



Fourth Shift in a Nutshell...

Pieces of the Puzzle Syllabus

Session 1 – Configuration Screen Configuration screens define how other functions in Fourth Shift will behave or react when data is processed in the system. In this section, we will look at the various configurations screens that are used throughout the system and discuss their key elements and what these options controls throughout the system.

- CNFG – System Installation Setup**
- GLCF – General Ledger Configuration**
- GLCF – Banking Configuration**
- CNFA – Configuration of Interface Account Numbers**
- POCF – Purchasing Configuration**
- SHCF – Shipping Configuration**
- APCF – Accounts Payable Configuration**
- ARCF – Accounts Receivable Configuration**
- MCCF – Multi Currency Configuration**
- EDCF – EDI Configuration**
- LTCF – Lot Trace / Serialization Configuration**
- MSCF – Message Configuration**
- CCFG – Costing Configuration**
- PBCF – Advanced Price Book Configuration**
- COCF – Order Entry Configuration**
- OACF – Order Number Configuration**

Session 2 – Master Files Master Files define the master records that will control entry of data into the system based on the information that is stored into each field type.

In this session, we will look at the various master file screens that are used throughout the system and discuss their key elements and what each master file screen controls throughout the system.

- Default Records**
- GLCA – General Ledger Chart Of Accounts**
- GLOS – General Ledger Organization Structure**
- ITMB – Item Master**
- BILL – Single Level Bill**
- CBIL – Copy Bill of Material**
- MBIL – Multi Level Bill of Material**

MUSE – Multi-Level Where Used Inquiry
WUSE – Single Level Where Used Inquiry
CNFC – Cost Type Setup
ITMC – Item/Work Center Cost Data
LMMT – Location Master
VEND / VEID – Vendor Master
CUST / CUID – Customer Master
BKMT – Bank Master
TXTA – Tax Code Table
CNFA – Product Line Table
CCMT – Currency Code Maintenance
CCEX – Currency Exchange Rate Maintenance
CMTA – Commission Code Table
FCMT – Function Code Maintenance
PASS – Password Maintenance
TEXT – Text Review
Shop Floor Calendar
NMTA – National Motor Freight Code Table
GLSC – General Ledger Source Code Maintenance
ITPB – Item Price Book

Session 3 Engineering The Engineering (ENGM) module is comprised of several applications that allow for communication and management of engineering information from design to manufacture, including items and bills of material. This streamlined engineering management minimizes the number of new parts introduced into the system, reduces the cost of product changes, and also reduces the product time to market. Engineering Module applications include the following:

PITB – Production Item Master
PBILL – Production Bill of Material
PBLI – Production Bill of Material Inquiries
PMLB - Production Multi-Level Bill
PBILL – Production Bill of Material
PSMB – Production Summarized Bill – Inquiry
PMWU – Production Multi-Level Where Used Inquiry
PWUS – Production Bill Where Used – Inquiry
PCRL – Production Multi-Level Costed Bill – Inquiry
PCMP – Production Comparison Bill – Inquiry
PCMS – Comparison of Summarized Bills
EITB Engineering Item Master
EBLL – Engineering Bill of Material
Engineering Database Administration
Product Release Management
WKFL – Work Flow Management
ECRA – Process Status and Disposition – Admin

Engineering Data Import Setup

Session 4 – Product Costing The Product Costing module provides costing information at both the parent and component item levels to assist management in analyzing and controlling operations as it helps to ensure that costs are accurately developed. The Product Costing module provides a flexible tool for analysis and simulation and ensures the security of cost data. Multiple costing methods are available for use with the Product Costing module, including standard costing or average actual costing.

ITMC – Item/Work Center Cost Data

Cost Rolls

BSET – Batch Setup

BEXE – Batch Execution

CROL – Cost Roll-Up

CROV – Cost Roll-Over

Average Actual Costing Process

CCAN – Cost Control Action

CSTU – Actual Cost Update

Costed Bills

CMLB – Costed Multi-Level Bill

COMP – Cost Comparison Report

CSLB – Costed Single Level Bill

Inventory Reports

INVR – Inventory Valuation Report

WIPL – WIP Item List

WIPR – WIP Report

WIPS – WIP Summary by Value Report

Session 5 – Order Statuses, Order Entry, Custom Products, Shipping The Order Entry module gives customer service representatives, on-line support to enter and track customer orders. Through sales order review, the customer service representative can take action on credit problems, rescheduling requirements, and the timely release of orders to meet shipment dates.

The Custom Products Manufacturing module extends the functionality of the system to help manufacturers plan and control make-to-order and engineer-to-order products. With the Custom Products Manufacturing module, you can easily estimate and track job costs, schedule production, control inventory, and purchasing and manage your order configurations.

The Shipping module assists in preparing, recording, and tracking the shipment of customer orders. The Shipping module provides an action screen that presents orders due to ship and allows you to select specific orders. Picklists can be printed order-by-order or consolidated into a single picklist for selected orders.

- Order Line Statuses**
- Order Entry Process (CUSM)**
 - COMT – Customer Orders**
 - CCAT Customer Catalog**
 - CIMT – Customer Items**
 - COAN – Customer Order Action Notices**
 - Advanced Price Book**
- Inquiries, Forms and Reports**
 - COBK – Customer Order Backlog Report**
 - COBP – Customer Order Export**
 - COCD – Customer Orders by Customer Id**
- Custom Products**
 - BILL – Bill of Resources**
 - OPSL – Option Selection**
 - CPMT – Custom Product Maintenance**
 - CORV – CO Receipt/Reverse Ln# Selection**
 - JEST – Job Estimates and Performance**
 - CINV – Custom Product Finished Inventory Report**
 - CWIP – Custom Product WIP Report**
- Shipping**
 - SREV – Shipping Order Review**
 - STAD – Stockroom Action by Date**
 - SHIP – Ship**
 - SBOL – Bill of Lading**
 - SHPL – Shipment Log**

Session 6 – Sales Order Processing and Rules Based Pricing The Sales Order Processing modules provide you with a different method for maintaining customers and customer orders. Typically this module is used by those companies who deal with large retail store environments.

- SOPM Security**
- Customer Master**
- Trade Classes**
- Order Entry**
- BRSA – Backlog Rules Shipping Allocation**
- Rules Based pricing**

Session 7 – MRP and Manufacturing Order Management The Material Requirements Planning (MRP) module calculates and maintains an optimum material plan based on the master production schedule, forecasts, inventory, open orders, and bills of material. The MRP module provides powerful decision support tools to help planners and buyers take action to accomplish the manufacturing plan.

The Manufacturing Order Management module is used to enter and track manufacturing orders. By simplifying the record keeping and analysis of orders, it

helps planners take action to accomplish the manufacturing plan. With the Manufacturing Order Management module you can check component availability, pick material, calculate material usage variances, and perform inquiries by order and item. A period review function determines item replenishment based on order point methods.

Forecasting

FCST – Forecast

Master Production Scheduling

MPSS – Master Production Schedule Summary

MSMT – Master Schedule Maintenance

MPSR – Master Production Schedule Summary Report

Planning Process

PLNG – Planning

Order Policy Codes

SDAL – Supply / Demand Analysis

PREV – Period Review

SDAB – Supply/Demand Analysis Report

Manufacturing Order Process

MOMT – Manufacturing Order

MOAN – Planner Action

MORV – MO Receipt/Reverse Ln# Selection

LRRP – Labor/Resource Reporting

TRUD – Transaction Update

PICK – Picklist

BKFL – Backflushing

BOPR – Batch Order Print

Inquiries and Reports

IHIR – In-Inspection and On-Hold Inventory by Order

IORO – Open and Released Orders by Item

MOFR – Manufacturing Order Following Up Report

ORST – Order Status Summary

Session 8 – Purchasing The Purchasing module is used to procure material, create and manage purchase orders, and receive materials. Receiving matches incoming receipts against outstanding purchase orders automatically.

The Buyer Action screen is the key to using the Purchasing module. On the Buyer Action screen, action messages for items and orders that require attention are displayed. Purchase order creation and follow-up may be done directly on the Buyer Action screen. This online capability greatly reduces the time required to manage inventory and orders effectively.

Purchasing

POAN – Buyer Action

POMT – Purchase Order

PO Blanket Orders

- POCT – Purchase Order Contracts
- VDIT – Vendors that Supply an Item
- POCR – Purchase Order Contract Report
- Receiving
 - PORV – Purchase Order Receipt/Reverse/Return
 - PORR – Purchase Order Receiving Report
 - POSR – Purchase Order Receiving Summary Report
- Year End
 - POYE – Purchasing Year-end Processing
- Reports and Inquiries
 - VDSC – Vendor Scheduling/Commitment Report
 - VPFR – Vendor Performance Report
 - POVD – Open and Released Orders by Vendor

Session 9 – Inventory Control, Cycle Counting, Lot Trace, Serialization and

OVAR Inventory Control supports the physical management of materials. It maintains inventory balances by stocking location through the use of inventory move and adjustment transactions. It allows you to inquire about an item's stock status and inventory value, move or adjust inventory, inquire about inventory balances for specific locations, and then print a stock status report or cost book for a selected group of items-all using single keystrokes.

The Lot Trace/Serialization module allows you to track lot-traced items through the manufacturing process and assign serial numbers to serialized items at the time of shipment. Lot movement and consumption information is automatically captured during the transaction processing of material receipts, moves, and issues to provide the basis for lot usage analysis.

- Inventory Transactions
 - IMTR – Inventory Move
 - INVA – Inventory Adjustment
- Inquiries
 - SSII – Stock Status Inquiry by Item
 - SSIL – Stock Status Inquiry by Location
- Inventory History
 - ITHU – Inventory History Update
 - ITHR – Inventory History and Activity Report
 - ITHC – Inventory History Cost Report
- Cycle Counting
 - ABCR – ABC Analysis Report
 - ICCR – Inventory Cycle Count Report
 - IACR – Inventory Accuracy Report
- Lot Trace Serialization
 - LEXP – Lot Expiration/Retest Evaluation
 - LMST – Lot Master
 - LOTR – Lot Trace Inquiry

OVAR – Order Variance Analysis Reconciliation
OVAR – Close Order Analysis/Order Variance
MCST – Manufacturing Order Cost Analysis
PCST – Purchase Order S-Line Cost Analysis

Session 10 – Shop Floor Tracking The Shop Floor Tracking and Reporting module provides interactive tools for planning and controlling production activity. This module allows you to setup work center calendars, plan capacity, perform dispatching, coordinate the manufacturing activities using a planning and schedule board, track order status and costs, track labor and resource utilization, follow up on material shortages, and generate shop paperwork.

Shop Floor Tracking and Reporting Module

Work Center Master
Work Centers as Resource Items
Work Center Setup Examples
Work Center Calendars
CAPC – Capacity Planning
CELS – Cost Estimate by Lot Size
DISP – Dispatch List
ITSH – Item Shortages
LOCN – Location Index
LTAN – Lead Time Analysis
OCMP – Order Completion Status
OCST – Order Cost Variance Status
ROUT – Router/Traveler
SCBD – Schedule Board
SHOR – Shortages by Order
SPFR – Schedule Performance Reports

Session 11 – Accounts Payable and Accounts Receivable The Accounts Payable module handles processing of supplier invoices from invoice entry through payment approval, payment processing, and reconciliation. It supports decisions concerning when to pay, what amount to pay, whether to challenge an invoice total, and whether to take cash discounts.

The Accounts Receivable module processes customer invoices and payments, and tracks current and aged receivables by the balance-forward or open-item method. It supports decisions about service charges, resolution of billing questions, and follow-up on delinquent or problem accounts

AP Module Communication Process
APMC – A/P Module Communication – Pre-R7.50 ONLY
APEX – A/P Receipt Exceptions
Accounts Payable Invoicing
APID – A/P Invoice Distribution

- APIE – A/P Invoice Entry
- APIT – A/P Invoice Template
- APIC – A/P Invoice Creation
- APRE – A/P Recurring Invoice
- APPD – A/P Prior Period Disbursements
- Cash Requirements and Checks
 - APRQ – A/P Cash Requirements/Payment Approval
 - APCW – A/P Payment Processing
 - APDS – A/P Disbursements
 - APPA – A/P Manual Payment Application
 - APCR – A/P Check Reprint
 - APCV – A/P Payment Void
 - APCA – A/P Payment Assignment
- Inquiries, Reports
 - APPV – A/P Purchase Price Variance Report
 - APRG – A/P Invoice Register
 - APRL – A/P Requirements List
 - APTB – A/P Aged Trial Balance
 - APTP – A/P 1099 Processing
 - APUV – A/P Unvouchered Report
 - APAH – A/P Payment Application History
 - APIH – A/P Invoice History
 - APIP – A/P Invoice/Payment Audit
 - APIR – A/P PO Receipts by Invoice
 - APIV – A/P Invoices by Vendor
 - APPH – A/P Vendor Payment History
 - APPI – A/P Purchase Price Variance by Item
 - APPO – A/P Receipts by Purchase Order
 - APRH – A/P Recurring Invoice History
 - APTX – A/P 1099 Distribution by Vendor
 - APCK – A/P Payment Register
- Other Processes
 - APRC – A/P Payment Reconciliation
 - APAG – A/P Account Aging
 - APCP – A/P Close Period Analysis
 - APPG – A/P Purge
- AR Module Communication Process
 - IVMC – Invoice Module Communication – Pre-R7.50 ONLY
 - AREX – A/R Invoice Exceptions
- AR Invoicing
 - IVRV – Invoice Review
 - IVIE – Invoice Entry and Maintenance
 - IVPR – Invoice Printing
 - IVRC – A/R Invoice Creation
 - IVRE – A/R Recurring Invoice
 - IVRR – Invoice Reprinting

IVRX – Invoice Reprinting Export
Cash Receipts
 ARCD – A/R Cash Deposits
 ARCR – A/R Cash/Credit Memo Application
Inquiries and Reports
 ARAG – A/R Account Aging
 ARPD – A/R Prior Period Cash Deposits
 ARCJ – A/R Credit Memo Journal
 ARIR – A/R Invoice Register
 ARRJ – A/R Cash Receipts Journal
 ARTB – A/R Aged Trial Balance
 ARTX – A/R Tax Register
 IVCO – Invoices by Customer Order
 IVEX – Invoice Printing Export
 IVIA – Invoice Adjustments
 IVPP – Preprinted Invoices Report
 IVRH – Invoices By Recurring Reference
 ARIC – A/R Invoices by Customer
 ARIH – A/R Invoice History
 ARAH – A/R Payment Application History
 ARIP – A/R Invoice/Payment Audit
 ARPH – A/R Customer Payment History
Other Processes
 ARAD – A/R Aging Definition
 ARPG – A/R Purge
 ARSC – A/R Service Charges
 ARSR – A/R Service Charge Review
 ARST – A/R Statement Printing
 ARBS – A/R Statement Export
 ARCP – A/R Close Period Analysis
 COYE – Customer Year-End Processing

Session 12 – General Ledger, Cash Management The General Ledger module batches all the financial activities of your business and maintains an extensive audit trail of all your business transactions. The General Ledger module provides a comprehensive analysis of your company's financial position and generates your financial reports.

Because the General Ledger module is completely integrated with the other modules in the system, financial transactions are automatically created as a result of business activities occurring in other modules. This ensures accuracy and minimizes the need for manual journal entries.

GL Module Communication Process
 GLMC – G/L Module Communication – Pre-R7.50 ONLY
 GLEX – G/L Journal Entry Exceptions

GL Transactions

- GLJE – G/L Journal Entry**
- GLJP – G/L Journal Entry-Prior Period Adjustment**
- GLJR – G/L Journal Entry-Recurring/Templates**
- GLJD – G/L Journal Entry Delete**
- GLSS – G/L Batch Submission Status**

GL Budgets

- GLBD – G/L Budget/Planning Type Definition**
- GLBU – G/L Budget/Planning Update**
- GLBL – G/L Budget List**
- GLBR – G/L Budget Roll**

GL Setup

- GLAG – G/L Account Group**
- GLAV – G/L Account/Organization Validation**

Inquiries and Reports

- GLAT – G/L Account Top Down Inquiry**
- GLAW – G/L Account Where Used Inquiry**
- GLDQ – G/L Detail Account Inquiry**
- GLGQ – G/L Current Period Group Inquiry**
- GLOT – G/L Organization Top Down Inquiry**
- GLOW – G/L Organization Where Used Inquiry**
- GLMA – G/L Master Accounts**
- GLJL – G/L Journal Entry List**
- GLTG – G/L Trial Balance/General Ledger**

Other Processes

- GLCO – G/L Consolidation Process**
- GLHP – G/L History Process**
- GLPC – G/L Period Close**
- GLTP – G/L Account Type Maintenance**

Cash Management

- BKBL – Bank Balance**
- BKCB – Bank Cash Book**
- BKCJ – Bank Cash Journal**
- BKFT – Bank Funds Transfer**
- BKRC – Bank Reconciliation**
- BKTR – Bank Balance Translation**
- CSCP – Cash Mgmt Close Period Analysis**
- CSPG – Cash Management Purge**
- SUND – Sundry Disbursements**
- SUNR – Sundry Receipts**
- SUPD – Sundry Prior Period Disbursements**
- SUPR – Sundry Prior Period Receipts**