DBA

MANUFACTURING

SOFTWARE FOR SMALL BUSINESS

Infographic User Guide

DBA MANUFACTURING

A demand-driven manufacturing system for small business

The leading alternative to traditional ERP since 1992 — helping manufacturers achieve high throughput, efficient inventory, and lean staffing.

1 WHY DBA

- Demand-driven planning for small business
- Integrated workflow from planning through execution
- Built to improve throughput and reduce inventory
- Designed to accomplish more with less staff

2 KEY BUSINESS RESULTS

High Throughput

Keep production moving with coordinated priorities and practical planning.

Efficient Inventory

Reduce excess stock while keeping materials aligned to real demand.

Lean Staffing

Simplify planning and execution so small teams can operate efficiently.

3 BEST ROI IN THE INDUSTRY

Complete Solution

- Replaces isolated planning silos and custom programs
- Reduces overhead roles such as consultants, schedulers, and custom support
- Priority-based execution replaces conflicting schedules
- Self-adjusting WIP accounting reduces period-end reconciliation

Designed for Self-Implementation

- Startup Wizard supports proven self-implementation
- No need for outside consultants or custom programming
- Keep your financial general ledger intact
- Item settings reduce ongoing training complexity

4 WORKS WITH YOUR ACCOUNTING SYSTEM

DBA Handles

- Manufacturing planning and execution
- Inventory and work in process tracking
- Labor and manufacturing overhead costing
- Manufacturing-side accounting

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Your Accounting System Keeps

- Receivables
- Payables
- Banking
- Payroll
- Financial reporting

No accounting conversion. DBA transfers AR/AP vouchers and GL totals to your accounting system.

5 THE SMALL BUSINESS ALTERNATIVE TO ERP

- Simple workflow processes instead of over-complicated ERP design
- Small business pricing enabled by a web-based sales model
- Startup wizard instead of high implementation costs
- 180 day return policy on the initial system purchase

DBA helps small manufacturers plan, generate, execute, and ship on time — without disrupting their core accounting processes.

DBA SALES MODEL VS. ERP

How DBA lowers the cost of manufacturing software with a self-guided, direct-to-customer sales model.

TRADITIONAL ERP

- High-touch sales process
- Salespeople and resellers
- Proposals, presentations, site visits
- Consultants and trainers
- Higher software cost

VS.

DBA MODEL

- Web-based self-guided sales resources
- No technical salespeople
- No resellers
- No quotations or proposals
- Lower product price and ongoing costs

HOW DBA SAVES YOU MONEY

1. NO TECHNICAL SALESPEOPLE

Explore the software at your own pace; technical questions go to support through "Ask DBA".

2. NO QUOTES OR PROPOSALS

One openly published package price with all features included.

3. NO RESELLERS

Software, support, and maintenance are sold directly to the end user.

4. NO CUSTOMER REFERENCE PRESSURE

DBA stands behind the product with a 180-day return option.

SELF-SERVICE RESOURCES

FREE DEMO SYSTEM

Live demo software with sample company and help.

VIDEOS & PRODUCT SPECS

Learn features and workflow benefits.

FAQ

Answers on sales model, licensing, support, installation, and product issues.

ONLINE DOCUMENTATION

Guides, training, technical help, and screen help.

"ASK DBA" SERVICE

Submit product questions directly to support.

WHAT YOU GET

- Single package price based on total users
- All modules and product features included
- Firebird SQL database included
- Designed for small businesses
- Startup Wizard supports self-implementation
- Outside help is optional, not required

MORE REASONS TO CHOOSE DBA

- 180-DAY RETURN POLICY
- LOW COST OF OWNERSHIP
- DISCOUNTED SUPPORT RENEWAL
- WORLDWIDE SALES AND TICKET-BASED SUPPORT

BEST VALUE: Direct sales, transparent pricing, self-guided evaluation, and lower total cost for small manufacturing businesses.

DBA Support

Fast. Experienced. Focused on Your Success.

All support, without exception is initiated via the support ticketing system.

We encourage all licensed users at each company to register for support ticketing.

1 GETTING SUPPORT

All support is initiated through the support ticketing system. There are two options:

Search the Knowledge Base

Find answers quickly with articles and how-to guides for common questions.

Submit a Ticket

If you need additional help, submit a ticket through the Support Portal.

Tip: Include as much detail as possible when submitting your ticket to help us assist you faster.

2 WHAT MAKES THE DBA TICKET SYSTEM DIFFERENT?

This is not your typical support staff. All of our support team members have over a decade of experience and are experts in all issues related to DBA.

There is a daily staff ticket review with ownership involvement to help us all stay focused on the common goal of improving your business.

We are dedicated to providing knowledgeable, researched answers and continuous improvements to your experience with DBA.

3 CAN I REQUEST A PHONE CALL?

You must initiate support with a ticket and participate in the process. There is an important initiation phase of a new ticket where the support team will request to gather more information.

This back and forth ticket exchange between the customer and the support team has a long track record of success.

4 ADVANTAGES OF THE TICKET SYSTEM

- Provides the opportunity for staff to provide researched answers
- The pacing of support tickets matches very well with implementation.
- Provides history of interactions for each company
- Timely responses during business hours
- Provides the data for us to make programming improvements

5 TICKET ADVICE - HELP US HELP YOU

- Be as descriptive as possible
- Provide screenshots (if applicable)
- Steps to re-create your issue (if applicable)
- Whether it affects just your workstation or your entire company
- Reopen and communicate if answer provided is not satisfactory
- Back and forth communication is the key.

6 SUPPORT HOURS

M-F 8am-5pm CST

Support is available during normal business hours excluding holidays.

7 ADDITIONAL RESOURCES

DBA Website

Product information, news, and updates.

www.dbanamanufacturing.com

Training Resources

Access training videos, documentation, and user guides.

Screen Help

Press F1 from any screen with DBA for help.

We're here to help you get the most out of DBA.

Thank you for being our valued customer.

WHAT WE'VE LEARNED FROM OUR CUSTOMERS

Demand-driven planning lessons for small manufacturers.

After years of support feedback, DBA found that the best results come from a unified demand-driven system—not isolated tools, forecasts, or department-by-department planning.

1 Pieces Create Silos

- Isolated tools help individuals, but hurt company-wide coordination.
- Separate plans in sales, purchasing, production, and accounting create conflict.
- Silos increase overhead and make scheduling harder.

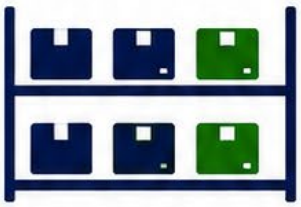
2 Unify Around Throughput

- Everyone works toward lower time to shipment and higher cash flow.
- Sales order required dates become the signal that drives MRP.
- Jobs, POs, shipping, and customer communication stay aligned.

3 Avoid the Bull Whip Effect

- Forecasts, blanket orders, BOM explosions, and tentative demand amplify errors.
- Small planning mistakes become large inventory problems.
- Demand-driven planning reacts only to firm demand.

4 Strategic Stocking Works



- Stock key subassemblies and purchased parts as decoupling points.
- Strategic stocking reduces lead days and time to shipment.
- Lead Days Inquiry helps identify the best items to stock.

5 Safety Belongs in Item Settings

- The Big 3 settings are critical: Lead Days, Job Days, and Order Policy.
- Replenishment time and Supply Days create safety without long-range guesswork.
- Monthly Potential Demand can cover volatility on critical items.

6 Priority Beats Job Linking

- Release jobs only when material is available.
- Run work centers in priority order and enter issues/labor in real time.
- Late Supply and Picking Manager improve customer service and shipping performance.

BEST PRACTICE: Commit to a unified demand-driven system that reacts to firm demand, uses strategic stocking, and executes by priority.

MANUFACTURE THE DBA WAY

How DBA helps you fulfill customer orders quickly and reliably using the least amount of inventory and work in process.

WHAT IS MANUFACTURING EFFICIENCY?

1. Fulfill customer orders quickly and reliably

Establish target ship dates and meet them with confidence.

2. Use the least amount of inventory and WIP

Reduce raw materials, subassemblies, finished goods, and work in process while still shipping on time.

THE 7 ESSENTIAL PROCESSES

1. **Plan a Strategic Inventory**
   Use Demand Driven stocking to reduce time to shipment with the least amount of inventory.
2. **Target Dates with Flexible Feedback**
   Use coordinated required dates, jobs, and POs to create a realistic action plan.
3. **Release Jobs with Material**
   Release only when material is allocated so the schedule stays realistic.
4. **Coordinate Work Centers**
   Run job sequences in priority order instead of relying on expediting.
5. **Issue Material in Real Time**
   Issue components just in time for accurate inventory and WIP tracking.
6. **Update Job Labor in Real Time**
   Report sequence completions as work finishes to keep priorities current.
7. **Use WIP-Based Costing**
   Capture material, labor, overhead, and subcontract costs with self-adjusting inventory and WIP accounts.

THE 4 EFFICIENCY VALUES

1. **Planning Settings**
   Maintain realistic lead times, job days, and order policies.
2. **BOM and Job Accuracy**
   Keep routings, components, and job details accurate.
3. **Inventory Accuracy**
   Know what is actually on hand and what is already committed.
4. **Real-Time Processing**
   Enter shop transactions as activities occur.

WHAT YOU GAIN

- Know when you can ship
- Know when and what to make and buy
- Know what to do next on the shop floor
- Know what your products cost to make

Efficiency gains improve customer satisfaction, increase sales, lower inventory investment, and reduce WIP.

DBA manufacturing efficiency combines strategic inventory, coordinated schedules, real-time shop control, and WIP-based costing to create faster, more reliable, and more profitable operations.

DBA MANUFACTURING

A proven small–business manufacturing solution for planning, generating, executing, and shipping on time.

DBA helps small manufacturers run the entire business with a straightforward, intuitive system built around planning discipline, item settings, real–time execution, and financial integrity.

① PLAN

A Enter 3 Core MRP Settings

- Lead days for purchased items
- Job days for manufactured items
- Order Policy based on lead day contribution

These settings dynamically drive system targets, MRP action windows, and priority–based activities.

B Strategic Inventory

- Stock critical items to reduce lead days and time to shipment
- Lead Day Inquiry helps decide which items to stock
- Supply Days controls frequency of Jobs and POs
- Auto–calculated Replenishment Time ensures enough time to make or procure the item

C Estimated Costs for Manufactured Items

- Purchased item estimated costs based on default supplier price
- Cost Rollup of material, labor, overhead, and subcontract services through all levels
- Calculated Shop Rates for labor and overhead adjust over time

Estimated costs are rolled up through all levels of production and periodically refined.

② GENERATE

A Sell

- Line item Required Dates are calculated by DBA
- Time–to–shipment targets stay in sync with company objectives and drive MRP
- Expected Ship Date is the customer communication date
- Late Supply screen provides feedback for jobs that are behind schedule

B Manufacture

- Converts firm demand to Jobs through all levels of production
- Action–window planning in MRP eliminates the bullwhip effect
- Dynamic replenishment time per item ensures enough time to make the item before stock runs out

C Purchase

- Aligns PO materials with the planned start of your Jobs
- Dynamic replenishment time per item ensures enough time to procure the item before stock runs out
- Verify PO prices when sending out POs to improve purchase source and inventory value accuracy
- Track progress and monitor suppliers in the PO Schedule screen

③ EXECUTE

A Release Jobs with Material

- DBA allocates supply across all system demand so materials are on hand for production
- Dependency view shows which POs and subassemblies are running late
- If released late, the finish date is automatically rescheduled and the schedule is updated

B Shop Control – Work Center Schedule

- Run sequences in Priority order for optimal flow
- Issue materials real time
- Report labor as sequences are completed
- Job Receipt with all absorbed material, labor, overhead and subcontract costs.
- Job Close reconciles WIP account

C Ship on Time

- Late Supply screen shows jobs with finish dates beyond required dates so you can communicate progress to customers
- Pricing Manager allocates supply across all demand to help you remain on time

BEST PRACTICE: DBA combines dynamic planning, coordinated generation, real–time shop control, and summary financial transfer to help small manufacturers ship on time, control inventory, and run the business with confidence.

DBA DEMAND DRIVEN PLANNING

How demand driven MRP creates high throughput, efficient inventory, and lean staffing.

1 WHY CALENDAR PLANNING FAILS

1 Forecasts are flawed

Traditional planning fills a calendar with projections, placeholder Jobs, blanket POs, and gut feel.

2 Tentative demand is an illusion

Projected demand changes as real orders arrive, so planned supply quickly becomes wrong.

3 Supply gets misaligned

Jobs and POs created for projections no longer match firm customer demand.

4 Bullwhip effect

BOM explosions and job linking amplify misalignments at every lower level.

5 Constant revisions

Jobs and POs require ongoing realignment, yet lower-level supply may already be received or in process.

6 Overstaffing and silos

Poor visibility leads departments to build defensive workarounds, extra staffing, and higher overhead.

2 THE DEMAND DRIVEN PRINCIPLE

1. REACT TO THE FIRM

- Each item has its own action window.
- MRP reacts only to firm demand inside that window.
- Demand outside the window is tentative and handled later.
- Supply stays aligned with real demand.

Result: fewer shortages, less overstocking, no constant PO and Job revisions.

2. PROTECT FOR THE FUTURE

- Inventory protects against future demand instead of covering forecasts.
- Monthly Potential Demand and replenish time calculate a dynamic reorder point.
- MRP triggers a Job or PO early enough to replenish stock before it runs out.
- New supply only arrives when firm demand pulls it in.

Result: lean inventory, reliable replenishment, and efficient order quantities.

Push planning = fill the calendar for tentative demand

VS.

Pull planning = react to firm demand and replenish as needed

Pull planning is widely accepted as the superior method.

3 WHAT YOU GAIN

High throughput

Consistent run sizes and fewer disruptions improve flow.

Efficient inventory

Most companies reduce overall inventory even while stocking strategically.

Faster time to shipment

Lead times and order policies support a deliberate time-to-shipment strategy.

Fewer shortages

Increase the safety factor when more protection is needed.

No bullwhip planning

Each item is planned individually rather than pushed by distorted lower-level demand.

Lean staffing

Transparent settings eliminate silos and reduce the need for defensive staffing.

Demand driven MRP revitalizes small manufacturers by aligning supply with firm demand and using inventory as protection for the future – not as a guess about the future.

MRP SETTINGS

How the Big 3 settings drive lead times, target dates, replenishment, and reorder points.

THE SETTINGS

1. The Big 3
All Manufactured (M) items need Job Days. All Purchased (P) items need Lead Days. Every item also needs the correct Order Policy. DBA requires these Big 3 settings whether or not you run MRP.

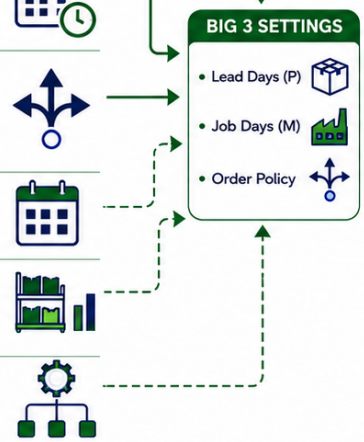
2. Job Days and Lead Days
These allocations are required for proper inventory levels and target dates throughout the system. Use realistic Job Days for M items and realistic Lead Days for P items.

3. Order Policy
Choose the correct Order Policy based on each item's lead day contribution. Place a Demand Driven Order Policy on items that you intend to carry stock on hand to meet your anticipated needs.

4. Dynamic Planning Period
Each item has a dynamically calculated planning period replenishment time that keeps your schedule realistic and responsive.

5. Demand Driven Stocking
For Demand Driven items, Monthly Potential Demand is translated to a daily rate and used with replenishment time to calculate a dynamic Reorder Point.

6. Dynamic Trigger Calculations
When you change any Big 3 setting, MRP Interval, Extra Days, or Shop Calendar work days, DBA automatically recalculates all affected items through all BOM levels.



WHAT DBA CALCULATES

PRE-JOB LEAD DAYS 1
For Manufactured items, DBA calculates pre-Job Lead Days from the longest Lead Days + Job Days among To Order components. This sets the job Planned Start date.

TIME TO SHIPMENT 2
For top-level for-sale M items, DBA calculates Time to Shipment = pre-Job Lead Days + Job Days + SO Default Extra Days. This drives SO Required Dates, MRP demand, priorities, and material allocations.

REPLENISHMENT TIME / ACTION WINDOW 3
M items: pre-Job Lead Days + Job Days + MRP Interval + Non-Shop Days + Extra Shop Days.
P items: Lead Days + MRP Interval + Non-Shop Days + Extra Shop Days.
MRP reacts only to firm demand inside this action window, demand outside it is tentative and handled in a future MRP run.

REORDER POINT 4
For Demand Driven items, Reorder Point = daily demand rate × replenishment time. The goal is to trigger replenishment early enough to avoid stockouts while aligning inventory with firm demand.

SYSTEM-WIDE IMPACT 5
A single change can ripple through all levels of production. Example: changing a long-lead purchased component from To Order to Demand Driven removes it as a lead-day contributer and immediately updates Lead Days, Time to Shipment, Replenishment Times, and Reorder Points for all impacted items.

DBA's **trigger-based calculations** automatically update MRP settings across all levels of production, making lead times, target dates, replenishment times, and reorder points dynamic and current.

DEMAND DRIVEN MRP

How required dates drive MRP demand, job priorities, production flow, and customer communication.

THE WORKFLOW

1. **SO Required Dates Drive Demand**
   Time to Shipment targets establish Sales Order Required Dates. Strategic stocking of key sell items, subassemblies, and materials reduces or eliminates lead time. SO Required Dates drive MRP demand and priorities.

2. **Run MRP and Convert Firm Demand**
   Generate all Jobs and Purchase Orders using MRP. Convert only demand inside the firm MRP Planning Action Window.

3. **Convert All Suggested Jobs and POs**
   Convert all Suggested Jobs through all levels of production to complete the time-phased demand profile. Convert all suggested Purchase Orders to execute the firm demand schedule.

4. **MRP Aligns Supply to Job Start**
   MRP automatically aligns subassembly Jobs and Purchase Orders with the planned start date of your Job.

5. **Release Jobs Only With Material**
   In the Job Control Panel, release Jobs only when material is fully allocated. If materials are late, the Job supply date is automatically adjusted at release, giving reliable feedback on progress.

6. **Run Work Centers by Priority**
   The Work Center Schedule prioritizes sequences based on the SO Required Date that drives demand. If a Job is running late, its sequences automatically move up in Work Center queues. Issue material where needed and report labor as sequences are completed.

7. **Late Supply, Job Receipt, and Picking**
   Use Late Supply to update Expected Ship Dates and inform Customers. Receipt Jobs when statuses are green and receipt cost is reasonable. For subassembly final receipts, release the next-level Job immediately. Picking Manager ships orders based on required-date priorities.

MRP PROCESS

- Required Dates
- Jobs (M)
- POs (P)
- Supply Aligned

HOW DBA KEEPS YOU ALIGNED

1. **DEMAND SIGNAL**
   SO Required Dates become the master signal for MRP demand and priority.

2. **FIRM ACTION WINDOW**
   Only firm demand inside the MRP Planning Action Window is converted into action.

3. **TIME-PHASED SUPPLY**
   Subassembly Jobs and Purchase Orders are aligned to the planned start dates of parent Jobs.

4. **MATERIAL-READY RELEASE**
   Jobs are released only when materials are fully allocated, keeping execution realistic.

5. **REAL-TIME FEEDBACK**
   Work Center reporting and Late Supply updates provide immediate schedule and customer feedback.

6. **SHIP TRUE TO PRIORITY**
   Picking Manager allocates and ships by Required Date so you stay true to priorities.

Demand Driven MRP works best when you convert all firm Jobs and POs, release Jobs only with material, run Job sequences in priority order, and perform Job transactions in real-time.

MRP GUIDELINES

How to configure and run Demand Driven MRP for reliable time to shipment, efficient inventory, and on-time delivery.

Demand Driven MRP responds only to firm demand from current sales orders. Item lead time, order policy, and supply pipeline settings work together to support efficient inventory and dependable shipment targets.

1. THE "BIG 3" MRP SETTINGS

1 All P Items Need Lead Days

Use realistic standard Lead Days for procurement time. Lead Days drive PO due dates, planning periods, higher-level lead time, and late PO tracking. Never pad or inflate them.

2 All M Items Need Job Days

Use realistic standard Job Days for production time. Job Days drive job dates, planning periods, higher-level lead time, and late job tracking. Never pad or inflate them.

3 Set the Right Order Policy

To Order items contribute lead time. Demand Driven and Manual Reorder Point items are planned for stock on hand. Avoid CTO job linking for standard items that should be strategically stocked.

2. STRATEGIC INVENTORY & TIME TO SHIPMENT

4 Refine Time to Shipment Targets

Adjust targets until they support your marketing goals. Strategic Demand Driven assignments can reduce pre-job lead time and speed shipment.

5 Use Demand Driven for Strategic Inventory

Use Demand Driven order policy with Monthly Potential Demand and Supply Days to keep the right stock on hand with the least inventory.

6 Use Supply Pipelines for Long Lead Items

For long lead P items, use Demand Driven planning so MRP creates staggered overlapping POs. Replace blanket POs with an MRP-driven supply pipeline.

3. SALES ORDER & MRP DISCIPLINE

7 Keep Required Dates Fixed

Leave the SO line Required Date as is for current orders because it drives MRP and priority. Use Expected Ship Date for customer communication and update it through Late Supply.

8 Run MRP Daily to Full Completion

Generate MRP every day and convert all planned Jobs and all planned POs in the same session to maintain complete demand profiles and date alignment.

9 React Only to Firm Demand

Use MRP Action Windows so supply is created only for current firm demand. Never create future Jobs or future POs outside the demand-driven architecture.

4. PURCHASING EXECUTION

10 Verify Supplier Prices Before PO Conversion

Update supplier prices before converting planned POs. Realistic PO prices are essential because PO receipt cost becomes the inventory cost basis.

11 Expedite Late POs Daily

Use PO Schedule and dependency views every day to monitor late POs and follow up with suppliers before dependent jobs are delayed.

5. SHOP CONTROL & SHIPPING

12 Release Jobs Only with Material

Release jobs only when materials are fully allocated. Release order preserves proper multi-level sequence and updates realistic finish dates.

13 Run Work Centers by Job Priority

Execute work center queues in calculated job priority order so late or large jobs rise appropriately and throughput improves.

14 Use Late Supply for Customer Dates

Late Supply helps office staff update Expected Ship Dates when jobs or purchase orders are running behind the Required Date target.

15 Use Picking Manager for Priority Shipping

Picking Manager allocates stock in Required Date order so shipments stay on time, in priority order, and aligned with company-wide demand.

Best practice: React to the firm, protect for the future; run MRP daily, release jobs only with material, and ship in required-date priority.

BILL OF MANUFACTURING

How the BOM stores manufacturing specifications and drives MRP, shop control, product costing, and process documentation.

WHAT IS A BILL OF MANUFACTURING?

A Bill of Manufacturing stores the complete labor and material specifications for a manufactured item.

- Drives MRP and shop control
- Supports product costing and scheduling
- Documents how items are made

1. BOM BENEFITS

- Goes beyond components — includes the full manufacturing definition
- Fits standard items, subassemblies, batch items, one-off items, byproducts, and remanufacturing
- Provides the specifications needed for jobs, POs, and work center scheduling
- Supports revision control and engineering history
- Transfers process knowledge from people to the database
- Improves documentation, quality, and consistency on the shop floor

2. LABOR SPECIFICATIONS – ROUTINGS

Enter setup, labor, and subcontract service specifications on the Routing tab.
Used for cost calculations, job scheduling, and traveler documentation.

Work Center Routings: cycle times for each labor process.

Subcon Routings: info for Subcon PO generation, documentation, and absorbed costing via PO Receipt.

Give every BOM a routing: every manufactured item has at least one process; routings are essential for product costing, job days, and shop control.

3. MATERIAL SPECIFICATIONS – COMPONENTS

Components include subassemblies, phantom assemblies, recipes/formulas, purchased parts, and raw materials.

Subassembly components auto-nest for multi-level BOMs.
No limit to the number of BOM levels.

Component notes and references support detailed documentation.

Purchased items drive job material usage.
Scrap % can increase job quantity to reflect scrap or loss.

BEST PRACTICE: A Bill of Manufacturing organizes product definition, labor routing, and material specifications for planning, costing, scheduling, and documentation.

JOB SUBCONTRACTING WORKFLOW

How subcontract service costs, work in process, inventory value, and Cost of Goods Sold flow through DBA.

SUBCONTRACTING OVERVIEW

Material is issued from inventory, sent to an outside processor, and returned as a completed component. DBA automatically absorbs both material and subcontract service costs into Work in Process and ultimately into inventory value.

1. EXAMPLE PROCESS

Sending an Item Out for Painting

2. BOM SETUP

Define Subcontractors

Subcontractors function as Work Centers for outside processing.

Create a Subcontract Routing

BOM Parent
= Painted Part

Subcontract Routing
= Unit Cost
+ PO Instructions

BOM Component
= Unpainted Part

3. SUBCONTRACT JOB PROCESSING

1. **Release the Job**
   Release the Job when the unpainted material is available for production.
2. **Issue Material to WIP**
   Issue the component from the Job Subcontracting screen so material cost is absorbed into Work in Process.
3. **Generate the Subcontract PO**
   Create the subcontract Purchase Order and send material to the subcontractor.
4. **Service Performed**
   The subcontractor performs the service and returns the processed material.
5. **Receive the Subcontract PO**
   PO Receipt automatically absorbs subcontract service costs into Work in Process.
6. **Job Receipt**
   Receive the finished component. Material and subcontract service costs move from Work in Process into Inventory.
7. **Inventory Available**
   The fully costed item is available for shipment, sale, or issue to another Job.

RESULT: Material costs and subcontract service costs are fully absorbed into inventory value, providing accurate inventory valuation, realistic Cost of Goods Sold, and proper Work in Process accounting.

ESTIMATED COSTS & BOM COST ROLLUP

How accurate estimated costs support pricing, job costing, inventory value, and cost of goods sold.

1. WHY ESTIMATED COSTS MATTER

1

Accurate Cost Profile

Estimated costs are broken into Material, Labor, Subcontract, and Mfg Overhead for better pricing decisions.

2

Supports Accurate COGS

Labor, subcontract, and overhead are absorbed into inventory so item-level cost of goods sold is more meaningful.

3

Improves Job Cost Comparisons

Accurate subassembly estimated costs improve estimated job costs for comparison with actual job costs.

4

Drives Cost Management

Refining cycle times, shop rates, and purchased item costs keeps you focused on cost control.

2. IMPORTANT RULE

Cost Rollup Does NOT Affect Inventory Value

BOM > Cost Rollup does not directly change inventory value or other accounting numbers. Inventory value for manufactured items is always based on Job Receipt costs. Timely updates do help Estimated Job Costs and Job Receipts stay closer to your objectives.

3. PURCHASED ITEM ESTIMATED COSTS

1 Verify default supplier prices in the MRP PO Generation screen when sending out POs.

→

2 After price changes, run BOM > Estimated Purchase Costs to mass replace Est Cost from the default supplier price.

4. MANUFACTURED ITEM ESTIMATED COSTS

A

Material Costs

Rolled up from estimated costs of purchased items.

B

Labor & Mfg OH

Come from Shop Rates and routing cycle times. Review shop rates periodically and refine cycle times continuously.

C

Subcontract Costs

Come from subcontract routing sequences and can be managed in BOM > Estimated Subcontract Costs.

★ Manufactured item estimated costs are always rolled up in BOM > Cost Rollup.

5. CONTINUOUS REFINEMENT

Manufacturing requires constant review and feedback.

Estimated job costs influence receipt costs, inventory value, and cost of goods sold.

Run BOM > Cost Rollup regularly after supplier price, routing, shop rate, or subcontract cost updates.

Accurate estimated costs improve pricing, strengthen job costing, and support more realistic inventory value and cost of sales.

BOM GUIDELINES

Five foundational rules for bills of manufacturing that support costing, inventory control, MRP, and job release.

1

1. UNIQUE ITEM IDs

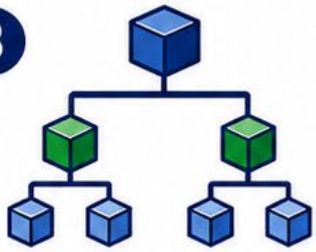
- Use a unique Item ID for every item variation.
- This is essential for product costing, inventory control, MRP, and job release.

2

2. USE STOCK ITEMS, NOT DESCRIPTORS

- Never use descriptors as substitutes for stock items.
- Descriptors do not support inventory-based costing, MRP generation, or job release.

3



3. SUBASSEMBLIES, NOT PHANTOM ASSEMBLIES

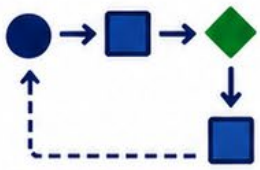
- Do not substitute phantom assemblies for subassemblies.
- Use phantom assemblies only for product options in custom manufacturing.
- Phantom assemblies cannot be routed, stocked, forecast/planned, or released in proper multi-level order.

4

4. REVISIONS ARE NOT PRODUCT OPTIONS

- Use revisions only for versions of the same product.
- Do not use revisions to represent different products or product options.
- Misuse causes costing, MRP, and inventory problems.

5



5. EVERY BOM NEEDS A ROUTING

- Every manufactured item has at least one process, so every BOM should have a routing.
- Routings are essential for product costing, job days calculations, and shop control.

NOTE | This routing guideline does not apply to Secondary and Phantom BOM types, which do not have routings.

Best practice: Following these BOM guidelines improves product costing, inventory control, MRP accuracy, and job release reliability.

INVENTORY CONTROL

How accurate inventory supports MRP, shop control, purchasing, shipping, and inventory value.

1. WHY INVENTORY CONTROL MATTERS

Accurate Real-Time Inventory

Enables reliable MRP planning and reduces shortages and overstocking.

Material Availability

Supports job release and rescheduling based on actual material on hand.

Location Accuracy

Specific storage locations reduce errors in receiving, issuing, picking, and counting.

Customer & Cash Flow Impact

Fewer shortages, fewer delays, lower expediting costs, and better customer confidence.

2. CORE INVENTORY CONTROL ELEMENTS

Locations

Track stock by physical bin, rack, shelf, or staging area.

Lot / Serial Control

Trace lots or serials through receipts, issues, picks, and transfers.

PO Receipts

Receive purchased items into inventory.

Job Receipts

Receive finished job outputs into inventory.

Job Issues

Issue materials to jobs in real time.

Order Picking

Pick sales order lines for shipment.

Stock Transfers

Move stock between locations.

Stock Counts & Adjustments

Count and correct on-hand quantities.

3. LOCATION & TRACEABILITY BEST PRACTICES

Use Real Locations

Create locations for actual bins, racks, shelves, receiving, shipping, and staging areas.

Assign Default Locations

Each item should have a Receipt Location and Primary Location.

Use Transitory Locations

Setup item receipt locations for QC/Inspection and stock transfer to primary once passed.

Use Lot / Serial Only When Needed

Apply traceability where legally required or operationally valuable.

Label What You Receive

Use PO and Job receipt labels to identify lots, serials, and stock on hand.

4. PROCESS DISCIPLINE DRIVES ACCURACY

1. **Receive accurately** — Use PO Receipts and Job Receipts promptly.
2. **Issue in real time** — Update Job Issues when materials are actually used.
3. **Pick through sales orders** — Keep all order picking inside the system.
4. **Count regularly** — Use cycle counts and stock counts to correct variable-use items.
5. **Transfer clearly** — Move stock with Stock Transfers instead of informal moves.
6. **Adjust only when needed** — Use Stock Adjustments for non-standard inventory events.

BEST PRACTICE: Accurate inventory is the foundation for effective MRP, reliable job release, efficient shipping, and a healthy closed-loop manufacturing system.

INVENTORY CONTROL GUIDELINES

Eight basic guidelines for accurate inventory, reliable MRP, better shop control, and sound process discipline.

1. WHY THESE GUIDELINES MATTER

Accurate Inventory
Trustworthy stock for better decisions.

Reliable MRP
Accurate data drives better plans and priorities.

Better Job Release
Release the right jobs at the right time.

Fewer Errors & Shortages
Lower risk, less rework, higher service levels.

2. THE 8 GUIDELINES

1 Do Not Use Outside Inventory
DBA is a closed-loop inventory system. Sales orders and sales inventory must stay in DBA so demand and supply feedback can drive MRP, job release, job priority, and shipment priority.

2 Use Real Locations
Do not rely on a single dummy location. Track stock in actual locations to reduce errors and improve issuing, picking, and stock counting.

3 Cycle Count Bulk Materials
For variable-usage bulk materials, accept BOM usage by default and use a cycle counting schedule to keep on-hand quantities accurate.

4 Avoid Mass Physical Inventories
Unless required for audit or regulation, avoid full inventory freezes. Use smaller periodic cycle counts with minimal operational disruption.

5 Issue Material in Real Time
Issue materials to jobs through Work Center Schedule before starting job sequences. Avoid backflushing after the fact.

6 Correct BOM Errors Immediately
Issue material from a pick list or dispatch list so BOM errors are detected at time of use. Correct BOM specifications right away.

7 Fix On-Hand Discrepancies Immediately
When physical stock differs from on-hand quantity, make a stock adjustment immediately so future processes are not affected.

8 Do Not Use Stock Adjustments to Bypass Processes
Never use stock adjustments instead of PO Receipts, Job Receipts, Job Issues, or Order Picking. Bypassing standard processes causes costing, accounting, and workflow problems.

3. PROCESS DISCIPLINE

Receive properly → Use PO Receipts and put stock in the right location.

Issue in real time → Issue materials before work begins.

Count routinely → Use cycle counts to keep on-hand quantities accurate.

Adjust only when appropriate → Make adjustments only to correct real discrepancies.

Inventory accuracy depends on following standard processes consistently.

Best practice: Accurate inventory is the foundation for effective MRP, reliable job release, efficient shipping, and a healthy closed-loop manufacturing system.

SALES ORDERS

How to manage sales orders, customer dates, late supply, and picking priorities while protecting MRP, workflow, and accounting integrity.

1. SALES ORDER RULES

1 Use DBA Sales Orders Only

Do not use outside sales orders. Sales orders are fully integrated with BOMs, inventory, MRP, shop control, and the two-accounting-system design.

2 One Order = One Sales Order

Do not maintain standing sales orders. Enter each customer order on its own sales order and close it when fully shipped and invoiced.

3 Split by Ship-To Address

If an order has multiple shipping destinations, create a separate sales order for each address to support correct shipping, invoicing, and tax handling.

4 Keep Required Dates Fixed

Do not change calculated line Required Dates except for blanket orders with scheduled future shipments. Required Date drives MRP, job priority, and picking priority.

5 Use Expected Ship Date for Customer Communication

Expected Ship Date is the date you communicate to the customer. Use it when you need cushion or when supply will be late.

Required Date	Expected Ship Date
Drives MRP & Priority	Communicate to Customer

6 Do Not Use Sales Orders as Pseudo-Jobs

Sales orders are not a substitute for jobs. Do not use sales kits or sales orders in place of actual manufacturing jobs.

2. SALES > LATE SUPPLY

Late Supply is an exception screen for sales order lines dependent on late jobs, late POs, or insufficient stock.

A Production Feedback

Released jobs with Finish Dates later than the sales line Required Date appear on the Jobs tab.

B Purchasing Feedback

PO lines with Expected Receipt Dates later than the sales line Required Date appear on the POs tab.

C MRP Feedback for Stocking Items

After MRP, New status jobs supplying stocking order policy lines can be filtered to identify sales lines that will ship late.

D Update Expected Ship Dates Directly

Use Late Supply to update Expected Ship Dates for customer communication. Unlike Required Date, Expected Ship Date can be changed freely.

If a sales order line is not listed in Late Supply, it is supplied on time.

3. SALES > PICKING MANAGER

What Picking Manager Does

- Allocates stock on hand each time the screen is opened or refreshed.
- Uses color-coded icons to show whether sales orders can be fully or partially picked.
- Links directly to Order Picking for one-by-one picking.

Stock Allocation Hierarchy

1. **Released Job Components First**
   Stock is allocated first to released job components in planned Job Start date order.
2. **Then Sales Orders by Required Date**
   Remaining stock is allocated to sales order lines in ascending Required Date order.
3. **Tie Breaker: SO Number**
   When Required Dates are the same, remaining stock is allocated in ascending SO No. order.

SO Stock Allocation Inquiry provides a full allocation profile and shows which lines are fully or partially allocated for picking.

Best practice: Use Sales Orders for order entry, Late Supply for customer-date communication, and Picking Manager for priority-based stock allocation and shipment control.

MANUFACTURING & ORDER FULFILLMENT WORKFLOW

1. ORDER ENTRY

SALES ORDER

- Selling prices, price levels and discounts are auto applied as you add sales lines
- The calculated SO Required dates drive MRP demand and priorities.

2. JOB AND PO GENERATION

MRP – CONVERT JOBS

- Convert all Jobs through all levels of production to complate the time-phased demand profile

MRP – CONVERT POs

- Convert all suggest POs to execute the firm demand schedule.
- Update default supplier source prices before sending out POs
- Update BOM Estimate Purchase Costs based on default supplier price and run BOM > Cost Rollup

3. PO PROCESSING

PO RECEIPT

- Receive materials into inventory
- PO receipt costs establish inventory value
- PO Receipt subcontract POs, absorbed subcontract costs are automatically issued to work in process.

PO INVOICE

- Match the Receipt costs with Invoice costs to reconcile and auto-close PO lines

4. JOB PROCESSING

JOB RELEASE

- Release to production only when all materials are allocated
- Verify Estimated Job Cost prior to release
- Release automatically updates the Job Schedule

JOB ISSUES

- Jobs are run in priority order in the Work Center Schedule
- Materials are issued real time to the Work Center where they are needed

JOB LABOR

- Report labor as routing sequences are completed

JOB RECEIPT

- Receive finished items at a reasonable cost with all status indicators Green
- Job Receipts are averaged with quantities on hand to establish inventory cost

JOB CLOSE

- Job close brings each completed job's work in process balance to zero, keeping the overall Work in Process account in balance with jobs still in progress.

5. ORDER FULFILLMENT

SALES > PICKING MANAGER

- Ships orders based on required-date priorities

ORDER PICKING

- Pick cost value is used as the basis for Cost of Goods sold

SHIPMENT

- Add shipping charges
- Print packing list

INVOICE

- Email Invoice to customer

RESULT: Accurate planning, procurement, production, and fulfillment deliver on-time orders at the right cost and maximize profitability.

SALES ORDER GUIDELINES

Best practices for keeping sales orders clean, customer dates accurate, and shipping priorities under control.

THE 7 GUIDELINES

1 One Order = One Sales Order

Do not maintain standing sales orders. Enter each customer order on its own sales order and close it when fully shipped and invoiced.

2 Split by Ship-To Address

If an order has multiple shipping destinations, create a separate sales order for each address to support correct shipping, invoicing, sales tax, and reversals.

3 Keep Required Dates Fixed

Do not change calculated line-item Required Dates except for blanket orders with scheduled future shipments. Required Date drives MRP, job priority, and picking priority.

4 Use Late Supply for Expected Ship Dates

Use the Late Supply screen to update Expected Ship Dates when late jobs, late POs, or low stock will delay shipment. Expected Ship Date is for customer communication and does not affect priority.

5 Use Picking Manager for Order Picking

Use Picking Manager as the front-end to Order Picking. It allocates stock on hand to sales orders in earliest Required Date order and shows which orders can be fully or partially picked.

6 Never Reverse Invoices to Adjust Costs

Do not reverse and repost a customer invoice just to change line-item costs. Once an invoice is sent, any correction should follow proper customer-facing accounting procedures.

7 Do Not Use Sales Orders as Pseudo-Jobs

Sales orders are not a substitute for jobs. They do not provide the planning, costing, priority, or tracking capabilities of an actual job. Do not use sales kits in place of Bills of Manufacturing.

Best practice: Use Sales Orders for order entry, Late Supply for customer-date communication, and Picking Manager for priority-based picking and shipment control.

CUSTOM MANUFACTURING WORKFLOW

A streamlined quote-to-job workflow for one-off custom manufacturing.

1 Generate a one-off BOM within a quote

Create the one-off item in a quote using the One-Off Item Generator. Start from a model BOM or create the item from scratch.

2 Customize the one-off BOM

Modify components and routing as needed for the customer order. For scratch-built items, use the routing generator, speed entry, or CAD import to build the BOM quickly.

3 Establish Job Days allocation

Run Job Days Inquiry after the BOM is finalized to estimate the shop days MRP should allocate for making the item.

4 Run a cost rollup and establish the price

Run a cost rollup to calculate estimated cost, apply a margin to set the selling price, and add the price to the quote for customer approval.

5 Convert the quote to a sales order

After customer approval, convert the quote to a live sales order. The required date is forward scheduled using lead days and job days.

6 Use MRP to generate a CTO Job

Run MRP to generate the custom-to-order job from the sales order line, along with any needed subassembly jobs and purchase orders.

7 Customize job details for special job types

For repair, disassembly, or remanufacturing jobs, add components and outputs during the job as actual requirements are discovered. New demand is picked up in the next MRP run.

8 Use shop control to complete the job

Release the job when material is available, then use shop control and work center priorities to complete the custom job by its required date.

RESULT: One-off items let you quote, cost, schedule, and produce custom jobs with a controlled workflow from quote through shop completion.

LONG LEAD DAY PURCHASING

Plan a supply pipeline for long lead time items

1 Understand the Risk of Long Lead Times

When a purchased item has an extremely long lead time, such as several weeks or months, it is highly risky to generate and receive one PO at a time. If a shortage occurs, it could take weeks or months for the next PO to arrive. Such a lengthy shortage would bring all dependent jobs to a standstill.

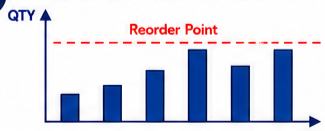
2 MRP Automatically Creates a Supply Pipeline

The ideal planning method for long lead time items is to generate a pipeline of multiple overlapping POs, each due to arrive at staggered intervals. MRP automatically creates and maintains this supply pipeline based on your Demand Driven MRP settings. If a shortage happens to occur, it will be relatively short in duration because the next PO is likely to arrive soon and delays to dependent jobs will be of minor impact.

3 Use Demand Driven MRP Settings

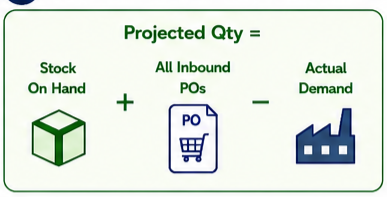
A PO pipeline is achieved by assigning the item a Demand Driven order policy. Enter a Potential Monthly Demand value, which combine with the item's Replenishment Time to calculate a dynamic Reorder Point that triggers PO generation. Enter a planned Supply Days for the desired interval between POs, which combines with the monthly demand rate to calculate a dynamic Min Order quantity.

4 The Reorder Point Will Have Have a Relatively High Value



An extremely long standard Lead Days will cause the Reorder Point to have a relatively high value compared to items with short standard Lead Days. Do not be concerned by the high value because the Reorder Point is a trigger point and not a stocking level.

5 The Projected Qty Will Also Have a Relatively High Value



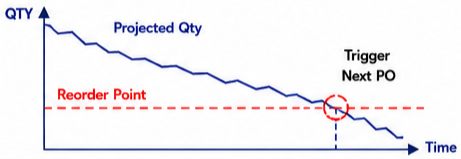
Projected Qty is calculated as follows:

Projected Qty = Stock On Hand + All Inbound POs – Actual Demand

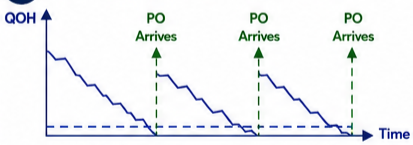
Take note all inbound POs are included in the calculation, which gives Projected Qty a relatively high value.

6 Actual Demand Triggers the Next PO

The next PO is triggered in MRP when Projected Qty falls below the Reorder Point.



7 Quantity on Hand Remains Lean



A high Reorder Point does not equal increased inventory on hand. QOH is trending toward zero toward the back end of the planning period and is replenished when the next staggered PO arrives.

8 PO Intervals Are Self-Adjusting

The intervals between POs are self-adjusting with actual demand. For example, if actual demand happens to be less than planned, the next PO is automatically delayed and the supply days interval becomes longer than planned. Conversely, if actual demand happens to be greater than planned, the next PO is automatically generated earlier and the supply days interval becomes shorter than planned.

Using Demand Driven MRP for long lead time items creates a supply pipeline that reduces risk, minimizes shortages, and keeps dependent jobs running smoothly.

PURCHASE ORDER GUIDELINES

Best practices for demand-driven purchasing, coordinated MRP, accurate costs, and complete PO processing.

1 PURCHASING SETUP

1 Use Stock Items — Not Descriptors

- Never use descriptors as substitutes for stock items.
- Descriptors are not compatible with manufacturing costing, MRP generation, and job release.

2 Maintain Lead Days for All Purchased Items

- Assign realistic Lead Days to every purchased item.
- Lead Days represent standard supplier delivery time.
- Do not inflate allocation settings because all system dates, planning periods, and priorities are interrelated.

3 Use Strategic Inventory for Long Lead-Time Items

- Use a Demand Driven order policy together with Monthly Demand and Supply Days.
- MRP will generate a steady pipeline of staggered purchase orders at consistent intervals.

2 PURCHASE ORDER RULES

4 Let MRP Generate Manufacturing-Related POs

- All manufacturing-related purchasing should be generated by MRP.
- MRP creates a coordinated master schedule with interconnected dates and priorities.

5 Manual Job POs Are a Sign of Bad Process

- Manually created jobs and purchase orders bypass the coordinated schedule.
- Manual purchasing can misallocate materials and distort work center priorities.

6 Do Not Use Blanket or Future-Supply POs

- Blanket and future-dated POs are a crude forecasting method.
- They are not compatible with demand-driven planning and the coordinated master schedule.

3 MRP GENERATION & CONVERSION

7 Run MRP Daily to Completion

- Generate MRP through all levels of production.
- Convert suggested jobs to establish demand for subassemblies and purchased materials.

8 Convert Planned POs Immediately

- Convert all suggested POs immediately following job conversion.
- MRP aligns purchased materials with planned job start dates.

9 Never Run Partial MRP Sessions

- Each MRP session should complete generation and conversion through all job levels.
- Every session should finish with PO generation and PO conversion.
- Planned POs should be converted immediately to avoid introducing late dates.

4 PO PROCESSING

10 Verify Supplier Prices During PO Conversion

- Review default supplier prices when converting planned purchase orders.
- Receipt cost becomes the inventory cost basis for future job issues and sales picking.

11 Keep Estimated Purchase Costs Current

- After supplier price changes, update Estimated Purchase Costs by Default Supplier.
- Follow immediately with a Cost Rollup to keep estimated costs current.

5 SUBCONTRACTING & PO INVOICING

12 Generate Subcontract Purchase Orders

- Create subcontract and Misc Job purchase orders from the Job Subcontracting screen.
- Material sent to suppliers is issued to WIP before shipment.
- PO Receipt automatically absorbs subcontract and Misc Job costs into Job WIP.

13 Complete the Process with PO Invoice

- Match supplier invoices against PO receipts and quantities.
- PO Invoice reconciles Received Not Invoiced balances.
- Matching automatically closes completed PO lines.

Best Practice: Let MRP drive demand-related purchasing, maintain realistic dates and costs, and complete the full PO receipt-to-invoice workflow every time.

PO RECEIPT GUIDELINES

How PO receipts establish inventory value, support costing discipline, and keep purchasing progress visible.

1. PO RECEIPT ACCOUNTING

1. **PO Receipt Establishes Inventory Value for Items**
   - PO Receipt absorbs material costs into inventory.
   - The receipt cost is averaged with any quantity and value on hand to establish inventory value.

2. **PO Receipt for Descriptors**
   - Post to Misc Purchases or to a GL Exception account.

3. **PO Receipt of Subcontract POs**
   - Automatically absorbs subcontract service costs or misc job cost into the job's Work in Process.

2. GOOD COSTING STARTS AT PO CONVERSION

1. Verify and update supplier prices before PO conversion.
2. For items, run BOM > Estimated Purchase Cost by Default Supplier, then run BOM > Cost Rollup to update system estimated costs.

3. PO RECEIPT PROCESSING

1. Verify that prices are reasonable at time of PO Receipt.
2. Receipt to the item's default Receipt stock location.
3. **For inspection items or QC**
   - Receipt to a Transitory Receipt location for the item.
   - Perform the inspection.
   - When passed, Stock Transfer to the Primary Stock location for the item.

4. MONITOR PROGRESS IN PO SCHEDULE

1. Track POs that are holding up Job Release.
2. Update Expected Date when the supplier confirms a new supply date.

Best practice: Accurate PO receipt costing and timely PO schedule updates improve inventory value, purchasing control, and job readiness.

SHOP CONTROL

Best practices for managing job priorities, production schedules, material flow, labor reporting, and work in process.

1 MASTER SCHEDULING

1 Define Work Centers and Routings

- Work centers represent machines, departments, work areas, and subcontractors.
- Routings define the sequence of work and assign each operation to a work center.

2 Let MRP Build the Master Schedule

- MRP aligns jobs, subassemblies, and purchase orders to required dates.
- Materials and capacity are synchronized throughout the schedule.

3 Release Jobs Only With Material

- Release jobs only when material is fully allocated.
- Delayed releases automatically update job finish dates.

2 SHOP FLOOR EXECUTION

4 Run Work Center Queues by Priority

- Work Center Schedule displays operations in priority order.
- Late jobs automatically rise in priority.

5 Issue Material in Real Time

- Issue materials when they are consumed.
- Keep inventory balances and WIP costs current.

6 Report Labor by Routing Sequence

- Report labor as operations are completed.
- Standard Hours reporting improveg throughutl and costing accuracy.

3 REAL-TIME FEEDBACK

7 Use Late Supply for Customer Communication

- Monitor jobs that miss required dates.
- Update Expected Ship Dates and customer commitments.

8 Manage Subcontract Operations Through Shop Control

- Generate subcontract POs directly from the job.
- Receive returned material through PO Receipt processing.

9 Receive Finished Goods at Realistic Cost

- Job Receipts absorb material, labor, overhead, and subcontract costs.
- Receive finished output only when status indicators are green.

4 COMPLETION & SHIPPING

10 Use Picking Manager for Priority Shipping

- Allocate inventory according to Required Date priorities.
- Keep shipments aligned with the master schedule.

11 Close Jobs Promptly

- Job Close reconciles WIP balances.
- Variances are transferred to WIP Variance accounts.
- Keep Work in Process accurate and current.

BEST PRACTICE: Release jobs only with material, execute transactions in real time, run work centers by priority, and keep work in process aligned with the master schedule.

SHOP CONTROL GUIDELINES

11 guidelines for using shop control correctly to keep schedules realistic, priorities aligned, inventory accurate, and costing reliable.

1. MASTER SCHEDULE & JOB RELEASE

1 Use MRP to Build the Master Schedule

Only MRP can coordinate interdependent demand and supply dates across all levels. Do not use manual planning to create the master schedule.

2 Release Jobs Only with Allocated Material

Material allocation starts jobs in the right order and keeps the schedule self-adjusting. Releasing without material distorts the schedule and other allocations.

3 Assign Sequences in Priority Order

In Work Center Schedule, assign job sequences in the suggested priority order to optimize flow and meet required dates.

2. REAL-TIME TRANSACTIONS

4 Issue Material in Real Time

Issue materials through Work Center Schedule before starting sequences so inventory, MRP, picking, and counts stay accurate.

5 Update Labor When Sequences Finish

Timely labor reporting keeps work center queues current for assignments. Standard Hours completions are strongly recommended in most cases.

6 Process Subcontract POs in Real Time

Generate subcontract POs as needed in Job Subcontracting and receive them in PO Receipts without delay.

7 Receive Finished Items at a Reasonable Cost

Do not accept an obviously distorted receipt cost. If an error is suspected and there is no time to investigate, enter a reasonable unit cost.

8 Require 100% Participation

Shop control only works when all workers and supervisors perform timely job releases, issues, labor, subcontracting, and receipts with no delay.

WHY IT MATTERS

- **Realistic schedules**
- **Accurate priorities**
- **Better inventory accuracy**
- **Higher throughput**

3. CUSTOMER DATES & COST DISCIPLINE

9 Keep SO Required Dates Fixed

Do not change Sales Order Required Dates when supply jobs run late. Use Expected Ship Date for customer communication and manage exceptions through Sales > Late Supply.

10 Never Reopen Closed Jobs for Cost Correction

Do not reverse and redo closed-job transactions to adjust costs. Variances have already been posted and receipt costs cannot be retroactively reapplied.

4. CAPACITY SETTINGS

11 Keep Work Center Capacities Stable

Do not change Total Hours/Day, Job Hours/Day, or Buffer Days to reflect daily deployments. Update them only when capacity materially changes, such as shifts, machines, or workstations being added or removed.

Best practice: Shop control works best when every transaction is entered just in time, jobs are released only with material, and priorities are followed on the shop floor.

JOB RELEASE GUIDELINES

Best practices for releasing jobs with material, protecting the master schedule, and keeping shop control accurate and self-adjusting.

1. CORE JOB RELEASE RULES

1 Do Not Release Without Allocated Material

Only release jobs when all components are fully allocated. Releasing without material distorts allocation and compromises schedule integrity.

2 Review Est Job Cost Before Release

In Job > Job Control Panel > Release Jobs, review Est Job Cost Inquiry first. If costs look unreasonable, correct the job and update estimated costs before release.

3 Job Release Updates the Master Schedule

When a delayed job is released, the Job Finish date is automatically forward scheduled from the Released date to provide a realistic supply date.

4 Release Saves Time

Release makes it easy to know exactly when jobs can start without manually investigating whether purchased components or subassemblies are ready.

5 Perfect for Multi-Level Jobs

Releasing only when material is fully allocated causes subassembly jobs to complete in the right order so higher-level jobs can be released correctly.

6 Released Date = Actual Start Date

The Planned Start date is original planning. The Released date is captured as the actual start date for analysis purposes.

2. MATERIAL ALLOCATION & SHORTAGES

A Allocation Runs in Batch

Each time the Job Control Panel is opened, stock on hand is batch allocated to all open jobs: Released jobs first in Planned Start order, then New jobs in Planned Start order.

B Do Not Release When Shortage Is Indicated

A red Shortage icon means one or more components are not fully allocated. Release must be delayed.

C Use Material Allocation Inquiry

Click the Material shortage icon to see which components are not fully allocated. Use Stock Status to view projected supply and demand; from the Projected tab you can drill down to PO Schedule or Job Schedule for the source event.

D Never Ignore the Shortage Warning

Releasing anyway lets the released job steal material from non-released jobs and compromises the rescheduling function.

3. OPERATING PRACTICES

1 Release Multiple Times Per Day

Job release is not a once-a-day process. In high-volume multi-level environments, release jobs throughout the day as subassemblies are completed.

2 Print Travelers at Release

Each release batch can print job travelers for newly released jobs so documents are timely and include current schedule dates.

3 Use MRP for the Master Schedule

Shop control is designed to work with an MRP-generated master schedule, not manual planning.

4 Accurate Inventory Is Required

Successful job release depends on reliable inventory and BOM accuracy. Real-time material issuing is essential.

5 Do Not Manually Reschedule New Jobs

New-status job dates are part of the inter-connected master schedule. Rescheduling happens automatically when jobs are released.

4. COMMON QUESTIONS

Can shop control be used without MRP?

No. MRP is required to create the coordinated master schedule.

Can shop control be used without accurate inventory?

No. Accurate inventory and real-time issuing are required for job release and MRP net demand calculations.

Can job release be bypassed?

No. Job release is mandatory because it determines which jobs can start and updates finish dates when release is delayed.

Is it harmful to release jobs without material?

Yes. It causes released jobs to steal material from non-released jobs and undermines rescheduling.

When multiple levels exist, should all jobs be released at once?

No. Release only when material is fully allocated so jobs are released in proper order.

Best practice: Release jobs only when material is fully allocated, review estimated costs before release, and let job release keep your master schedule realistic and self-adjusting.

JOB ISSUE GUIDELINES

Simple best practices for real-time material issuing, inventory accuracy, and shop control discipline.

1 CORE GUIDELINES

1

Issue material in real time

Issue materials through Work Center Schedule before the sequence starts.

2

Detect BOM errors immediately

Use a pick list or dispatch list so incorrect components are caught at time of use.

3

Correct on-hand discrepancies immediately

If physical stock differs from on-hand quantity, make a stock adjustment right away.

4

Never bypass standard processes

Do not use stock adjustments in place of PO receipts, job receipts, job issues, or order picking.

5

Use location control

Track stock by real locations to save time, improve accuracy, and reduce errors.

6

Require 100% participation

Real-time issuing only works when workers and supervisors update transactions without delay.

2 ISSUE MATERIAL REAL-TIME FROM WORK CENTER SCHEDULE

1

Watch for the red Material icon

It indicates material is needed and has not yet been issued.

2

Click the icon

Open the Job Issues screen filtered for the selected sequence.

3

Use the right list

Use an Issue List to gather material first, or a Dispatch List after issuing.

4

Issue on the screen in real time

Record the issue when the material is actually issued on the shop floor.

5

Return unused material

Return excess material to stock and correct the BOM if the specification was wrong.

3 IMPORTANT NOTES

Do not use the job traveler as an issue list.
It is for manufacturing specifications and does not include location or lot/serial details.

Unissued material affects downstream sequences.
The Material icon stays red until the issue is completed.

Accurate job issues improve MRP, picking, stock counts, and overall shop efficiency.

Best practice: Issue material in real time, use meaningful locations, and correct problems immediately so inventory stays accurate and the master schedule stays reliable.

JOB LABOR GUIDELINES

Best practices for real-time labor reporting, standard-hours completions, and keeping shop control current.

1. CORE GUIDELINES

1 Enter Labor as Sequences Finish

Update job labor through the Work Center Schedule as each sequence is completed so work center queues stay current.

2 Standard Hours Are Recommended

Standard-hours completions are fast, simple, and improve throughput and costing. They avoid the burden of collecting detailed actual hours.

3 Use Caution with Actual Hours

Actual-hours reporting is difficult for many shops. Errors or omissions can distort cost of sales after product is already shipped.

4 Actual Hours Require Full Participation

Actual-hours environments require timely material, labor, subcontract, receipt, and release updates from all workers and supervisors.

5 Use the Work Center Schedule

The Schedule tab lists active sequences in job-priority order and helps supervisors assign work correctly.

6 Keep Updates Real Time

Real-time labor entry only takes a few clicks and is easier, faster, and more accurate than end-of-day batch entry.

2 WHY JOB LABOR TRACKING MATTERS

A Current Work Center Queues

Real-time labor reporting keeps queue conditions current for worker assignments.

B Priority-Based Scheduling

Sequence completions support the job-priority calculation that determines the best work order inside each work center.

C Faster Job Receipts

Finished jobs can be receipted without delays for missing labor costing.

D Better Throughput

Timely labor reporting reduces manual tracking and unnecessary expediting.

3 COMMON QUESTIONS

Q1 Is the Work Center Schedule mandatory?

DBA is designed around timely material and labor updates through the Work Center Schedule. It is far easier and more efficient than manual planning and expediting.

Q2 Is real-time updating practical?

Yes. Entries are simple, repetitive, and can be done by workers or supervisors in just a few clicks. Real-time updating saves time and improves shop throughput.

Q3 Do payroll hours reconcile with job hours?

No. Payroll is separate. DBA job hours can include standard, actual, or multi-job hours and are costed at work center rates. Payroll is used only to provide direct labor cost inputs for shop rates.

Best practice: Report job labor as sequences finish, use standard hours for most shops, and keep the Work Center Schedule current in real time.

JOB RECEIPT GUIDELINES

Key guidelines for accurate job receipt costing, inventory value, and WIP control.

1 JOB RECEIPT ESTABLISHES INVENTORY VALUE

- Job Receipt moves absorbed material, labor, overhead, and subcontract costs from Work in Process to Inventory.
- The receipt cost is averaged with any quantity and value already on hand to establish inventory value.
- Job Receipt is a critical company function that impacts inventory value and cost of goods sold.

2 GOOD COSTING STARTS AT JOB RELEASE

- Review the Estimated Job Cost at time of Job Release.
- Establish a commitment to costing discipline when releasing Jobs to production.

3 JOB RECEIPT FUNDAMENTALS

1 Receipt with all status indicators Green

- This confirms that material, labor, and subcontract service costs have been reported to the job.

2 Receipt at a reasonable unit cost

- This unit cost updates inventory and becomes the cost basis for later job issues and customer shipments.

3 At Final Receipt: monitor WIP Balance value

- If WIP Balance is excessive, stop and make corrections prior to receipt
- You have a limited window of time to make corrections

4 NEXT STEPS

1 Release dependent Jobs

- After subassembly receipt, go immediately to the Job Control Panel screen and release next level Jobs

2 Close Finished Jobs to Reconcile WIP

- Close jobs as close to the Finish Date as possible

Best practice: Receipt with green status indicators, use a reasonable unit cost, release eligible jobs after receipt, and close finished jobs

JOB CLOSE GUIDELINES

How timely job close reconciles Work in Process, keeps inventory and cost of sales accurate, and completes the job cycle.

1. WHY JOB CLOSE MATTERS

1

DBA Is a WIP Accounting System

Materials, labor, and subcontract costs accumulate in Work in Process. Job receipts move finished goods into Inventory and credit Work in Process. Receipt cost can be based on Estimated Job Cost or Final Receipt Balancing Cost.

2

Job Close Auto-Reconciles WIP

When a finished job is changed from FINISHED to CLOSED in the Job Control Panel, DBA compares total job input costs with total job receipt output values and posts the difference to WIP Adjustments.

3

Close Jobs in a Timely Manner

Jobs should be closed as close to the Finish Date as possible. Timely close aligns WIP Adjustments more closely with the related inventory and cost of sales activity.

4

All Jobs Must Be Closed

Do not delay closing jobs because of large variance values. The WIP Adjustment posting is the correction required to balance the system and keep overall cost of sales accurate.

2. WHAT JOB CLOSE DOES

1

Completes the Job Cycle

Job Close is the final step in the job processing cycle and is performed in the Job Control Panel.

2

Brings Job WIP to Zero

At close, the job's WIP balance is brought to zero by adjusting Work in Process for the difference between total job input costs and total job receipt output costs.

3

Posts to WIP Adjustments

The offsetting entry goes to WIP Adjustments in Cost of Sales. This keeps Inventory and Work in Process current and in balance.

4

Keeps Total WIP in Balance

The total Work in Process account always reflects the current balance of jobs still in progress. Closing each job removes its remaining WIP balance from the total.

3. SPECIAL WARNING

Actual Hours Can Be Difficult

In many shops, actual hours entries are prone to errors or omissions because finished items are often shipped quickly before all costing detail is fully reported.

Standard Hours Are Recommended

For most companies, Standard Hours routing completions are the safer and more practical method because they support timely closing and more reliable costing.

4. COMMON SITUATIONS

Scenario 1: Item Shipped Immediately

If a job is receipted at an inflated cost and the item is picked and shipped right away, Cost of Goods Sold is overstated. When the job is closed, the WIP Adjustment offsets that overstatement so the overall net effect on Cost of Sales is neutral.

Scenario 2: Inventory Value Corrected

If the inflated inventory value is discovered while quantities are still in stock and corrected through Change Inventory Value, an Inventory Adjustment is created. When the job is closed, the WIP Adjustment offsets that Cost of Sales effect so the overall net effect remains neutral.

5. KEY GUIDELINES

- Always close finished jobs without exception.
- Close jobs as close to the Finish Date as possible.
- Do not avoid closing jobs because of a large WIP Adjustment value.
- Use the brief correction window only when a finished job is very recent, in the same accounting period, and all quantities are still in inventory.
- For most other cases, close the job and let WIP Adjustments offset prior activity.
- Never reopen closed jobs for cost correction.

Limited Correction Window

After final job receipt and FINISHED status, there is only a limited opportunity to reverse job receipts and correct costs: the job must be recent, in the same accounting period, and all quantities must still be in inventory. In most other situations, it is best to close the job and post the WIP Adjustment.

Best practice: Close every finished job promptly so Work in Process stays balanced, inventory remains accurate, and cost of sales is properly reconciled.

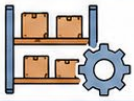
ABSORBED COSTS FLOW

How material, labor, manufacturing overhead, and subcontract costs are absorbed into inventory value and reflected in cost of goods sold.

JOB COSTING FLOW

1. 

PO RECEIPT
Purchased materials are received into inventory at PO Receipt cost.

2. 

JOB ISSUE
Materials and completed Subassemblies are issued to Work in Process at Inventory Cost.

3. 

JOB LABOR
Job Labor transactions absorb Labor and Overhead into WIP based on Shop Rates.

4. 

JOB SUBCONTRACTING
Job Subcontract Costs and Misc Job Costs are absorbed into WIP at PO Receipt of Subcon PO.

5. 

JOB RECEIPT
Job Outputs are received into inventory at the full absorbed job cost.

6. 

JOB CLOSE
Job close brings each completed job's Work in Process balance to zero, keeping the overall Work in Process account in balance with the jobs still in progress.

7. 

ORDER PICKING & INVOICE
Finished goods are relieved from inventory at Order Picking and posted to cost of goods sold when invoiced.

ACCOUNTING IMPACT

INVENTORY
Inventory Value is an Average cost based on PO and Job Receipts.

WORK IN PROCESS (WIP)
Holds costs for jobs in progress.

FINISHED GOODS INVENTORY
Your top level manufactured items contain fully absorbed costs from all levels of production.

COST OF GOODS SOLD (COGS)
Recognized when finished goods are invoiced.

BEST PRACTICE: Release jobs only with material, execute transactions in real time, run work centers by priority, and keep work in process aligned with the master schedule.

COST OF GOODS SOLD (COGS)

How inventory cost flows to cost of sales and is corrected by actual cost variances.

COGS BASICS

1 What is COGS?

COGS is the inventory cost of items sold, captured at order picking. Each item's cost comes from average inventory cost built from job receipts.

- Material costs from job issues
- Absorbed labor costs
- Absorbed manufacturing overhead
- Subcontract PO Receipt costs

2 Inventory Cost Is Approximate

Inventory cost is an average cost, not true actual job cost. Job receipt costs are approximate because supplier invoices, labor, and overhead can differ from earlier transaction costs.

3 Inventory Costs Self-Correct

Inventory value and COGS are self-correcting through actual cost variances that wash out prior over- or under-absorption.

4 Total Cost of Sales

COGS alone is not your full cost of sales. Total cost of sales is a blend of COGS plus actual cost variances. When variances stay within normal ranges, COGS remains a useful and realistic indicator.

ACTUAL COST VARIANCES

1 RNI Adjustments

At PO invoice matching, the variance between PO receipt cost and supplier price is posted to RNI Adjustments.

2 WIP Adjustments

At job close, the variance between total job input costs and total job receipt costs is posted to WIP Adjustments.

3 Inventory Adjustments / Adjustments COGS

Stock count changes, stock adjustments, or inventory cost changes update inventory value through Inventory Adjustments.

4 Absorbed Labor vs Direct Labor Costs

Absorbed Labor offsets direct payroll labor costs for your production workers.
Any variance washes out prior over- or under- absorption into work in process.

5 Absorbed Overhead vs Direct Costs

Absorbed Mfg Overhead offsets direct overhead costs. Any variance washes out prior over- or under-absorption into work in process.

Best Practice: Costing errors do not distort net income because any error absorbed into inventory is offset by an equal error absorbed into cost of sales.

ACHIEVING REALISTIC COGS

How to improve the accuracy and meaning of Cost of Goods Sold through realistic manufacturing transaction costs.

1 Make sure all PO lines have a realistic supplier price

- Maintain a Supplier Price for each item.
- PO Receipt—not PO Invoice—establishes inventory value.
- Avoid zero-price POs unless deliberate.

2 Update P item estimated costs on a regular basis

- Use Estimated Purchase Costs to mass update P item costs from Default Supplier Price.
- Follow MRP PO price updates with Estimated Purchase Costs and Cost Rollup so NEW jobs stay current.

3 Use Standard Hours completions for labor

- Use routing standard hours for job costing instead of collecting actual labor hours.
- Report labor completions as sequences finish for timely costing and better queue management.

4 Maintain realistic cycle times

- Keep routing cycle times realistic.
- Do not leave a sequence without a cycle time unless there is a deliberate reason. Refine cycle times continually to improve labor and overhead accuracy.

5 Maintain accurate bills of material

- Correct BOM component specifications whenever actual job usage differs from planned quantities.
- Accurate BOMs improve cost rollups and future job accuracy.

6 Update shop rates on a periodic basis

- Use Shop Rates to update hourly labor and manufacturing overhead rates on a regular schedule, such as quarterly.

7 Run the cost rollup on a regular basis

- Run Cost Rollup weekly or whenever routing details, shop rates, or purchased item estimated costs change.
- It updates costing without affecting inventory value or other accounting numbers.

8 Review Estimated Job Cost prior to Job Release

- In the Job Release screen, make sure Estimated Job Costs are reasonable and within your expectations.

9 Enter job transactions in real time

- Enter job issues, labor, subcontracting, and job receipts as activities occur.
- Real-time entry reduces errors and helps ensure all job costs are captured at receipt.

10 Receive finished items at a realistic cost with all status indicators Green

- When status indicators are Green, Suggested Cost is usually reliable.
- If important input costs are missing or clearly wrong, correct them and receive at a realistic cost.

11 Never reopen jobs to make cost adjustments

- Do not reopen closed jobs just to adjust costs.
- Post-close cost issues wash out through actual cost variances as inventory flows through COGS.

12 Make sure your chart of accounts is structured properly

- Place Indirect Costs and Absorbed Costs in the Cost of Sales section.
- Position actual direct labor and manufacturing overhead accounts in the proper sequence.

Best Practice: Realistic COGS depends on realistic transaction costs. Strong purchasing, routing, BOM, rate, and job transaction practices produce more meaningful inventory costs and cost of sales.

PRODUCT COSTING GUIDELINES

Basic guidelines for accurate costing, reliable inventory value, and meaningful cost of goods sold.

1 Assign realistic supplier prices

Assign all PO lines a realistic supplier price when you send out POs. The receipt cost becomes the item's inventory cost basis for later job issue and sales picking transactions.

Note: Any difference between the supplier invoice price and the PO receipt cost posts to Inventory Adjustments and does not retroactively correct past inventory transactions.

2 Use Standard Hours completions

Use Standard Hours completions for labor. Standard hours from routing specifications are used for job costing based on completion quantities or finished status.

Report completions as sequences are finished for timely costing and better work center queue management.

3 Perform job transactions in real time

Perform all job issues in real time and report labor as sequences are completed. This ensures all WIP costs are accounted for so finished items can be received to inventory without delay for shipment or issue to other jobs.

4 Receive finished items at a realistic cost

In Job Receipts, receive finished items only when status indicators for Sequence, Hours, Issues, and Subcon are green.

Make sure the unit cost is realistic and within an acceptable range of the estimated job cost, not distorted by an obvious error.

5 Run frequent cost rollups

Perform cost rollups at frequent and regular intervals so estimated job costs reflect current work center rates and component costs.

After supplier price changes, Mass Replace estimated purchase costs and then run a batch Cost Rollup.

6 Review shop rates monthly

Review direct labor and shop overhead variances once per month over a meaningful date range, such as three months minimum, and adjust shop rates if absorbed costs are trending away from actual costs.

7 Never adjust past costs

Never attempt to adjust past costs by reopening jobs, reversing invoices, or other corrective rework. Large variances are handled through variance accounts and should not be forced back into closed or co-mingled past costs.

8 Do not adjust Inventory by journal entry

Never make journal entry adjustments to your Inventory account. Inventory is a self-adjusting account that remains reconciled with total inventory value on hand.

9 Do not adjust WIP by journal entry

Never make journal entry adjustments to your Work in Process account. WIP is a self-adjusting account that remains reconciled with the underlying job costs.

10 Do not invent your own costing method

WIP accounting is not compatible with other costing methods. If you used a different method in a previous system, do not attempt to replicate it within DBA.

Best practice: Accurate transaction costs, timely updates, and disciplined WIP accounting produce reliable inventory value and meaningful product costing.

FINANCIAL TRANSFER

How DBA handles manufacturing accounting and transfers summary values to your financial accounting system.

1 SYSTEMS OVERVIEW

DBA MANUFACTURING ACCOUNTING

- Sales Orders
- Invoice Details
- Inventory
- MRP
- Jobs
- Purchasing
- Manufacturing General Ledger

YOUR FINANCIAL ACCOUNTING

- Accounts Receivable
- Accounts Payable
- Online Banking
- Payroll
- Financial General Ledger

DBA includes its own general ledger and manages all manufacturing-side transactions.

2 WHAT DBA HANDLES

Inventory Lives in DBA

Inventory, sales orders, invoices, jobs, purchase orders, and PO invoices are handled exclusively in DBA.

WIP Accounting

DBA tracks work in process at both the shop and job level and absorbs material, labor, subcontract, and overhead into finished goods.

Standard Chart of Accounts

DBA includes a manufacturing-focused chart of accounts. Only about 23 accounts are actively used for manufacturing activity.

Cross-Referenced Accounts

Common manufacturing accounts exist in both systems and are cross-referenced to your main general ledger.

Flexible Sales & COGS

Additional sales and COGS accounts can be added in DBA to match item categories and reporting needs.

3 FINANCIAL TRANSFER DESIGN

DBA

ONE-WAY DATA TRANSFER

1. **AR Voucher Transfer** — Transfers customer invoices as one-line voucher invoices for receivables processing.
2. **AP Voucher Transfer** — Transfers PO-related supplier invoices as one-line voucher invoices for payables processing.
3. **GL Summary Transfer** — Transfers summarized debit and credit totals to the outside general ledger.

Your Financial Accounting System

Only three transfers are required to fully update the outside accounting system.

4 KEY RULES

- Invoice detail and tax detail stay in DBA.
- Only summary AR, AP, and GL values move to the outside system.
- Transfers can be made by CSV import or manual entry.
- One-line vouchers avoid unnecessary detail, synchronization issues, and double-posting risk.
- One-way transfer keeps DBA self-contained and compatible with any accounting system.

5 HOW YOU MANAGE THE BUSINESS

Use DBA For

- Inventory
- Purchasing
- Jobs
- Sales orders
- Manufacturing accounting

Use Your Financial System For

- Banking
- Receivables
- Payables
- Payroll
- Generate Financial Statements

DBA handles the manufacturing side of your business, without disrupting your core financial accounting functions

FINANCIAL TRANSFER GUIDELINES

Best practices for making the financial transfer process work properly while preserving accounting integrity between DBA and your financial accounting system.

1. FOUNDATION OF THE PROCESS

1 Do Not Skip Financial Transfer

Financial transfer is mandatory. DBA and the outside financial accounting system are separate but interdependent. DBA depends on labor and overhead information for shop rates, and the financial system depends on AR, AP, and manufacturing totals.

2 Do Not Use Outside Sales Orders

Sales orders must remain inside DBA because they are fully integrated with BOMs, inventory, MRP, and shop control.

Outside sales orders create duplicate functions, synchronization problems, and accounting integrity issues.

3 Do Not Manage Multiple Operating Entities in One DBA System

Each factory or operating entity should have its own DBA system and license, then use financial transfer to update the main financial accounting system. MRP, shop control, WIP accounting, and shop rates work properly only for a single operating entity.

2. KEEP THE DESIGN SIMPLE

4 Do Not Replicate AR Line Detail

Do not recreate detailed invoice line items in the outside financial system. AR voucher transfer is intentionally summarized. Recreating detail causes duplicate tables, duplicate inventory effects, double posting risk, sales tax complications, and reversal problems.

5 Do Not Enter Sales Tax or Purchase Tax in the Financial System

Sales order invoices and PO invoices already contain detailed tax information in DBA. AR and AP vouchers transfer total invoice values, and tax liability totals are transferred through GL Summary Transfer.

6 Transfer AR and AP Vouchers in Real Time

Transfer AR and AP vouchers immediately after invoices are generated or entered so accounts receivable, accounts payable, and aging information stay current for financial planning.

Why DBA Uses Summary Transfer

DBA keeps manufacturing detail inside DBA and transfers only the summary financial values needed by the outside accounting system.

3. PROTECT WORKFLOW AND INTEGRITY

7 Never Reverse Customer Invoices in the Financial System

If a customer invoice must be corrected, reverse it in DBA so a credit memo and corrected invoice flow properly to the financial system through AR voucher transfer.

8 Never Skip PO Invoice Entry and AP Voucher Transfer

Supplier PO matching is required to close PO lines, offset Received Not Invoiced, and correctly update accounts payable.

9 Transfer GL Summary Totals Promptly

Post GL summary batches daily for fully completed days so company financial reports stay complete and the full business financial profile is visible.

Best practice: Keep sales orders, invoice processing, voucher transfers, and GL summary transfer inside the intended workflow so DBA and your financial accounting system remain fully aligned.