

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.