Formula Inbox

Module Guide: Formula Inbox (BOM Inbox)

Module Location

Production > Formula > Formula Inbox

Module Objective

The **Formula Inbox** module serves as the approval center for all **Item Formulas or Bills of Materials (BOMs)** that have been created or changed. Every new or modified product recipe must be reviewed and approved here by authorized personnel (e.g., an R&D or PPIC Manager) before it can be actively used in planning and production processes.

1. Main View (Formula List)

The main page of this module is an "inbox" that displays all formulas requiring your approval.

View Explanation

This page provides a summary of all formulas that are awaiting approval.

- **Filters**: You can filter the list by **View Item/Service Formula Status**.
- **Document List**: The table below will display all formulas awaiting action, with columns such as **Formula Number**, related **Item/Service Code**, **Formula Status**, and **Approval**

Status.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Formula Inbox** module to see the list of formulas that require approval.

Step 2: Review the Formula Details

Click on one of the rows in the table to open the detail view of that formula. In the detail page, you can check all the component details, both input and output materials, along with their standard quantities.

Step 3: Provide Approval

After you review the formula details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. An Item Formula (BOM) is created or modified and then submitted.
2. The formula automatically enters the queue in this **Inbox**.
3. A manager reviews and approves it.
4. After approval, the formula becomes the **active, standard recipe**, ready for use in the MRP process and for creating Production Work Orders.

Tips & Important Notes

- This approval process is a crucial **quality control step** to ensure all product recipes are correct, accurate, and up to standard before being used in mass production.
- This module is typically accessed by an **R&D Manager, Production Manager, or PPIC Manager**.

Revision #1
Created 18 October 2025 13:47:28 by Sayu
Updated 18 October 2025 13:49:01 by Sayu