

# Putting Things Together

Using the Bill of Materials

And

Assemblies/Work Order

Prepared for the Southware Partner Alliance by Rob Elliott of  
Flexware Systems. Inc.

# Nomenclature

- Bill of Materials (BOM) – a list of items, services and text lines assembled together as a template for a Standard Bill or an Assembly
  - Creating/editing BOMs is handled at IS-07-13 – Bill of Materials Maintenance
- Standard Bill – a BOM added to an order to place the list of items in the BOM on the order, possibly with adjusted pricing or text.
- Assembly – a Stock Item that is sold as a single item but is created using a Bill of Materials thru the Work Order Process. Also used to refer to the Bill of Material for such stock items.
  - This requires the Assembly/Work Order module.
  - This is primarily accessed thru the menu at IS-01-04

# Standard Bill – Cheat Sheet

Bill To: Carl Sanders  
123 Magnolia Avenue  
Auburn AL 36830

Ship To: Carl Sanders  
123 Magnolia Avenue  
Auburn AL 36830

Invoice#	Order#	Customer#	Customer P.O.#	Terms	Salesperson
Invoice Dt	Order Dt				
05/12/21	05/12/21	1		2/10 Net 30	Customer Pickup BTR

Units	U/M	Item Description	Disc	Unit Price	Amount
		*** ORDER ACKNOWLEDGEMENT ** The New Semi-Official Office Space Package, now with a free stapler!			
1	EA	205 Canon PC-11 Personal Copier		750.00	750.00
1	EA	305 Canon 3311 Personal Typewriter The next item is the phone unit only, installation not included.		200.00	200.00
1	EA	105 Panasonic Phone/Answering Sys 15 function remote control sys		200.00	200.00
1	EA	101 Swingline Half Size Stapler in Office Space Red		0.00	.00
		Order Subtotal			1,150.00
		Sales Tax			57.50
		Order Total			1,207.50

Thank you for

With a standard bill, you make one selection and fill multiple lines.

This will populate the order or quote with a package set of comments and items

And if you package includes items included free or at a discounted price, you define those changes in the Standard Bill.

In the current example, when the package is ordered together, the price for the stapler is zeroed out.

# With Assemblies, you have control over how they appear on Orders and Invoices.

SouthWare Demo Company  
P. O. BOX 3040  
1922 Professional Circle  
Auburn AL 36830

Bill To: Carl Sanders  
123 Magnolia Avenue  
Auburn AL 36830

Ship To: 334-821-2342  
Carl Sanders  
123 Magnolia Avenue  
Auburn AL 36830

Invoice#	Order#	Customer#	Customer P.O.#	Terms	Salesperson
05/12/21	239	1		2/10 Net 30	Customer Pickup BTR

Units	U/M	Item Description	Disc	Unit Price	Amount
2	EA	*** ORDER ACKNOWLEDGEMENT **		3000.000	6,000.00
		OFCSYS Complete Office System			
		Each system includes:			
1	EA	Executive Desk			
1	EA	Pedestal Desk-Right Single			
1	EA	Fire Proof Vertical File			
		Order Subtotal			6,000.00
		Sales Tax			300.00
		Order Total			6,300.00

With an Assembled Stock Item, you can elect to have the components display on invoices and orders, or simply let the description of the assembly suffice.

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Invoice#	Order#	Customer#	Customer P.O.#	Terms	Salesperson
05/12/21	239	1		2/10 Net 30	Customer Pickup BTR

Units	U/M	Item Description	Disc	Unit Price	Amount
2	EA	*** ORDER ACKNOWLEDGEMENT **			
		OFCSYS Complete Office System		3000.000	6,000.00
		Order Subtotal			6,000.00
		Sales Tax			300.00
		Order Total			6,300.00

How to select a Standard Bill in the Webview:  
Type in the Name and the system will find it and  
add the items to the order.

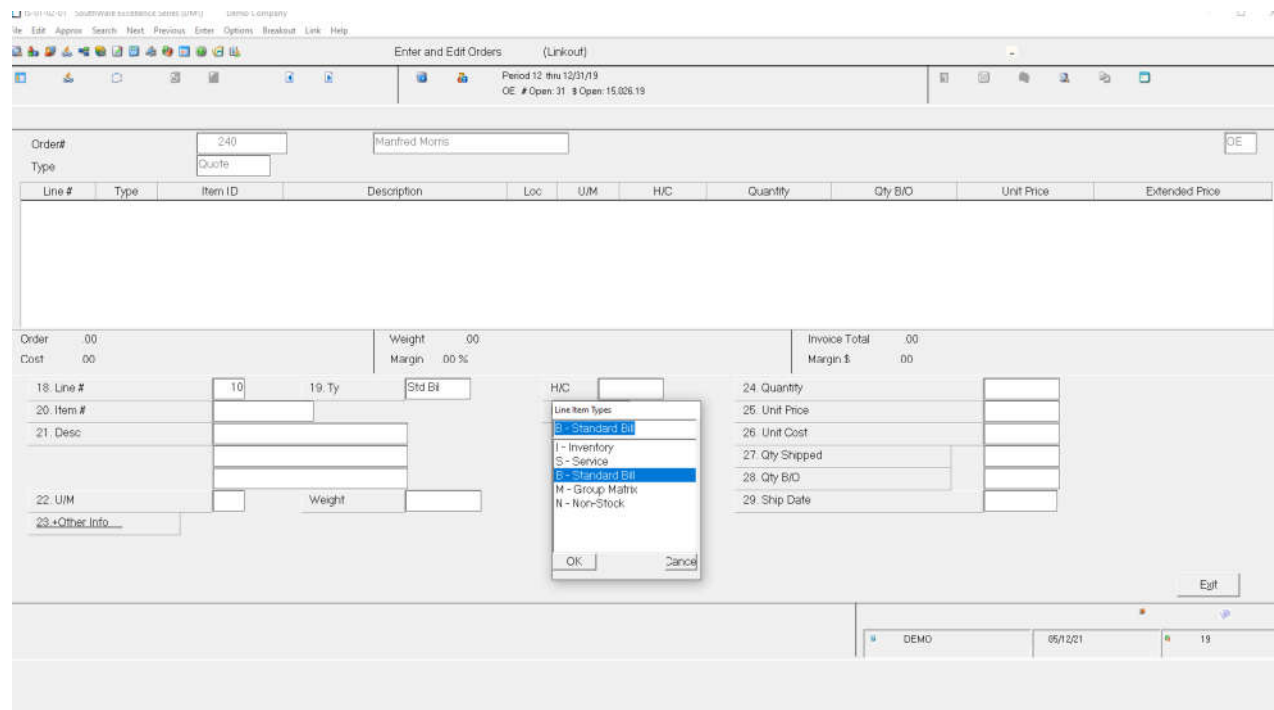
The screenshot displays the SouthWare Webview interface for order entry. The top section shows order details for Manfred Morris (2) at 987 Dogwood Lane, Opelika, AL 36801. The order date is 05/12/21, and the type is QUOTE. The salesperson is BTR: Blake Robbins. The terms are 2 (2/10 Net 30) and the location is 001. The item subtotal is \$0.00, taxes are \$0.00, freight is \$0.00, other charges are \$0.00, payments are \$0.00, and the balance due is \$0.00.

The 'Order Items' section is active, showing a 'Standard Bill' search for item 'OFCSPACE' with a quantity of 2. The 'Add to Order' button is visible. Below this is a table with the following columns: Line, Status, Item ID, Description, Order Qty, U/M, Unit Price, Total Price, Ship Qty, R/O Qty, Loc, KRID, and O/R. The table currently shows a total order quantity of 0, a unit price of 30.00, and a total price of 0.

Line	Status	Item ID	Description	Order Qty	U/M	Unit Price	Total Price	Ship Qty	R/O Qty	Loc	KRID	O/R
				0		30.00	0	0				

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In Standard Order Entry, at the Add a Line option, you have to select B for Standard Bill at the Type field – this is frequently set to skip and default to Inventory. You may wish to adjust your user defaults if you use a lot of Standard Bills.



Upon selecting a Standard Bill, all the items in it are added to the order.

The screenshot shows the SouthWare software interface for entering and editing orders. The main window displays an order for 'Martind Morris' with order number 240. The order contains four line items:

Line #	Type	Item ID	Description	Loc	U/M	HIC	Quantity	Qty B/D	Unit Price	Extended Price
10		205	Canon PC-11 Personal Copier	001	EA		1,000	000	750.00	750.00
20		305	Canon 3311 Personal Typewriter	001	EA		1,000	000	200.00	200.00
30		105	Panasonic Phone/Answering Sys	001	EA		1,000	000	200.00	200.00
40		101	Swingline Half Size Stapler	001	EA		1,000	000	0.00	0.00

A modal dialog box titled '3010' is open, showing the 'Number of line items generated' as 7 and the 'Total Extended Price' as \$1,150.00. Below the dialog, the order summary shows:

- Order: 1,150.00
- Cost: 900.90
- Margin: .00%
- Avail: 963.000
- Avail-B/D: 963.000
- Ext: \$ 0.00

The dialog box also displays details for line item 40 (Swingline Half Size Stapler), including EA Cost (3.26), Qty Shipped (1,000), Qty B/D (000), Ship Date (05/12/21), and Color (0010).

At the bottom of the window, a status bar indicates 'Standard Bill Generation is Complete' and includes an 'OK' button. The bottom right corner shows the user 'DEMO', the date '05/12/21', and the user ID '1901'.

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# How to create a Bill of Material

\*1. Reference: OFCSpace

\*2. Description: With a Free Stapler!

\*3. Other Info: \*\*\* Standard Bill \*\*\*

Seq	Component	Desc/Text	Qty	U/M	Conf?
10	Header Text	The New Semi-Official Office			N
20	295 001	Canon PC-11 Personal Copier	1.000	EA	N
30	395 001	Canon 3311 Personal Typewriter	1.000	EA	N
40	Line (after)	The next item is the phone			N
50	105 001	Panasonic Phone/Answering Sys	1.000	EA	N

\*4. Sequence#: 10

\*5. Type: Text Only

ID: Header Text

Location: [ ]

Tracking Number: [ ]

Quantity: [ ] U/M: [ ] Multiply?: [ ] Qtyfmt: [ ] [ ]

\*9. Override Price: [ ]

\*10. Confirmation?: [ ]

\*11. Other Info: [ ]

# to change: [ ] QK [ ] Cancel [ ]

DEMO 05/13/21

Standard Bills have limited setting adjustments compared to Assemblies.

Item 3 – “Other Info” has several fields that only apply to Assemblies.



# The Work Order Process from 40,000 feet.

- Add an Assembly to an Order
  - You can set the system to automatically create the work order.
- Then you can reserve the components (this commits those stock items in Inventory)
- You complete the work order.
- Then you can complete the sales order.
- This is all reflected in the Menu under IS-01-04

# The base work order screen:

The stock item being created is here

Entered: 05/12/21 Printed: 00/00/00 Released: 05/21/21 Due: 00/00/00 Reserved: 00/00/00 Issued: 00/00/00

\*1. Assembly WO# 4.000 2. Location 001 3. Activity Complete Office System Assembly INV

4. Stock# OFCSYS Bom: OFCSYS

5. Tracking# N/A

6.+Assemble For S Stock

7.+Quantity 3.000 EA

8.+Unit Cost 1225.000 Extended Cost: 3675.00

Seq	Item ID	Ext Qty	UM	Unit Cost	Ext Cost	Status
10	760-76F	3.000	EA	450.00	1350.00	
20	31021	3.000	EA	125.00	375.00	
30	342F	3.000	EA	600.00	1800.00	
40	LBR/MISC	6.000	Hrs	25.000	150.00	

5 Lines 3675.00

\*9. Component Line# 50 Assemble each piece, load on pallet and shrinkwrap pallet for delivery.

10.+Type T Text Only

ID Loc:

11. Trk#

12. Unit Qty Req'd Mult?

13. Unit Cost

14.+Other Info Indent Level:1

# to change - OK Cancel

Notes DEMO 05/13/21

Web Menu Assembly Work Order Entry

The BoM used is here

# Note that Work Orders can vary from their base BoM.

Example, we might expect 2 hours of labor per assembled unit as the standard, but there can be variations for various reasons, (e.g. – a new worker being trained on the process might increase the time, or there may be time savings completed for higher volumes).

Before completing the work order, you can edit the actual quantity required.

You may also add additional labor or parts to the work order to accurately reflect the results of this run, and in turn get a precise cost for this quantity of the stock item built.

Entered: 05/12/21 Printed: 00/00/00 Released: 05/21/21 Due: 00/00/00 Reserved: 00/00/00 Issued: 00/00/00

1. Assembly WO# 4.000 2. Location 001 3. Activity A Complete Office System Assembly INV  
4. Stock# OFCSYS 5. Activity From OFCSYS  
6. Tracking# N/A  
6. Assemble For S Stock  
7. Quantity 3.000 EA  
8. Unit Cost 1225.000 Extended Cost 3675.00

Seq	Item ID	Ext Qty	UM	Unit Cost	Ext Cost	Status
10	760-76F	3.000	EA	450.00	1350.00	
20	31021	3.000	EA	125.00	375.00	
30	342F	3.000	EA	600.00	1800.00	
40	LBR/MISC	6.000	Hrs	25.000	150.00	
5 Lines					3675.00	

\*9. Component Line# 40 Labor charges  
10. Type S Service Code  
ID LBR/MISC Loc:  
11. Trk#  
12. Unit Qty Req'd 2.000 Hrs Mult? Y WrkOrd Hrs Qty: 6.000  
13. Unit Cost 25.000 Ext WO Cost: 150.00  
14. Other Info Indent Level:1

# to change QK Cancel

Web Menu Assembly Work Order Entry

# Assembly Flexibility

- You can have multiple assemblies for a single stock item. E.g. – A vending machine may have a BoM that include external advertising panels for Coke, another for Pepsi and so on. The appropriate BoM can be selected when the Work Order is created.
- You can create lotted or serialized Assembly stock items. The Work Order process will require you to input lots/serial numbers as work orders are processed.
- Assemblies can have optional components – add-on items, upgrades or accessories. These would be selected when the work order is created.