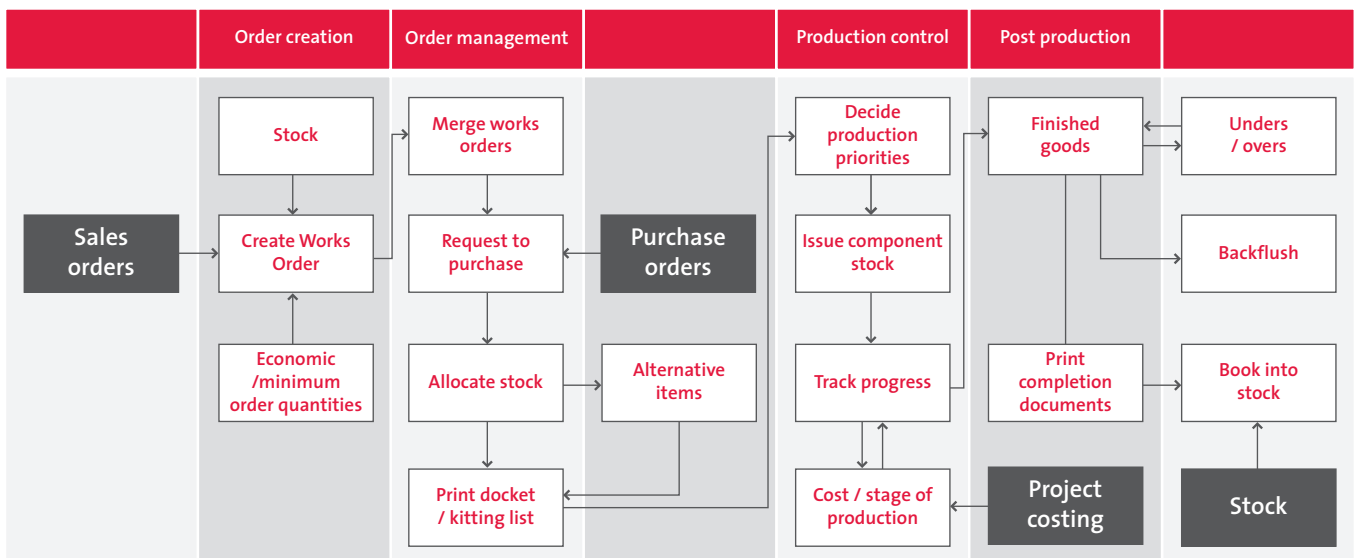


Bill of Materials (BoM) & Works Orders

We offer exceptional integrated solutions for small and medium-sized manufacturing organisations, covering Bill of Materials, Stock Control and Works Orders, as well as comprehensive management reporting. These modules combined with a range of practical easy-to-use tools and set-up ‘wizards’ make the tasks of planning and controlling your production operation both easier and more efficient. And, as with all Access solutions, your manufacturing software is tightly integrated with the core ledgers, providing the timely, accurate information you need to maximise your margins, even in a rapidly changing market.



Bill of Materials (BoM)

See at a glance whether there's sufficient materials to build an order and then build assemblies from any number of stock records or price lines, referring to any text that's been entered to describe the process. Manage complex builds by nesting one assembly within another, with automatic stock tracking for full traceability. Pricing of raw materials is always reflected in your margin, ensuring that you maximise profit, even in a rapidly changing market.

Creating Works Orders

Whether building for sales orders or for stock, rule-setting ensures that you always make the most efficient use of materials. Minimum build quantities ensure you avoid producing unprofitable orders.

Maximum build quantities ensure you do not exceed your stock holding. Combine sales orders into a single Works Order and merge Works Orders to increase the efficiency of your production run.

All rules and options can be overridden when required, subject to full authorisation and control.

Works Order wizard

A series of logical steps makes the setting of production quantities and timings straightforward whether fulfilling sales orders or building for stock. You are guided through a series of options regarding stock and build quantities. Rules based around your standard working procedures can be overridden by authorised personnel when required.

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Sales orders

When creating a works order to fulfil a sales order, all outstanding sales orders are considered to calculate the total production required to meet sales demand. Multiple sales orders are combined into a single works order for efficiency.

Stock levels

When building to replenish stock, the current stock situation and your sales and production commitments are considered. Works Orders are generated to bring the stock up to the required (pre-defined) levels.

Ad hoc builds

When building on an ad hoc basis you specify the items you wish to build and are taken through the decision making process to create the relevant works orders. Works Orders can also be created 'on the fly' at the time of entering a sales order.

Economies of scale

Minimum build quantities ensure that you avoid production of small, unprofitable orders. Maximum build quantities ensure you do not exceed your stock holding.

Batch quantities ensure that you only manufacture to a stated batch size, making the most efficient use of your materials and minimising waste.

Batch quantity control automatically upgrades the build quantity to comply with your batch quantity rules. So, if it's economical for you to build in fives, a sales demand for 12 products will become 15, with 3 items being assigned to free work in progress. All of these presets can be overridden when required, subject to full authorisation and control.

Work in progress

Any products manufactured but not allocated to sales orders are automatically consigned to 'free work in progress'. This amount is easily tracked within the system and can be used in preparation for future sales and Works Orders.

BoM variations

Adding and deleting components will update the quantity and cost of components required to complete each works order. Variations to each BoM can be 'one off' for an individual order or stored for future use.

Merging Works Orders

Any number of pre-production works orders can be merged to increase the efficiency of your production run. The system automatically associates the originating sales orders to the new Works Order (along with any stock allocations) so you can take advantage of the economic benefits of larger production runs while maintaining the relationship between the works order and the initial sales order.

Managing Works Orders

See at a glance which orders are awaiting components and allocate from any of your pre-defined alternatives to ensure orders aren't held up. Instantly create back to back orders where you have shortages, subject to full purchase order authorisation. Pinpoint stock by multi-dimensional analysis and allocate serial numbers for traceability. Reversals are handled with ease so your shop floor and accounts are kept tidy and accurate.

Allocating stock

Allocating stock and components to orders, whether they're about to go into production or not, protects against other orders 'stealing' your stock, and ensures the order is ready to go ahead when confirmation is received. You can see at a glance which orders are awaiting components and which have a full complement of parts. The latter can be automatically moved to your factory floor to prevent it getting clogged up.

Alternative items

If there are insufficient components to complete a Works Order, the system will prompt for your first-choice alternatives. You can specify any number of suitable alternatives, all of which are carried through to the picking list to ensure orders are not delayed.

Request to purchase

If there is a shortage of any component and/or its alternative, you can instantly create a 'back-to-back' purchase order (request to purchase) to source the required components from your supplier. You can also control spend on additional component stock by introducing multiple levels of purchase order approval.

Serial numbering

Serial numbers can be allocated to component stock, one by one or by bulk selection. These numbers will appear on the component picking list for the assembly, ensuring that the correct items are taken from stores. You can also assign serial numbers to each finished item, ensuring full traceability.

Sub-analysis

Items can have a further level of analysis to identify subtle differences for the same item where you wish to recognise all the subtleties within the same stock code. For example, pens with four different clip colours could be set up as four different stock items, or set up as a single stock item and sub-analysis used to specify the four different colours. Alternatively, sub-analysis helps you view component stock levels across multiple warehouses or view different locations within the same warehouse.

Reverse issue

Late changes to manufacturing requirements can be easily reversed using a quick and straightforward process, ensuring your stock valuation is kept up-to-date.

Production control

Dimensions takes account for over and under production, prompting you to take advantage of economies of scale while ensuring your stock records remain accurate. Utilise back-flushing for any or all of the goods used within your manufacturing process and for a kanban supply system if required. Damaged materials and unfinished goods can be written off.

Certificates of conformity can be configured and produced on demand and tailored to reflect your own quality standards and those of your customers.

Issue/return of components

You have full visibility of which orders should be undergoing or awaiting manufacture. Each Works Order shows whether components have been allocated to the order and whether or not they have been issued to the factory floor.

Generating a picking list enables the components for each job to be gathered together and taken to the specified production area. When components are moved to the factory floor, this is reflected in your accounts; the value of your stock decreases and the value of your WIP increases.

Controlling priorities

You can assign a production priority number against each Works Order. This ensures that rush jobs and priority customers have their goods manufactured first. These default priorities can be over-written for individual Works Orders, and the authority to do so can be limited to specified members of staff. The system works out the latest start date for each job by considering the requirement date on the sales order and the production lead time.

Factory routing

You define the routes that products will take around the factory in order to be completed. This gives excellent visibility of the overall job progress, enabling you to take action on bottlenecks before they affect delivery dates.

Set defaults for goods that always have to take the same route, and where production can be fulfilled in a number of ways, balance the workload by setting multiple and/or alternative routes. Free-format notes can be associated with each route so that supplementary instructions can be applied where necessary.

Stage progression

Definable user profiles allow you to grant your staff the privileges needed to progress jobs through the factory. Only staff with the assigned access levels will be able to progress the job, enabling your production manager to accurately track the production process. If it suits your way of working, you can assign the responsibility of stage progression to your factory staff – ensuring up-to-date information at all times.

Production status

Generate a 'work to' list, showing which stage of the build a Works Order has reached, and its progress to date. Use it to make sure completed orders will arrive at the shipping bay in time to meet their promised delivery dates.

Tracking WIP & estimates

A cost estimate is automatically created when you raise a works order and is then tracked against actual costs as the job progresses. Based on your BoM, it includes both the anticipated component usage and cost of labour required. You can run profitability reports at any time, showing information grouped by product type, customer and time period. In this way it is easy to understand where you need to make improvements in manufacturing processes, or re-negotiate pricing. Once an order is complete, you have the true job costs needed to drive future decisions with increased accuracy and precision.

Post-production

The system takes account for over and under production, prompting you to take advantage of economies of scale while ensuring your stock records remain accurate. Utilise back-flushing for any or all of the goods used within your manufacturing process and for a kanban supply system if required. Damaged materials and unfinished goods can be written off. Certificates of conformity can be configured and produced on demand and tailored to reflect your own quality standards and those of your customers.

Writing off items

Both materials and finished goods can be written off if they are damaged in production or do not meet your required production standards.

If a Works Order does not produce enough finished goods to meet a sales order, you can either issue the components needed to complete the order and production will continue as planned, or you can mark the order as complete and produce a new Works Order for the shortfall. Write off privileges can be restricted to ensure you remain in control.

Keep track of discrepancies

The system accounts for over and under production of finished goods, ensuring that your stock records remain accurate. In the case of over production, you can either amend the original sales order to include the extra items (if your commercial terms allow for this), or you can assign the extra items to stock to be used later for the fulfillment of other sales orders.

In the case of under production, you can amend the sales order to reflect the lower quantity and call the order complete. Alternatively, you can raise a further Works Order to make up the difference and merge it with other Works Orders for the same product to take advantage of economies of scale.

The system will automatically divide the cost of the total build by the final number of finished goods created. On completion of the works order the actual cost of production is used to move the stock into finished goods.

Completion & quality control certificates

Certificates of conformity are available within the system enabling you to produce the high quality paperwork that your customers demand at any stage of the build. These documents can be tailored to meet your individual product and design requirements.

Backflushing

When orders require a large number of standard items, the backflushing facility will automatically issue them for you, saving time and effort. When the order is complete, the system will assume that it has used the correct number of backflush components as specified in the BoM. Any number and value of goods can be accounted for – when operating a kanban supply system, your backflush items will be booked out as container loads and accounted for at the finished goods stage.

Who we are

Access UK is a specialist software developer and consultancy business with over 20 years' experience. Our consulting service consists of fully accredited consultants, experts in their field, operating across the UK and Ireland.

Proudly independent, all our software is developed in the UK, supported locally and accessible globally. Our award-winning solutions take a whole-company approach, aiming to cut through complexity and increase efficiency. At every level.

Already field-leaders in accounting and finance, Access also offers solutions for manufacturing and distribution, professional services automation, carbon emissions measurement, reporting, HR, payroll, document management, service management and CRM.

Access has won a host of prestigious awards; most recently 'Software Package of the Year' at the 2010 Accountancy Age Awards and the 'Enterprise Accounting & Finance' and 'SME Human Resources & Human Capital Management' categories at the 2010 Sift Media Software Satisfaction Awards.

Our solutions are fully accredited by all the recognised industry bodies, including HM Revenue & Customs (HMRC), Business Application Software Developers Association (BASDA) and the Institute of Accountants in England and Wales (ICAEW). We're also committed to developing our software on a Microsoft platform and have been a certified 'Gold Partner' since 2002.

We are proud to have been ranked as one of the UK's top employers, reaching 85th in The Sunday Times 100 Best Companies to Work For 2011.

Further information

For further information on the Access software portfolio, please telephone us on **01206 322575**, email **info@theaccessgroup.com** or, alternatively, visit our website at **www.theaccessgroup.com**