

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.

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.