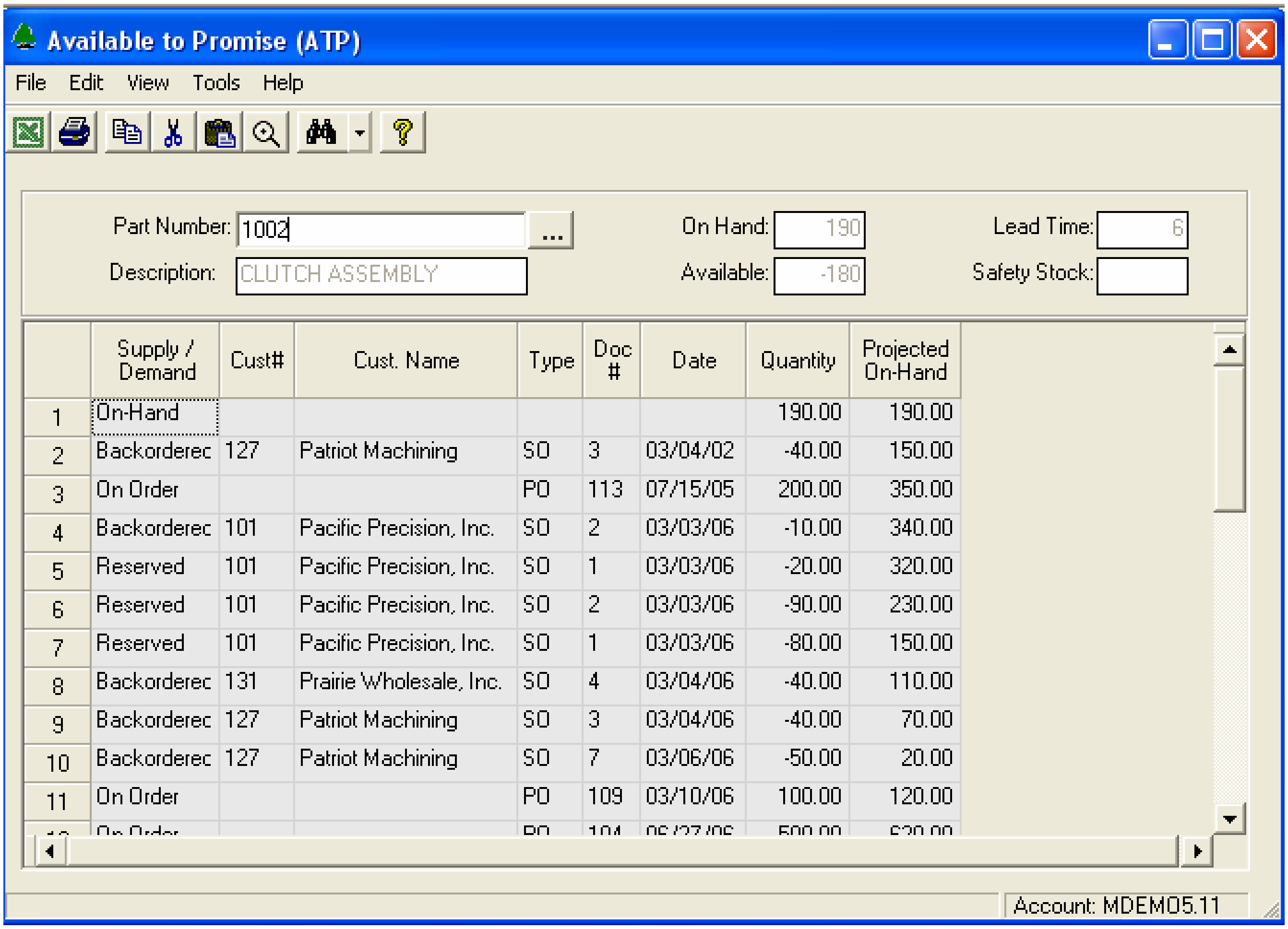
Saving Changes to Manfact

Whether updating quantities manually or using the automatic option, none of your changes will take affect until you click the [Save] button. In rare cases, inventory quantities may have changed, and the system may not be successful in processing a Reservation. When this occurs, a warning message is displayed, the information on the screen is refreshed, and the user is given the opportunity to made additional changes as required.

Tools

Available to Promise

This screen combines MRP output (scheduled receipts and planned orders) with Inventory Reservation details to provide an Available to Promise forecast for a selected part number.



	Supply / Demand	Cust#	Cust. Name	Type	Doc #	Date	Quantity	Projected On-Hand
1	On-Hand						190.00	190.00
2	Backorderec	127	Patriot Machining	SO	3	03/04/02	-40.00	150.00
3	On Order			PO	113	07/15/05	200.00	350.00
4	Backorderec	101	Pacific Precision, Inc.	SO	2	03/03/06	-10.00	340.00
5	Reserved	101	Pacific Precision, Inc.	SO	1	03/03/06	-20.00	320.00
6	Reserved	101	Pacific Precision, Inc.	SO	2	03/03/06	-90.00	230.00
7	Reserved	101	Pacific Precision, Inc.	SO	1	03/03/06	-80.00	150.00
8	Backorderec	131	Prairie Wholesale, Inc.	SO	4	03/04/06	-40.00	110.00
9	Backorderec	127	Patriot Machining	SO	3	03/04/06	-40.00	70.00
10	Backorderec	127	Patriot Machining	SO	7	03/06/06	-50.00	20.00
11	On Order			PO	109	03/10/06	100.00	120.00

On hand, Reserved, Back Order, and Future quantities are retrieved from the Manfact inventory files in real time. Scheduled Receipts and MRP Planned Orders are obtained from the MRP requirements files, and are accurate as of the last time MRP was run.

Although not illustrated in the example, demands from sources other than Sales Orders will also be obtained from the MRP requirements file. This includes Work Orders, Transfers, and Independent Demand.

MRP Planned Orders may optionally be excluded from the display via a setting on the *System Administration* screen.

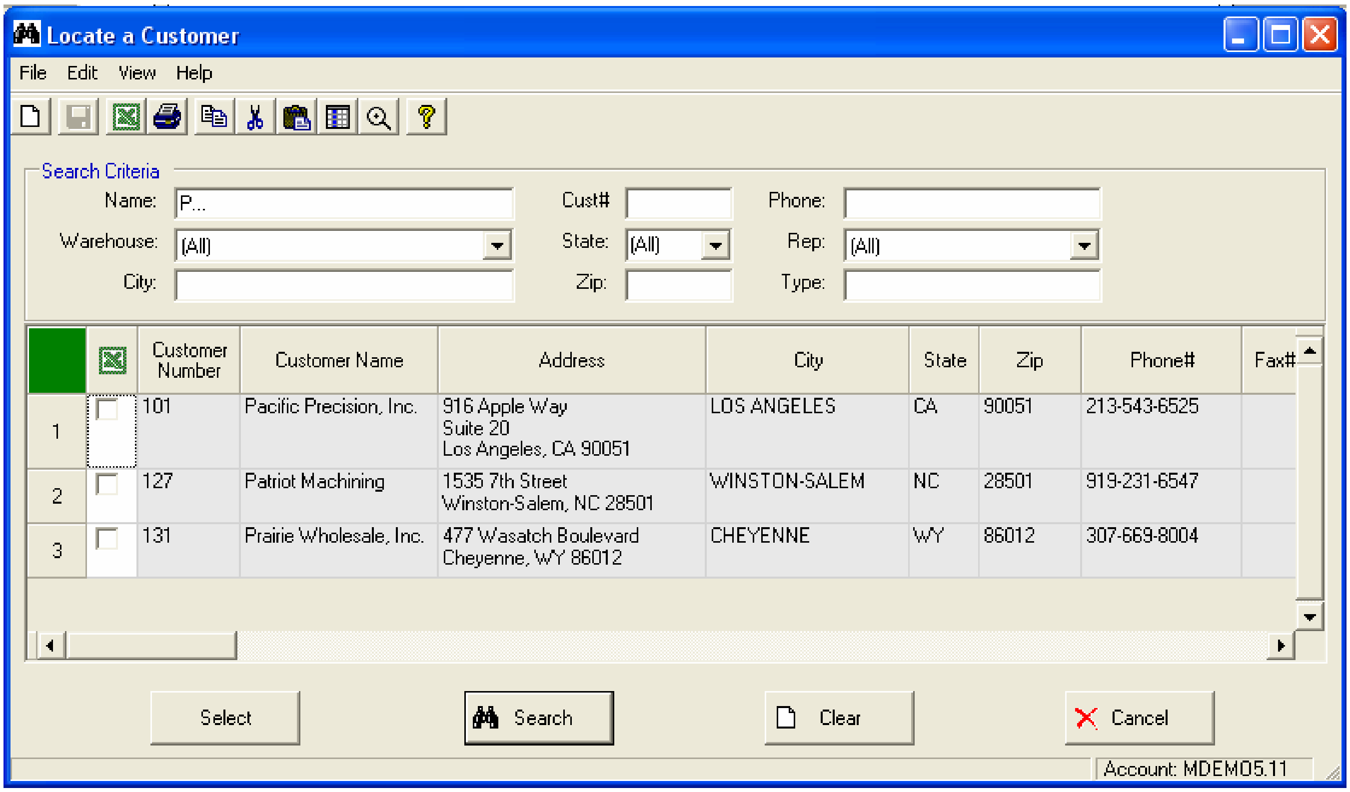
Note, Future orders are always sorted to the bottom, regardless of Schedule Date.

Field Definitions:

Part Number	Enter the Part Number. If you do not know the part number, click on the icon to the right of the field to access the Part Number Search procedure.
Description	Part Number Description
On Hand	Current On Hand Quantity
Available	Current Quantity Available for Reservation
Part #/Cust #	If you have entered a Sales Order Number, the procedure will display the Part Number. If you have entered a Part Number, the procedure will display the Customer ID (Code or Name)
Lead Time	The time (in days) it normally takes to replenish stock from the date an order is placed.
Safety Stock	The minimum quantity of this part that should be retained as to assure a continuous supply of the part.
Supply/Demand	**Supply**: On Order and Planned Orders **Demand**: Reservations, Back Orders, Future Orders, Work Order Demand, Independent Demand.
Type	SO (Sales Order), PO (Purchase Order), WO (Work Order)
Doc #	Document ID Number
Date	Requirement Date or Supply Due Date
Quantity	Quantity of Supply or Demand
Projected On Hand	Calculated projected on hand inventory

Customer Search

Use this option to locate both Sold-To and Bill-To Customer records in your Manfact system. This screen may be accessed from the Tools menu, or by clicking the browse […] buttons located next to the Customer Number prompts.

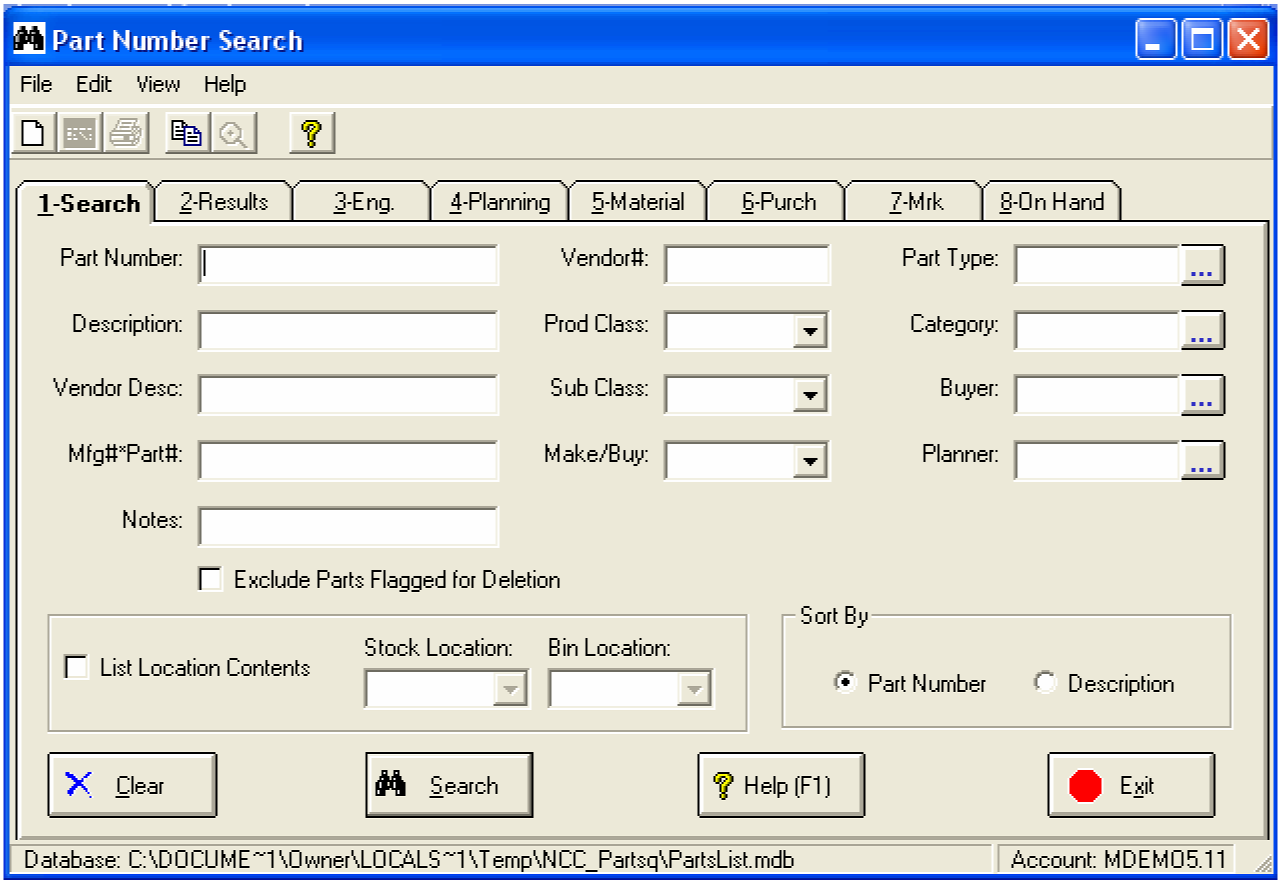


You can narrow your search by using a combination of as many of these fields as necessary to minimize the number of records selected. If you do not wish to use a particular search filter, simply leave it blank, or choose "All" from the drop-down list.

If you don't know the specific details of a particular field, you might use *wildcarding* to enter only a portion of the Customer Name, Phone Number, Zip Code, Rep, City or Type.

Part Number Search

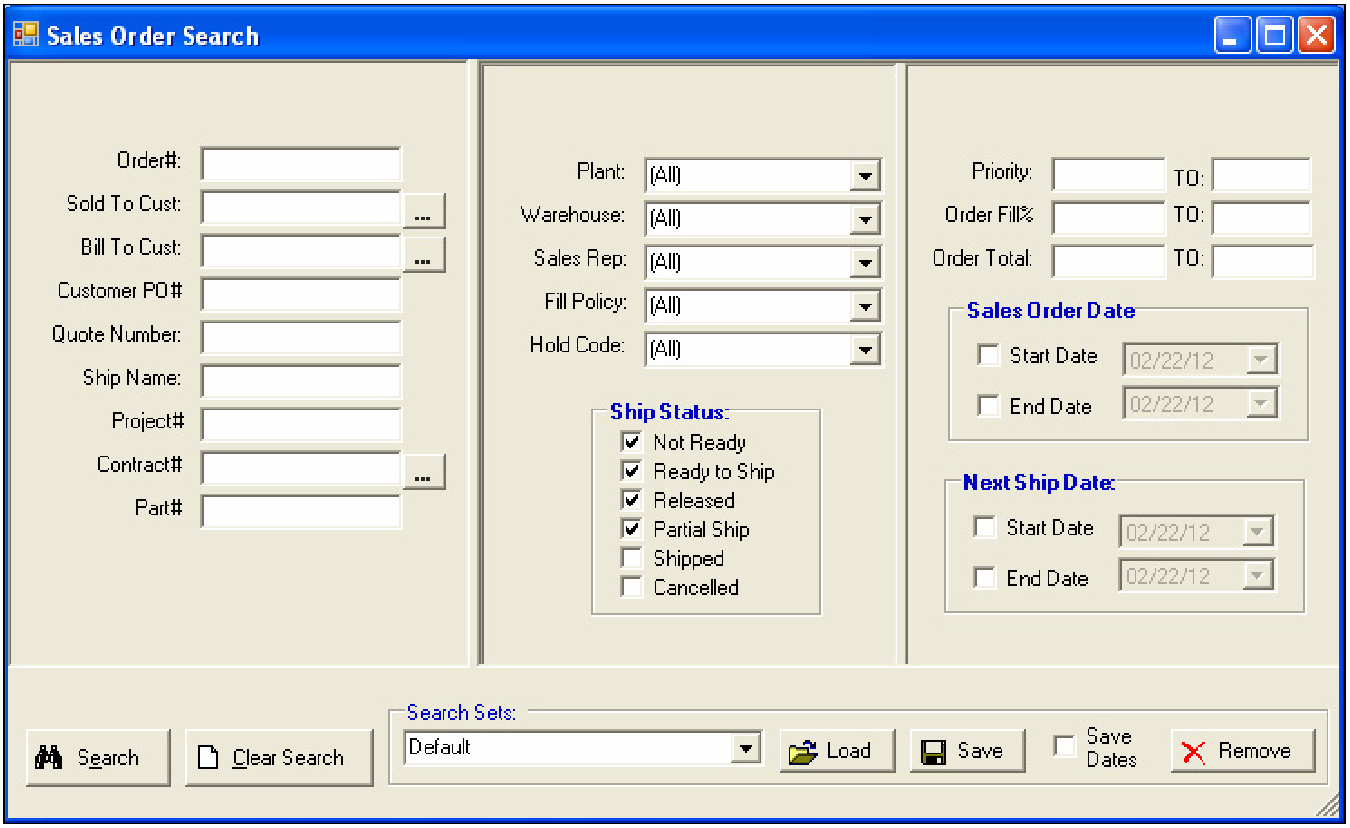
The Part Number Search query helps you locate a Manfact Part Number using a variety of search criteria. This procedure is for inquiry purposes only, and does not allow records to be updated.



The Part Number Search application is sold and installed separately. Please refer to the Part Number Search User Guide for more information.

Sales Order Search

This view allows you to enter search criteria for selecting sales orders to be viewed or updated. It is accessible from both the Sales Order Entry and Order Fulfillment modules.



You can use the available search fields in any combination to narrow your search. If you don't know the specific details of a particular field, you might use *wildcarding* to enter only a portion of the part number, project number, etc. Please refer to the General Information section of this document for more information on wildcarding.

Click the [Search] button to begin searching the Manfact Sales Order file for the records that meet your criteria. Use the [Clear Search] button to clear all text fields, and set all options to the default status as shown in the original example. This leaves the screen in a state to select all open sales orders.

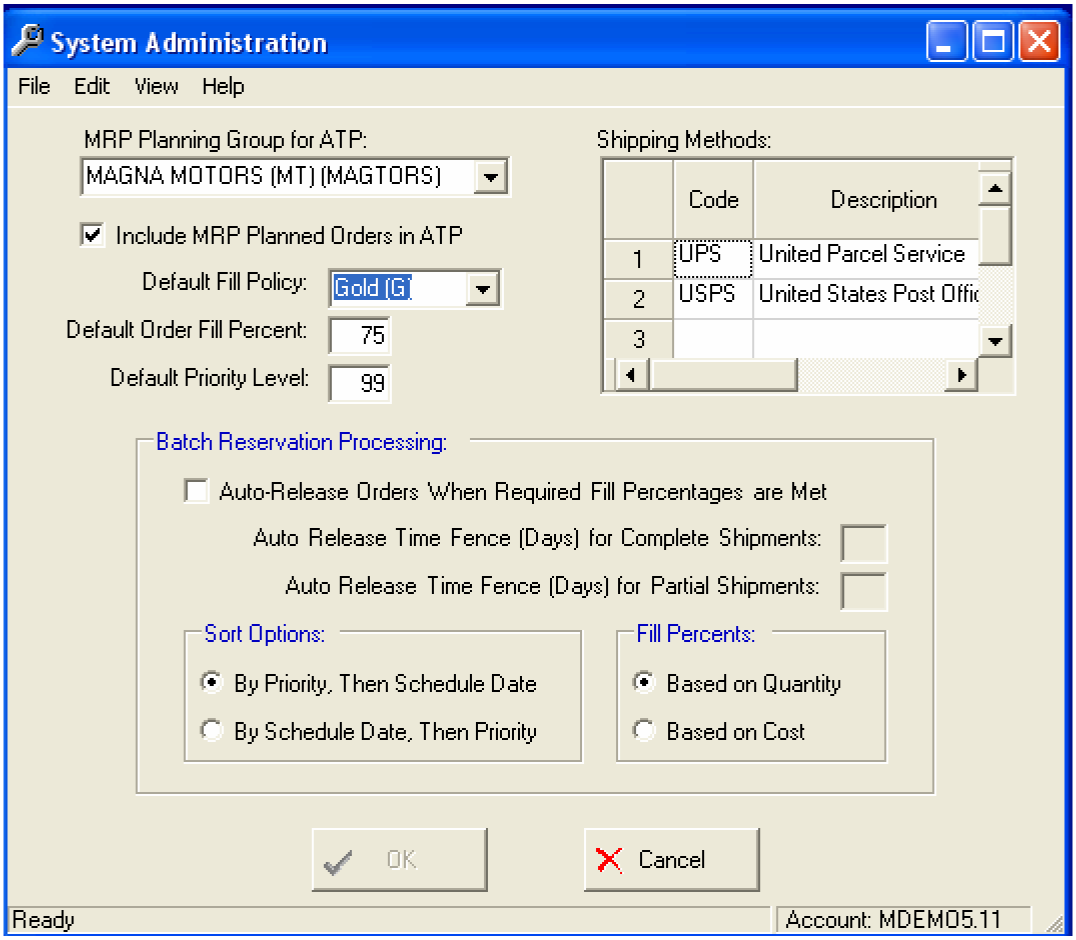
Search Sets

The **Search Set** commands at the bottom of the screen allow each user to name and save their favorite search options. Select an existing Search Set from the drop-down list, or simply type a description to name a new Search Set. Click the **Save** button to save the settings for the named Search Set. Click the **Load** button to recall the saved settings. Click the **Remove** button to permanently delete the Search Set from the list. Check the **Save Dates** box if you want the system to remember dates when settings are saved. If this box is unchecked, all date fields will default to the current date.

System Administration

The System Administration view is accessed from the Tools menu, and is used to enter various parameters required to support the Sales Order Entry and Order Fulfillment processes.

Order Fulfillment Parameters



MRP Planning Group for ATP	Default MRP Output Planning Group to be used for Available to Promise information.
Include MRP Planned Orders in ATP	Check the box if you wish to include Planned Orders in Available to Promise Calculations.
Shipping Method	User Defined Codes and Descriptions for your common shipping methods.

Default Fill Policy	The Default Fill Policy. See the discussion under *Customer Order Policy Update* for a description of the available Fill Policies.
Default Fill Percent	The Default Fill Percent that will be used if nothing has been entered in the Customer Order Policy.
Default Priority Level	The Default Priority Level that will be used if nothing has been entered in the Customer Order Policy.
Auto Release Orders When Required Fill Percentages are Met	If checked, the system will automatically release orders when the Fill Percentage is met. See *Batch Inventory Reservation Process and Releasing the Order* for details on the process.
Auto Release Time Fence(Days) for Complete Shipments	The time in days when a fully reserved order will be automatically released. The Latest Date to Release is calculated by adding the appropriate Time Fence parameter to the Current Date.
Auto Release Time Fence(Days) for Partial Shipments	The time in days when an order is not complete but has met the fill percent requirements will be automatically released. The Latest Date to Release is calculated by adding the appropriate Time Fence parameter to the Current Date.
By Priority, Then Schedule Date	If checked, process orders by priority first, then by schedule date.
By Schedule Date, Then Priority	If checked, process orders by schedule date first, then by priority.
Based on Quantity	Check if the automatic release processing will be based on fill percentage based on quantity.
Based on Cost	Check if the automatic release processing will be based on fill percentage based on cost.

Security

Access to the Sales Order Workbench is controlled through standard Manfact Security procedures (i.e., SEC.N, SECMC.N). The table below lists the entries that may be added to each user's security table to enable various features.

Note that certain privileges are granted based on your existing Manfact security settings. For example, to allow the user to create new Sales Orders, both NCC_SWB *and* SO.N must be added to their Manfact Security Table.

NCC_SWB	The application is available for query purposes only; no updates permitted.
NCC_SWB + SHIP.N	User can manipulate inventory reservations, and release orders for shipping.
NCC_SWB + SO.N	User can create and modify Sales Order records.
NCC_SWB + SOTEXT.N	User can create and modify Sales Order Text records. *See additional instructions below*.
NCC_SWBADMIN	Unrestricted access to all features of NCC_SWB, including System Administration, Sales Order Entry, and Order Fulfillment.

<u>Sales Order Text</u>

Access to Sales Order Text records is governed by Manfact's TEXTCNTL.N and/or TEXTCNTL.A entry screens. The following prompts affect the behavior of NCC_SWB:

1. **Active**: This prompt must be set to "Y" to enable the SOTEXT file, otherwise all Note Number prompts are disabled, and Sales Order Text records cannot be viewed or edited by anyone.

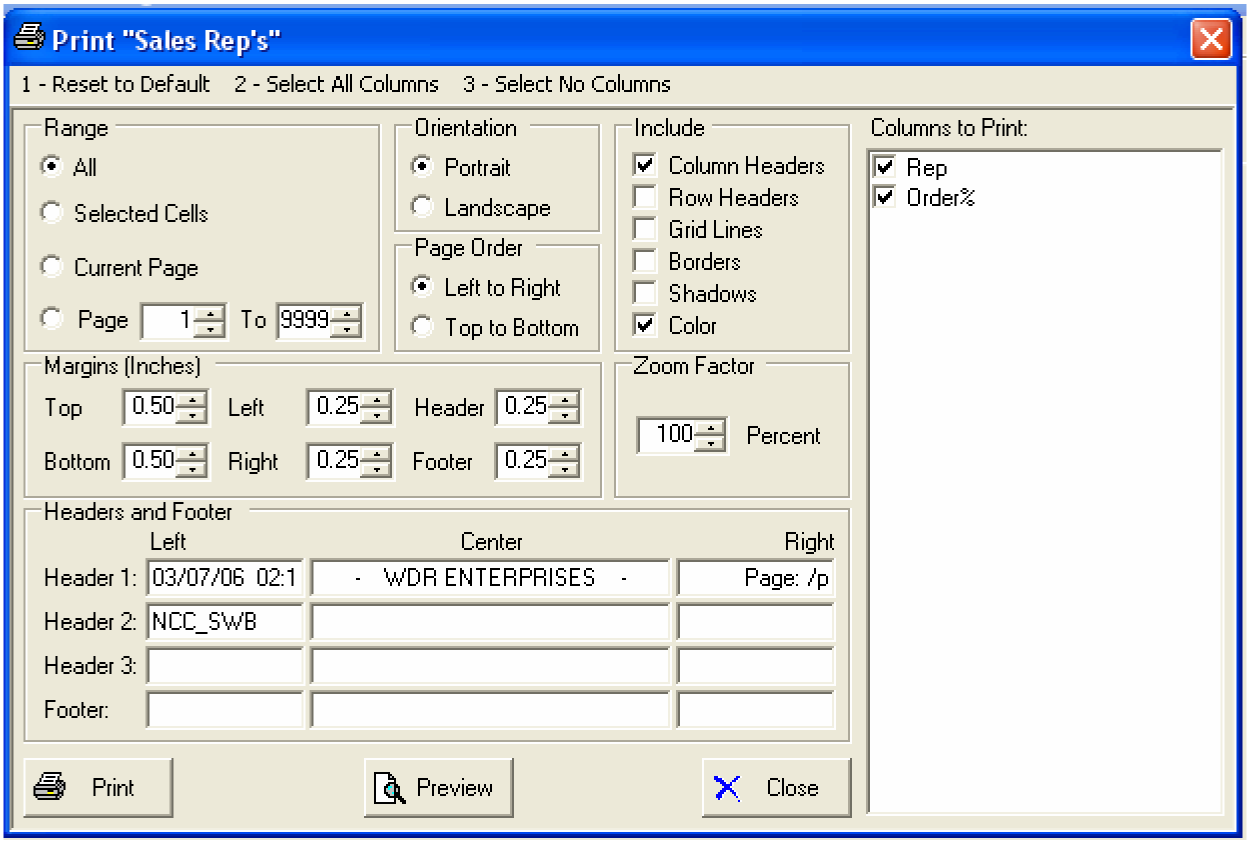
2. **Enable Text Delete**: Set this prompt to "Y" to allow SOTEXT records to be deleted. Note, if the user does not have the ability to edit Sales Order Text, this prompt has no affect. If set to "N", no one can delete SOTEXT records.

3. **App Proc Access**? Set this prompt to "Y" to allow all users with SO.N privileges to update Sales Order Text. If set to "N", only users with SOTEXT.N privileges may update the text.

General Information

Printing a Spreadsheet

Below is a sample of the screen that will appear when you select the **Print** option. This will print the current active spreadsheet, so be sure to click on the spreadsheet you wish to print before choosing the Print option.



Range - Selecting a Print Range

You may choose to print the entire spreadsheet (all), selected cells (those that you have highlighted on the current screen), the current page (only the rows that are currently visible on your screen), or a range of page numbers.

Orientation - Portrait or Landscape

You may print your report in portrait mode (normal) or landscape mode (sideways). Printing in landscape mode will allow you to fit more columns of information on your report.

Margins - Report Margins

You can make your report more attractive by setting the top, bottom, left, and right margins. Reduce the left and right margins if you need to fit more columns on the report.

Units - Inches or Centimeters?

Are the margins you entered expressed in inches or centimeters?

Page Order

If your report is too wide, it may span multiple pages. When this occurs, do you want the report printed from top to bottom or left to right?

What Do You Want to Print?

You can customize the appearance of your report by printing (or not printing) column headers, row headers, grid lines, borders, shadow, and color.

Headers and Footers

Your report may have up to three lines for the heading, and one line for the footer. The system initially displays a default heading, which you may modify if desired.

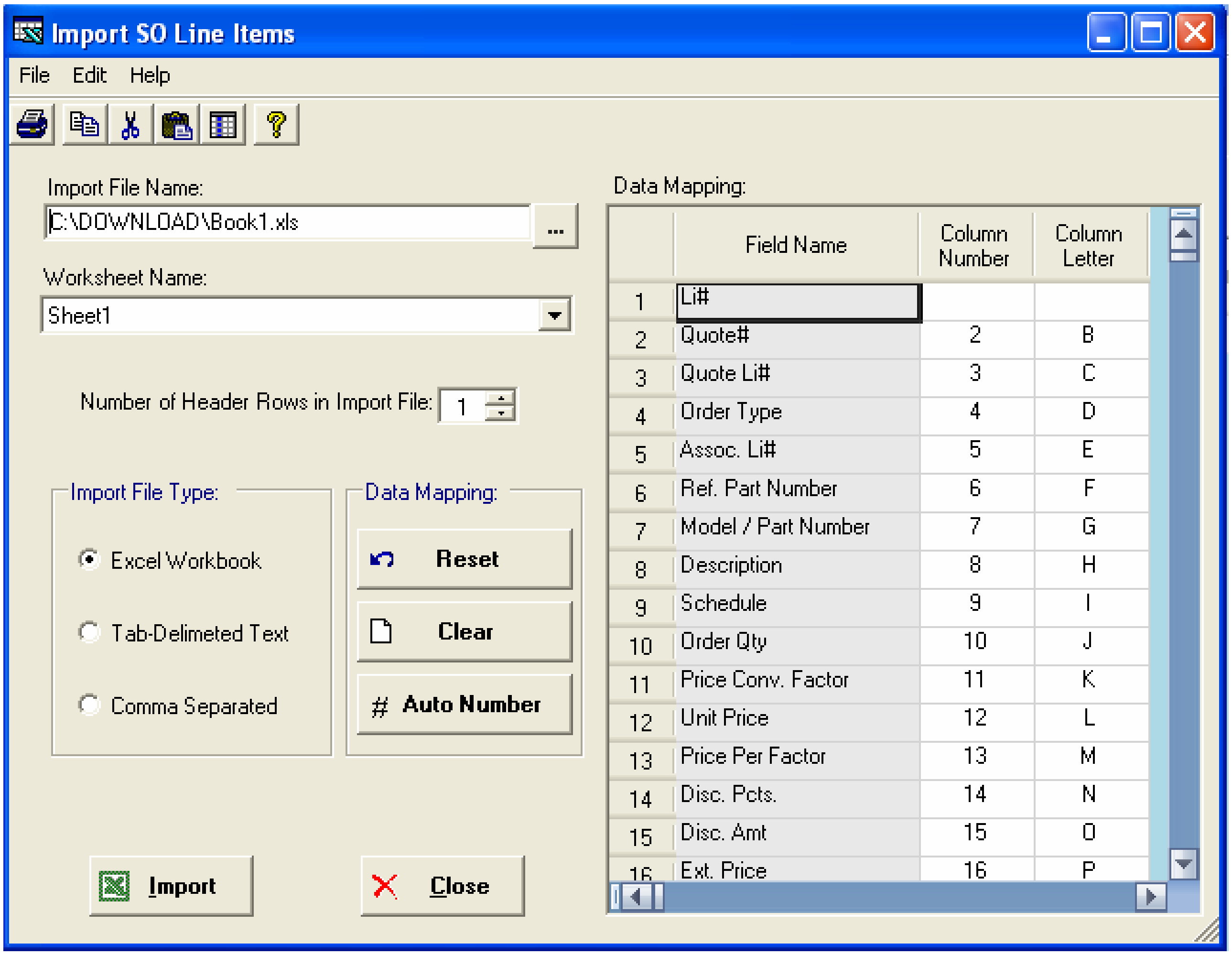
Tip: Use /p to designate a page number.

Which Columns Do You Want to Print?

The columns that are available for printing are listed. Select the columns you wish to include on your report.

Import a Spreadsheet

This screen below is displayed when you choose the option to Import data from a Microsoft Excel spreadsheet, a tab-delimited text file, or a comma-separated text file. The data will be imported to the current active spreadsheet, so be sure to click on the desired spreadsheet before choosing this option.



***Import File Name**:* Enter the path for the file that you wish to import. You may browse the files by clicking on the button next to the text box.

Worksheet Name: Select the Worksheet Name from the drop-down list.

Header Rows: Enter the number of rows at the beginning of the file that are not to be imported

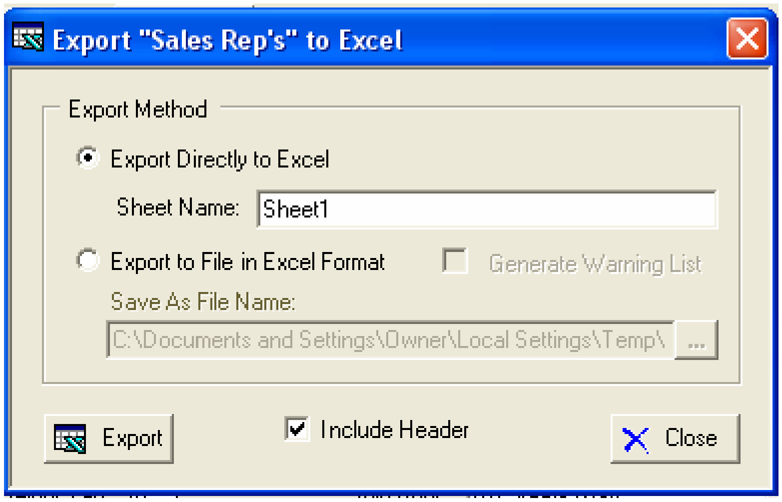
Import File Type: Select the type of file that you are importing

Data Mapping: Enter the Column Number or Letter where data resides on the Excel file.

Import Data: Click [Import] to begin the import procedure.

Exporting a Spreadsheet to Excel

Below is a sample of the screen that will appear when you select the **Export to Excel** option. This will export the current active spreadsheet, so be sure to click on the spreadsheet you wish to print before choosing the Export option.



Save As File Name

Enter the pathname of the file you wish to create. You may Browse the files by clicking the button to locate the drive and folder where the file will be stored.

Sheet Name

Enter the Excel sheet name to create. This will automatically default to Sheet1.

Export to Excel or to a File?

You may export the contents of the display directly to Excel, or you may choose to create a file in Excel format.

Create a Log File?

Select this option to create a log file. The log file contains error messages and other information about how your Excel file was created. The name of the log file is "CreateExcelFile.log", and it will be stored in the same folder as your spreadsheet.

Data Mapping

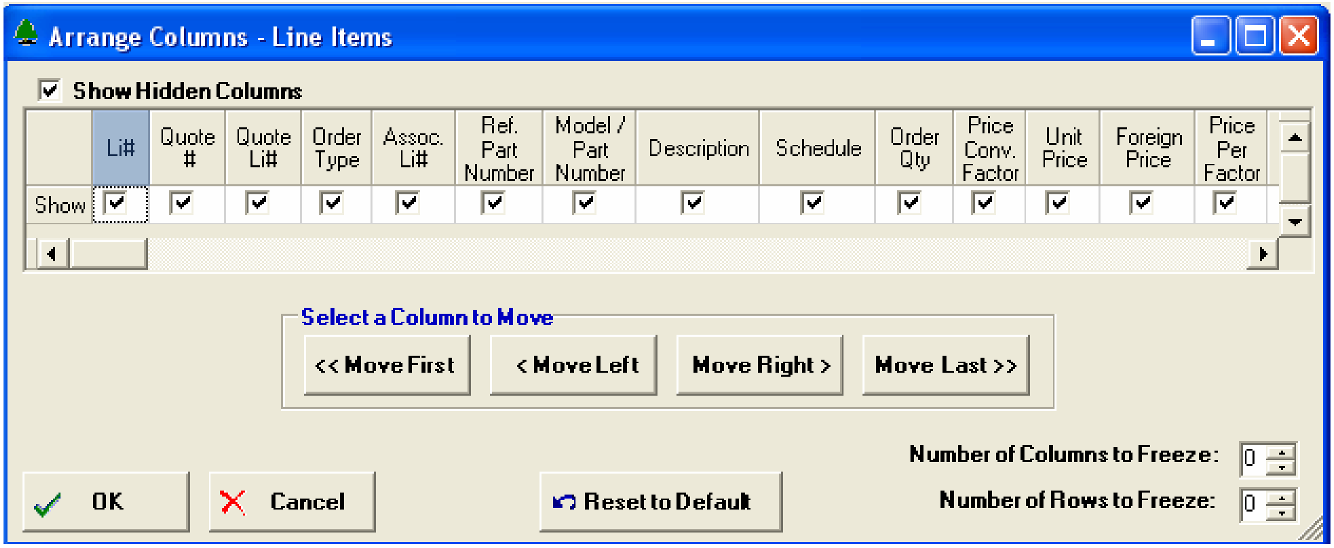
You may move data to alternate columns by changing the column number or letter. You may also remove a column by removing the row that contains the column information you do not wish to export.

Export Button

After all required information has been entered, click this button to export your data to Microsoft Excel.

Arrange/Hide Columns

Choose Arrange / Hide Columns to modify the sequence or display of columns.



Hiding Columns

To hide a column, remove the checkmark that appears under the column heading. Click the OK button and when you return to the screen you will notice that the column no longer appears.

To restore the hidden column either re-enter the checkmark under the column heading or select the Show Hidden Column option from the View Menu.

To change the sequence of columns across the screen, highlight the column by clicking on the column field. This will change the column color to blue, as shown in the example above. Then select the appropriate button to move the column to the desired location.

Reset to Default

To return the screen to the original design, click Reset to Default to return columns to their original position.

Freezing Columns and Rows

You may freeze columns and/or rows so they are always visible. To do this select the number of columns and/or rows you wish to freeze.

Saving the changes

Once you have made all the appropriate changes, click OK to implement these changes on your screen. *Note, these settings are stored in the Windows Registry for each user.*

Wildcarding

Wildcarding is a powerful feature that allows you to search using a portion of the field. You tell the system you want to use a wildcard by typing three periods "…" or an asterisk "*" at the beginning or end of your search entry. Here are some examples of wildcard commands and their expected results:

Part Number:	XTR… (or XTR*)	Returns part numbers that begin with "XTR"
Description:	…VALVE… (or *VALVE*)	Returns parts with the word "VALVE" anywhere in the description.
Category:	…A (or *A)	Returns parts with a category ending with the letter "A".

NorthClark Computing

ERP Consulting, Web Development,

Custom Programming Solutions,

Web & Desktop Applications for Manfact

PO BOX 2096

Oregon City, OR 97045

Phone: 503.632.5671

Fax: 503.632.5688

Email: info@northclark.com