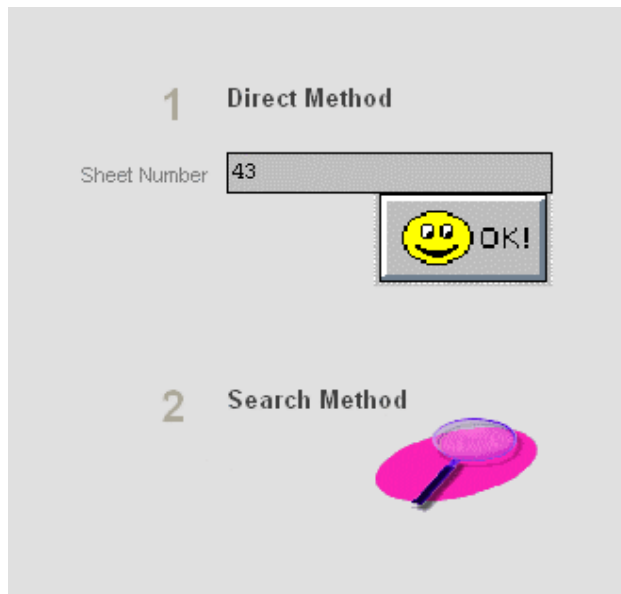


## MOD: WORK IN PROGRESS (WIP)

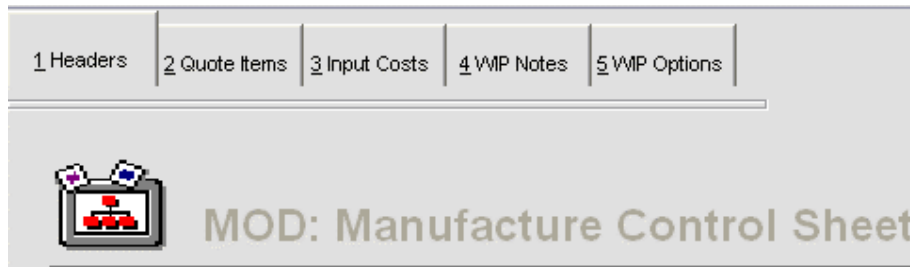
### Entering a WIP Sheet

Once a Sheet is in WIP status, any MOD User can enter it, but only the Authorizer, the Controller, and those to whom these two have delegated their authority to do so, will be able to do any work on the Sheet.


To enter a MOD Sheet that is in the WIP queue, choose the WIP Control screen, and from there, enter the Sheet by the Direct method or the Search method. The Direct method is used when you know the Sheet number, and even though it is 'MOD000043', you can simply type '43' and choose OK, i.e. only the significant digits have to be specified. The Search method will find the Sheet for you if you do not know the number.



When the Sheet is entered, we notice the following tabs for the screen –



As can be clearly seen, we have the Headers (which we will look at in a moment), we have the Quote Items and the Input Costs, the WIP Notes (or WIP Messages), and we have the WIP Options. The WIP Options is the primary activity area for further processing on the Sheet, but before we look at that, let us review the other areas.

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MOD: WORK IN PROGRESS

Control Parameters	
Sheet #	000043
Status	In Progress
Age (Days)	1
Controller	gor Gordon Blomeau
Margins in Local Currency: -	
Expected Margin	8,627.25
Actual Margin	
Opened By	p hr Philip Quatro
On	21/08/2004
At	23:01
For Approval By	p hr Philip Quatro
Approved By	PHR Philip Quatro
On	22/08/2004
At	17:07
WIP Account	10000057 WORK IN PROGRESS (1)
Last Upd By	Philip Quatro
On	22/08/2004

On the HEADERS page, we discern the Control Parameters for the Sheet.

We can see the age of the Sheet, the Controller, the Authorizer, Originator, etc. We can also see the Expected Margin, the WIP Account that is tracking all Transactions for the Sheet, and the last Person who has worked on or updated the Sheet by performing a processing action.


The remainder of the HEADERS page display the 'Quoted To' details, and the general Overview data.

The QUOTE ITEMS page includes all the Quoted Items and the Customer who the work is being done for, but there is no longer a function to re-select the Customer. Options to drill into the Customer Master and CRM still remain available.

The INPUT COSTS page still has the Input Cost detail, and these may be worked on further, i.e. new Items may still be added, and current Items may still be amended. However, any changes to the Input Cost Items that exceed previously approved Budgets for the Sheet will require that the Authorizer load additional Budget Values before excesses on the approved Budget Values will be accepted for processing of the related Transactions.

The WIP Notes page is present for purposes of reviewing history of the Sheet, i.e. all prior WIP Messages on the Sheet, plus additional (new) Messages may be sent at any stage, e.g. to request further Approvals, to inform other Users who work on the Sheet of relevant developments, etc.

The WIP Options page is the major area that will be used during the Manufacture cycle, and we will now have a look at the options on this page.

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MOD: WORK IN PROGRESS

1 Headers	2 Quote Items	3 Input Costs	4 WIP Notes	5 WIP Options
-----------	---------------	---------------	-------------	---------------

**Control Change :-**

Re-Assign Controller 01

**Approvals and Additions :-**

Re-Visit Approval Data 02

Budget Additions 03

PO Requisitions 04

Deposits and Progress Receipts 05

**Stock and Charges :-**

Stock Issues 06

Retail Sales 07

Process Service Job Charges 08

Process Sub Contract Charges 09

**PO Processing :-**

Purchase Order Processing 10

**Drills and Views :-**

Render or View Quotation 11

Progress Report 12

Query Job Detail 13

**Reversals and Adjustments :-**

Process Reversals 14

Retail Returns 15

Stock Returns 16

**Final Steps :-**

Re-Charge Cost Elements 17

Re-Charge Deposits 18

Re-Charge to Customer 19

Deliver to Customer 20

Allocate Margin 21

**Close this Job**

22

There are 22 Steps or Options listed, and we will zoom in to have a look at each group of these functions.

**Control Change: -**

**Control Change :-**

Re-Assign Controller 01

This step is provided to change the Controller, when necessary ...

**Approvals and Additions: -**

**Approvals and Additions :-**

Re-Visit Approval Data 02

Budget Additions 03

PO Requisitions 04

Deposits and Progress Receipts 05

Only the Authorizer (or as delegated), will be able to re-visit the Approval data at this stage of the Sheet. Budget Additions are done on the Input Costs page, by the Authorizer, as the system will indicate when function 03 is used. PO Requisitions may still be accessed, and an explanation is given from function 04. Deposits and Progress Receipts (further Deposits) may be processed from function 05.

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MOD: WORK IN PROGRESS

**Stock and Charges: -**

**Stock and Charges :-**

Stock Issues

Retail Sales

Process Service Job Charges

Process Sub Contract Charges

For Stock Issues and Retail Items, the system will offer available Items (and available approved Quantities) for selection and processing. Service Job Charges and Sub Contract Charges will be processed via standard Journals automatically opened from here, but only within the approved amounts.

**PO Processing: -**

**PO Processing :-**

Purchase Order Processing

Before any Purchase Order can be processed, the PO Requisition must first be approved by the Authorizer. This is done by dbl-clicking the Requisition on the Input Costs Grid, which will open the PO Control Sheet, and where an APPROVE option will be found.

**MOD: Purchase Order Control Sheet**

PO Number: MOD000043/1

Direct Order Charges: 0.00

Direct Weight (%): 0.00

Total Duties: 609.38

Direct Charge Duties: 0.00

Order Currency: USD

WIP Account: 10000057 WORK IN PROGRESS (1) : MANUFACTURE

MOD Input Cost Total: 0.00

Delegate = OFF

Authorizer's option to delegate

Landed Costs and Duties Budgets.

Buttons: Order Items, Save, Cancel, Approve, EXIT

Landed Cost Budget :- Add new cost elements by doing a dbl-click on an empty row, and amend a current entry with a dbl-click on it.

>>> Landed Cost Element	Currency	Forex Amount	Local Amount
1 03 Courier	Local		350.00
2 01 Brokerage	Local		200.00

Duty Items: - Dbl-click to amend.


>>> Item	Duty %	Forex Amount	Local Amount
1 S:10001 Radiator	25.00	93.75	609.38


Once the Purchase Order is approved, it is selected from function 10, which will open the Purchase Order, and processing can take place as per normal Purchase Order processing. However, Landed Costs and Duties processing will be enforced

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MOD: WORK IN PROGRESS

to conform to the allowed and approved Budget. Once all processing on the

Purchase Order is complete, it has to be closed with the  function.

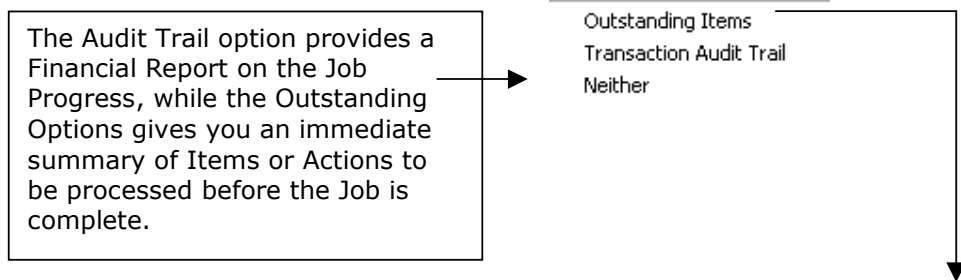
Notice also the Delegation Image , which allows the Authorizer to delegate control of the Landed Costs and Duties Budget to the Controller. If the Authorizer chooses not to delegate this Function, then the Landed Costs and Duties may be neither over nor under utilized, and the Purchase Order cannot be closed until these Items have been fully utilized. Therefore, if some Landed Costs come in below the original Budget, then the Authorizer will have to reduce the Budget before the PO can be closed.

**Drills and Views: -**

**Drills and Views :-**

Render or View Quotation	11
Progress Report	12
Query Job Detail	13


Function 11 allows you to render or view the Quotation, whereas function 13 will open the Job Master record for this Sheet, and from there you may drill into the Transactions. Function 12 will offer some options -



**Infolab Navigator** ✖

The following Items are outstanding:-

Deposit not re-Charged yet: USD 300.00  
 Remaining Margin must be allocated: \$ -1,950.00  
 Quoted Item not yet Charged: Panel Beating of frontal impac, Qty = 1.00  
 Quoted Item not yet Charged: 10001 Radiator, Qty = 1.00  
 Sub Contract not Used: Re-furbish Boiler., Amt = USD 2,272.73  
 Purchase Order MOD000043/1 is still Open.

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**Reversals and Adjustments: -**

**Reversals and Adjustments :-**

Process Reversals	14
Retail Returns	15
Stock Returns	16

Functions 14, 15 and 16 are provided for Corrections and Stock Returns.


**Final Steps: -**

**Final Steps :-**

Re-Charge Cost Elements	17
Re-Charge Deposits	18
Re-Charge to Customer	19
Deliver to Customer	20
Allocate Margin	21

**Close this Job**

22



The final steps are usually processed only when all other Actions have been performed.


Function 17 will facilitate the re-charging of Cost Elements from the Input Costs grid.

Function 18 will automatically re-charge Deposits received, crediting the Customer Account.

Function 19 charges the Customer Account with Quoted Items.

Function 20 is used for Delivery Notes, and will allow Items to be delivered in stages, i.e. with multiple Delivery Notes. However, the system will not allow Items to be delivered if the Charges exceed the Customer Credit limit, or at least not until the Amount is settled or the Credit limit raised.


Function 21 is normally performed only when no other Actions remain to be performed, as this will allocate the Margin correctly, and leave the Job with a Zero Balance. Should something be overlooked and performed subsequently, then the system will refuse to close the Job until another Margin Allocation is performed, i.e. the Job cannot be completed and closed until it has a Zero Balance.

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MOD: WORK IN PROGRESS

Function 22 is the final step, i.e. to close the Job, as it has been completed. The system will check that no items or actions remain unfinished before it will allow this action to be performed.

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