South African Weather Service

Manufacturing
Training Manual

Document Review and Distribution

Document location

Revision history

Version	Author	Date	Revision	Email address
1.0	Sipho Banda	22/07/2019	Final	

Document review

This document is deemed official only if the reviewers have signed below

Reviewer Name	Signature	Role	Date

Document distribution

Version	Name	Date	Email Address

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1 INTRODUCTION

1.1 Document Purpose

The purpose of this training document is to provide steps on how to enter/maintain Assembly Items and process work order transactions on the NetSuite system.

1.2 Scope

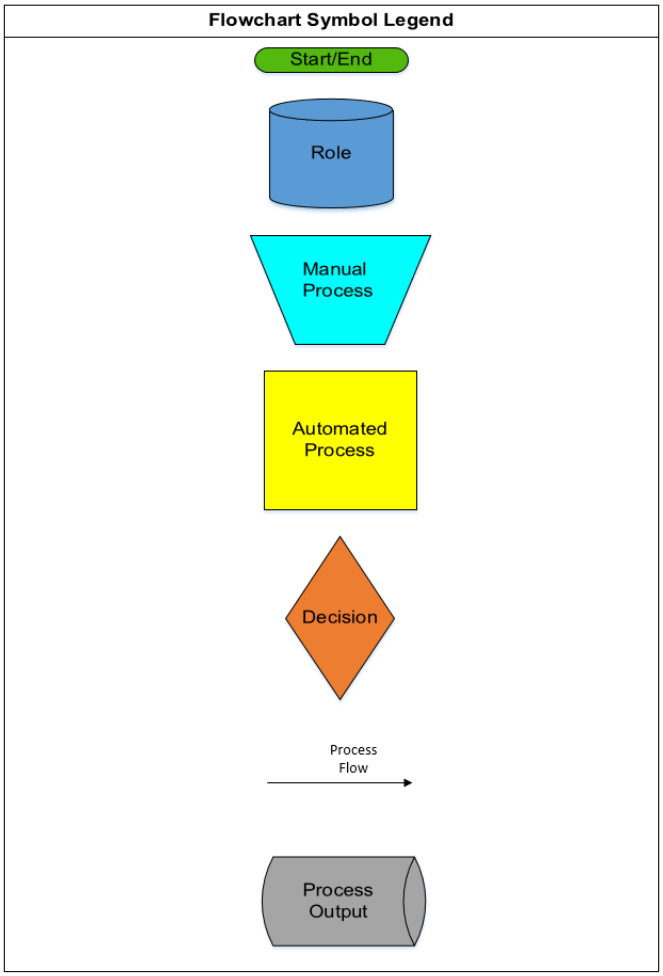
The focus of the training will be on the below functions in NetSuite:

- Assembly Items
- Assemblies and Work Orders – Work Orders
- Time Entry
- Reports

1.3 **Process Flow**

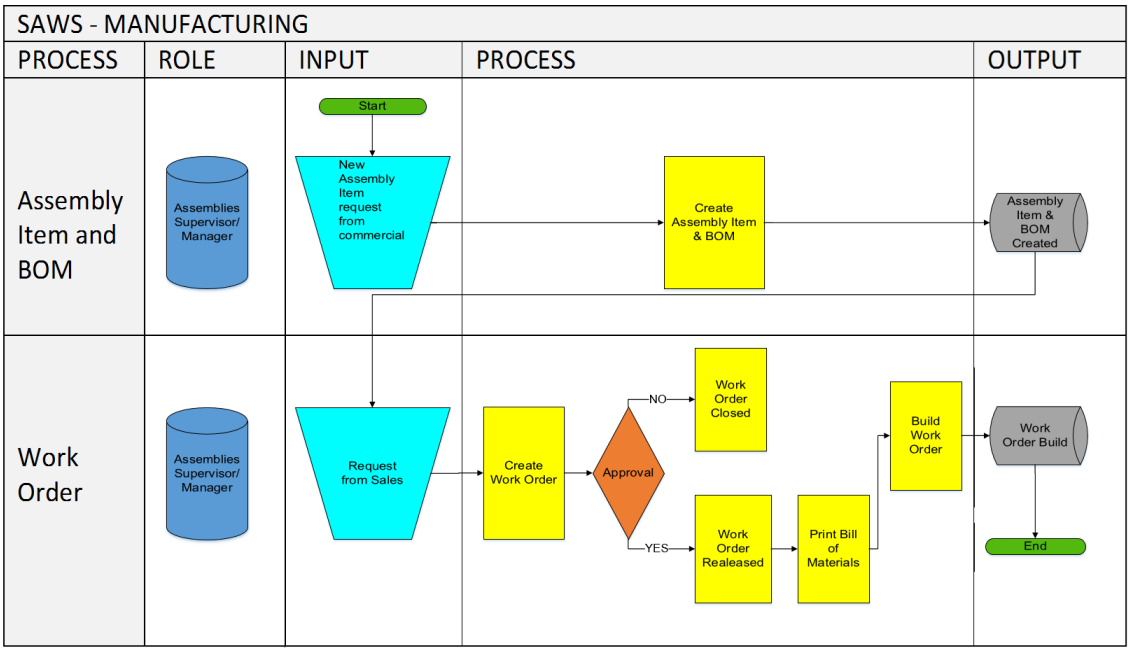
Flowchart Legends

The following are the flowchart symbol legends:



Manufacturing Process

The following figure shows the Manufacturing Process Flow:



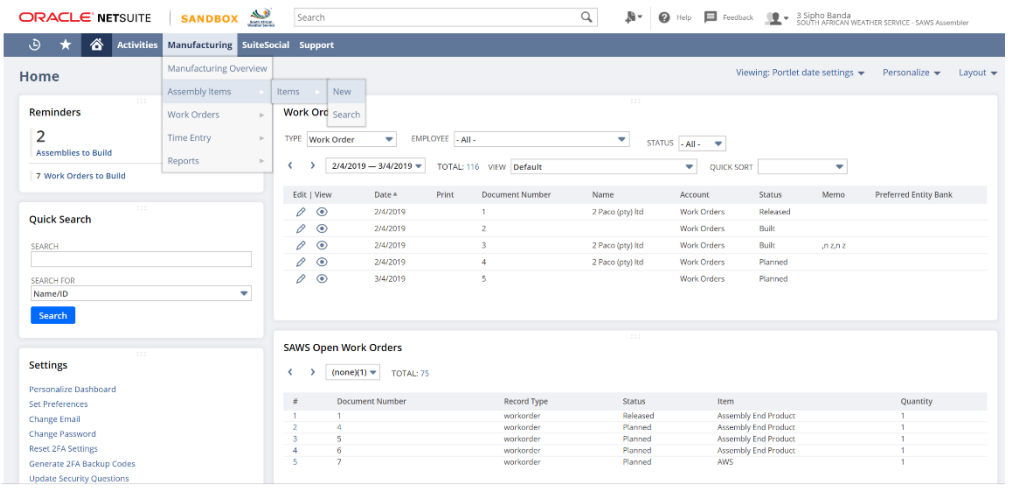
2 MANUFACTURING

2.1 Assembly Items

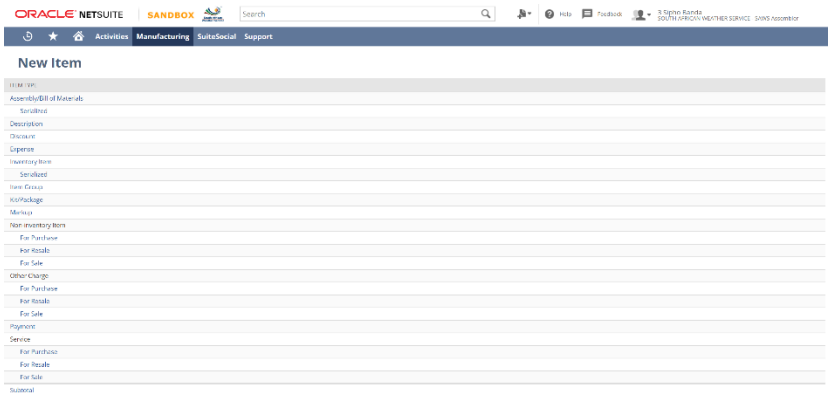
In NetSuite, an assembly item (parent item) is a single inventory item produced from one or several members (components). Note that the Bill of Material structure that defines the association between the parent (Assembled item) and the component/s (member/s) items are contained within NetSuite Assembly Item records. You create assembly item records to define the members of an assembly, and then NetSuite enables you to track both the raw materials and the assembled items separately.

To create a new Assembly Item:

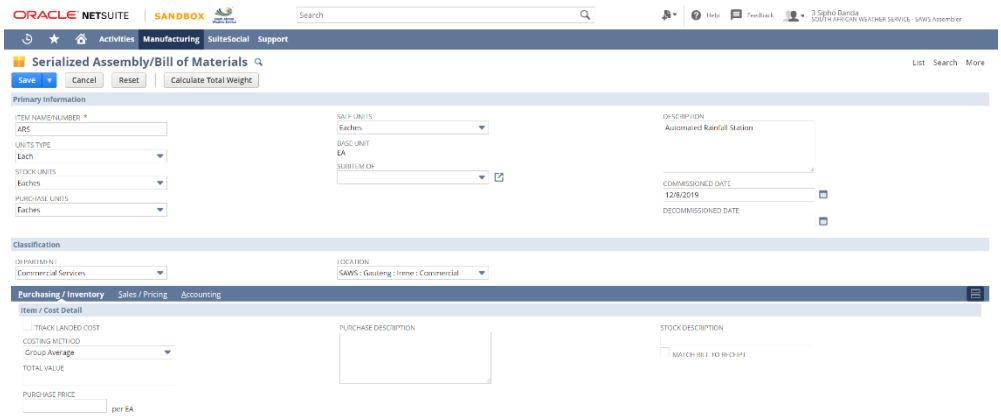
- Go to Manufacturing > Assembly Items > New.



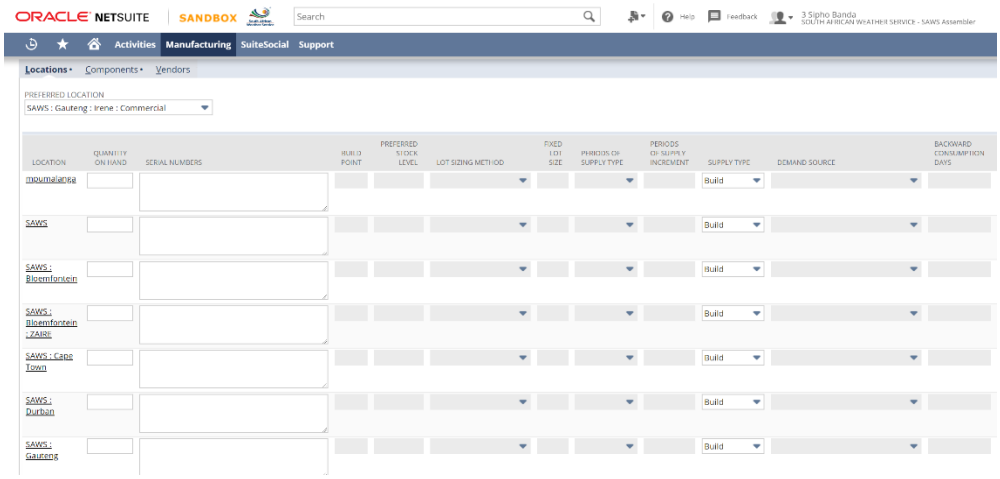
- Click Serialized



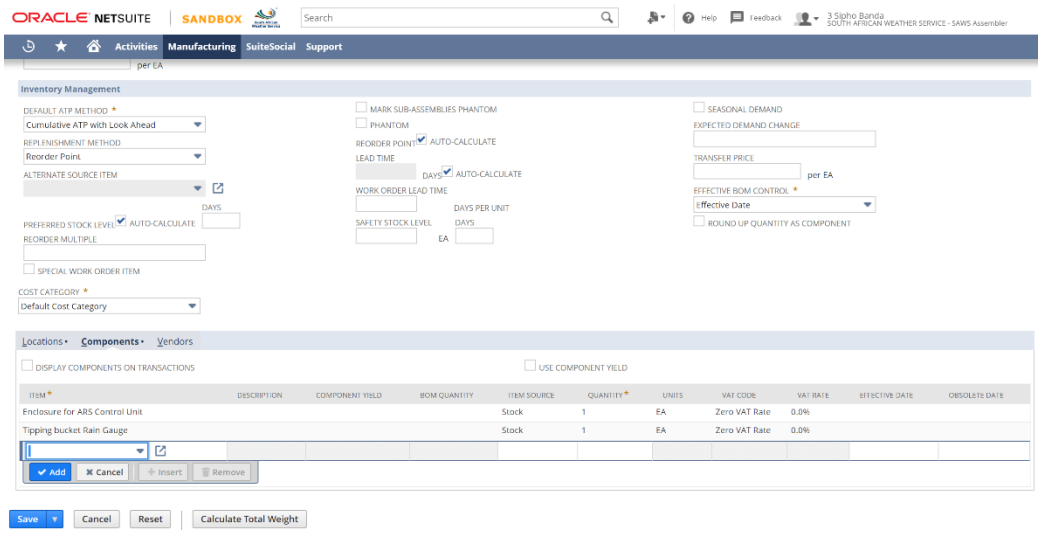
- Entre values for the following fields:
  - Item Number e.g. ARS.
  - Units Type e.g. Each.
  - Description e.g. Automated Rainfall Station.
  - Commissioned Date e.g. 12/08/2019.
  - Department e.g. Commercial Services.
  - Location e.g. SAWS : Gauteng : Irene : Commercial



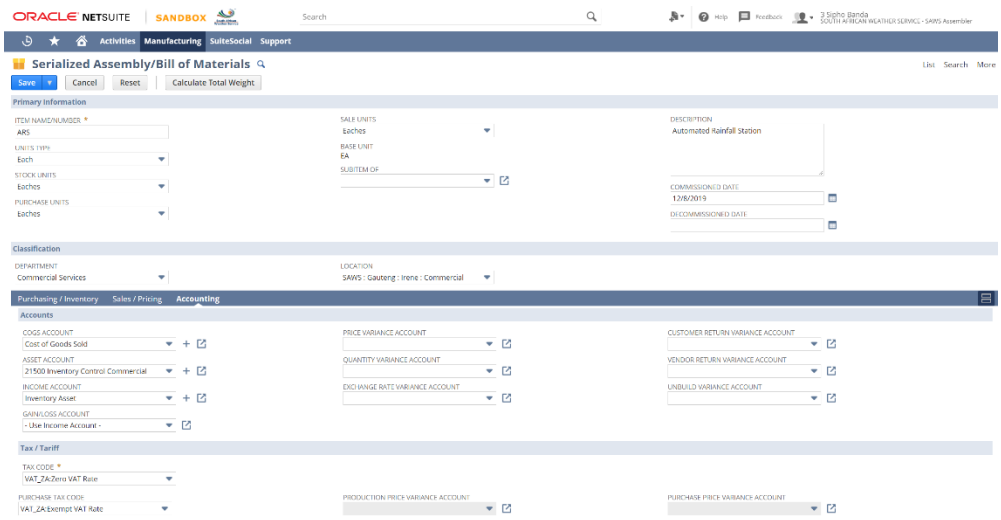
- Enter the preferred location e.g. SAWS : Gauteng : Irene : Commercial



- Add the Items



- Add the Accounts below



- Click the Save button.

2.2 **Work Orders**

In NetSuite, Assembly work orders are requests to complete a given quantity of a specific item. With Work Orders NetSuite track the production of assembly items needed for stock or to fill demands. It tracks member components issued during the assembly process and quantities of the parent item built.

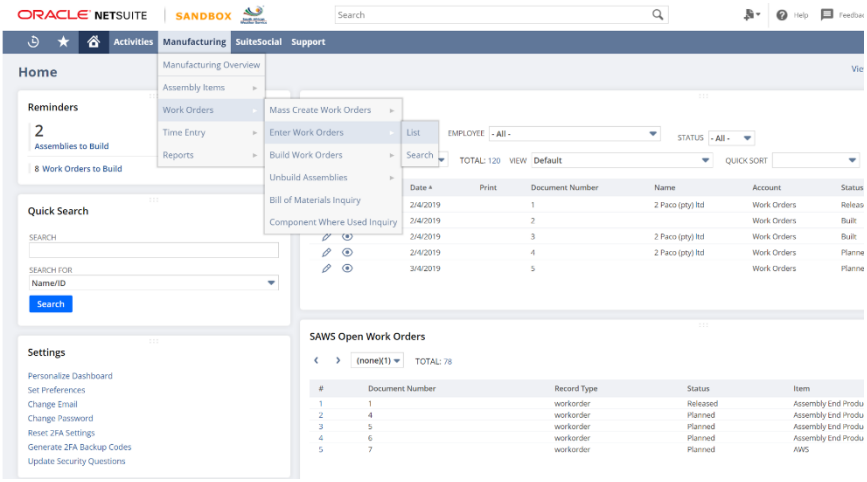
There are two types of Work Orders supported in NetSuite: Special Order Work Orders and Production Work Orders. Special Work Orders Special order work orders track assemblies to be built for a particular sale. The work order can be linked to the originating sale. When assembly items are sold and the finished goods are not in stock but the member items are, a work order is automatically added to the work order creation queue. Based on the amount of finished product needed for the order, member items are committed to the work order to build the finished assemblies.

Production work orders track assemblies that need to be built to increase stock and are not intended for a particular sale. Production work orders are not linked to a sales order and have no customer assignment.

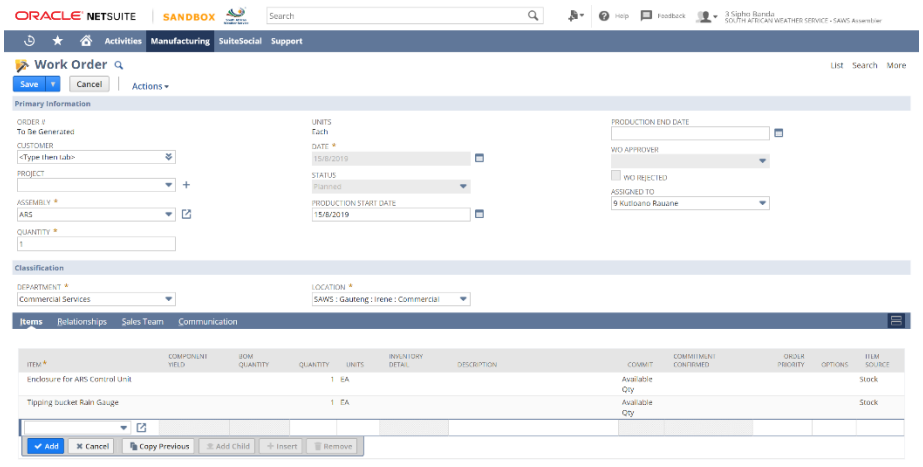
2.2.1 Create Work Orders

To create a Work Order:

- Go to Manufacturing > Enter Work Orders.



- Enter values for the following
  - Assembly e.g. **ARS**.
  - Quantity e.g. **1**.
  - Assigned To e.g. **Kutloano Rauane**.

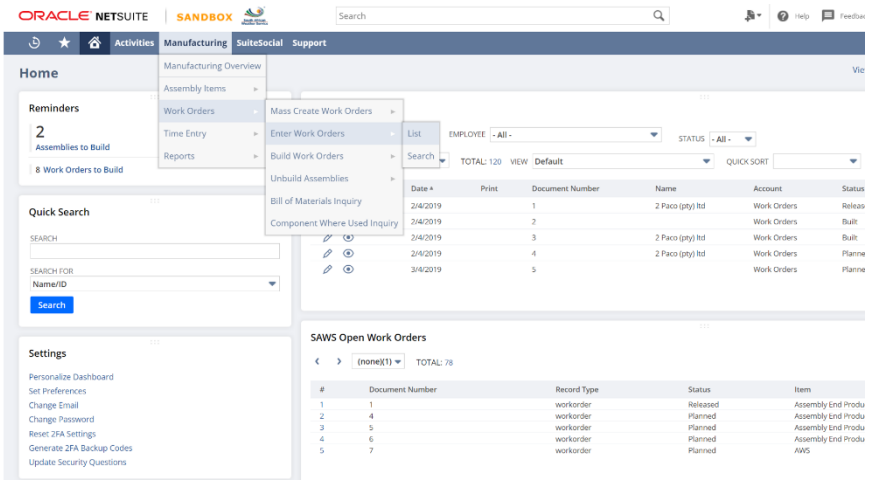


- Click the Save button.

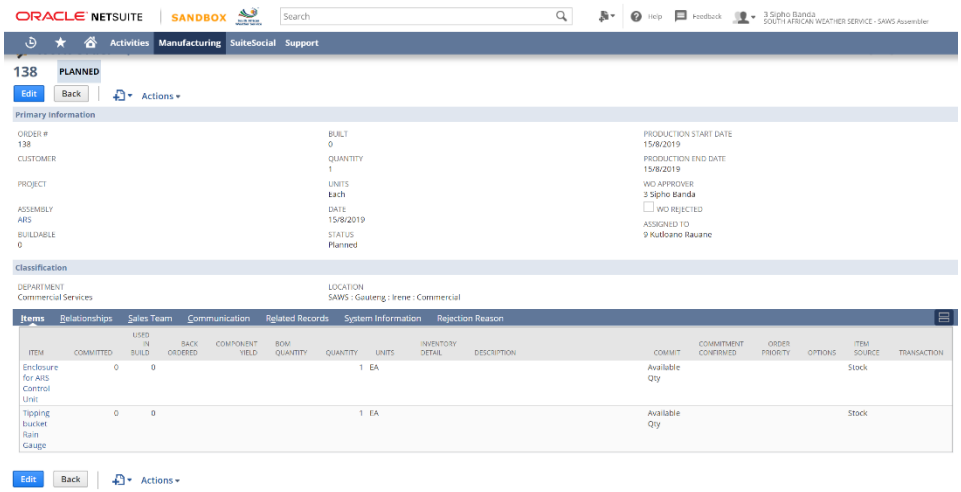
2.2.2 **Approve Work Orders**

To approve a Work Order:

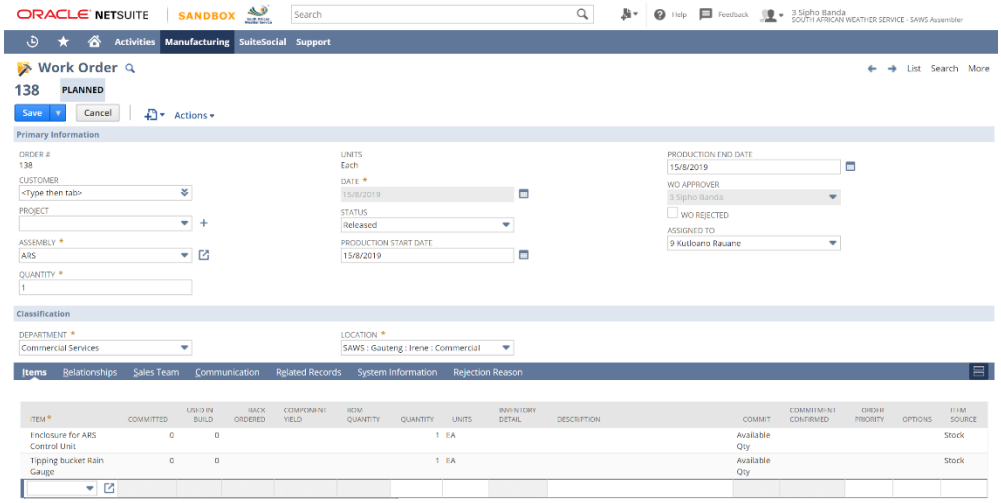
- Go to Manufacturing > Work Orders > List.



- Click the edit on Work Order number 138



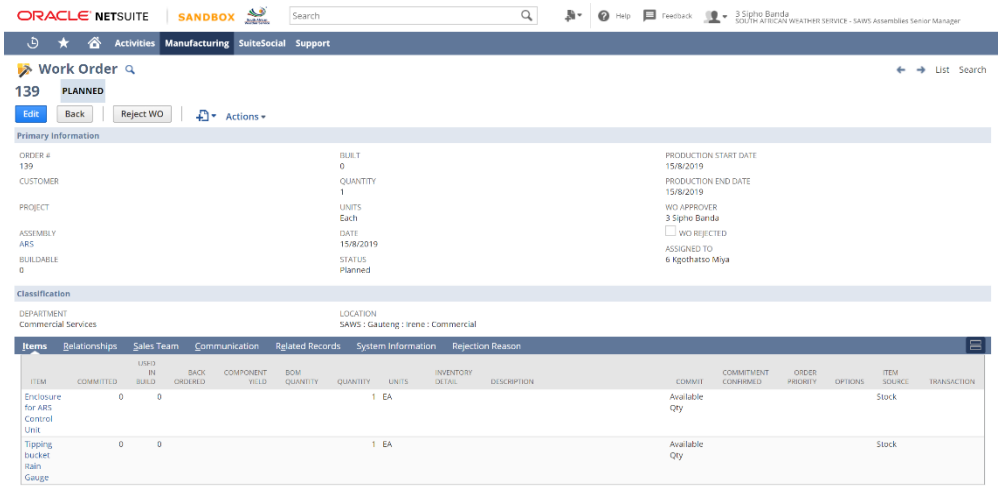
- Change the Status to Released then save the work order.



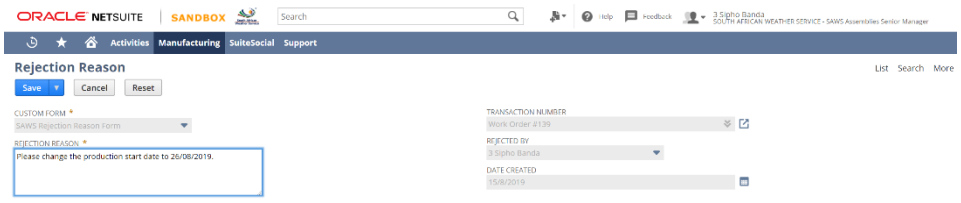
2.2.3 **Reject Work Orders**

To reject a Work Order:

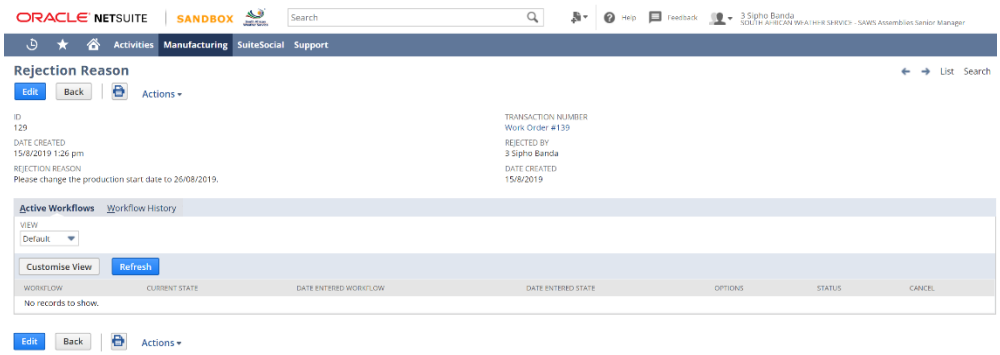
- Click the Reject WO button on the work order.



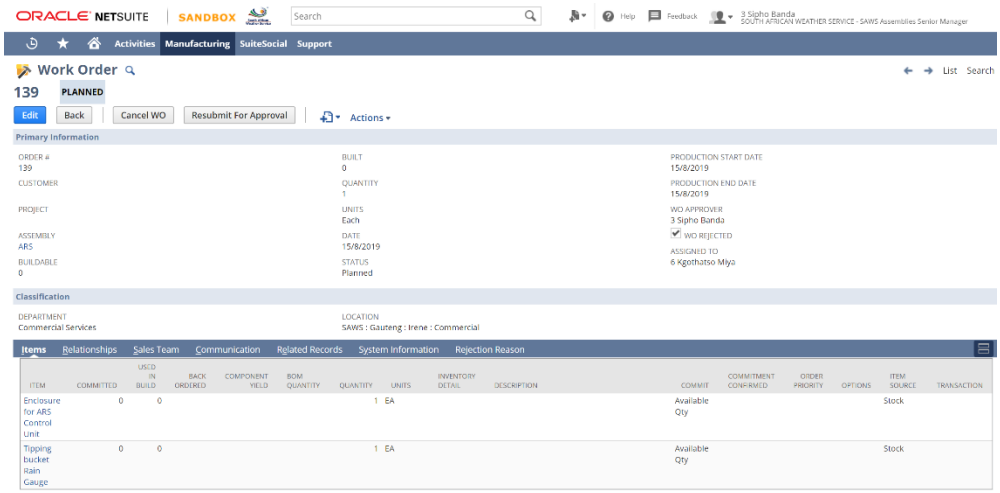
- Enter the Rejection Reason e.g. **Please change the production start date to 26/08/2019.** The click the Save button.



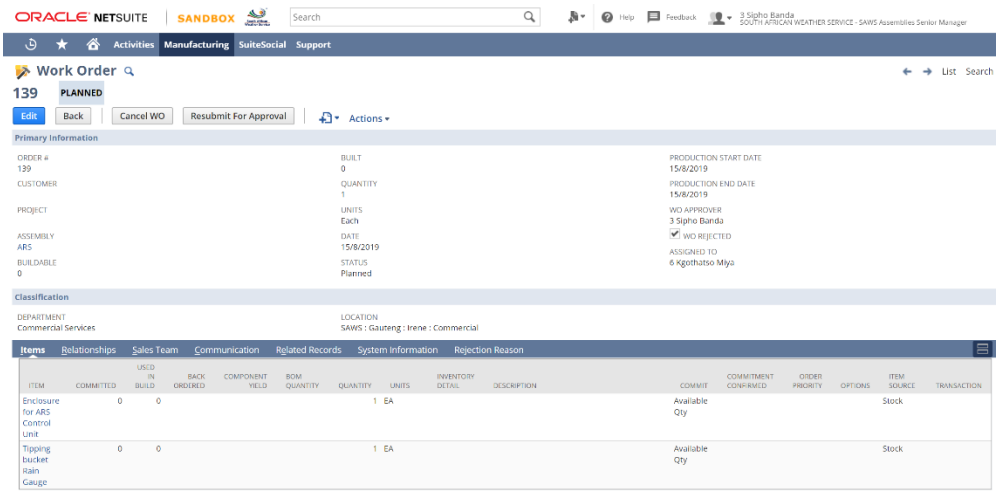
- Click the **Work Order #139** link to go back to the Work Order.



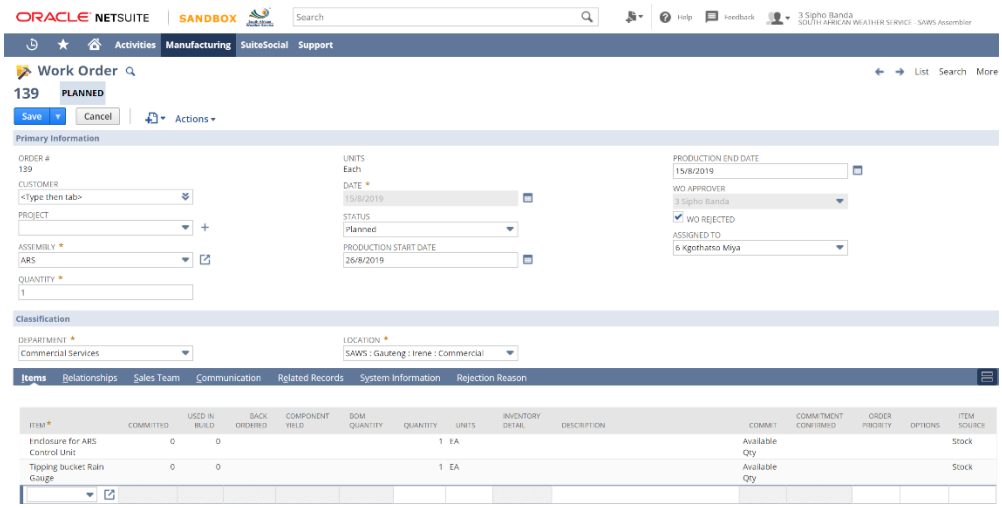
- The Work Order has been rejected, the WO Rejected check box is checked.



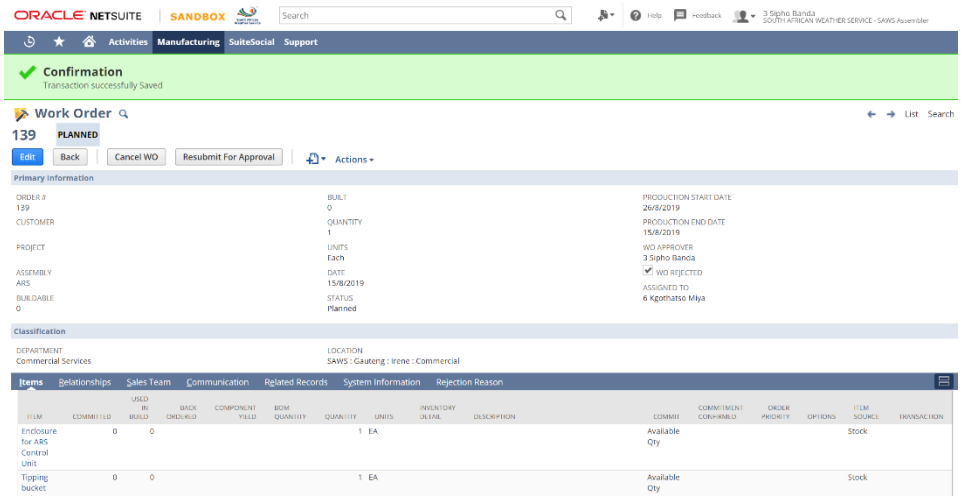
- Click the edit button to change the production start date.



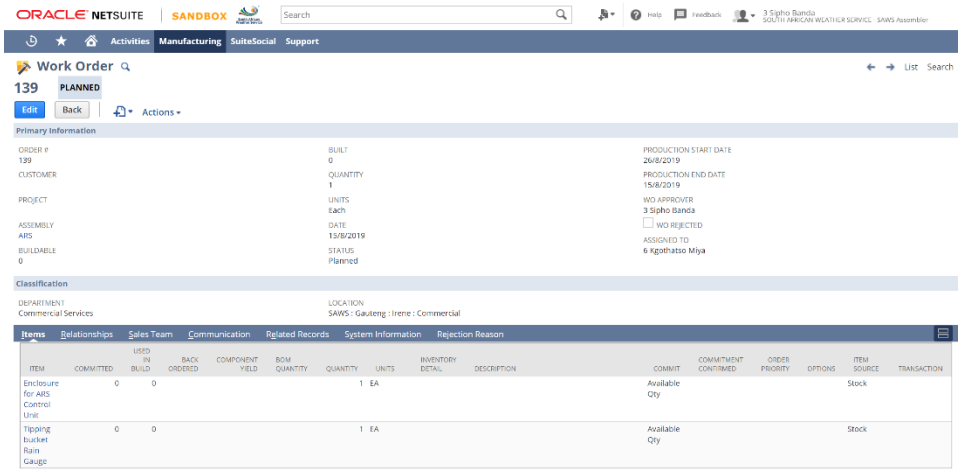
- Change the date to 26/08/2019 then Save the work order.



- Click the Resubmit for Approval button to submit the work order for approval.

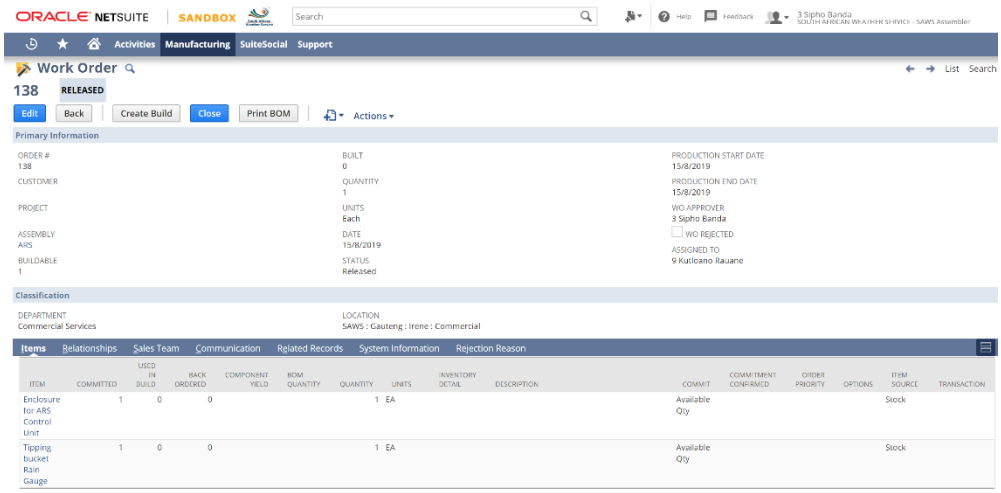


- The Work Order has been submitted for approval.



2.2.4 **Print Bill of Material**

- Click Print BOM to print the bill of material.



- This is the output of the BOM

SOUTH AFRICAN WEATHER SERVICE
Private Bag X097
Pretoria Gauteng 00001
South Africa

South African Weather Service

Bill of Materials

#138

15/8/2019

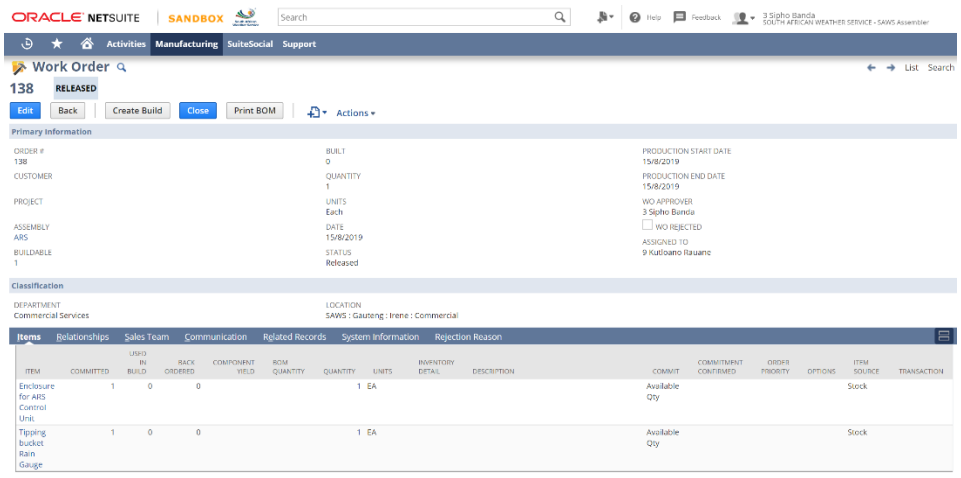
Customer	Assembly	Qty. Required	Revision	Units
	ARS	1		Each

Qty. Required	Item	Options	Inventory Detail
1	**Enclosure for ARS Control Unit**		
1	**Tipping bucket Rain Gauge**		

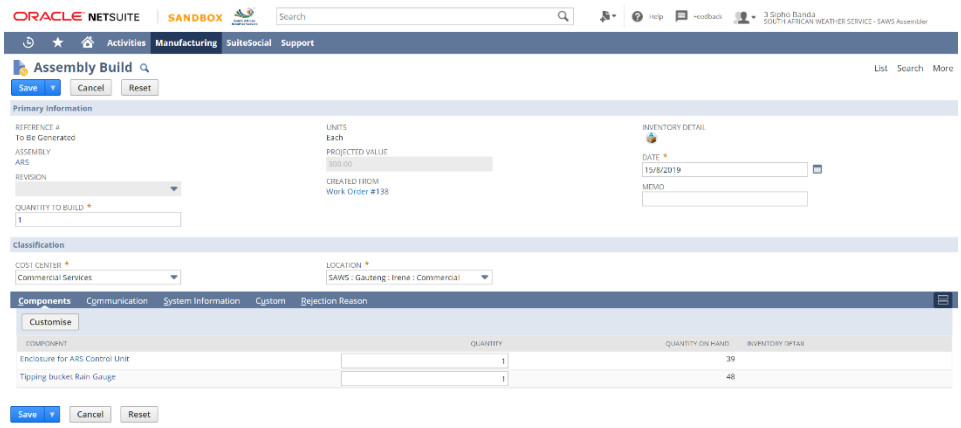
Quantity	Item	Assembly Required
0	**ARS**	No
1	**Enclosure for ARS Control Unit**	No
1	**Tipping bucket Rain Gauge**	No

2.2.5 Build Work Orders

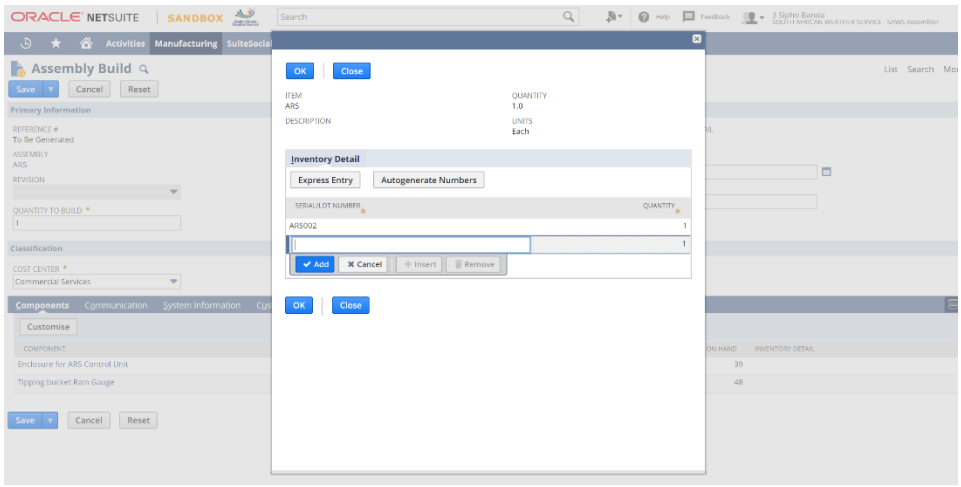
- Click Create Build to build the assembly.



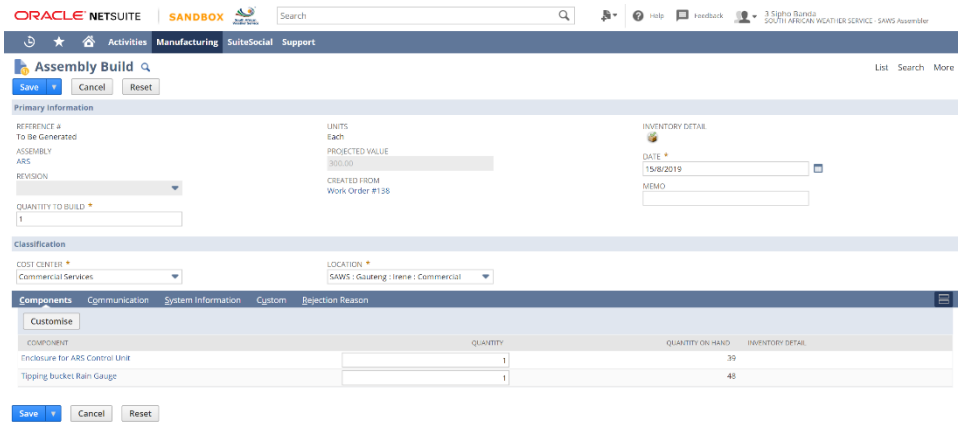
- Click the Inventory Detail option to enter serial numbers.



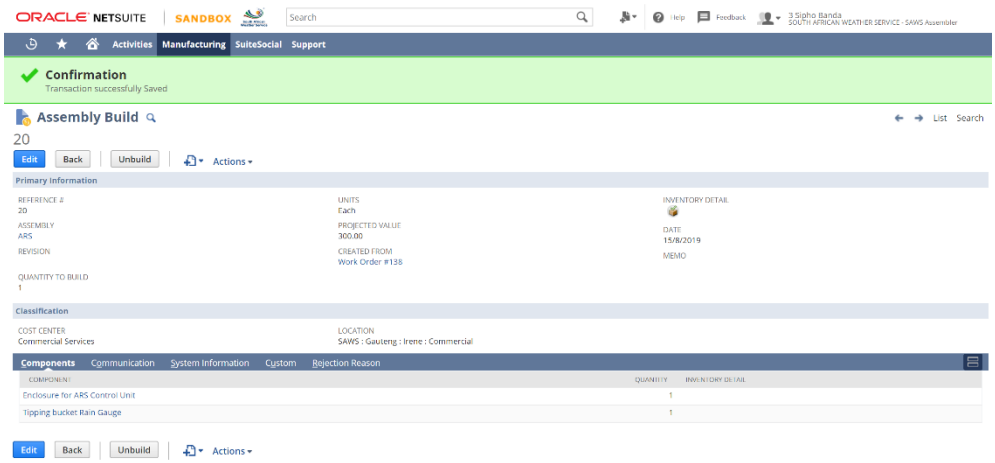
- Enter the serial number as per below and click the OK button.



- Click the Save button to save the build.

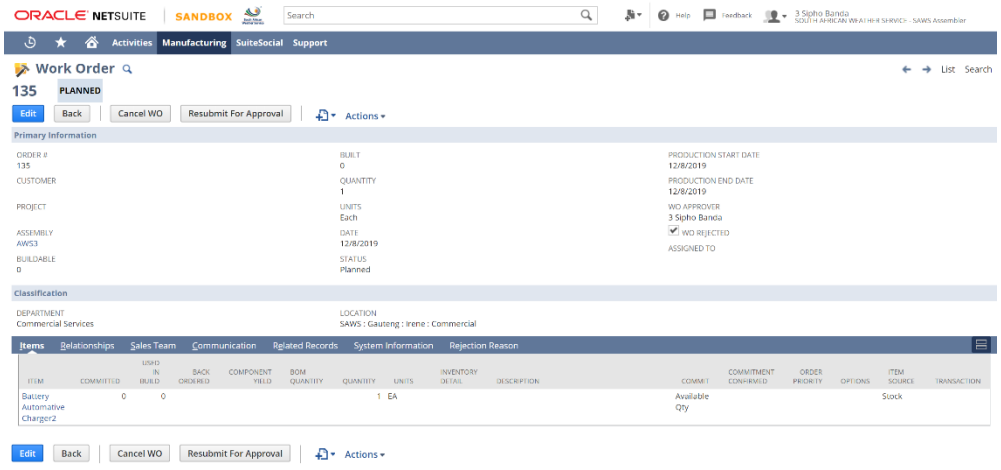


- The Assembly has been built.

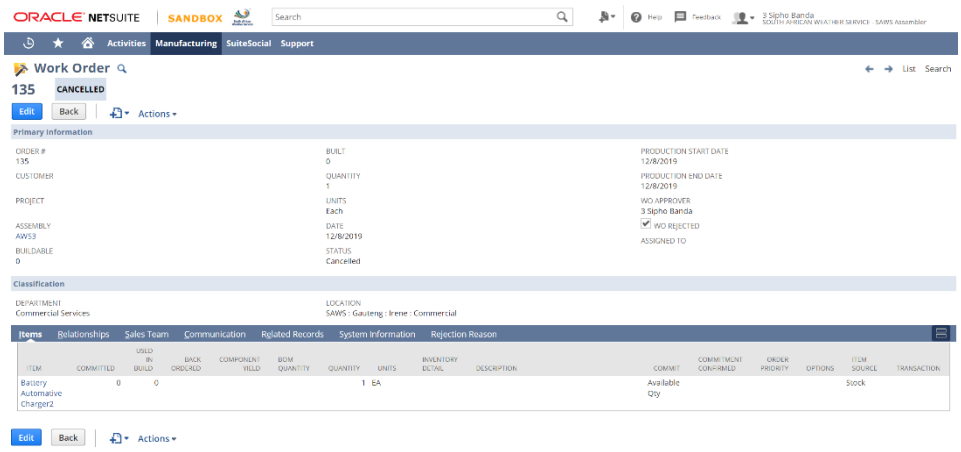


2.2.6 **Cancel Work Orders**

- To cancel a work order, click the Cancel WO button.



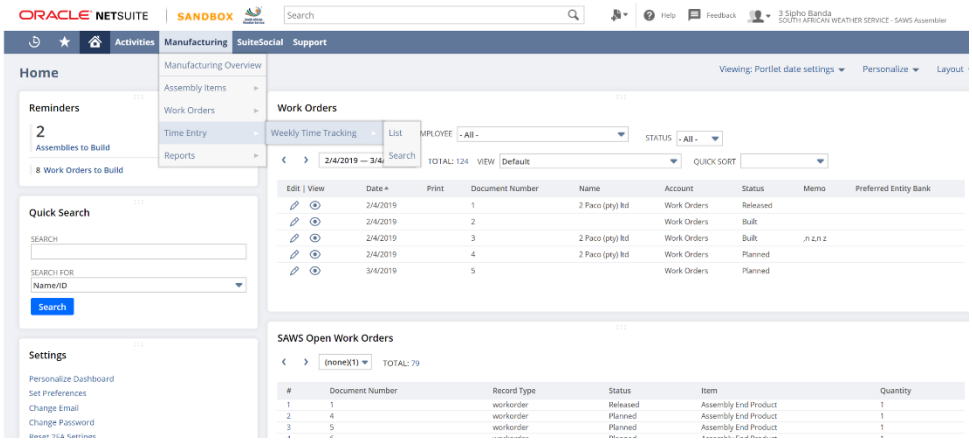
- The Work Order has been cancelled.



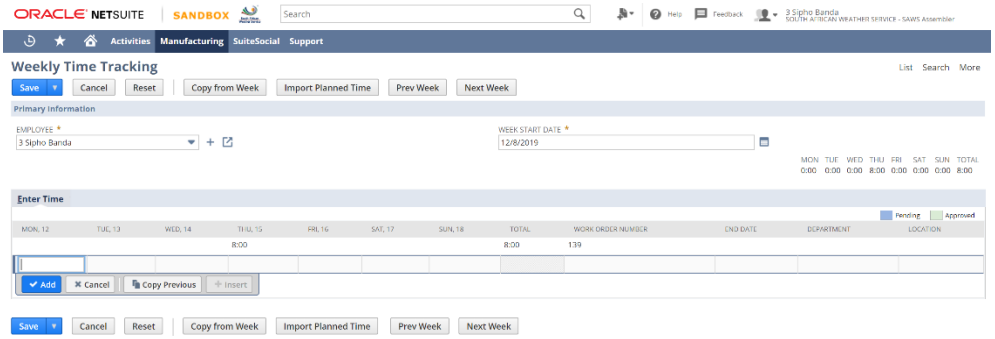
2.3 Time Entry

To capture time entry:

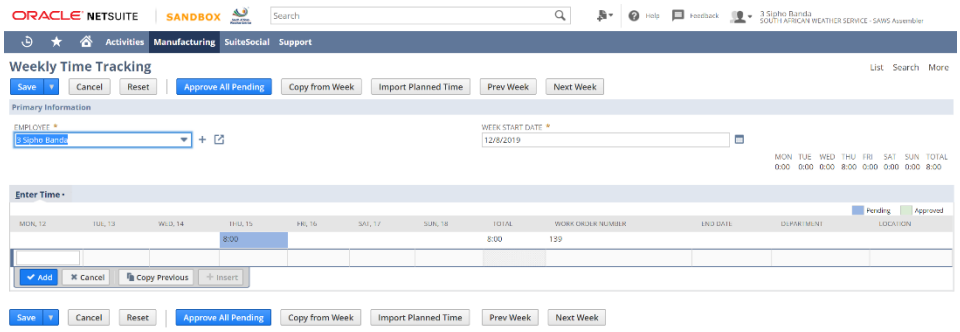
- Go to Manufacturing > Time Entry > Weekly Time Tracking.



- Enter values for the following fields
  - Employee e.g. **Sipho Banda**.
  - Week Start Date e.g. **12/08/19**.
  - THU, 15 e.g. **8**.



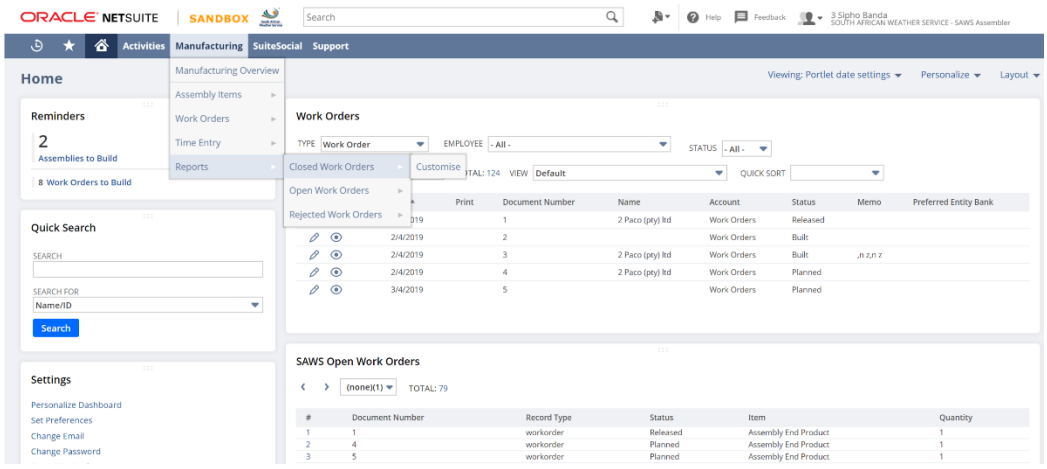
- Time captured



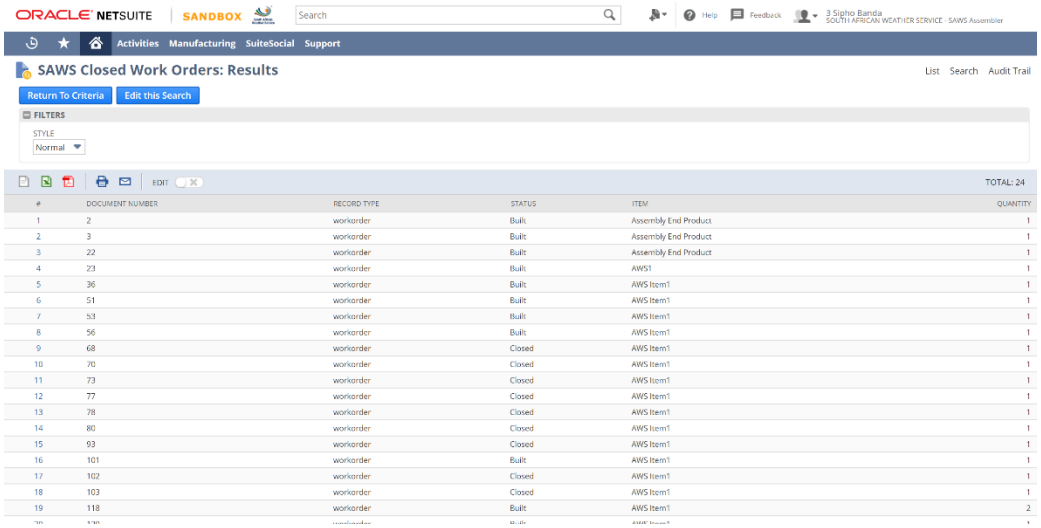
2.4 **Reports**

To run Closed Work Orders Report:

- Go to Manufacturing > Reports > Closed Work Orders.



- Click the PDF button



- View the output

SAWS Closed Work Orders

#	Document Number	Record Type	Status	Item	Quantity
1	2	workorder	Built	Assembly End Product	1
2	3	workorder	Built	Assembly End Product	1
3	22	workorder	Built	Assembly End Product	1
4	23	workorder	Built	AWS1	1
5	36	workorder	Built	AWS Item1	1
6	51	workorder	Built	AWS Item1	1
7	53	workorder	Built	AWS Item1	1
8	56	workorder	Built	AWS Item1	1
9	68	workorder	Closed	AWS Item1	1
10	70	workorder	Closed	AWS Item1	1
11	73	workorder	Closed	AWS Item1	1
12	77	workorder	Closed	AWS Item1	1
13	78	workorder	Closed	AWS Item1	1
14	80	workorder	Closed	AWS Item1	1
15	93	workorder	Closed	AWS Item1	1
16	101	workorder	Built	AWS Item1	1
17	102	workorder	Closed	AWS Item1	1
18	103	workorder	Closed	AWS Item1	1
19	118	workorder	Built	AWS Item1	2
20	120	workorder	Built	AWS Item1	1
21	132	workorder	Built	AWS2	1
22	136	workorder	Built	ARS	1
23	137	workorder	Built	ARS	1
24	138	workorder	Built	ARS	1

- Repeat the Steps above to print the Open and Rejected Work Orders.