SAGE 100

AUTO GENERATE WORK ORDERS OPERATING MANUAL

http://fayebsg.com/sage-100-auto-generate-work-orders/

Faye Business Systems Group
www.fayebsg.com | info@fayebsg.com
818-280-4820

Overview

The **Auto Generate Work Orders (AGWO)** enhancement streamlines and automates the process of creating work orders associated with purchase orders that have already been entered. This is especially valuable for organizations that inventory all components for finish goods but outsource the labor for the production or manufacturing of the actual finished goods themselves. The AGWO enhancement allows users to automatically generate a work order for the finished good after a purchase order for the related outsourced labor is entered. In addition, when the purchase order is closed, the enhancement can automatically close the work order and generate the entry that adds the finished good into inventory and issues the component items out of inventory. This enhancement eliminates significant manually processes as well as reduces numerous opportunities for data entry errors or omissions, increasing the accuracy of inventory and production statuses.

Key Features & Functions

- Automatically creates work orders based on purchase orders

- Automatically closes work orders based on receipt of goods

- Improves accuracy of work order processing

- Increases speed of entries

- Improves timeliness of inventory information

- Improves visibility of inventory work in process

Automatically Generating Work Orders from Purchase Orders

1. Launch Sage 100

2. Select **Purchase Orders** from the *Sage 100 Modules Menu*.

3. Select **Purchase Order Entry** from the *Purchase Order Menu.*

4. Proceed to create a Purchase Order, while entering one (1) or more items that meet all of the following criteria:

    - Item has Alias Items.
    - One of the Alias Items is BM.
    - The BM alias item is type General.
    - The description of the Alias BM General item is a bill number. This will be the finished good entered on the work order to be created.

5. Press the **Accept** button.

Using Auto Generate Work Orders from Purchase Orders to create Work Orders (continued)

13.   Exit *Purchase Order Entry*.

14.   Select **Work Order** from the *Sage 100 Modules Menu*.

15.   Select **Work Order Entry** from the *Work Order Menu.*

16.   Enter the *Work Order* noted in step 12.

17.   Note the Work Order assigned to the Bill of the item, with the same quantity, with a Released
        status.

Using Auto Generate Work Orders from Purchase Orders to create Work Orders (continued)

18.   Click on the **Additional** tab

19.   Note the status comment shows the Purchase Order origin of the Work Order.

Technical Information

1.   Criteria for selecting the finished good on the related Work Order:

      a.   For each valid item on the Purchase Order Lines, the program will check that item's related ALIAS file.

      b.   If an Alias Item Number for *BM* exists for the item received, then the function will automatically create a Production Entry for the item number contained in the BM Alias Item's related Description field.
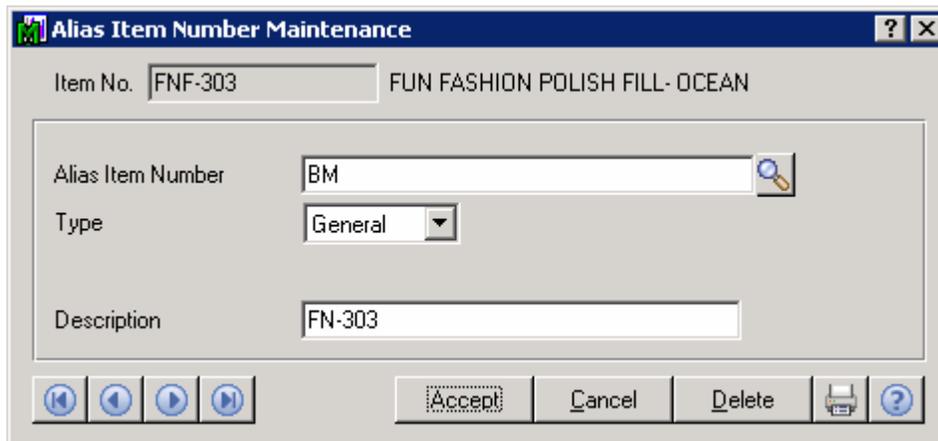
      In the above example, item number FNF-303 (the "fill" item for the finished good FN-303) has been received and updated from Receipt of Goods Entry. The function would then automatically create a Production Entry for item FN-303.

      c.   If an Alias Item Number for *BM* does not exist, the function will bypass this item.

2.   Closing the Work Order

When a receipt of goods entry is updated for the related purchase order, the user will be prompted to "Close Work Order". If "YES" is selected, the related work order will also be closed at that time. Closing the work order will result in the finished good being added to inventory and the component items being removed from inventory.