### 2007-206 - Item Substitution

#### **Overview:**

Item substitution is the process of substituting or swapping a quantity of one item for the same quantity of another item within a production order/job. Substitution can be done to both sub-parts and material, but only the same type of item can be substituted (ie. part for part; material for material). Substitution performs three operations:

- 1) Swaps the allocation from the original item to the substituted item
- 2) Prints out the substitution details on the Job Ticket or Picking List
- 3) Allows the new substituted item to be picked against the job.

Material substitution *can only occur* for inventory items (ie. items that have allocations against them), and only if the item to be substituted does not have picking against it.

Creating, amending and removing a substitution require password-protected security access. This access can be granted within the 'Employee Details' window, on the "Security" tab.

	Employee		• 🗙				
Emp No: Employee Name or Surnam	ne: Given Name: Middl	e Name: Initial: Current Shift:					
1 JONES	Robert B	Shift 1	- 1				
Details More Info Security Emp Sched	Pictures Notes QMS						
Signature Purchase	Check - Clock Time	Send Production Order -> History					
Change Client Code	Check - Jobs	Back from History <- Production Order					
Change Supplier Code	Despatch Awaiting Add Transport	Cancel - Production Order					
<ul> <li>Show Financial History (Clients)</li> </ul>	Change Revision Tick in Parts	Send Client Order -> History					
Show Financial History (Suppliers)	Change Material Code	Back from History <- Client Order					
[3] Hide Despatch Amount	<ul> <li>Delete Material</li> </ul>	☑ [3] Credit Orders and Purchase , Orders Order	nly				
Change Part Code	<ul> <li>Change Material Stock</li> </ul>	Cancel - Client Order Return Good	s				
<ul> <li>Delete Parts</li> </ul>	<ul> <li>Lock/Unlock Parts for Editing</li> </ul>	Create Invoice 🗌 Change Credit, Desp Stop					
Change Parts Stock	Save Changes to Locked Parts	Show Job Cost Screen ON-Hold (Cl	t)				
Create New Part Code	Substitute Items	Edit History Order Book 🗹 ON-Hold (Pr	d)				
<ul> <li>Create New Material Code</li> </ul>	Update Parts Cost Price	Change Part Production Stop					
<ul> <li>Password Despatch (Production)</li> </ul>	Allow Part Sell Price change (setup Parar	n Client) 🗹 Show All Doc's (Incl No Public A	ccess)				
<ul> <li>Password Despatch (Client Order)</li> </ul>	<ul> <li>Show Supplier Total</li> </ul>	\$ / Min \$ / I	Hr				
<ul> <li>Password Material Delivery</li> </ul>	Show Client Total Show Pick Date (	Clt Callup) Emp Cost: .6666 4	40.00				
Update - Parts (Utility)	[3] Show Order/Invoice Total, plus Cost	Supervising: .0000	.00				
✓ Update - Material (Utility)	Use Div for selected Reports	hange Pick	10.000				
Add NCR or ECR	Point Of Sale Access	ommission Charge: 1.0000 6	50.00°°				
QA - NCR/ECR (Complete)	Change Due Date in Order Book	ss Rating: 1 👻 Qualifications ap	oly				
<ul> <li>[3] Quote Fast Markup (Override)</li> </ul>	✓ Purchase Restrict Sh	ow Callup Amt Budget:					
Release Client Orders	Stock Take Restrict						

#### **Creating a New Substitution Item**

Step 1: Select an Item for Substitution

To select an item to substitute, open the **Orders** tab in the Opto ribbon, and then **click** on the 'Edit Factory Order' icon. **Press** <F2> and select required Order from the pop-up list, then **click** <u>OK</u>, **press** <TAB> to display the order's details. **Click** on the "Allocation" tab to open, then **right-mouse-click** on the item that you wish to substitute.

								Edit	Facto	ory C	Order								
Orde	r No: <u>Clie</u>	nt Coo	de:		Clier	nt Na	me:		Test C	ertifi	cate R	equir	ed	Conta	ct Name	:	T	ype: 🗹 F	or Stock
119	3 👻 ST(	оск			- FOR	STO	СК										👻 P	R 🗕 🗆 s	pecial Rate
Deta	ils Sub Parts	More	e Info	Revie	ew Despat	ch [	Desp	Infc -	Allocat	ion	QMS/	Note							
- Pro	oduction Parts										n e Ir	vent	ory P	arts					
	Part Code		Ord/Q	Lev	Due Date	Pck	Tic	Org	Info			Ti	:	Part Co	de	Alloc/Q	Pick/Q	Reg Date	Reduce
1	ASSB0001005		5	1	27/06/19		1	1		~		1							
2	ASSB100-110		6	1	18/03/19		2	2											
3	WXYZ200		6	2	11/03/19		3	3											
4	WXYZ400		24	3	01/03/19		4	4											
5	WXYZ700		24	4	22/02/19		5	5											
6	ZXYW100		24	4	22/02/19		6	6											
7	QMS-1000		6	2	11/03/19		7	7											
8	ASSB100-2		7	1	18/03/19		8	8		~									
Ma	aterial Allocatio	ons																	
	Material Co	ode	Alloc	Qty	Pick Qty	UON	1 0	One-Of	f Re	q Dat	e Tic	Org	L	Reduce By	Cut		-8	-=	
1	AB02001111 ABC4021111		View I	Detai	ls for mater	ial Al	3020	01111		(06/1	9 1	1	1		^	Die	king Infor	mation	
-	7771001111	- F	_				1			/03/1	9 2	2	÷.			P IC	king mion	nation	
4	OPTO		Subst	itute	for this Ma	t				/03/1	9 2	2	1				Pick I	No Date	Emp
Ś	OPTOBE-772	•	Edit T	evt			•			/03/1	9 3	3	2			1			
6	OPT0001111	1	conc r	CAL						/02/1	9 5	5	4						
7	OPTOBE-772		Clear	Text						/02/1	9 5	5	4						
8	SSW121111	]	Conv	Tevt						/02/1	9 5	5	4						
9	OPTO001111		copy	I CAL						/02/1	96	6	4		×				
			Insert	Row															
Su	bstitutions —		Delete	e Rov	v														
	Tic T	Orig	inal Co	de	N N	lew C	ode		Q	ty	Emp	D	ate	Notes					
1																			

**Step 2:** Enter the Substitution Details (New Item and Quantity)

The "Substitute QTY" field must be the same as the "Current Qty Used" to remove the full allocation.

Substitute Items in	Job 🗖 🗖 💌
Substitute Parts/Materials in Job	
This function will substitute one part or materi	ial for another within a job.
Employee:	Date:
▼	05/03/2019 🛗
Job No: - Tic No: Substituting a	I Part
Current Code:	Current Alloc Qty
AB02001111	MTR 7.5000
Substitute Code:	Substitute Qty
SUBSTITUTION-TEST	MTR 7.5000
Notes:	
Сок	C Remove

**Step 3:** Authorise the Substitution

**Click** <u>OK</u> and enter employee password and **click** <u>OK</u>.

Enter Employee Password
Please enter your employee password
<u>O</u> K <u>C</u> ancel

The Final Result

						Edit F	actory	Order								
rder	No: <u>Client Co</u>	de:		Clier	nt Nam	ie: 🗌 Te	est Certifi	icate Re	equir	ed	Conta	ct Name		т	ype: 🖌 F	or Stock
1102	STOCK			EOP	STOC	v										
1195	STOCK			FUN	STUC	N .								'		pecial Rat
atai	Is Sub Parts Mor	e Info	David	w Decost	ch De	sp Info Al	ocation	OME	Note							
ctai		enno	Revie	w Despai	un De	spinio va	o cation	QIVIS/	NOLE	•						
Pro	duction Parts							n – In	vent	ory Pa	arts					
	Part Code	Ord/O	Lev	Due Date	Pck	Tic Ora II	nfo		Ti	r l	Part Cor	le	Alloc/O	Pick/O	Reg Date	Reduce
1	ASSB0001005	5	1	27/06/19		1 1		1								
2	ASSB100-110	6	1	18/03/19		2 2	-									
3	WXYZ200	6	2	11/03/19		3 3										
4	WXYZ400	24	3	01/03/19		4 4										
5	WXYZ700	24	4	22/02/19		5 5										
6	ZXYW100	24	4	22/02/19		6 6										
7	QMS-1000	6	2	11/03/19		7 7										
8	ASSB100-2	7	1	18/03/19		8 8	$\sim$									
Ma	terial Allocations Material Code	Alloc	Qty	Pick Qty	UOM	One-Off	Req Dat	te Tic	Org	L	Reduce By	Cut		-8	:= :=	-0
1	AB02001111		0000	.0000	MTR	1.5000	20/06/1	9 1	1	1		~				
2	ABC4021111	7.5	5000	.0000	SQM	1.5000	20/06/1	9 1	1	1			- Picl	king Infor	mation —	
3	SUBSTITUTION-TES	i .(	0000	.0000	EACH	.0000	20/06/1	9 1	1	1				Dist	No. Data	E
4	ZZZ1001111	6.0	0000	.0000	EACH	1.0000	11/03/1	9 2	2	1			_	РІСК	No Date	Emp
5	OPTO	6.0	0000	.0000	EACH	1.0000	11/03/1	9 2	2	1			1			
6	OPTOBE-77201111	12.0	0000	.0000	EACH	2.0000	01/03/1	9 3	3	2						
7	OPT0001111	24.0	0000	.0000	EACH	1.0000	15/02/1	9 5	5	4						
8	OPIOBE-77201111	24.0	0000	.0000	EACH	1.0000	15/02/1	9 5	5	4						
9	ISSW121111	240.0	0000	.0000	EACH	10.0000	15/02/1	9 5	5	4		•				
Ck	stitutions															
Jui	succions															
	Tic T Orig	jinal Co	de	1	lew Co	de	Qty	Emp	D	ate	Notes					
1	1 M AB020011	111		SUBSTIT	UTION	TEST	7.500	0 1	04/	03/19						

**Press** <F9> to save the Order.

# Amending an Item Substitution

### **Step 1:** Select the Substitution

							E	Edit Fa	actory C	rder								
rder	r No: 🤇	lient Co	de:		Clier	nt Nar	ne:	🗌 Te	st Certific	ate R	equir	ed	Conta	ct Nam	ie:	Т	ype: 🖌 F	or Stock
1193		STOCK			- FOR	STOC	K									- P	R 👻 🗆 S	pecial Rate
								_	_									
etai	ils Sub Pa	rts Mor	e Info	Revie	w Despat	ch D	esp In	fo All	ocation	QMS/	Note	5						
Pro	duction Pa	arts								n – In	vent	ory P	arts					
	Part C	ode	Ord/Q	Lev	Due Date	Pck	Tic 0	Drg In	fo		Ti	c	Part Cod	ie	Alloc/Q	Pick/Q	Reg Date	Reduce
1	ASSB00010	05	5	1	27/06/19		1	1	•	1		_					-	
2	ASSB100-1	10	6	1	18/03/19		2	2										
3	WXYZ200		6	2	11/03/19		3	3										
4	WXYZ400		24	3	01/03/19		4	4										
5	WXYZ700		24	4	22/02/19		5	5										
6	ZXYW100		24	4	22/02/19		6	6										
7	OMS-1000		6	2	11/03/19		7	7										
8	ASSB100-2		7	1	18/03/19		8	8	×									
1	Materia	l Code	Alloc	Qty	Pick Qty	UON	I On	e-Off	Req Date	Tic	Org	L	Reduce By	Cut	_	-8	-8	-8
2	ABC40211	111	7 9	5000	0000	SOM		1.5000	20/06/19	1	1	1			Picl	king Infor	mation	
3	SUBSTITU	TION TES		0000	0000	EACH	4	0000	20/06/19		1	1			Fic	any mon	hation	
4	77710011	11	6.	0000	0000	FACE		1 0000	11/03/10	2	2	1				Pick I	No Date	Emp
-	OPTO		6.0	0000	0000	FACE		1 0000	11/03/19	2	2	1			1			-
6	OPTOBE.	77201111	12 (	0000	0000	FACH		2 0000	01/03/19	3	3	2						
7	OPTO001	111	24.0	0000	.0000	EACH	i i	1.0000	15/02/19	5	5	4						
8	OPTOBE-	77201111	24.0	0000	.0000	EACH	1	1.0000	15/02/19	5	5	4						
9	SSW1211	11	240.0	0000	.0000	EACH	1 1	0.0000	15/02/19	5	5	4			¥			
Sub	Tic T 1 M	Orig AB020011	inal Co	de	Niew Detail	lew Co s for t	ode his Su	bstituti	Qty 7 5000 on	Emp	D 04/	ate 03/19	Notes					
Substitute for this PartAB02001111					View Detail	s for N	/ateria	al AB02	001111									

# Step 2: Amend the Substituted Quantity & enter your employee password and click on OK.

	Substitute Items in Job	
Substitute Parts/Materials i	dol n	
This function will subs	titute one part or material for another within a job.	
Employee:	Enter Employee Password	Date:
1 • Rober	Please enter your employee password	04/03/2019
Job No: - Tic No 1193 - 1	QK     Cancel	
Old Alloc Code	Current Alloc	Qty
AB02001111	MTR 7.50	00
Substitute Code:	Substitute 0	Qty 🗌 Modif Qty
SUBSTITUTION-TEST	- EACH 2.00	.0000
Notes:		
	G OK G Remove	

### **The Final Result**

Substitutions
Tic T Original Code New Code Qty Emp Date Notes
1 1 M AB02001111 SUBSTITUTION-TEST 2.0000 1 04/03/19

# Removing an Item Substitution

**Step 1:** Select the Substitution and **Click** the *Remove* button, click yes to the message, enter your password and **click** <u>OK</u>.

	Edit Factory Order	
Order No: <u>Client Code</u> 1193 <b>STOCK</b>	Client Name: Test Certificate Required Contact Name:	Type: ♥ For Stock PR ♥ □ Special Rate
Details         Sub Parts         More           Production Parts	Substitute Parts/Materials in Job This function will substitute one part or material for another within a job. Employee:          Employee:       Remove Substitution?       ate:         1       This action will remove and undo this substitution.         Job No:       Are you sure you wish to do this?	Req Date Reduce
Material Allocations           Material Code           1         AB02001111           2         ABC4021111           3         SUBSTITUTION-TES           4         ZZZ1001111           5         OPTO           6         OPTOBE-77201111           7         OPTO0BE-77201111           8         OPTOBE-77201111           9         SSW121111	1193     Yes     №       Old Alloc Code     Current Alloc Qty       AB02001111     MTR     7.5000       Substitute Code:     Substitute Qty     Modif Qty       SUBSTITUTION-TEST       EACH     2.0000       Notes:	mation No Date Emp
Tic T Origi	© OK © Remove	

Enter Employee Password
Please enter your employee password
••
<u>O</u> K <u>C</u> ancel