
# 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

**DELMIA**works 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 DELMIAworks.IQReport@3ds.com 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 https://3dexperienceworld.com/. 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

**DELMIA**works 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

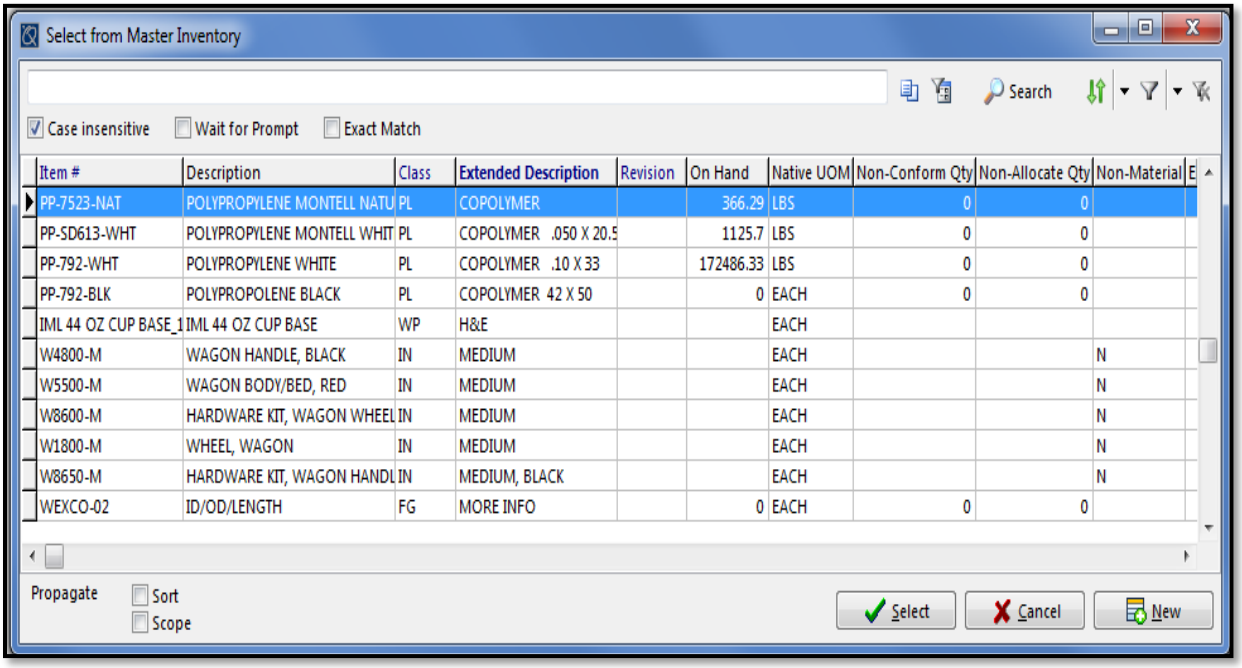
The functionality covered in this class is focused on the core software package with the addition of the RealTime™ Production Monitoring functionality.

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

**DELMIA**works 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.




| Item # | Description | Class | Extended Description | Revision | On Hand | Native UOM | Non-Conform Qty | Non-Allocate Qty | Non-Material |
|---|---|---|---|---|---|---|---|---|---|
| PP-7523-NAT | POLYPROPYLENE MONTELL NATU | PL | COPOLYMER | | 366.29 | LBS | 0 | 0 | |
| 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 | |
| IML 44 OZ CUP BASE_1 | IML 44 OZ CUP BASE | WP | H&E | | | EACH | | | |
| W4800-M | WAGON HANDLE, BLACK | IN | MEDIUM | | | EACH | | | N |
| W5500-M | WAGON BODY/BED, RED | IN | MEDIUM | | | EACH | | | N |
| W8600-M | HARDWARE KIT, WAGON WHEEL | IN | MEDIUM | | | EACH | | | N |
| W1800-M | WHEEL, WAGON | IN | MEDIUM | | | EACH | | | N |
| W8650-M | HARDWARE KIT, WAGON HANDL | IN | MEDIUM, BLACK | | | EACH | | | N |
| WEXCO-02 | ID/OD/LENGTH | FG | MORE INFO | | 0 | EACH | 0 | 0 | |

## 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

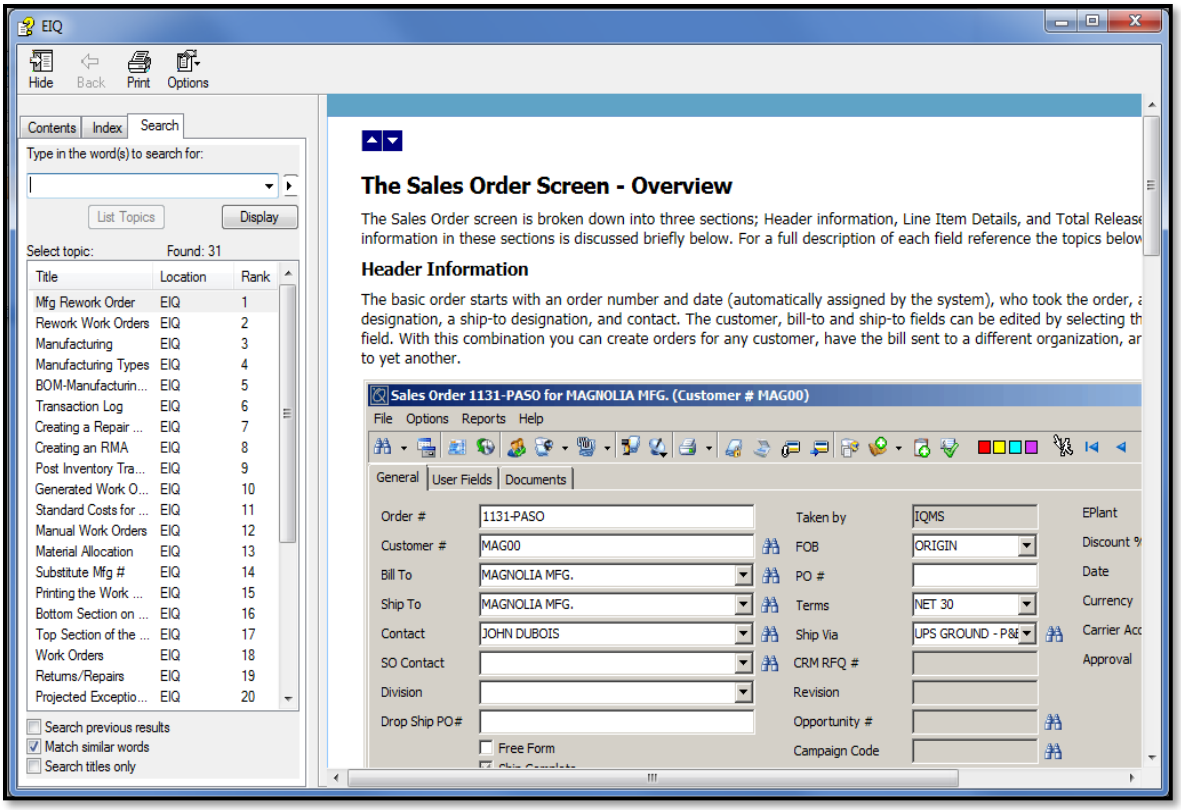
## Form/Table View

- 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)



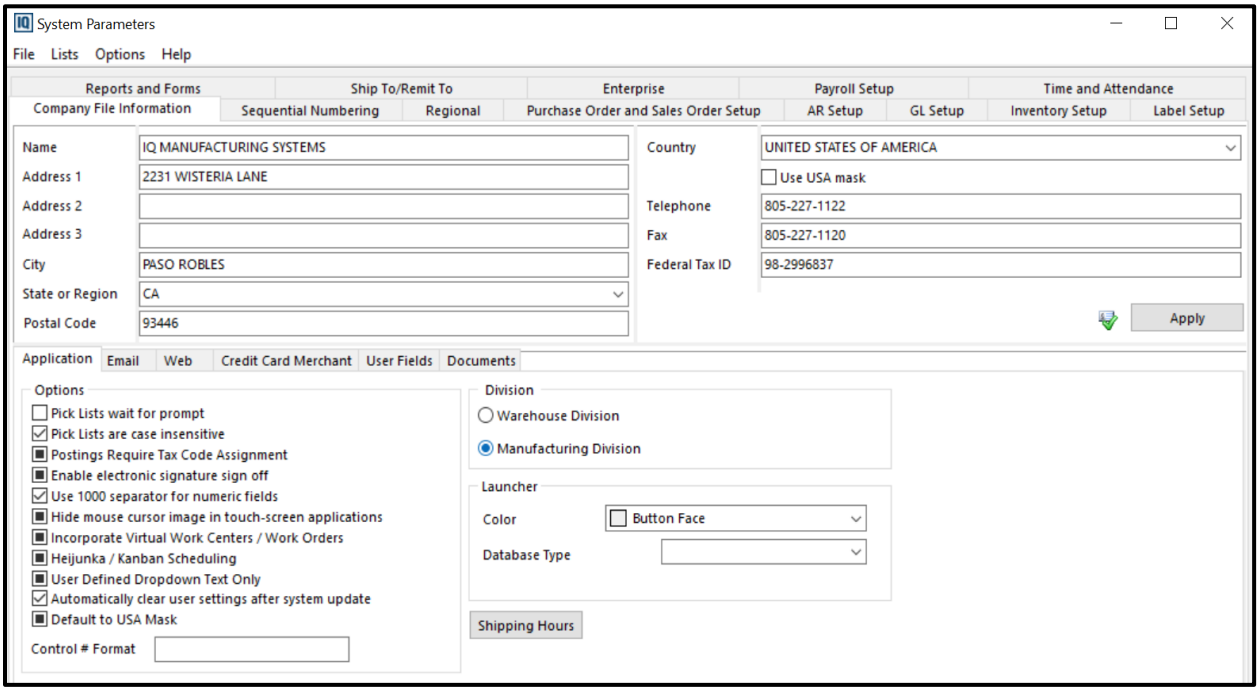

## Help Menu

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

**Launcher Bar > System Setup > System Parameters**



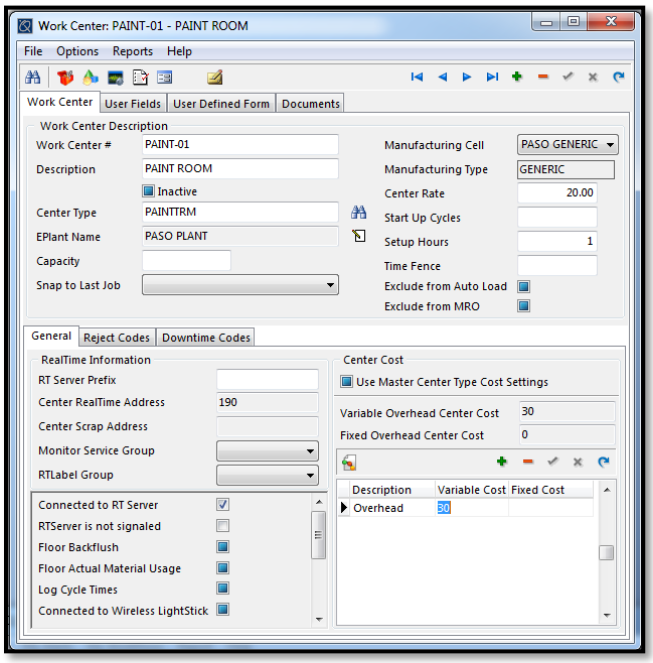

- **Company File Information Tabs - Contains primary phone, fax, and address.**
  - **Application Tab**
    - Options dialog boxes for Pick lists
    - Divisions and Launcher colors
    - Shipping Hours
  - **Email Tab –**Email settings for **DELMIA**works
  - **Web Tab –**URL setup for workflows and 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 **DELMIA**works 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**

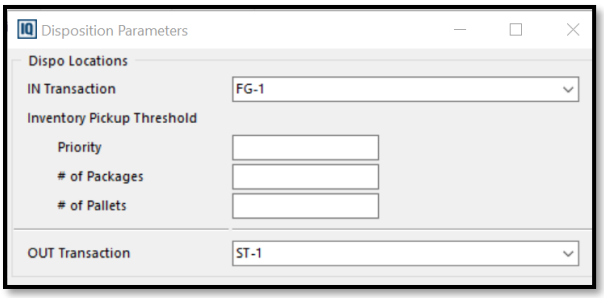



## Create a New Work Center

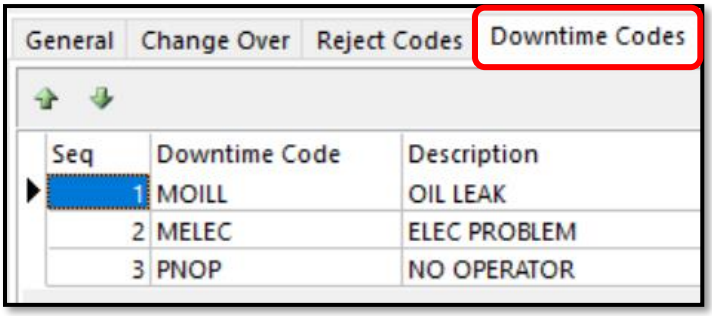
1. Select NEW from the picklist.
    a. User can also click the **Green +** Sign (Upper Right Navigation Bar)
2. Select either a Manufacturing Type or a MFG Cell based on the new Work Center
3. On the Work Center tab (top section) enter data in mandatory fields:
    a. Work Center # (up to 25 Alpha/Numeric 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)




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



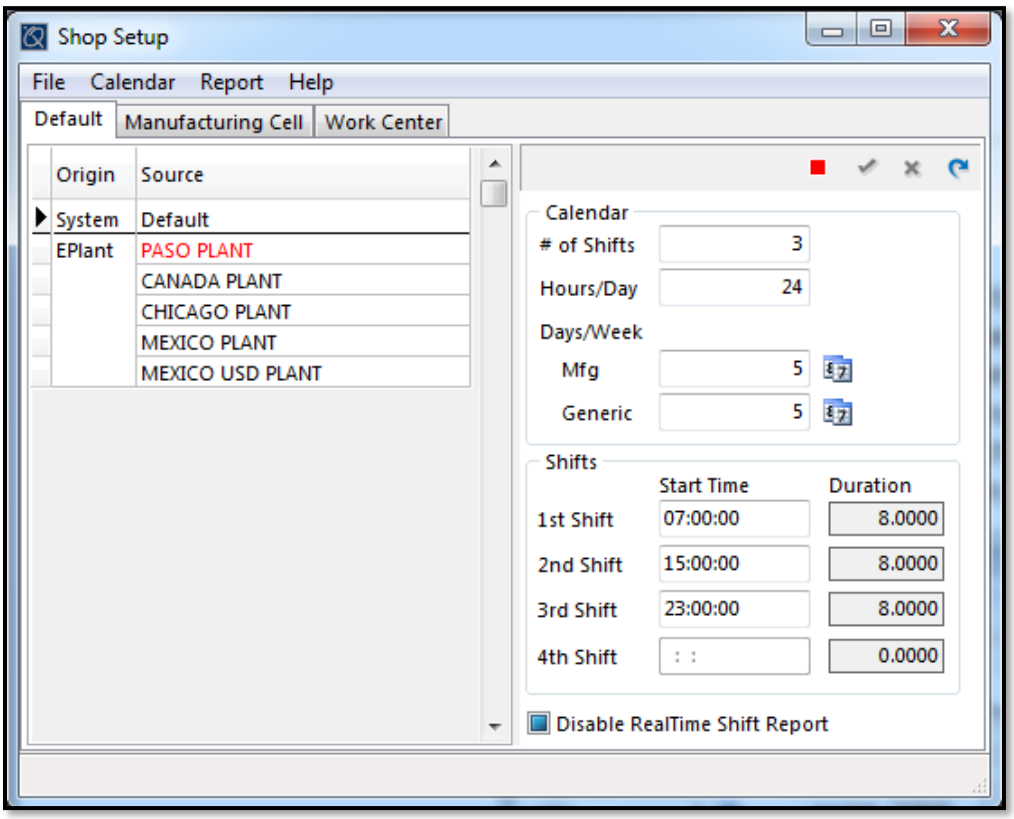
## LAB EXERCISE: Creating a New Work Center

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.

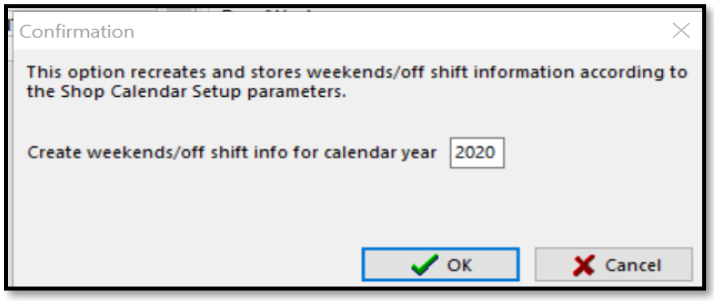
**Launcher Bar > Manufacturing > Shop Calendar**




## 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

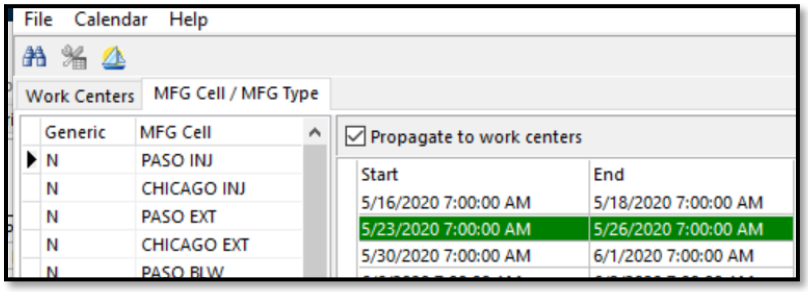
❖ Optionally set calendar based on Manufacturing Cell

## 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**)



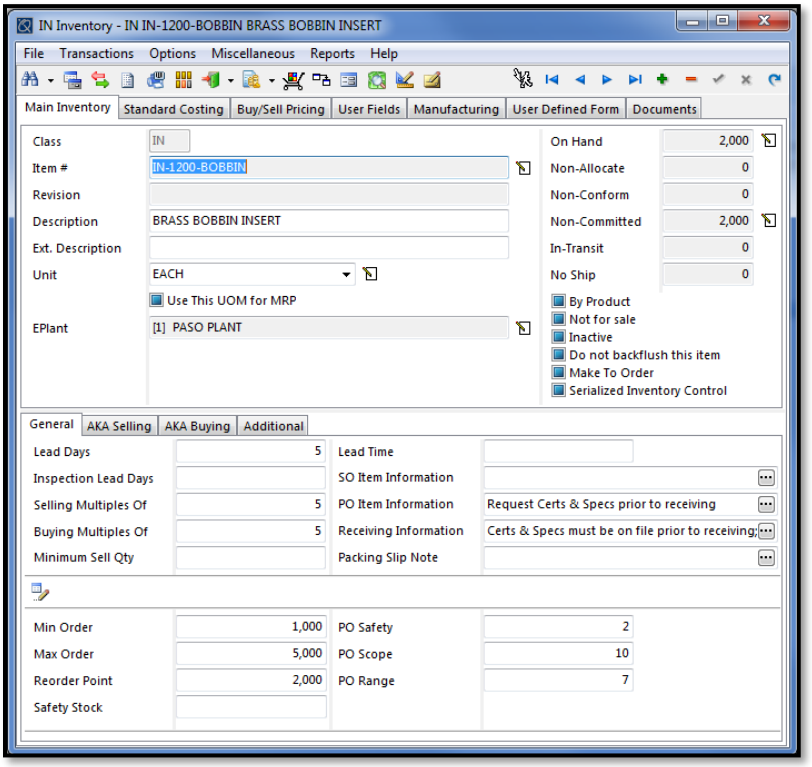

## LAB EXERCISE: Set a Default Calendar

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**

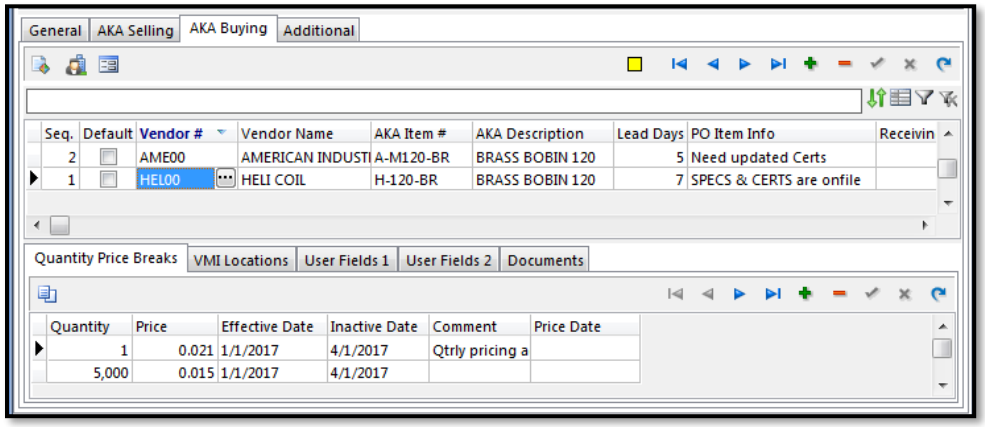



## Create a New Inventory Item

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




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

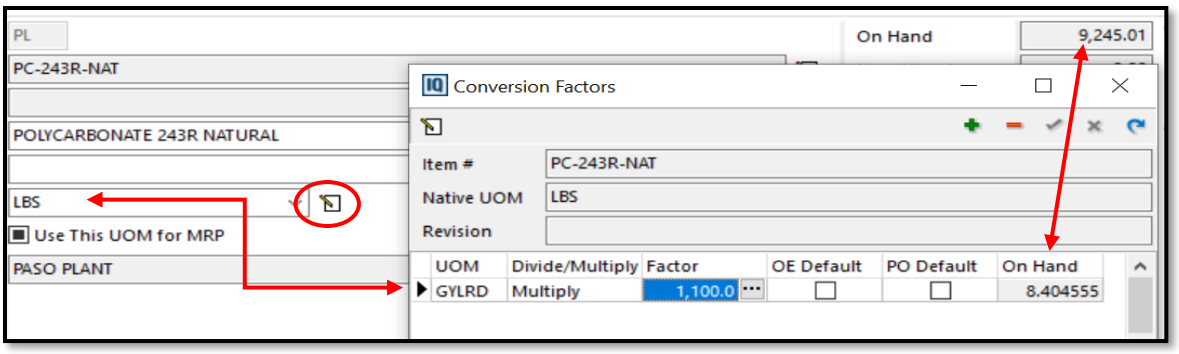
1. Create the Item # with a class of FG: _____
2. Enter the Item Description: _____
3. Enter Selling Multiples of 50 and Minimum Sell QTY of 100
4. Enter SO Item Information note: Restocking Fee of $100 After 30 Days
5. On the ADDITIONAL Tab enter an NMFC code of 11565
6. Enter an AKA Selling record 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

**DELMIA**works 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.




## 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

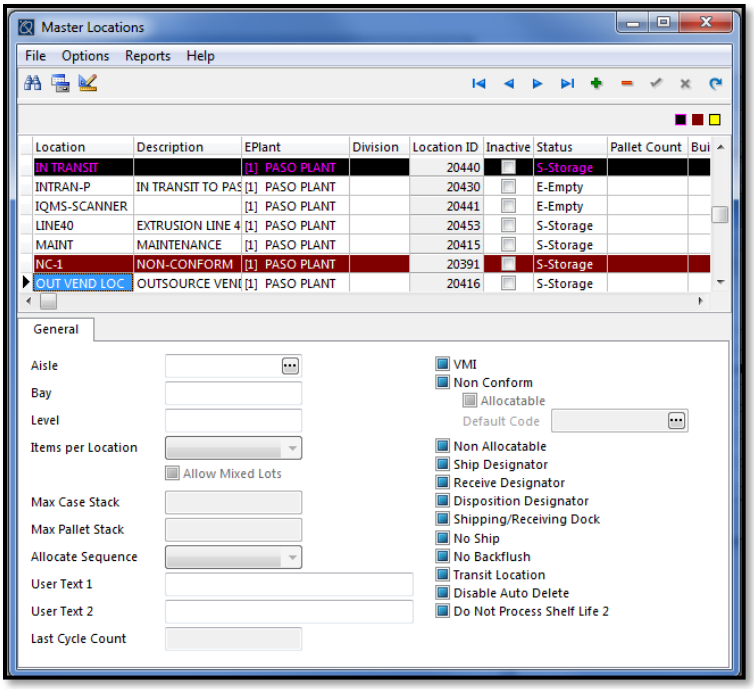
## LAB EXERCISE: Create a UOM Conversion for Purchasing

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**




## 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.

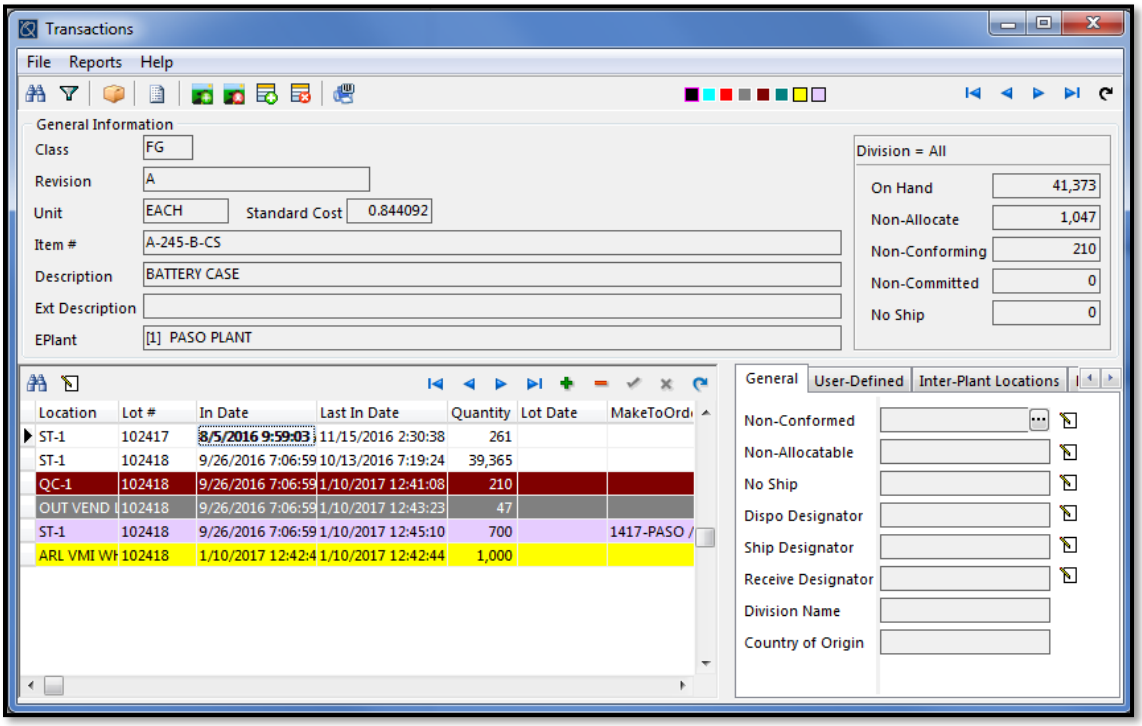
## LAB EXERCISE: Create a New Master Location

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**




## 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 

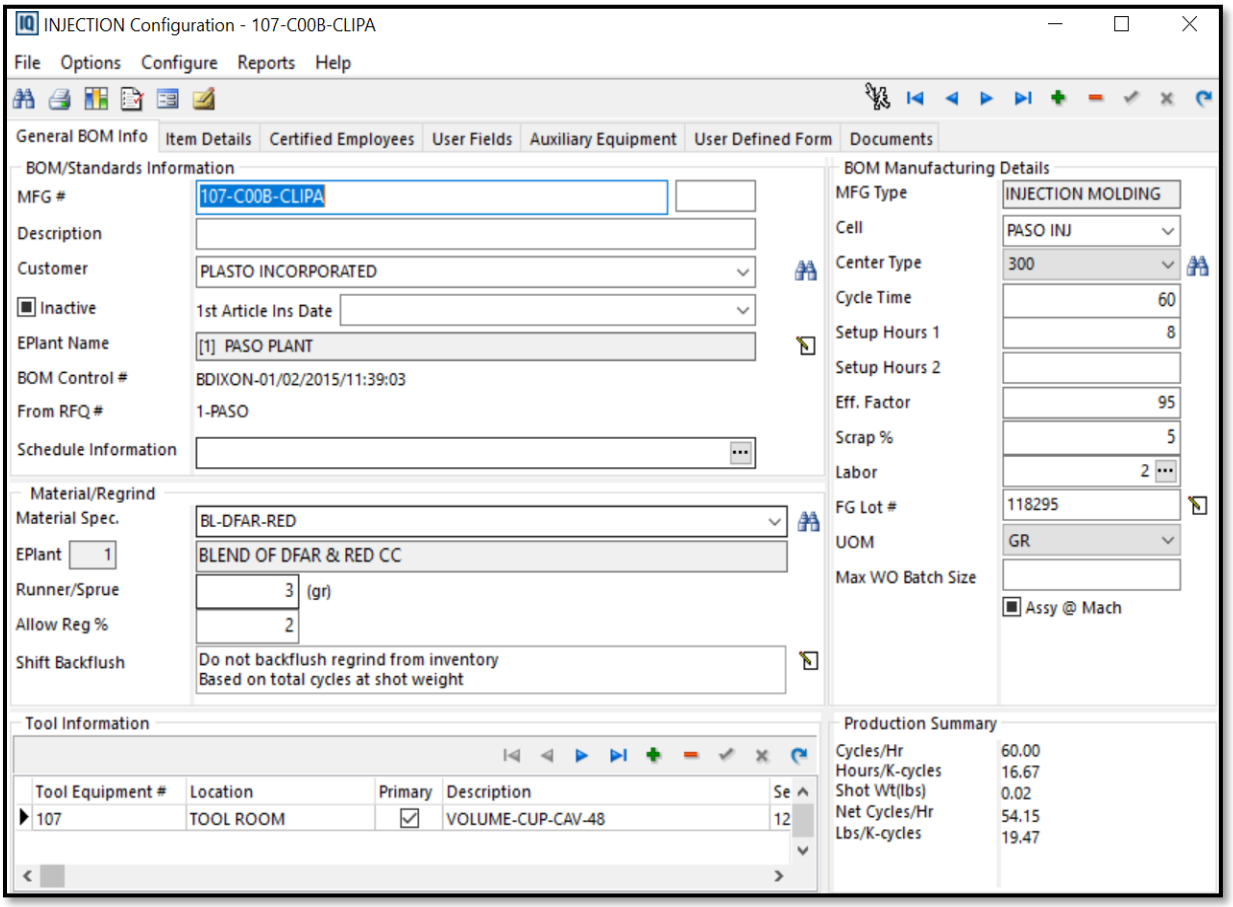
## LAB EXERCISE: Add Inventory to a New Different Location

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

**DELMIA**works 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**

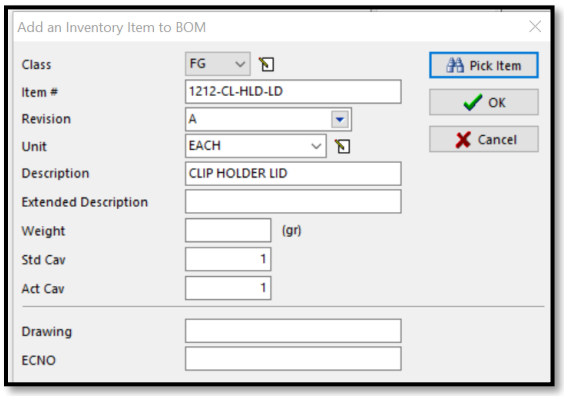



## Create a New BOM (Primary Material)

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

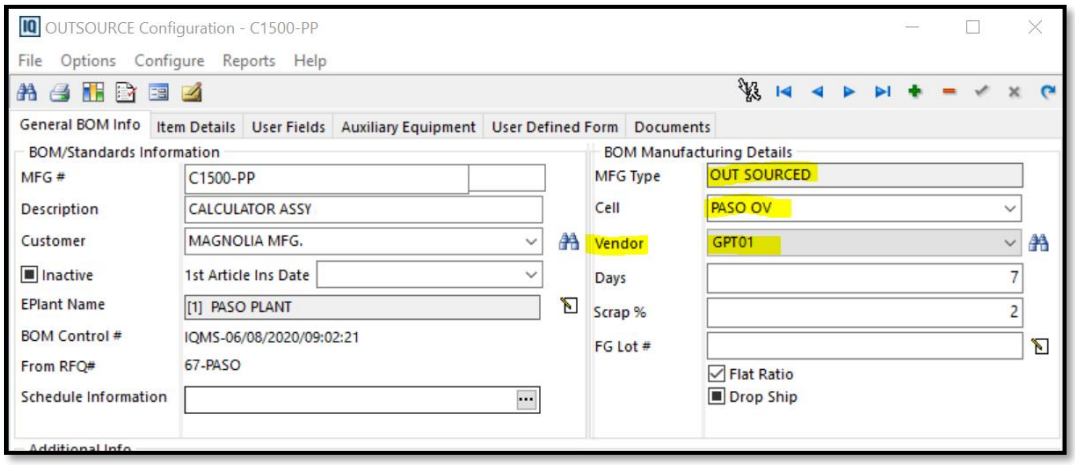



    i. Click the **Green +** in the Item Information section (Top, right)
    ii. Click the Pick Item button and search for the correct P/N to attach to the BOM
    iii. Enter Weight of the primary material and cavitation. Click OK
    iv. On the next Confirmation screen click Yes to continue
    b. Add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

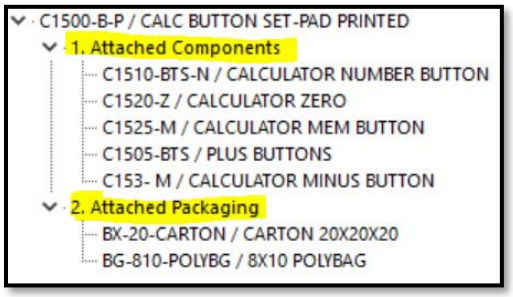
        ii. BOL information for first Packaging item (Lower, right section)
            1. Add QTY of finished item to be contained in the carton
            2. On the Details tab add Gross and Tare weights for the package

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)




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. _____

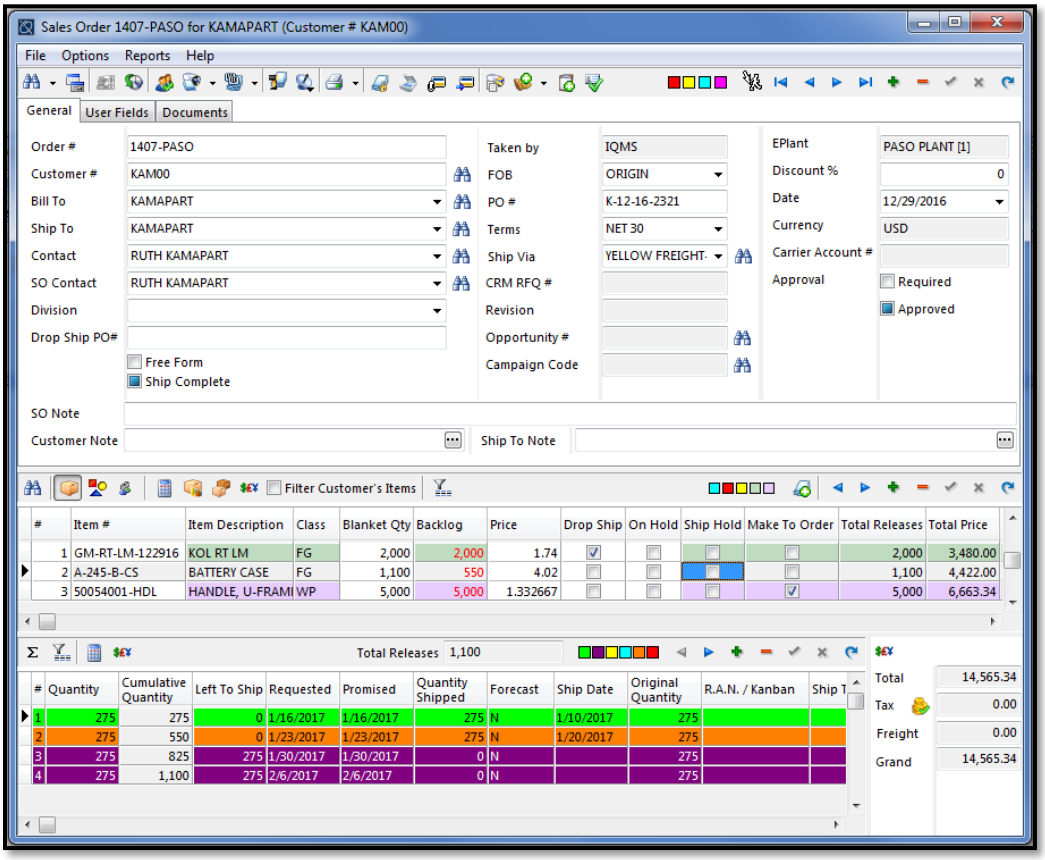
## LAB EXERCISE #2: Create a Generic Finished Good BOM

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

**DELMIA**works 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**

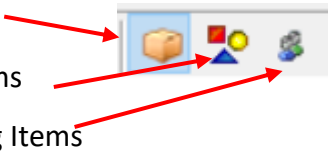



## Creating a New Sales Order

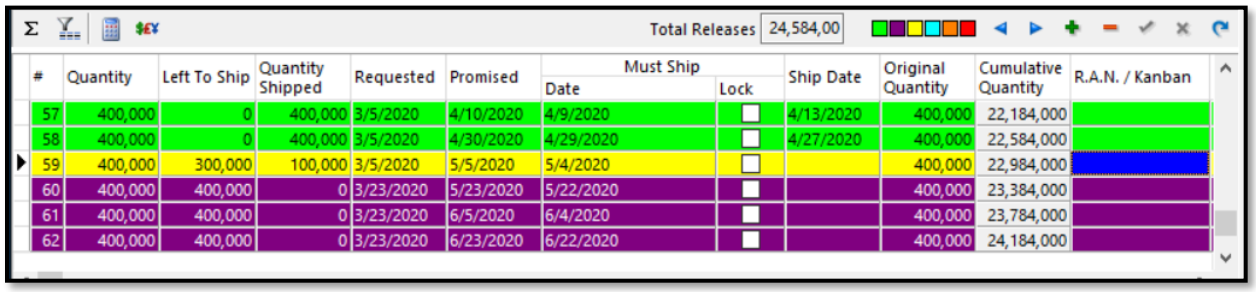
9. Select NEW from picklist.
10. Header Section > Select a Customer
    a. Verify or Change Bill To, Ship To and Contact information
    b. Verify or Change FOB, Terms, and Ship Via
    c. Add PO# for customer (Optional but recommended)
    d. Notes:
        i. Add an SO Note if desired
        ii. Customer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


| Item # | Item Description | Blanket Qty | Backlog | Qty Shipped | Total Releases | Price | Total Price | On Hold | Ship Hold | Drop Ship | Make To Order |
|---|---|---|---|---|---|---|---|---|---|---|---|
| HBUT-BK | 1/2" BUTTON - BLACK | 43,580,000 | 2,000,000 | 22,584,000 | 24,584,000 | 0.0455 | 1,982,890.00 | ☐ | ☐ | ☐ | ☐ |
| HBUT-RD | 1/2" BUTTON - RED | 221,700,000 | 8,400,000 | 59,800,000 | 68,200,000 | 0.0455 | 10,087,350.00 | ☐ | ☐ | ☐ | ☐ |
| HBUT-WHT | 1/2" 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




| # | Quantity | Left To Ship | Quantity Shipped | Requested | Promised | Must Ship Date | Must Ship Lock | Ship Date | Original Quantity | Cumulative Quantity | R.A.N. / Kanban |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | |
| 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)

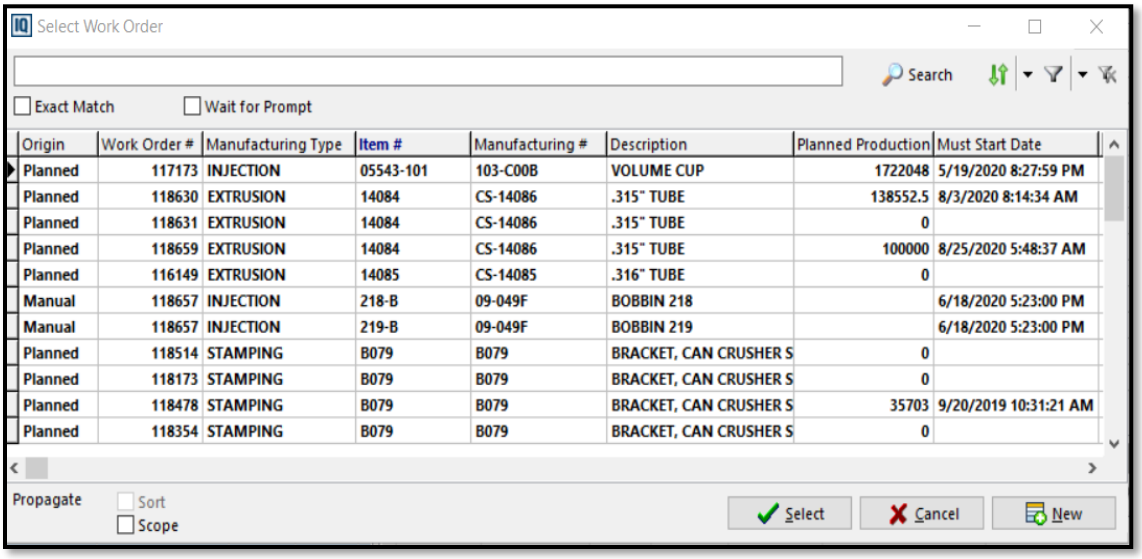
## LAB EXERCISE: Creating a Sales Order

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
        i. 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.

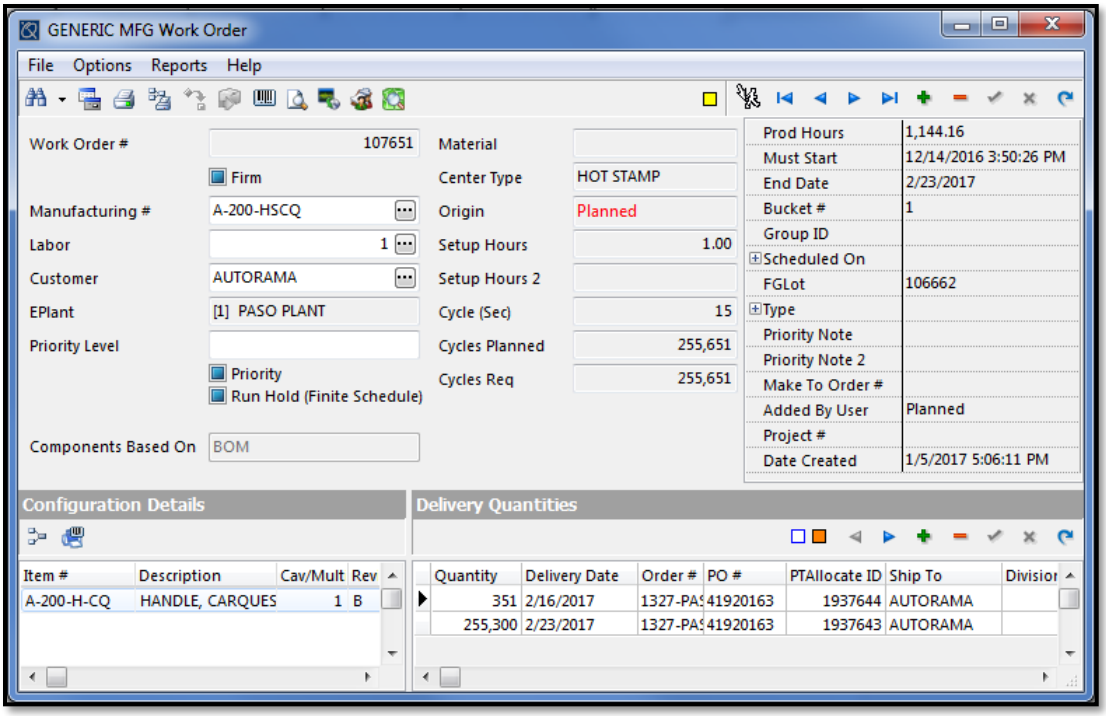
**Launcher Bar > Manufacturing > Work Orders**




| Origin | Work Order # | Manufacturing Type | Item # | Manufacturing # | Description | Planned Production | Must Start Date |
|---|---|---|---|---|---|---|---|
| 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 | |

## 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?"




## 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)

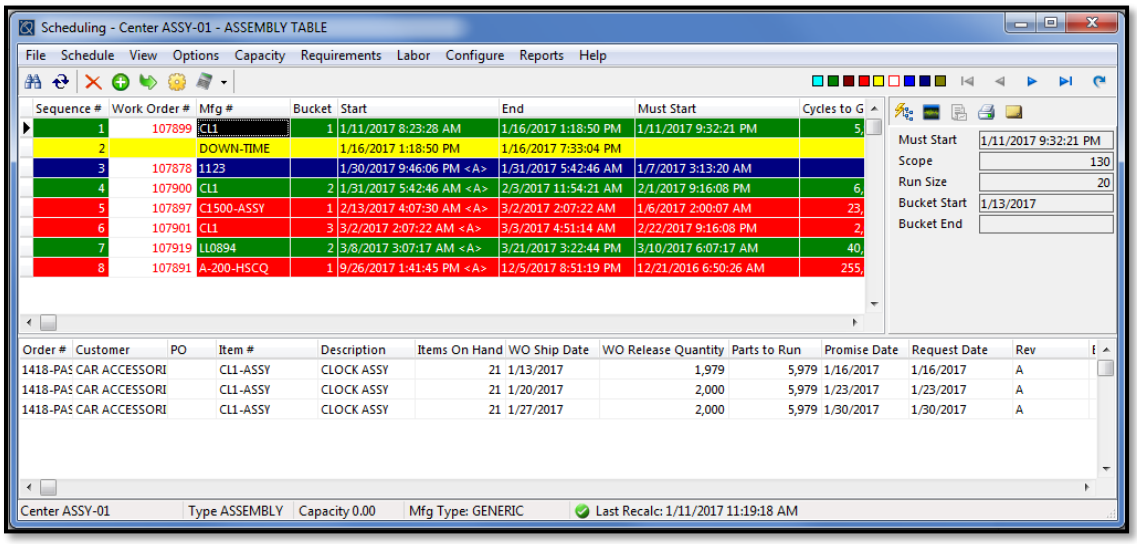
## LAB EXERCISE: Creating a Manual Work Order

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

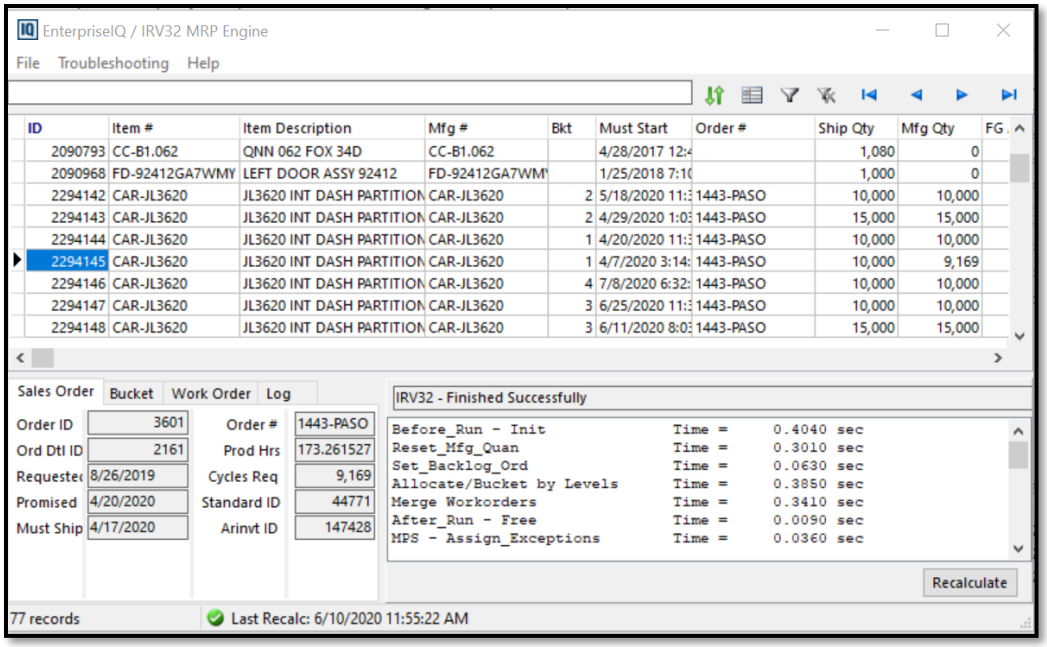
Finite Scheduling is used to load work orders onto work centers where manufacturing will occur and prioritize the order to run. The loading of your schedule drives material planning, parts projection, labor and machine capacity planning.

**Launcher Bar>Manufacturing Tab>Finite Manufacturing Scheduling**




## 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



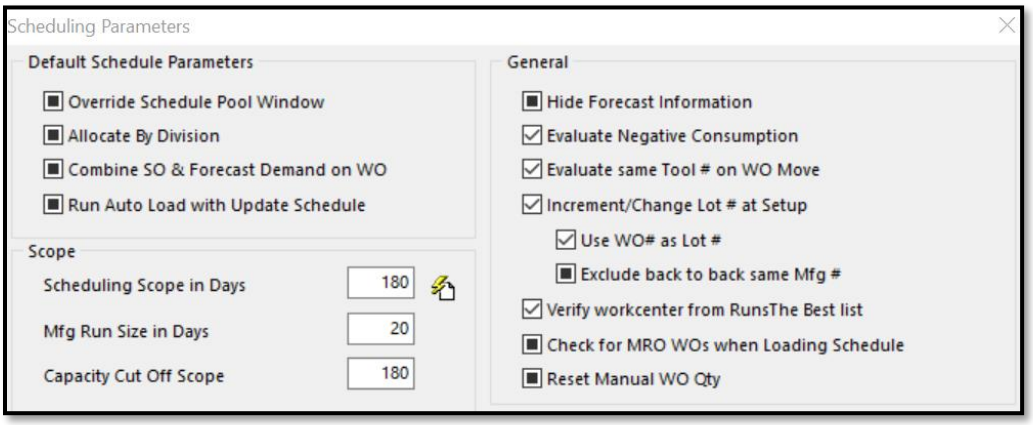

## Running Update Schedule

**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**




- Sets Scheduling Scope and MFG Run Size in Days

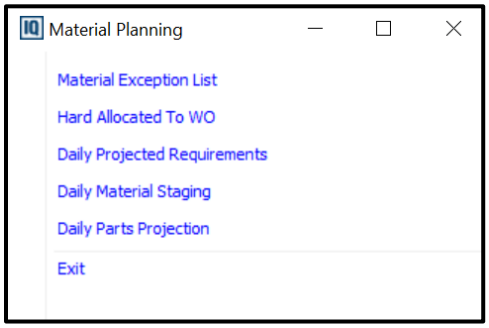
## LAB EXERCISE: Add/Move a Job to the Work Center Schedule

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)

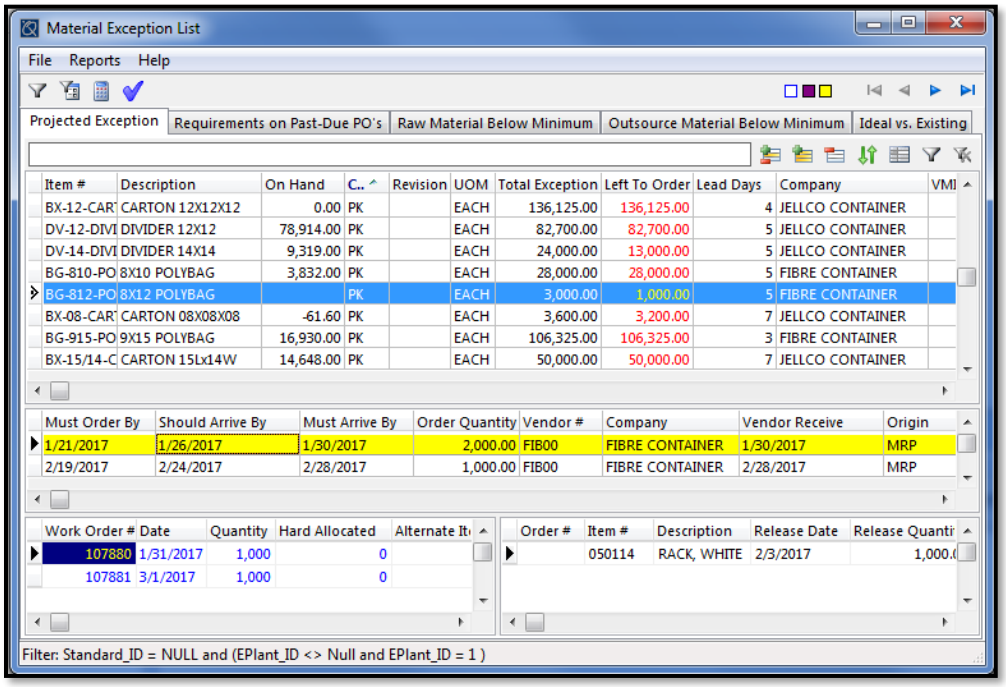
# MATERIAL REQUIREMENTS PLANNING

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

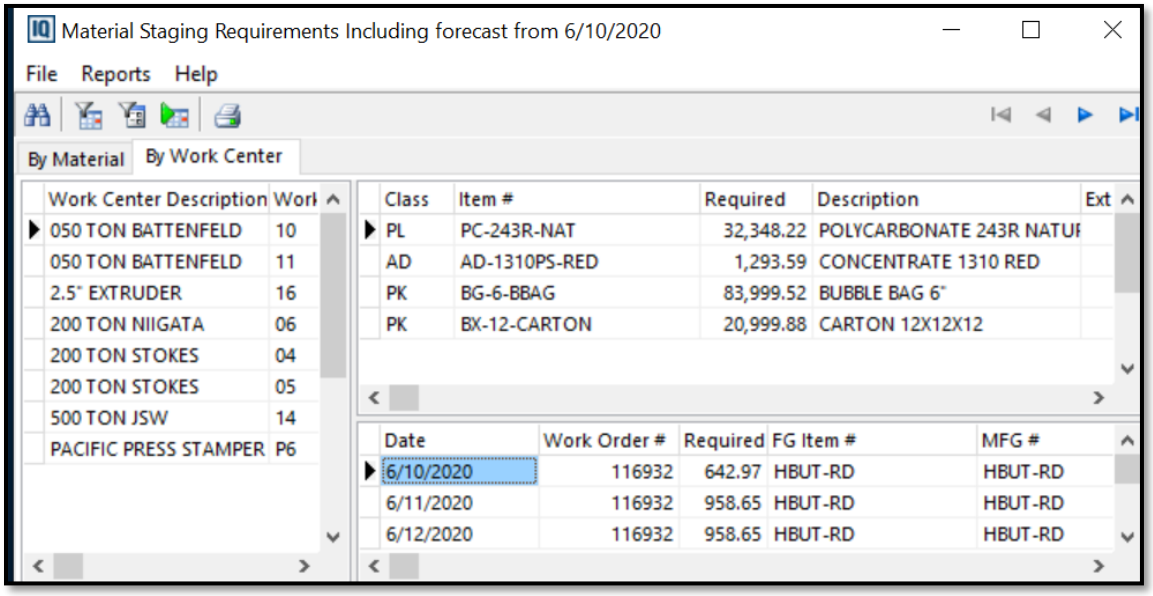



## Projected Exception Tab

- ❖ 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
- ❖ Bottom Section – 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




- ❖ 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

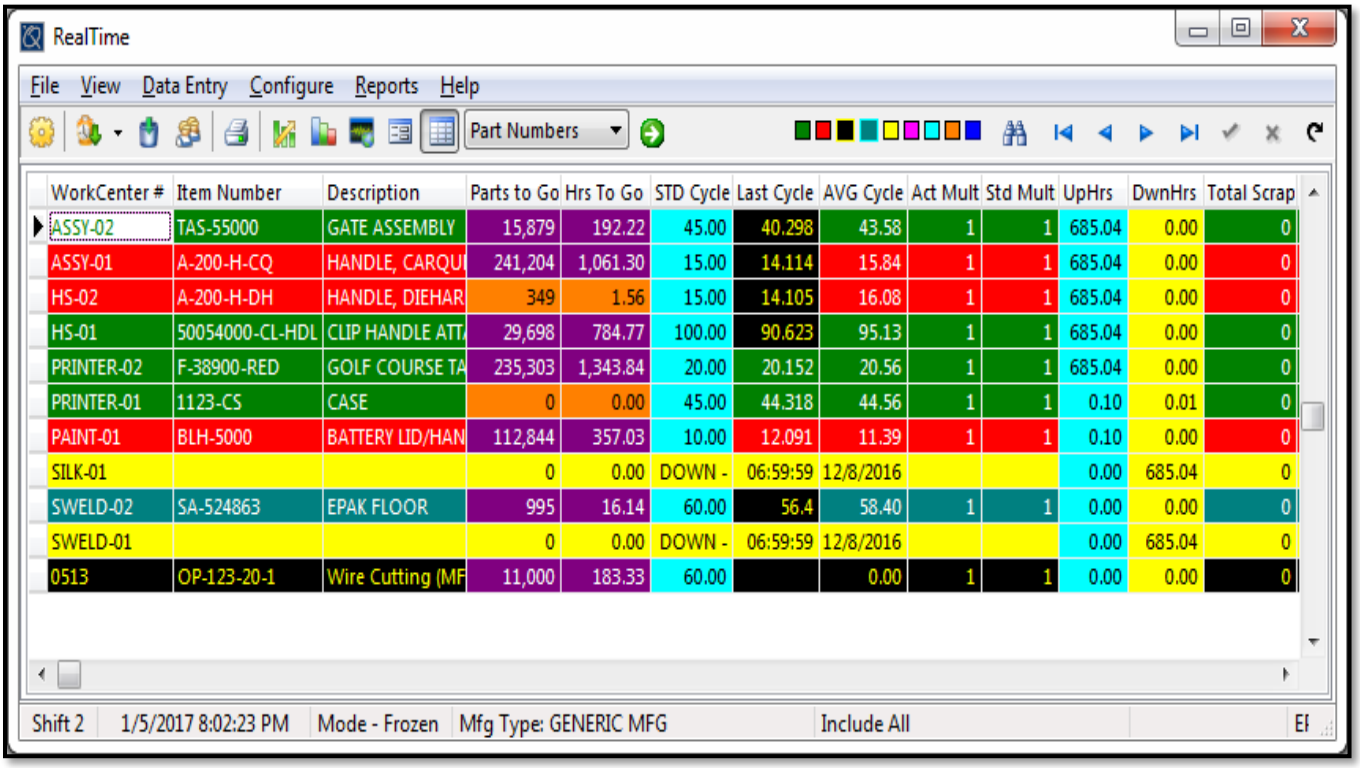
## LAB EXERCISE: Create a PO via the Projected Exception Screen

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.

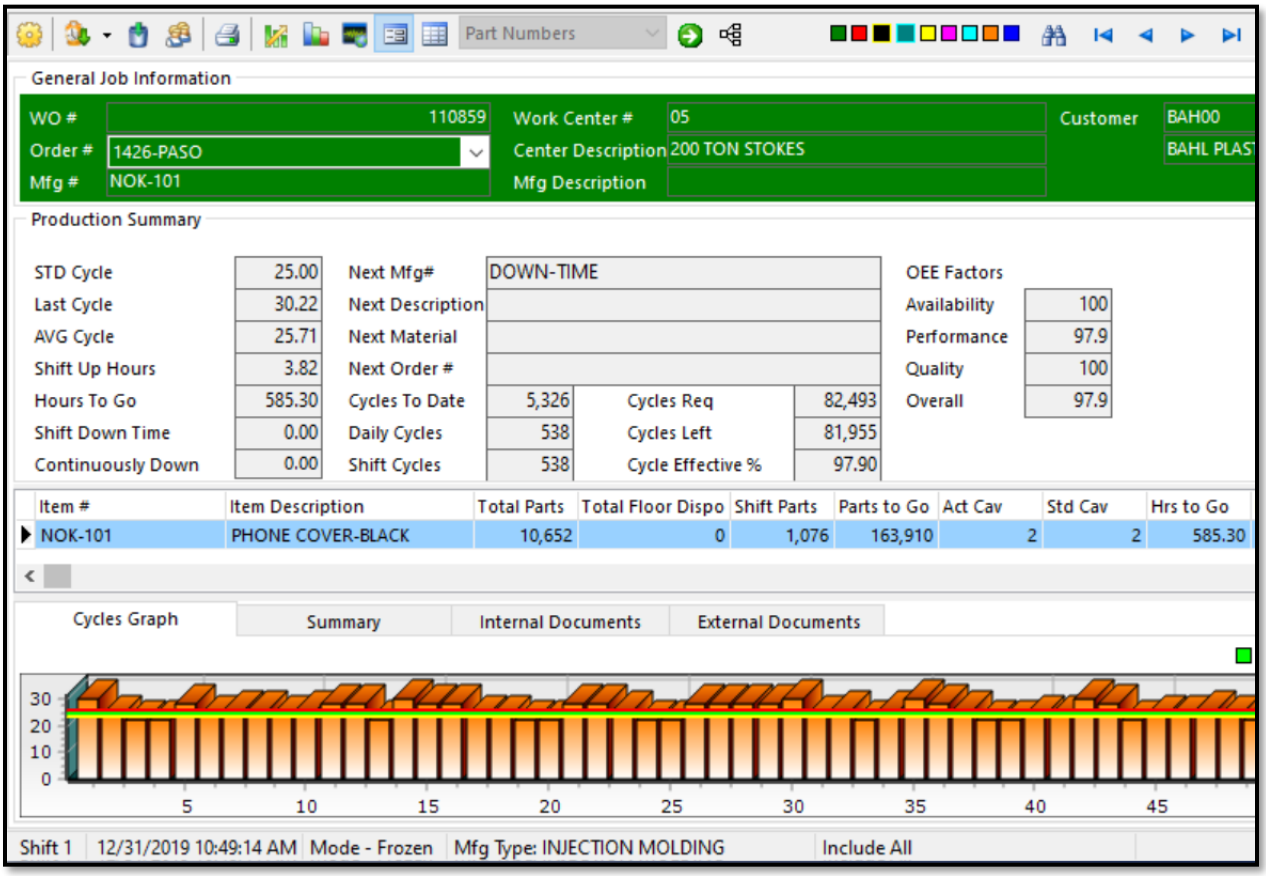
**Launcher Bar > RT Machine Monitoring>RealTime™ Production Monitor**




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

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.




- 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

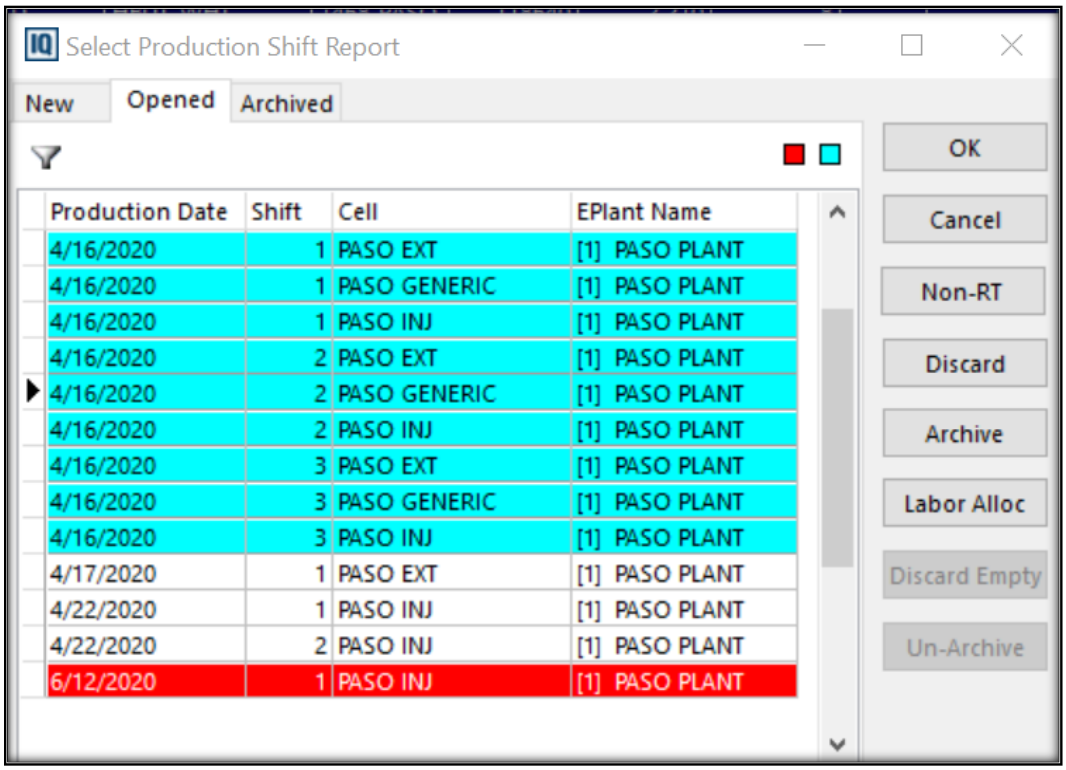
## LAB EXERCISE: Working with a RealTime™ Work Center

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

**DELMIA**works 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.

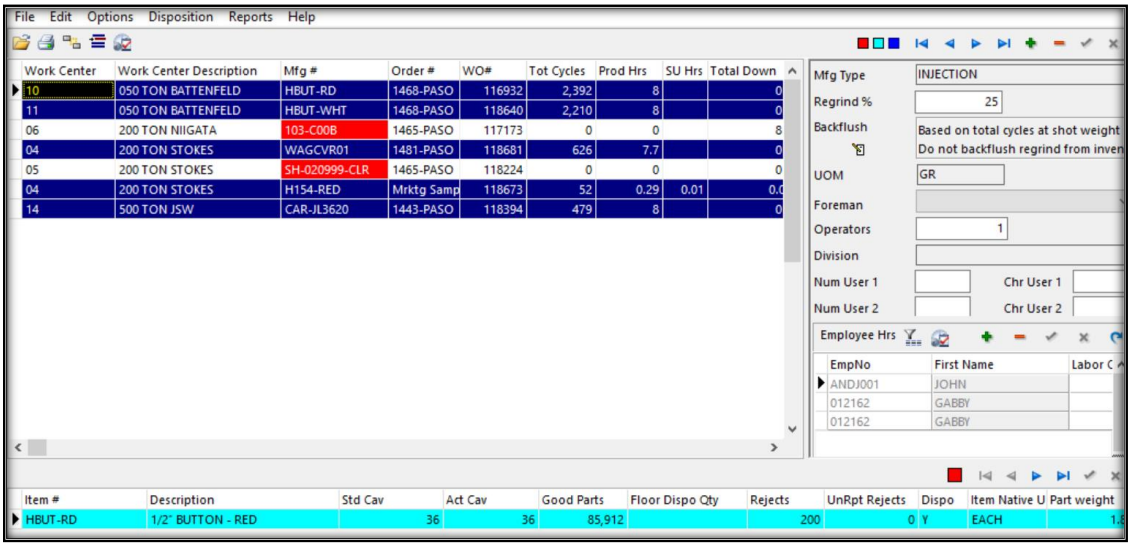
**Launcher Bar > Manufacturing Tab > Production Reporting by Shift**




## 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




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

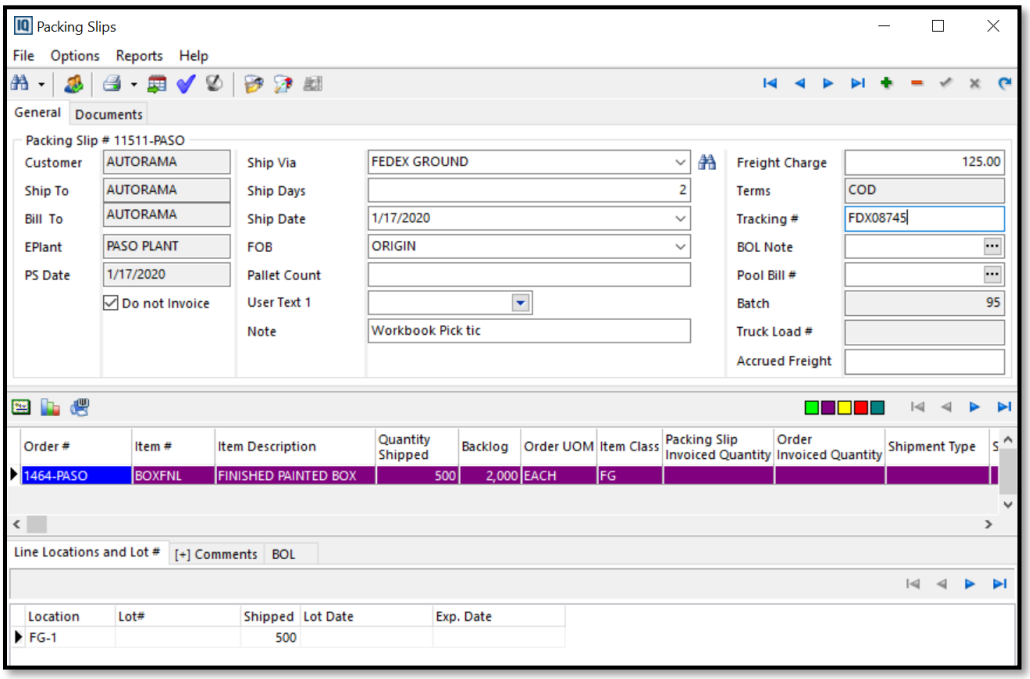
## LAB EXERCISE: Disposition a Shift

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

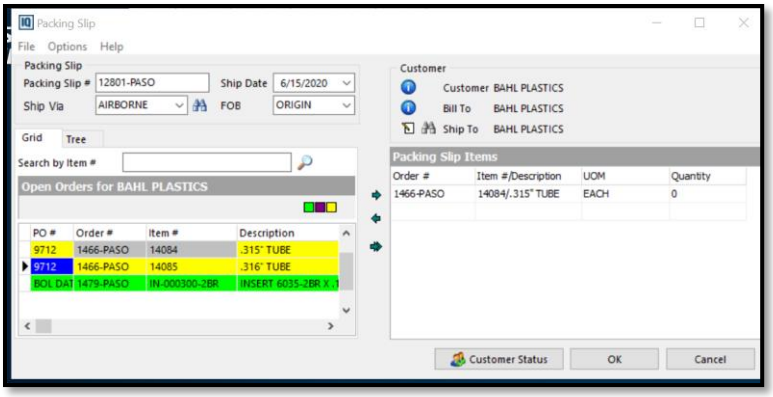
**DELMIA**works offers two types of packing slips to assist in documenting parts leaving your facility. Manual packing slips are used for non-sales order shipments. System Generated packing slips are created from sales orders, relieving inventory, initiate invoicing, and accounts receivable functions.

**Launcher Bar > Sales/Distribution > Shipping and Packing Slips**




## 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




## Creating Sales Order Packing Slips (Not Using Pick Tickets)

1. Create a report of possible shipments
    a. 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
    b. 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

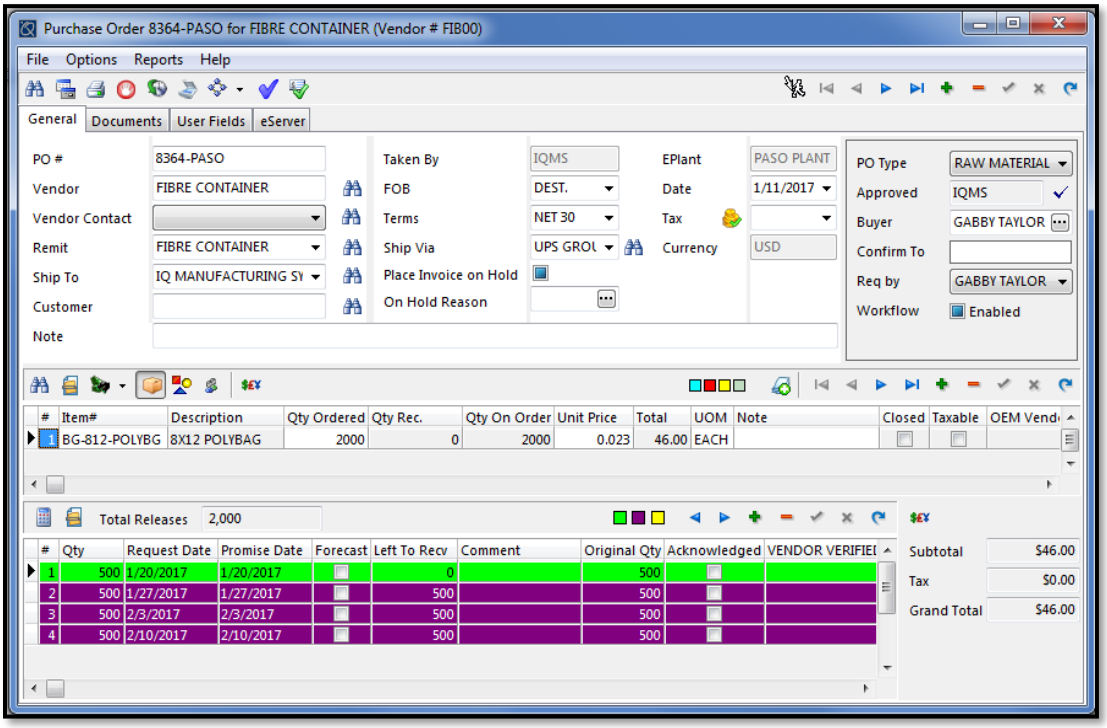
## LAB EXERCISE: Create a Packing Slip (No Pick Ticket)

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 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)

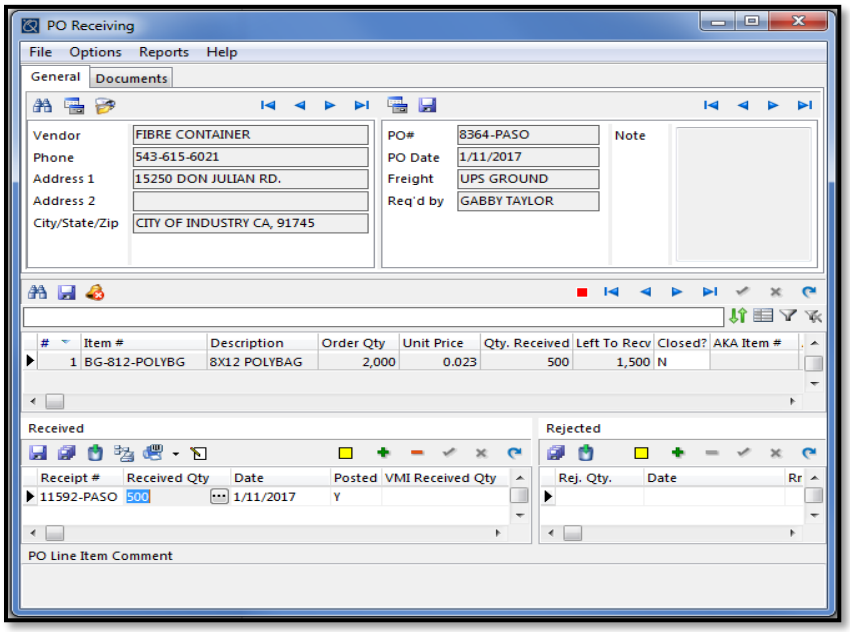
## LAB EXERCISE: Create a Purchase Order

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**




## 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

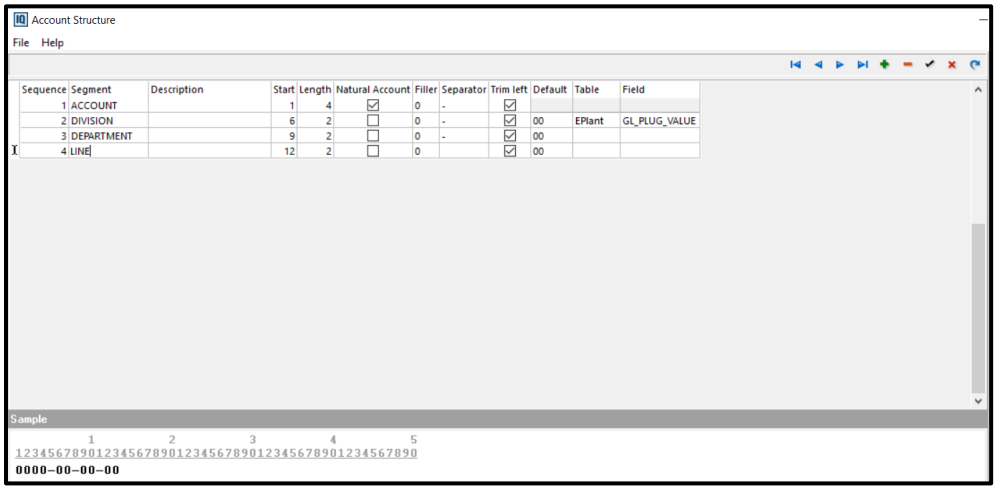
This section will review setting up and maintaining the General Ledger including; the following section will review assigning default GL accounts in System Parameters.

- 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

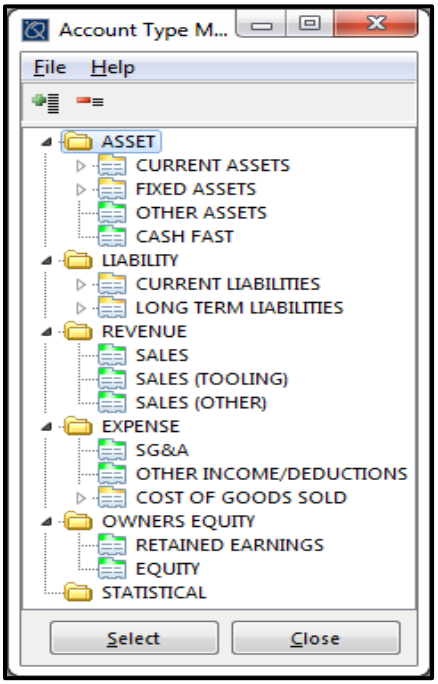
**DELMIAworks** supports unlimited account types and sub-types. Each account type must be assigned to one of six major account types. These six major types are integral parts of the accounting system and cannot be edited, deleted or added to. They are used by **DELMIAworks** to assign the account to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

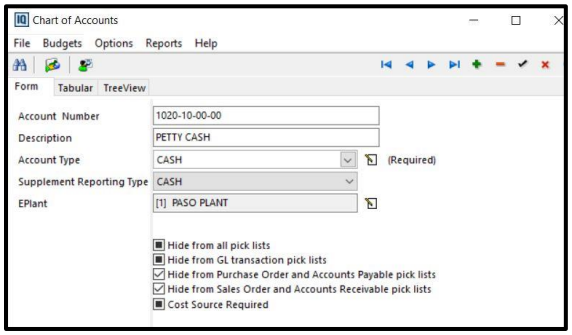
1. Create user defined sub-account types under one of the Major types, right click to create new account type
    a. **Retained Earnings** -: In order for current earnings (net income) from Income Statement to roll into retained earnings, your retained earnings account must have the Retained Earnings 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.

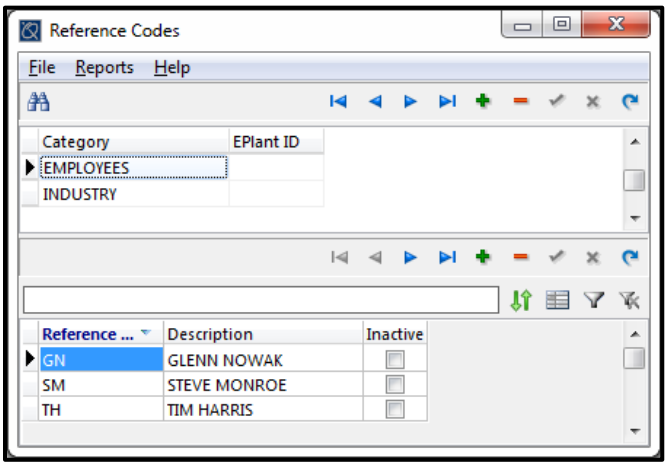
## View Account Numbers Via:

- **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.

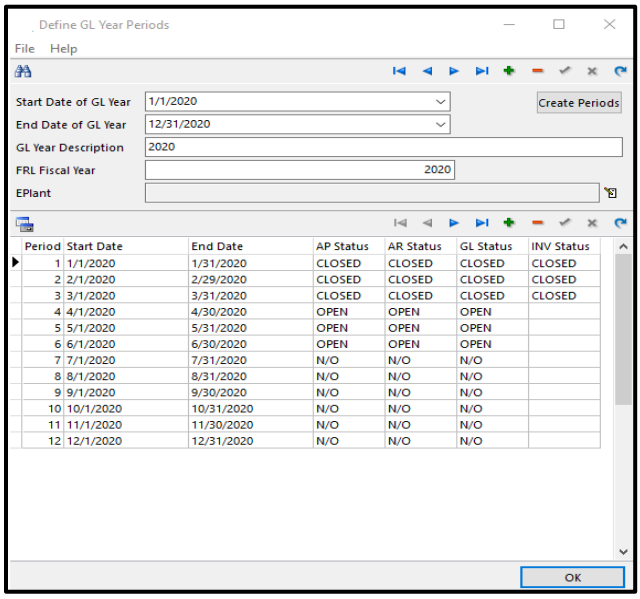



## Defining GL Year / Periods

**DELMIA**works 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**.



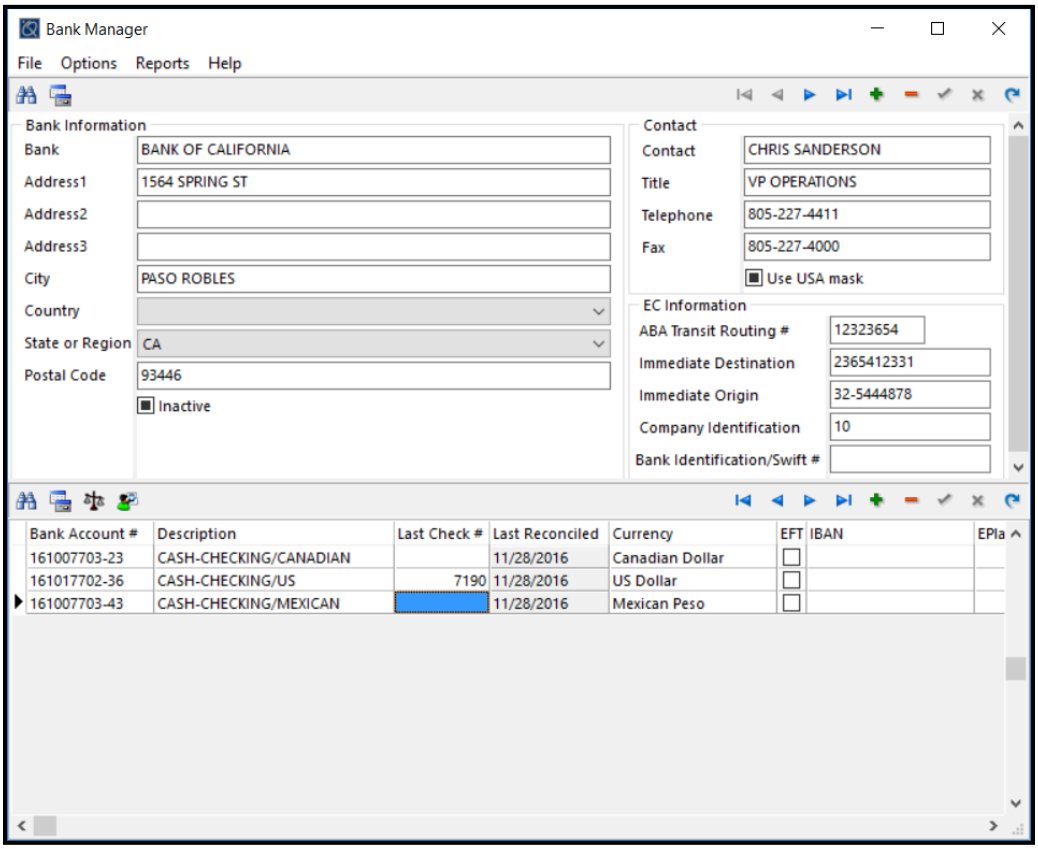
## Change Period Status

- **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 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

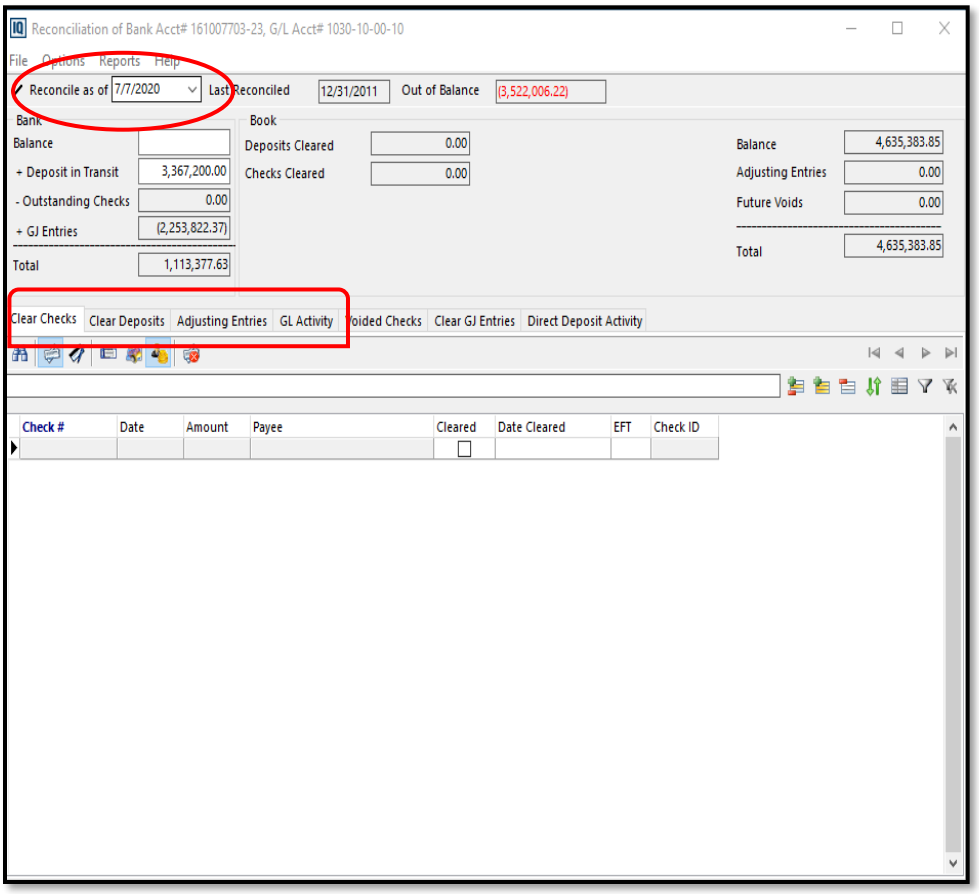
## EC (Electronic Commerce) Information

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**




- **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

- **Bank 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

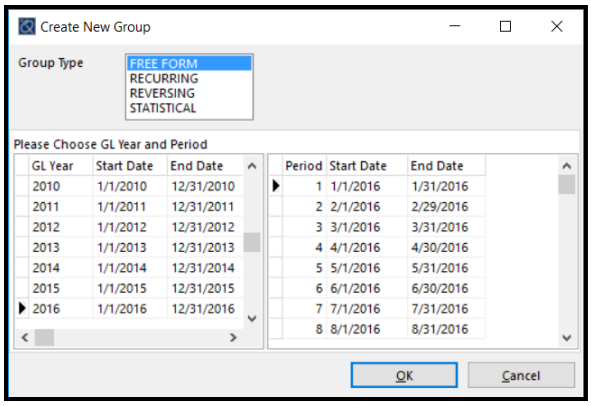
When it is checked the system will write a row to the **Bank_Reconcile_tmp** table as an entry is cleared, and the entry in the temp table will continue to display even when you have the filter set to “Show non-cleared checks/deposits/GJ entries.”

- 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 non-cleared 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**




## 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

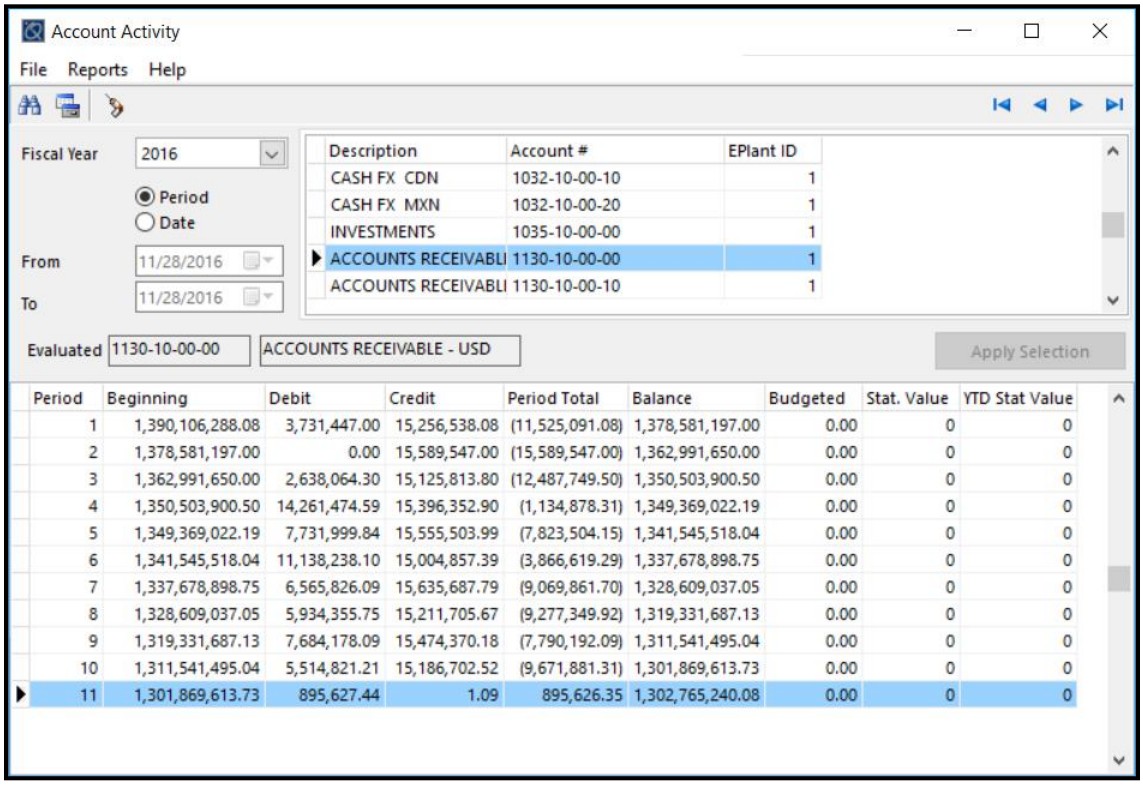
## Options Menu

- 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

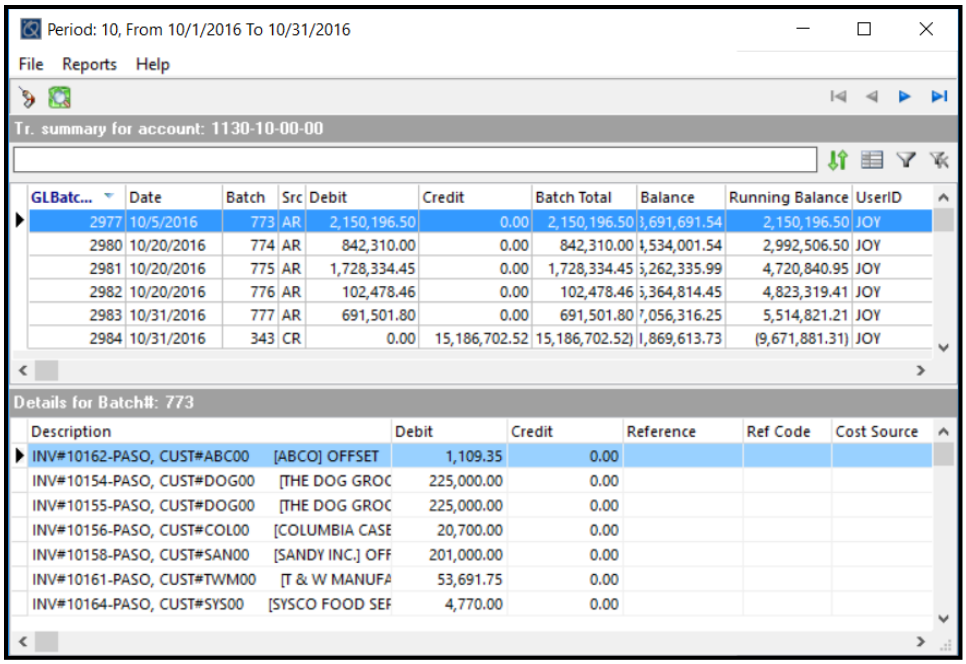
The General Ledger Account Activity module is used to view Batch summary and detail information. In addition, drill down tools allows the user to research account and transaction history down to the original source document. Account activity can be viewed by GL year, period or date range. It is located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

**Launcher Bar > GL > Account Activity**



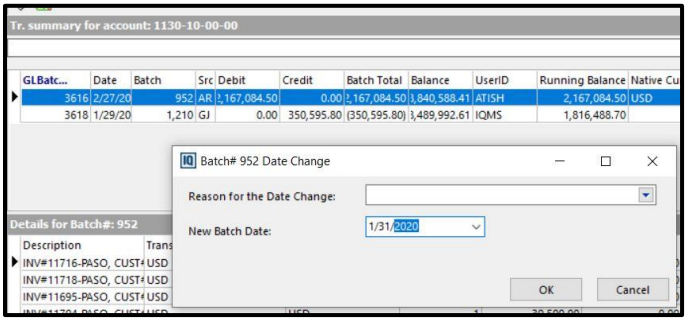

## Review by Period or Date Range

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




## 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

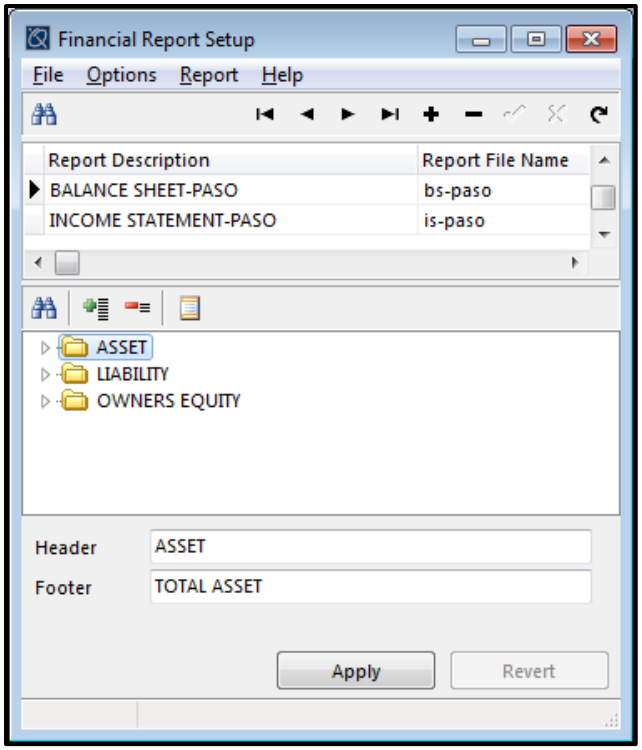
# FINANCIAL REPORTS

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

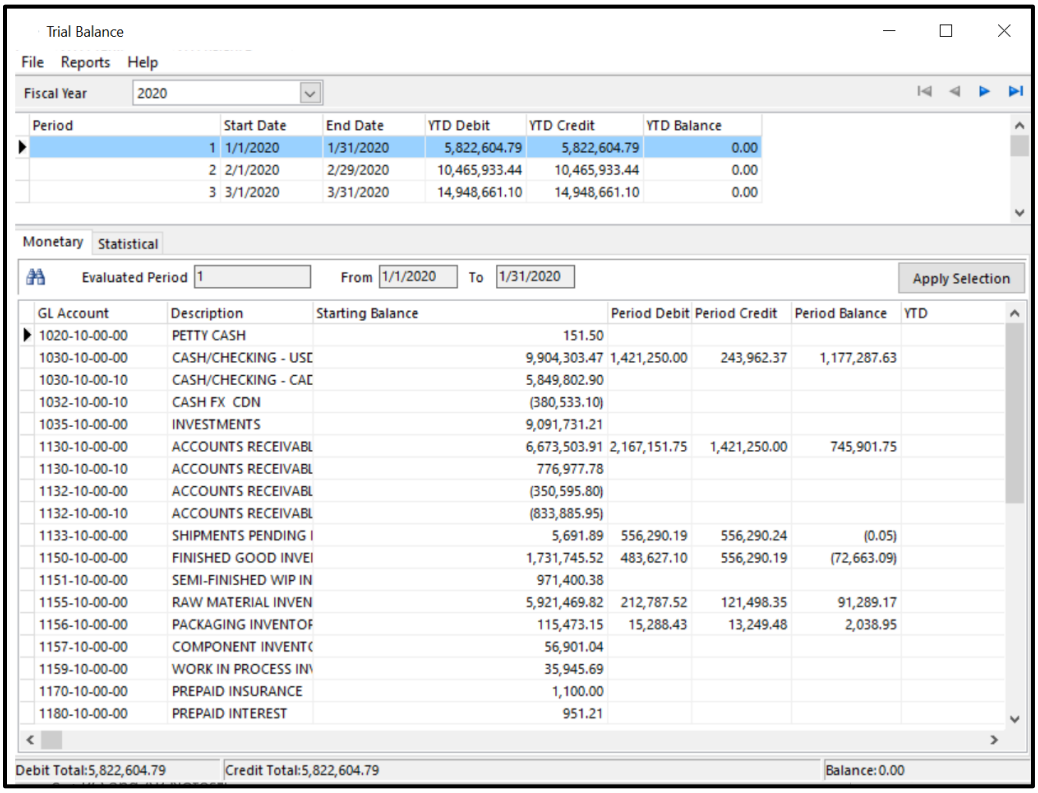
1. Create user-defined report templates
    a. Balance Sheet
    b. Income Statement
    c. Budget Comparison
2. Drag and drop
    a. Easy report creation and editing
    b. Change order of accounts;
    c. Keep within same account type
3. Create and edit Header/Footer
    a. SUM option – enter SUM in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



# 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**




## 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

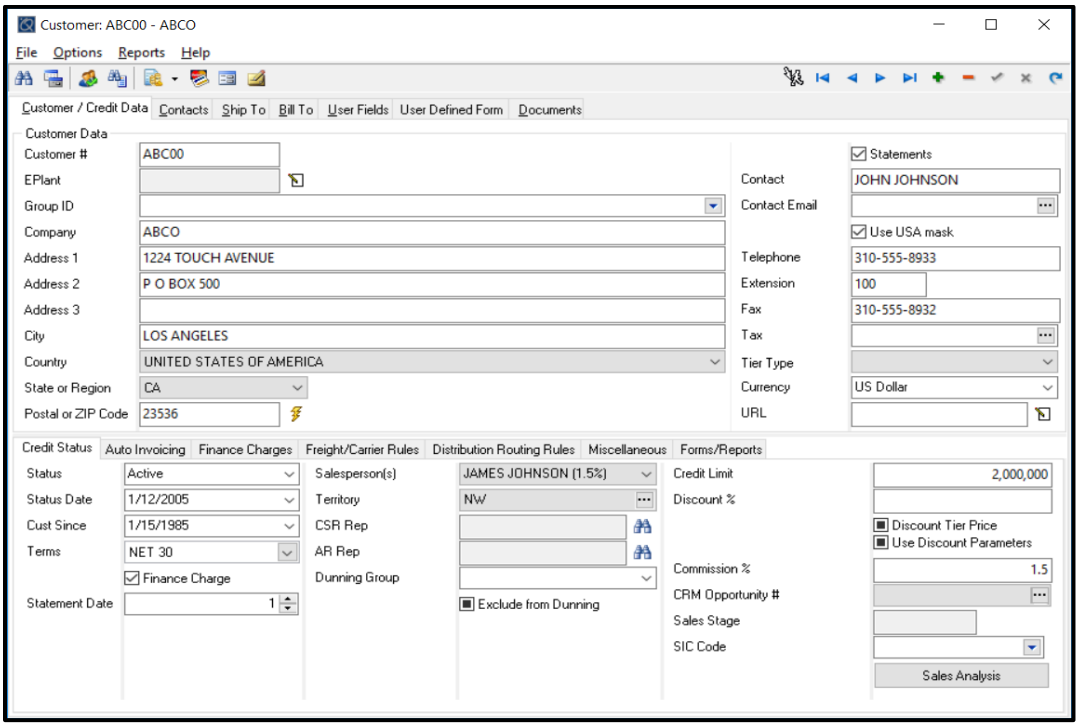
## Trial Balance Reports

- 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/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

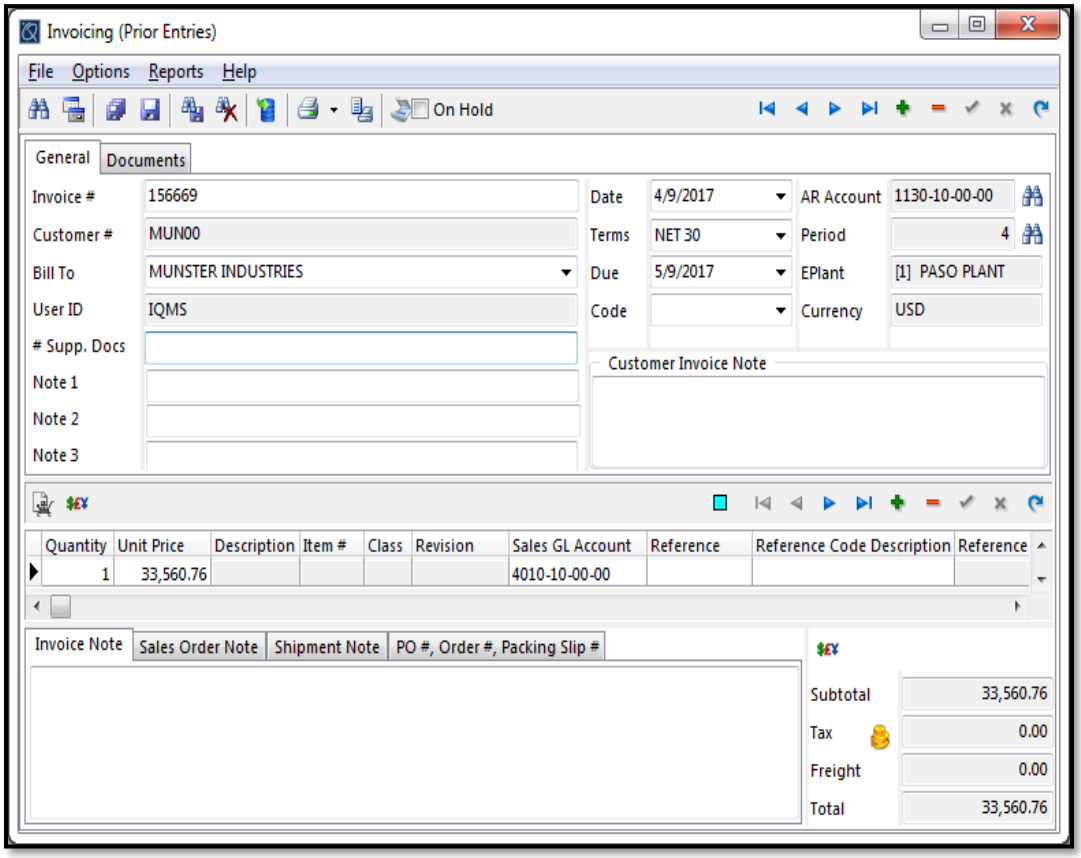
## LAB EXERCISE: Create a New Customer Record

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**



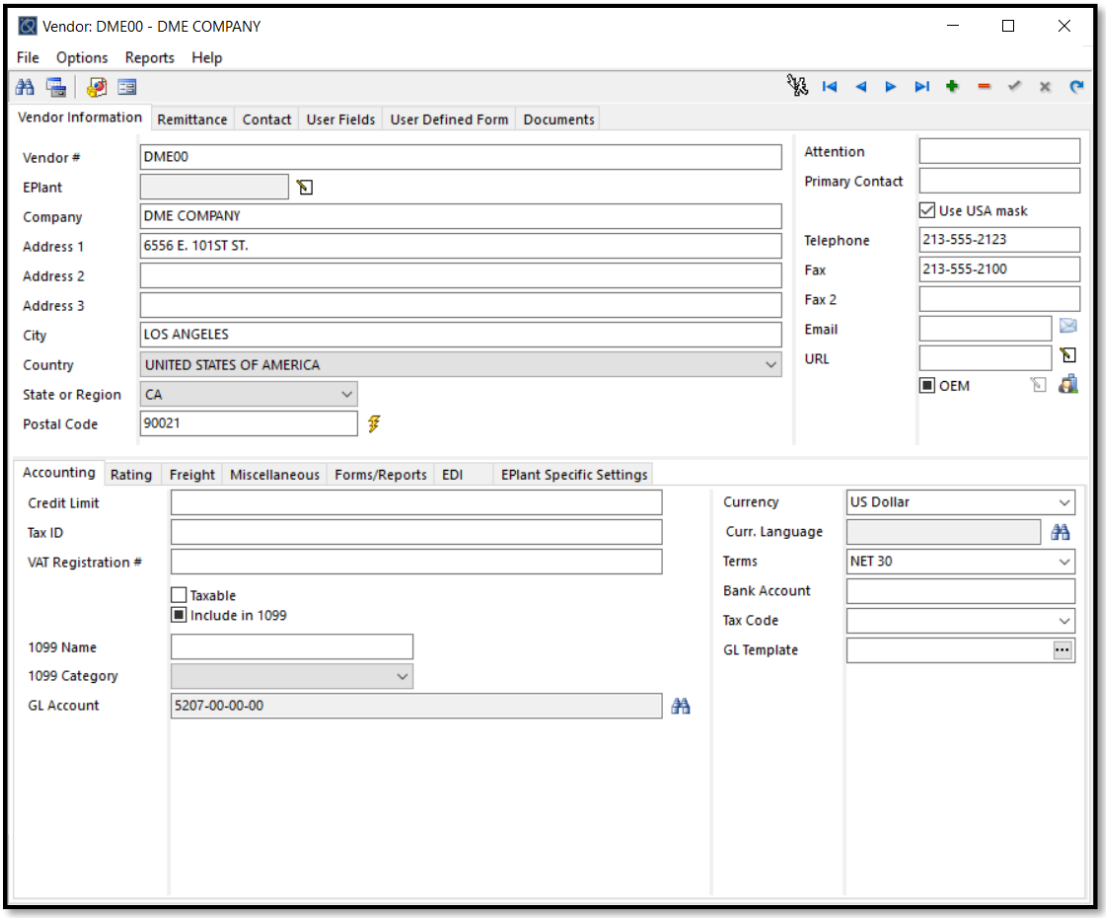

## Enter Prior System Invoices

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 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

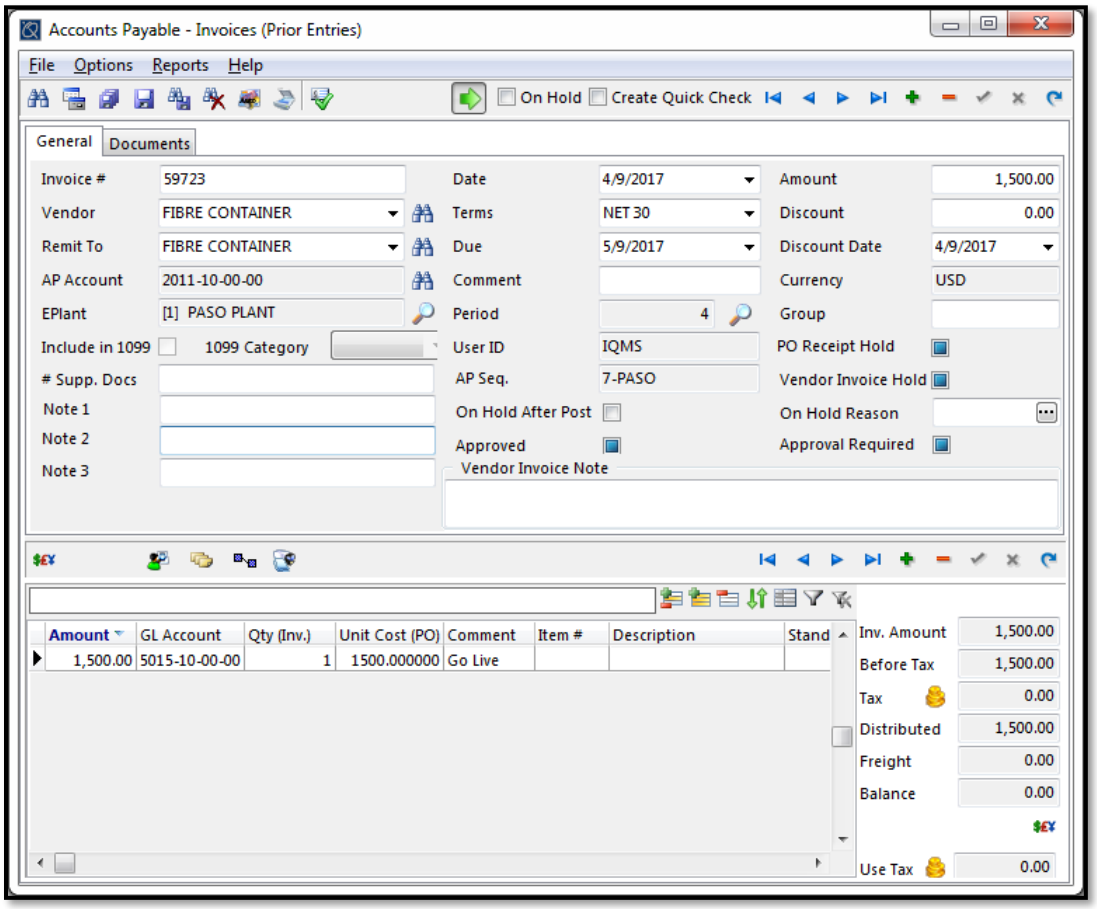
## LAB EXERCISE: Create a New Vendor Record

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**




## 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 | | **IATA** | 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 |
| **CoA** | 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 |
| **CTP** | 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 | | **MT** | Main Tool or Maintenance |
| **ECN** | Engineering Change Notice or Number | | **MTD** | Month to Date |
| **ECO** | Engineering Change Order | | **MTO** | 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 Group/Training | | **PIT** | Post Inventory Transactions |
| **FG** | Finished Goods | | **PK or PKG** | Packaging |
| **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