

# WIP by branch

SYSPRO 8

Reference Guide

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# CONTENTS

## WIP by Branch

- Exploring ..... 1
- Starting ..... 2
- Using ..... 4

# WIP by Branch

## Exploring

### Where it fits in?

The **WIP by Branch** feature extends ledger integration options to include integration at branch level (only job classification was available before). This means that each branch and job classification can have separate WIP ledger control accounts. Previously, you could only define a single WIP control account and WIP variance account per company.

You can enable WIP branches for the following:

- Jobs
- WIP inspections
- Job numbering
- Job classification

## Navigation

The programs related to this feature are accessed from the **Program List** pane of the SYSPRO menu:

- *Program List > Work in Progress*

## Terminology

### Branch

Within SYSPRO, branches are used for reporting and analysis purposes and as a means of integrating transactions to General Ledger for balancing and control purposes.

### Work in Progress

Branches are linked to jobs.

You can define the general ledger integration at branch or job classification level. Depending on the GL integration level defined, the ledger codes set up against the branch or against the job classification are used.

GL integration by WIP branch facilitates reporting and analysis of work in progress transactions by branch. A default branch can be defined against the route, an operator, a bill of material and a job.

You maintain branches using the **WIP Branch Maintenance** program.

# Starting

## Prerequisites

To use this feature, the following setup option(s) must be enabled:

- Apply integration level at  
(*Setup Options > General Ledger Integration > General Ledger Codes*)

This must be defined as **WIP branch level** or **Job classification level**.

## Security

You can secure this feature by implementing a range of controls against the affected programs. Although not all these controls are applicable to each feature, they include the following:

- You restrict operator access to *activities* within a program using the **Operator Maintenance** program.
- You can restrict operator access to the *fields* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to *functions* within a program using passwords (configured using the **Password Definition** program). When defined, the password must be entered before you can access the function.
- You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **eSignature Setup** program). Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.
- You can restrict operator access to *programs* by assigning them to groups and applying access control against the group (configured using the **Operator Groups** program).
- You can restrict operator access to *programs* by assigning them to roles and applying access control against the role (configured using the **Role Management** program).

## Configuring Setup Options

The **Setup Options** program lets you configure how SYSPRO behaves across all modules. These settings can affect processing within this program.

### General Ledger Codes

*Setup Options > General Ledger Integration > General Ledger Codes*

- Apply integration level at

### Work in Progress Ledger Codes

*Setup Options > General Ledger Integration > Work in Progress Ledger Codes*

- Branches
- Job classifications

### Manufacturing Keys

*Setup Options > Keys > Manufacturing*

- Numbering method (Jobs)
- Numbering method (WIP inspection)

### Bill of Materials Preferences

*Setup Options > Preferences > Manufacturing > Bill of Materials*

- Default WIP branch

# Using Process

The following process outlines how to implement Work in Progress by WIP branch.

1. Define the integration level for Work in Progress to the General Ledger:
  - **Setup Options** (*Setup Options > General Ledger Integration > General Ledger Codes*)  
Select the integration level at the **APPLY INTEGRATION LEVEL AT** setup option:
    - **WIP branch level**  
When selecting this option, the WIP control account defined against the branch in **WIP Branch Maintenance** will be used.
    - **Job classification level**  
When selecting this option, the WIP control account defined against the job classification will be used.
2. Create Work in Progress branches in this program:
  - **WIP Branch Maintenance**  
Capture the WIP branch details as well as the WIP ledger codes for the various WIP accounts.
3. Define the Work in Progress branches in the following programs:
  - **Job Classification**  
Define a WIP branch for the job classification.
  - **Routings**  
Define a WIP branch for the BOM route.
  - **Work Centers**  
Define a WIP branch for the work center or operation.
4. Optionally define the default Work in Progress branch required in the applicable programs:
  - **Setup Options** (*Setup Options > Preferences > Manufacturing > Bill of Materials*)  
Define the default WIP branch at the **DEFAULT WIP BRANCH** setup option.
  - **Operator Maintenance** (*SYSPRO Ribbon bar > Setup > Operators*)  
Define the default Work in Progress branch against the operator at the **WIP branch** field of the **Defaults** tab.
  - **Routings** (*Program List > Bill of Materials > Setup*)



This only applies if the **ALTERNATE ROUTINGS** setup option is enabled (*Setup Options > Preferences > Manufacturing > Bill of Materials*).

Define the default Work in Progress branch against the route at the **Branch** field.

- If **ALTERNATE ROUTINGS** is enabled and a job is created for a stocked parent part, then the WIP branch defined against the route will be used for the job.
- If Work in Progress is integrated to the General Ledger at WIP branch level, then the WIP control account defined against the WIP branch will be used for the job.

5. Configure job numbering by WIP branch:

a. **Setup Options** (*Setup Options > Keys > Manufacturing*)

Define the **NUMBERING METHOD** for **JOBS** as **Branch**.

b. **WIP Branch Maintenance** (*Program List > Work in Progress > Setup*)

Define the **Next job prefix** and **Next job number** against the branch.



The **Next job prefix** is used if the **PREFIX LENGTH** setup option at the **JOBS** section is larger than zero.

6. Configure WIP inspection numbering by WIP branch:

a. **Setup Options** (*Setup Options > Keys > Manufacturing*)

Define the **NUMBERING METHOD** for **WIP INSPECTION** as **Branch**.

b. **WIP Branch Maintenance** (*Program List > Work in Progress > Setup*)

Define the **Next WIP inspection prefix** and **Next WIP inspection reference** against the branch.



The **Next WIP inspection prefix** is used if the **PREFIX LENGTH** setup option at the **WIP INSPECTION** section is larger than zero.

7. Update existing jobs and routes with the WIP branch depending on your configured General Ledger integration:




The WIP branch, ledger account and job classification (if applicable) will only be updated on active jobs if no material or labor has been issued.

- If the **APPLY INTEGRATION LEVEL AT** setup option is defined as **WIP branch level**:


**WIP Branch Update** (*SYSPRO Button > Run a program*)

Define a WIP branch to update existing jobs.

 The WIP control account from the WIP branch will also be saved against the job, material and labor allocations.

- If the **APPLY INTEGRATION LEVEL AT** setup option is defined as **Job classification level:**  
**Job Classification** (*Program List > Work in Progress > Setup*)

Define a job classification to update existing jobs.

 The WIP control account and the WIP branch defined against the job classification will also be saved against the job, material and labor allocations.

- If the WIP integration at the **APPLY INTEGRATION LEVEL AT** setup option is defined as **WIP branch level:**

**WIP Branch Maintenance** (*Program List > Work in Progress > Setup*)

Specify the WIP control account.

- If the WIP integration at the **APPLY INTEGRATION LEVEL AT** setup option is defined as **Job classification level:**

**Job Classification** (*Program List > Work in Progress > Setup*)

Specify the WIP control account and the WIP branch.



## Affected Programs

The following indicates areas in the product that may be affected by implementing this feature:

### Setup programs

#### WIP Branch Maintenance

*Program List > Work in Progress > Setup*

This program lets you add and maintain branches for the **Work in Progress** module.

#### Job Classification

*Program List > Work in Progress > Setup*

You can select a WIP branch and specify the following ledger accounts for each job classification:

- WIP control ledger code
- WIP variance ledger code
- WIP automatically cleared variance
- WIP inspection ledger account



The ledger codes are required only if the **APPLY INTEGRATION LEVEL AT** setup option is defined as **Job classification level**.

#### WIP Inspection

Accessible from the **Post** function from the **WIP Inspection Maintenance** program.

The WIP Branch is displayed in the **Inspection Details** pane and the ledger account is displayed in the **Post Information** pane.

#### WIP Inspection Document Format for SRS

*Program List > Work in Progress > WIP Inspection*

The WIP branch can be printed in the **Detail section** of WIP inspection receipt documents.

#### Routings

*Program List > Bill of Materials > Setup*

The WIP branch is displayed on the **BOM Route Details** pane so that you can assign a branch to the route.

## Structures and Routings

*Program List > Bill of Materials > Setup*

- The WIP branch is displayed on the **Parent Stock Information** pane.
- The BOM structure is allocated to the WIP branch based on the routing applied to the structure.
- The **WIP branch** field at the **Internal Operations Details** pane indicates the WIP branch of the current operation or work center.

## Operator Maintenance

*SYSPRO Ribbon bar > Setup > Operators*

The default WIP branch can be defined against the operator at the **Access** section of the **Defaults** tab and access to branches can be restricted in the **Access** list view.

## Employees

*Program List > Work in Progress > Setup*

The **WIP branch** field at to the **Machine Details** pane indicates the WIP branch defined against the work center.

## Machines

*Program List > Work in Progress > Setup*

The **WIP branch** field at to the **Employee Details** pane indicates the WIP branch defined against the work center.

## Work Centers

*Program List > Work in Progress > Setup*

The **WIP branch** field at to the **General Information** pane indicates the WIP branch defined against the work center.

## Capacity Calendar Maintenance

*Program List > Work in Progress > Job Postings*

The **WIP branch** field at to the **Capacity Calendar Details** pane indicates the WIP branch defined against the work center.

## WIP Job and Op Maintenance

Accessible from the **Change** function from the **WIP Browse on Labor Allocations** program.

The **WIP branch** field at to the **Internal Operation Details** pane indicates the WIP branch defined against the job, work center or operation.

## WIP Add an Operation

Accessible from the **Add** function from the **WIP Browse on Labor Allocations** program.

The **WIP branch** field at to the **Internal Operation Details** pane indicates the WIP branch defined against the job, work center or operation.

## Transaction Processing programs

### Job Entry

*Program List > Work in Progress > Job Postings*

- You can select a WIP branch for each job that is created. The default used is determined (in order of priority) as follows:
  - Job classification (if WIP is integrated to the ledger by job classification)
  - Route (for a stocked job, if alternate routing is used)
  - Operator
  - Bill of Material
- The WIP branch and WIP ledger code fields are disabled when maintaining a job that uses multiple WIP branches for work centers and operations, as the **Transfer Job to WIP Branch** program must be used to transfer the job costs to the WIP ledger code defined for the operation.

### Job Receipts

*Program List > Work in Progress > Job Postings*

- The WIP branch against the job is displayed in the **Job Information** pane.
- The WIP ledger code is displayed in the **Job Details** pane.

### Job Issues

*Program List > Work in Progress > Job Postings*

- The WIP branch recorded against the job is displayed in the **Job Details** pane.
- The **Current WIP branch** field at the **Job Details** pane indicates the WIP branch of the current operation or work center.

## Labor Posting

*Program List > Work in Progress > Job Postings*

- The WIP branch recorded against the job is displayed in the **General Information** pane.
- The **Current WIP branch** field at the **General Information** pane indicates the WIP branch of the current operation or work center.

## Part Billings

*Program List > Work in Progress > Job Postings*

The WIP branch recorded against the job is displayed in the **General** pane.

## Job Closure

*Program List > Work in Progress > Job Postings*

- The WIP branch recorded against the job is displayed in the **Job Entry Details** pane.
- The **Current WIP branch** field at the **Job Entry Details** pane indicates the WIP branch of the current operation or work center.

## Expected Job Cost Recalculation

*Program List > Work in Progress > Job Postings*

The WIP branch can be included as a selection criterion from the **Recalculation criteria** pane.

## WIP Inspection Variance Closure

*Program List > Work in Progress > WIP Inspection*

The WIP branch can be included as a selection criterion from the **Review Criteria** pane.



To add the **WIP Branch** column (which is hidden by default) use the **Field Chooser** function from the context-sensitive menu of the **WIP Exception Variance Review** list view.

## WIP Job Linking

*Program List > Work in Progress > Job Postings*

The WIP branch is displayed in the **Job Details** pane.

## Job Review

*Program List > Requirements Planning > Requirements Planning*

You can select the WIP branch you want to include when reviewing jobs. This defaults to the branch defined against the operator and is used when a live job is created for a suggested job from the review. It is also used for labor and material allocations.

## Inventory Movements

*Program List > Inventory > Transaction Processing*

- The WIP branch is displayed within the **Backflushing Options** pane.
- The ledger account defined against the WIP branch selected during backflushing is displayed within the **Backflushing** pane.

## Job Confirmation

*Program List > Work in Progress > Job Postings*

The WIP branch can be included as a selection criterion from the **WIP Job Confirmation Criteria** pane.



To add the **WIP Branch** column (which is hidden by default) use the **Field Chooser** function from the context-sensitive menu of the **WIP Job Confirmations Review** list view.

## Load Levelling

*Program List > Work in Progress > Job Postings*

- The WIP branch is displayed in the **WIP branch** column of the **Capacity Pegging** pane.
- The **Current WIP branch** field at the **Capacity Pegging** pane indicates the WIP branch of the current operation or work center.
- The **Operation WIP branch** field at the **Capacity Pegging** pane indicates the WIP branch defined against the operation, which will not change throughout the job processing.

## WIP Reservations Review

*Program List > Work in Progress > Job Postings*

The WIP branch can be included as a selection criterion from the **Review Criteria** pane.



To add the **WIP Branch** column (which is hidden by default) use the **Field Chooser** function from the context-sensitive menu of the **Report** list view.

## WIP Inspection Maintenance

*Program List > Work in Progress > WIP Inspection*

The WIP branch can be included as a selection criterion from the **WIP Inspection Options** pane.



To add the **WIP Branch** column (which is hidden by default) use the **Field Chooser** function from the context-sensitive menu of the **WIP Inspection** list view.

## Transfer Job to WIP Branch

*Program List > Work in Progress > WIP Inspection*

This program lets you transfer a job to another WIP branch between operation or material issues. This typically occurs when production is done at various WIP branches and jobs are transferred during production.

## Report and Update programs

### WIP Branch Update

*SYSPRO Button > Run a program > WIPPWB*

This program updates existing open jobs and routes with the default WIP branch.

## Report programs

### New report

### WIP Branch Transfers Report

*Program List > Work in Progress > Reports*

*Program List > SYSPRO Reporting Services > Work in Progress*

This report displays job transfers between WIP branches.

## Existing reports

The WIP branch defined against the job, work center or operation can be included in the selection criteria and is displayed in the output of the following reports:



The reports only include information for WIP branches to which the operator has access.

- Factory Documentation
- Trial Kitting
- Advanced Trial Kitting
- Job Variance
- Factory Documentation
- WIP Detail
- Percentage Complete
- Dispatch List
- WIP Valuation
- WIP Tracking
- Labor Analysis
- Material Scrap Analysis
- Non-Productive Labor Analysis
- WIP Inspection Trial Balance
- WIP Inspection Report
- WIP Inspection Document Print
- Job Status
- Labor Analysis
- Machine Efficiency
- Work Center Efficiency

The WIP branch is also included in the output of the following reports:

- WIP Part Billings Distribution
- WIP Labor Distribution
- WIP Job Amendment Journals Report
- WIP Labor Journal
- Multi-level Job
- Employee Efficiency

## Query programs

### WIP Query

*Program List > Work in Progress*

- The WIP branch recorded against the job is displayed in the **Job Details** pane.
- The **Current WIP branch** field at the **Job Details** pane indicates the WIP branch of the current operation or work center.

### WIP Multi-level Job Query

*Program List > Work in Progress*

The WIP branch recorded against the job is displayed in the **Job Details** pane.



To add the **WIP Branch** column (which is hidden by default) use the **Field Chooser** function from the context-sensitive menu of the **Attached Sub Jobs** list view.

### GL Zoom on WIP Part Billings

*Accessible from the **WIP Part Billing Journal** option in the **Details** list view of the **GL Query** program.*

The WIP branch against the transaction is displayed at the **Zoom on WIP Part Billings** list view.

## Import programs

### WIP Labor Import

*Program List > Work in Progress > Job Postings*

When different WIP branches are used during processing, the WIP branch defined against the labor allocation is the same as the current WIP branch against the job. You can use the **Transfer Job to WIP Branch** program to transfer the job to the correct branch.

## Browse programs

### Browse on WIP Branch

*Program List > Work in Progress > Browsers*

This program lets you browse and maintain WIP branches.

### WIP Browse on Labor Allocations

*Accessible from the **Operation Allocations** option from the **Query** menu of the **WIP Query** program.*

Use the **Field Chooser** option from the context-sensitive menu to add the **WIP Branch** column at the **WIP Labor Allocations** list view.





## Browse on Jobs

*Program List > Work in Progress > Browses*

Use the **Field Chooser** option from the context-sensitive menu to add the **Current WIP Branch** column at the **Jobs** list view.



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