

PERCEPTION[®] MAT-PAC

Withdrawing Material

To Production

A Training Tutorial

This training tutorial outlines the basic features of the *PERCEPTION* system for withdrawing material to production.

It is a supplement to the user manual entitled “*PERCEPTION Material Planning, Purchasing & Inventory Control*,” which provides more details for the user.

Before using this tutorial, the user should first view the preliminary *PERCEPTION* training tutorial, “Getting Started.”

Other related training tutorials for material control are the following:

- 1. Starting From Scratch:
Material Planning,
Purchasing & Inventory
Control**
- 2. Starting A New Project**
- 3. Managing Drawings & Bills of
Materials**
- 4. Material Requisitions**
- 5. Purchase Orders**
- 6. Work Order Pallets**
- 7. Tool Room Control**
- 8. Developing A Parts
Catalog**
- 9. Managing Stock
Inventories**
- 10. Receiving &
Warehousing**
- 11. Managing Vendor
Invoices**
- 12. Managing Customer
Billings**

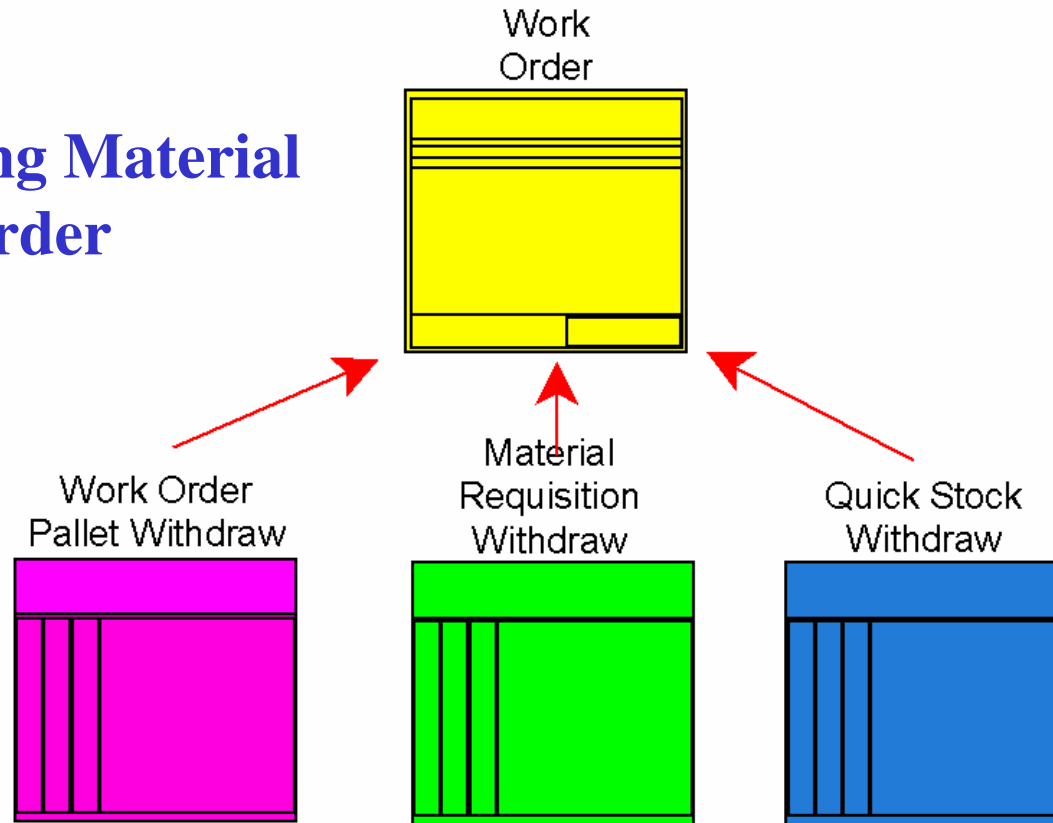
Withdrawing Material To Production

Material may be withdrawn to production in one or more of three ways:

1. Withdrawing material for which a requisition item has already been created.
2. Withdrawing material from stock inventory for which no requisition item exists, but is created in this function to account for its use. This is referred to as a Quick Stock Withdraw.
3. Withdrawing material that has been defined on a pallet.

**NOTE: All material issued to
production should be assigned to a
valid work order.**

Withdrawing Material by Work Order



Material Requisition and Pallet withdraws do require that these be pre-authorized.

Quick Stock withdraws do not require a formal approval for the transaction.

To withdraw material to production for these three methods, select *Environment/Stores Management/Withdraw Material*.

The system will display the Material Withdraw worksheet:

Requisitioned Material Withdraw											
	Transaction	Contract	Project	Req	Req Item	Pallet	Pallet Item	Workorder Serial No	Tag	Qty	Lot
1		A-DEMO	01	1	1					2.00	Demo
2		A-DEMO	01	1	2					3.00	Demo
3		A-DEMO	01	1	3					2.00	Demo
4		A-DEMO	01	1	4					2.00	Demo
5		A-DEMO	01	1	5					8.00	Demo
6		A-DEMO	01	1	11					2.00	

The withdraw function is a three-step process:

1. Identify the material and their quantities to be withdrawn
2. Save the withdraw transaction, then
3. Post the transactions

Withdrawing Material Directly From Material Requisitions

One method for issuing material to production is to withdraw material via a material requisition.

Detailed instructions for developing material requisitions are provided in the following tutorial:

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Material Requisitions

There are two methods for identifying requisition items to withdraw:

- 1. Manual entry of the items into the Material Withdraw worksheet**
- 2. Stub-Out the loading of selected requisition items into the Material Withdraw worksheet**

Note: Before a withdrawal can be made against a material requisition, it must first be authorized for withdraw.

Manual Entry Of Requisition Item Withdrawals

To manually identify requisition items for withdraw in the Material Withdraw worksheet, click on the *Add* button  on the toolbar and enter each requisition item to be withdrawn.

Necessary information to withdraw material using an existing requisition is the following:


- 1. Contract number**
- 2. Project number**
- 3. Requisition number**
- 4. Requisition item number**
- 5. Quantity to withdraw**

If the requisition item has the storage location already defined, the system will insert the location.

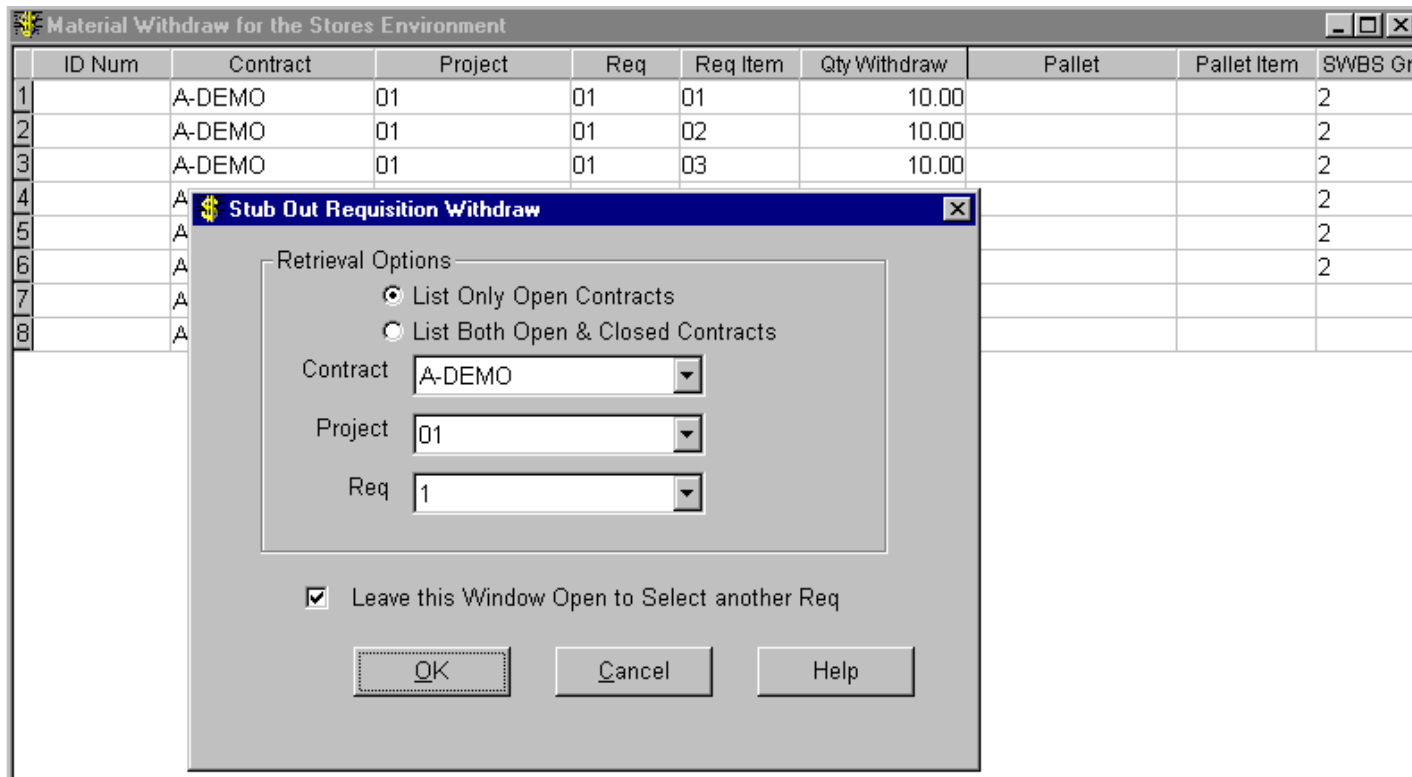
However, if the requisition item has been assigned to multiple storage locations, the user will must identify from which location the item will be withdrawn.

Stub-Out Loading Of Requisition Items

An alternative method for identifying requisition items to withdraw is to have the system load selected requisition items into the Material Withdraw worksheet.

Click on the *Stub-Out Requisition Withdraw* button  on the toolbar.

The system will respond with the window for the user to identify the requisition:



The system will retrieve the requisition and fill in the Material Withdraw worksheet with all requisition items that can be withdrawn.

Items withdrawn previously will not be displayed.

Items that have been partially withdrawn before will be displayed with remaining quantities.


The selection window will remain open for additional requisition items to be added to the window until the user clicks on the *Cancel* button.

If the requisition item has been assigned to a work order (with work center), the items placed in the Material Withdraw worksheet will include that same information.

Quick Stock Withdraws

To withdraw stock items that do not exist on project requisitions or pallets, the Quick Stock Withdraw transaction is available.

This feature creates a requisition item automatically for tracking the withdrawal and for cataloging the cost of the stock items to the project WBS.

To identify Quick Stock items for withdraw in the Material Withdraw worksheet, click on the *Add* button  on the toolbar.

Enter each stock item to be withdrawn.

Necessary information is the following:

- 1. Contract number**
- 2. Project number**
- 3. Stock Part ID**
- 4. SWBS Account number, or Work Order
(with Work Center)**
- 5. Quantity to withdraw**

If the stock item has the storage location already defined, the system will insert the location.

However, if the stock items has been assigned to multiple storage locations, the user must identify from which location the item will be withdrawn.

Each Quick Stock withdraw transaction also must be flagged as *Process as Quick*.

The system will automatically create requisition items for the Quick Stock items withdrawn.

The system will store them under a requisition number having the following date-oriented format:

Requisition Number = YYYYMMDD

Each contract/project can have its own requisition number (with this date format) created and processed for a date of withdraw.

The system will automatically assign a sequential requisition item number for each of these Quick Stock requisitions.

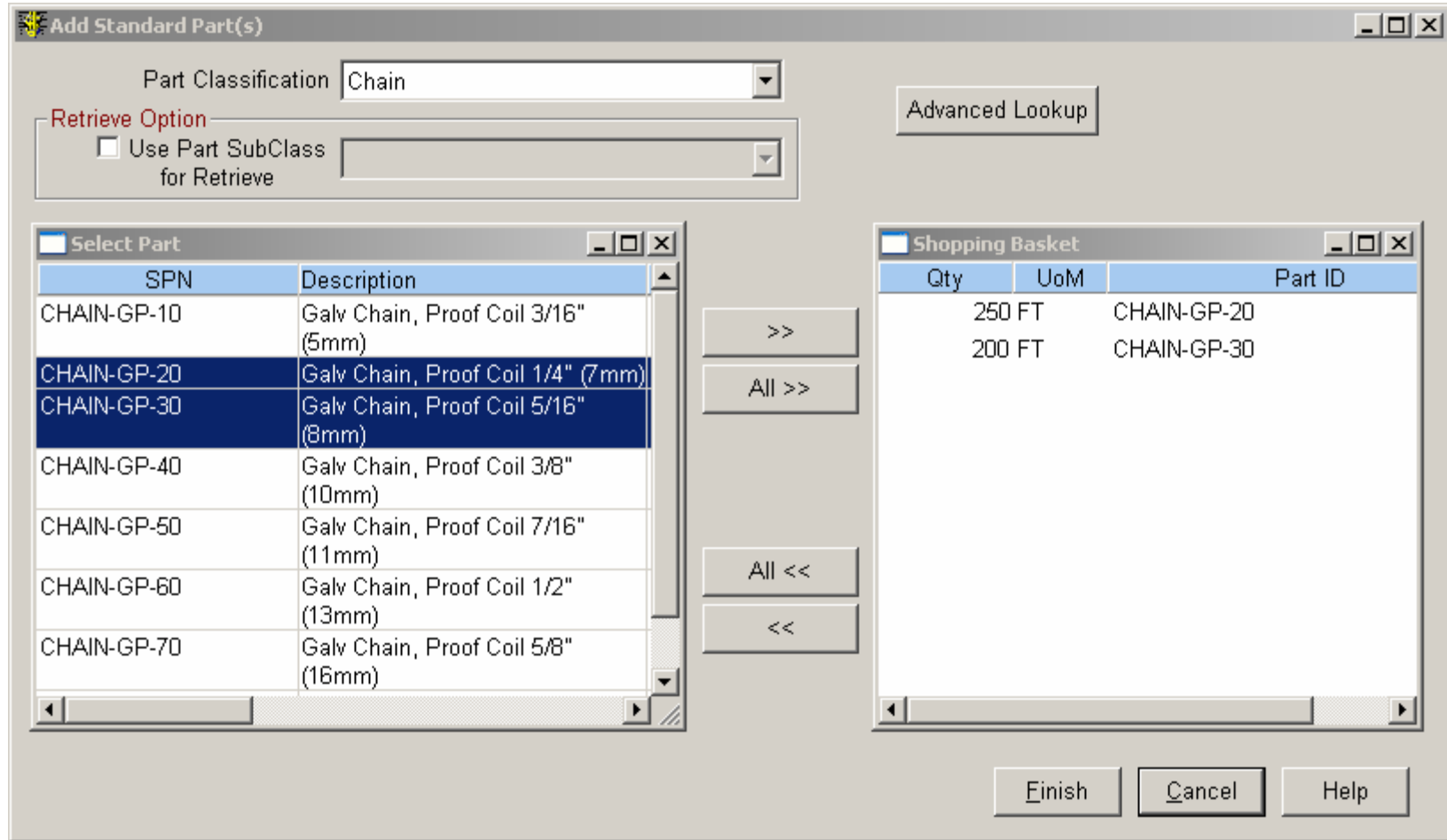
The system automatically flags Quick Stock requisitions as authorized for withdraw.


Using Parts Catalog for Quick Stock Withdraws

An alternative method for identifying Quick Stock items to withdraw is to have the system load selected stock items into the Material Withdraw worksheet directly from the Parts Catalog.

Select *Add Stock Part(s)* from the main menu (or  on the toolbar).

Select the Part Classification (with or without the Sub-Classification), and the system will list all items of that classification in the left-hand window.



1. **Select all required stock items for the withdrawing work order and pass them over the the right-hand Shopping Basket window by clicking on the  button.**
2. **Continue adding as many different stock items as is needed.**
3. **Fill in the required quantities.**
4. **When the Shopping basket is complete, click on the *Finish* button.**
5. **The system will load these stock items into the Material Withdraw worksheet.**

Search For Parts: The Advanced Lookup
button  provides a means of
searching the Parts Catalog with more
advanced, user-defined criteria of part
attributes.

Refer to the chapter “Setting Up A Parts
Catalog” in the *PERCEPTION* user manual,
“Material Planning, Purchasing & Inventory
Control” for more details.

Work Order Pallets

Pallets are optional methods for managing production material.

Work order pallets are pre-planned bills of material that allow for pre-marshalling by stores personnel.

Pallets may be created from requisitions, or from engineering drawing bills of material, or directly for planned work orders.

Withdraws From Pallets

The value of pallets is that if planned and expedited properly, delays in production can be avoided by ensuring that the material is immediately available and ready for use when the work order is scheduled to begin.

Storage of pallet material may become a problem, but efficient planning and scheduling of the pallet material can minimize this significantly.

Use of material storage buffers next to various work sites can minimize storage handling costs that can be more problematic with a centralized storage area.

Detailed instructions for developing work order pallets are provided in the following tutorial:


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Work Order Pallets.

SPECIAL NOTICE: If material has been formulated for a pallet, the same palletized material should never be withdrawn directly under a requisition or a Quick Stock withdrawal.

If this is done, the system will retain the requirements of the pallet as unused project material when in fact the material has been used.

Manual Entry Of Pallet Items Withdrawals

To manually identify pallet items for withdraw in the Material Withdraw worksheet, click on the *Add* button  on the toolbar and enter each pallet item to be withdrawn. Necessary information is the following:

1. Contract number
2. Project number
3. Pallet number
4. Pallet Item number
5. Quantity to withdraw

If the pallet item has been assigned to a work order (with work center) the items placed in the Material Withdraw worksheet will include that same information.

If the pallet item has the storage location already defined, the system will insert the location.

Stub-Out Loading Of Pallet Items

An alternative method for identifying pallet items to withdraw is to have the system load selected pallet items into the Material Withdraw worksheet.

Select *Edit/Stub-Out Pallet Withdrawals* from the main menu, (or  on the toolbar).

The system will respond with a window for the user to identify the pallet.

Stub Out Pallet Withdraw

Retrieval Options

List Only Open Contracts
 List Both Open & Closed Contracts

Contract 1999-01

Project DES-1

Pallet 1

Leave this Window Open to Select another Pallet

OK Cancel Help

The system will retrieve the pallet and fill in the Material Withdraw worksheet with all pallet items that can be withdrawn.

Items withdrawn previously will not be displayed by the stub-out.

Items that have been partially withdrawn before will be displayed with remaining quantities.

The selection window will remain open for additional pallet items to be added to the window until the user clicks on the *Cancel* button.

Withdrawing Material Via Work Order Requirements

If material requirements have been developed for a work order, these requirements can be loaded into the Material Withdraw worksheet directly.

The items loaded will include the work order's own information:

- 1. Contract number**
- 2. Project number**
- 3. Work Order number**
- 4. Work Center number**

Start by loading up the selection of work orders:

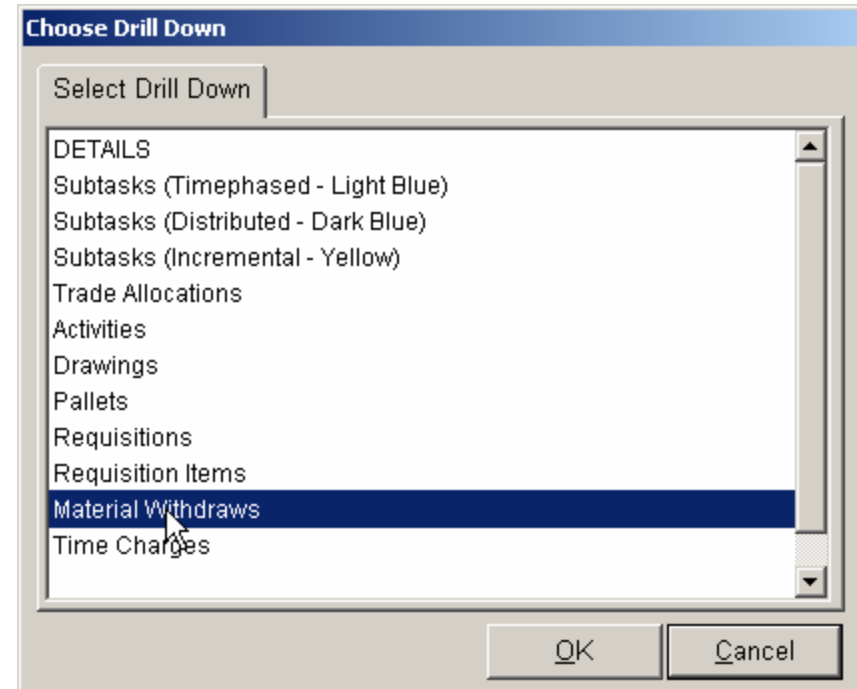
Click on *Environment/Production Engineering/Work Orders* from the main menu.

Work Orders Information for the Production Environment										
	Contract	Project	Center	Work Order	Heading	Revision	Revision Date	Planned Qty	Actual Qty	
57	B-DEMO	2	0	251201	Final Assembly Hatch Covers # 1 - E		00/00/0000	1.00	0.00	EA
58	B-DEMO	2	0	251202	Final Assembly Hatch Covers # 7 - 1		00/00/0000	1.00	0.00	EA
59	B-DEMO	2	0	251203	Final Assembly Hatch Covers # 13 -		00/00/0000	1.00	0.00	EA
60	B-DEMO	2	0	251204	Final Assembly Hatch Covers # 19 -		00/00/0000	1.00	0.00	EA
61	B-DEMO	2	0	257004	Final Assembly Trans. Dk Unit 257	1	07/26/2000	1.00	0.00	EA
62	B-DEMO	2	0	258004	Final Assembly Trans. Dk Unit 258	1	07/26/2000	1.00	0.00	EA
63	B-DEMO	2	0	267004	Final Assembly Trans. Dk Unit 267	1	07/27/2000	1.00	0.00	EA
64	B-DEMO	2	0	268004	Final Assembly Trans. Dk Unit 268	1	07/27/2000	1.00	0.00	EA
65	B-DEMO	2	0	317004	Final Assembly Trans. Dk Unit 317	1	07/27/2000	1.00	0.00	EA
66	B-DEMO	2	0	327004	Final Assembly Trans. Dk Unit 327	1	07/27/2000	1.00	0.00	EA
67	B-DEMO	2	0	328004	Final Assembly Trans. Dk Unit 328	1	07/27/2000	1.00	0.00	EA
68	B-DEMO	2	0	337004	Final Assembly Trans. Dk Unit 337	1	07/27/2000	1.00	0.00	EA


Select a work order for which material is to be withdrawn.

Click on the *Drill Down* button  on the toolbar.


Select *Material Withdraws* to open a withdraw worksheet for the work order.



To manually enter work order items, one by one, click on the *Add* button. 

To enter Quick Stock items, click on *Add Stock Parts* button. 

To enter pallet items already assigned to the work order, click on the *Stub-Out Pallet Withdraw* button. 

To enter requisition items already assigned to the work order, click on the *Stub-Out Requisition Withdraw* button. 

Each of these options operate exactly the same as described earlier.

Posting Withdraw Transactions

The system provides a posting process that will validate the items displayed in the Material Withdraw worksheet. This validation ensures the following:

1. That the requisition items are defined on the database
2. That the requisition items have been assigned to valid WBS
3. That if a stock item, the item is valid on the Parts Catalog
4. That the items have been authorized for withdraw
5. That the quantities remain available for withdraw from the specified storage location(s)

To post selected withdraw items, click on the *Post Selected Withdraw Transactions* button  on the toolbar.

Transactions that have successfully passed the validation tests are **flagged green**.

Once successfully, posted, the system will ignore any attempt to re-post them again. The user cannot modify posted transactions.

Transactions found to be in error will be **flagged red**. The specific errors detected by the system will be placed on the transaction in the *Error Message* column.


Transactions with errors can be corrected any time by retrieving them from the database, making the appropriate corrections, and re-posting.

Un-posted transactions will remain **flagged gray**.

Backing Out Selected Withdraw Transactions

Posted withdrawal transactions cannot be modified or deleted.

However, an additional transaction that makes the necessary corrections can be entered and posted.

Posted transactions can be reversed, or backed out by selecting them in the worksheet and then selecting *Edit/Back Out Selected Withdraw Transactions* from the main menu (or  on the toolbar).

These back out transactions must then be posted in the normal fashion.