
Creating Work Order

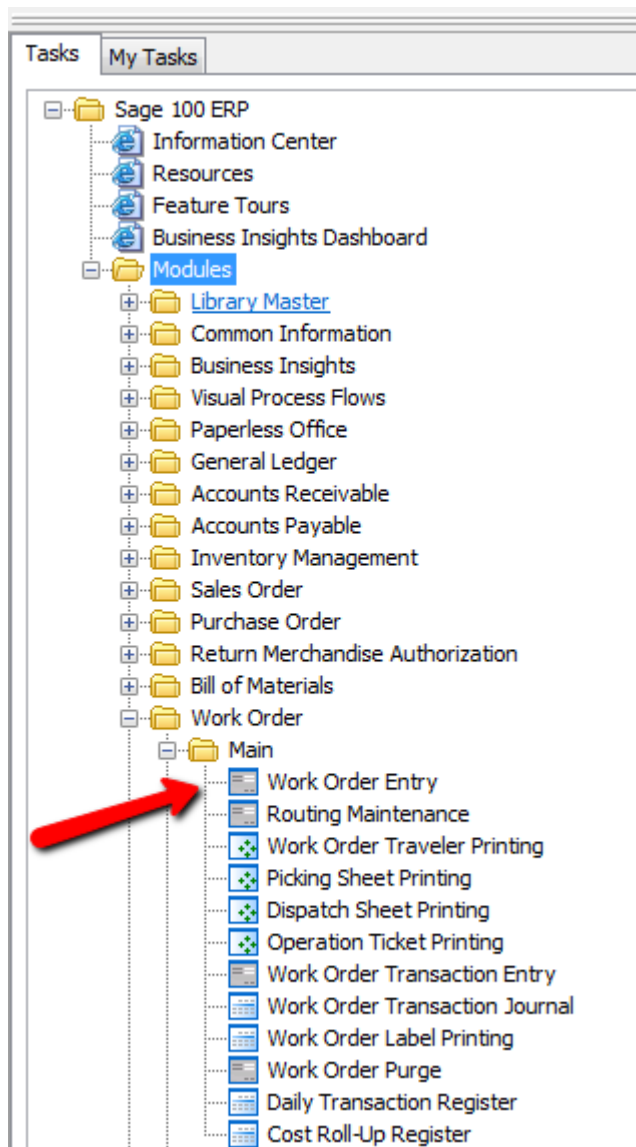
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Department(s): Purchasing and Packaging

A work order is entered at the time an item is received in SAGE. The work order is then released to the packaging department (see IKBA How to release WO). A work order is also created in the event an item needs to be made from finished goods. For example Easy Purchase pack item 9502S-3WCP which is not stocked but made to order and consists of two finished goods 9502S-WCV and 9502S-30C-B. This Work order would be entered and released on the same day.

Creating a Work Order: Created by Planner

1. Click on **Work Order Entry**



2. Header Tab (1)

- Assign new Work Order Number
- Today's date
- Change Status:

***Estimate:** This option is selected once the purchase order is created. This option has no effect on inventory

***Firm Planned:** This option is chosen if the item is in WIP and/or received. This option effects

inventory numbers and shows in inventory inquiry

d. **Make For:**

***Inventory:** This option is selected when the item is for stock

***Sales Order:** This option is selected when the item is needed to fill a customer order. After selecting this option select the appropriate SO No.

e. Enter **Item/ Bill No**

f. Add amount to be made in the Qty Ordered Field. Note: If you have selected this Work order to be made for a **sales order** the Qty Ordered automatically reflects the number needed to fill that order. This **Qty ordered** may need to be changed if the **Qty Ordered** includes stock for inventory.

g. Routing No. should already populate from inventory maintenance. You may add or change this field for each work order depending on circumstances of the Work Order.

***For Example:** PM separations does not like their items labeled. Therefore, for item 9502S-0CV you would change the Routing No. to UNLABELED

3. Additional tab (2)

- a. **Status Comment:** Use this field to add any comments relating to the work order.
- b. **Due Date:** Enter date of when this order needs to be completed. In the case that this Work Order is being made for a **SO the date will automatically pull** in the date needed in order to ship the Sales Order by its ship date entered in **SO Data Entry**. If the item is being made for **inventory the due date should be a week** from the receipt date.
- c. **Lead Time:** This information populated from Vendor information.
- d. **Sched Release:** This field will populate once tab 5. Scheduling is done. If the item is not needed to fill an order the scheduled due date should be one week from receipt date.
- e. **Planner:** Select the person creating the Work Order.

Work Order Entry

Work Order Number 0003394

1. Header | 2. Additional | 3. Operations | 4. Materials | 5. Scheduling

Item/Bill No. 49305-20 Tubing PEEK .020 ID 5M 0 Solid

Status Comment

Due Date 3/17/2014

Lead Time 1 Days

Sched Release 3/17/2014

Planner SB Cost Completion Method Planned

Order on Hold Auto Issue Material Yes

Explode Sub-Assem Auto Generate Labor

Auto Generate Out-Process

Accept Cancel Delete

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4. **Operations** (3): No changes should be needed for this information pulls from the Routing No. on the Header tab.

Work Order Entry

Work Order Number: 0003394

1. Header | 2. Additional | 3. Operations | 4. Materials | 5. Scheduling

Step Number: [] Work Center: [] Oper Code: [] Overlap %: 0%
 Ignore Queue Time:

Step Description: [] Standard Run Type: [] Hours/Operation: 0.00

Parent Item Type: Operations/Parent Factor: 1 Required Tooling: [] Extended Time: .000 Hours Sched Start: []

Step	Wk Ctr	Oper	Step Description	Queue	Type	Ops/Hrs	Pnt	Factor
0000	PACK	WIP	Gather WIP Materials	N	H/O	0.00	O/P	1
0010	PACK	LAB04	Print Label	N	H/O	0.00	O/P	1
0015	PACK	TUBE	Cut Plastic Tubing to Size	N	H/O	0.00	O/P	1
0040	PACK	LAB03	Apply Labels to package	N	H/O	0.00	O/P	1
0050	QC	DESC	Check Label description in MAS	N	H/O	0.00	O/P	1
0060	QC	BUILD	Check Build in MAS right comp	N	H/O	0.00	O/P	1
0070	QC	LOTS	Confirm correct factory lot	N	H/O	0.00	O/P	1

Del

Accept Cancel Delete

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5. **Materials** (4): No changes should have to be made.

Work Order Entry

Work Order Number: 0003394

1. Header | 2. Additional | 3. Operations | 4. Materials | 5. Scheduling

Item Number: [] Step: [] Scrap %: .000 Whse: []

Description 1: [] U/M: [] Qty/Parent: 0.00 Extended Qty: 0.00

Description 2: [] Cost: .000 Cost Type: [] Procurement Type: []

Line	Item Number	Step	Scrap %	Whse	Qty/Parent	Extended Qty
1	Z-49305-20	0000	.000	000	5.00	5.00
2	Z-BAG ZIPLK03	0000	.000	000	1.00	1.00
3	Z-LABEL MTC-01	0000	.000	000	1.00	1.00

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6. **Scheduling** (5): Hit the Schedule... Button. This button will take the information from the Sales order and/or Work order and calculate the Current Release Date, Current Due Date and Current Lead Time.

Work Order Number 0003394

1. Header | 2. Additional | 3. Operations | 4. Materials | 5. Scheduling

Current Release Date 3/17/2014
Current Due Date 3/17/2014
Current Lead Time 1 Days

Scheduling Method Forward
Release Date 3/17/2014
First Step Affected 0010 Print Label

Schedule...

Accept Cancel Delete

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7. Click **Accept**