3 DELMIAWORKS

WORKBOOK

IMPLEMENTATION

DISCLAIMER

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COMMUNICATING WITH DELMIAworks

Phone

Corporate Office:	(805) 227-1122	5:00am – 5:00pm PST M-F
Midwest Regional Office:	(805) 227-1122 Ext. 4	8:00am – 5:00pm CST M-F

Email

DELMIAworks.Info@3ds.com - General email address to inquire about the company or products

DELMIAworks.Training@3ds.com – Send requests for training information

DELMIAworks.Support@3ds.com – Post your questions for an email reply

DELMIAworks.Sales@3ds.com – Send requests for sales information

Web

https://www.3ds.com/

The Dassault Systèmes website provides great information about the 3DEXPERIENCE Platform and the various products that Dassault Systèmes has in its portfolio to offer businesses across all industries and geographic regions.

http://www.iqms.com

The **DELMIA**works website is an important tool used to promote the company as well as provide information on products, training options, contacts for key departments, upcoming events such as tradeshows or User Group conferences and more.

MyIQMS

http://myiqms.com

A complete customer experience designed to offer increased access to information and support assistance, the MyIQMS online portal features many useful tools including a customer discussion board, free module-specific training library, and the "Ideas" form to submit software enhancement requests.

In the Support section of MyIQMS, initiate a Chat conversation with a Support Tech, track all your pending and closed support activities, and access all document TechNotes, Manuals and Troubleshooting tools from anywhere, 24/7.

To register as a user on MyIQMS, from the home screen select 'Sign In' on the top right corner, then select 'Not a Member Yet? Click Here to Join' in the lower left corner. The following screen will prompt you to create log-in information. Please be sure to check the 'I am a current customer' check box. An email will be sent once the user is approved. Please note that confirmation could take up to one business day.

FTP

sftp://ftp.iqms.com

DELMIAworks provides a folder on our servers for each client. This is commonly used to exchange or download files, documents and other information. If you're unsure of your company's user ID and password information to access the files available here, please contact our Technical Support department.

IQReport

The IQReport email newsletter keeps customers informed about important support, training and software news, as well as update information on the **DELMIA**works system. To receive the IQReport, send an email to <u>DELMIAworks.IQReport@3ds.com</u> and include the names and email addresses of those to be added to the recipient list.

USER CONFERENCE

Hosted by Dassault Systèmes, the 3DEXPERIENCE World user conference is your best opportunity to meet not only **DELMIA**works staff but also collaborate and network with other **DELMIA**works users in a business casual environment. Learn about future development, participate in best practice forums, attend targeted topic sessions and meet various industry experts brought in to enhance the seminar. For more information about the User Group event, visit the event website <u>https://3dexperienceworld.com/</u>. Prior attendees' rate this as both a great networking experience and highly educational!

COURSE INTRODUCTION

This introductory course explores the basic concepts and functionality of the **DELMIA**works system. The goal is to provide a detailed overview of the system, while examining various concepts that require immediate user input. Such topics as part numbering, BOM building and usage, inventory, work order management, scheduling and RealTime[™] monitoring are covered. In addition, the core data required to begin the implementation process is introduced. This would include accounting functions, basics lists, key data input, and more. Information covered in this course provides the groundwork for early and accurate input of data.

Who should attend?

This course is intended for the **DELMIA**works implementation project team - those that will be responsible for bringing the system on-line at your site. The project leader and key managers from the accounting and manufacturing side of your company are highly encouraged to participate in this course.

Prerequisites

DELMIAworks software purchased and installed at your facility. Participants should have prior knowledge of manufacturing and/or accounting basics.

Learning Objectives

- Be proficient in basic navigation techniques in the core modules.
- Understand the process flow of data from start to end in the system.
- Learn key aspects of how core modules interact with each other.
- Help participants understand and communicate system fundamentals to other users.

Licensing

The functionality covered in this class is focused on the core software package with the addition of the RealTime[™] Production Monitoring functionality.

These core modules include...

- Work Centers, Shop Calendar, BOM's, Inventory
- Sales Orders, Purchase Orders, Work Orders, Finite Scheduling, Shipping
- General Ledger, Journal Entries, Account Activity, Financial Reporting

BASIC NAVIGATION

DELMIAworks uses common features to navigate between data fields, screens and modules. These features assist the user in finding, entering, filtering and using system information for quick and easy communication of information. These features include: picklists, the navigation bar, right click and "jump to"; speed buttons, report menus and Help documentation.

Case insensitive	Wait for Prompt 📃 Exact M	atch					D 73	🔎 Search 🛛 🌷	\$ ▼ ₹ ▼	Ĩ
Item #	Description	Class	Extended Description	Revision	On Hand	Native UOM	Non-Conform Qty	Non-Allocate Qty	Non-Material	E
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PP-SD613-WHT	POLYPROPYLENE MONTELL WHIT	PL	COPOLYMER .050 X 20.5		1125.7	LBS	0	0		
PP-792-WHT	POLYPROPYLENE WHITE	PL	COPOLYMER .10 X 33		172486.33	LBS	0	0		
PP-792-BLK	POLYPROPOLENE BLACK	PL	COPOLYMER 42 X 50		0	EACH	0	0		
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W4800-M	WAGON HANDLE, BLACK	IN	MEDIUM			EACH			N	[
W5500-M	WAGON BODY/BED, RED	IN	MEDIUM			EACH			N	Π
W8600-M	HARDWARE KIT, WAGON WHEEL	IN	MEDIUM			EACH			N	Π
W1800-M	WHEEL, WAGON	IN	MEDIUM			EACH			N	
W8650-M	HARDWARE KIT, WAGON HANDL	IN	MEDIUM, BLACK			EACH			N	Γ
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Picklists – Initial List of Data for the Module

- Search capabilities using the top search box
 - Wild card search using the '%' sign in Search box
- Sort by clicking on the column title or right click to change column sort
- Multi-column sort using speed button
- Click on column title once for ascending or twice for descending sort
- Column moving and sizing
- Show "inactive" information toggle button
- Advanced filter function to add multiple sort attributes

Navigator Bar

This feature is in the upper right of the screen for an individual record.



- "Running Man" Bookmark drag and drop to desktop for quick access to module record
- Blue Arrows move to different records
- Green Plus insert a new record
- Red Minus delete the record
- Black Check mark post edit/save
- Red X cancel from last save
- Blue Half circle arrow refresh screen

Form/Table View

- This speed button changes how you see individual records in a module.
 - Form View shows only details about the record in question
 - Table view brings up a screen of multiple records divided in sections

Registered Reports Menu

- ✤ A listing of all available reports for that module
- Use scroll bar or enter text field at top of form to hyper-browse to the desired report.
- Report Catalog explanation of report (via right click)
- Enter or Delete Selection Criteria Filter by specific parameters
- Change Report Print Destinations
 - Screen Prints report to screen for viewing
 - Printer Prints report to default printer
 - File Compile report information into a saved file (Formats are RTF, Comma Delimited, ASCII, Adobe PDF, or Excel)
 - Email Using stored email addresses
- Ability to export reports (from Screen Print option)

B EIQ						- 🗆 💌
Hide Back Print Options						
Contents Index Search						^
Type in the word(s) to search for:						
Type in the word(s) to search for.			·			
	<u> </u>	The Sales	Order Screen - Overview			=
List Topics	Display	The Sales Order	screen is broken down into three sections	; Header information,	Line Item Details, and 1	Total Release
Select topic: Found: 31		information in th	nese sections is discussed briefly below. Fo	r a full description of e	each field reference the	topics below
Title Location	Rank ^	Header Infor	mation			
Mfg Rework Order EIQ	1	The basic order	starts with an order number and date (aut	omatically assigned by	v the system), who took	the order. a
Rework Work Orders EIQ	2		hip-to designation, and contact. The custor			
Manufacturing EIQ	3	field. With this o	ombination you can create orders for any	customer, have the bil	I sent to a different org	anization, ar
Manufacturing Types EIQ	4	to yet another.				
BOM-Manufacturin EIQ	5					
Transaction Log EIQ	6 _		1131-PA50 for MAGNOLIA MFG. (Customer #	MAG00)		
Creating a Repair EIQ	7	File Options R				
Creating an RMA EIQ	8	AA - 🖷 🎫	😯 🍠 😌 • 🕎 • 😼 🏹 📑 • 🥥	ء 🥪 🍋 📮 📮 🧟	· 🔁 😔 🔳 🗆 🖇 🕗	🕺 🗖 🖉
Post Inventory Tra EIQ	9		ields Documents			
Generated Work O EIQ	10	General User F	eids Documents			
Standard Costs for EIQ	11	Order #	1131-PASO	Taken by	IOMS	EPlant
Manual Work Orders EIQ	12					Discount %
Material Allocation EIQ	13	Customer #	MAG00	FOB	ORIGIN	Discount 7
Substitute Mfg # EIQ	14	Bill To	MAGNOLIA MFG.	2 PO #		Date
Printing the Work EIQ	15	Ship To	MAGNOLIA MEG.	A Terms	NET 30	Currency
Bottom Section on EIQ	16					Consider Ann
Top Section of the EIQ	17	Contact	JOHN DUBOIS	🐴 Ship Via	UPS GROUND - P&	Carrier Acc
Work Orders EIQ	18	SO Contact	_	CRM RFQ #		Approval
Returns/Repairs EIQ	19	Division		Revision		
Projected Exceptio EIQ	20 👻			REVISION		
Search previous results		Drop Ship PO#		Opportunity #	A	
Match similar words			Free Form	Campaign Code	A4	
Search titles only		1	ET chie constate		,	×
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Help Menu

- Contents tab lists the topics within that specific help file. Expand the list by clicking on the plus (+) next to the topic.
- Index tab lists all words that are part of the index. Type the word you are looking for in the white space at the top and the system will browse to the indexes that match. Once an index is found, double click on it to bring up the corresponding section in the help file.

SYSTEM PARAMETERS SETUP



The System Parameters module is used to maintain your corporate information and system-wide defaults. This module contains the master drop down lists, such as Terms and Inventory Locations. The information and lists found in this module may be changed at any time though it is recommended that you onter initial setup here.

updated or changed at any time though it is recommended that you enter initial setup here.

Launcher Bar > System Setup > System Parameters

Company File Inf	and Forms formation	Ship To/R Sequential Numbering	Regional		erprise and Sales Order Setup	Payroll Setup AR Setup	p GL Setup	Time and Atte	Label Setup
Name		TURING SYSTEMS			Country	UNITED STATES OF A	MEDICA		
Address 1	2231 WISTER						MENICA		-
	2251 99151 EN						,		
Address 2					Telephone	805-227-1122			
Address 3					Fax	805-227-1120			
City	PASO ROBLES	5			Federal Tax ID	98-2996837			
State or Region	CA			~	j l				
Postal Code	93446				j			V	Apply
Application Ema	il Web	Credit Card Merchant User Fig	elds Document	ts					
Options			Divi	ision					
Pick Lists wait			Ow	/arehouse Division					
Pick Lists are			O M	lanufacturing Divisio	00				
Postings Required Enable electron		-		and according of the	511				
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		enters / Work Orders	Det			~			
Heijunka / Ka			Data	abase Type		· · ·			
User Defined		xt Only tings after system update							
Default to US		ng alter system ap ant	Ship	ping Hours					
Control # Format			2	ing nours					

Company File Information Tabs - Contains primary phone, fax, and address.

- Application Tab
 - Options dialog boxes for Pick lists
 - Divisions and Launcher colors
 - Shipping Hours
- Email Tab Email settings for DELMIA works
- Web Tab –URL setup for workflows and Business Information dashboard functions
- Credit Card Tab Setup payment by credit cards
- User Fields Tab- User Defined fields for additional data (In most every module)
- Documents Tab 3 features in most modules
 - Internal Free form messages can be created and saved on that record
 - External Documents stored outside of the DELMIAworks system
 - Email Correspondence Outlook messages "dragged and dropped" here

Sequential Numbering Tab

- Reset document number sequences for go-live for seamless number transition
- Regional Tab Set default currency, UOM and Time Zone
- Purchase Order & Sales Order Setup Tab
 - Set Purchase Order, Sales Order, Requisitions and Outsource defaults
- AR Setup Tab Setup finance charges and accounts receivable settings
- GL Setup Tab Default GL account settings including GL year and periods
- Inventory Setup Tab Settings that affect cost and variance postings
- ✤ Label Setup Tab Set default directories and other settings for labels
- * Reports/Forms Tab Default reports linked to modules via the printer icon
- Ship To/Remit To Tab These are the addresses used to populate Vendor PO's
- Enterprise Tab provides EPlant functionality
 - Supports different business entities, locations and/or financial reports
- * Payroll Setup Tab (Licensed module)- Setup account and tax ID data
- Time and Attendance Tab (Licensed module)
 - Time Clock and Task Clock settings
- Lists Menu Sixty (60) data entry points to support various modules. A partial list includes:
 - Buyer Codes
 - Cost Elements
 - Downtime Codes
 - Employee Level
 - Inventory Classes
 - Inventory Locations
 - Inventory UOMs
 - Manufacturing Cells

- Manufacturing Types
- PO Types
- Reject Codes
- RMA Return Codes
- Ship Via
- Tax Codes
- Terms
- Etc...
- **Options Menu** System features to support select functions including:
 - Performance Analysis Setup Analyze vendor performance against four criteria
 - IQTrace Tables allows tracking of modifications to selected tables and fields
 - BOL Parameters Option to calculate BOL based on individual inventory items.
 - Packaging and Component Maintenance Attached BOM operations
 - Boiler Plates Maintenance Templates for Sales, PO and Pack Slip messages
 - IQMS Oracle ODBC DSN -Connections for ShipperLink and UPS WorldShip.

WORK CENTER



The work center module is where all machines or work areas/stations are created. Work centers must be setup before you can create quotes, BOMs, or scheduling work orders. Examples of work centers may include injection or blow-molding machines,

extrusion machines, die casting machines, pad printers, heat stamping centers, and assembly areas. In addition to scheduling, work centers are key to calculating overhead costs and using RealTime[™] functionality.

Launcher Bar > Manufacturing > Work Center

Work Center: PAIN	T-01 - PAINT F	ROOM									x
File Options Repo	rts Help										
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Work Center User Fi	elds User Def	fined Form	Document	s							
Work Center Descri	ption							_			
Work Center #	PAINT-01				Manufac	turing Ce	0	PA	SO G	ENERI	< -
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Capacity					Time Fen	ce					i
Snap to Last Job			•]	Exclude f	rom Auto	Load				
					Exclude f	rom MRC)				
General Reject Cod	es Downtime	Codes									
RealTime Informatio				Center	Cost						
RT Server Prefix				🔳 Use	Master Ce	nter Type	Cost	Settin	ngs		
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Center Scrap Addres	ss				e Overnea Iverhead C			0			_
Monitor Service Gro	up		•		wernead C	enter Co		0		_	
RTLabel Group			•	1			•	-	1	×	G
Connected to RT Se					ription	Variable	e Cost	Fixed	d Cost	t	*
RTServer is not sign				Over	head	30					
Floor Backflush	ared		E								
Floor Actual Materia	allisade										
Log Cycle Times	a obuge										
Connected to Wirel	ess LightStick										
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U											

Create a New Work Center

- 1. Select NEW from the picklist.
 - a. User can also click the Green + Sign (Upper Right Navigation Bar)
- 2. Select either a Manufacturing Type or a MFG Cell based on the new Work Center
- 3. On the Work Center tab (top section) enter data in mandatory fields:
 - a. Work Center # (up to 25 Alpha/Numeric characters)
 - b. Description of work center (Alpha/Numeric Characters)
 - c. Center Type Groups similar work centers for costing and scheduling purposes
 - d. Manufacturing Cell Allows a logical grouping of work centers
- 4. Configure work center to RealTime (If Required)
 - a. General Tab (Lower Left Section) Select "Connected to RT Server" box
 - b. On the menu bar go to Options > Assign RealTime Information

- i. Highlight the work center to be assigned (left panel)
- ii. Highlight an Available Address ("white" lines in the upper right section)
- iii. Click the Green Left Arrow to attach the address and work center
- 5. Set Overhead rates by Work Center (Lower right section)
 - a. Click "Use Master Center Type Cost Settings"
 - i. Pulls rate from the Center Type attached to work center
 - b. Alternatively, can manually set an overhead rate:
 - i. Unclick "Use Master Center Type Cost Settings" dialog box
 - ii. Click Post Edit then enter the desired rate in lower, right section
- 6. Assign Default Inventory Locations to Work Centers (Optional)
 - a. On the menu bar go to Options > Shop Floor Disposition Parameters
 - b. Set the default "IN Transaction" location (Finished parts going IN this location)
 - c. Set the default "OUT Transaction" location (Raw materials going OUT)

Disposition Parameters		_	\times
Dispo Locations			
IN Transaction	FG-1		\sim
Inventory Pickup Threshold			
Priority			
# of Packages			
# of Pallets			
OUT Transaction	ST-1		~

- 7. Assign Reject Codes by Work Center(Optional)
 - a. Highlight the Work Center tab in the top section
 - b. Click the Reject Code tab in the lower section
 - c. Click the 3 dot ellipsis in the Reject Code field and choose from the list
 - d. Click the Green + Sign to choose additional reject codes
- 8. Assign Downtime Codes by Work Center(Optional)
 - a. Highlight the Work Center tab in the top section
 - b. Click the Downtime Code tab in the lower section
 - c. Click the 3 dot ellipsis in the Downtime Code field and choose from the list
 - d. Click the Green + Sign to choose additional Downtime codes

Ge	eneral (hange Over	Reject	Codes	Downtime Codes				
-	* *								
	Seq	Downtime Co	ode	Descri	ption				
	1	MOILL		OIL LEAK					
	2	MELEC		ELEC P	ROBLEM				
	3	PNOP		NO O	PERATOR				

LAB EXERCISE: Creating a New Work Center

- 1. Create a new work center with a Manufacturing Type of "Injection"
 - a. What is your work center #? _____
- 2. Attach this work center with an available RealTime address
 - a. What is your RealTime address #? ______
- 3. Insure the new work center uses Master Center Type Cost Settings
 - a. What is your Center Type name? ______
 - b. What is your overhead \$ rate? _____
- 4. Set Shop Floor Disposition locations for IN and OUT transaction
 - a. What is your IN location? ______
 - b. What is your OUT location? _____

SHOP CALENDAR



The Shop Calendar is where the number of shifts, days and hours are set. This information determines work center capacity, scheduling work orders, material planning, and production shift reports. In addition, the values entered here are used

to tell RealTime[™] when to stop counting production against one shift, and begin counting against the next shift, then auto-generate a production shift report.

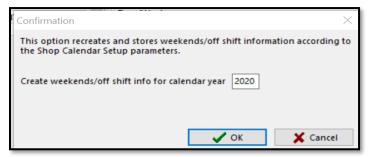
	Shop Se le Cale	ndar Report Help			(
D	efault	Manufacturing Cell Work Cent	er			
	Origin	Source	-			• × •
Þ	System	Default		Calendar -		
	EPlant	PASO PLANT		# of Shifts	3	
		CANADA PLANT		Hours/Day	24	
		CHICAGO PLANT				
		MEXICO PLANT		Days/Week		
		MEXICO USD PLANT		Mfg	5	\$ 7
				Generic	5	4 7
				Shifts		
					Start Time	Duration
				1st Shift	07:00:00	8.0000
				2nd Shift	15:00:00	8.0000
				3rd Shift	23:00:00	8.0000
				4th Shift	::	0.0000
			Ŧ	🔲 Disable Re	alTime Shift Repo	ort
-						

Launcher Bar > Manufacturing > Shop Calendar

Set the Default Calendar (Default Tab)

- 1. Click System > Default line (In the Origin and Source columns)
- 2. On the right Calendar section of the screen
 - a. Enter the # of Shifts the company works
 - b. Enter the total **Hours/Day** worked
 - c. Enter the **# Days** worked each week
 - i. Click the Calendar icon to set the days of week worked
- 3. In the lower, right Shift section of the screen
 - a. Enter the Start time, based on a 24-hour clock, for each shift
 - b. Hours per shift populate automatically

4. Top menu: Calendar > Set Default Calendar(see below)



Manufacturing Cell Tab

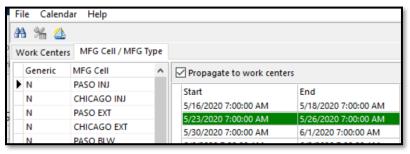
Optionally set calendar based on Manufacturing Cell

Work Center Tab

Optionally set calendar based on an individual Work Center schedule

Add Holidays to the Shop Calendar

- 1. Top menu: Calendar > Add Holidays
- 2. Enter the time off start date/time in the From field
- 3. Enter the time off end date/time in the To field
- 4. Choose to Apply to Default Calendar and All Work Centers
- 5. Click OK, then confirm holiday is set
 - a. Go to Calendar > Schedule Days Off (Holiday time will be shown in green)



LAB EXERCISE: Set a Default Calendar

- 1. Create the Default Calendar for your system
 - a. Set # of shifts; Hours/Day and Days/Week
 - b. Enter the Start times for each shift
- 2. Create weekend time off (Calendar > Set Default Calendar)
- 3. Create Holiday time off for the next 3-day weekend

INVENTORY



Inventory is the heart of the **DELMIA**works system and affects all other modules. There are 11 different tabs and hundreds of possible fields to enter data. It is critical to enter accurate data in the chosen fields for your company.

Launcher Bar > Manufacturing > Inventory

File Transactions Options Miscellaneous Reports Help All Image: Standard Costing Buy/Sell Pricing User Fields Manufacturing User Defined Form Documents Class Image: Standard Costing Buy/Sell Pricing User Fields Manufacturing User Defined Form Documents Class Image: Standard Costing Buy/Sell Pricing User Fields Manufacturing User Defined Form Documents Class Image: Standard Costing Buy/Sell Pricing User Fields Manufacturing User Defined Form Documents Class Image: Standard Costing Buy/Sell Pricing User Fields Manufacturing User Defined Form Documents Class Image: Standard Costing Buy/Sell Pricing User Fields Manufacturing User Control Non-Control Description BRASS BOBBIN INSERT Image: Standard Costing Image: Standard Costing Image: Standard Costing Image: Standard Costing Unit EACH Image: Standard Costing Image: Standard Costing Image: Standard Costing Image: Standard Costing Unit EACH Image: Standard Costing Image: Standard Costing Image: Standard Costing Image: Standard Costing Unit EACH Image: Standard Costing Image: Standard Costing Image: Standard Costing Image: Standard Costing EPlant Image: Standard Costing Image: Standard Costing Image: Standard Costing Image: Standard Costing	🔯 IN Inventory - IN I	N-1200-BOBBIN BRASS BOBBI	N INSERT				x
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Revision Description BRASS BOBBIN INSERT Ext. Description Unit EACH In-Transit 0 Unit EACH In-Transit 0 Non-Committed 2,000 In-Transit Unit EACH In-Transit 0 No Ship 0 In-Transit 0 No Ship 0 B Use This UOM for MRP By Product No tfor sale EPlant I1 PASO PLANT Inactive No thackflush this item Make To Order Serialized Inventory Control Serialized Inventory Control General AKA Selling AKA Buying Additional Lead Days 5 Lead Time Serialized Inventory Control Selling Multiples Of 5 PO Item Information Request Certs & Specs prior to receiving Im Selling Multiples Of 5 Receiving Information Certs & Specs must be on file prior to receiving Im Minimum Sell Qty Packing Slip Note Im Im Min Order 1,000 PO Safety 2 Max Order 5,000 PO Sope 10 Reorder Point 2,000 <t< td=""><td>Class</td><td>IN</td><td></td><td></td><td>On Hand</td><td>2,000</td><td>N</td></t<>	Class	IN			On Hand	2,000	N
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Reorder Point 2,000 PO Range 7	Min Order	1,000	PO Safety		2		
	Max Order	5,000	PO Scope		10		
Safety Stock	Reorder Point	2,000	PO Range		7		
	Safety Stock						
			· · ·				

Create a New Inventory Item

- 1. Open the picklist > Click New button
 - a. Select an Inventory Class
 - b. Enter a Revision if required
 - c. Enter a unique Item #
 - d. Enter a Description
 - e. Enter an Ext. Description (Optional)
 - f. Choose a UOM
 - g. Enter an EPlant if required
- 2. General Tab (Purchased Items)
 - a. Enter Lead Days
 - b. Enter Buying Multiples(Optional)
 - c. Enter Min/Max Order/Reorder Pts (Optional)

- 3. General Tab (FG Items)
 - a. Enter Selling Multiples (Optional)
 - b. Enter Minimum Sell QTY (Optional)

Associate AKA Buying Record

	Ge	neral AK/	Selling 4	AKA Bi	Jying	Additio	nal															
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- 1. Click on the AKA Buying tab
- 2. Click the **Green +** sign in that tab
- 3. Select a vendor from the picklist
 - a. Enter AKA Item and Description
 - b. Enter other optional vendor data
- 4. Enter Pricing for selected vendor (Bottom Section)
 - a. Enter Quantity and associated Price
 - b. Enter additional QTY price breaks by clicking the Green + sign

Additional Tab

Maintains information about the item based on Class and other characteristics

Standard Costing Tab

Holds costing information for purchased and manufactured items

Buy/Sell Pricing Tab

Contains Purchasing or Selling price breaks by quantity levels

Manufacturing Tab

Links between an inventory item # and a BOM for a manufactured part

LAB EXERCISE #1: Create FG Item for a Wagon

- 1. Create the Item # with a class of FG:
- 2. Enter the Item Description:
- 3. Enter Selling Multiples of 50 and Minimum Sell QTY of 100
- 4. Enter SO Item Information note: Restocking Fee of \$100 After 30 Days
- 5. On the ADDITIONAL Tab enter an NMFC code of 11565
- 6. Enter an AKA Selling record for Customer of 'AUT00'
- 7. Enter an AKA Item # and Description for AUT00
- 8. In the AKA Price Breaks enter 3 different price breaks for the Wagon
 - a. Quantity of 100 _____
 - b. Quantity of 250 _____
 - c. Quantity of 500 _____

LAB EXERCISE #2: Create WP Item for a Wagon Cover

- 1. Create the Item # with a class of WP:
- 2. Enter the Item Description:

UOM CONVERSION FACTOR

DELMIAworks provides a utility that allows the system to automatically convert one UOM to another UOM. This feature can be used when a raw material item is ordered from the Vendor in one unit of measure, but then inventoried and consumed in a different unit of measure. This feature can also be used for manufactured items where the item is manufactured and inventoried in one unit of measure, but then sold in another unit of measure.

PL						O	n Hand		9,245	5.01	
PC-243R-NAT		Conve	ersio	n Factors			_		×		
POLYCARBONATE 243R NATU	IRAL	1	∑ + - ×								
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Use This UOM for MRP		Revision						- +			
PASO PLANT		UOM	Divi	de/Multiply	Factor	OE Default	PO Default	On Har	nd	^	
		▶ GYLRD	Mu	ltiply	1,100.0			8.40	4555		

Create a UOM Conversion Using a Multiplication Factor

- 1. In the Main Inventory tab click the icon to the right of the UOM field
- 2. Enter the new UOM by choosing from the drop down list
- 3. Choose Multiply in the Divide/Multiply column
- 4. Enter the numeric conversion value in the Factor field
- 5. Check the OE Default box or PO Default box (Optional)
- 6. Click Post Edit check mark to calculate the converted On Hand QTY
- 7. Compare the converted On Hand QTY to the native On Hand QTY

Create a UOM Conversion Using a Division Factor

- 1. In the Main Inventory tab click the icon to the right of the UOM field
- 2. Enter the new UOM by choosing from the drop down list
- 3. Choose Divide in the Divide/Multiply column
- 4. Enter the numeric conversion value in the Factor field
- 5. Check the OE Default box or PO Default box (Optional)
- 6. Click Post Edit check mark to calculate the converted On Hand QTY
- 7. Compare the converted On Hand QTY to the native On Hand QTY

LAB EXERCISE: Create a UOM Conversion for Purchasing

- 1. Search for P/N CC-C1-59.070 (Steel Coil), note the native UOM
- 2. Click the UOM conversion icon. Is the current conversion quantity correct?
- 3. Correct the current UOM conversion (lbs. to tons)
 - a. Choose the Multiply function
 - b. Enter the correct numeric Factor and click the PO Default box
 - c. Click Post Edit. How many tons of Steel Coil are On Hand?
- 4. Do the same exercise but use the Division function and change the Factor
- 5. Do you get the same quantity of Tons as when Multiplication was used?

MASTER LOCATIONS

Locations are where material, parts or tools reside and are required before quantities can be assigned to or relieved from inventory. Locations maybe very specific such as "Row1- Shelf A-Bin 1" or very general such as "Receiving Warehouse". Used in Inventory, Production reporting or Work Centers as Disposition Designators.

Manufacturing Tab>Inventory>Miscellaneous>Inventory Location Info > Locations

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Locatio	in	Description	EPlant	Division				Pallet	Coun	t Bui 🔺
IN TRAN			[1] PASO PLANT		20440		S-Storage			
INTRAN		IN TRANSIT TO	PAS [1] PASO PLANT		20430	- Long	E-Empty			
	SCANNER		[1] PASO PLANT		20441		E-Empty	_		
LINE40 MAINT		MAINTENANCE	E 4 [1] PASO PLANT		20453 20415		S-Storage			
NC-1			[1] PASO PLANT M [1] PASO PLANT		20415		S-Storage S-Storage			
			ENI [1] PASO PLANT		20391		S-Storage			-
•		CONSCOULD N			20410		5 storage			- F
General										
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User Tex	4.2					ole Auto	Delete ss Shelf Life	2		
					Do N	ot Proce	ss snelt Lite	2		
Last Cyc	le Count									

Create New Location

- 1. Manufacturing Tab>Inventory>Miscellaneous>Inventory Location Info > Locations
- 2. Click the Green + sign
- 3. Enter the Location code (Alpha/Numeric mixed permitted)
- 4. Enter a Description
- 5. Confirm Correct EPlant is selected.

LAB EXERCISE: Create a New Master Location

- 1. Add a new Location for raw material receiving.
 - a. What is Location code?
 - b. What is the Description?
- 2. Flag this location as "Non Allocatable"
- 3. Mark this location as a "Receive Designator"

INVENTORY TRANSACTIONS AND LOCATIONS



Inventory transactions are at the root of inventory control in **DELMIA**works. All inventory items exist in locations and any change to an inventory quantity or a change in location is accomplished by completing a transaction. Transactions are used to add, subtract and move inventory. All inventory includes a location and an optional lot number.

Launcher Bar > Manufacturing > Inventory Transaction and Locations

Transactions	
File Reports Help	
	14 4 Þ ÞI (°
General Information	
Class FG	Division = All
Revision A	On Hand 41,373
Unit EACH Standard Cost 0.844092	Non-Allocate 1,047
Item # A-245-B-CS	Non-Conforming 210
Description BATTERY CASE	Non-Committed 0
Ext Description	
EPlant [1] PASO PLANT	No Ship 0
👫 🔪 🛛 🖌 📥 🖌 🖌 🖌 🖓 General User	-Defined Inter-Plant Locations
Location Lot # In Date Last In Date Quantity Lot Date MakeToOrd A Non-Conforme	d 🖳 😶 🔪
ST-1 102417 8/5/2016 9:59:03 11/15/2016 2:30:38 261	
51-1 102418 9/26/2016 /:06:59 10/13/2016 /:19:24 39,365	
ST-1 102418 9/26/2016 7:06:59 1/10/2017 12:45:10 700 1417-PASO /	
ARL VMI WI 102418 1/10/2017 12:42:4 1/10/2017 12:42:44 1,000 Ship Designato	
Receive Design	ator 📃 🔪
Division Name	
Country of Ori	gin
· ·	

Move Inventory to a Location

- 1. Search for P/N AD-1600-CS-ASSY
 - a. Right click and view possible options in the lower left section
- 2. Click on the quantity then "drag and drop" into the open space below
- 3. Search for location NC-1 then enter a Quantity of 100 and click OK
- 4. Enter Non-Conform Reason
- 5. Click NO to "create an MRB?"
- 6. Notice the color of the NC-1 location
- 7. Notice the On Hand quantity change in the upper right of the screen



8. Click on the Trans Log speed button on the tool bar

LAB EXERCISE: Add Inventory to a New Different Location

- 1. In the Transaction screen find an item with a description of "RACK".
 - a. What part number is it? _____
- 2. Right Click and add a new location for this part.
 - a. What's the location? _____
- 3. Right Click and Add to Location. Add 100 parts.
- 4. Choose the Tran Code of MANUAL CORRECTION
- 5. Enter a Reason of "Found in Engineering" and click OK
- 6. Confirm the transaction details via the Trans Log.

BILL OF MATERIAL



DELMIAworks uses the Bill of Material (BOM) module to define how items are manufactured in your environment. This information includes a tooling description, part numbers, material designation and usage, rate of production, packaging and process notes. The system supports multiple manufacturing types, such as Assembly, Generic, Injection, Outsource, Stamping, etc. Each type of manufacturing contains unique elements that complement the manufacturing method.

Launcher Bar>Manufacturing >BOM

INJECTION Confi	guration - 107-C00B-CLIPA	١					- 🗆	Х
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General BOM Info	tem Details Certified Empl	oyees U	Iser Fields Auxiliary Equipment	User Defir	ned Forr	m Documents		
BOM/Standards Info	ormation					BOM Manufacturing	g Details	
MFG #	107-C00B-CLIPA					MFG Type	INJECTION MOLDING	
Description						Cell	PASO INJ V	,
Customer	PLASTO INCORPORATED)		~	#	Center Type	300 ~	<i>i</i>
Inactive	1st Article Ins Date			~		Cycle Time	60	
EPlant Name	[1] PASO PLANT				\mathbf{N}	Setup Hours 1	8	3
BOM Control #	BDIXON-01/02/2015/11:3	39:03				Setup Hours 2		
From RFQ #	1-PASO					Eff. Factor	95	-
Schedule Information	n 🗌			•••		Scrap %	5	-
Material/Regrind						Labor	2	4
Material Spec.	BL-DFAR-RED				~ #	FG Lot #	118295	D
EPlant 1	BLEND OF DFAR & RED	CC				UOM	GR ~	1
Runner/Sprue	3 (gr)					Max WO Batch Size		
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Tool Information						Production Summar	У	
			IA A 🕨 🎽 🕈	- 🗸 X	ب	Cycles/Hr Hours/K-cycles	60.00 16.67	
Tool Equipment #	Location	Primary	Description		Se \land	Shot Wt(lbs)	0.02	
▶ 107	TOOL ROOM	\checkmark	VOLUME-CUP-CAV-48		12	Net Cycles/Hr Lbs/K-cycles	54.15	
					~	cos, n-cycles	19.47	
<					>			

Create a New BOM (Primary Material)

- 1. Select New from the picklist dialogue box.
- 2. Choose the BOM Manufacturing Type of Injection
- 3. Enter key data on the General BOM Info Tab
 - a. Enter the MFG # (Alpha/Numeric)
 - b. Description and Customer Fields are Optional
 - c. Choose a primary material (Class PL) in the center section

- d. Enter a Tool # in the bottom section
- e. BOM Manufacturing Details section
 - i. Enter MFG Cell (required if using RealTime[™])
 - ii. Enter the Center Type
 - iii. Enter Cycle Time in seconds
 - iv. Optionally enter Setup Hours, Eff. Factor, Scrap and Labor
- f. Production Summary Key metrics based on cycle time, Efficiency and Scrap %
- 4. Item Details Tab
 - a. Attach the Inventory item to the BOM

Add an Inventory Item to	BOM	×
Class	FG 🗸 🍾	👫 Pick Item
Item #	1212-CL-HLD-LD	🗸 ок
Revision	A	
Unit	EACH 🗸 🖌	🗙 Cancel
Description	CLIP HOLDER LID	
Extended Description		
Weight	(gr)	
Std Cav	1	
Act Cav	1	
Drawing		
ECNO		

- i. Click the Green + in the Item Information section (Top, right)
- ii. Click the Pick Item button and search for the correct P/N to attach to the BOM
- iii. Enter Weight of the primary material and cavitation. Click OK
- iv. On the next Confirmation screen click Yes to continue
- b. Add Components, Packaging, and Routing/Operation (Left Section of Screen)
 - i. Use speed buttons below or Right Click to add

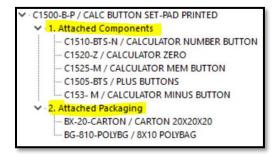


- ii. BOL information for first Packaging item (Lower, right section)
 - 1. Add QTY of finished item to be contained in the carton
 - 2. On the Details tab add Gross and Tare weights for the package
- 5. Other Key BOM features
 - Certified Employees Tab Employees that are certified to run this specific BOM
 - Auxiliary Equipment Tab –Auxiliary equipment that can be associated to a BOM
 - Runs Best (Options) Work centers that show efficiency data to run that BOM
 - Reject/Downtime Codes (Options) BOM specific inventory or machine codes

Create a New BOM (Outsource)

File Options Config	gure Reports Help						
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General BOM Info Iter	m Details User Fields Auxiliary Ed	quipment User Def	fined	Form Docum	ents		
BOM/Standards Inform	mation			BOM Manut	facturing Details		
MFG #	C1500-PP			MFG Type	OUT SOURCED		
Description	CALCULATOR ASSY			Cell	PASO OV		\sim
Customer	MAGNOLIA MFG.	~	#	Vendor	GPT01		~ #
Inactive	1st Article Ins Date	~		Days			 7
EPlant Name	[1] PASO PLANT		1	Scrap %			2
BOM Control #	IQMS-06/08/2020/09:02:21			FG Lot #			-
From RFQ#	67-PASO				Flat Ratio		
Schedule Information		•••			Drop Ship		

- 1. Select New from picklist dialogue box
- 2. Choose the BOM Manufacturing Type of OUTSOURCE
- 3. Enter key for data on the General BOM Info Tab
 - a. Enter the MFG # (Alpha/Numeric)
 - b. Description and Customer Fields are Optional
 - c. Choose an Outsource MFG Cell
 - d. Choose the Outsource Vendor
 - i. Note an Outsource Work Center is created with this vendor attached
 - e. Enter the number of days it will take the vendor to complete the work
 - f. Enter Scrap % for the parts if needed
- 4. Item Details Tab
 - a. Add the Inventory item to the BOM (Item received back from the vendor)
 - 1. Click the **Green +** in the Item Information section (Top, right)
 - 2. Click the Pick Item button and search for the correct P/N to attach
 - 3. On next Confirmation screen click Yes to continue
 - b. Add the Components/Packaging sent to the Vendor



LAB EXERCISE #1: Create an Injection WIP BOM

- 1. Create an Injection BOM for the Wagon Cover created in the Inventory Lab
 - a. What is your BOM #?
- 2. Enter your Primary material and Runner/Sprue weight
 - a. What is item # of your primary (resin) material?
- 3. Enter the data in the BOM Details section, including Labor
 - a. What is your Center Type? _____
 - b. What is your Cycle Time and Scrap %?
- 4. Add a Tool. What is your Tool #?
- 5. On the Item Details Tab attach the WP Inventory # to your BOM
- 6. Add the Weight in Grams of your cover. How many grams is your wagon cover? _____
- 7. Add a piece of Auxiliary Equipment to your BOM. _____

LAB EXERCISE #2: Create a Generic Finished Good BOM

- 1. Create a Generic BOM type for the FG Wagon P/N created in the Inventory Lab
 - a. What is your BOM #?
- 2. Enter the data in the BOM Details section, including Labor
- 3. On the Item Details Tab attach the FG Inventory # to your BOM
 - a. Attach all the components for your wagon
 - i. Hint there should 6 items to attach (not including the FG #)
 - b. For packaging add a Gaylord and Gaylord Dividers
 - i. On the Gaylord box add the Gross and Tare weights.

SALES ORDER ENTRY



DELMIAworks Sales Order functionality is broken down into three sections. The Header information includes customer bill to, ship to and contact information. The Line Item section highlights items ordered and pricing data. Lastly, the Releases section outlines when items must ship and drives work order creation for the shop.

Launcher Bar > Sales/Distribution > Sales Orders

Sales Order 14	407-PASO	for KAMAPAF	RT (Custome	er # KAM00)											x
	Reports		, costonic												
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General User Fi	ields Doc	uments					_		-						
Order #	1407-PAS	C				Taken by	IQ	MS		EPlar	nt		PASO P	LANT [1]	
Customer #	KAM00				<i>a</i> na	FOB	OF	RIGIN	-	Disc	ount 9	6			0
Bill To	KAMAPAR	т			- #4	PO #	K-1	2-16-2321		Date			12/29/2	016	•
Ship To	KAMAPAR	т			- #1	Terms	NE	T 30	•	Curr	ency		USD		
Contact	RUTH KAN	IAPART			- #1	Ship Via	YEI	LLOW FREIGHT	- #1	Carri	er Acc	ount	#		
SO Contact	RUTH KAN	IAPART			- #1	CRM RFQ #				Аррі	oval		Requ	uired	
Division					-	Revision							🔳 Appr	oved	
Drop Ship PO#	<u> </u>					Opportunit	y#		44						
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# Item #		Item Descripti	on Class	Blanket Qty	Backlog	Price	Drop Ship	On Hold Ship	Hold Ma	ake To	Order	Tot	al Releases	Total Pric	e ^
1 GM-RT-L	M-122916	KOL RT LM	FG	2,000	2,00	0 1.74	4]				2,000	3,480	00
▶ 2 A-245-B-		BATTERY CASE		1,100	55	_							1,100	4,422	-
3 50054001	1-HDL	HANDLE, U-FF	RAMI WP	5,000	5,00	0 1.33266	7			1			5,000	6,663	-
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Σ 🛴 🗎 🗱	E¥			Total Rele	ases 1,100)			+ -	- 1	×	୯	\$E¥		
	Cumulative	Left To Ship	Requested	Promised	Quantity	Forecast	Ship Date	Original R.	A.N. / Ka	inban	Shir	т 🖍	Total	14,	565.34
1 275	Quantity 275		1/16/2017	1/16/2017	Shipped	5 N	1/10/2017	Quantity ^N				_	Tax 😂	•	0.00
2 275	550		1/23/2017	1/23/2017		5 N	1/20/2017	275					Freight		0.00
3 275	825		1/30/2017	1/30/2017		0 N		275					Grand	14,	565.34
4 275	1,100	275	2/6/2017	2/6/2017		0 N		275							
												-			
•												P			

Creating a New Sales Order

- 9. Select NEW from picklist.
- 10. Header Section > Select a Customer
 - a. Verify or Change Bill To, Ship To and Contact information
 - b. Verify or Change FOB, Terms, and Ship Via
 - c. Add PO# for customer (Optional but recommended)
 - d. Notes:
 - i. Add an SO Note if desired
 - ii. Customer Note will default from Sold To Customer #
 - iii. Ship To Note default from Ship To Customer #

	· · · · ·	Filter C	Customer's Ite	em 🚠					4	4 Þ +	- ~ ×	6
ltem # lte	m Description	Blanket Qty	Backlog	Qty Shipped	Total Releases	Price	Total Price	On Hold	Ship Hold	Drop Ship	Make To Order	^
HBUT-BK 1/2	2" BUTTON - BLACK	43,580,000	2,000,000	22,584,000	24,584,000	0.0455	1,982,890.00					
HBUT-RD 1/2	2" BUTTON - RED	221,700,000	8,400,000	59,800,000	68,200,000	0.0455	10,087,350.00					1
HBUT-WHT 1/2	2" BUTTON - WHITE	17,700,000	2,600,000	15,100,000	17,700,000	0.0455	805,350.00					

- 11. Line Item Section > Add unlimited line items in 3 ways:
 - a. Sales Items added from Inventory
 - b. Miscellaneous (non-inventory) Items
 - c. Sales Items added from AKA Selling Items

 - d. Choose the P/N and enter the blanket quantity of items sold
 - i. The sales price will default after clicking Post Edit

:	Σ	<u>V</u> 📑 ¥					Total Re	leases	24,584,00			• - ~	× C
	#	Quantity	Left To Ship	Quantity Shipped	Requested	Promised	Must Ship Date	Lock	Ship Date	Original Quantity	Cumulative Quantity	R.A.N. / Kanb	oan ^
	57	400,000	0	400,000	3/5/2020	4/10/2020	4/9/2020		4/13/2020	400,000	22,184,000		
	58	400,000	0	400,000	3/5/2020	4/30/2020	4/29/2020		4/27/2020	400,000	22,584,000		
Þ	59	400,000	300,000	100,000	3/5/2020	5/5/2020	5/4/2020			400,000	22,984,000		
	60	400,000	400,000	0	3/23/2020	5/23/2020	5/22/2020			400,000	23,384,000		
	61	400,000	400,000	0	3/23/2020	6/5/2020	6/4/2020			400,000	23,784,000		
	62	400,000	400,000	0	3/23/2020	6/23/2020	6/22/2020			400,000	24,184,000		
													~

12. Release Section - is used for entering the total number of deliveries for each line item

- a. Includes these quantities: Release, Shipped, Left to Ship and Cumulative shipped
- b. Includes these dates: Requested, Promised, Must Ship and Shipped Date
- c. There are 3 ways to populate the release section:
 - i. Manually enter the quantity and date for each release
 - ii. Drag and Drop from the Line Item section
 - iii. Right Click and Generate Releases (Preferred for multiple releases)
 - 1. Enter number of releases
 - 2. Enter QTY per Release or Use Blanket Quantity
 - 3. Enter Start Date (First Delivery Date)
 - 4. Enter Interval (Days between Shipment)
 - 5. Click Apply to all Items if desired
 - 6. Click Append (Or "Overwrite" if changing current releases)

LAB EXERCISE: Creating a Sales Order

- 1. Create a new sales order for customer AUT00 (AUTORAMA)
 - a. Add a PO #.
 - b. Change the Terms to Net 30
 - c. What is the Ship Via?
- 2. In the Line Item section:
 - a. Click the Add from AKA Items icon
 - b. Click the Multi-select Inventory icon
 - c. Choose your wagon then enter a Blanket QTY of 500
 - d. Click Post Edit. What is the sales price of your Wagon? _____
- 3. Create the releases to deliver the Wagons
 - a. Drag and Drop the Blanket QTY in the Items section down to the Release QTY
 - What date defaults into the Promise Date?
 - ii. What date defaults into the Must Ship Date?
 - iii. Delete that release line. (Not the Item Detail line!)
 - b. Recreate the Releases by Right Clicking > Generate Releases
 - i. Enter 10 for Number of Releases
 - ii. Choose Use Blanket Quantity
 - iii. Enter Start Date 2 weeks from today
 - iv. Enter 14 days in the Interval field
 - v. Click Append. What is the Must Ship Date of the last release?
- 4. On the Header Speed bar find the Printer icon
 - a. Choose Print Order Acknowledgement Report
 - b. On the Destination tab choose Screen
 - c. Verify all data is correct.

WORK ORDERS



Work Orders communicate production to the shop floor to build specific items based on the attached BOM. Work orders are generated manually, by the system (using Update Schedule) to fulfill demand, keep stocking levels, or handle other work needed.

Launcher Bar > Manufacturing > Work Orders

Select W	ork order					0.5-1		<
Exact Ma	tch 🗌	Wait for Prompt				D Sea	rch 👫 🕶 🍸 🕶	45
Origin	Work Order #	Manufacturing Type	Item #	Manufacturing #	Description	Planned Production	Must Start Date	1
Planned	117173	INJECTION	05543-101	103-C00B	VOLUME CUP	1722048	5/19/2020 8:27:59 PM	
Planned	118630	EXTRUSION	14084	CS-14086	.315" TUBE	138552.5	8/3/2020 8:14:34 AM	
Planned	118631	EXTRUSION	14084	CS-14086	.315" TUBE	0		
Planned	118659	EXTRUSION	14084	CS-14086	.315" TUBE	100000	8/25/2020 5:48:37 AM	
Planned	116149	EXTRUSION	14085	CS-14085	.316" TUBE	0		
Manual	118657	INJECTION	218-B	09-049F	BOBBIN 218		6/18/2020 5:23:00 PM	
Manual	118657	INJECTION	219-B	09-049F	BOBBIN 219		6/18/2020 5:23:00 PM	
Planned	118514	STAMPING	B079	B079	BRACKET, CAN CRUSHER S	0		-
Planned	118173	STAMPING	B079	B079	BRACKET, CAN CRUSHER S	0		-
Planned	118478	STAMPING	B079	B079	BRACKET, CAN CRUSHER S	35703	9/20/2019 10:31:21 AM	-
Planned	118354	STAMPING	B079	B079	BRACKET, CAN CRUSHER S	0		Ϊ.
					•		>	
Propagate	Sort Scope				<u> <</u>	elect 🛛 🗶 <u>C</u> a	ncel 🔂 <u>N</u> ew	

View the Work Order Picklist

- ✤ Origin:
 - Planned WO's are generated from system demand SO's, Forecast, Auto MRP
 - Manual WO's can be created for samples, R&D projects, engineering tests, etc.
 - Can also be generated from the Forecast module and Auto-MRP
- Work Order # -System generated numeric identifier
 - New #'s are created for Unscheduled and Unfirmed WO's via Update Schedule
- Manufacturing Type Defines the BOM format, work order form and reports
- Item # Inventory part to be made. Answers, "What am I building?"
- Manufacturing # BOM attached to Item. Answers, "How am I building the item?"
- Planned Production QTY to build. Answers "How many do I need to satisfy demand?"
- Must Start Date Answers: "When do I need to start work to meet customer due date?"

GENERIC MFG Work		÷			- • ×
File Options Reports	s Help				
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Work Order #	107651	Material	· · · · · · · · · · · · · · · · · · ·	Prod Hours	1,144.16
WOIK OIDEL #				Must Start	12/14/2016 3:50:26 PM
	Firm	Center Type	HOT STAMP	End Date	2/23/2017
Manufacturing #	A-200-HSCQ 😶	Origin	Planned	Bucket #	1
Labor	1 •••	Setup Hours	1.00	Group ID	
Customer	AUTORAMA ···	Setup Hours 2		Scheduled On	
				FGLot	106662
EPlant	[1] PASO PLANT	Cycle (Sec)	15	⊞ Type	
Priority Level		Cycles Planned	255,651	Priority Note	
	Priority	Cycles Reg	255,651	Priority Note 2 Make To Order #	
	Run Hold (Finite Schedule)			Added By User	Planned
				Project #	Fidinicu
Components Based On	BOM			Date Created	1/5/2017 5:06:11 PM
				Dute created	
Configuration Details	1	Delivery Quantiti	es		
e 🖑					• • - ~ × e
Item # Descripti	on Cav/Mult Rev 🔺	Quantity Deliv	ery Date Order # PO #	PTAllocate ID	Ship To Divisior 🔺
A-200-H-CQ HANDLE,	CARQUES 1 B	351 2/16/	2017 1327-PAS 4192	0163 1937644	AUTORAMA
		255,300 2/23/	2017 1327-PA: 4192	0163 1937643	AUTORAMA
	*				T
Image: Second	•	•			▶ 34.

View the Work Order Screen

- Top Section
 - Work Order # System generated
 - Firm dialog box "Locks" quantities and delivery dates for this work order
 - Fields populated from the BOM:
 - MFG #, Labor, Customer, Material (primary), Center Type, Setup and Cycle(Sec)
 - Cycles Planned/Required Calculated from Delivery QTY and Cavitation
 - Production Hours Calculated from Cycles Required, Cycle Time and Setup Hrs
 - Must Start Date Calculated backwards from customer promise date less Prod Hrs
- Configuration Details Section(Lower left) Shows Item #, Description and tool cavitation
 - Also includes speed buttons for Routing Diagram and Printing Labels
- Delivery Quantities Section:
 - System Generated WO's Usually populates from SO release section
 - Manual WO's User entered fields (only quantity and Delivery date required)

LAB EXERCISE: Creating a Manual Work Order

- 1. Search for and create work order for P/N H-15-RED.
 - a. Say yes to add customer Sandy, Inc.
 - b. What is the BOM # on the work order?
 - c. What are the setup hours? _____
 - d. What is the cycle time?
 - e. How many cavities does the tool have?
- 2. Enter a Delivery Quantity of 5,000 and delivery date 1 week from today.
 - a. In the Order field enter "Mrktg Samples". Post Edit.
 - b. What are the Production Hours?
 - c. What is the Must Start Date? _____
- 3. Click on the Routing Diagram in the Configuration Details section.
- 4. Click the Print speed button in the Header and print to Screen.

FINITE SCHEDULING AND PLANNING



Finite Scheduling is used to load work orders onto work centers where manufacturing will occur and prioritize the order to run. The loading of your schedule drives material planning, parts projection, labor and machine capacity planning.

Launcher Bar>Manufacturing Tab>Finite Manufacturing Scheduling

🐼 Scheduling -	- Center ASSY-	01 - ASSEMBLY	TABLE							X
File Schedule	e View Opt	ions Capacity	Requirements	Labor Configure	e Reports Help					
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Sequence # \			Bucket Start		End	Must Start	Cycles to G 🔺 👂	🍖 📰 🖪 🎒		
1	107899	CL1 DOWN-TIME	1 1/11/2017		1/16/2017 1:18:50 Pl 1/16/2017 7:33:04 Pl		<u> </u>	Must Start 1/1	1/2017 9:32:2:	L PM
3	107878				1/31/2017 5:42:46 A			Scope		130
4	107900				2/3/2017 11:54:21 A		6,	Run Size		20
5	107897	C1500-ASSY	1 2/13/2017	4:07:30 AM <a>	3/2/2017 2:07:22 AN	1 1/6/2017 2:00:07 AM	25,		13/2017	
6	107901	CL1	3 3/2/2017 2	:07:22 AM <a>	3/3/2017 4:51:14 AN	1 2/22/2017 9:16:08 PM	2,	Bucket End		
7	107919				3/21/2017 3:22:44 PI		40,			
8	107891	A-200-HSCQ	1 9/26/2017	1:41:45 PM <a>	12/5/2017 8:51:19 Pl	M 12/21/2016 6:50:26 AM	255,			
•							*			
	mer PO	Item #	Description	Items On Hand	WO Ship Date W	O Release Quantity Parts to	Run Promise Date	Request Date	Rev	E
Order # Custom		Item # CL1-ASSY	Description CLOCK ASSY		WO Ship Date W 1/13/2017	O Release Quantity Parts to 1,979	Run Promise Date 5,979 1/16/2017	Request Date 1/16/2017	Rev A	f
Order # Custom 418-PAS CAR AC	CCESSORI			21						E
Order # Custom 418-PAS CAR AC 418-PAS CAR AC	CCESSORI	CL1-ASSY	CLOCK ASSY	21 21	1/13/2017	1,979	5,979 1/16/2017	1/16/2017	A	E
Order # Custom 418-PAS CAR AC 418-PAS CAR AC	CCESSORI	CL1-ASSY CL1-ASSY	CLOCK ASSY CLOCK ASSY	21 21	1/13/2017 1/20/2017	1,979 2,000	5,979 1/16/2017 5,979 1/23/2017	1/16/2017 1/23/2017	A A	E
Custom Custom Cara AC Cara AC Cara AC Cara AC Cara AC	CCESSORI	CL1-ASSY CL1-ASSY	CLOCK ASSY CLOCK ASSY	21 21	1/13/2017 1/20/2017	1,979 2,000	5,979 1/16/2017 5,979 1/23/2017	1/16/2017 1/23/2017	A A	E
Order # Custom 418-PAS CAR AC 418-PAS CAR AC 418-PAS CAR AC	CCESSORI	CL1-ASSY CL1-ASSY	CLOCK ASSY CLOCK ASSY	21 21	1/13/2017 1/20/2017	1,979 2,000	5,979 1/16/2017 5,979 1/23/2017	1/16/2017 1/23/2017	A A	E
Order # Custom 418-PAS CAR AC 418-PAS CAR AC	CCESSORI CCESSORI CCESSORI	CL1-ASSY CL1-ASSY	CLOCK ASSY CLOCK ASSY CLOCK ASSY	21 21	1/13/2017 1/20/2017 1/27/2017	1,979 2,000	5,979 1/16/2017 5,979 1/23/2017 5,979 1/30/2017	1/16/2017 1/23/2017	A A	E

Working with the Finite Schedule

- 1. Choose a Manufacturing Type or specific MFG Cell
- 2. Use the **Blue Navigation arrows** to find a work center with work orders scheduled
 - a. Work center # and description appears on the title bar
- 3. Top, Left Section of Scheduling Screen
 - a. Lists work orders in the sequence they are to run
 - b. Key info includes: WO#, MFG #, Start/End dates, Tool #, Lot #, and Hrs to Go
 - c. Right Click to see the available options and "jump to's"
- 4. Top, Right section –Key data about the highlighted work order
 - a. Data Includes: Must start date, Scope, Run size, Primary Material and QTY required
- 5. Bottom Section shows the demand that created the work order Usually a sales order
 - a. Right Click to see the available options and "jump to's"
- 6. Scheduling functions can be managed via: Schedule menu, Speed icons or Right Click
 - a. Add jobs, Move Jobs, or Delete jobs from the schedule
 - b. Add Downtime, Edit a Job and Setting up the next Job

														ļî		Y	K	I	•		
ID		Ite	m #		Item De	escriptio	n		Mfg #	Bkt	N	Aust Start		Order	#		Ship	Qty	Mfg Qty	y	FG .
	20907	93 CC	-B1.062		QNN 0	52 FOX 3	34D		CC-B1.062		4	/28/2017 1	2:4					1,080		0	
	20909	68 FD	-92412GA	7WMY	LEFT D	OOR AS	SY 924	12	FD-92412GA7WM		1,	/25/2018 7	10					1,000		0	
	22941	42 CA	R-JL3620		JL3620	INT DAS	H PAR	ITION	CAR-JL3620	2	2 5	/18/2020 1	1:51	1443-F	ASO			10,000	10	,000	
	22941	43 CA	R-JL3620		JL3620	INT DAS	H PAR	ITION	CAR-JL3620	2	2 4	/29/2020 1	03	1443-F	ASO			15,000	15	6,000	
	22941	44 CA	R-JL3620		JL3620	INT DAS	SH PAR	ITION	CAR-JL3620	1	1 4	/20/2020 1	1:5	1443-F	ASO			10,000	10	,000	
	22941	45 CA	R-JL3620		JL3620	INT DAS	SH PAR	ITION	CAR-JL3620	1	1 4	/7/2020 3:1	4:	1443-F	ASO			10,000	9	,169	
	22941	46 CA	R-JL3620		JL3620	INT DAS	SH PAR	TITION	CAR-JL3620	4	4 7,	/8/2020 6:3	2:	1443-F	ASO			10,000	10	,000	
	22941	47 CA	R-JL3620		JL3620	INT DAS	SH PAR	ITION	CAR-JL3620	3	3 6	/25/2020 1	1:5	1443-F	ASO			10,000	10	,000	
	22941	48 CA	R-JL3620		JL3620	INT DAS	SH PAR	TITION	CAR-JL3620	3	3 6	/11/2020 8	03	1443-F	ASO			15,000	15	,000	
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Sale	s Orde	Bud	ket Wo	ork Ord	er Log	1		IRV3	2 - Finished Succe	ssfully											
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																					_
																			De	calcul	ate

Running Update Schedule

Finite Scheduling > File > Update Schedule > Regenerate Schedule

- 1. Click the Recalculate button; Click Yes to run Update Schedule. This process:
 - a. Deletes unscheduled work orders
 - b. Determines new requirements and creates new work orders
 - c. Calculates new material requirements, work center and labor capacity

Scheduling Parameters

Finite Scheduling > Options > Scheduling Parameters

Scheduling Parameters	×
Default Schedule Parameters Override Schedule Pool Window Nucleo D. Division	General I Hide Forecast Information
 Allocate By Division Combine SO & Forecast Demand on WO Run Auto Load with Update Schedule 	 Evaluate Negative Consumption Evaluate same Tool # on WO Move Increment/Change Lot # at Setup Use WO# as Lot # Exclude back to back same Mfg # Verify workcenter from RunsThe Best list Check for MRO WOs when Loading Schedule
Scope Scheduling Scope in Days Mfg Run Size in Days Capacity Cut Off Scope 180	
Capacity Cut Off Scope 180	Reset Manual WO Qty

Sets Scheduling Scope and MFG Run Size in Days

LAB EXERCISE: Add/Move a Job to the Work Center Schedule

- 1. Go to an Injection work center in Finite Scheduling
 - a. Insure it is a work center with same center type as your Wagon Cover BOM
- 2. Click on the Green + or right click and Insert Work Order to see the unscheduled WO's
 - a. If you don't see a WO for your covers click on the Override Center Type icon
 - b. How many cover work orders do you see? _____
 - c. Why are there multiple lines with same work order #? ______
- 3. Multi-select 2 WO's to schedule then click Apply and exit the unscheduled WO pool
- 4. Drag and drop one of those WO's to position #1.
 - a. What is the Must Start Date and End Date for the 2nd WO? ______
- 5. Click on the work order NOT in position #1
 - a. Use the Speed icon to Move that work order to another work center
 - b. Try to choose a work center with the same center type (tonnage)
- 6. Is your cover WO on the Material Exceptions list? (Hint use your color chips)

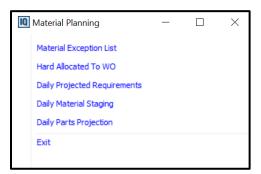
MATERIAL REQUIREMENTS PLANNING



The material exception list displays all raw materials that are required to meet your schedule, but are not available, or on order. It is the single most important material-planning screen because it contains not only what items are needed, but also when

they are needed and in what quantity.

Launcher Bar > PO/Receiving > Material Requirements



Material Exception List

Fi	le Reports	Help																		
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Pr	ojected Exce	ption	Requiren	nents o	n Past-Du	e PO's	Raw Ma	terial B	elow	Minimur	m	Outsource M	aterial B	elov	/ Minim	um	Idea	al vs. I	Exist	ing
														2	1		ļ ĵ		Y	4
	Item #	Descript	tion	0	n Hand	C ^	Revision	иом	Tota	I Exceptio	on	Left To Order	Lead Da	ys	Compa	iny			VN	A1 -
	BX-12-CAR	CARTON	12X12X1	2	0.00	PK		EACH		136,125.0	00	136,125.00		4	JELLCO	col	NTAI	IER		
	DV-12-DIVI	DIVIDER	R 12X12		78,914.00	PK		EACH		82,700.0	00	82,700.00		5	JELLCO	col	NTAI	IER		
	DV-14-DIVI	DIVIDER	R 14X14		9,319.00	PK		EACH		24,000.0	00	13,000.00		5	JELLCO	col	NTAI	IER		
	BG-810-PO	8X10 PC	LYBAG		3,832.00	PK		EACH		28,000.0	00	28,000.00		5	FIBRE (CON	TAIN	R		
∢	BG-812-PO	8X12 PC	DLYBAG			РК		EACH		3,000.0	00	1,000.00		5	FIBRE	CON	TAIN	R		
	BX-08-CAR	CARTON	1 08X08X0	8	-61.60	PK		EACH		3,600.0	00	3,200.00		7	JELLCO	CO	NTAI	IER		
	BG-915-PO	9X15 PC	DLYBAG		16,930.00	PK		EACH		106,325.0	00	106,325.00		_	FIBRE					
	BX-15/14-C	CARTON	15Lx14V	V	14,648.00	PK		EACH		50,000.0	00	50,000.00		7	JELLCO	CO	NTAI	IER		
4																			•	
	Must Order	By Sł	nould Arri	ive By	Must A	Arrive B	y Orde	r Quan	tity \	/endor #		Company	N	/end	lor Rece	ive		Origi	in	
۲	1/21/2017	1/	26/2017		1/30/2	017		2,000).00 F	-IB00		FIBRE CONTA	INER 1	/30/	2017			MRP		
	2/19/2017	2/	24/2017		2/28/2	017		1,000).00 F	IB00		FIBRE CONTA	INER 2	/28/	2017			MRP		
•																			•	
	Work Order	r # Date	Qu	antity	Hard Allo	ated	Alternat	e Ite 🔺	C)rder #	Ite	m # Descr	iption	Rel	ease Da	te	Rele	ase Q	uant	tir 🔺
۲	10788	80 1/31/	2017	1,000		0					05	0114 RACK	, WHITE	2/3	/2017			1	1,000).(
	10788	3/1/2	017	1,000		0														
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Projected Exception Tab

- Top Section Key Columns include:
 - On Hand QTY
 - Total Exception Total demand from the work orders less any on hand inventory
 - Left to Order Total Exception less amounts not received on purchase orders

- Middle Section:
 - Click on the **Blue Checkmark** speed icon- Displays Exception details
 - The Must Order by is calculated by taking the Should Arrive By less the Lead Days
 - Must Arrive By is the day prior to the first Work Order less any Inspection Lead Days
 - Should Arrive By is the Must Arrive By date less the PO Safety days -counting all days
- Solution Links demand from WO's and sales orders to the item being evaluated
- Right Click Options
 - Top: Jump to Inventory, MPS, PO History, Vendor RFQ and Add to PO
 - Middle: Add to PO for Item, Add to PO for Vendor, DRP Demand and Jump to PO
 - Bottom: Jump to Work Order or Jump to Sales Order or Inventory

Daily Material Staging

Π	Material Staging Requir	emer	nts li	ncl	uding f	orecast fro	m 6/10/2020			_		>	X
Fi	le Reports Help												
æ	A 🊡 🚡 🔙 🖪										⊲ ⊲		
B	Material By Work Center	er											
	Work Center Description	Worl	^		Class	Item #		Requir	ed	Description		Ext	t ^
Þ	050 TON BATTENFELD	10		Þ	PL	PC-243R-	NAT	32,34	18.22	POLYCARBONATE	243R NATU	F	
	050 TON BATTENFELD	11			AD	AD-1310	PS-RED	1,29	93.59	CONCENTRATE 1	310 RED		
	2.5" EXTRUDER	16			PK	BG-6-BBA	G	83,99	99.52	BUBBLE BAG 6"			
	200 TON NIIGATA	06			PK	BX-12-CA	RTON	20,99	99.88	CARTON 12X12X1	12		
	200 TON STOKES	04											
	200 TON STOKES	05		<								>	Ť
	500 TON JSW	14		-					1		1		_
	PACIFIC PRESS STAMPER	P6			Date		Work Order #	Required	FG I	tem #	MFG #		^
_				Þ	6/10/2	020	116932	642.97	HBU	T-RD	HBUT-RD		
					6/11/2	020	116932	958.65	HBU	T-RD	HBUT-RD		
			¥		6/12/2	020	116932	958.65	HBU	T-RD	HBUT-RD		¥
<		>		<								>	

- By Material tab Materials required within the scope are shown by work center below
- By Work Center tab Shows all work centers with the materials needed at each
 - Lower section shows WO# and date required

LAB EXERCISE: Create a PO via the Projected Exception Screen

- 1. On the Projected Exception screen choose and click Evaluate Item # BX-GAYLORD
 - a. Note the dates for Must Order by _____
 - b. Must Arrive _____
 - c. Should Arrive _____
 - d. Jump to Inventory and add 5 Lead Days and 1 Inspection Lead Days Post Edit
 - e. Back on the Projected Exceptions click the Calculate speed icon
 - i. Did the dates above change?
- 2. In the Middle section, multi-select the first 3 line item requirements
 - a. What are the "Should Arrive Dates" for those line items?
 - b. _____ ____
- 3. Right click and choose Add to PO-Vendor; Create a NEW purchase order
 - a. What is your new PO #?
 - b. What are the promise dates on each PO release line?
 - c. Do they match Must Arrives?
- 4. Recalculate and click the Evaluate the BX-Gaylord again.
 - a. What color did those line items turn? What does this mean?

RealTime™ PRODUCTION MONITORING



RealTime[™] provides the core tools for the acquisition and disbursement of production data. Actual production data is available to anyone on the network - in RealTime[™]. This allows user input of rejects and downtime reasons when they occur. RT reduces Production Reporting tasks by automatically generating Production Reports.

Launcher Bar > RT Machine Monitoring>RealTime[™] Production Monitor

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- 1) Choose MFG Type or a MFG Cell
- 2) Review the color chips on the jobs that are running.
- 3) Change the view on the speed button bar from Part Numbers to Work Orders to Quality
- 4) Click the speed buttons for Executive, then the Plant View.
- 5) Right click to see a multitude of options and "Jump To" availability.

Individual Machine Monitoring

-3

This function provides the user with general job information along with a Production Summary on the work center. From this single screen, you can view everything about an individual job.

🥯 🔯 👻 😁 🥵 d	3 🙀 🖿 📼 💷	Part Numbers	× 🗿 🭕			₩ 14	•
WO # Order # 1426-PASO Mfg # NOK-101	110	✓ Center I	enter # 05 Description 200 TON ST scription	OKES		Customer	BAH00 BAHL PLAST
Production Summary STD Cycle Last Cycle AVG Cycle Shift Up Hours Hours To Go Shift Down Time Continuously Down	25.00Next Mfg#30.22Next Descripti25.71Next Material3.82Next Order #585.30Cycles To Date0.00Daily Cycles0.00Shift Cycles		ME Cycles Req Cycles Left Cycle Effective %	82,493 81,955 97.90	OEE Factors Availability Performance Quality Overall	100 97.9 100 97.9	
Item # NOK-101	Item Description PHONE COVER-BLACK	Total Parts 10,652	Total Floor Dispo Shi 0		to Go Act Cav 63,910	Std Cav	Hrs to Go 2 585.30
Cycles Graph	Summary	Internal Doc	cuments Externa	I Documents			
5 Shift 1 12/31/2019 10:4	10 15 9:14 AM Mode - Frozen M	20 Afg Type: INJE	25 CTION MOLDING	30 Include		40	45

- General Job Information Section
 - WO #, Sales Order # , Customer, BOM and Work Center data
 - > Color Coded for cycle time with in or out of range tolerance
- Production Summary Section
 - Cycle time data; Hours data
 - OEE Tracking (Overall Equipment Effectiveness)
- Items Section Tracks data by P/N in real time. Includes:
 - Total parts, Shift parts run, Parts to Go, Bad Parts (rejects)
 - Cavitation, Hours to Go and Performance factors
- Cycles Graph Section includes bar chart presentation of last 50 cycles
 - Summary tab presents the same data in tabular form

LAB EXERCISE: Working with a RealTime[™] Work Center

- 1. In the RealTime Production Monitoring choose Injection MFG Type
- 2. Find a work center that is running your Wagon Cover if possible
 - a. Alternatively find any work center that is running
 - b. Choose the Individual Center Info speed button
- 3. What is the Last Cycle time _____ and AVG Cycle time _____?
- 4. How many "Hours To Go" are there? _____
- 5. In the Items Section Right click and Reject 10 parts
 - a. What did the Scrap % go to? _____
- 6. How did that affect the Quality Factor above (OEE)? _____
- 7. Right Click and Floor Dispo 50 parts.
 - a. Right click, Jump to Inventory
 - b. Review the Transaction Log for the item reported.

PRODUCTION REPORTING BY SHIFT



DELMIAworks uses its RealTime[™] functionality to provide automatic production reports after each shift. This feature can also report non-RealTime[™] work orders. The module helps verify floor dispositioned material, backflushed items, rejects items, machine hours, downtime and labor hours.

Launcher Bar > Manufacturing Tab > Production Reporting by Shift

IQ	Select Production	on Shift F	Report		_	
Ne	ew Opened	Archived				
Y	/					ОК
	Production Date	Shift	Cell	EPlant Name	^	Cancel
	4/16/2020	1	PASO EXT	[1] PASO PLANT		
	4/16/2020	1	PASO GENERIC	[1] PASO PLANT		Non-RT
	4/16/2020	1	PASO INJ	[1] PASO PLANT		
	4/16/2020	2	PASO EXT	[1] PASO PLANT		Discard
	4/16/2020	2	PASO GENERIC	[1] PASO PLANT		
	4/16/2020	2	PASO INJ	[1] PASO PLANT		Archive
	4/16/2020	3	PASO EXT	[1] PASO PLANT		
	4/16/2020	3	PASO GENERIC	[1] PASO PLANT		Labor Alloc
	4/16/2020	3	PASO INJ	[1] PASO PLANT		
	4/17/2020	1	PASO EXT	[1] PASO PLANT		Discard Empty
	4/22/2020	1	PASO INJ	[1] PASO PLANT		
	4/22/2020	2	PASO INJ	[1] PASO PLANT		Un-Archive
	6/12/2020	1	PASO INJ	[1] PASO PLANT		
					~	

Working with Shifts

- Select a Shift Report Dialog box with 3 tabs opens
 - New Tab Unprocessed Shift Reports by Date, Shift and MFG Cell
 - Opened Tab Unarchived Shifts that may, or may not be Dispositioned
 - Archived Tab Archived shifts to facilitate Runs Best and other calculations
- Buttons/Action on right side of dialog box
 - OK Opens the selected shift report
 - Non-RT Opens a form to report work orders from non RT work centers
 - Discard deletes the selected shift
 - Archive Moves the selected shift(s) to an archived status
 - Labor Alloc -Enter employees' labor hours and associated inventory items
 - Discard Empty Delete shift reports where there are no cycles or transactions
 - Un-Archive Reactivate archived shifts to make corrections

Processing a Shift Report

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Work Center	Work Center Description	Mfg #	Order #	WO#	Tot Cycles	Prod Hrs	SU Hrs	Total Down 🔺	Mfg Type	INJECTION	
10	050 TON BATTENFELD	HBUT-RD	1468-PASO					0	Regrind %	25	
11	050 TON BATTENFELD	HBUT-WHT	1468-PASO		2,210	8		0			
06	200 TON NIIGATA	103-C00B	1465-PASO		0	0		8	Backflush	Based on total cycles at	
04	200 TON STOKES	WAGCVR01	1481-PASO		626	7.7		0	3	Do not backflush regrin	d from inv
05	200 TON STOKES	SH-020999-CLR	1465-PASO		0	0		0	UOM	GR	
04	200 TON STOKES	H154-RED	Mrktg Sam			0.29	0.01	0.0			
14	500 TON JSW	CAR-JL3620	1443-PASO	118394	479	8		0	Foreman		
									Operators	1	
									Division		
									Num User 1	Chr User	1
									Num User 2	Chr User	2
									Employee Hrs	. 😥 🔹 🗕 🤘	×
									EmpNo	First Name	Labor
									ANDJ001	JOHN	
									012162	GABBY	
								~	012162	GABBY	
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									10		
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Item #	Description	Std Car	/ A	ct Cav	Good Par	ts Floor	Dispo Q	ty Rejects	UnRpt Rejects	Dispo Item Native U	Part weigh
			36		36 8	5,912			200 0	Y EACH	

- 1) Work Center/Work Order Section (Top, Left)
 - a) Verify/Edit Cycles, Prod Hrs, SU Hrs and Total Down time
 - b) Right click for "Jump to's", Downtime, Labor Hrs or Work Center log
- 2) Work Order Detail section (Top Right) Various data about the highlighted work order
 - a) Verify/Edit Regrind, Foreman, Operators and Employee Hrs
- 3) Item Detail Section (Bottom)
 - a) Verify/Edit Good Parts and Rejects quantities
 - b) Right click for Reject, Jump to Inventory, Disposition, BOM functions
- 4) Menu > Disposition > Auto Disposition
 - a) Disposition all work orders in the shift

LAB EXERCISE: Disposition a Shift

- 1. Select a shift on the NEW tab for Cell 'PASO INJ'
- 2. Find a work order with cycles populated and edit the Prod Hrs and SU Hrs
- 3. In the Item Section below report 100 Rejects for Burns (right click)
- 4. Adjust the Good Parts so there are no UnRpt Rejects
- 5. Auto Disposition the report what color did the Item section turn?
- 6. Right click and Jump to Inventory. Then view the Trans Log for these transactions.

SHIPPING



DELMIAworks offers two types of packing slips to assist in documenting parts leaving your facility. Manual packing slips are used for non-sales order shipments. System Generated packing slips are created from sales orders, relieving inventory, initiate

invoicing, and accounts receivable functions.

Launcher Bar > Sales/Distribution > Shipping and Packing Slips

Packing S	lips											_		×
	s Reports Help													
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General Doo	cuments													
Packing Slip	# 11511-PASO													
Customer	AUTORAMA	Ship Via	FEDEX GR	OUND		~	~ #A	Freigh	it Cha	rge				125.00
Ship To	AUTORAMA	Ship Days				2	2	Terms			COL)		
Bill To	AUTORAMA	Ship Date	1/17/2020			, ,	~	Tracki	ng #		FDX	08745		
EPlant	PASO PLANT	FOB	ORIGIN			· · · · · · · · · · · · · · · · · · ·	~	BOL N	ote					•••
PS Date	1/17/2020	Pallet Count					1	Pool E	ill #		F			•••
	Do not Invoice	User Text 1		[•		_	Batch						95
	—	Note	Workboo					Truck	Load	÷				
								Accrue			-			
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Order #	ltem #	tem Description	Quantity Shipped	Backlog	Order UON	I Item Class Pa	cking SI voiced Q	ip Juantity	Orde Invoi		uanti	ty Ship	nent Tj	/pe S
1464-PASO	BOXFNL F	INISHED PAINTED B	OX	500 2,000	EACH	FG								
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Line Location	s and Lot # [+] Com	ments BOL												
												I	4	 Image: A model
Location	Lot#	Shipped Lot Da	te	Exp. Date										
FG-1		500												

Sales Order Packing Slips

- Header section
 - Fields defaulting from SO: Customer, Ship Via, Ship Days, FOB,
 - PS info fields :Pallet, Freight Charge, Tracking #, BOL Note and Pool Bill#
- Middle section
 - Item information pulled from the sales order release line.
 - Invoice and RMA status color chips
- Bottom Section
 - Line Location/Lot# tab
 - Comments tab
 - Packing slip Free form entry or Boiler Plate via right click. Prints on packing slip
 - Sales Order Flows from the SO item note. Information only, does not print.
 - BOL tab: calculate and display weight, volume box data and class information

Packing Slip + 12801-RKSO Ship Date 6/15/2020 V Ship Va AIRBORNE V Ship Date 0/15/2020 V Grid Tree Search by Item # P Open Orders for BAHL PLASTICS	Customer Image: Customer BAHL PLASTICS Image: Customer BAH
iearch by Item #	
	₱ 1466-₱ASO 14084/.315" TUBE EACH 0
PO # Order # Item # Description 9712 1466-PASO 14094 315'TUBE 2722 1466-PASO 14085 316'TUBE Doi: Dat 147%-PASO 14003000-28F INSERT 5035-28F vs.	*
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Creating Sales Order Packing Slips (Not Using Pick Tickets)

- 1. Create a report of possible shipments
 - Open a Packing List record > Reports > Print > Ship Picklist Available for Shipment
- 2. Click 'New' from pick list or the '+' on the top right of the module
- 3. Assign items to the packing slip based on Item # and/or Sales Order#
 - a. Highlight line items on the left and click Green Arrow to move the right section
- 4. Enter the Pick QTY from the correct Location and Lot# line
- 5. Click OK and a new Packing Slip will be created(posted)

Creating Packing Slips (Using Pick Tickets)

- 1. Non Sales Order mode- choose shipments from 2 tabs:
 - a. Ready for Shipping inventory is on hand by the Must Ship Date
 - b. Possibly Available on hand and work orders in process by Must Ship Date
- 2. Sales Order mode Options > Parameter (Based on Must Ship Date only)
 - a. Ignores on hand and possibly available quantities
- 3. Choose a Customer line order to "Pick" and click OK
 - a. Middle Section Enter a Ship Quantity
 - Bottom Section (Relieve Location) double click line item to choose Location/Lot#
 - c. Enter picked quantity and Post Edit
- 4. On the Speed button bar click Convert to Pack Slip

LAB EXERCISE: Create a Packing Slip (No Pick Ticket)

- 1. From the Launcher bar create a new packing slip for your Wagon sales order
 - a. If you don't see any in stock, choose a New Location of FG-1
 - b. Enter 50 in the quantity field
- 2. What is your Packing List #? _
- 3. What is the Ship Via and Ship Days for your Packing Slip? ______
- 4. Add a Freight Charge of \$150.

PURCHASING



Purchase Orders (POs) are entered through the PO module or Material Exception List in Scheduling. They are used to track vendor order status, buy inventory and expense items, show pricing and schedule arrival dates to meet production requirements.

Launcher Bar > PO/Receiving > Purchase Orders

Purchase Order	8364-PASO for FIBRE CO	NTAINER	(Vendor # FIB00)				
File Options Re	ports Help						
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General Documer]					
	8364-PASO	_		TONIC			
PO #			Taken By	IQMS	EPlant	PASO PLANT	PO Type RAW MATERIAL 🔻
Vendor	FIBRE CONTAINER	A1	FOB	DEST. 👻	Date	1/11/2017 -	Approved IQMS 🗸
Vendor Contact		- #	Terms	NET 30 👻	Tax 😓		Buyer GABBY TAYLOR •••
Remit	FIBRE CONTAINER	- #1	Ship Via	UPS GROL 🔻 👫	Currency	USD	Confirm To
Ship To	IQ MANUFACTURING SY	- #1	Place Invoice on Hold				Req by GABBY TAYLOR -
Customer		<i>#</i>	On Hold Reason				Workflow Enabled
Note							
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# Item#	Description Qty	Ordered	Qty Rec. Qty On O	rder Unit Price To	otal UOM N	lote	Closed Taxable OEM Vend
BG-812-POLYE	G 8X12 POLYBAG	2000	0 2	2000 0.023	46.00 EACH		
							*
Image: Second							4
📓 📒 🛛 Total Re	leases 2,000				- ◄ ►	+ - √ ×	(°* \$£¥
# Qty Rec	uest Date Promise Date	Forecast	Left To Recv Comment	Original Q	ty Acknowledg	ed VENDOR VER	IFIEI A Subtotal \$46.00
▶ 1 500 1/2			0		00		= Tax \$0.00
2 500 1/2			500		00	_	Grand Total \$46.00
3 500 2/3, 4 500 2/1			500		00		
500 2/1	2/20/202/	_	2001				
< 🔲							

Purchase Order Screen

- Header section key vendor data including Contact, FOB, Ship Via and Terms
 - Also includes Buyer, Approved, Confirm To and workflow options
- Middle Section Item on Order data including Item# and Description
 - QTY on Order, Price/each, Total Price
 - Can order items by Inventory #, AKA Buying # or Miscellaneous # (Non Inventory)
- Release Section Outlines when the items above are to be delivered
 - Includes color chips for complete, partial and non-received shipments
 - Includes Acknowledged dialog box to confirm vendor approval
 - There are 3 ways to populate the release section:
 - Manually enter the quantity and date for each release
 - Drag and Drop from the Line Item section
 - Right Click and Generate Releases (Preferred for multiple releases)

LAB EXERCISE: Create a Purchase Order

- 1. Create a PO for P/N 000050 from vendor Francis Plastics for 30,000 lbs.
 - a. What is the price per pound of this material? ______
 - b. Add a contact in the header section. (Hint Drop down arrow)
- 2. Create 10 releases for 3,000 lbs. each starting 1 week from today.
 - a. Each release should be 14 days a part.
 - b. What is the date of the last delivery?
- 3. Create, then Add a Miscellaneous Item to the PO for a Blending Fee of \$125
 - a. Drop and drag the release date to be 3 days from today.
- 4. Use the Blue Check mark on the speed button bar to acknowledge all releases.

PO RECEIPTS



The Receiving module will track receipt of goods on a Purchase Order into a location and pulls actual cost from PO price and plus allocated freight. It also can record Rejects for inventory and purchasing purposes.

Launcher Bar > PO/Receiving > Receiving by PO

PO Receiving								×
	Reports Help							
General Docur								
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Vendor	FIBRE CONTAINER		PO#	8364-PASO	Note			
Phone	543-615-6021		PO Date	1/11/2017				
Address 1	15250 DON JULIAN RD.		Freight	UPS GROUN	ID			
Address 2			Req'd by	GABBY TAYL	OR			
City/State/Zip	CITY OF INDUSTRY CA, 91745							
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# 🔻 Item #	Description (Order Q	ty Unit Pri	ce Qty. Rec	eived Left To Recv	Closed? Al	KA Iter	n# , 🔺
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	Received Qty Date	Posted	d VMI Receiv			Date		Rr 🔺
11592-PASO	00 1/11/2017	Y			Þ			
PO Line Item Cor	nmant							,
PO Line Item Co	mient							
							_	

General Header Section

- Contains Vendor, PO, Freight and Requested by Data
- Tool bar Speed Icons
 - Form/Table Toggles by Vendor and PO number
 - Toggle to Show/Hide Closed PO's
 - Freight Allocation
 - Diskette Post ALL receipts for this PO

Line Item Middle Section

- Items on that Vendor's PO that can be received
- Tool bar Speed Icons
 - Binoculars search for a line item on this PO
 - Reset Inspection Due Alert reset next incoming inspection Line Item fields
- Line Item Fields
 - Item # and Description
 - Include Order QTY, QTY Received, Left to Receive
 - AKA Buying data vendor # and descriptions

Received/Rejected Section

- Individual receipt and reject information per line item
- Tool Bar Speed Icons
 - Single Diskette Post Receipt
 - Multiple Diskettes Post Rejects
 - Trash Can Void Receipt/Rejects
 - Printer print receiving ticket or labels
- Line Item fields:
 - Received/Rejected QTY: manually entered or filled via the "drag and drop"
 - Receipt and Date fields automatically fill in when posted.

LAB EXERCISE: Receive a PO

- 1. Search for the PO # created in the Purchasing Lab
- 2. Receive 3,000 lbs., click Post Edit.
 - a. What color does the line turn? _____
- 3. In the Rejected section enter 100 lbs.
 - a. Enter Contaminated for the Reason. Post Edit.
- 4. Post the received amount of 3,000.
 - a. Enter a Tran Code of PO-RECV on the next screen.
- 5. Post the 100 lbs. of rejects. Append the amount back to the PO.
 - a. Enter Tran Code of P-SCR-REJ
 - b. Click the Scrap dialog box and choose scrap reason P-CON
- 6. Jump to Inventory > Trans Log and review the PO Receipt and Reject transactions.
- 7. Jump to the PO. Was the PO 'appended' for the rejected amount?

GENERAL LEDGER ACCOUNT MAINTENANCE

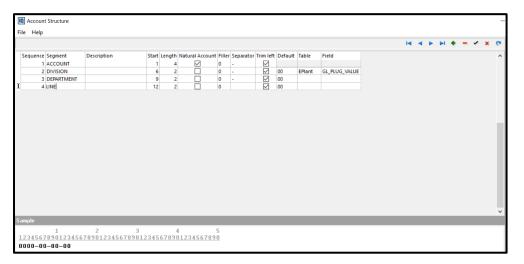
This section will review setting up and maintaining the General Ledger including; the following section will review assigning default GL accounts in System Parameters.

- Account Types
- Creating Accounts
- Defining GL Year and Periods
- Reference Codes

Account Number Structure

The first step that must be completed when setting up the GL is to define the account structure. One segment is established as the Natural Account. Other segments can be added which the system will use for GL Plugging. The account structure determines definition and appearance of GL account number. Careful planning is important to minimize the need to make modifications to the account structure once it is established. The account structure can be up to 50 digits in length.

Launcher Bar: GL Tab>Chart of Accounts>File>Account Structure



The account structure tool can be used to create additional codes, modify field lengths, or remove the separators. Experimenting with the Start and Length fields will create different account formats. **DELMIAworks** will not change the account structure until the user completes the process. Again, the account structure should not be changed once it is established. Careful planning is important to minimize the need to make a change to the structure.

Account Types

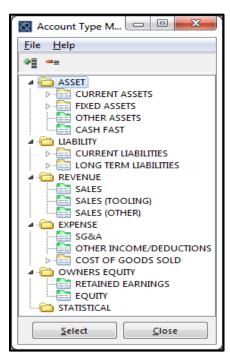
DELMIAworks supports unlimited account types and sub-types. Each account type must be assigned to one of six major account types. These six major types are integral parts of the accounting system and cannot be edited, deleted or added to. They are used by **DELMIAworks** to assign the account to a financial report.

The six major types are:

- Assets Current Assets, Fixed Assets and Others
- Liabilities Current Liabilities, Long-Term Liabilities and Others
- **Revenue** Revenue, and Other Income.
- Expense Cost of Goods Sold accounts and Other Expenses.
- **Owner's Equity** Owner's Equity, and Retained Earnings.
- **Statistical** Statistical accounts can be used to track non-financial information such as number of employees, square feet, production quantities, etc.

Once the account types are created, they will be available to be attached to a posting account within the chart. Performing this function is discussed in the next section, Building Your Chart of Accounts. A grouping mechanism designed to assist in combining "like" accounts for financial reporting purposes. Once the account types are created, they will be available to be attached to a posting account within the chart.

Launcher Bar> GL>Chart of Accounts>Options>Account Type Maintenance



Create or Maintaining Accounts

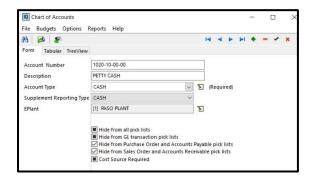
- 1. Create user defined sub-account types under one of the Major types, right click to create new account type
 - a. **Retained Earnings** -: In order for current earnings (net income) from Income Statement to roll into retained earnings, your retained earnings account must have the Retained Earnings type. Also, there can only be one Retained Earnings account (or only one per EPlant)
 - **b.** Cost of Goods Sold Must read as such, not COGS. Enables Gross Profit calculation on Income Statement
- 2. Maintain based on account number structure Separators will automatically populate, just enter digits.
- 3. Check Boxes
 - a. Hide from Options Hides obsolete or special accounts from drop down views in various posting areas of the software, eliminating postings to these accounts by department.
 - b. Hide from All Picklists account number will be inactive going forward.
 - c. Cost Source Required Ensures the account number can only be used if a cost source is attached. Used with MRO, Project Manager and Fixed Asset modules.

Changing or Deleting an Account

- You can change the account number once it has been created. All history from the previous account will follow the new account.
- If no posted general ledger transactions exist for an account, the account can be deleted.

View Account Numbers Via:

- **Form View** View one account in the screen. Accounts may be created in this view
- Tabular View View multiple accounts on one screen. Accounts may be created in this view.
- Tree View View Multiple Accounts by Account Type (with YTD total). Accounts cannot be created here



Creating Reference Codes

Create optional reference categories and codes that allow for tracking of additional information of account activity. Reference codes can be assigned to postings within the General Journal, AR and AP invoicing, PO, SO and cash receipts modules. Reference codes can also be inactivated.

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		EPlant ID		_	-						
EMPLOYEES											1
INDUSTRY											
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Defining GL Year / Periods

DELMIAworks supports unlimited GL years and each year can be broken into a maximum of 13 periods. Financial years can begin and end on any selected date.

 Use the Create Periods button to create multiple periods at once. If entering 12 periods the period start and end date will coincide with the month start and end date.

System Parameters > GL Setup tab or Chart of Accounts > Options > Define Periods.

S	tart Dat	e of GL Year	1/1/202	20		~		Create Peri	ods					
E	nd Date	e of GL Year	12/31/2	2020		~								
G	iL Year D	escription	2020											
						2020								
	RL Fiscal Year					2020			,					
E	Plant								1					
	-					I4 4		- ~ ×						
1	_													
		Start Date		End Date	AP Status	AR Status	GL Status	INV Status						
		1/1/2020		1/31/2020	CLOSED	CLOSED	CLOSED	CLOSED						
		2/1/2020		2/29/2020	CLOSED	CLOSED	CLOSED	CLOSED						
		3/1/2020		3/31/2020	CLOSED	CLOSED	CLOSED	CLOSED						
		4/1/2020 5/1/2020		4/30/2020 5/31/2020	OPEN	OPEN OPEN	OPEN							
		6/1/2020		6/30/2020	OPEN	OPEN	OPEN							
		7/1/2020		7/31/2020	N/O	N/O	N/O							
		8/1/2020		8/31/2020	N/O	N/O	N/O	-						
		9/1/2020		9/30/2020	N/O	N/O	N/O	_						
		10/1/2020		10/31/2020	N/O	N/O	N/O							
		11/1/2020		11/30/2020	N/O	N/O	N/O							
	10	12/1/2020		12/31/2020	N/O	N/O	N/O							

Change Period Status

- GL Status will always be the first opened and last closed with the exception of INV Status.
- INV status may be closed and cleared at any time. It is not dependent on the other period statuses INV Status prevents inventory postings to a specific period by selecting close. If it is necessary to revert back to open, clear the Closed value from the field.
- Use Grid view dropdown or Form view checkboxes
 - Never Opened (N/O) This option appears when a period is first created or if a period was never opened.
 - **Open** Periods cannot be posted to until they are opened. The GL must be opened first before AP and AR journal can be opened.
 - **Closed** The AP and AR journal must be closed first before the GL can be closed. Closed periods may be re-opened if necessary.

BANK MANAGER

The Bank Manager module is used to record all banking information, reconcile bank accounts, browse GL Batches for deposits and payments as well as review the check register. It is located on the

Launcher Bar> GL>Chart of Accounts>Options>Bank Manager

🔯 Bank Manag	er								_			>	ĸ
File Options	Reports Help												
AA 🖷					H	4	⊲ ▶		H +	-	ø	×	6
Bank Informatio	n				Contact								^
Bank	BANK OF CALIFORNIA			1	Contact	CHF	IS SA	NDE	RSON				
Address1	1564 SPRING ST			1	Title	VP (OPER/		1 5				
Address2				1	Telephone	805	227-4	4411					
Address3				1	Fax	805	227-4	4000					
City	PASO ROBLES			i I			lse US	SA ma	ask				
Country			~	i li	EC Information			_					
State or Region	CA		~	i I	ABA Transit Rou	iting	#	1	23236	54			
Postal Code	93446			i I	Immediate Dest	inati	on	2	365412	2331			
	Inactive			1	Immediate Orig	in		3	2-5444	878			
					Company Ident	ificat	tion	1	0				
					Bank Identificat	ion/	Swift	# [_	~
舟 🖷 🎄 💈	4				l.	4	4 6			_		~	۰ ۲
										_	v.	~	<u>`</u>
Bank Account #		Last Check #	Last Reconciled	_	irrency		EFT	IBAN				EPI	a ^
161007703-23 161017702-36	CASH-CHECKING/CANADIAN CASH-CHECKING/US	7100	11/28/2016 11/28/2016	_	nadian Dollar Dollar								-
161007703-43	CASH-CHECKING/MEXICAN	7190	11/28/2016	_	exican Peso		님						-
101001103-45	CASIF-CILCUITO/IIE/ICAIT	L	11/20/2010		calculation coo								-
<												>	

Bank Account Information

Enter General Banking information for all Bank accounts related to General Ledger such as Account#, Description, Last check# issued, and select the Cash GL account.

- Assign a Suspense GL account Optional and
- Exclude from Cash Analysis will not be included in the Cash Analysis module

EC (Electronic Commerce) Information

ABA Transit Routing #, Immediate Destination, and Immediate Origin – this information is supplied by the bank and is used for identification purposes, direct deposits, etc. Company Identification – this is your company ID used by the bank and is typically the company's EIN (Employer Identification Number)

Bank Account Reconciliation



Can be accessed from the GL tab > Bank Reconciliation icon or from the Bank Account Using the Bank Information Pick List , select bank account to reconcile

Launcher Bar> GL>Bank Reconciliation

File Option Reconcil Bank	iliation of Ban ns Reports le as of 7/7/20	Негр	Book	/31/2011 Out	of Balance	(3,522,006.22)				_			×
Balance + Deposit i	n Transit	3,367,200.00	Deposits Cleared Checks Cleared		0.00				Balance Adjusting Entries		4,635,3	0.00	-
- Outstandi	-	0.00	Checks Cleared		0.00				Future Voids			0.00	- 1
+ GJ Entrie		(2,253,822.37)											-
 Total		1,113,377.63							Total		4,635,3	383.85	5
	5 Clear Depo		ntries GL Activity	foided Checks	Clear GJ E	ntries Direct Depo	osit Activity						I I I I I I I I I I I I I I I I I I I
									% *		1 🗉	Y	¥
Check #	Date	Amount	Payee		Cleared	Date Cleared	EFT	Check ID					^
													<

- Reconcile as of: Enter ending date from bank statement
 - Filtering is done by Batch date not Period end date to calculate the Book balance.

Bank Balances & Calculations

- Sank Balance: Enter ending bank balance as noted on bank statement
- Deposits in Transit calculation of un-cleared deposits (can be manually overridden)
 - If checks marked reconciled are unchecked, the deposit amount will be added to 'Deposit in Transit', for accurate reconciliation
- Total The system calculates the bank's ending balance plus any deposits in transit less any outstanding checks plus GJ entries for the total. This total must match the book balance on the right side of the screen to post reconciliation.

Tab Options for Reconciliation

- 1. Selecting Clear Checks Options on the CLEAR CHECKS TAB.
 - a. Displays all cleared and non-cleared or only non-cleared checks
 - b. Display AP only, Payroll only, or both AP and Payroll
 - c. Clear multiple checks allows you to clear all selected records at once rather than clearing one by one using the checkbox
 - i. Right click to View Posted Checks
 - ii. Date Cleared field defaults to reconcile date but can be manually adjusted
- 2. Selecting Clear Deposits Options on the **CLEAR DEPOSITS TAB.**
 - a. Display all deposits or only outstanding deposits
 - b. Clear multiple deposits allows you to clear all selected records at once rather than clearing one by one using the checkbox
 - i. Right click to browse cash receipts batch
- 3. Creating Adjusting Entries from the ADJUSTING ENTRIES TAB.
 - a. Select period
 - b. Enter amount and description
 - c. Select offsetting GL account
- 4. GL Batch Activity on GL ACTIVITY TAB
 - a. View bank GL Batch Activity CR, CD, GJ, and PR
 - b. Clear GJ Entries 'clear' per batch
- 5. Completing Reconciliation
 - a. **File > Post Reconciliation**; Select Post Reconciliation option when complete.

File Menu > Non-GL Checks

For 'first time' use to reconcile bank account, when coming from a legacy system; enter as a prior check; allow for accurate tracking of prior checks against Bank balance; Non-GL checks do not affect general ledger

Options Menu > Display Entries Cleared During Reconcile

When it is checked the system will write a row to the **Bank_Reconcile_tmp** table as an entry is cleared, and the entry in the temp table will continue to display even when you have the filter set to "Show non-cleared checks/deposits/GJ entries."

- The purpose is to be able to view only the records that you are currently working with (if you change the filter to 'Show all cleared and non-cleared checks/deposits/GJ entries', then the system just provides a list of everything that has ever been posted).
- If it is not checked, cleared entries will not display when the filter set to 'Show noncleared checks/deposits/GJ entries'. When the Bank Reconciliation is posted, the tmp table will be cleared.

GENERAL JOURNAL ENTRIES

Most journal entries are completed during the common posting routines found throughout **DELMIA**works. However, when the occasions arise that need direct input, use the General Journal Entry functions. General Journal entries can be used to post manual, recurring or reversing entries to any open periods. Beginning balances are also created using the General Journal module (Free Form Group type).

Launcher Bar > GL > General Journal

Group Type	RECU	Form Irring Rsing Stical						
	se GL Year an		_	_				-
GL Year	Start Date	End Date	^	-		Start Date	End Date	
2010	1/1/2010	12/31/2010		Þ		1/1/2016	1/31/2016	
2011	1/1/2011	12/31/2011			2	2/1/2016	2/29/2016	
2012	1/1/2012	12/31/2012			3	3/1/2016	3/31/2016	
2013	1/1/2013	12/31/2013			4	4/1/2016	4/30/2016	
2014	1/1/2014	12/31/2014			5	5/1/2016	5/31/2016	
2015	1/1/2015	12/31/2015			6	6/1/2016	6/30/2016	
2016	1/1/2016	12/31/2016			7	7/1/2016	7/31/2016	
<		>	~		8	8/1/2016	8/31/2016	

Groups VS Batches

Entries are stored as Groups, posted as Batches. Groups are temporary files or unposted GL transactions. There are no requirements to post a Group before beginning another Group. Once the user posts a Group, only then will the system assign a Batch number.

• Groups and Batches are used in GJ, Cash Disbursements, Cash Receipts, and optionally in AP Invoices. Each module maintains a separate group/batch numbering system.

Creating Free Form Entries

- 1. Select Group Type, Year and Period
- 2. Enter GL account(s) using the '+' in the middle section of the screen and amount
- 3. Ability to have the system repeat description, date and reference code (right click or speed button)
- 4. Balance to Distribute (at bottom of screen) must be zero to post group

Creating Recurring Entries

- 1. Select group type and recurring time frame
- 2. Period, Monthly, Quarterly, Bi-weekly or Every nth day
- 3. General Journal displays total cycles and total processed thus far
- 4. Enter general journal detail information as usual
- 5. When setting up recurring entries, the accounts and detail will not populate on the next cycle until the previous cycle is posted.

Creating Reversing Entries

- 1. Select Group Type, Year and Period
- 2. Display reversing cycles
 - a. System will create an unposted entry for the reversing portion; users will be allowed to choose the final period of a year as the first posting month, but a warning will appear.

Creating Statistical Entries

- 1. Select Group Type, Year and Period
- 2. Select Statistical GL Account
- 3. Enter a Value, debits and credits do not apply
- 4. Statistical accounts are used to track non-financial information. This will be a single value journal entry (not a balanced Debits/Credits entry).

Creating Templates

- 1. Use templates for commonly reoccurring adjusting entries to save time and minimize opportunity for error. Templates are setup and applied from the File menu.
- 2. Sequence numbers maintain accounts in the same order as entered so once a template has been applied to a new group, the sequence is the same
- 3. Leave the Debit and Credit fields empty if the quantities will vary
- 4. Enter a percentage amount to enable split across accounts; optional
- 5. Insert from template onto an opened journal entry by choosing the Templates icon
- 6. Optionally, add as template; this enables you to create a journal entry and still save it as a template for later use.

File Menu

- Import General Journal>Follow Wizard; Tool used to import a PREPOST GJ entry
- Import External File
 - Tool used to import data into the database
 - Requires an import schema

Options Menu

- Ask for Period/Year before posting double check you are posting to the correct period
- Show TRANSLOG records associated with this group available for entries created in PIT
- Post all for all users, or post all for individual user.

GENERAL LEDGER ACCOUNT ACTIVITY

The General Ledger Account Activity module is used to view Batch summary and detail information. In addition, drill down tools allows the user to research account and transaction history down to the original source document. Account activity can be viewed by GL year, period or date range. It is located on the GL tab of the main Launcher Bar.

	Ś								
iscal Year	2016	 Descrip 	tion	Account #	EF	Plant ID			1
			X CDN	1032-10-00-10		1			
	Period	CASH F	X MXN	1032-10-00-20		1			
	ODate	INVEST	MENTS	1035-10-00-00		1			
rom	11/28/2016	- ACCOU	INTS RECEIVABL	1130-10-00-00		1			
	11/28/2016	ACCOU	INTS RECEIVABL	1130-10-00-10		1			
0	11/20/2010								_
Evaluated	1130-10-00-00	ACCOUNTS REC	EIVABLE - USD					Apply Selection	'n
Period	Beginning	Debit	Credit	Period Total	Balance	Budgeted	Stat. Value	YTD Stat Value	ī
1	1,390,106,288.08	3,731,447.00	15,256,538.08	(11,525,091.08)	1,378,581,197.	0.0	0 0	0	
2	1,378,581,197.00	0.00	15,589,547.00	(15,589,547.00)	1,362,991,650.	00 0.0	0 0	0	
3	1,362,991,650.00	2,638,064.30	15,125,813.80	(12,487,749.50)	1,350,503,900.	50 0.0	0 0	0	
4	1,350,503,900.50	14,261,474.59	15,396,352.90	(1,134,878.31)	1,349,369,022.	19 0.0	0 0	0	
5	1,349,369,022.19	7,731,999.84	15,555,503.99	(7,823,504.15)	1,341,545,518.	04 0.0	0 0	0	
6	1,341,545,518.04	11,138,238.10	15,004,857.39	(3,866,619.29)	1,337,678,898.	75 0.0	0 0	0	
7	1,337,678,898.75	6,565,826.09	15,635,687.79	(9,069,861.70)	1,328,609,037.	05 0.0	0 0	0	
8	1,328,609,037.05	5,934,355.75	15,211,705.67	(9,277,349.92)	1,319,331,687.	13 0.0	0 0	0	
9	1,319,331,687.13	7,684,178.09	15,474,370.18	(7,790,192.09)	1,311,541,495.	04 0.0	0 0	0	
10	1,311,541,495.04	5,514,821.21	15,186,702.52	(9,671,881.31)	1,301,869,613.	73 0.0	0 0	-	
11	1,301,869,613.73	895,627.44	1.09	895,626.35	1,302,765,240.	08 0.0	0 0	0	

Launcher Bar > GL > Account Activity

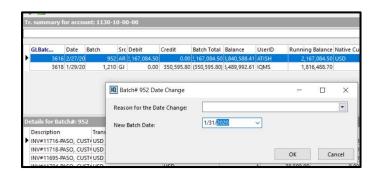
Review by Period or Date Range

- 1. Select Fiscal Year to View Activity
 - a. Select to view information by Period or a specified date range only
- 2. Select a GL account to view
- 3. Selecting Apply Selection (or double clicking on account) will display detail information
- 4. Review balance and activity totals
 - a. Stat. Value/YTD Stat Value balance for Statistical Type accounts. No Debit or Credit balance, since it does not apply
- 5. Double click on detail to receive drill down information

	-), From 10/1/2	2016 To 1	10/31	/2016					_			2	×
Fil	-	Help									⊴			
		_						_			1.4	-		-
11.	summary I	or account:	1130-10	-00-	00									
L											ţţ		Y	¥
	GLBatc 👻	Date	Batch	Src	Debit	Credit		Batch Total	Balance	Running Bala	nce	Userl	D	
۲I	297	7 10/5/2016	77	B AR	2,150,196.50	0.	.00	2,150,196.5	0 3,691,691.54	2,150,19	6.50	JOY		
	298	0 10/20/2016	774	AR	842,310.00	0.	.00	842,310.0	0 1,534,001.54	2,992,50	6.50	JOY		
	298	1 10/20/2016	775	5 AR	1,728,334.45	0.	.00	1,728,334.4	5 5,262,335.99	4,720,84	0.95	JOY		
	298	2 10/20/2016	776	5 AR	102,478.46	0.	.00	102,478.4	6 5,364,814.45	4,823,31	9.41	JOY		
	298	3 10/31/2016	777	7 AR	691,501.80	0.	00	691,501.8	0 7,056,316.25	5,514,82	1.21	JOY		
	298	4 10/31/2016	343	CR	0.00	15,186,702.	52	15,186,702.52	2) 1,869,613.73	(9,671,881	.31)	JOY		
<													3	>
De	tails for Ba	teh#: 773												
-	Description				Det	sit	Cre	dit	Reference	Ref Code	6	st So		7
		PASO, CUST##	PCOD	IARC	O] OFFSET	1,109.35	cie	0.00	Reference	Kei Code		51 30	urce	
-		PASO, CUST#F			DOG GROC	225,000.00		0.00						
		PASO, CUST#L PASO, CUST#L		•	DOG GROC	225,000.00		0.00						
		PASO, CUST#L			UMBIA CASE	20,700.00		0.00						
				•				0.00						
		PASO, CUST#S		•	DY INC.] OFF	201,000.00		0.00						
		PASO, CUST#T				53,691.75								
	INV#10164-I	PASO, CUST#S	1500	5150	O FOOD SEF	4,770.00		0.00						

Drill Down to Batches

- 1. Review batch detail:
 - a. Batch number, Date, User ID, Amount, Total Balance, Running Balance
 - b. Source GJ (general journal), AR (accounts receivable), CR (cash receipts), AP (accounts payable), CD (cash disbursements), BM (bank manager), PR (payroll), IJ (IACJ)
- 2. Right-click or double click for Batch Access to view General Journal entry for entire batch
 - a. Batch Date update Batch date or view batch date history



Drill Down to Document

- 1. Right-click or double-click for Document Access to review specific document.
 - a. AR Invoice, AP Invoice, Cash Receipts, Cash Disbursements, General Journal, Payroll Checks or TRANSLOG Records

FINANCIAL REPORTS

The Financial Reports module supports the basic financial reports – Balance Sheet and Income Statement. The Financial Report tool can be used to build a table of records that meet reporting requirements. Then, using Crystal Report Writer, create a report to reflect those requirements. An unlimited number of templates can be created. Each can contain as few or as many accounts, in any order desired.

Launcher Bar > GL > Financial Reports

Creating Financial Reports

- 1. Create user-defined report templates
 - a. Balance Sheet
 - b. Income Statement
 - c. Budget Comparison
- 2. Drag and drop
 - a. Easy report creation and editing
 - b. Change order of accounts;
 - c. Keep within same account type
- 3. Create and edit Header/Footer
 - a. SUM option enter SUM in Header to summarize account information

🔯 Financial I	Report Setup	- • ×
<u>File</u> Option	is <u>R</u> eport <u>H</u> elp	
<i>8</i> 4		י + - ~ × פ
Report Des	cription	Report File Name 🔺
BALANCE S	HEET-PASO	bs-paso
INCOME ST	ATEMENT-PASO	is-paso
•		4
A 📲 🗝	=	
▷ I ASSET ▷ · □ LIABIL ▷ · □ OWN	ΠΥ	
Header	ASSET	
Footer	TOTAL ASSET	
	Apply	Revert

TRIAL BALANCE

The Trial Balance module displays the current GL year, by period, with year to date debits, credits and balances. The lower portion of the form displays the GL account numbers, description, starting balance at the beginning of the period, the total debits and credits during that period, the period balance, and year to date balance. Double-click on GL account line to view all batches posted to the selected GL Account for the selected GL Period. It is located on the GL tab of the main Launcher Bar.

Launcher Bar > GL > Trial Balance

Fiscal Year 2	020	\sim							I4 4	
Period	Start Da	te i	End Date	YTD Debit	YTD Credit	YTD Ba	lance			
	1 1/1/202	0	1/31/2020	5,822,604.79	5,822,6	04.79	0.00			
	2 2/1/202	0	2/29/2020	10,465,933.44	10,465,9	33.44	0.00			
	3 3/1/202	0	3/31/2020	14,948,661.10	14,948,6	61.10	0.00			
Monetary Statistic	al									
A Evaluated	Period 1		From 1/1/20	020 To 1/3	1/2020				Apply Se	lection
GL Account	Description	St	arting Balance			Period Debit	Period Credit	Period Balance	YTD	
1020-10-00-00	PETTY CASH				151.50					
1030-10-00-00	CASH/CHECKING	i - USE			9,904,303.47	1,421,250.00	243,962.37	1,177,287.63		
1030-10-00-10	CASH/CHECKING	- CAE			5,849,802.90					
1032-10-00-10	CASH FX CDN				(380,533.10)					
1035-10-00-00	INVESTMENTS				9,091,731.21					
1130-10-00-00	ACCOUNTS REC	EIVABL			6,673,503.91	2,167,151.75	1,421,250.00	745,901.75		
1130-10-00-10	ACCOUNTS REC	EIVABL			776,977.78					
1132-10-00-00	ACCOUNTS REC	EIVABL			(350,595.80)					
1132-10-00-10	ACCOUNTS REC	EIVABL			(833,885.95)					
1133-10-00-00	SHIPMENTS PEN	DING I			5,691.89	556,290.19	556,290.24	(0.05)		
1150-10-00-00	FINISHED GOOD	INVE			1,731,745.52	483,627.10	556,290.19	(72,663.09)		
1151-10-00-00	SEMI-FINISHED	WIP IN			971,400.38					
1155-10-00-00	RAW MATERIAL	INVEN			5,921,469.82	212,787.52	121,498.35	91,289.17		
1156-10-00-00	PACKAGING INV	ENTOF			115,473.15	15,288.43	13,249.48	2,038.95		
1157-10-00-00	COMPONENT IN	VENTC			56,901.04					
	WORK IN PROC	SS INV			35,945.69					
1159-10-00-00										
1159-10-00-00 1170-10-00-00	PREPAID INSUR	NCE			1,100.00					

Trial Balance

- 1. Choose the period of interest and double-click, or use Apply Selection button
- 2. Double-click on GL account to view Account Activity

Trial Balance Reports

- Trial Balance
- Trial Balance Summary YTD
- Trial Balance As of
- Trial Balance Detail

CUSTOMER MAINTENANCE



The Customer Maintenance module in **DELMIA**works allows for multiple contacts, multiple shipping and billing addresses, credit status limit, customer status types, as well as tracking notes and documentation about the customer.

Launcher Bar>AR >Customer Maintenance

🔯 Customer: ABC	00 - ABCO								_		×
File Options Re											
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<u>C</u> ustomer / Credit D	ata <u>C</u> ontacts <u>S</u> hip To <u>B</u> ill T	fo <u>U</u> ser Fields User Defi	ned Form Documents								
Customer Data											
Customer #	ABC00						\square	Statemer	nts		
EPlant	2					Contact	JOI	но јон	NSON		
Group ID					-	Contact Email					•••
Company	ABCO						\square	Use USA	mask		
Address 1	1224 TOUCH AVENUE					Telephone	310)-555-89	33		
Address 2	P O BOX 500					Extension	100)			
Address 3						Fax	310)-555-89	32		
City	LOS ANGELES					Тах					•••
Country	UNITED STATES OF AMER	ICA			~	Tier Type					\sim
State or Region	CA ~	1				Currency	US	Dollar			\sim
Postal or ZIP Code	23536 🖸					URL					ъ
Credit Status Auto	Invoicing Finance Charges	Freight/Carrier Rules Dis	tribution Routing Rules Miscel	laneous	Forms/Re	eports					
Status	Active ~	Salesperson(s)	JAMES JOHNSON (1.5%)	\sim	Credit Limit					2,0	00,000
Status Date	1/12/2005 ~	Territory	N₩	•••	Discount %	6					
Cust Since	1/15/1985 ~	CSR Rep		<i>8</i> 4				🔳 Disci			
Terms	NET 30 🗸	AR Rep		#				🔳 Use I	Discoun	Parame	
6	Finance Charge	Dunning Group		~	Commissio						1.5
Statement Date	1 ≑		Exclude from Dunning		CRM Oppo	-				_	•••
					Sales Stag	e					
					SIC Code						-
									Sales A	nalysis	

Customer/Credit Data Tab

- Header Section
 - Customer #, Customer address, Main Contact, Phone, URL
- Lower Section
 - Credit Status Tab:
 - Status Dates, Terms, Statement Date
 - Sales data: Sales Person, Territory, CSR and AR reps
 - Credit Limit, CRM fields
 - Auto Invoice Tab 1 Invoice per Packing Slip or Unique PO/PS
 - Miscellaneous Tab:
 - Various A/R, Credit Card, Tax and Ship Via fields
 - Packing Slip Settings
 - Note Fields for Sales Order, Cash Receipts and AR Invoices
 - Forms/Reports Tab set customer specific reports for various forms

Contacts Tab

- Set unlimited contacts for this customer
 - Add title, Phone/Fax numbers
 - Add email (required for Auto-EForm)
 - Dialog Boxes for Auto-EForm communication

Ship To Tab

- Header Section
 - Ship To Address and Contact (Unlimited Ship To's per Customer #)
 - Associate Ship To addresses with Bill To addresses
- Details Tab
 - Setup Ship Via, Carrier Account # and Ship Days.
 - Various other settings specific to that Ship To ID
- Forms Tab Shipping reports and form specific to that Ship To ID

Bill To Tab

- Header Section
 - Bill To Address and Contact
 - Forms /Report Tab
 - Setup custom documents for Invoices

LAB EXERCISE: Create a New Customer Record

- 1. Find a customer record from your current system
- 2. Recreate this customer in **DELMIA**works.
 - a. What is your customer #? ______
- 3. Set Auto Invoicing for "One Invoice per Unique PO/PS"
- 4. On the Miscellaneous Tab:
 - a. Set Packing Slip Creations to "One PO# per Packing Slip"
 - b. Enter a Packing Slip Note
- 5. Create "Ship To" entity for this customer other than the address on the main customer.
 - a. On the Details tab Create a Ship Via and enter Ship Days

ACCOUNTS RECEIVABLE PRIORS

The Accounts Receivable Invoice module is used to track receivables still due from customers in your prior system. While the screen looks like the regular AR Invoice screen, the main difference is the notation of "Prior Entries" at the top and that the invoice will not post to the GL.

Launcher Bar > File >	Accounting	>Accounts	Receivable >	Prior
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Customer #	MUN00						Terms	NET 30	•	Period		4	44
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# Supp. Docs							– Cust	omer Invoice N	lote				
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Enter Prior System Invoices

- 1. Enter Invoice #
- 2. Enter Invoice Date
- 3. Due date will calculate if terms are filled in
- 4. Change GL period (optional)
- 5. Enter Quantity of 1
- 6. Enter total amount due in Unit Price field
- 7. Post (Print the pre-posting batch review to check totals, prior to posting).

VENDOR MAINTENANCE



The Vendor Maintenance module allows for setup of multiple contacts; remittance addresses as well as tracking notes and documents about the vendor. It is located on the AP or System Setup tab of the main Launcher Bar.

Launcher Bar > AP > Vendor Maintenance

🔯 Vendor: DME00	- DME COMPANY				-	_		×
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Vendor Information	Remittance Contact User Fields User Defined Form Documents							
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Address 2		Fax			213-	555-21	100	
Address 3		Fax 2						
City	LOS ANGELES	Email						
Country	UNITED STATES OF AMERICA	URL						
State or Region	CA 🗸					EM		۵.
Postal Code	90021 🦻							
Accounting Ratin	g Freight Miscellaneous Forms/Reports EDI EPlant Specific Settings							
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1099 Name	GL Templat	te						•••
1099 Category	~							
GL Account	5207-00-00							

Vendor Information Tab

- Vendor # required field, up to 10 characters either user-defined field or system generated
- Maintain primary information address, contact, phone, fax, etc.
 - Accounting Tab
 - Credit Limit
 - GL Account default GL account for vendor payables (debit account)
 - 1099 Setup
 - Terms Default terms the vendor issues that carry over to the PO module

- Rating Tab QA Assurance Rating & Vendor Rating
 - Status Levels set per Vendor
 - Approved, Not Approved, Payment Hold, Receive Hold, Inactive
 - Subject to Rating Vendor will be included on the Vendor Performance Analysis Reports
- Miscellaneous Tab
 - Customer Vendor attachment
 - PO Type maintenance
 - PO and AP Notes
- Form/Reports can attach custom forms for PO and AP documents

Remittance Tab

- Entities to send or remit payments
 - Can attach information for Bank and EFT processing

Contact Tab

- Setup unlimited contact for each vendor
 - Name, Title, Phone and Email
 - Can flag if the Default contact
 - Auto EForm PO box to have purchase orders sent electronically

LAB EXERCISE: Create a New Vendor Record

- 1. Create a new vendor in DELMIAworks from your old system
- 2. Setup a credit limit and Terms
- 3. Give them a status of Approved
- 4. On the Miscellaneous tab add a PO Note for: "Confirm early deliveries"
- 5. Add yourself a default Contact and insure you are get PO via Auto EForm.

ACCOUNTS PAYABLE PRIORS

The Accounts Payable Invoice Prior module is used to track payables due to vendors and other expenses that have not been paid from your old system. As with AR Priors these invoices are like their AP Invoice counterpart with the exception of the "Prior Entries" notation and the absence of affecting the general ledger.

Launcher Bar > File > Accounting > Accounts Payable > Prior

Accounts Paya	able - Invoice	es (Prior En	tries)											x
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Enter Prior System Invoices

- 1. Enter Invoice #
- 2. Enter Invoice Date
- 3. Due date will calculate if terms are attached
- 4. Enter total amount due
- 5. Option to change GL period
- 6. Enter 'QTY (Inv.)' of 1
- 7. Enter total amount
- 8. Post (Print the pre-posting batch review to check totals, prior to posting.)

APPENDIX: ACRONYMS

Acronym	Definition	Acronym	Definition
AKA	Also Known As	FIFO	First In First Out
AML	Approved Manufacturer List	FMEA	Failure Mode Effect Analysis
AP	Accounts Payable	I/O	In and Out
API	Application Programming Interface	ΙΑΤΑ	International Air Transport Association
APQP	Advanced Product Quality Planning	IBAN	International Banking Account Number
AR	Accounts Receivable	IBT	Internet Based Training
ASN	Advanced Shipping Notice	ICT	Intercompany Transaction
ATP	Available to Promise	IIS	Internet Information Services
BI	Business Intelligence	IQMS	IQMS is not an acronym
BOM	Bill of Materials/ Bill of Manufacturing	KPI	Key Performance Indicator
BOL	Bill of Lading	LD	LetDown, Let Down Ratio
BDE	Borlen Database Engine	LIFO	Last In First Out
CAPA	Corrective Action Preventative Action	MES	Manufacturing Execution System
CAR	Corrective Action Report	MEL	Material Exception List
СоА	Certificate of Analysis	MFG	Manufacturing
CoC	Certificate of Conformance	MIU	Machine Interface Unit (RealTime™)
COD	Cash on Delivery	MLA	Mid-Level Operator
COGS	Cost of Goods Sold	MMU	Machine Monitoring Unit (RealTime™)
CRM	Customer Relationship Management	MPS	Master Production Schedule
CSR	Customer Service Representative	MRB	Material Review Board
СТР	Capable to Promise	MRO	Maintenance Repair Overhaul
DBA	Database Administrator	MRP	Manufacturing Resource Planning or Material Requirements Planning
DHR	Device History Record	MSL	Moisture Sensitivity Level
DRP	Distribution Resource Planning	МТ	Main Tool or Maintenance
ECN	Engineering Change Notice or Number	MTD	Month to Date
ECO	Engineering Change Order	ΜΤΟ	Make to Order
EDI	Electronic Data Interchange	MUD	Master Unit Die or Modular Unit Die
EFT	Electronic Funds Transfer	NMFC	National Motor Freight Classification
EIN	Employer Identification Number	ODBC	Oracle Database Control or Open Database Connectivity

EIQ	EnterpriseIQ	ODG	Oracle Data Group
EPEI	Every Part Every Interval	OE	Order Entry/Sales Order
ERP	Enterprise Resource Planning	OEM	Original Equipment Manufacturer
ESG	Educational Services	PIT	Post Inventory Transactions
	Group/Training		
FG	Finished Goods	PK or	Packaging
		PKG	
PLC	Programmable Logic Controller	SIC	Serialized Inventory Control
PLM	Product Life Management	SID	Shipment ID/System Identifying Database
PQ	Process Qualification	SO	Sales Order
PRA	Production Reporting Assistant	SPC	Statistical Process Control
PRLS	Production Report by Labor/Shift	SPG	Specific Gravity
PRS	Production Reporting by Shift	SQL	Structured Query Language
PRW	Production Reporting by Work Order	SRID	Selected Release ID
PSG	Professional Services Group	SS or SSS	Spreadsheet Server
PSW	Part Submission Warrant	STD	Standard
QA	Quality Assurance	TL	Tooling
QC	Quality Control	UD	User Defined
RAN	Release Authorization Number	UDF	User Defined Field/Form
RCP	Resource Capacity Planning	UNC	Universal Naming Convention
Rev	Revision	UOM	Unit of Measure
RFQ	Request for Quote	UPC	Universal Production Code
RG	Regrind	VAT	Value Added Tax
RM	Raw Material	VTC	Virtual Training Class
R&R	Repeatability and Reproducibility	VMI	Vendor Managed Inventory
RMA	Return Material Authorization	WC	Work Center
RT	RealTime™	WIP or WP	Work in Progress/Process
RT Server	RealTime™ Server	WMS	Warehouse Management System
RWK	Rework	WO	Work Order
SCAC	Standard Carrier Alpha Code: unique 2-4 letter code used to identify transportation companies	YTD	Year to Date
SER	Software Enhancement Request		

APPENDIX: REPORTS AND GO LIVE

Reports to Review Prior to Go Live

The below list of reports is a standardized list of commonly used reports that will all need to be reviewed prior to going live on the **DELMIA**works system. The common theme among these reports is that they are all used externally – meaning that people outside your company (such as customers, vendors, shipping companies, etc.) will see and review them.

Core Reports:

- Sales Order Acknowledgement
- Return Material Authorization form
- Packing Slip
- Manual Packing Slip
- AR Invoices (pre-post and posted)
- Purchase Order
- AP Check

Additional Reports (based on module usage):

- Bill of Lading
 - Packslip BOL report
 - BOL Header report (BOL module)
- Commercial Invoice
- CRM Quotes
- Engineering Quotes
- Payroll Check

NOTES