



**- TUTORIAL 15 -
MAKE-TO-ORDER MANAGEMENT**

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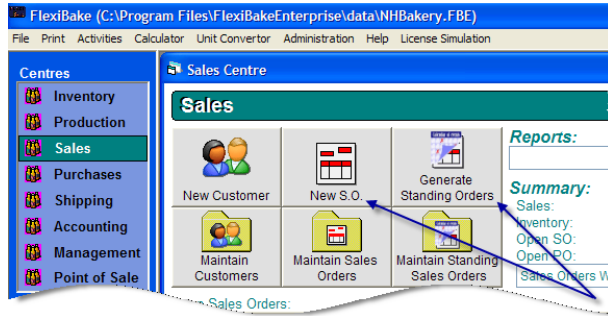
Introduction

This tutorial describes how FlexiBake can be used to manage a Make-To-Order type bakery. Typically with this type of business a daily cut off time is established for accepting orders requiring next day delivery. Once the order taking has closed for the day a production schedule must be given to the afternoon / evening production staff listing the products that are to be made. Once the products have been made, the sales orders must be packed, sorted into their respective delivery routes and a Delivery Slip must be printed for each order. The orders are then loaded onto the delivery vehicles and the morning deliveries commence.

FlexiBake can be used to effectively and efficiently manage this type of business saving you both time and money.

Customer Orders

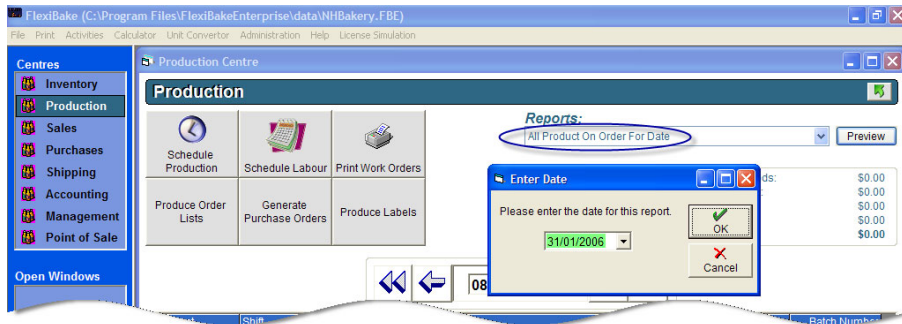
Enter all orders and generate all standing orders that must be delivered tomorrow before the daily cut off time. *See the Sales and Customer Management tutorial for further information.*



Production Schedule

A production schedule listing all the products that must be made to satisfy the customer orders must be given to the afternoon / evening production staff. A distribution report that provides a breakdown of each order must also be provided, so that the orders can be packed, ready for loading onto the delivery vehicles.

From within the Production Centre, click on the Report's drop down list and print the following reports: (Enter tomorrow's date)



1. All Product On Order For Date

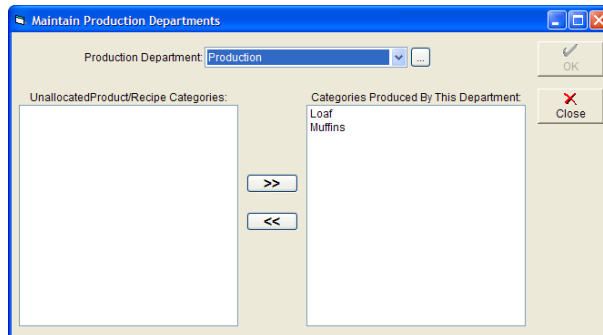
This report lists all the products required for tomorrow's deliveries, sorted by Product Category. If you have linked your product categories to production departments, the product required from each department will begin on a new page. If you close this report and then run the report a 2nd time you will notice that the quantities listed under the New Quantity heading will be missing. This column indicates whether or not any new orders have been received since the last time the report was printed. Assume all orders need to be entered by 3pm daily and this reported is printed at 4pm for your production staff. The person in charge of production can run this report during the evening shift to check for any changes (this could be as a result of new orders being entered or existing orders being adjusted or cancelled).

FlexiBake enables you to create production departments and to then link the product categories made in each dept.

Production Required To Satisfy Orders
for Wednesday, February 1, 2006

Category	Product	Quantity on Order	New Quantity
Loaf			
	Loaf - Multigrain	25,000 ea	25,000 ea
	Loaf - Multigrain Sliced	70,000 ea	70,000 ea
Muffins			
	Muffin Large - Banana	48,000 ea	48,000 ea
	Muffin Large - Bran	68,000 ea	68,000 ea
	Muffin Large - Carrot	48,000 ea	48,000 ea
	Muffin Large - Mixed	68,000 ea	68,000 ea

To create production departments click the Activities Menu and then select the Maintain Production Departments option. Once you have added your departments, link your Product/Recipe categories to the departments in which they are made.

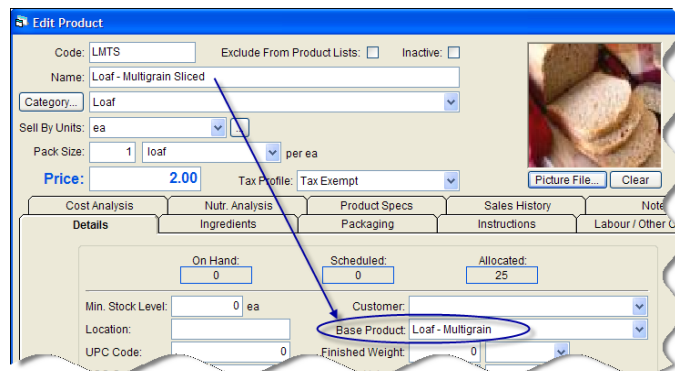


2. All Base Product On Order For Date

If you compare this report with the previous report you will see that the product under the Loaf category has been combined. This is because the same base product is required for both of these products. The only difference being that one of them is sold sliced. Listing only the base product required reduces the number of products on the production schedule and simplifies both production scheduling and procurement.

Base Products Required To Satisfy Orders for Wednesday, February 1, 2006		
Production		
Category	Product	Quantity on Order
Loaf	Loaf - Multigrain	95.000 ea
Muffins	Muffin Large - Banana	48.000 ea
	Muffin Large - Bran	68.000 ea
	Muffin Large - Carrot	48.000 ea
	Muffin Large - Mixed	68.000 ea

When adding a product you are able to specify the base product within the Details Tab of the Product screen, as shown below.



3. Distribution Report

This report lists all the products required for tomorrow's orders showing the quantity ordered per customer as well as the total quantity required. It should be used when packing the orders and any shortages should be recorded on the report. The report should then be given to the person who generates the Route Delivery Slips as the shortages must be entered before the Delivery Slips are generated.

Deb's Delights - Evaluation Distribution Report for Wednesday, February 1, 20

Department: Production

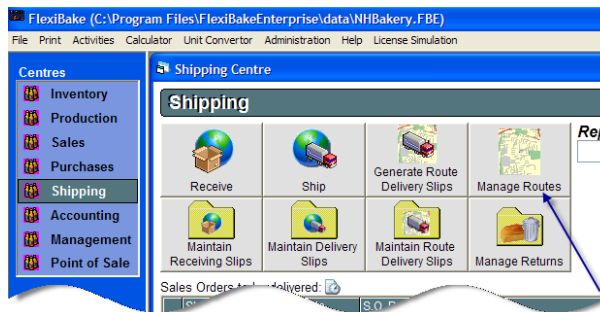
Products ordered per customer

	ABC Bakery	John's Bakery	Muffin Man	Square One	Total
Loaf - Multigrain - (ea)	5.00			20.00	25.00
Loaf - Multigrain Sliced - (ea)	10.00	40.00		20.00	70.00
Muffin Large - Banana - (ea)			48.00		48.00
Muffin Large - Bran - (ea)	20.00		48.00		68.00
Muffin Large - Carrot - (ea)			48.00		48.00
Muffin Large - Mixed - (ea)	20.00		48.00		68.00

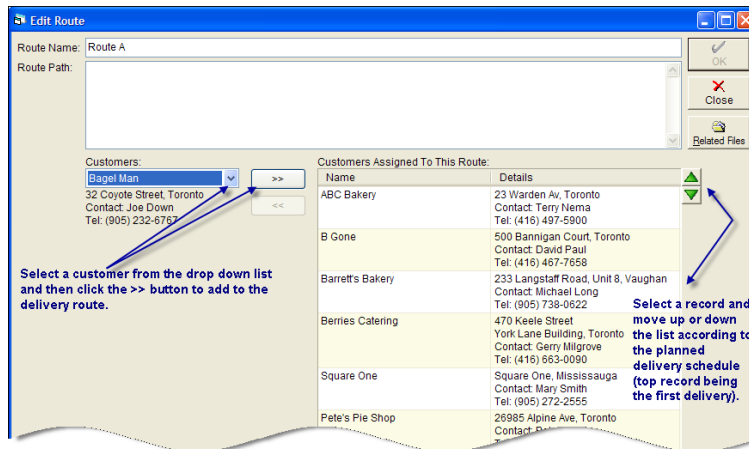
Product Delivery / Collection

Once the orders have been packed, Delivery Slips need to be created for each order. FlexiBake enables you to generate Delivery Slips for all customers assigned to a delivery route. You can also print a Truck Loading Slip that shows the order in which the customer orders should be packed onto the vehicle (filo – first in last out). Customer address and contact details are included on the report.

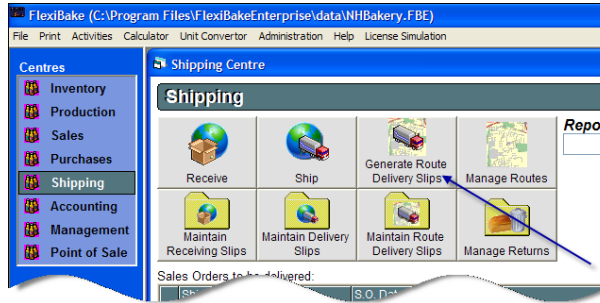
Click the Manage Routes button within the Shipping Centre to create and manage your delivery routes and to add or delete customers from the delivery routes.



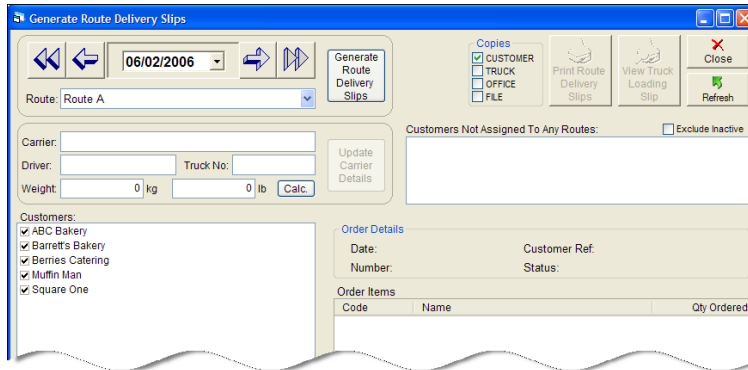
To add a customer to a delivery route, first select the customer from the Customer's drop down list and then click the >> button to add. Use the up and down green arrow buttons to position your customers in delivery order (top customer being the first delivery).



To create the Delivery Slips, click the Generate Route Delivery Slips button within the Shipping Centre.



The Generate Route Delivery Slips screen will be displayed. Select the delivery date and delivery route. Customers belonging to this route with orders due to be delivered on the date selected will be displayed. A ticked checkbox indicates a Delivery Slip has not been created (generated) for the customer. Click the Generate Route Delivery Slips button to generate Delivery Slips for those customers with ticked checkboxes.



Click this button to print the Truck Loading Slip. This report lists all product scheduled for delivery as well as a list of all the customer orders sorted in the sequence in which they should be loaded onto the vehicle. The last order packed will be the first delivery.

Neighbourhood Bakery Ltd.
Truck Loading Slip

Date: February 06, 2006
Route: Route A

Product Required:

Code	Name	Quantity
LM	Loaf - Multigrain	25,000 ea
LMTS	Loaf - Multigrain Sliced	25,000 ea
LMS	Loaf - Multigrain Texas Sliced	105,000 ea
MLBN	Muffin Large - Banana	48,000 ea
MLB	Muffin Large - Bran	92,000 ea
MLCA	Muffin Large - Carrot	48,000 ea
MLM	Muffin Large - Mixed	168,000 ea

Product Required Per Delivery

Muffin Man		RDS No. 9	S.O. No. 9
MLB	Muffin Large - Bran		48.000 ea
MLBN	Muffin Large - Banana		48.000 ea
MLCA	Muffin Large - Carrot		48.000 ea
MLM	Muffin Large - Mixed		48.000 ea

Square One		RDS No. 10	S.O. No. 10
LMTS	Loaf - Multigrain Sliced		20.000 ea
LM	Loaf - Multigrain		20.000 ea

Berries Catering		RDS No. 11	S.O. No. 11
MLM	Muffin Large - Mixed		100.000 ea
LMS	Loaf - Multigrain Texas Sliced		100.000 ea

Barrett's Bakery		RDS No. 12	S.O. No. 12
MLB	Muffin Large - Bran		24.000 ea

ABC Bakery		RDS No. 7	S.O. No. 7
LM	Loaf - Multigrain		5.000 ea
LMS	Loaf - Multigrain Texas Sliced		5.000 ea
LMTS	Loaf - Multigrain Sliced		5.000 ea
MLB	Muffin Large - Bran		20.000 ea
MLM	Muffin Large - Mixed		20.000 ea

Copies

CUSTOMER

TRUCK

OFFICE


FILE

 Print Route Delivery Slips

To print the Route Delivery Slips first tick the copies you require and then click the Print Delivery Slips button to begin printing. Customers should initial or sign each line item (product) on the Delivery Slip and should also sign in the designated area at the bottom of the page. These signed Delivery Slips should be returned to the office for processing before the customer is invoiced.

Neighbourhood Bakery Ltd.

Telephone:
Facsimile:



ROUTE DELIVERY SLIP **7**

CUSTOMER: ABC Bakery 23 Warden Av Toronto Ontario	DELIVERY DATE: February 06, 2006 ORDER DATE: February 05, 2006 ORDER No: 7 CUSTOMER REF:
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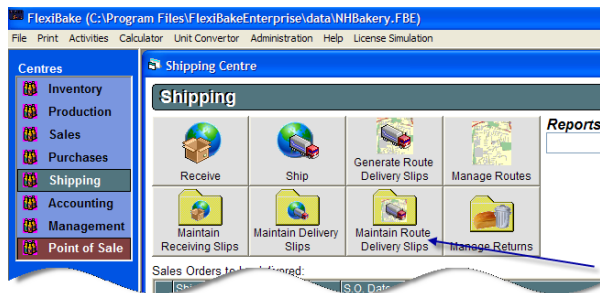
PRODUCT DELIVERED:

Code	Name	Quantity	Unit Price	Total
LM	Loaf - Multigrain	3.000 ea	2.00	6.00
LMS	Loaf - Multigrain Texas Sliced	5.000 ea	2.00	10.00
LMTS	Loaf - Multigrain Sliced	5.000 ea	2.00	10.00
MLB	Muffin Large - Bran	20.000 ea	0.75	15.00
MLM	Muffin Large - Mixed	20.000 ea	0.75	15.00
Order Total:				\$56.00

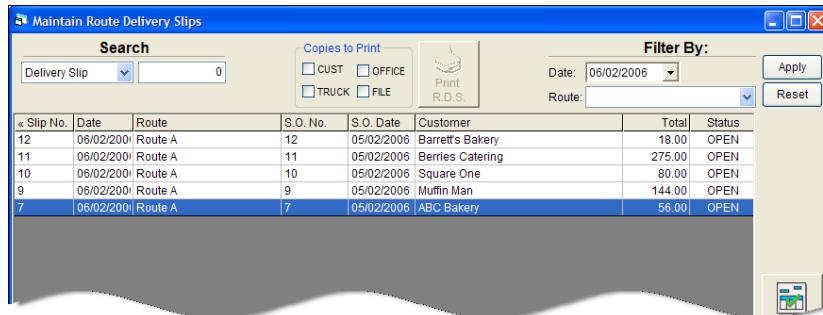
Modifying Route Delivery Slips

Changes to a Delivery Slip can be made before or after an order has been delivered. For example, if you are short some product and cannot complete an order, the Route Delivery Slip should be edited to indicate the actual quantity being delivered. If a customer has signed for a delivery but has indicated shortages on the Route Delivery Slip these shortages need to be updated in the program. This is important as the Route Delivery Slip is used to generate the customer's invoice.

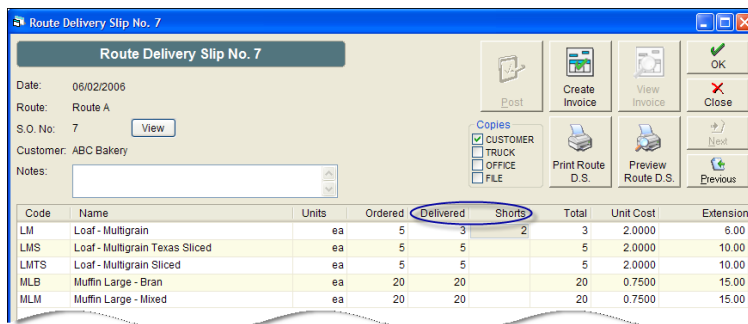
Click the Maintain Route Delivery Slips button within the Shipping Centre.



Select the Route Delivery Slip you want to modify and click the Edit button (or double click) to open.

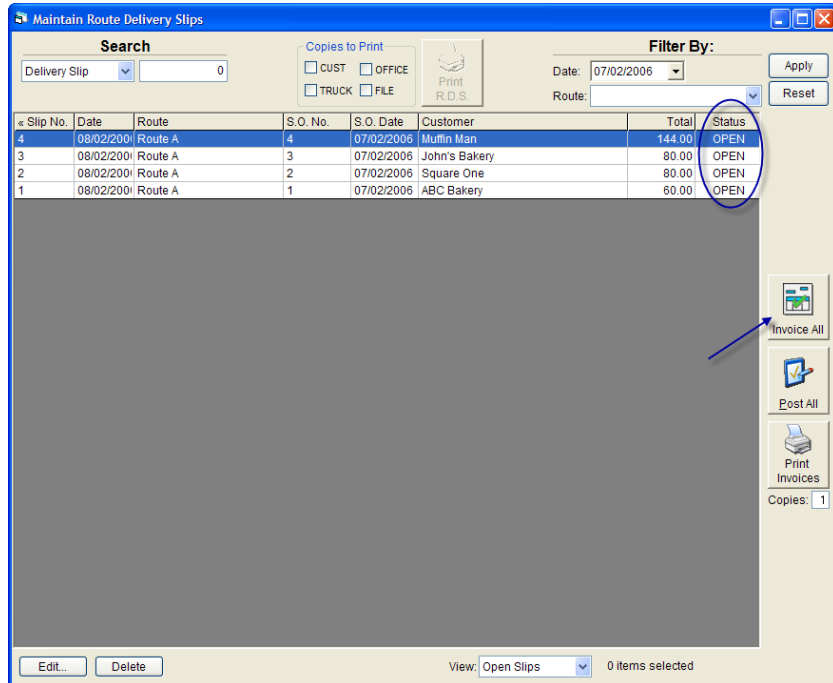


Select the line item (product) and enter either the Delivered Qty or the Shorts. Click the OK button to save the changes.

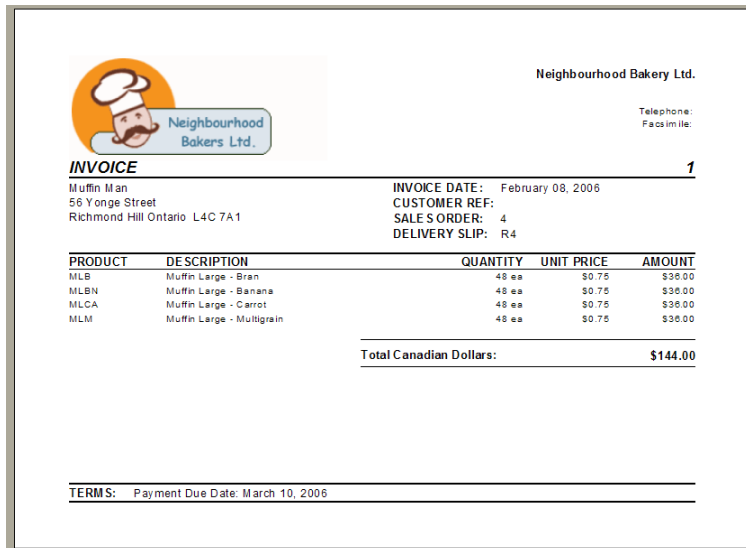


Invoicing Customers

When a driver returns from a delivery route the signed Delivery Slips should be checked. If all there are no shortages or returns, the Invoices can be generated. To Invoice, click the Maintain Route Delivery Slips button within the Shipping Centre. If you have more than one delivery route you may want to use the Filter By option to only display the Route Delivery Slips from a specific delivery route and date. You will notice that the Status of these records is "OPEN". Click the Invoice All button and the status of these records will change to "INVOICED"



Enter the number of copies you require and then click the Print Invoices button to print the invoices.

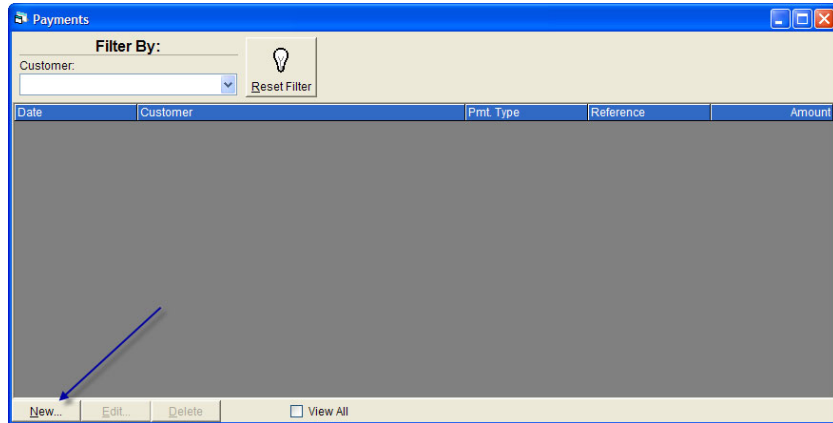


Click the Manage Receivables button within the Accounting Centre to view your Accounts Receivable.

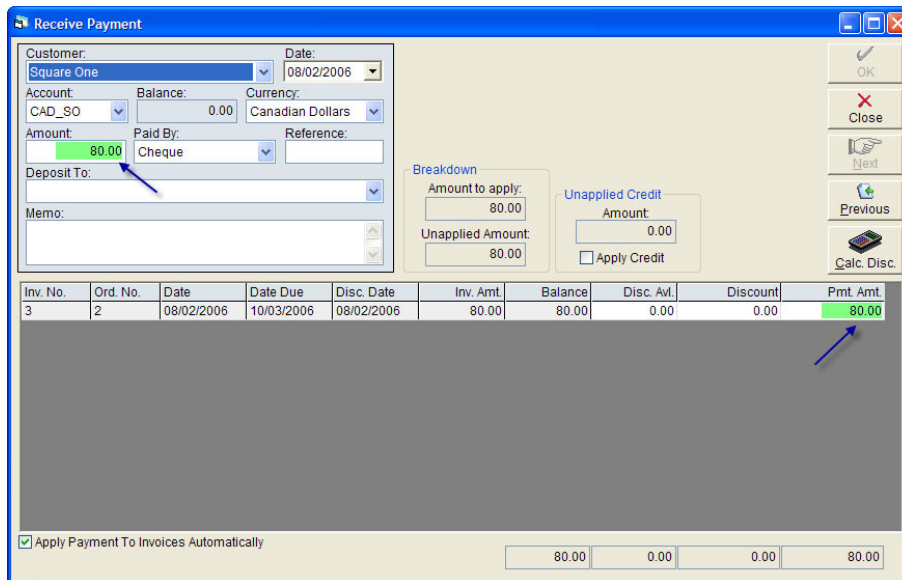
Customer	Telephone	Currency	Current	30 Days	60 Days	90 Days	Balance
ABC Bakery	(416) 497-5900	CAD	\$60.00				\$60.00
John's Bakery	(905) 305-1498	CAD	\$80.00				\$80.00
Muffin Man	(905)707 3333	CAD	\$144.00				\$144.00
Square One	(905) 272-2555	CAD	\$80.00				\$80.00
			\$364.00	\$0.00	\$0.00	\$0.00	\$364.00

Entering Payments Received

Click the Receive Payment button within the Accounting Centre to display the Payments screen.



Click the New button to enter a payment received from a customer. Select the customer from the drop down list, ensure the correct Account and Currency is selected and enter the amount received. Enter the payment amount on the invoice and click the OK button to save the information entered.



END