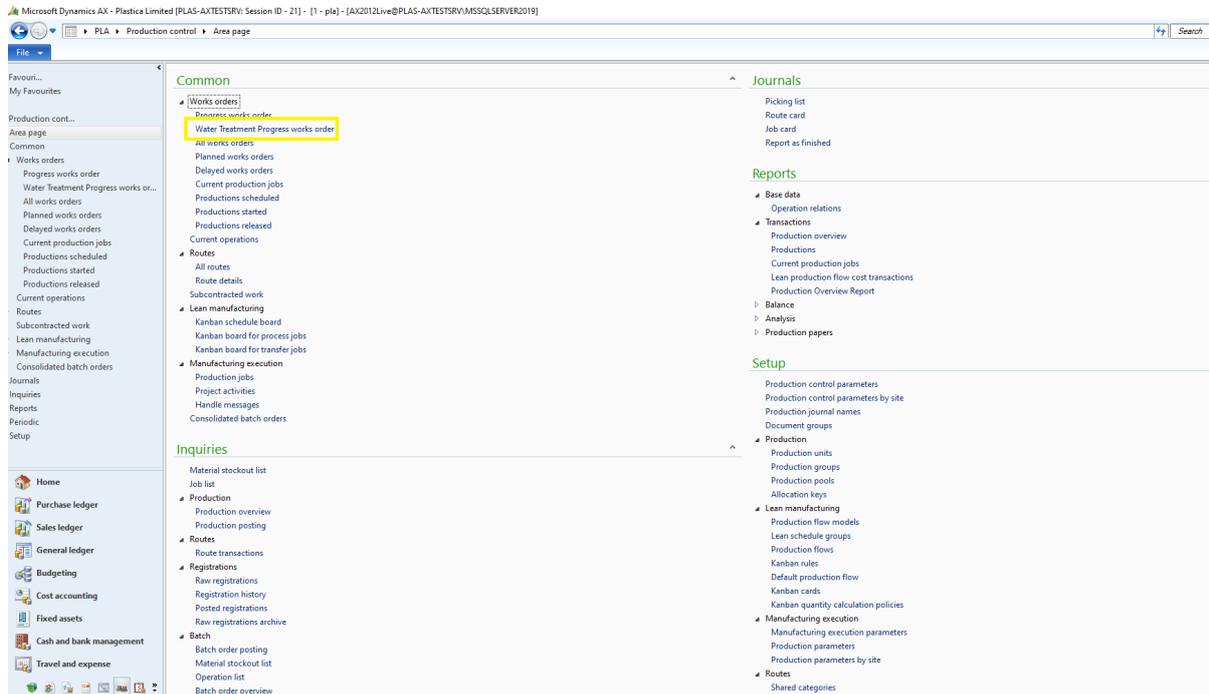


Water Treatment Works Orders

All aspects of creating, processing and completing works orders in AX should be done via the water treatment progress works order screen.

This can be found under Production control > Common > Works orders > Water Treatment Progress works order



The screen will allow you to create works orders, start production and finish production. Changes can also be made to the BOM including adding or removing raw materials if required. The picking process on the BOM of selecting location and batch numbers can be done through this screen but should be done via RF Smart hand held device and scanned as raw materials are picked to process a job

Status	Pool	Responsible	Start date	Warehouse	Location	End date	Work Order	Cust Acc	Demand	Item number	Quantity	Remaining	Batch No	P/availability
Released	Water			45	45		PRD-105712			8304	168.00	168.00	121265	All items are available
Released	Water			82			PRD-105713			8305	200.00	200.00	121266	All items are available
Released	Water			82	82		PRD-105841			8070	1,360.00	1,360.00	121280	All items are available
Released	Water			45	BAY04		PRD-105843			8304	1,360.00	1,360.00	121282	All items are available
Started	Water			45	45		PRD-105708	Sales		8057	3,330.00	2,790.00	121291	All items are available
Started	Water			40			PRD-105709	Sales		8058	3,400.00	1,400.00	121262	All items are available
Started	Water			82			PRD-105710			8070	500.00	300.00	121263	All items are available
Started	Water			82	82		PRD-117236			CSFOA300	11,088.00	6,624.00	121340	All items are available
Released	Water		25/04/2021	40		15/10/2021	PRD-107373	CLEV01	Sales	8057	267.00	267.00	121302	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107375	CLEV01	Sales	8057	600.00	600.00	121304	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107376	CLEV01	Sales	8057	600.00	600.00	121305	All items are available
Started	Water		23/12/2021	45	45	23/12/2021	PRD-117230		No stock & Sales/Prod demand	CSCHL500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117283		No stock & Sales/Prod demand	CSPHP500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117284		No stock & Sales/Prod demand	CSPHR4500	11,088.00	6,624.00	121340	All items are available
Released	Water		14/01/2022	40	CUST	14/01/2022	PRD-118200	HOTH08		OLC147HHT	50.00	50.00	148595	Some items are not available
Released	Water		14/01/2022	82	82	11/01/2022	PRD-118688			OLC147HWT	100.00	100.00	OL202101876	Some items are not available
Released	Water		17/01/2022	40	CUST	17/01/2022	PRD-118696	STEL01	Sales	OLC138	300.00	300.00	148553	Some items are not available
Released	Water		18/01/2022	40	WATER	18/01/2022	PRD-118085			RSPA02	30.00	30.00	148576	Some items are not available
Released	Water		18/01/2022	40	CUST	18/01/2022	PRD-118491	DREA01		OLC064	5.00	5.00	148624	Some items are not available
Started	Water		08/02/2022	82	82	11/02/2022	PRD-117498			8283	501.00	334.00	121345	Some items are not available
Started	Water		01/03/2022	40	WATER	01/03/2022	PRD-117296			8058	2,320.00	1,360.00	121344	All items are available
Started	Water		08/03/2022	45	45	08/03/2022	PRD-117295			8057	1,350.00	600.00	121343	All items are available
Started	Water		08/03/2022	40	WATER	08/03/2022	PRD-117277			7957	1,386.00	828.00	121340	All items are available
Started	Water		22/04/2022	40	CUST	22/04/2022	PRD-118493	DREA01		OLSPA01T1	10.00		148626	Some items are not available

Assigning or reassigning a works order

All works orders must be assigned to a person who will be responsible for checking the order has been made in accordance with the procedures and that goods have been labelled with a batch number and best before date. And that the correct labels are on the outside of the boxes or pallets including product and batch barcodes (batch number should match that printed on the products) and any hazard or other labels as required. All requirements under the GB CLP Regulations and EU CLP Regulations for orders to the EU and Northern Ireland must be adhered to.

Works order being created manually can be assigned the person responsible at time of order creation and is explained in the next section called 'Creating a works order'.

For orders created automatically by the system for made to order items (e.g., own label products) jobs will need to be assigned from the progress screen as below.

Assigning/Reassigning a person responsible for a works order

1. Select the works order line you want to assign or amend to a worker

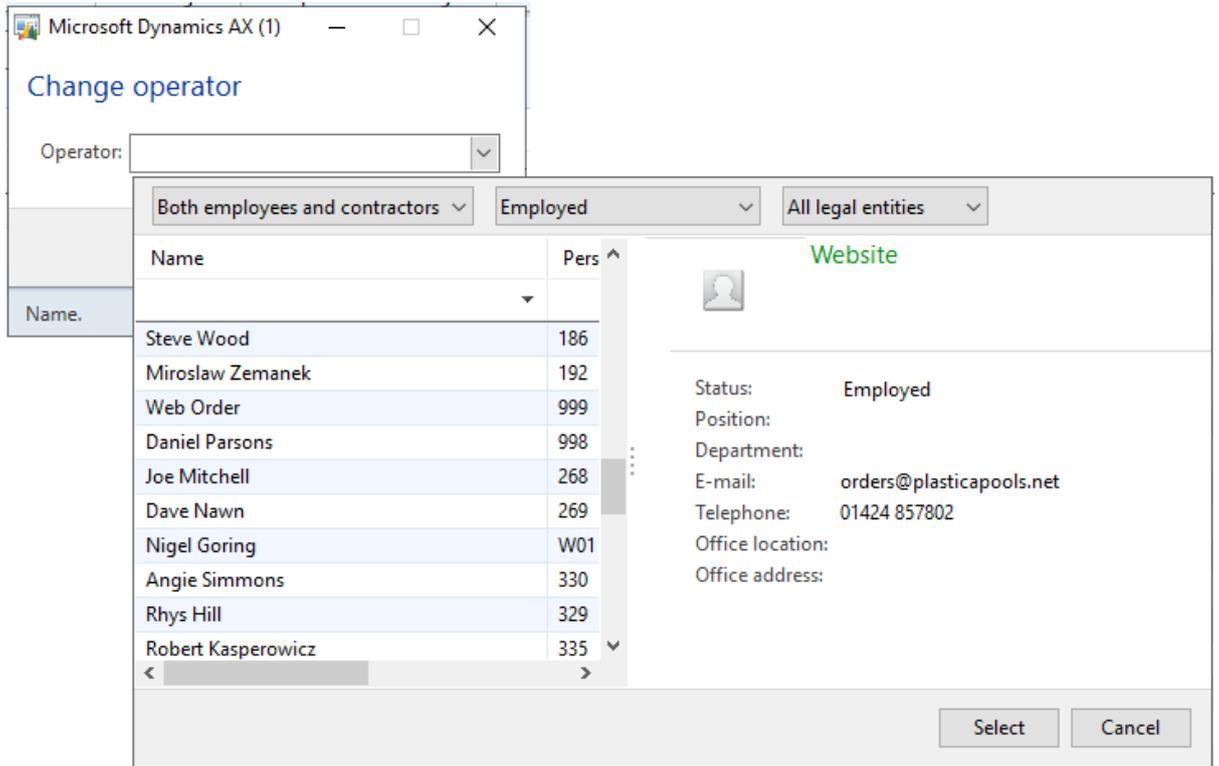
The screenshot shows the 'Progress works orders (1 - pla)' window. The ribbon contains various action buttons. The 'Works orders' table is displayed below the ribbon, with one row highlighted in yellow. The table has the following columns: Status, Pool, Responsible, Start date, Warehouse, Location, End date, Work Or..., Cust Acc, Demand, Item number, and Qr.

Status	Pool	Responsible	Start date	Warehouse	Location	End date	Work Or...	Cust Acc	Demand	Item number	Qr
Released..Started	Water		24/01/2022	40	CUST	24/01/2022	PRD-1187...			olc003	
Released	Water									OLC003	

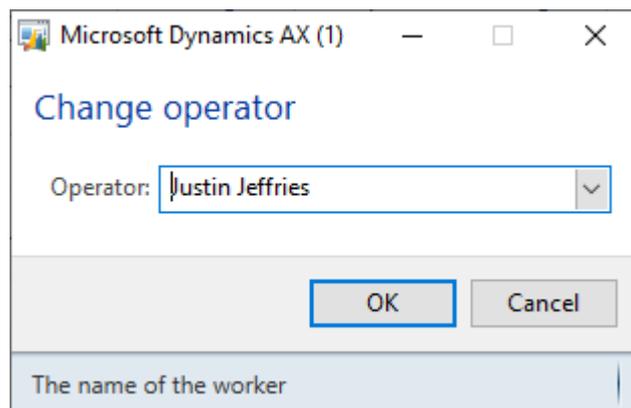
2. On the Navigation Ribbon click on Worker

This is a close-up of the software ribbon. The 'Worker' button, which has a blue circle with a white person icon, is highlighted with a yellow box. The ribbon also includes buttons for 'Start', 'Edit', 'Part Batch', 'Report as finished', 'Finish date', 'Refresh', 'BOM', 'Route', 'Reverse operation', 'Update operation progress', 'Picking list', 'Route card', 'Own Label Large Batch', and 'Small Batch Labels'.

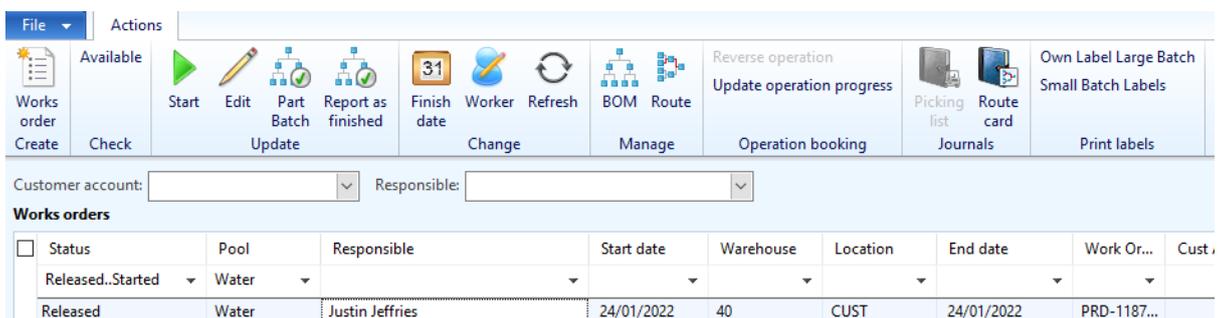
- In the pop up window click on the drop down for Operator and select the person to be responsible



- Now click OK



- The works order is now assigned to the worker

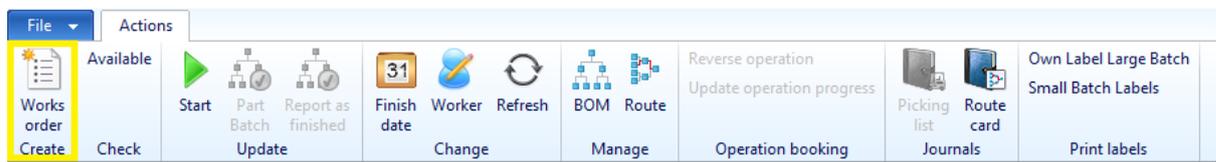


Creating a works order

Works orders for made to order items (MTO) like own label will automatically be generated when a sales order is confirmed, they will then appear at the status Released on the water treatment progress screen.

Other items can either be firmed up from a planned order if using planning on the item or manually as detailed below

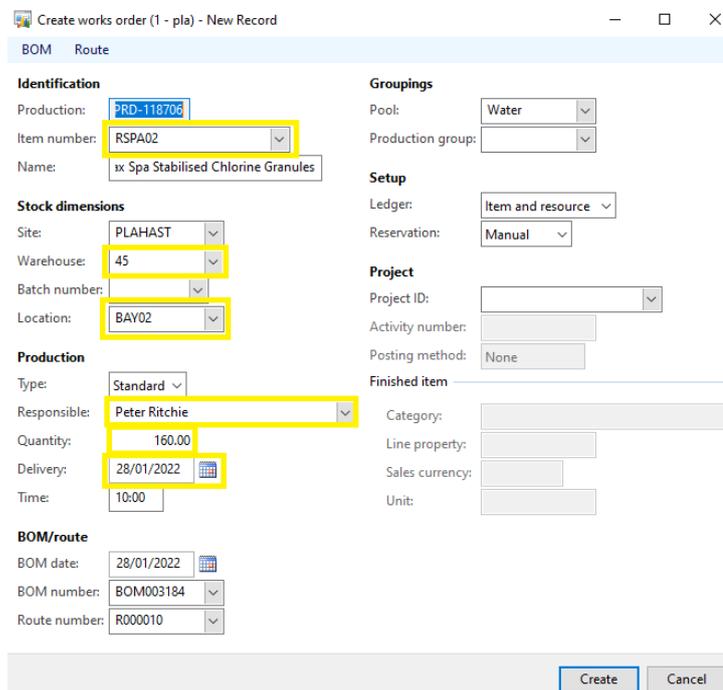
1. Click on the Works order button in the Create section on the Navigation Ribbon



2. Populate the following fields
 - i. Item number to be manufactured
 - ii. Warehouse/Location where the item will be receipted to once made
 - iii. Assign the job to a worker under the Responsible field
 - iv. Enter the quantity to be manufactured
 - v. Set the Delivery date of when manufacturing will be completed

Click Create once all the fields have been populated

Note:- the warehouse/location can be changed at completion, the job must be assigned to a worker as they will be the person responsible for checking the order has been made in accordance with the procedures. By setting an accurate manufacturing completion date this will be indicated on sales order entry to advise the customer of the leadtime should the item be out of stock.

A screenshot of a software window titled 'Create works order (1 - pla) - New Record'. The window has a 'BOM Route' tab selected. The form is divided into several sections: 'Identification' (Production: PRD-118708, Item number: RSPA02, Name: 1x Spa Stabilised Chlorine Granules), 'Stock dimensions' (Site: PLAHAST, Warehouse: 45, Batch number: [empty], Location: BAY02), 'Production' (Type: Standard, Responsible: Peter Ritchie, Quantity: 160.00, Delivery: 28/01/2022, Time: 10:00), 'BOM/route' (BOM date: 28/01/2022, BOM number: BOM003184, Route number: R000010), 'Groupings' (Pool: Water, Production group: [empty]), 'Setup' (Ledger: Item and resource, Reservation: Manual), 'Project' (Project ID: [empty], Activity number: [empty], Posting method: None), and 'Finished item' (Category: [empty], Line property: [empty], Sales currency: [empty], Unit: [empty]). The 'Create' and 'Cancel' buttons are at the bottom right.

3. AX will then estimate, schedule and release the works order before it appears on the Screen.

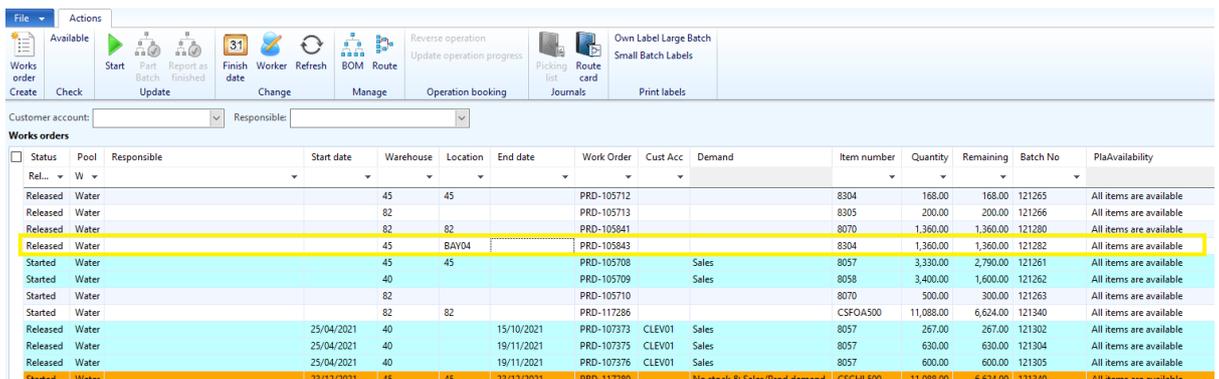
Managing the BOM and picking the raw materials

This process can be done via RF Smart on a hand held device by scanning item and batch number barcodes the raw materials will then be moved to a production staging area for large jobs or consumed straight away.

If you wish to amend the contents of a BOM this should be done in AX before commencing picking in RF Smart

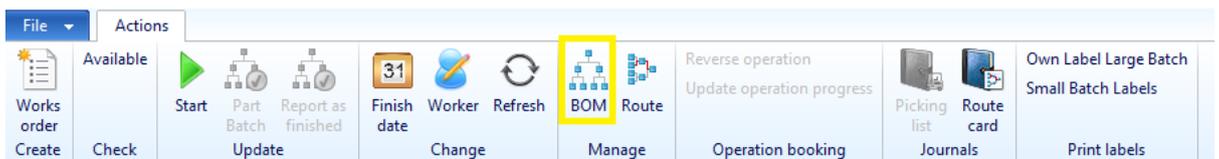
Adding or removing items from a BOM

1. Select the works order on the screen

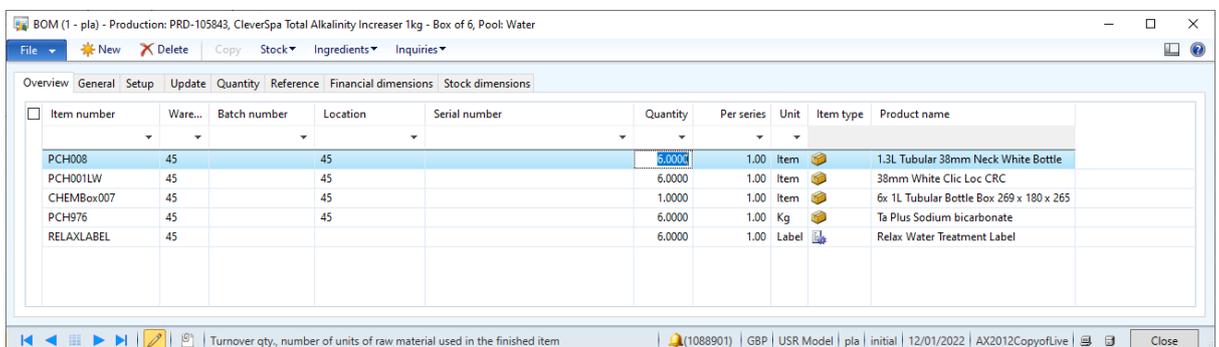


Status	Pool	Responsible	Start date	Warehouse	Location	End date	Work Order	Cust Acc	Demand	Item number	Quantity	Remaining	Batch No	PlaAvailability
Released	Water			45	45		PRD-105712			8304	168.00	168.00	121265	All items are available
Released	Water			82			PRD-105713			8305	200.00	200.00	121266	All items are available
Released	Water			82	82		PRD-105841			8070	1,360.00	1,360.00	121280	All items are available
Released	Water			45	BAY04		PRD-105843			8304	1,360.00	1,360.00	121282	All items are available
Started	Water			45	45		PRD-105708	Sales		8057	3,330.00	2,790.00	121261	All items are available
Started	Water			40			PRD-105709	Sales		8058	3,400.00	1,600.00	121262	All items are available
Started	Water			82			PRD-105710			8070	500.00	300.00	121263	All items are available
Started	Water			82	82		PRD-117286			CSFOA500	11,088.00	6,624.00	121340	All items are available
Released	Water		25/04/2021	40		15/10/2021	PRD-107373	CLEV01	Sales	8057	267.00	267.00	121302	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107375	CLEV01	Sales	8057	630.00	630.00	121304	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107376	CLEV01	Sales	8057	600.00	600.00	121305	All items are available
Started	Water		23/12/2021	45	45	23/12/2021	PRD-117280		No stock & Sales/Prod demand	CSC44 500	11,098.00	6,624.00	121340	All items are available

2. In the Navigation Ribbon click on BOM under the Manage section



3. The BOM popup window is then displayed

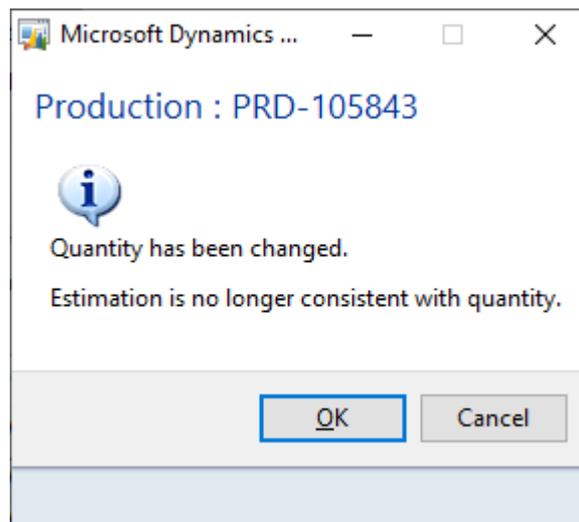


Item number	Ware...	Batch number	Location	Serial number	Quantity	Per series	Unit	Item type	Product name
PCH008	45		45		5,000	1.00	Item	📦	1.3L Tubular 38mm Neck White Bottle
PCH001LW	45		45		6,000	1.00	Item	📦	38mm White Clic Loc CRC
CHEMBox007	45		45		1,000	1.00	Item	📦	6x 1L Tubular Bottle Box 269 x 180 x 265
PCH976	45		45		6,000	1.00	Kg	📦	Ta Plus Sodium bicarbonate
RELAXLABEL	45				6,000	1.00	Label	📄	Relax Water Treatment Label

- To remove a raw material item from the BOM click on the Quantity field and then change the quantity to 0. Then arrow Up or Down to move off that line

Item number	Ware...	Batch number	Location	Serial number	Quantity	Per series	Unit	Item type	Product name
PCH008	45		45		0	1.00	Item	1.3L Tubular 38mm Neck White Bottle	
PCH001LW	45		45		6.0000	1.00	Item	38mm White Clic Loc CRC	
CHEMBox007	45		45		1.0000	1.00	Item	6x 1L Tubular Bottle Box 269 x 180 x 265	
PCH976	45		45		6.0000	1.00	Kg	Ta Plus Sodium bicarbonate	
RELAXLABEL	45				6.0000	1.00	Label	Relax Water Treatment Label	

- A popup will appear advising the quantity has been changed, click OK



- To add a line to the BOM click on New

Item number	Ware...	Batch number	Location	Serial number	Quantity	Per series	Unit	Item type	Product name
PCH008	45		45			1.00	Item	1.3L Tubular 38mm Neck White Bottle	
PCH001LW	45		45		6.0000	1.00	Item	38mm White Clic Loc CRC	
CHEMBox007	45		45		1.0000	1.00	Item	6x 1L Tubular Bottle Box 269 x 180 x 265	
PCH976	45		45		6.0000	1.00	Kg	Ta Plus Sodium bicarbonate	
RELAXLABEL	45				6.0000	1.00	Label	Relax Water Treatment Label	

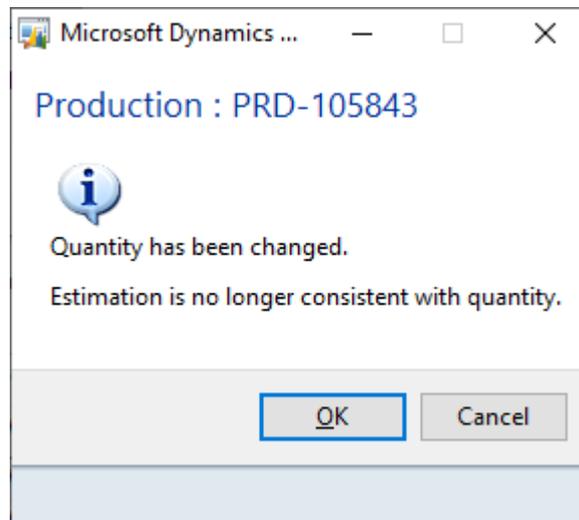
- Enter in the new item number, update the warehouse if different from the other lines, select the picking location and enter the quantity consumed per series

Once completed press the Up or Down arrow to move off the line

Note:- the warehouse location should be the same for all items on the BOM, items must be transferred to the manufacturing warehouse before production is started

Item number	Ware...	Batch number	Location	Serial number	Quantity	Per series	Unit	Item type	Product name
PCH008	45		45			1.00	Item		1.3L Tubular 38mm Neck White Bottle
PCH007	45		CONT12		6	1.00	Item		600ml Tubular Puffer White Bottle
PCH001LW	45		45		6.0000	1.00	Item		38mm White Clic Loc CRC
CHEMBox007	45		45		1.0000	1.00	Item		6x 1L Tubular Bottle Box 269 x 180 x 265
PCH976	45		45		6.0000	1.00	Kg		Ta Plus Sodium bicarbonate
RELAXLABEL	45				6.0000	1.00	Label		Relax Water Treatment Label

- A popup will appear advising the quantity has been changed, click OK

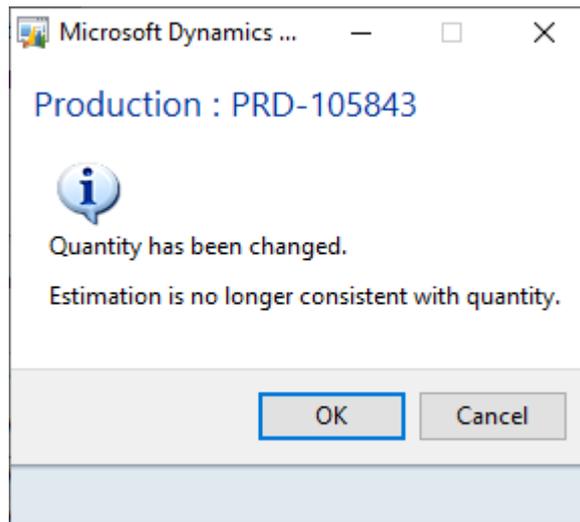


- To amend the quantity of an item to be consumed per series, select the line and amend the quantity field

Then press the Up or Down arrow to move of the line

Item number	Ware...	Batch number	Location	Serial number	Quantity	Per series	Unit	Item type	Product name
PCH008	45		45			1.00	Item		1.3L Tubular 38mm Neck White Bottle
PCH007	45		CONT12		6.0000	1.00	Item		600ml Tubular Puffer White Bottle
PCH001LW	45		45		6.0000	1.00	Item		38mm White Clic Loc CRC
CHEMBox007	45		45		1.0000	1.00	Item		6x 1L Tubular Bottle Box 269 x 180 x 265
PCH976	45		45		6.0000	1.00	Kg		Ta Plus Sodium bicarbonate
RELAXLABEL	45				6	1.00	Label		Relax Water Treatment Label

10. A popup will appear advising the quantity has been changed, click OK



Once all your changes have been made the raw materials are then ready to be picked

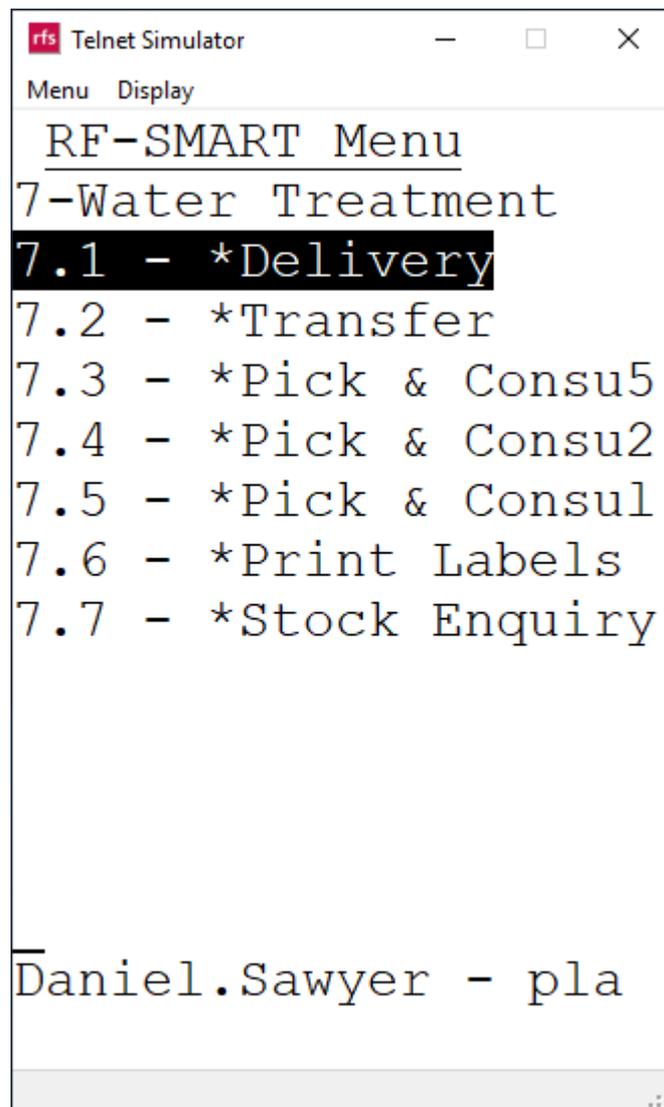
Picking the raw materials on the BOM via RF Smart hand held device (gun)

1. On the Water treatment menu you will find three menu options for picking, picking is done by the warehouse set on the works order.

You have three workflows to choose from

- i. Pick & Consume WH45
- ii. Pick & Consume WH82
- iii. Pick & Consume Own Label (WH40)

Select the correct menu for your works order

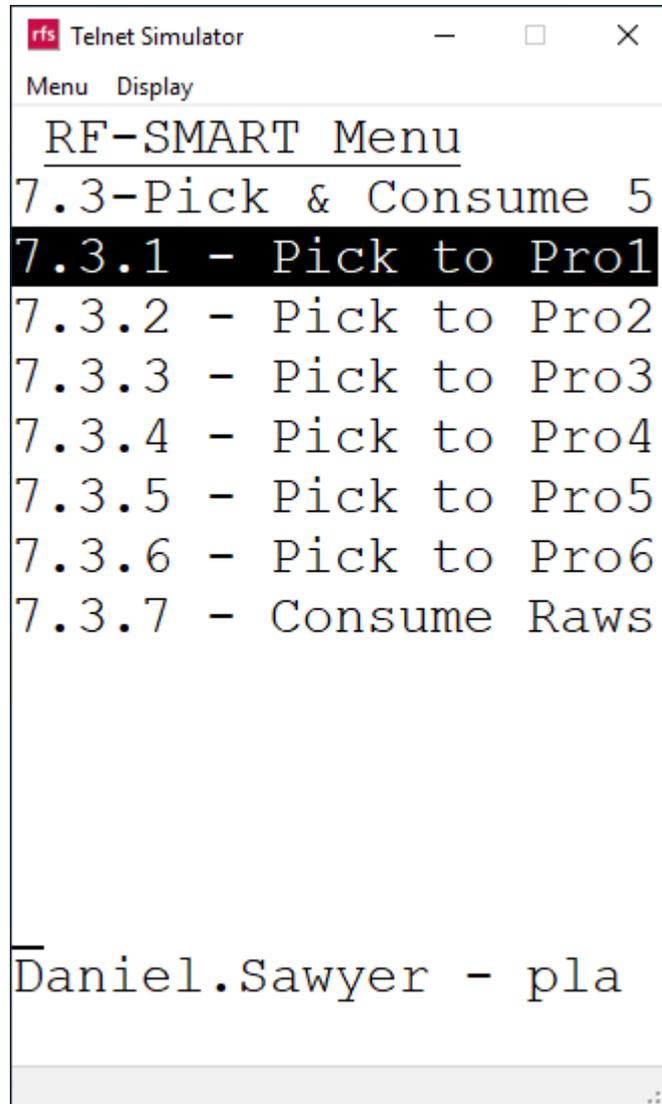


```
rfs Telnet Simulator
Menu Display
RF-SMART Menu
7-Water Treatment
7.1 - *Delivery
7.2 - *Transfer
7.3 - *Pick & Consu5
7.4 - *Pick & Consu2
7.5 - *Pick & Consul
7.6 - *Print Labels
7.7 - *Stock Enquiry

Daniel.Sawyer - pla
```

2. On the sub menu in warehouse 45 you will see a workflow for each of the 6 production areas on the ground floor of the water treatment building. The raw materials will be transferred to one of these areas whilst manufacturing is processed.

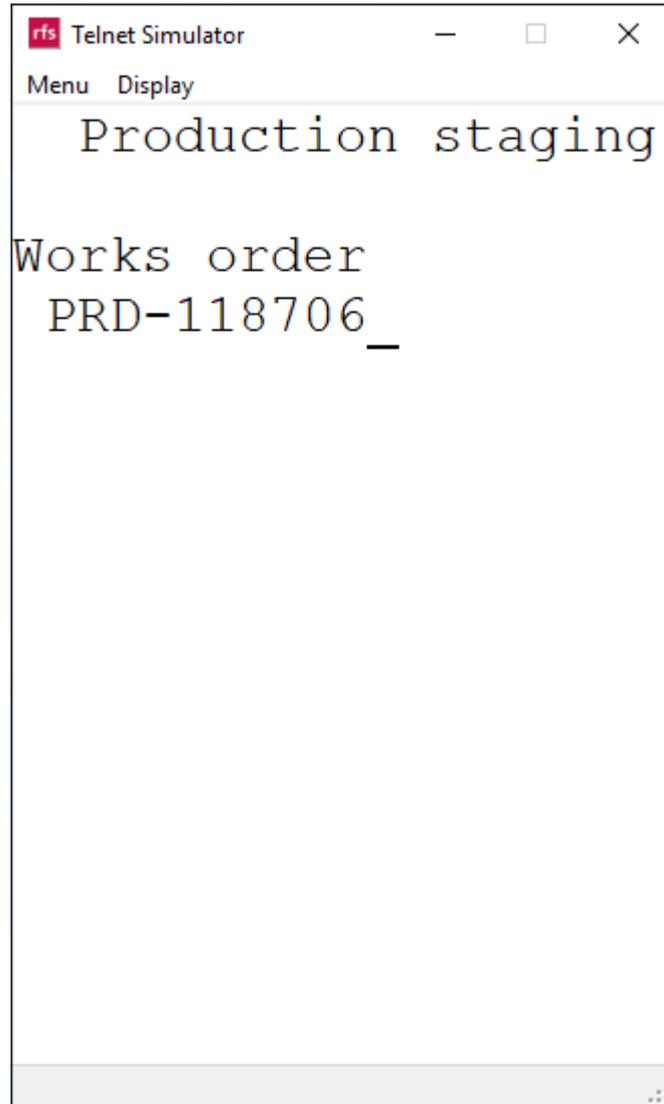
Select the Pick workflow as required



```
rfb Telnet Simulator
Menu Display
RF-SMART Menu
7.3-Pick & Consume 5
7.3.1 - Pick to Pro1
7.3.2 - Pick to Pro2
7.3.3 - Pick to Pro3
7.3.4 - Pick to Pro4
7.3.5 - Pick to Pro5
7.3.6 - Pick to Pro6
7.3.7 - Consume Raws

Daniel.Sawyer - pla
```

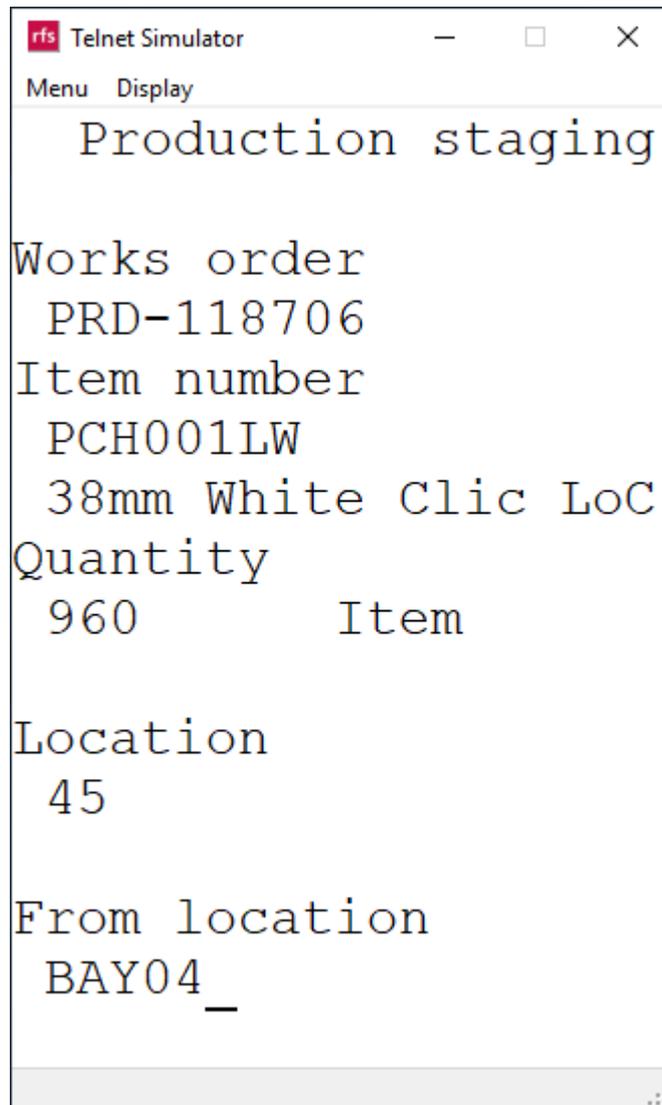
3. Scan or key the works order number



4. The first item to be picked on the BOM will be displayed, go to the location shown (default) and scan the location barcode or press F1 to see all available stock locations.

Note:- currently when you press F1 to see available locations and press Enter to return the workflow will move to the next item. Press F2 to display the BOM items and select the line you are picking and press Enter

If you see a location of 45 you should request that the item default issue location is updated on that item code so in future it will direct you to the default picking location



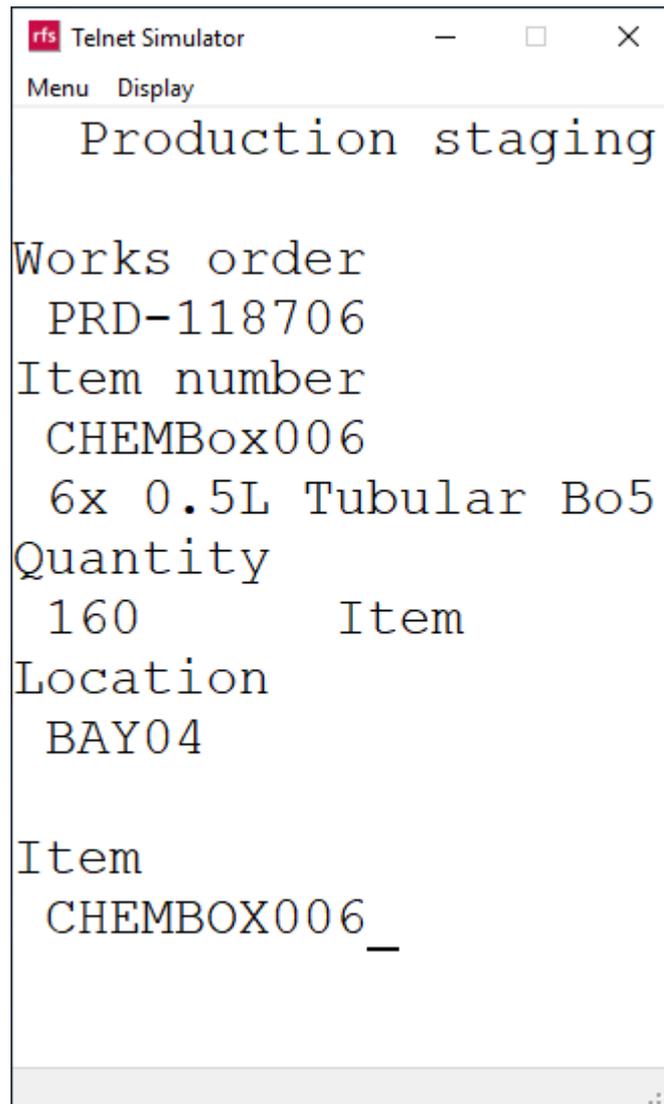
```
rfs Telnet Simulator
Menu Display
Production staging

Works order
PRD-118706
Item number
PCH001LW
38mm White Clic LoC
Quantity
960          Item

Location
45

From location
BAY04_
```

5. Scan the item barcode

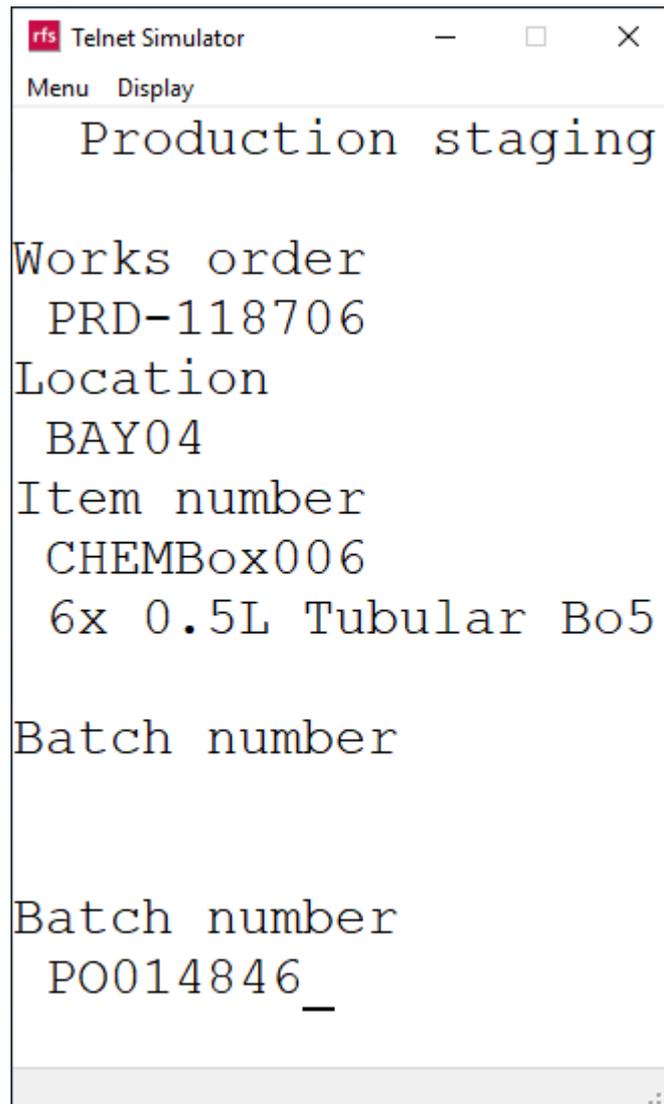


```
rfb Telnet Simulator - □ ×
Menu Display
Production staging

Works order
PRD-118706
Item number
CHEMBox006
6x 0.5L Tubular Bo5
Quantity
160          Item
Location
BAY04

Item
CHEMBOX006_
```

6. Scan the batch number



```
rfb Telnet Simulator - □ ×
Menu Display
Production staging

Works order
  PRD-118706
Location
  BAY04
Item number
  CHEMBox006
  6x 0.5L Tubular Bo5

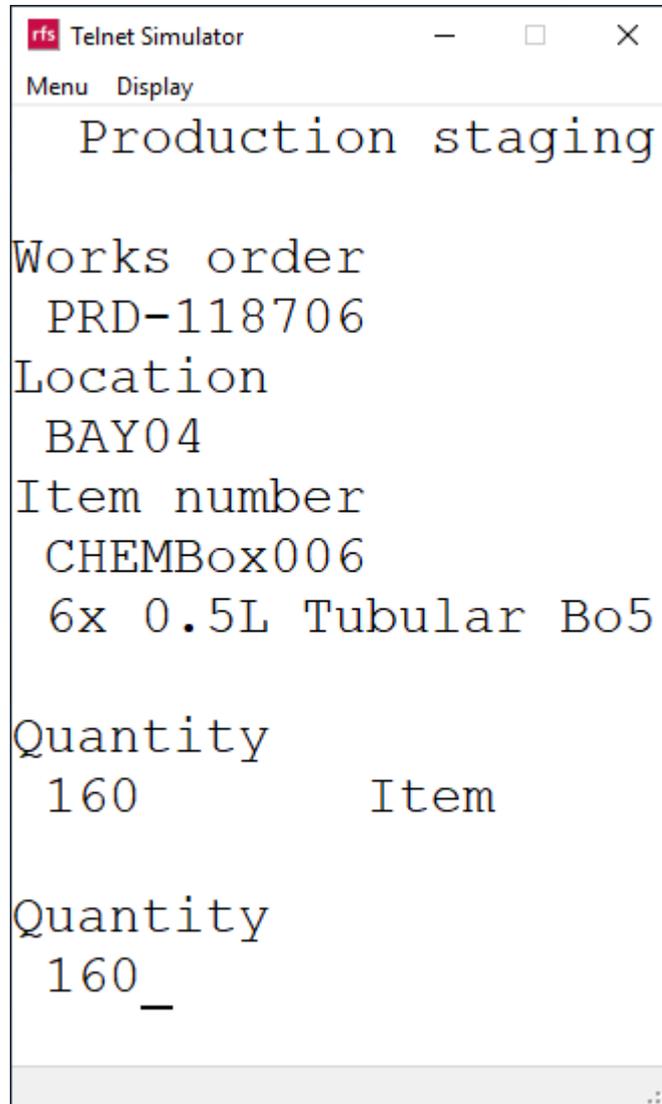
Batch number

Batch number
  PO014846_
```

7. Enter the quantity to be picked from this location, then press Enter

Note:- if the entire quantity is not available from the chosen location or there are different batch numbers enter the quantity being picked and you can choose another location or batch to pick the remainder.

Also if it is a large order and you only want to pick the quantity to be used in today's production you can enter a lower quantity than being requested



```

rfs Telnet Simulator
Menu Display
Production staging

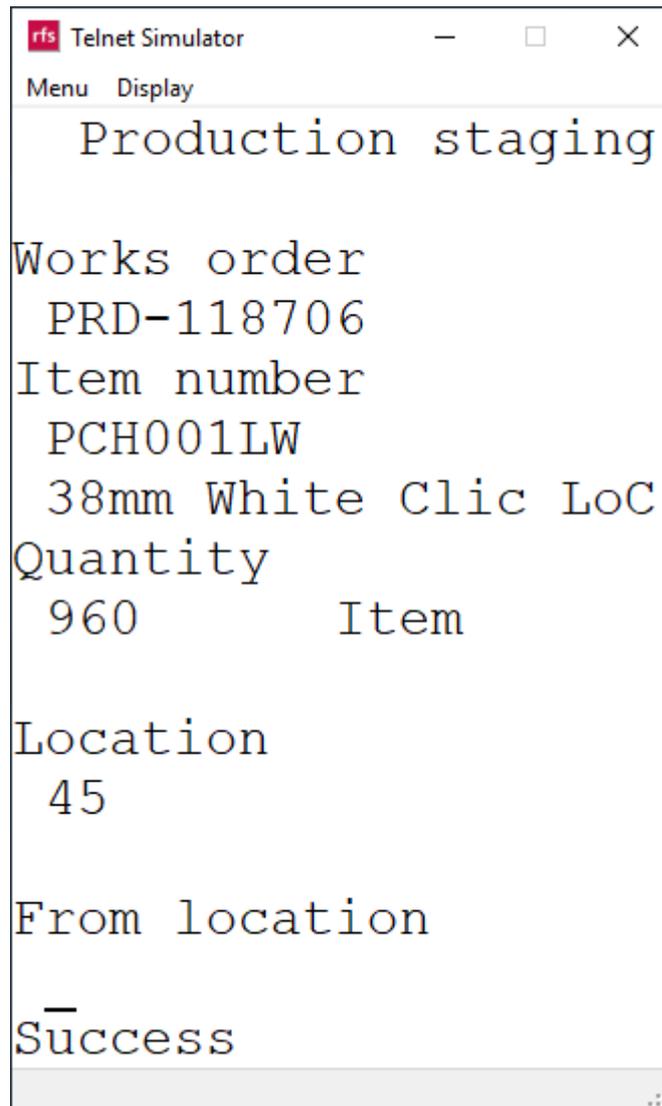
Works order
PRD-118706
Location
BAY04
Item number
CHEMBox006
6x 0.5L Tubular Bo5

Quantity
160          Item

Quantity
160_

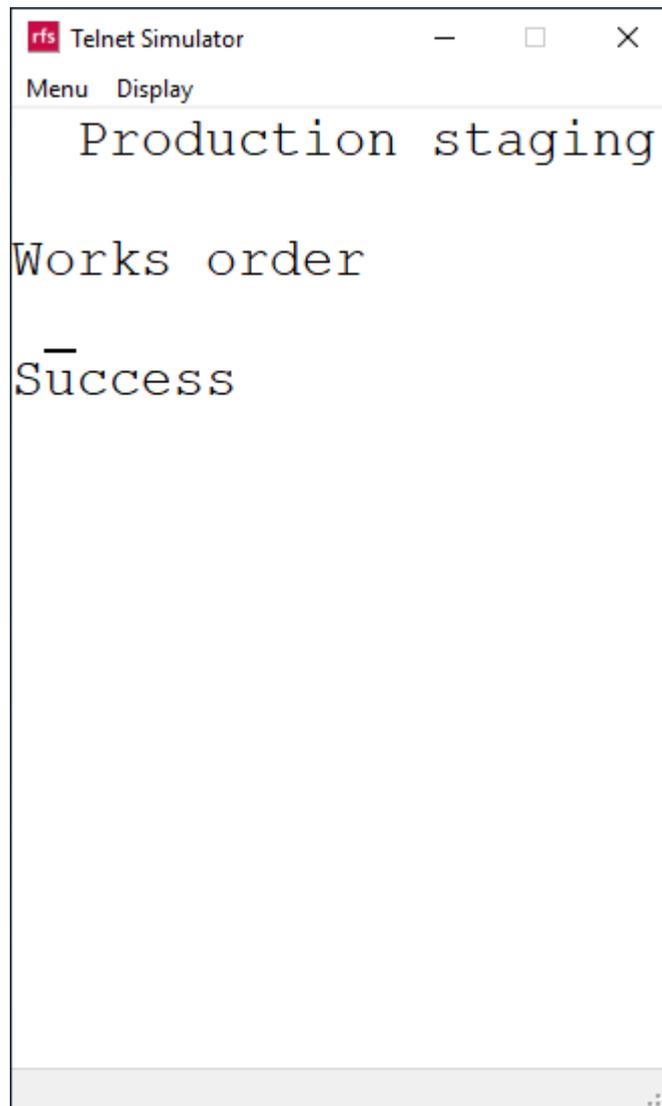
```

8. If there is more items to be picked the workflow will prompt for next item, repeat steps 4 to 7 until all items have been picked



```
rfb Telnet Simulator
Menu Display
Production staging
Works order
PRD-118706
Item number
PCH001LW
38mm White Clic LoC
Quantity
960          Item
Location
45
From location
_
Success
```

9. All Items will be transferred to the production area and a Success message will appear on screen



Once all the raw materials have been picked you are ready to start production

Starting Works Order Production

1. Select your works order on the progress screen

The screenshot shows the SAP Work Order Progress screen. At the top, there is a menu bar with 'File' and 'Actions'. Below it is a toolbar with various icons for actions like 'Start', 'Part Batch Update', 'Report as finished', 'Finish date', 'Worker', 'Refresh', 'BOM', and 'Route'. There are also buttons for 'Reverse operation', 'Update operation progress', 'Picking list', 'Route card', 'Own Label Large Batch', and 'Small Batch Labels'. Below the toolbar, there are dropdown menus for 'Customer account' and 'Responsible'. The main area is a table with columns: Status, Pool, Responsible, Start date, Warehouse, Location, End date, Work Order, Cust Acc, Demand, Item number, Quantity, Remaining, Batch No, and PlsAvailability. The table contains multiple rows of work orders for 'Water', with various dates and quantities. The last row is highlighted in yellow.

Status	Pool	Responsible	Start date	Warehouse	Location	End date	Work Order	Cust Acc	Demand	Item number	Quantity	Remaining	Batch No	PlsAvailability
Started	Water			45	45		PRD-105708	Sales		8057	3,330.00	2,790.00	121261	All items are available
Started	Water			40			PRD-105709	Sales		8058	3,400.00	1,600.00	121262	All items are available
Started	Water			82			PRD-105710			8070	500.00	300.00	121263	All items are available
Released	Water			45	45		PRD-105712			8304	168.00	168.00	121265	All items are available
Released	Water			82			PRD-105713			8305	200.00	200.00	121266	All items are available
Released	Water			82	82		PRD-105841			8070	1,360.00	1,360.00	121280	All items are available
Released	Water			45	BAY04		PRD-105843			8304	1,360.00	1,360.00	121282	All items are available
Started	Water			82	82		PRD-117286			CSFOA500	11,088.00	6,624.00	121340	All items are available
Released	Water		25/04/2021	40		15/10/2021	PRD-107373	CLEV01	Sales	8057	267.00	267.00	121302	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107375	CLEV01	Sales	8057	630.00	630.00	121304	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107376	CLEV01	Sales	8057	600.00	600.00	121305	All items are available
Started	Water		23/12/2021	45	45	23/12/2021	PRD-117280		No stock & Sales/Prod demand	CSCHL500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117283		No stock & Sales/Prod demand	CSPHP500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117284		No stock & Sales/Prod demand	CSPHM500	11,088.00	6,624.00	121340	All items are available
Released	Water		14/01/2022	82	82	17/01/2022	PRD-116888			OLC147HHT	100.00	100.00	OL202101876	Some items are not available
Released	Water		14/01/2022	40	CUST	14/01/2022	PRD-118200			HOTT08	50.00	50.00	148592	Some items are not available
Released	Water		17/01/2022	40	CUST	17/01/2022	PRD-118696	STEL01	Sales	OLC138	300.00	300.00	148653	Some items are not available
Released	Water		18/01/2022	40	WATER	19/01/2022	PRD-118085			RSPA02	30.00	30.00	148576	Some items are not available
Released	Water		18/01/2022	40	CUST	18/01/2022	PRD-118491	DREA01		OLC064	5.00	5.00	148624	Some items are not available
Started	Water		08/02/2022	82	82	11/02/2022	PRD-117498			8283	501.00	334.00	121345	Some items are not available
Started	Water		01/03/2022	40	WATER	01/03/2022	PRD-117296			8058	2,320.00	1,360.00	121344	All items are available
Started	Water		08/03/2022	40	WATER	08/03/2022	PRD-117277			7957	1,386.00	828.00	121340	All items are available
Started	Water		08/03/2022	45	45	08/03/2022	PRD-117295			8057	1,350.00	600.00	121343	All items are available
Released	Water	Peter Ritchie	12/04/2022	45	BAY02	13/04/2022	PRD-118706			RSPA02	160.00	160.00	148654	Some items are not available
Started	Water		22/04/2022	40	CUST	22/04/2022	PRD-118493	DREA01		OLSPAKIT1	10.00		148626	Some items are not available

2. If the raw material chemical is pre-packed then it will have a 6 digit batch number and best before date already printed on the bottle/jerry can and we will need to create the same batch for this item detailed below. If you are bottling the goods, then the system will create a 6 digit batch number for you and you can skip to the next section.

Click on Edit

The screenshot shows the SAP Work Order Progress screen, focusing on the toolbar. The 'Edit' button, represented by a pencil icon, is highlighted with a yellow box. Other buttons in the toolbar include 'Start', 'Part Batch Update', 'Report as finished', 'Finish date', 'Worker', 'Refresh', 'BOM', and 'Route'. There are also buttons for 'Reverse operation', 'Update operation progress', 'Picking list', 'Route card', 'Own Label Large Batch', and 'Small Batch Labels'.

3. Scroll down to stock dimensions, then right mouse click on the batch number field and click view details

The screenshot displays a software interface with a toolbar at the top containing icons for 'Edit', 'Delete', 'Works order', 'Batch order', 'Estimate', 'Release', 'Start', 'Report as finished', 'End', 'Log', 'Reset status', 'Deduct', 'Transactions', 'On-hand', 'Lot', 'Trace', 'Update resen', and 'Update mark'. Below the toolbar, the main area shows a record for 'PRD-118708' with 'Item number: OLC003'. Fields for 'Delivery: 18/01/2022' and 'Quantity: 60.00' are visible. A 'Stock dimensions' section is expanded, showing fields for 'Configuration', 'Size', 'Colour', 'Style', 'Site: PLAHAST', 'Warehouse: 40', 'Batch number', 'Location: CUST', and 'Serial number'. A right-click context menu is open over the 'Batch number' field, listing options: 'Paste', 'Expand all Ctrl+Shift+Num +', 'Collapse all Ctrl+Shift+Num -', 'Collapse Ctrl+Num -', 'Filter by field', 'Filter by selection', 'Sort ascending', 'Sort descending', 'View details' (highlighted in blue), 'Hide', 'Create alert rule...', 'Personalise', 'Record info', and 'View record'. To the right of the 'Stock dimensions' section, there is a 'Latest scheduling' area with fields for 'Forward', 'Scheduling date: 18/01/2022', 'Scheduling time: 00:00', and 'Quantity remainder as finished: 60.00'.

- Click New, then add the batch number printed on the bottle/jerry can. Then update the manufacturing date and expiration date. Then click Close

The screenshot shows a software window titled "Batches (1 - pla) - New Record". The window has a menu bar with "File", "New", "Delete", "On-hand", "Transactions", "Item tracing", and "Trace". The "New" button is highlighted with a yellow box. Below the menu bar, there are tabs for "Overview", "General", and "Description". The main area contains a table with the following columns: "Batch number", "Item number", "Manufacturing date", and "Expiration date". A new record is being added, highlighted in yellow, with a blank batch number field and dates of 21/01/2022. The table also contains several existing records with various batch numbers and dates.

Batch number	Item number	Manufacturing date	Expiration date
	OLC001	21/01/2022	21/01/2022
148687	OLC001	28/02/2022	28/02/2022
148716	OLC001	18/01/2022	18/01/2022
OL202000012	OLC001	11/01/2021	10/01/2026
OL202000103	OLC001	13/01/2021	12/01/2026
OL202000116	OLC001	26/01/2021	25/01/2026
OL202000141	OLC001	11/01/2021	10/01/2026
OL202000163	OLC001	01/04/2021	31/03/2026
OL202100199	OLC001	21/01/2021	20/01/2026
OL202100211	OLC001	25/01/2021	24/01/2026
OL202100227	OLC001	02/02/2021	01/02/2026
OL202100288	OLC001	03/02/2021	02/02/2026
OL202100292	OLC001	29/03/2021	28/03/2026
OL202100303	OLC001	04/02/2021	03/02/2026
OL202100311	OLC001	08/03/2021	07/03/2026
OL202100325	OLC001	25/02/2021	24/02/2026
OL202100352	OLC001	08/02/2021	07/02/2026
OL202100377	OLC001	15/03/2021	14/03/2026
OL202100403	OLC001	17/02/2021	16/02/2026
OL202100418	OLC001	23/02/2021	22/02/2026
OL202100423	OLC001	23/02/2021	22/02/2026
OL202100491	OLC001	10/03/2021	09/03/2026
OL202100503	OLC001	10/03/2021	09/03/2026
OL202100510	OLC001	11/03/2021	10/03/2026
OL202100527	OLC001	10/03/2021	09/03/2026

At the bottom of the window, there is a status bar with the following information: "Batc...", a bell icon, "(1088902)", "GBP", "USR Model", "pla", "initial", "17/01/2022", "AX2012Live", and a "Close" button.

- From the batch number drop down select the newly created batch number, and Close the form

Note:- It is your responsibility to make sure the works order has the correct batch number as printed on the bottle/jerry can and that all paperwork and labels match this number.

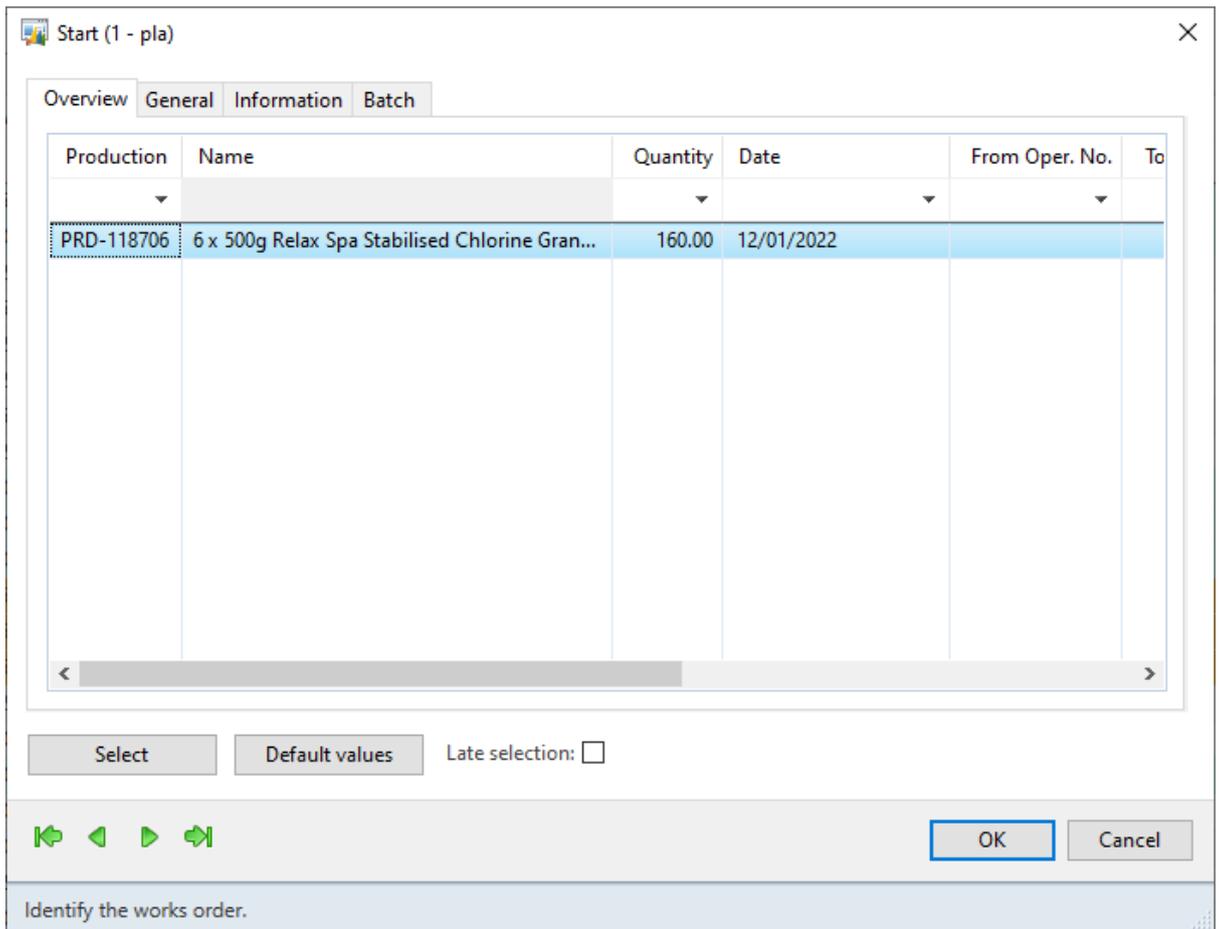
The screenshot shows the SAP Work Order interface. The 'Update' section is active, displaying a 'Stock' table with columns for 'Batch numbers', 'On-hand', and 'Reference'. The table lists various batch numbers and their corresponding manufacturing and expiration dates. The 'Batch number' dropdown is set to '148687'.

Batch numbers	On-hand	Reference
Batch number	Manufacturing date	Expiration date
148687	28/02/2022	28/02/2022
148716	18/01/2022	18/01/2022
OL202000012	11/01/2021	10/01/2026
OL202000103	13/01/2021	12/01/2026
OL202000116	26/01/2021	25/01/2026
OL202000141	11/01/2021	10/01/2026
OL202000163	01/04/2021	31/03/2026
OL202100199	21/01/2021	20/01/2026
OL202100211	25/01/2021	24/01/2026
OL202100227	02/02/2021	01/02/2026
OL202100288	03/02/2021	02/02/2026
OL202100292	29/03/2021	28/03/2026
OL202100303	04/02/2021	03/02/2026
OL202100311	08/03/2021	07/03/2026
OL202100325	25/02/2021	24/02/2026

- On the Navigation Ribbon click Start

The screenshot shows the SAP Navigation Ribbon. The 'Start' button, represented by a green play icon, is highlighted with a yellow box. Other buttons visible include 'Works order', 'Check', 'Update', 'Change', 'Manage', 'Operation booking', 'Journals', and 'Print labels'.

7. Click OK



Start (1 - pla)

Overview General Information Batch

Production	Name	Quantity	Date	From Oper. No.	To
PRD-118706	6 x 500g Relax Spa Stabilised Chlorine Gran...	160.00	12/01/2022		

Select Default values Late selection:

⏪ ⏩ ⏴ ⏵

OK Cancel

Identify the works order.

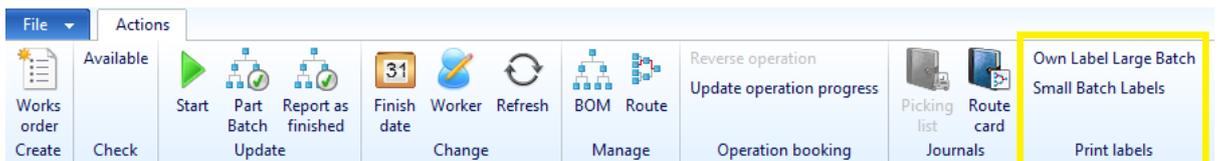
Printing Labels for boxes

There are two types of labels available to print and stick on the outside of the finished goods box, small labels which contain the item and batch number as barcodes along with the manufacture and best before dates or Own Label Large Labels. These contain customer order information as they have been made for a particular sales order requirement.

1. To print labels select your works order from the list

Status	Pool	Responsible	Start date	Warehouse	Location	End date	Work Order	Cust Acc	Demand	Item number	Quantity	Remaining	Batch No	PiAvailability
Started	Water			45	45		PRD-105708		Sales	8057	3,330.00	2,790.00	121261	All items are available
Started	Water			40			PRD-105709		Sales	8058	3,400.00	1,600.00	121262	All items are available
Released	Water			82			PRD-105710			8070	500.00	300.00	121263	All items are available
Released	Water			45	45		PRD-105712			8304	168.00	168.00	121265	All items are available
Released	Water			82			PRD-105713			8305	200.00	200.00	121266	All items are available
Released	Water			82	82		PRD-105841			8070	1,360.00	1,360.00	121280	All items are available
Released	Water			45	BAY04		PRD-105843			8304	1,360.00	1,360.00	121282	All items are available
Started	Water			82	82		PRD-117286			CSFOA500	11,088.00	6,624.00	121340	All items are available
Released	Water		25/04/2021	40		15/10/2021	PRD-107373	CLEV01	Sales	8057	267.00	267.00	121302	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107375	CLEV01	Sales	8057	630.00	630.00	121304	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107376	CLEV01	Sales	8057	600.00	600.00	121305	All items are available
Started	Water		23/12/2021	45	45	23/12/2021	PRD-117280		No stock & Sales/Prod demand	CSCHL500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117283		No stock & Sales/Prod demand	CSPHP500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117284		No stock & Sales/Prod demand	CSPHM500	11,088.00	6,624.00	121340	All items are available
Released	Water		14/01/2022	82	82	17/01/2022	PRD-116888			OLC147HHT	100.00	100.00	OL202101876	Some items are not available
Released	Water		14/01/2022	40	CUST	14/01/2022	PRD-118200	HOTT08		OLC147HHT	50.00	50.00	148592	Some items are not available
Released	Water		17/01/2022	40	CUST	17/01/2022	PRD-118696	STEL01	Sales	OLC138	300.00	300.00	148653	Some items are not available
Released	Water		18/01/2022	40	WATER	19/01/2022	PRD-118085			RSPA02	30.00	30.00	148576	Some items are not available
Released	Water		18/01/2022	40	CUST	18/01/2022	PRD-118491	DREA01		OLC064	5.00	5.00	148624	Some items are not available
Started	Water		08/02/2022	82	82	11/02/2022	PRD-117498			8283	501.00	334.00	121345	Some items are not available
Started	Water		01/03/2022	40	WATER	01/03/2022	PRD-117296			8058	2,320.00	1,360.00	121344	All items are available
Started	Water		08/03/2022	40	WATER	08/03/2022	PRD-117277			7957	1,386.00	828.00	121340	All items are available
Started	Water		08/03/2022	45	45	08/03/2022	PRD-117295			8057	1,350.00	600.00	121343	All items are available
Released	Water	Peter Ritchie	12/04/2022	45	BAY02	13/04/2022	PRD-118706			RSPA02	160.00	160.00	148654	Some items are not available
Started	Water		22/04/2022	40	CUST	22/04/2022	PRD-118493	DREA01		OLSPAKIT1	10.00		148626	Some items are not available

2. Click on your required label under the Print Labels section on the Navigation Ribbon



3. Click on Destinations

Small Batch Label (1)

General Batch

Parameters

Quantity of labels: 1

Production: PRD-118706

Current print destination

Printer: Screen

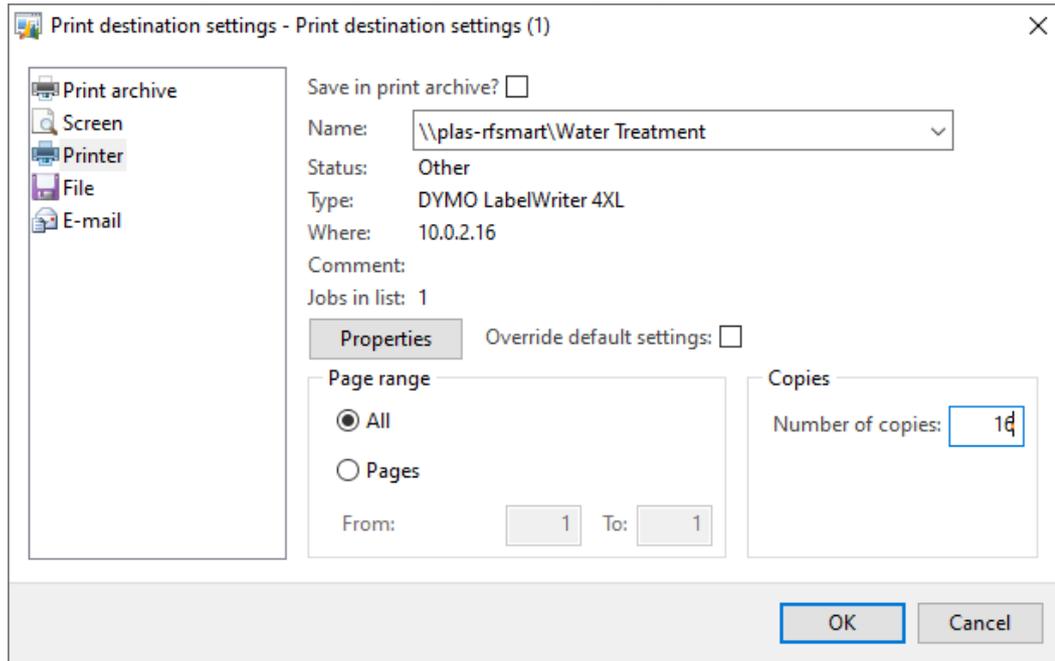
Print destination: Screen

Destinations ...

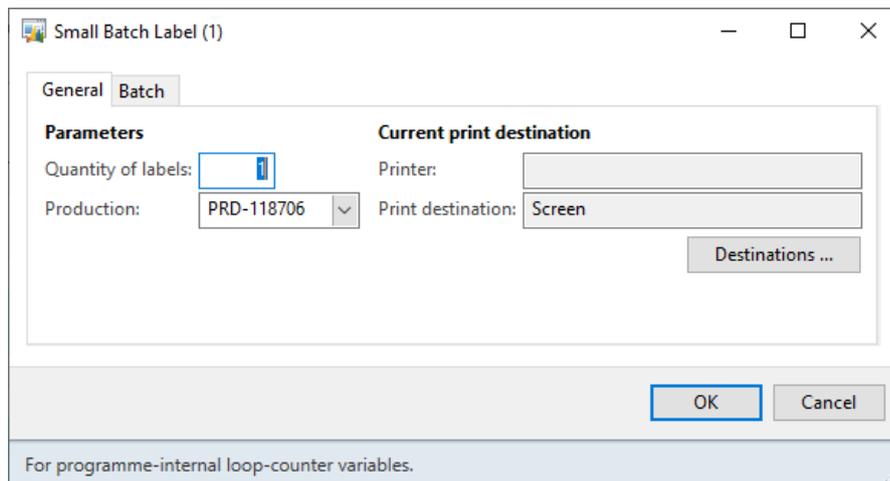
OK Cancel

For programme-internal loop-counter variables.

4. Select the printer and quantity of labels required, then Click OK



5. Click OK again to print the labels



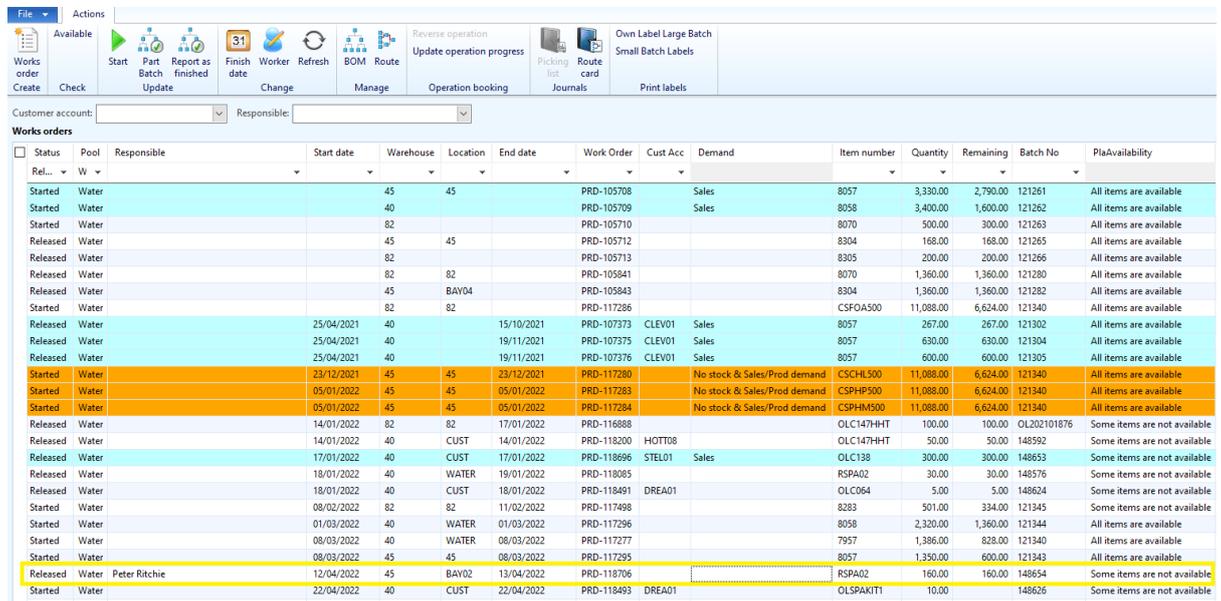
Reporting as Finished

You can either report as finished (complete) all or part of the quantity on a works order

Part Batching

Part batching is used for when you want to only finish part of a works order

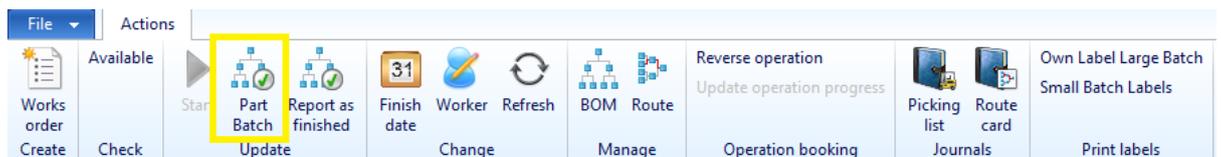
1. Select the works order from the list



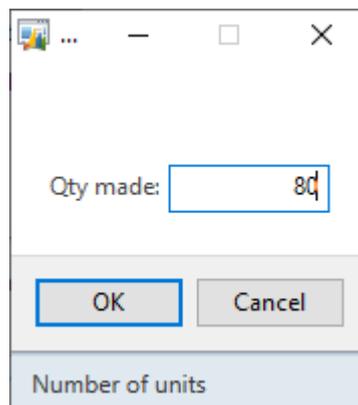
The screenshot shows the SAP Work Order List interface. The 'Part Batch' button in the ribbon is highlighted. The table below lists various work orders with their details.

Status	Pool	Responsible	Start date	Warehouse	Location	End date	Work Order	Cust Acc	Demand	Item number	Quantity	Remaining	Batch No	PlsAvailability
Started	Water			45	45		PRD-105708	Sales		8057	3,330.00	2,790.00	121261	All items are available
Started	Water			40			PRD-105709	Sales		8058	3,400.00	1,600.00	121262	All items are available
Started	Water			82			PRD-105710			8070	500.00	300.00	121263	All items are available
Released	Water			45	45		PRD-105712			8304	168.00	168.00	121265	All items are available
Released	Water			82			PRD-105713			8305	200.00	200.00	121266	All items are available
Released	Water			82	82		PRD-105841			8070	1,360.00	1,360.00	121280	All items are available
Released	Water			45	BAY04		PRD-105843			8304	1,360.00	1,360.00	121282	All items are available
Started	Water			82	82		PRD-117286			CSFOA500	11,088.00	6,624.00	121340	All items are available
Released	Water		25/04/2021	40		15/10/2021	PRD-107373	CLEV01	Sales	8057	267.00	267.00	121302	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107375	CLEV01	Sales	8057	630.00	630.00	121304	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107376	CLEV01	Sales	8057	600.00	600.00	121305	All items are available
Started	Water		23/12/2021	45	45	23/12/2021	PRD-117280		No stock & Sales/Prod demand	CSCHLS00	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117283		No stock & Sales/Prod demand	CSPHP500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117284		No stock & Sales/Prod demand	CSPHM500	11,088.00	6,624.00	121340	All items are available
Released	Water		14/01/2022	82	82	17/01/2022	PRD-116888			OLC147HHT	100.00	100.00	OL202101876	Some items are not available
Released	Water		14/01/2022	40	CUST	14/01/2022	PRD-118200	HOTT08		OLC147HHT	50.00	50.00	148592	Some items are not available
Released	Water		17/01/2022	40	CUST	17/01/2022	PRD-118696	STEL01	Sales	OLC138	300.00	300.00	148653	Some items are not available
Released	Water		18/01/2022	40	WATER	19/01/2022	PRD-118085			RSPA02	30.00	30.00	148576	Some items are not available
Released	Water		18/01/2022	40	CUST	18/01/2022	PRD-118491	DREA01		OLC064	5.00	5.00	148624	Some items are not available
Started	Water		08/02/2022	82	82	11/02/2022	PRD-117498			8283	501.00	334.00	121345	Some items are not available
Started	Water		01/03/2022	40	WATER	01/03/2022	PRD-117296			8058	2,320.00	1,360.00	121344	All items are available
Started	Water		08/03/2022	40	WATER	08/03/2022	PRD-117277			7957	1,386.00	828.00	121340	All items are available
Released	Water		08/03/2022	45	45	08/03/2022	PRD-117295			8057	1,350.00	600.00	121343	All items are available
Released	Water	Peter Ritchie	12/04/2022	45	BAY02	13/04/2022	PRD-118706			RSPA02	160.00	160.00	148654	Some items are not available
Started	Water		22/04/2022	40	CUST	22/04/2022	PRD-118493	DREA01		OLSPAKIT1	10.00		148626	Some items are not available

2. On the Navigation Ribbon in the Update section click on Part Batch



3. Enter the quantity to be finished, then click OK



The screenshot shows a dialog box titled 'Qty made:'. The input field contains the value '80'. Below the input field are 'OK' and 'Cancel' buttons. At the bottom of the dialog box, the text 'Number of units' is displayed.

4. When you are ready to complete the order use the Report as finished function

Note:- On works orders that have been part batched you will see the remaining quantity is different from the quantity field

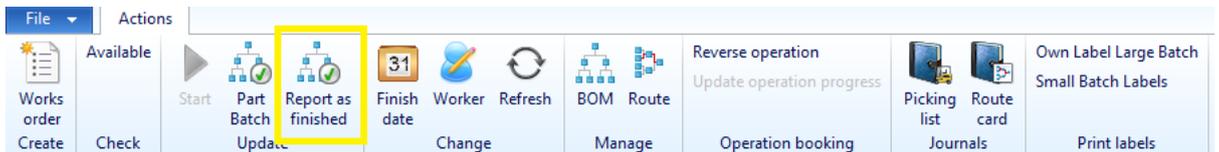
Started	Water	08/02/2022	82	82	11/02/2022	PRD-117498		8283	501.00	334.00	121345	Some items are not available
Started	Water	01/03/2022	40	WATER	01/03/2022	PRD-117296		8058	2,320.00	1,360.00	121344	All items are available
Started	Water	08/03/2022	45	45	Location: BAY02, 45	PRD-117295		8057	1,350.00	600.00	121343	All items are available
Started	Water	08/03/2022	40	WATER	08/03/2022	PRD-117277		7967	1,386.00	828.00	121340	All items are available
Started	Water	13/04/2022	45	BAY02	13/04/2022	PRD-118706		RSPA02	160.00	80.00	148654	Some items are not available
Started	Water	22/04/2022	40	CUST	22/04/2022	PRD-118493	DREA01	OLSPAK11	10.00		148626	Some items are not available

Report as finished (complete production)

1. Select the works order from the list

Status	Pool	Responsible	Start date	Warehouse	Location	End date	Work Order	Cust Acc	Demand	Item number	Quantity	Remaining	Batch No	PlsAvailability
Started	Water			45	45		PRD-105708	Sales		8057	3,330.00	2,790.00	121261	All items are available
Started	Water			40			PRD-105709	Sales		8058	3,400.00	1,600.00	121262	All items are available
Started	Water			82			PRD-105710			8070	500.00	300.00	121263	All items are available
Released	Water			45	45		PRD-105712			8304	168.00	168.00	121265	All items are available
Released	Water			82			PRD-105713			8305	200.00	200.00	121266	All items are available
Released	Water			82	82		PRD-105841			8070	1,360.00	1,360.00	121280	All items are available
Released	Water			45	BAY04		PRD-105843			8304	1,360.00	1,360.00	121282	All items are available
Started	Water			82	82		PRD-117286			CSFOA500	11,088.00	6,624.00	121340	All items are available
Released	Water		25/04/2021	40		15/10/2021	PRD-107373	CLEV01	Sales	8057	267.00	267.00	121302	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107375	CLEV01	Sales	8057	630.00	630.00	121304	All items are available
Released	Water		25/04/2021	40		19/11/2021	PRD-107376	CLEV01	Sales	8057	600.00	600.00	121305	All items are available
Started	Water		23/12/2021	45	45	23/12/2021	PRD-117280		No stock & Sales/Prod demand	CSCHL500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117283		No stock & Sales/Prod demand	CSPHM500	11,088.00	6,624.00	121340	All items are available
Started	Water		05/01/2022	45	45	05/01/2022	PRD-117284		No stock & Sales/Prod demand	CSPHM500	11,088.00	6,624.00	121340	All items are available
Released	Water		14/01/2022	82	82	17/01/2022	PRD-116888			OLC147HHT	100.00	100.00	OL202101876	Some items are not available
Released	Water		14/01/2022	40	CUST	14/01/2022	PRD-118200		HOTT08	OLC147HHT	50.00	50.00	148592	Some items are not available
Released	Water		17/01/2022	40	CUST	17/01/2022	PRD-118696		STEL01	OLC138	300.00	300.00	148653	Some items are not available
Released	Water		18/01/2022	40	WATER	19/01/2022	PRD-118085			RSPA02	30.00	30.00	148576	Some items are not available
Released	Water		18/01/2022	40	CUST	18/01/2022	PRD-118491		DREA01	OLC064	5.00	5.00	148624	Some items are not available
Started	Water		08/02/2022	82	82	11/02/2022	PRD-117498			8283	501.00	334.00	121345	Some items are not available
Started	Water		01/03/2022	40	WATER	01/03/2022	PRD-117296			8058	2,320.00	1,360.00	121344	All items are available
Started	Water		08/03/2022	40	WATER	08/03/2022	PRD-117277			7957	1,386.00	828.00	121340	All items are available
Started	Water		08/03/2022	45	45	08/03/2022	PRD-117295			8057	1,350.00	600.00	121343	All items are available
Released	Water	Peter Ritchie	12/04/2022	45	BAY02	13/04/2022	PRD-118706			RSPA02	160.00	160.00	148654	Some items are not available
Started	Water		22/04/2022	40	CUST	22/04/2022	PRD-118493		DREA01	OLSPAKIT1	10.00		148626	Some items are not available

2. On the Navigation Ribbon click on Report as finished



3. Confirm the batch number, receipt warehouse/location and quantity are correct, then click OK

Actual value	Production	Name	Item number	Warehouse	Batch number	Location	Serial number	Good quantity	Error quantity	Error cause	End job
	PRD-118706	6 x 500g Relax Spa Stabilised Chlorine Gran...	RSPA02	45	148654	BAY02		160.00			<input checked="" type="checkbox"/>

Select Default values Stock Late selection:

Identify the works order.

OK Cancel