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Purpose: To properly maintain Item Form fields based upon the current FG Type of an item.

Related Documents:

PL1034 User Guide: S8 Supply Chain Items Basic

# Responsible:

Maintained by: Supply Chain Continuous Improvement (SCCI) Coordinator

Approved by: Production Planning and Inventory Control (PPIC) Manager or Supply Chain Manager;

Executed by: Planners

# Rules:

1. Executed daily
2. FG Type changes for Finished Goods executed by SCCI, PPIC or SC Manager based upon approved communication from sales and/or Finance.
3. Component FG Type are changed by the nightly sync program.
   1. Daily email to planners indicates what component Items Forms require review / update.

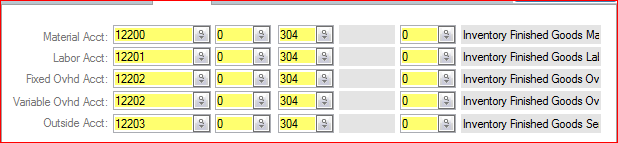
# Instructions:

1. Open daily email(s) containing list of items that had a FG Type Change from prior day
2. Select items that you are the planner for (including other sites if applicable)
3. Open the Items Form and filter for the first Item to review / update per matrix below.
4. Make initial decision on whether item should have SS or not (this decision needed for variety of update decisions. Basic rules (for components)
   1. FG Type Stock or Standard– all item with sufficient usage should have SS.
   2. FG Type Special – should have 0 SS unless checked as contractual.
5. Matrix Columns:
   * 1. C&S- PLN Responsible for planning of Micro, HCD and/or Crystals departments
     2. MS-PLN Responsible for planning of Machine Shop
     3. PROD-PLN Responsible for planning one or more production assembly cells
6. Matrix Legend:
   * 1. R = Responsible
     2. V = Verify
     3. O = Optional
     4. X = Information needed for other field decision

|  |  |  |  |
| --- | --- | --- | --- |
|  | C&S-PLN | MS-PLN | PROD-PLN |
| FG Type | X | X | X |
| Source | X | X | X |
| Product Code | V | V | V |
| Buyer | O | O | O |
| Lot Size | V | V | V |
| Safety Stock | R | R | R |
| Time Fence Rule | R | R | R |
| Order Minimum | R | R | R |
| Order Multiple | R | R | R |
| Order Maximum | R | R | R |
| Days Supply | R | R | R |
| Contractual | X | X | X |

# Field Level Instructions:

1. FG Type: (X) Used to review / update:
   1. Lot Size, Safety Stock, Time Fence, Order Min/Mult/Max, Day Supply.
2. Source: (X) Used to review / update:
   1. Lot Size, Order Min, Order Max, Days Supply
3. Product Code: **(V).** 
   1. Notes:
      1. When the FG Type is changed the system:
         1. assumes the current product code is correct and
         2. automatically updates the last digit of the UC2 G/L Account Code through the BOM via the nightly sync program.
      2. The product code is independent of the Source (purchased, manufactured, transferred). If a lower level item and has a PCB drawing then it is an SA or an MS. Ex: a purchased circuit board is an SA, a purchased MS component is an MS. RM is used for ‘catalog’ items – items with no PCB drawing, purchased as an ‘off the shelf’ item to the suppliers specification/drawing.
   2. Determine if the Product Code prefix is correct – RM, SA, MS, 0 (FG) based upon Notes. If not, change the product code prefix ONLY and update the G/L codes in the Stock / Loc.
      1. Open Items Form: change ITEM to the correct Product Code, Save (do not close out of Items Form)
      2. Update the G/L accounts for the stockroom locations
         1. Select the Stockroom Loc button
            1. Select the Accounts tab
            2. Copy and past the correct G/L information from the grid or
            3. Manually update the G/L information per the grid.



GL Account

UC1

UC2

UC4









1. Buyer: **(O)** Can use this field to link multiple planner codes; identify ‘special’ groups of item (e.g. platinum items) for the purpose of working in a more efficient manner.
   1. Open PL1034, select “Buyer” from Table of Contents for the format to use if you are setting up a new “Buyer’ structure or you can use an existing Buyer name to add an item to a particular filter.
2. Lot Size: **(V)** Syteline uses the lot size to calculate cost for manufactured items that **have setup hours** in current operations. 
   1. C&S / PMC Planners: The lot size should equal the standard run size (job size) so actual and standard cost relate.
   2. Production Planners – should be set to 1 unless there are set-up hours in the router for the Item
3. Time Fence Rule: **(R)**
   1. If item has/should have Safety Stock – set rule to Lead Time
   2. If item has no/should have no Safety Stock – set rule to “No Time Fence”
4. Order Mult: **(R)** 
   1. If Item must be run in a certain quantity (due to fixture capacity or some other ‘batch’ size constraint) set the Order Mult to that quantity.
   2. Otherwise set to 1.
5. Order Min: **(R) (Must be set to at least 1, must be divisible by Order Mult.)**
   1. If Order Mult is greater than 1, Order Min must be equal to Order Mult. OR be divisible by Order Mult. (e.g. if Mult is 50, the Order Min can be 50, 100, 150, etc.)
   2. If Order Mult is 1 and
      1. FG Type = Stock or Standard, set the order min to normal production job quantity or 1
      2. FG Type Special
         1. If Contractual with SS assigned – set to normal production job quantity
         2. Otherwise set to 1
6. Order Max: **(R)**  . **DO NOT USE – Leave at default of 0**
7. Days Supply: **(R)**
   1. Set to 0 for non-SyteLean manufactured items
   2. For SyteLean items which are manufactured set to Order Mult. divided by Average Daily Usage (ADU).
   3. For Transferred Items set Days Supply to:
      1. FG Type Stock : 5
      2. FG Type Standard: 10
      3. FG Type Special: 1
8. Contractual: **(X)** Used to review Saftey Stock

1. Safety Stock: **(R)**
   1. If an Item changes to FG Type Special (P) - planner must check to see if the Contractual Flag is checked for the Item.
      1. If Contractual Flag is set – do not modify SS.
      2. If Contractual Flag is not set - change SS to 0. (Items Form, Select Item Warehouse Link, change value of Safety Stock to 0, Save.).
   2. If an Item changes to FG Type Stock (S) or Standard (D) review the current SS
      1. IF Safety Stock quantity does not seem correct:
         1. Verify that your Order Modifiers are correct
         2. If the order modifiers are correct, send a request to the Supply Chain Continuous Improvement Coordinator (SCCI) to review and respond.