# Shop Floor Transactions (Work Order Issues & Completions) using dcLINK

## Overview

As materials are pulled from inventory they must be issued to the work order. Materials must be issued in a timely manner to maintain accurate raw material inventories and cycle counts. Once all materials are issued and the item is manufactured, the work order is completed. Completing the work order allows the item to be shipped back to the warehouse. It is imperative that all materials are issued before the work order is completed. Completing the work order causes all materials and costs issued to that work order to be collected and sent to the warehouse finished goods inventory.

## NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

## Navigation

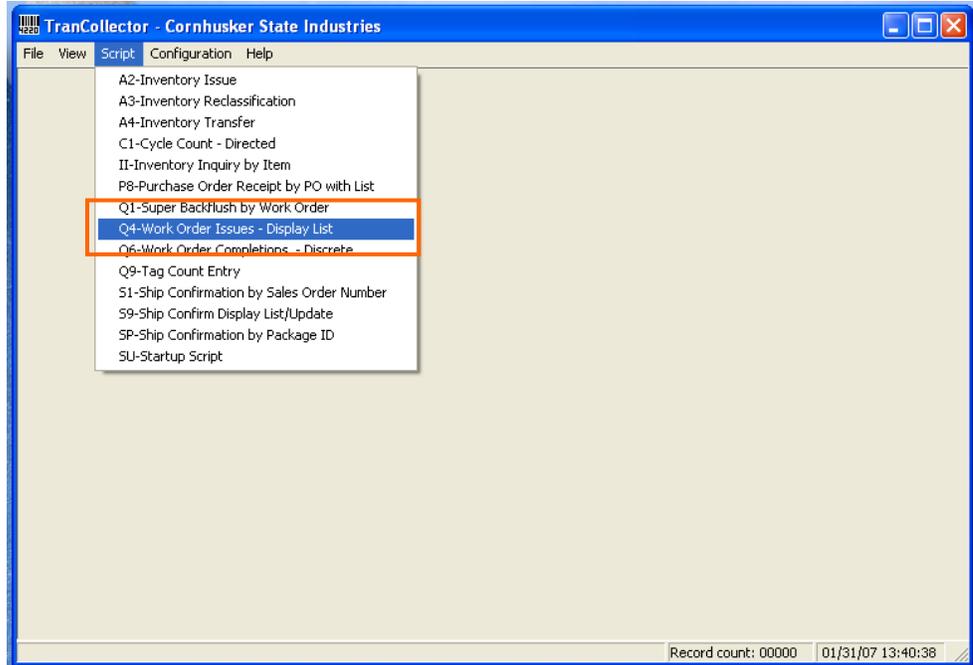Transactions are made on a handheld Intermec bar code scanner. Open TranCollector from the handheld.

## Steps

**Work Order Issues**

1. From the bar code scanner, click on the **Q4-Work Order Issues – Display List** script.

The **Work Order Issues – Display List** screen appears.
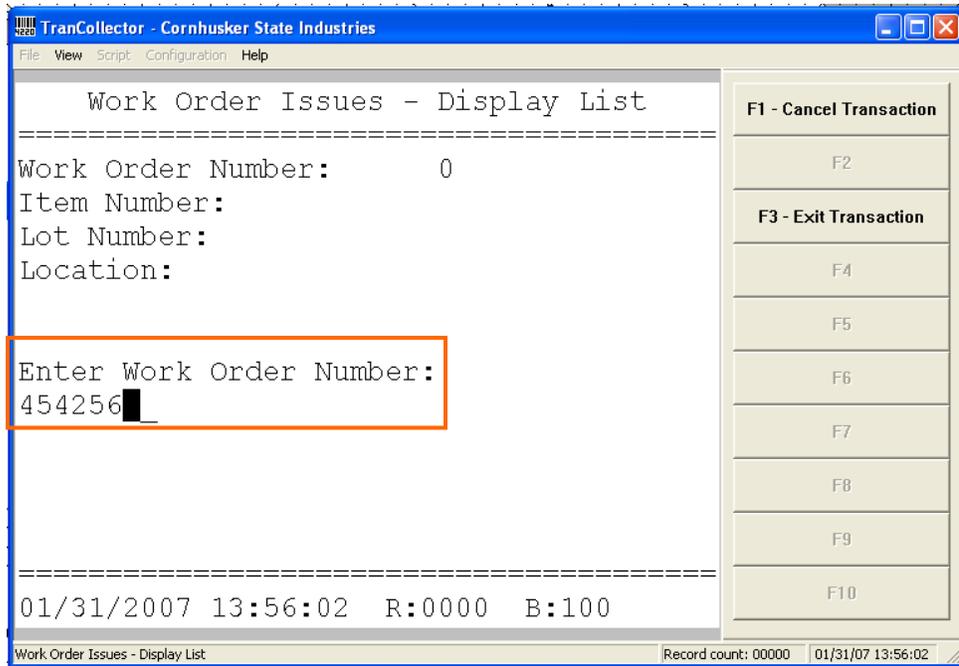


2. Type in the work order number.

3. Press **Enter**.

You will be prompted to enter the **Operations Sequence**.

4.  Enter the **Operations Sequence** from the work order routing (most work orders have only one operations sequence; enter 1) and press **Enter**.

The parts list for the work order will be displayed.



5.  Scroll to the item to be issued and press **Enter**.

The item number selected will be displayed at the top of the screen.

```
TranCollector - Cornhusker State Industries

File  View  Script  Configuration  Help

      Work Order Issues - Display List
   =======================================     F1 - Cancel Transaction
Work Order Number:454256      0
Item Number:45016-TR-CP-115                            F2
Lot Number:
Location:                                     F3 - Exit Transaction

                                                       F4

                                                       F5
Enter Item Number:
45016-TR-CP-115_____                             F6

                                                       F7

                                                       F8

                                                       F9

   =======================================            F10
01/31/2007 14:09:22  R:0000  B:100

Work Order Issues - Display List         Record count: 00000   01/31/07 14:09:22
```

6.    Confirm the item selection: Enter *OR* scan the item number.

You will be prompted for a location.

```
TranCollector - Cornhusker State Industries

File  View  Script  Configuration  Help

      Work Order Issues - Display List
   =======================================     F1 - Cancel Transaction
Work Order Number:454256      0
Item Number:45016-TR-CP-115                            F2
Lot Number:
Location:                                     F3 - Exit Transaction

                                                       F4

                                                       F5
Enter Location:
_____                                F6

                                                       F7

                                                       F8

                                                       F9

   =======================================            F10
01/31/2007 14:13:37  R:0000  B:100

Work Order Issues - Display List         Record count: 00000   01/31/07 14:13:37
```
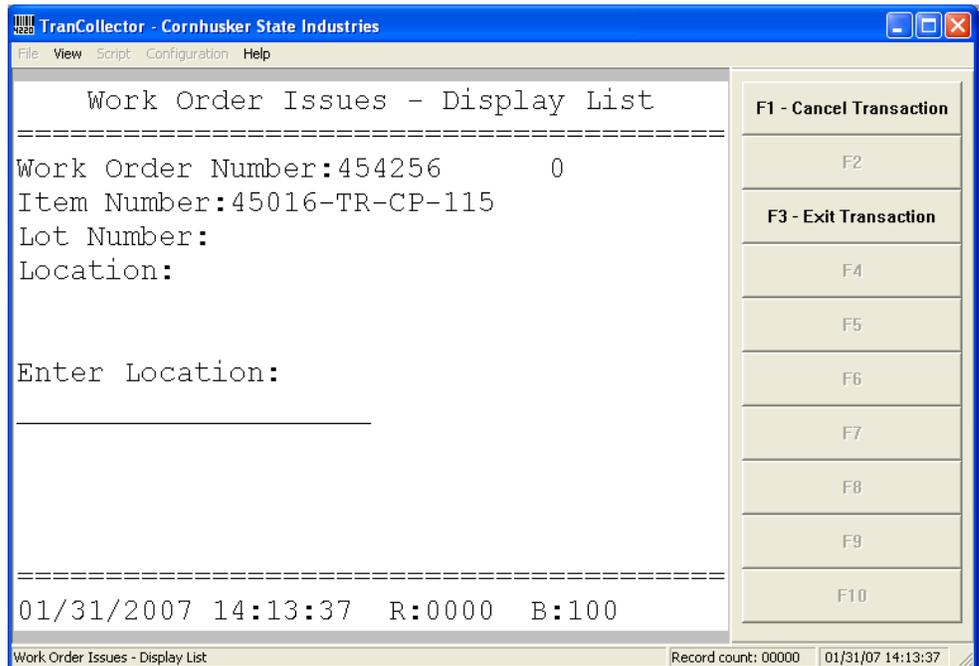
7.    Enter *OR* scan the inventory location that the item is being pulled from.

You will be prompted for quantity.

```
TranCollector - Cornhusker State Industries                    [_][□][X]
File  View  Script  Configuration  Help

      Work Order Issues - Display List          ┌─────────────────────┐
 ==========================================     │ F1 - Cancel Transaction│
 Work Order Number:454256      0                ├─────────────────────┤
 Item Number:45016-TR-CP-115                    │         F2          │
 Lot Number:                                    ├─────────────────────┤
 Location:                                      │ F3 - Exit Transaction │
                                                ├─────────────────────┤
                                                │         F4          │
                                                ├─────────────────────┤
                                                │         F5          │
 Enter Quantity: EA                             ├─────────────────────┤
 5_____                              │         F6          │
                                                ├─────────────────────┤
                                                │         F7          │
                                                ├─────────────────────┤
                                                │         F8          │
                                                ├─────────────────────┤
                                                │         F9          │
 ==========================================     ├─────────────────────┤
 01/31/2007 14:14:59  R:0000  B:100             │        F10          │
                                                └─────────────────────┘
Work Order Issues - Display List        Record count: 00000   01/31/07 14:14:59
```

8.  Enter the quantity *USED FOR THE WORK ORDER* and press **Enter**.

    🖊  This quantity is the amount taken from inventory to be applied to the
       work order. It *IS NOT* the quantity displayed on the parts list; it must be
       actual usage.

The screen will return to the parts list screen to allow you to issue more items.

```
TranCollector - Cornhusker State Industries                    [_][□][X]
File  View  Script  Configuration  Help

       Work Order Issues - Display List         ┌────────┐
 ==========================================     │   F1   │
 Item | Location | Quantity | Lot               ├────────┤
 ==========================================     │   F2   │
 56515-TR-CP-144 |   | 1 |                      ├────────┤
 42506-TR-CP-103 |   | 2 |                      │   F3   │
 56515-TR-CP-145 |   | 1 |                      ├────────┤
 42506-TR-CP-105 |   | 1 |                      │   F4   │
 42506-TR-CP-135 |   | 1 |                      ├────────┤
 42506-TR-CP-102 |   | 1 |                      │   F5   │
 42506-TR-AC-243 |   | 0.5 |                     ├────────┤
 42506-TR-CP-112 |   | 1 |                      │   F6   │
 42506-TR-CP-134 |   | 1 |                      ├────────┤
 42506-TR-CP-120 |   | 1 |                      │   F7   │
 v==================================v           ├────────┤
 01/31/2007 14:20:54  R:0000  B:100             │   F8   │
                                                ├────────┤
                                                │   F9   │
                                                ├────────┤
                                                │  F10   │
                                                └────────┘
Work Order Issues - Display List        Record count: 00000   01/31/07 14:20:54
```

9.  Complete steps 4-7 to issue more items as needed.

10. Press F3 when done with current work order issues. Work order issues will
    be made as inventory is pulled for the work order. This may require multiple

material issues at required stages of manufacturing. Material issues are cumulative; the entered amounts **ADD** to previously issued materials.

## Unplanned Issues

Unplanned issues may be made for stock materials that were not included on the parts list. Unplanned issues may also be required when a work order requires more material than is listed on the parts list. If the entire parts list quantity has been issued, it no longer displays in the list on the handheld; it must be processed as an unplanned issue.

1. Enter the **Work Order Number** and press **Enter**.

2. Press **F2 – Unplanned Issue**.

You will be prompted to **Enter Operations Sequence**.
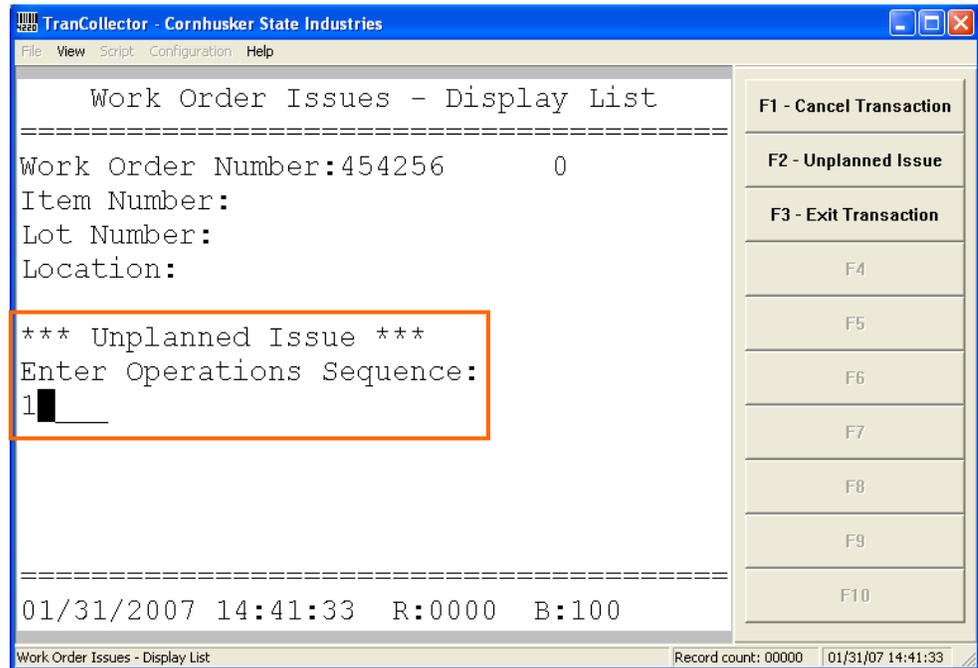


3. Enter the **Operations Sequence** from the work order routing (most work orders have only one operations sequence; enter 1) and press **Enter**.

You will be prompted to **Enter Item Number**.

4. Enter *OR* scan the **Item Number** and press **Enter**.

You will be prompted to **Enter Location**.



5. Enter *OR* scan the inventory location that the item is being pulled from and press **Enter**.

You will be prompted to **Enter Quantity**.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▥ TranCollector - Cornhusker State Industries          [_][□][X]      │
│ File  View  Script  Configuration  Help                               │
│ ┌───────────────────────────────────────────┐ ┌────────────────────┐ │
│ │      Work Order Issues - Display List      │ │ F1 - Cancel         │ │
│ │ ==========================================  │ │      Transaction    │ │
│ │ Work Order Number:454256       0           │ │┌──────────────────┐ │ │
│ │ Item Number:85024-TR-UP-604                │ ││       F2         │ │ │
│ │ Lot Number:                                │ │└──────────────────┘ │ │
│ │ Location:                                  │ │ F3 - Exit           │ │
│ │                                            │ │      Transaction    │ │
│ │ *** Unplanned Issue ***                    │ │┌──────────────────┐ │ │
│ │ Enter Quantity:                            │ ││       F4         │ │ │
│ │ .1█_____                            │ │└──────────────────┘ │ │
│ │                                            │ │┌──────────────────┐ │ │
│ │                                            │ ││       F5         │ │ │
│ │                                            │ │└──────────────────┘ │ │
│ │                                            │ │┌──────────────────┐ │ │
│ │                                            │ ││       F6         │ │ │
│ │                                            │ │└──────────────────┘ │ │
│ │                                            │ │┌──────────────────┐ │ │
│ │                                            │ ││       F7         │ │ │
│ │                                            │ │└──────────────────┘ │ │
│ │                                            │ │┌──────────────────┐ │ │
│ │                                            │ ││       F8         │ │ │
│ │ ==========================================  │ │└──────────────────┘ │ │
│ │                                            │ │┌──────────────────┐ │ │
│ │ 01/31/2007 14:43:31  R:0000  B:100         │ ││       F9         │ │ │
│ │                                            │ │└──────────────────┘ │ │
│ │                                            │ │┌──────────────────┐ │ │
│ │                                            │ ││       F10        │ │ │
│ └───────────────────────────────────────────┘ │└──────────────────┘ │ │
│ Work Order Issues - Display List      Record count: 00000  01/31/07 14:43:31 │
└─────────────────────────────────────────────────────────────────────┘
```

6. Enter the additional quantity *USED FOR THE WORK ORDER* and press
   **Enter**. This quantity is the current amount taken from inventory to be applied
   to the work order. Material issues are cumulative; the entered amounts **ADD**
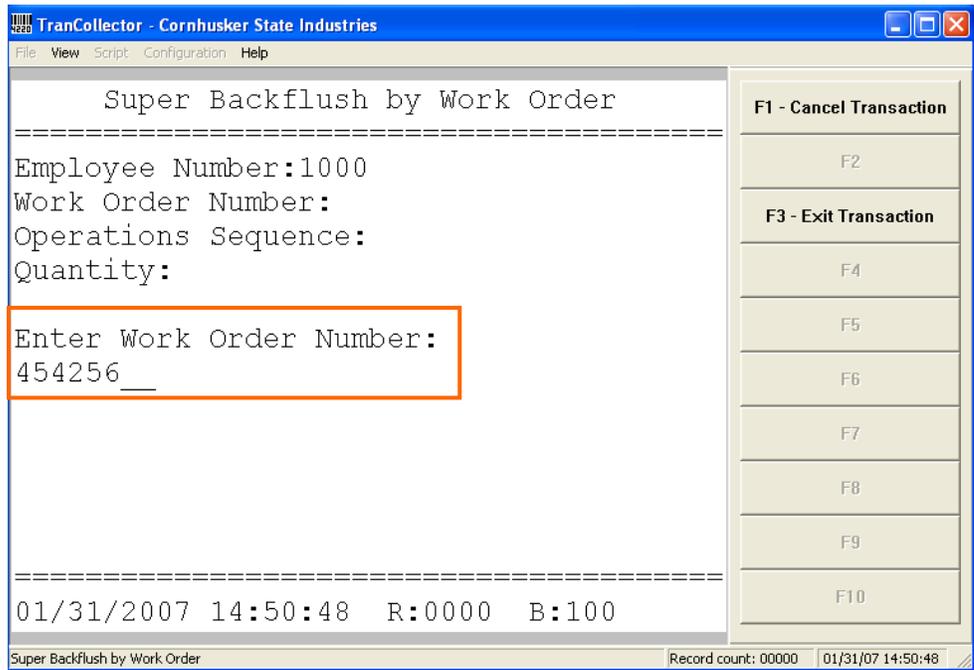   to previously issued materials.

## Work Order Completions

⚠️ Before completing a work order, insure that all materials used for that work
order has been issued to the work order.

1. From the bar code scanner, click on the **Q1-Work Order Issues – Display
   List** script:
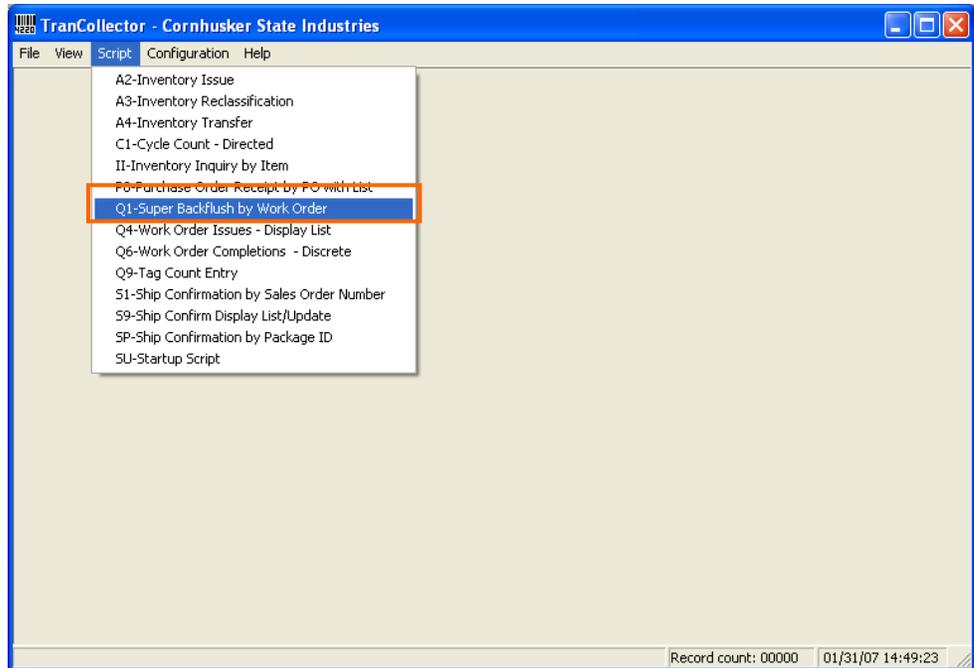
The **Super Backflush by Work Order** screen appears, you will be prompted to **Enter Work Order Number.**



2.   Enter *OR* scan the **Work Order Number**.

You will be prompted to **Enter Operations Sequence.**

3. Enter the **Operations Sequence** from the work order routing (most work orders have only one operations sequence; enter 1) and press **Enter**.

You will be prompted to **Enter Quantity** completed.



4. Enter the quantity of finished products completed on this work order.

You will be prompted **Operation Complete**.

```
TranCollector - Cornhusker State Industries                          [_][□][X]
File  View  Script  Configuration  Help

        Super Backflush by Work Order                    ┌────────────────────┐
======================================               │ F1 - Cancel Transaction│
Employee Number:1000                                  └────────────────────┘
Work Order Number:454256                              ┌────────────────────┐
Operations Sequence:1                                 │         F2         │
Quantity:1                                            └────────────────────┘
                                                      ┌────────────────────┐
┌──────────────────────────────────┐                 │ F3 - Exit Transaction│
│Operation Complete? Y or N?        │                 └────────────────────┘
│Y█                                 │                 ┌────────────────────┐
└──────────────────────────────────┘                 │         F4         │
                                                      └────────────────────┘
                                                      ┌────────────────────┐
                                                      │         F5         │
                                                      └────────────────────┘
                                                      ┌────────────────────┐
                                                      │         F6         │
                                                      └────────────────────┘
                                                      ┌────────────────────┐
                                                      │         F7         │
                                                      └────────────────────┘
                                                      ┌────────────────────┐
                                                      │         F8         │
                                                      └────────────────────┘
                                                      ┌────────────────────┐
                                                      │         F9         │
                                                      └────────────────────┘
======================================               ┌────────────────────┐
01/31/2007 14:52:22  R:0000  B:100                    │         F10        │
                                                      └────────────────────┘
Super Backflush by Work Order            Record count: 00000   01/31/07 14:52:22
```

5.  If the work order is complete enter **Y**.