Work Order

Module Guide: Work Order (Production Work Order)

Module Location

PPIC > Work Order

Module Objective

The **Work Order** module is used to create and manage **Production Work Orders** or Manufacturing Orders. This is the official instruction document issued by the PPIC department to the production floor. This document details what product must be made, what quantity, on which machine, when, and on which shift.

1. Main View (Work Order List)

The main page of this module displays a list of all Work Order documents that have been created, whether they are in progress, planned, or completed.

View and Button Functions Explanation

- **View**: This page is the monitoring center for all production activities. You can see the **Work Order No., Date Created, Item/Service Name** being produced, **Work Order Status**, and **Approval Status**.

- **Action Buttons**:

- **[New]**: The primary button to create a new Work Order, usually by selecting a product first.
- **[New Direct]**: Likely to create a new Work Order directly via the main form.

2. Steps to Create a New Work Order

Step 1: Start Creating a Work Order

From the Main View, click the **[New]** button. You will be directed to the product selection screen.

Step 2: Select the Product to be Made

1. On the **Add Work Order** screen, select one or more **Finished Goods** from the list on the left.
2. Click the **>>** button to move them to the production list on the right.
3. Click **[Next >>]** to continue.

Step 3: Fill in the Work Order Details

You will be directed to the main **Add Work Order** form.

- Fill in the header information such as the **Work Order Number, destination Cost Center, Work Order Date,** and select the **Shift** and **Machine** to be used.
- In the **Production** section, enter the target quantity in the **Production** column. The system will use the linked **Formula Number (BOM)** to determine the raw material requirements.

Step 4: Submit the Work Order

After all details are filled in, click the **[Save & Confirm]** button to save and submit the Work Order for the approval process.

Workflow & Integrated Business Process

- **Basis of Creation**: A Work Order is usually created based on the planned **Production Schedule**.
- **Execution**: After approval, this Work Order becomes the official instruction for the Production Supervisor to start activities on the factory floor.
- **Reporting**: Production results (good quantity and defective quantity) will be reported against this Work Order number.
- **Completion**: After it is finished, closing the Work Order will trigger:
  - Reduction of raw material stock used (**backflushing**).
  - Addition of finished goods stock (**Goods Receipt from Production**).

Tips & Important Notes

- This module is the bridge between **planning (PPIC)** and **execution (Production)**.
- The accuracy of the data in the Work Order is crucial for ensuring material availability, machine scheduling, and correct production cost calculation.

- This is a crucial daily work module for the **PPIC team and Production Supervisors**.

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