



WHERE MATCHLESS SERVICE MEETS
PRACTICAL ENGINEERING FOR
EXCEPTIONAL SOLUTIONS.

Order Processing Guide

Easy Automation, Inc. User Guide

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TOTALLY INTEGRATED SOLUTION

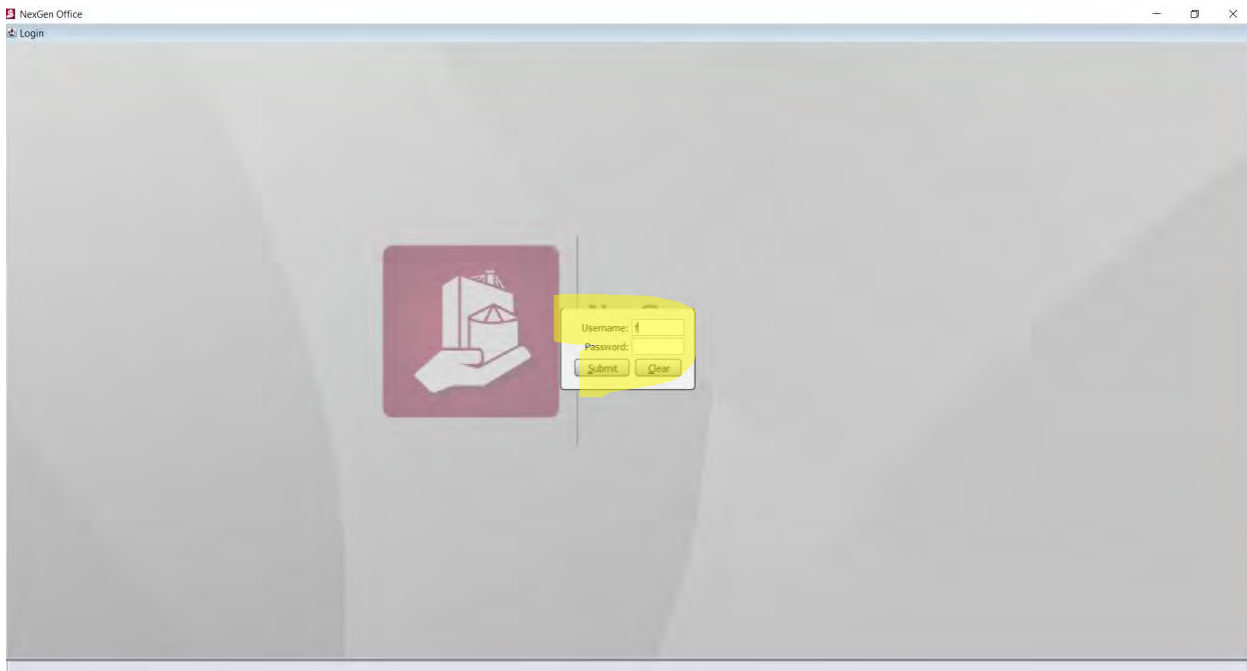
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OPENING PROGRAMS

Either double click on the icons on the desktop OR click the windows key in the lower left corner and look in your apps for the programs.

On log in screen for each respective program, enter username and password, click “Submit.”



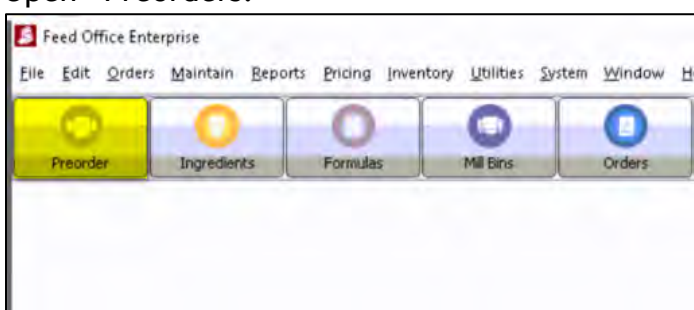
ORDER PROCESSING IN NEXGEN OFFICE

Depending on your setup, you may receive orders through preorders, or you may be creating the orders directly in NGO. Both methods are shown below.

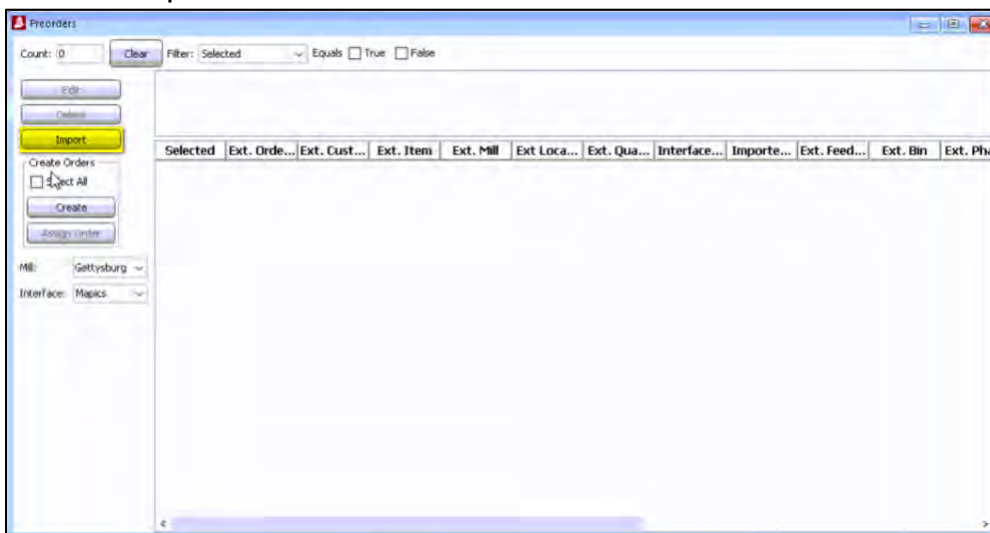
Preorders

Depending on your settings, you may have preorders that import automatically, create automatically, and/or send automatically. This guide shows how to manually do those things.

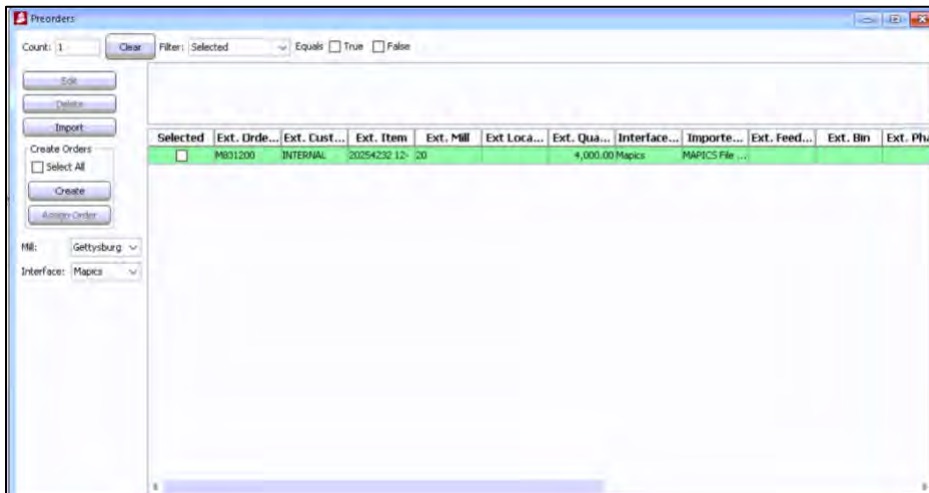
1. Open “Preorders.”



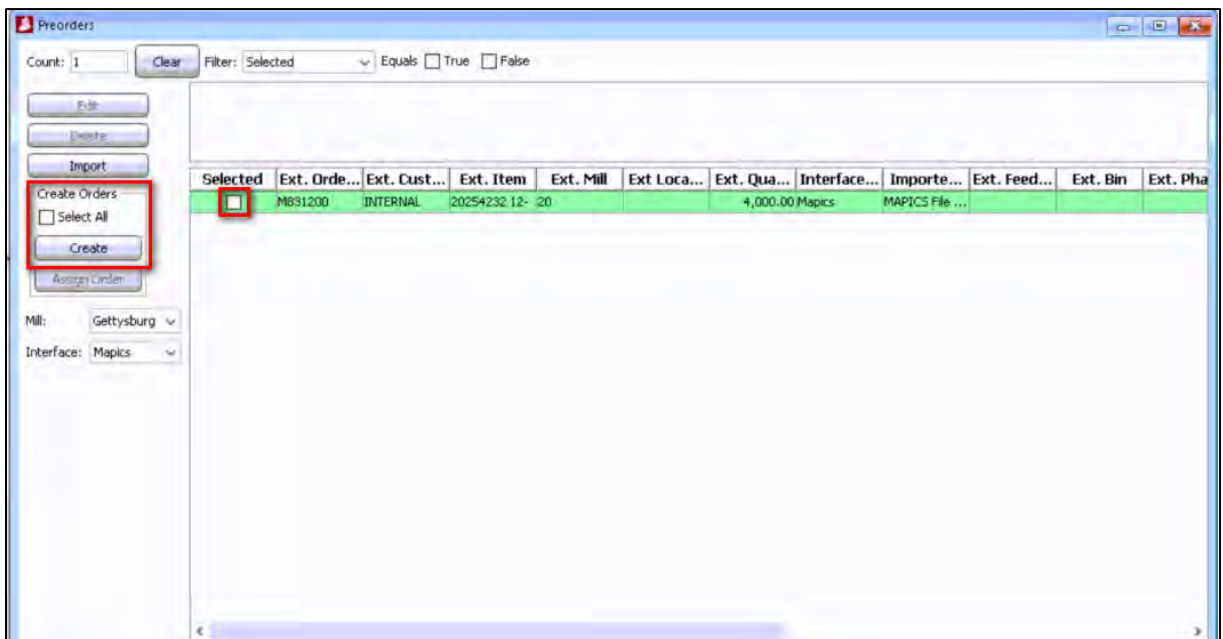
2. Choose “Import.”



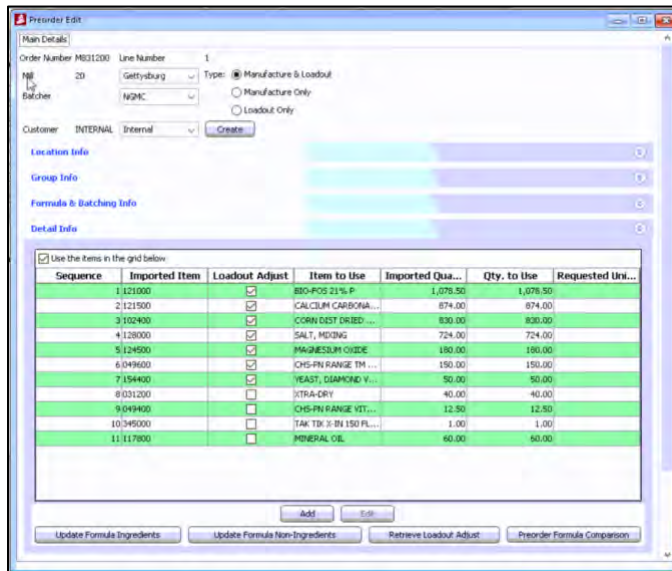
3. The order(s) will be imported.



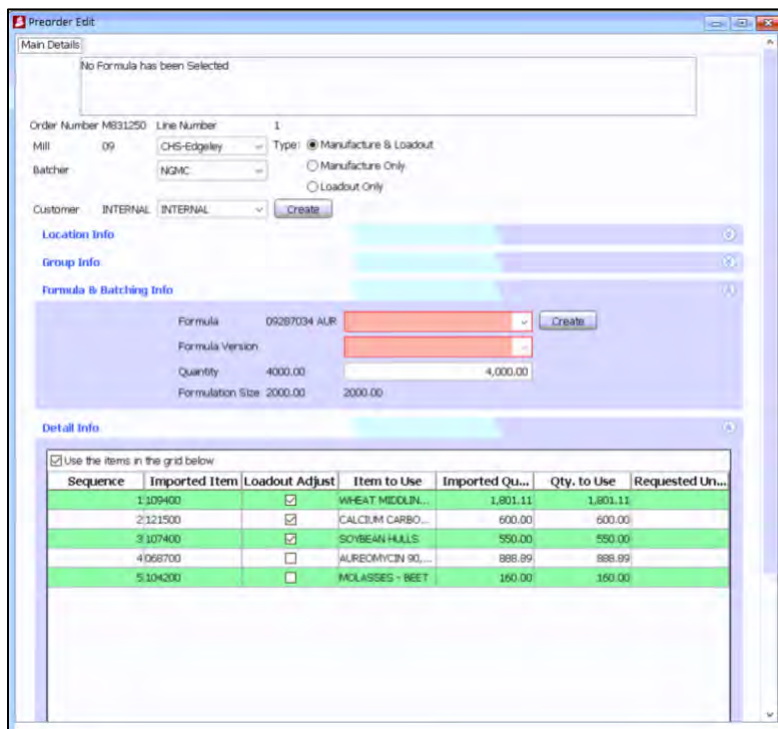
4. If there are no warnings on the orders you can select all or check some of the orders and choose to create them from this screen without opening them to review the details. Any orders with warnings will not be created. Choose "Edit" on the left to open the order.



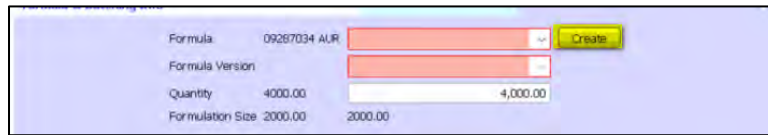
- Orders that need to be reviewed can be edited, comments added, or items created as needed.



- The first time a formula is imported, it needs to be created or associated with an existing formula. These items will be highlighted in red.



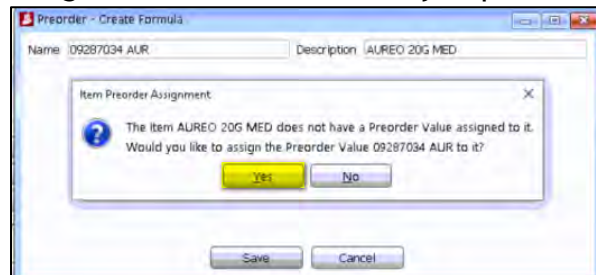
a. For a formula that is new to the system click the “Create” button.



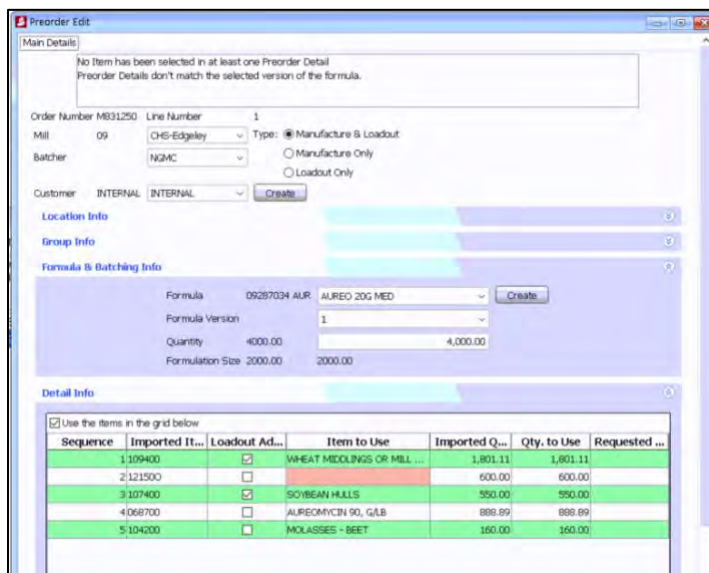
b. Make any changes to the name or description if needed and click “Save.”



i. Assign a “Preorder Value” if you plan on using this item again.

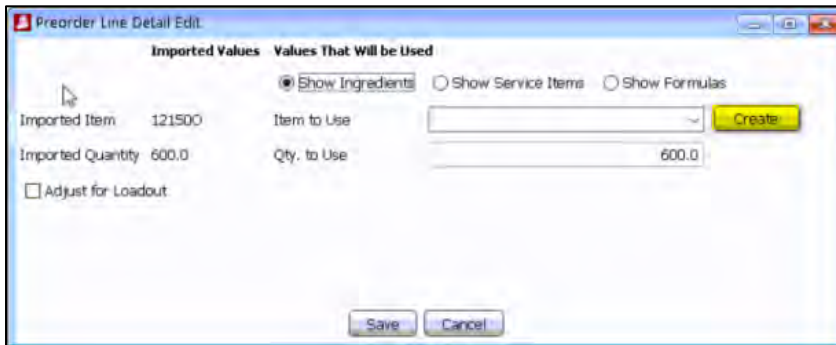


7. If an item is not associated with an ingredient or service item, it will need to be added. These items will be highlighted in red. Double click it to edit.

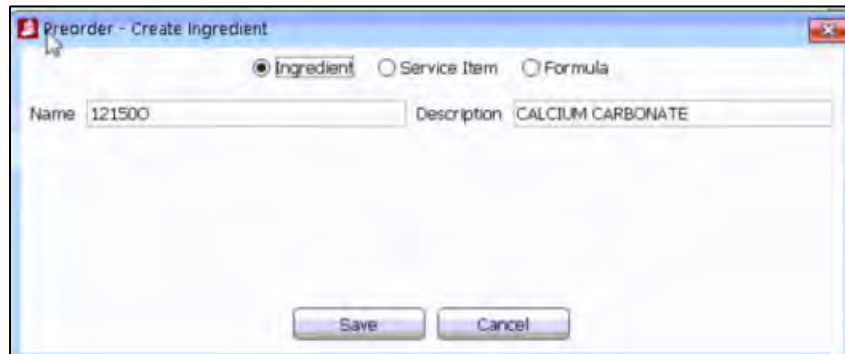


Sequence	Imported It...	Loadout Ad...	Item to Use	Imported Q...	Qty. to Use	Requested ...
1	109400	<input checked="" type="checkbox"/>	WHEAT MIDLINGS OR MILL ...	1,801.11	1,801.11	
2	121500	<input type="checkbox"/>		600.00	600.00	
3	107400	<input checked="" type="checkbox"/>	SOYBEAN HULLS	590.00	590.00	
4	068700	<input type="checkbox"/>	AUREOMYCIN 90, G/LB	888.89	888.89	
5	104200	<input type="checkbox"/>	MOLASSES - BEET	160.00	160.00	

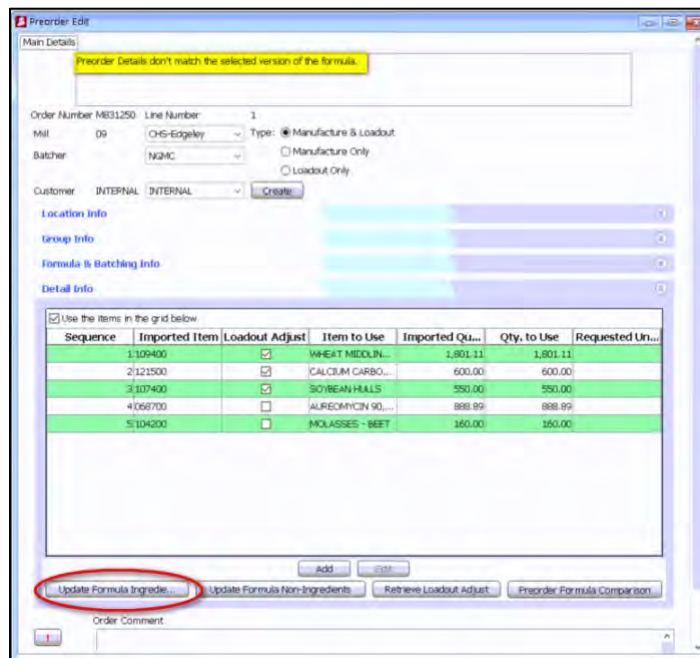
8. You will need to create the ingredient or link it to an existing ingredient.



a. Make any changes to the name or description if needed and click “Save.”



b. After new items have been added it's suggested you update the stored formula in FOE.



- Save the order or choose “Make Order” to send this ticket directly to the orders screen.

Preorder Edit

Customer INTERNAL Internal Create

Location Info

Group Info

Formula & Batching Info

Detail Info

Use the items in the grid below

Sequence	Imported Item	Loadout Adjust	Item to Use	Imported Qua...	Qty. to Use	Requested Uni...
1	121000	<input checked="" type="checkbox"/>	BIO-FOS 21% P	1,078.50	1,078.50	
2	121500	<input checked="" type="checkbox"/>	CALCIUM CARBONA...	874.00	874.00	
3	102400	<input checked="" type="checkbox"/>	CORN DIST DRIED ...	830.00	830.00	
4	128000	<input checked="" type="checkbox"/>	SALT, MIXING	724.00	724.00	
5	124500	<input checked="" type="checkbox"/>	MAGNESIUM OXIDE	180.00	180.00	
6	049600	<input checked="" type="checkbox"/>	CHS-PN RANGE TM ...	150.00	150.00	
7	154400	<input checked="" type="checkbox"/>	YEAST, DIAMOND V...	50.00	50.00	
8	031200	<input type="checkbox"/>	XTRA-DRY	40.00	40.00	
9	049400	<input type="checkbox"/>	CHS-PN RANGE VIT...	12.50	12.50	
10	345000	<input type="checkbox"/>	TAK TIX X-IN 150 FL...	1.00	1.00	
11	117800	<input type="checkbox"/>	MINERAL OIL	60.00	60.00	

Add Edit

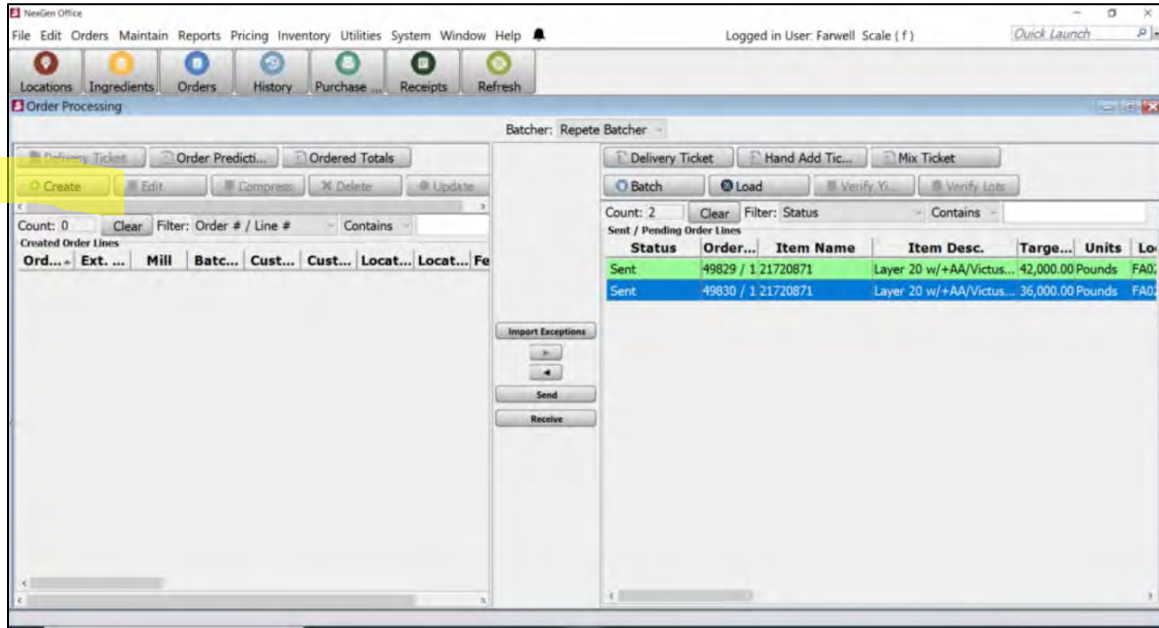
Update Formula Ingredients Update Formula Non-Ingredients Retrieve Loadout Adjust Preorder Formula Comparison

Order Comment

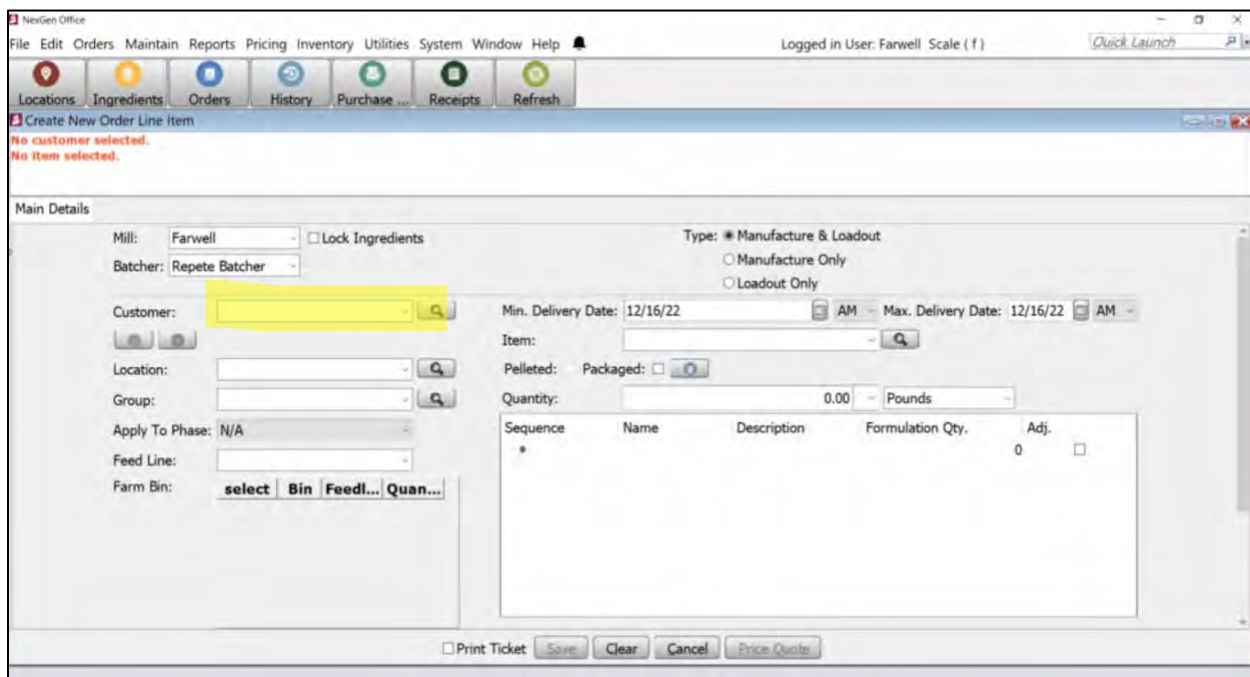
Save Make Order Cancel

CREATE NEW ORDERS (MANUFACTURE / LOADOUT ORDERS)

In NexGen Office, click “Orders.” On left side (or top), click “Create.”

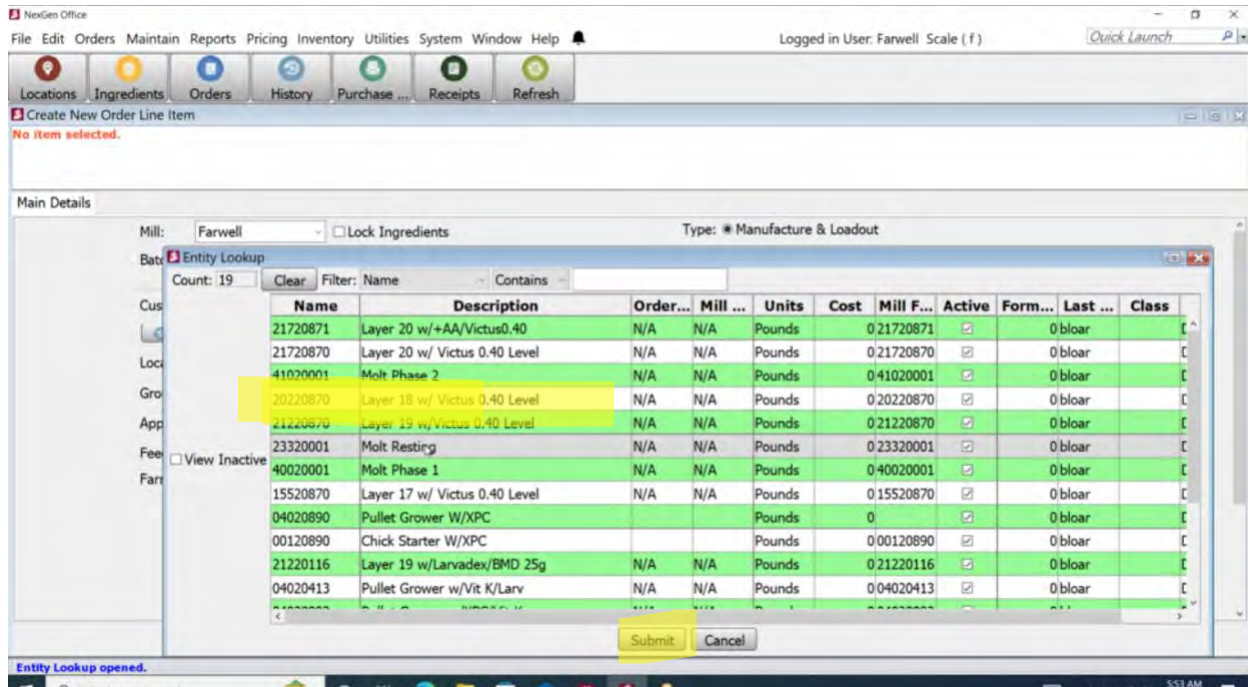


Select Customer, Location, Group, Feed Line, and/or Farm Bins as necessary (Customer is required).

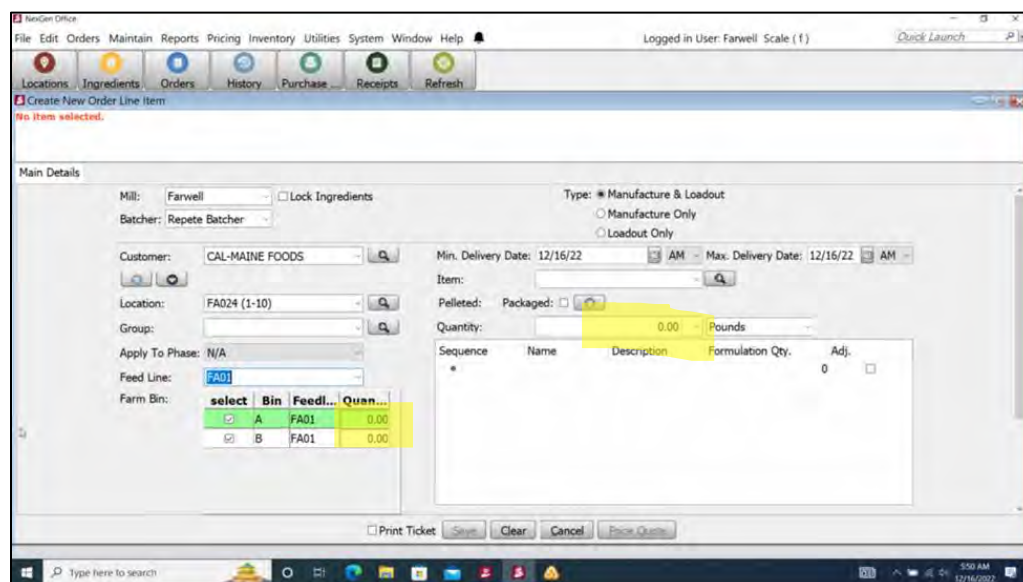


If you use farm bins, enter the quantity in the quantity box by the farm bin you want and hit tab.

Select the item. Click the magnifying glass to see all the choices. Select the item and click “Select.” OR it might be in the drop-down list (click the arrow) to click.



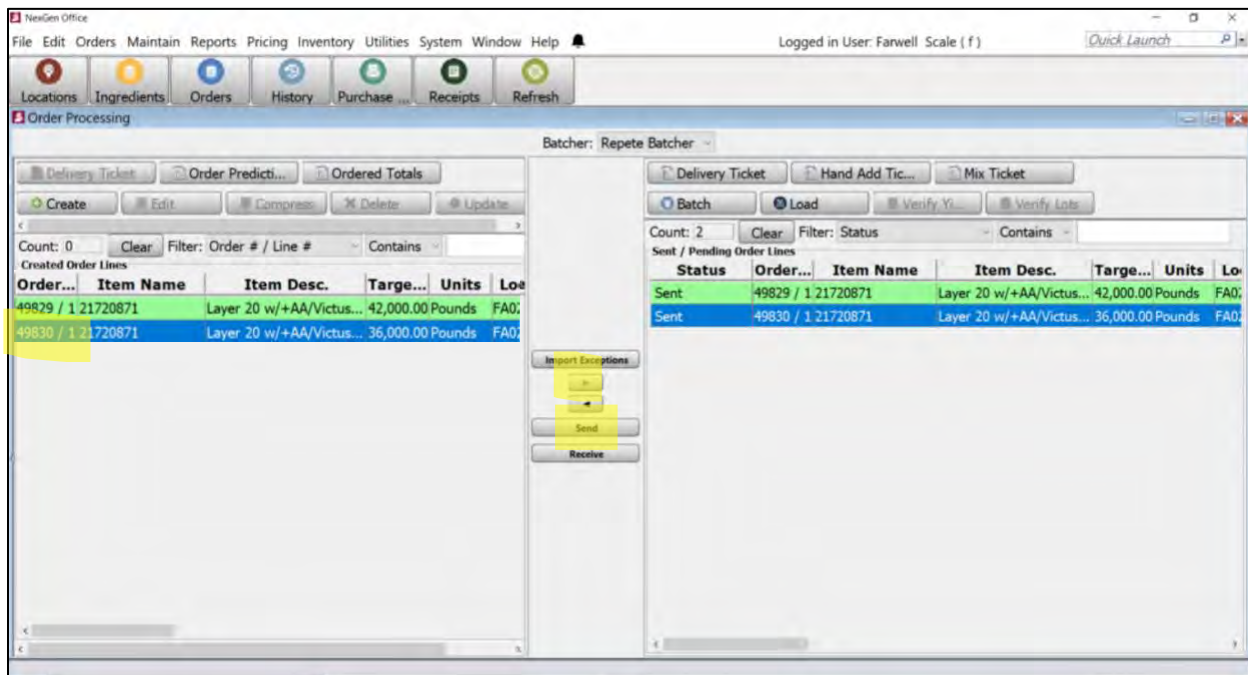
Depending on if you entered quantity in the farm bin section or not, you may need to put your quantity on the right side. You should always check that the total quantity and the farm bin quantities match. The program will warn you if it does not with a red message across the top.



Fill out any other information you'd like, including min. / max. delivery dates, order comments, etc. at a minimum, customer, item, and quantity are required. Click "Save."

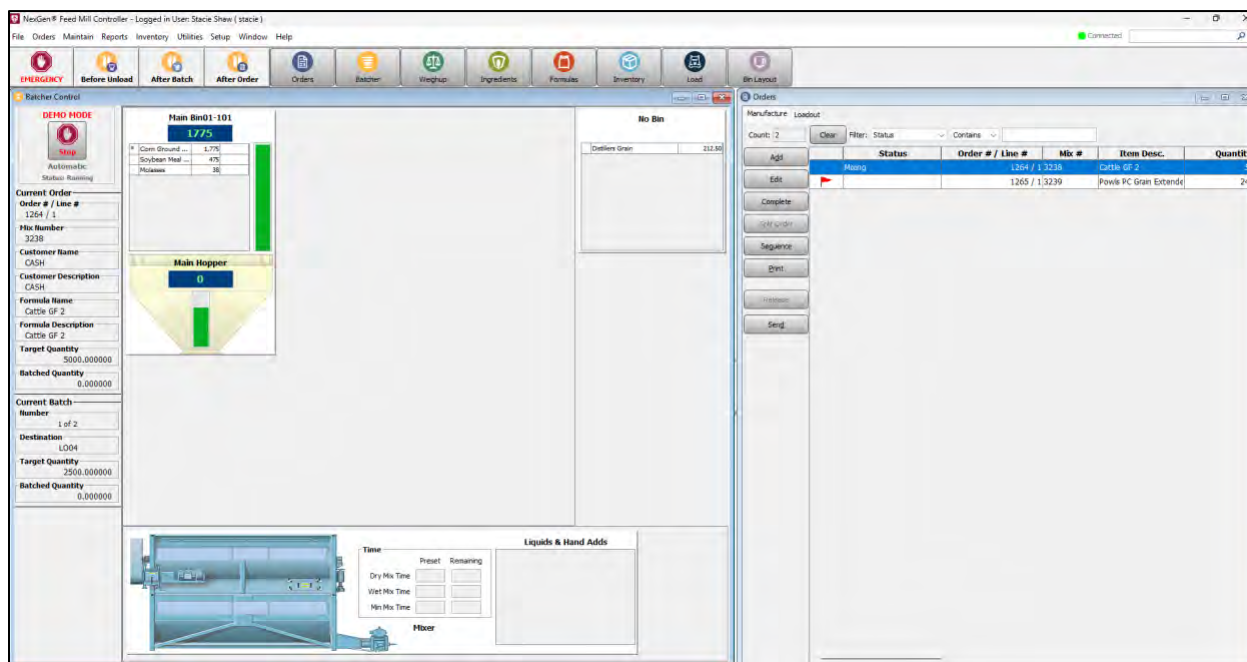
Back on the main orders screen, the order is now on the left/top side. If you are ready to send it to the batcher, then go on to the next step. If you are not ready to make it, you can let it sit there and create another new order if you want.

When ready to send it, click to highlight the order blue, then click the > arrow. Once it moves to the right side, it should change the status to "Sent" and will show up in NexGen Controller.



BATCH ORDER IN NEXGEN CONTROLLER

Once you log in, open the windows you want to see. Most commonly this will be the orders and batcher windows.

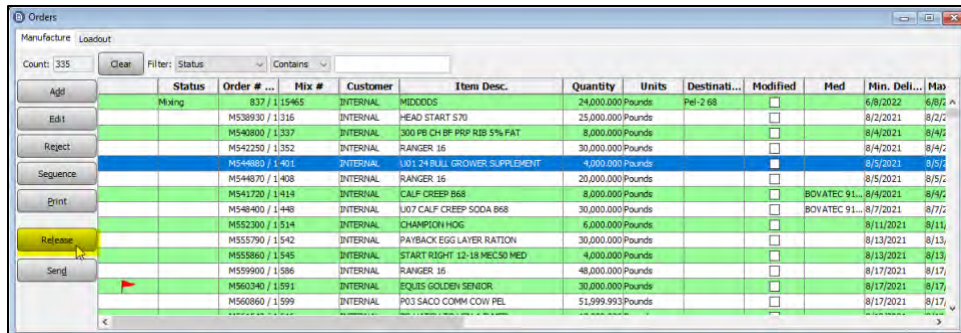


RELEASING AN ORDER

1. Open the “Orders” window.

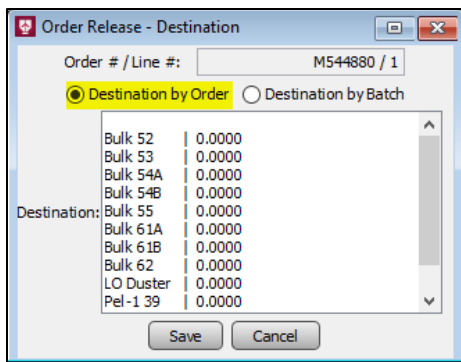


2. Select the order (single click to turn it blue), then “Release.”

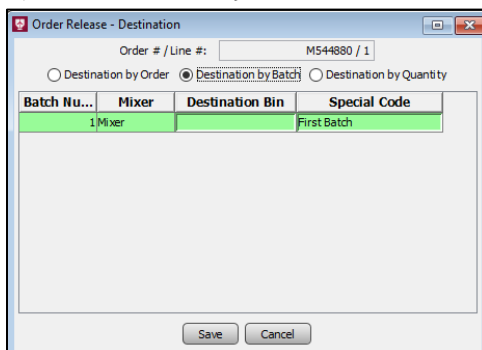


3. There are 3 methods of choosing the destination. This will be controlled by the selection at the top of the “Order Release - Destination Window.”

- o 1) Destination By Order - used to assign an order to a single destination.



- o 2) Destination By Batch - used to assign each batch to a specific destination.



- 3) Destination By Quantity - used to assign a specific quantity to a specific destination. This ability may be unavailable due to equipment/setup limitations.

Order Release - Destination

Order # / Line #: M544880 / 1

Destination by Order Destination by Batch Destination by Quantity

Allocated Quantity: 4000.00

Unassigned Quantity: 0.00

Destination	Quantity
Bulk 52	4000.00

Save Cancel

ASSIGNING BIN LOCATIONS

1. Open the “Ingredients” window.



2. Select the ingredient from list by either double clicking on it or selecting & press “Edit.”

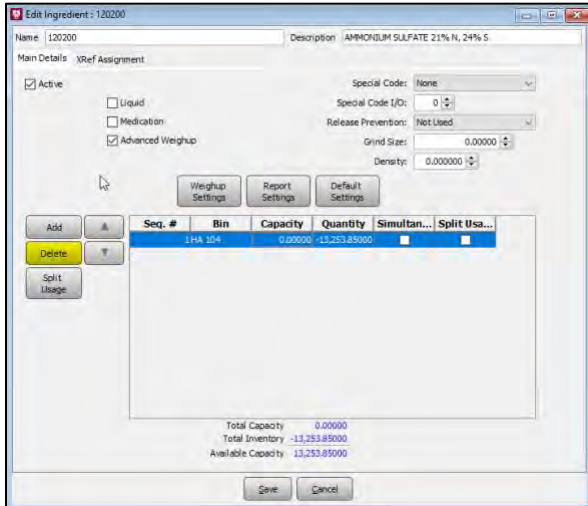
The screenshot shows the 'Maintain Ingredients' window with a list of 445 ingredients. The 'Edit' button is highlighted in yellow. The ingredient 'AMMONIUM SULFATE 21% N, 24%' is selected, indicated by a blue background.

Name	Description	Quantity	Liquid	Medication	Advance...	Special C...	Special C...	Release ...	G
082800	ALTOSID 2% MUP	-3,262.54	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
034000	ALTOSID(IGR)0.4%(MET	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
129300	AMAFERM	-889.34	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
023100	AMERI-BOND 2000	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
115300	AMMONIUM CHLORIDE (CAL-8AR)	-178,295.82	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
120200	AMMONIUM SULFATE 21% N, 24...	-13,253.85	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
164300	AMPROLILUM (2.5%)	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Used	
150200	AMPROLILUM (25%)	-383.25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
110300	ANIMAL FAT (STABILIZ	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
052300	ANIMATE	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
118100	APPLE FLAVOR	-21,782.33	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
152800	AUREO S-700	-78,514.62	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
152700	AUREO SP-250	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
369000	AUREOMIX S 10/10	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
068700	AUREOMYCIN 90, G/LB	-423,541.58	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Used	
053100	AV EGG DIGEST	-1,890.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Used	
078300	AVAILA-4	-19,609.81	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
038800	AVAILA-CU 100	-126,460.28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
050900	AVAILA-MIN 80	-143,473.67	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	
036700	AVAILA-ZN 100	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	

3. If the ingredient is moving from one location to another you will have to remove the desired location from the ingredient currently in that location. Then you can add that location to the new ingredient.

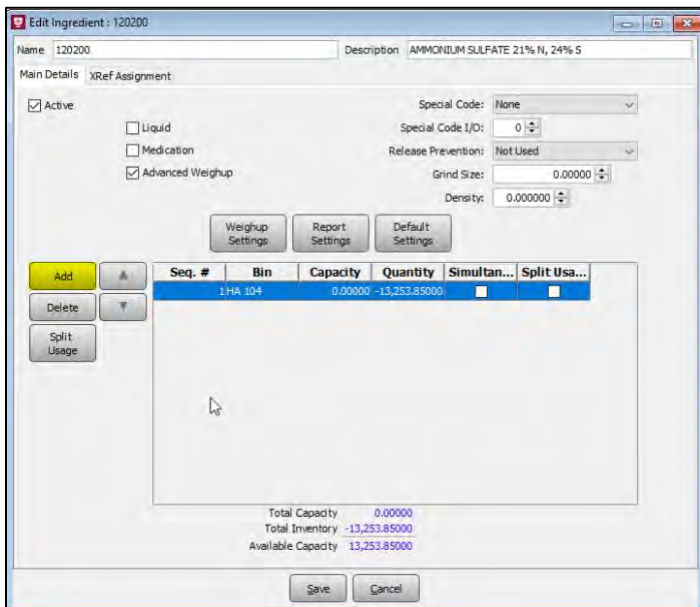
To Remove a Bin Location

Select (single click) the location & 'Delete' to remove.

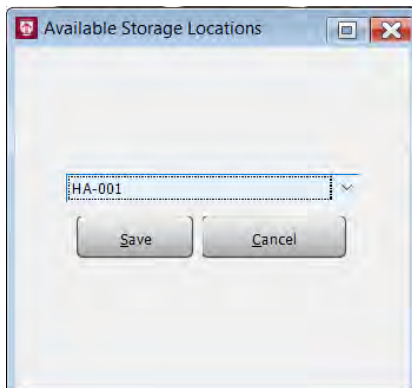


To Add a Bin Location

Use the "Add" button.



Choose the bin location from the drop-down menu & “Save.” Only bin locations that are unassigned/available for use will be listed.



*NOTE: Once the location is set for the ingredient, weigh up settings need to be setup.

ADDRESSING ERRORS IN NEXGEN CONTROLLER

Errors will show up in the Batchter Event Log.

Item Runout / Substitution

Occurred	Message	Equipment
7/19/2024 2:42:04 PM	Item Runout	Mcr 1 Scale

Double click on event in table.

Item: RVF MECADOX From: Mcr Bin 04-113 To: Mcr 1 Scale

Target: 47.50000

Batched: 42.85000

Short: 4.65000

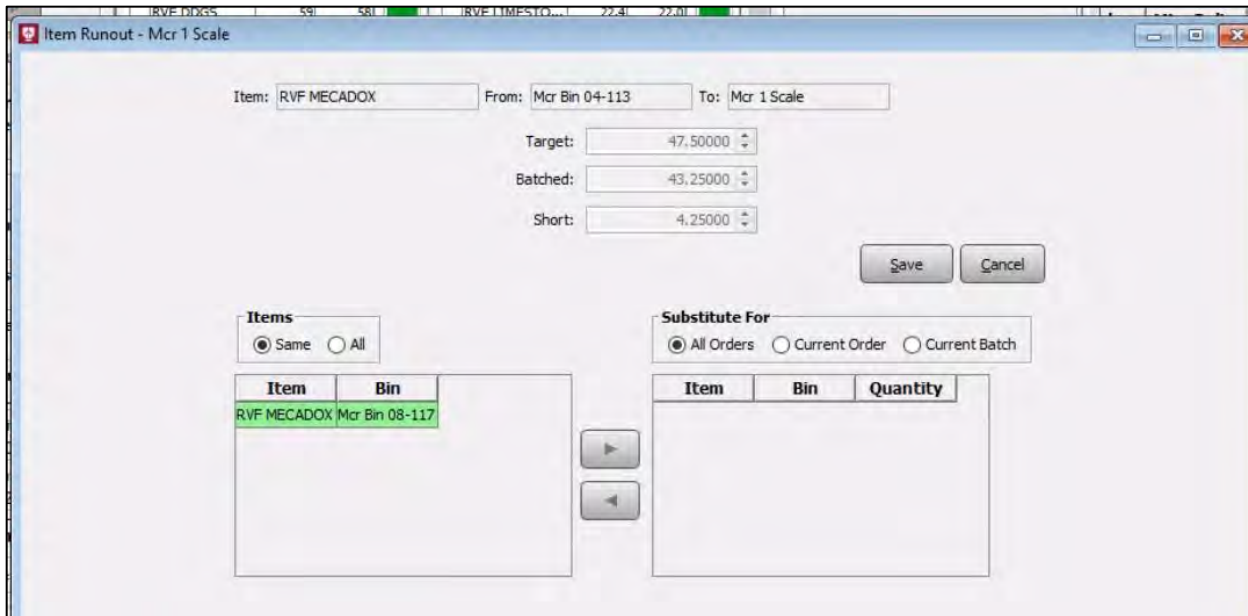
Complete Retry Substitute Cancel

Selecting “Complete” will accept the current batched amount and move on.

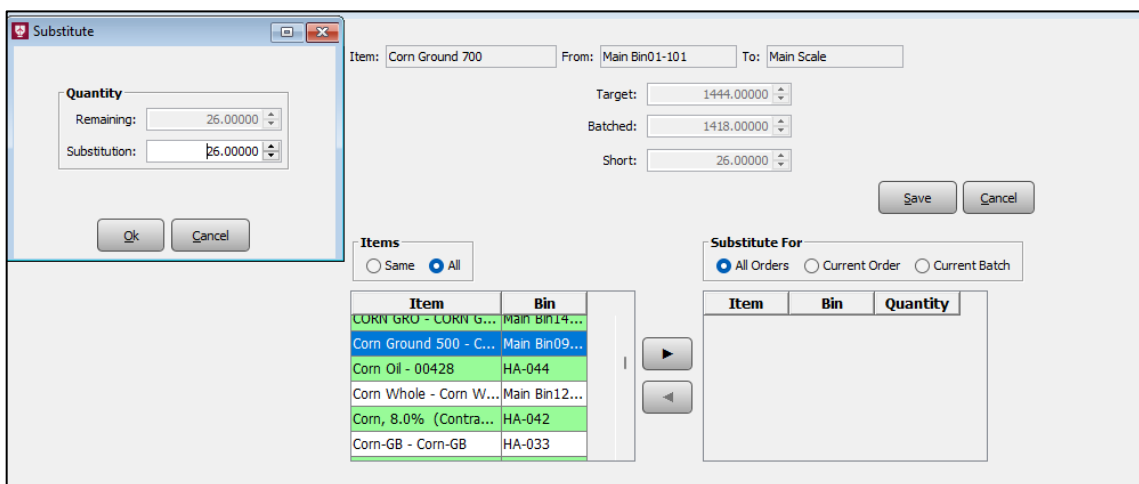
Selecting “Retry” will bump the augers or try again if you refill the bin and are ready to resume.

Selecting “Substitute” will allow you to select a different origination bin for the ingredient or substitute a different ingredient.

Click “Substitute”.



If you are substituting a different ingredient, you'll click the "All" button. Select your ingredient, then click the arrow to move it to the right. It will ask how much you want to substitute. Click OK.



You also want to then select if you want it to substitute this for all orders going forward, just the current order, or just the current batch. Click "Save."

Over Tolerance

The screenshot shows a window titled "Batcher Event Log" with an "Edit" button and a "Check Frequency in Seconds" spinner set to 30. Below is a table with the following data:

Occurred	Message	Equipment
7/19/2024 1:48:14 PM	Over Tolerance	CrnSd

Double click on the event in the table.

The screenshot shows a dialog box titled "Over Tolerance - CrnScl" with the following fields and values:

- Item: RVF CORN ran over tolerance
- Batched Weight: 5,265
- Target Weight: 5,074
- With Tolerance: 5,174
- Quantity Over Tolerance: 91

At the bottom, there are three buttons: "Complete", "Reweigh", and "Cancel".

Selecting "Complete" will accept the current batched amount and move on.

Selecting "Reweigh" will capture the scale weight again.

Selecting "Cancel" will close the window and the error will persist.

Negative Weight Fluctuation

Occurred	Message	Equipment
9/18/2024 1	Negative Weight Fluct...	Main Scale

Double click on the event in the table.

On the pop up, select “Retry” or “Cancel.”

Item: Corn Ground 700 weight went negative

Item Weight:

Total Scale Weight:

Tolerance Quantity:

Selecting “Retry” will capture the scale weight again.

Selecting “Cancel” will close the window and the error will persist.

COMPLETING ORDERS

After the order has been manufactured in NGC, the details will automatically be sent back to NGO. Depending on your processes and settings, this order may automatically move to history, or you may need to do additional steps in NGO.

If any items are lot tracked, you will need to “Verify Lots.” Highlight the order, then click “Verify Lots.”

The screenshot shows a software window with a top navigation bar containing 'Site: Commercial Mill' and 'Batcher: All Batchers'. Below this is a toolbar with buttons for 'Delivery Ticket', 'Hand Add Ticket', 'Mix Ticket', 'Placard', 'Batch', 'Load', 'Reconcile', 'Verify Yield', and 'Verify Lots'. The 'Verify Lots' button is highlighted in yellow. Below the toolbar, there are fields for 'Count: 1', 'Filter: Status', and 'Total: Target Qty. 2.50 Tons'. A table titled 'Sent / Pending Order Lines' is visible, with one row highlighted in blue:

Status	Order...	Order Grouping	Order Type	Ext. Order/Lin...	Customer Name	Site
Batched / Verify Lots	1262 / 1		MFG/LO		CASH	Commercial Mill

Check that the lot is correct and click “Save.”

The screenshot shows a dialog box titled 'Verify Item Lot Usages : 1262 / 1'. It has a 'Count: 1' field and a 'Filter: Seq. #' dropdown. Below the filter is a table with one row highlighted in blue:

Seq. #	Item Name	Quantity	Units	Lot	Item D...
5 1010		5.000000	Pounds	190318 BMN	Banminth

At the bottom of the dialog are 'Save' and 'Cancel' buttons.

If the item was a bagged item, you will need to “Verify Yield.” Highlight the order, then click “Verify Yield.”

The screenshot shows a software window with a top navigation bar containing 'Site: Commercial Mill' and 'Batcher: All Batchers'. Below this are several buttons: 'Delivery Ticket', 'Hand Add Ticket', 'Mix Ticket', 'Placard', 'Batch', 'Load', 'Reconcile', 'Verify Yield' (highlighted), and 'Verify Lots'. A 'Count' field shows '2' and a 'Total: Target Qty.' field shows '3.50 Tons'. A table titled 'Sent / Pending Order Lines' is visible, with the following data:

Status	Order...	Order Grouping	Order Type	Ext. Order/Lin...	Customer Name	Site
Batched	1262 / 1		MFG/LO		CASH	Commercial Mill
Batched / Verify Yield	1266 / 1		MFG/LO		CASH	Commercial Mill

Update yield if needed then click “Save.”

The screenshot shows a dialog box with a 'Date' field set to '7/11/24, 2:02:26 PM'. Below it is a 'Yield' section with a text input '2,000.00', a unit dropdown 'Pounds', and an 'Update Service Items' button. A table with the following data is displayed:

Seq. #	Item	Target	Actual	Unit
100	Bagging F...	1.00	1.00	Each

Below the table is a 'Comments:' section with a large empty text area. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

If a Loadout Process is required*, highlight the order needed to be loaded and press the “LOAD” button.

Commercial Mill Batcher: All Batcher's

Count: 2 Clear Filter: Status Contains

Sent / Pending Order Lines

Status ^	Orde... ^	Order Grouping	Order Type	Ext. Order/Lin...
Batched	1262 / 1		MFG/LO	C
Batched	1266 / 1		MFG/LO	C

Fill out any details needed on the load page.

Loadout Order Line

Order Information

Order / Line #: 1262/1
 Site: Commercial Mill
 Batcher: Manual
 Customer: CASH
 Location:

Animal Group: Not Assigned
 Item: Cattle GF 2
 Batched Qty.: 5,000.00 Pounds
 Batched Date: Jul 11, 2024, 1:57:40 PM

Order Comment

Load

Loaded Date: 7/11/24, 2:15 PM Load Number:

Loaded Quantity: Vehicle:

Already Loaded: Driver:

Loadout Target: Scale Ticket:

Trailer Pre-Fill Inspection: Cleanout Method:

Last Item: Operator:

Adj.	Item	Target	Actual	Quantity To Load
<input checked="" type="checkbox"/>	Corn Ground 700	3,545.00	3,545.00	3,545.00
<input checked="" type="checkbox"/>	Soybean Meal 48%	950.00	950.00	950.00
<input checked="" type="checkbox"/>	Distillers Grain	425.00	425.00	425.00
<input type="checkbox"/>	Molasses	75.00	75.00	75.00
<input type="checkbox"/>	Banminth	5.00	5.00	5.00
<input checked="" type="checkbox"/>	Grind & Mix	2.50	2.50	2.50

Click "Save." The order will then move to history.

*If you use Loadout in NexGen Controller or in NexGen Office Shipping and Receiving, the loadout process will be done in that program.