# NorthClark Computing, Inc.

# MRP Planned Order Release

# User Guide

## Web and Desktop Applications
## for Manfact by Epicor

January 12, 2010

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## Introduction

The NorthClark MRP Planned Order Release module allows Buyers and Planners to quickly respond to Planned Order recommendations and Exception Messages generated by the Manfact Material Requirements Planning process. Authorized people have the ability to:

❖ Select a population of Planned Order records and view a list in spreadsheet form:

  ➢ For manufactured parts, a new Work Order may be created.

  ➢ Select one or more Planned Order records to be copied to a new PO record for a specified Supplier. The new PO record is placed on hold, allowing the Buyer to complete and transmit the Purchase Order using NorthClark Buyer's Workbench.

  ➢ For parts that have been setup on Blanket Purchase Orders, new line items may be automatically posted to existing PO records.

  ➢ XML documents representing EDI 830 transactions may be generated to notify the Supplier of blanket order releases, as well as forecasted orders.

❖ Select a population of MRP Exception Messages and view a list in spreadsheet form:

  ➢ Automatically reschedule or cancel an existing Work Order

  ➢ Launch the NorthClark Buyer's Workbench and open a Purchase Order that needs to be rescheduled.

❖ Support the Automatic PO Release process by assigning an existing Manfact Blanket Purchase Order to a specific Supplier and Part Number combination.

❖ Identify Suppliers who will receive Purchase Order updates automatically via EDI 830 transactions. These documents are produced in XML format. The 830 transaction may be either a firm order, or a forecast, based on a *Time Fence* established for the Supplier.

NorthClark Desktop Applications use a spread-sheet style interface with familiar editing tools such as copy, paste, and word wrapping. Users may rearrange the column order, and hide unwanted columns. All spreadsheet views may be printed or exported to Microsoft Excel.

## MRP Planned Order Release

When the MRP Planned Order Release application is started, the main screen is displayed with the following tabs:

1. Search Options
   Search for Planned Orders and Exception Messages in your Manfact system using a variety of search criteria. Wildcarding is supported where sensible.

2. Planned Orders
   Displays a list of Planned Order records for the selected Planning Group. Use this view to modify Planned Order records, create new Work Orders, issue new releases against Blanket Purchase Orders, and generate Supplier Order Release and Forecast notices in XML format.

3. Exception Messages
   View and respond to Exception Messages generated by the MRP system. Reschedule or cancel existing Work Orders automatically, or branch to NorthClark's Buyer's Workbench to update Purchase Orders.

## Search Options

# NorthClark Computing, Inc.

Begin by selecting a Planning Group from the drop-down list at the first prompt. The remaining fields on the Search Options display may be used in any combination to narrow your search (leave the field blank if you do not wish to consider it in the search). *Wildcarding* is supported for text fields.

The Search screen is used to locate both Planned Orders and Exception Messages in your Manfact system. The checkboxes on the right side of the screen allow you to choose the types of orders and messages to include. In the above example, the program will select only *open* Planned Order records, and *all* Exception Messages. Note that Manfact clears and regenerates Planned Order records during the MRP process, so selecting the *Released* option allows you to view Planned Order records that have been converted to orders since the last MRP run.

The Make/Buy option allows you to limit your selection to either manufactured or purchased parts. You may narrow your search even further by selecting either *Blanket POs* or *EDI 830* items, which includes only those part numbers that have been assigned to a specific Supplier and Purchase Order using the Part/Supplier options discussed later in this document.

Once the desired selection criteria have been entered, click the **Search** button, and the qualifying records are displayed.

## Search Sets

The **Search Set** commands at the bottom of the screen allow each user to name and save their favorite search options. Select an existing Search Set from the drop-down list, or type a description to name a new Search Set.

Click the **Save** button to save the settings for the named Search Set. Click the **Load** button to recall the saved settings. Click the **Remove** button to permanently delete the Search Set from the list. Check the **Save Dates** box if you want the system to remember dates when settings are saved. If this box is unchecked, all date fields will be blank the next time the Search Set is retrieved.

## Planned Orders

This view displays a list of Planned Order records that meet your search criteria.
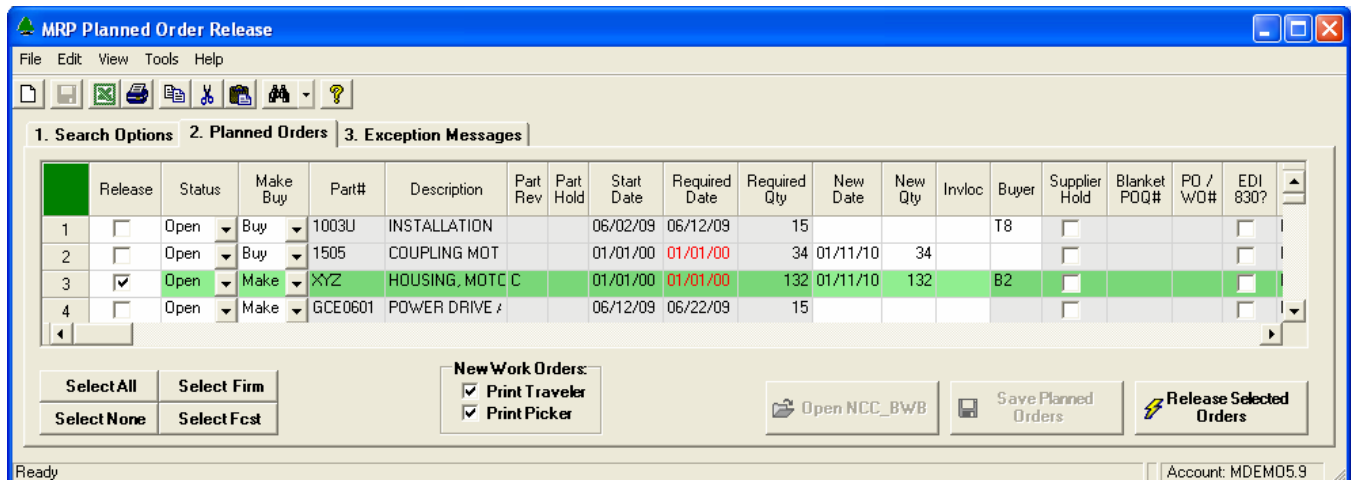
Additional columns are displayed as you scroll to the right…

**MRP Planned Order Release**

File  Edit  View  Tools  Help

1. Search Options   2. Planned Orders   3. Exception Messages

| | Firm / Fcst? | Supplier ID | Supplier Name | Lead Time | PO Notes | Internal Notes | Qty On Hand | Safety Stock | Order Policy | Order Qty | Order Multiple | Days of Supply | MPS? | Planner | Part Class | Sub Class | Part Type | Part Category | PLORD# |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Firm | 1 | MATTHEW'S | 8 | | | 0 | 0 | D | 0 | 0 | 0 | ☐ | RR | C | 9 | XTR | 500 | 45.1"MAGTORS |
| 2 | Firm | 1342 | HARDWARE | 23 | | | 3 | 0 | D | 0 | 0 | 0 | ☐ | RR | C | 9 | 4 | 500 | 38.1"MAGTORS |
| 3 | Firm | 1 | MATTHEW'S | 21 | | | 0 | 125 | D | 0 | 12 | 0 | ☑ | RR | C | 9 | OL | CAT3 | 1"MAGTORS |
| 4 | Firm | | | 6 | | | 0 | 0 | D | 0 | 0 | 0 | ☐ | RR | C | 9 | OL | CAT1 | 3"MAGTORS |

New Work Orders:
☑ Print Traveler
☑ Print Picker

Select All   Select Firm
Select None   Select Fcst

Open NCC_BWB    Save Planned Orders    Release Selected Orders

Ready                                                      Account: MDEM05.9

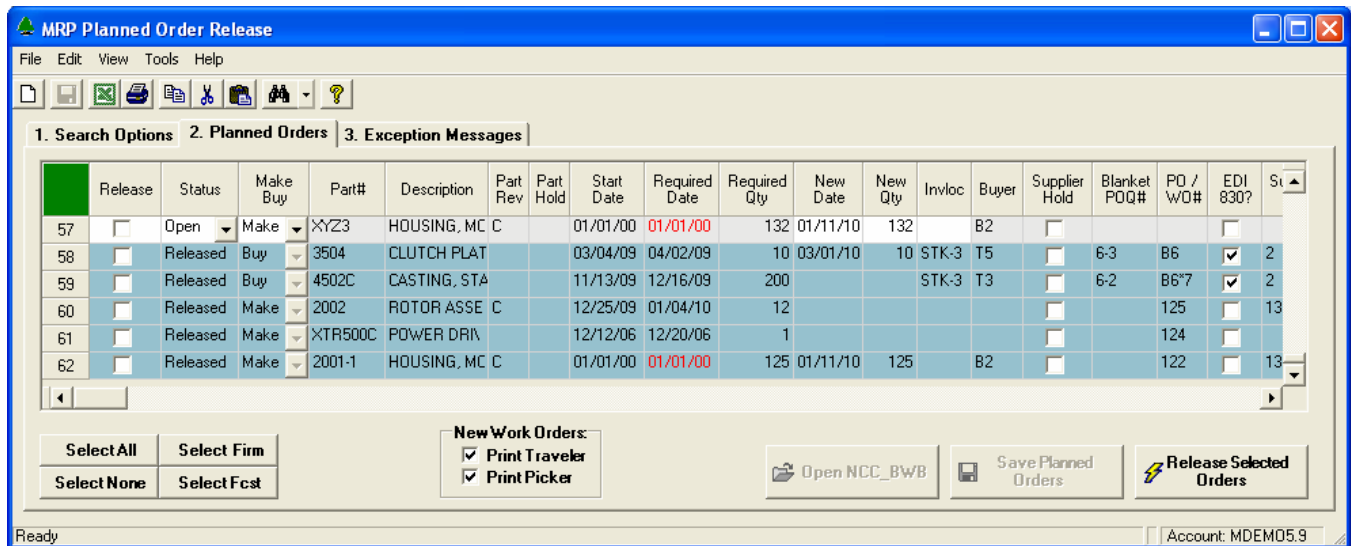Once an order is successfully released, the row is automatically moved to the bottom of the list, and the Status is changed to Released.  The row color also changes making it easier to differentiate items that have already been processed.  The Work Order Number or PO Line Number assigned by the system is also shown.

**MRP Planned Order Release**

File  Edit  View  Tools  Help

1. Search Options   2. Planned Orders   3. Exception Messages

| | Release | Status | Make Buy | Part# | Description | Part Rev | Part Hold | Start Date | Required Date | Required Qty | New Date | New Qty | Invloc | Buyer | Supplier Hold | Blanket POQ# | PO / WO# | EDI 830? | St |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 57 | ☐ | Open ▼ | Make ▼ | XYZ3 | HOUSING, MC | C | | 01/01/00 | 01/01/00 | 132 | 01/11/10 | 132 | | B2 | ☐ | | | ☐ | |
| 58 | ☐ | Released | Buy ▼ | 3504 | CLUTCH PLAT | | | 03/04/09 | 04/02/09 | 10 | 03/01/10 | 10 | STK-3 | T5 | ☐ | 6-3 | B6 | ☑ | 2 |
| 59 | ☐ | Released | Buy ▼ | 4502C | CASTING, STA | | | 11/13/09 | 12/16/09 | 200 | | | STK-3 | T3 | ☐ | 6-2 | B6"7 | ☑ | 2 |
| 60 | ☐ | Released | Make ▼ | 2002 | ROTOR ASSE | C | | 12/25/09 | 01/04/10 | 12 | | | | | ☐ | | 125 | ☐ | 13 |
| 61 | ☐ | Released | Make ▼ | XTR500C | POWER DRIV | | | 12/12/06 | 12/20/06 | 1 | | | | | ☐ | | 124 | ☐ | |
| 62 | ☐ | Released | Make ▼ | 2001-1 | HOUSING, MC | C | | 01/01/00 | 01/01/00 | 125 | 01/11/10 | 125 | | B2 | ☐ | | 122 | ☐ | 13 |

New Work Orders:
☑ Print Traveler
☑ Print Picker

Select All   Select Firm
Select None   Select Fcst

Open NCC_BWB    Save Planned Orders    Release Selected Orders

Ready                                                      Account: MDEM05.9

### Select All, None, Firm or Forecast

You can choose the items you want to release by clicking the checkboxes in the first column.  The selection buttons on the bottom-left corner of the screen allow you to quickly select or de-select multiple rows at once.  The rows you have selected for processing will change color to green.

Purchased parts are classified as "Forecast" when the requirement is for a future date outside the time fence defined for the Supplier and Part Number (see Part/Supplier Options for more information).  All other items, including all manufactured parts, are classified as "Firm".

## Releasing Planned Orders

Select one or more rows, then click the **Release Selected Orders** button on the lower-right corner of the screen.  One of the following actions will be performed, depending on the type of row being processed:

- For manufactured items, a new work order is created.  Note, parameters for automatically releasing work orders are defined using Manfact's **TABLE.PLORD** procedure.  This includes the Account Code, Cost Type, WIP Location, Work Order Status, Yield Option, and a Default Routing.

- If the part is a buy item, and an existing Purchase Order Number has been assigned for the Supplier and Part Number, and the Required Date is inside the Time Fence, a new line item will be added to the existing Purchase Order.  An EDI 830 order notification will be created if this feature has been enabled for the Supplier.

- If the part is a buy item, and a Manfact Blanket PO Number (POQ#) has been assigned for the Supplier and Part Number, and the Required Date is inside the Time Fence, a new release will be created against the designated Manfact POQ record.  An EDI 830 order notification will be created if this feature has been enabled for the Supplier.

- If the part is a buy item, and an existing PO or Blanket Order has not been assigned for the Supplier and Part Number, and the Required Date is inside the Time Fence, a new PO will be created.  A special prefix may be assigned for these orders using the EDI Parameters screen within NCC_BWBAdmin.  An EDI 830 order notification will be created if this feature has been enabled for the Supplier.

- If the part is a buy item, and the Required Date is outside the Time Fence,  an EDI 830 forecast record will be created if enabled for the Supplier.  Note, a field in the EDI 830 transaction distinguishes the forecast record from a firm order.  However, if an existing PO or Blanket Order has not been assigned to the part, the following error message is displayed, and the row cannot be selected:



Please refer to the System Administration section for more information about setting up Suppliers to receive EDI 830 notifications.

## Saving Planned Orders

The Save Planned Orders button at the bottom of the screen allows you to save changes to planned order dates, quantities, and inventory locations, without releasing the order.  Note that when you Release a Planned Order, your changes are saved automatically, so it is not necessary to click both buttons.

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### Open Buyer's Workbench for Selected Order

The **Open NCC_BWB** button will allow you to open a new Buyer's Workbench session for a selected order. When you click on a row with a Purchase Order Number assigned to it, this button will be enabled, and the caption will read: "Open PO: " followed by the selected PO Number.

### Print Work Order Traveler and/or Pick-List

Check these options at the bottom of the screen if you wish to print documents for any new Work Orders when they are created. If you leave these options unchecked, you may print the paperwork at a later time using Manfact's WO.SET and PICKER.SET procedures.

### Planned Order Columns

Release Checkbox      -

Status      -

Make/Buy      -

Part Number      -

Description      -

Part Revision      -

Part Hold      -

Start Date      -

Required Date      -

Required Qty      -

New Date      -

New Quantity      -

Inventory Location      -

Order Notes      -

Planner Notes      -

Buyer      -

Supplier ID      -

Supplier Name      -

Supplier Hold      -

POQ Number      -

PO or WO Number      -

EDI 830 Flag      -

Firm or Forecast      -

Lead Time      -
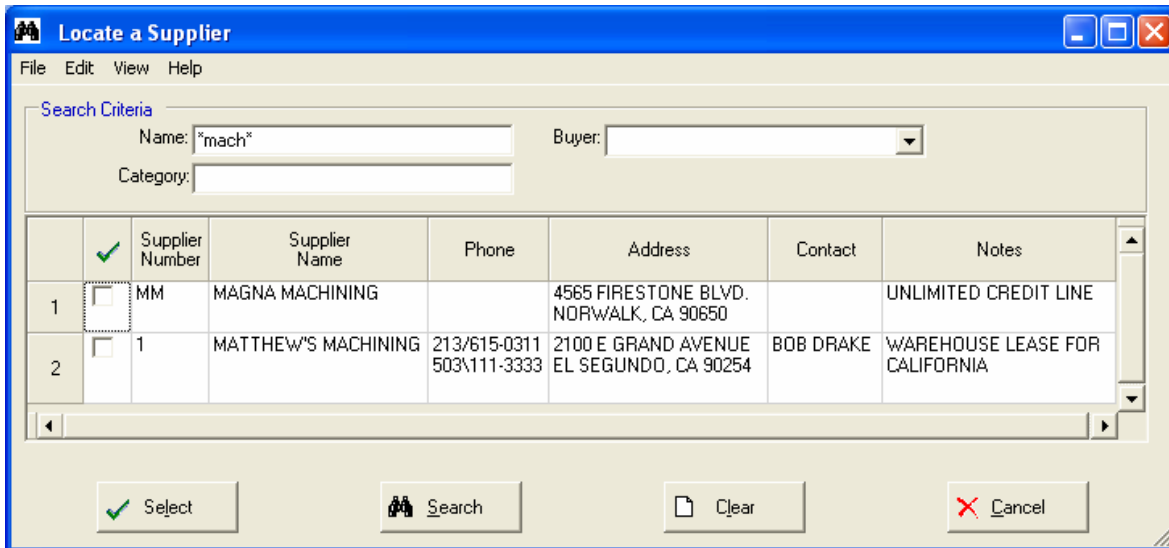
Qty On Hand          -

Safety Stock          -

Order Policy          -

Order Qty             -

Order Multiple        -

Days of Supply        -

MPS Flag              -

Planner               -

Part Class            -

Part Sub-Class        -

Part Type             -

Part Category         -

Planned Order ID      -


# Exception Messages

Additional columns become visible as your scroll to the right…



MRP Planned Order Release

| | Supplier ID | Supplier Name | Supplier Hold | Lead Time | Qty On Hand | Safety Stock | Order Policy | Order Qty | Order Multiple | Days of Supply | MPS? | Buyer | Planner | Part Class | Sub Class | Part Type | Part Category |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 25 | 1344 | JOE THE PRINTER | ☐ | 8 | 0 | 0 | F | 500 | 0 | 0 | ☐ | PC | RR | A | 3 | XTR | 500 |
| 26 | 1344 | JOE THE PRINTER | ☐ | 8 | 0 | 0 | F | 500 | 0 | 0 | ☐ | PC | RR | A | 3 | XTR | 500 |
| 27 | | JOE THE PRINTER | ☐ | 8 | 0 | 3 | T | 0 | 0 | 30 | ☐ | | RR | B | 4 | XTR | 500 |
| 28 | | JOE THE PRINTER | ☐ | 8 | 0 | 3 | T | 0 | 0 | 30 | ☐ | | RR | B | 4 | XTR | 500 |
| 29 | | JOE THE PRINTER | ☐ | 8 | 13 | 0 | D | 0 | 0 | 0 | ☐ | | RR | C | 9 | OL | CAT3 |

Select All  Select None   ☑ Show Open Items Only   Open PO: B7   Reschedule Selected WO's

Ready   Account: MDEMO5.9

# Tools

## Supplier Search

Use this option to locate an existing Supplier record in Manfact's VENDOR file. This screen may be accessed from the **Tools** menu on the Main screen, or by clicking the browse button **[…]** next to the Supplier Number prompt.



This example illustrates how wildcarding may be used to search on a portion of the Supplier Name.

# System Administration

## Printing Parameters

This screen is accessed from the File menu and is used to enter parameters for printing Work Order Travelers and Pick-Lists.

## Company EDI Parameters

Your company's parameters for both 830 and 850 EDI documents are maintained using the NCC_BWBAdmin procedure. Although this screen is not accessible directly from NCC_PLORD, it is included here for reference.

# NorthClark Computing, Inc.

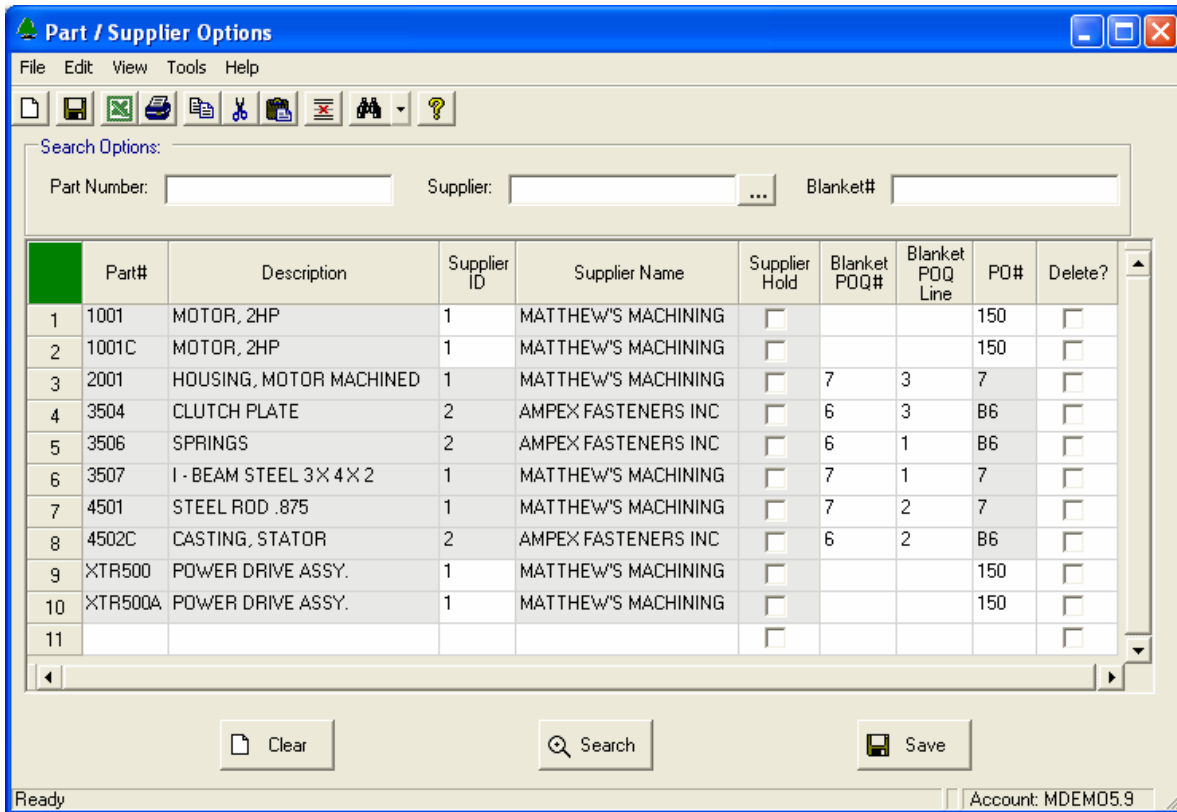## Supplier Options



- Supplier ID (Vendor Number)
- SEID
- SAID
- REID
- RAID
- EDI 830 Enabled?
- Firm / Forecast Time Fence

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## Part / Supplier Options



- Part Number
- Supplier ID
- Blanket PO Number

## Security

Access to NorthClark applications is governed by the Manfact security system.  The System Administrator must add the appropriate commands to each user's security table.  Please refer to the Manfact documentation for more information on setting up security tables.

The following NorthClark procedures may be added to the Manfact security tables:

| Routine | Description |
|---|---|
| NCC_PLORD_VIEW | Allows access for inquiry purposes only.  No updates are permitted. |
| NCC_PLORD | User can release updates to existing Blanket PO's, and may also create new work orders. |
| NCC_PLORD_BWB | User can create new Purchase Orders to be finalized using BWB. |

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| NCC_PLORD_PO | User can release updates to existing Blanket PO's, but cannot create work orders. |
|---|---|
| NCC_PLORD_WO | User can create new work orders, but cannot update purchase orders. |
| NCC_PLORD_ADMIN | User has all privileges, including System Administration. |

# General Information

## Export to Excel

All spreadsheet views are equipped with the option to Export to Microsoft Excel.  Click on the spreadsheet your wish to export, then choose the Export to Excel option from the menu or toolbar.
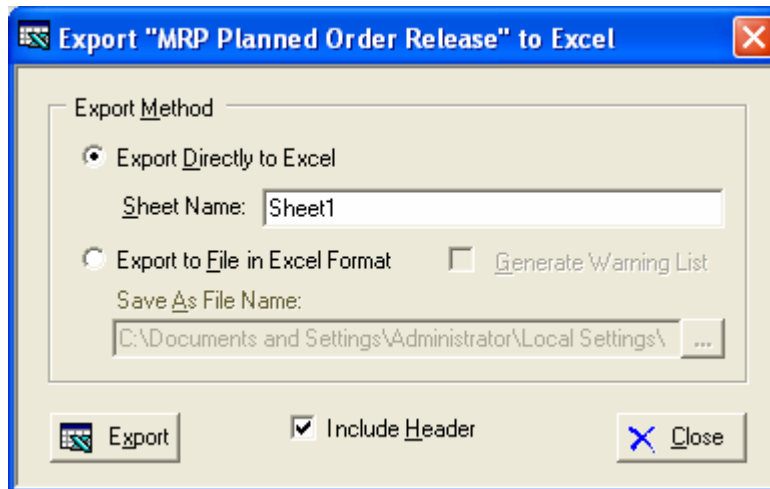


### *Export to Excel or to a File?*

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

### *Sheet Name*

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

### *Save As File Name*

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

### *Generate Warning List?*

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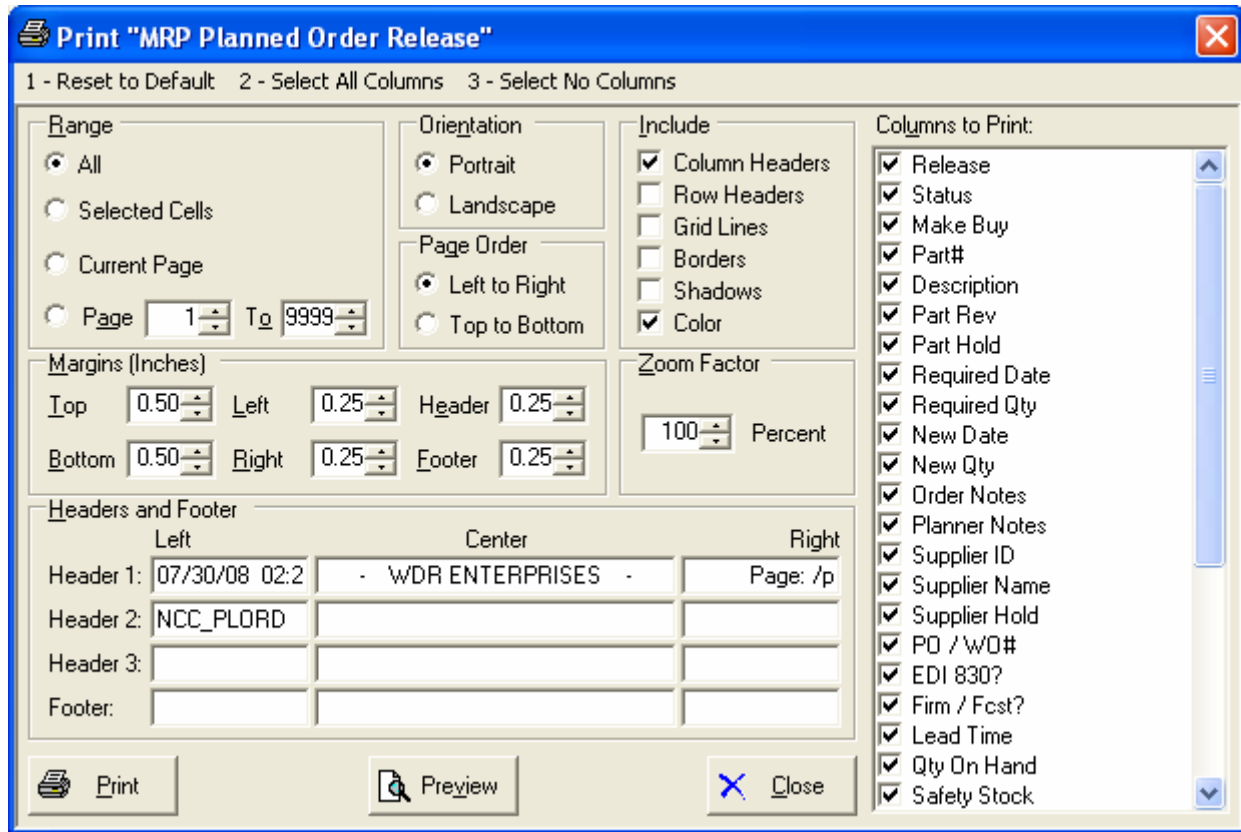
### *Include Header*

Check this box to export the column headings.

### *Export Button*

Click this button to export your data to Microsoft Excel.

## Print a Spreadsheet

All spreadsheet views are equipped with a Print feature.  Click on the spreadsheet you wish to print, then choose the Print option from either the menu or the toolbar.



***Range - Selecting a Print Range***

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

***Orientation - Portrait or Landscape***

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

***Margins - Report Margins***

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

### Units - Inches or Centimeters?

Are the margins you entered expressed in inches or centimeters?

### Page Order

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

### What Do You Want to Print?

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

### Headers and Footers

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

*Tip*: Use /p to designate a page number.

### Which Columns Do You Want to Print?

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

## Arranging / Hide Columns

Use this view to change the sequence in which columns appear on your spreadsheet.



Each column represents a field that is available for display on the spreadsheet.  To hide a column remove the check from the box under the title heading.  Use the [Move First], [Move Left], [Move Right] and [Move Last] Buttons to re-arrange the order in which the fields appear on the specific screen Display. Click [Reset to Default] to return to the system's default settings.  Select the Number of Columns and Rows you with to Freeze on the Display.  Note, these settings are stored in the Windows Registry for each user.

## Wildcarding

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

| …AAA… or *AAA* | Search for the word "AAA" anywhere in the field |
|---|---|
| *AAA*+*BBB* | Both "AAA" and "BBB" must appear in the field |
| *AAA*,*XXX* | Either "AAA" or "XXX" must appear in the field |
| AAA* | The field starts with "AAA" |

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